

# Memo

**File:** 3060-20/DP 14A 19

**DATE:** October 25, 2019

**TO:** Advisory Planning Commission  
Baynes Sound – Denman/ Hornby Islands (Electoral Area A)

**FROM:** Planning and Development Services Branch

**RE:** Development Permit – 3771 Island Highway South (Joah Ventures Inc.)  
Lot 2, District Lot 86, Comox District, Plan 42151, PID 001-400-037

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The attached development proposal (Appendix A) is for commission members' review and comment. The applicants are seeking to construct a new 186 square metre commercial building on a 0.4 hectare lot along the Island Highway, just east of the City of Courtenay (Figures 1 and 2). Any construction of buildings on a commercial or industrial zoned property requires a Development Permit with conditions consistent with the Commercial and Industrial (Form and character) guidelines.

## Development Permit

In accordance with Section 85 of the Official Community Plan, Bylaw No. 337 being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014", the Commercial and Industrial Development Permit (form & character) requires consideration of the buildings form and character, landscaping and a rainwater management plan.

## *Form and Character*

The guidelines direct that all buildings and structures be architecturally coordinated and give consideration to the relationship between buildings and open areas, circulation systems, visual impact and design compatibility with the surrounding development. There is one other building on the property, a 50 year old building converted for commercial with a garage extension. Otherwise, the surrounding area consists of low density residential development. The proposed new building would be two-storeys tall and is proposed to have a metal exterior surfacing, painted "almond" colour with "tundra" colour roofing and "harbor blue" trim. It would be sited on the opposite end from the existing building on the rectangular property, with internal circulation occurring in the middle of the property between the two buildings.

## *Screening and Landscaping*

The guidelines direct that a landscape plan should be provided that includes a landscaped treatment along the entire frontage of the building site that abuts public roads. The applicant provided a landscape plan by Lindsay Clement of Bloom Landscape Architecture. The landscape plan addresses the half of the property on which the new building is to be sited and proposes a line of Leyland cypress hedges along the frontage with the highway, one big leaf maple tree and remainder grass (except for a gravel parking area).

*Rainwater Management*

The applicant provided a Drainage Plan prepared by Matt Sanderson, AScT, and Chris Durupt, P.Eng., of McElhanney Consulting Services Ltd., dated September 20, 2019. The drainage plan recommends the use of an infiltration facility in the grass area.

Zoning

The subject property is zoned Commercial One (Figure 3). The zone allows the building to be sited as close as 4.5 metre to the parcel line abutting Comox Logging Road, as the site plan illustrates. The zone allows the building to be setback only 1.75 metres from the residential parcel but the site plan illustrates an intention to site the building approximately 5 metres, at the closest point, from that lot line. The maximum allowable height ranges between 8 metres at the minimum setback to 12 metres near the middle of the lot but the proposed building is 7.3 metres tall (the final height will be calculated from average natural grade).

Sincerely,

***T. Trieu***

Ton Trieu, RPP, MCIP  
Manager of Planning Services  
Planning and Development Services Branch

/jm

Attachments    Appendix A – “Site Plans and Building Elevations”  
                      Appendix B – “Commercial and Industrial Development Permit Area (form and character)”

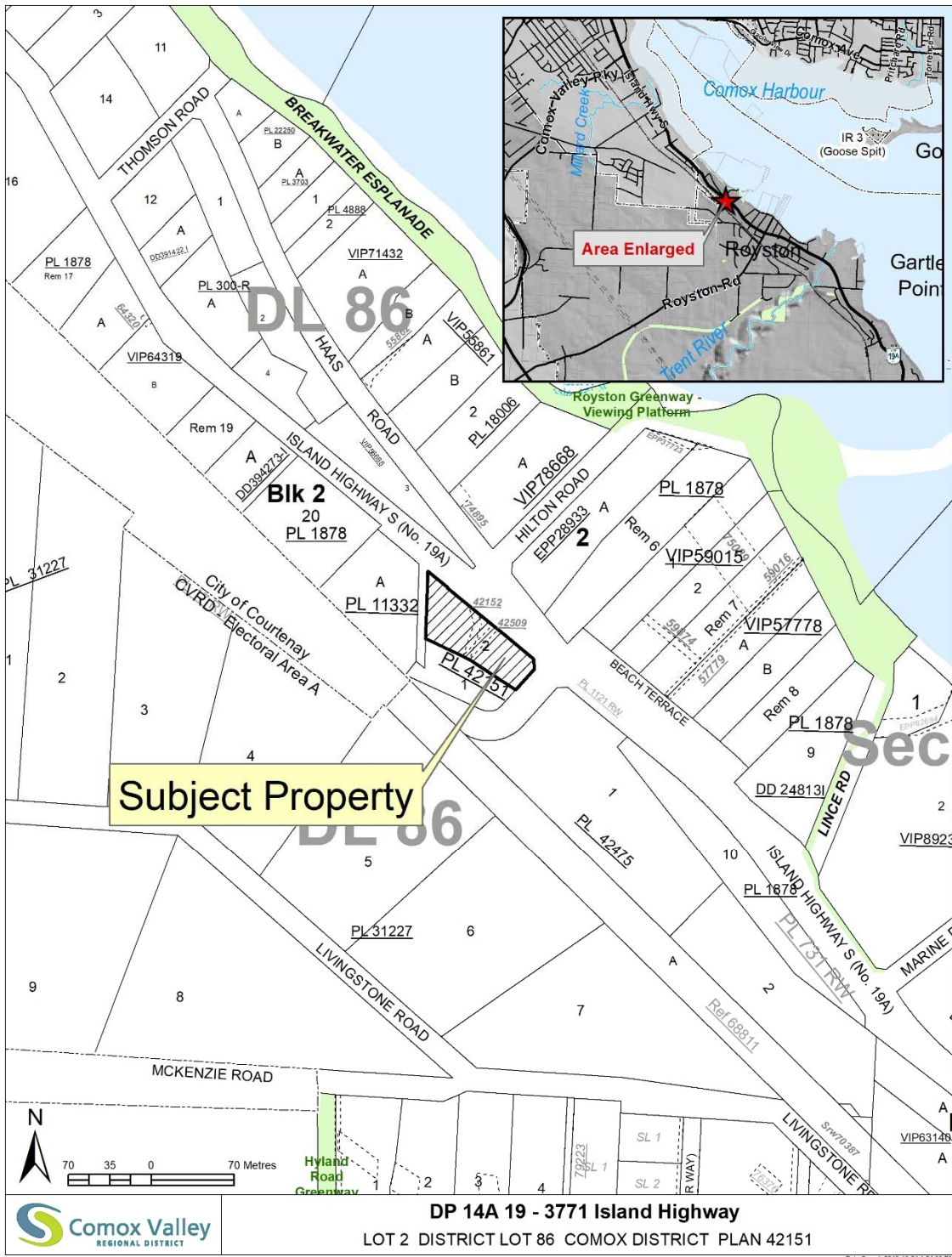


Figure 1: Subject Property



Figure 2: Air Photo

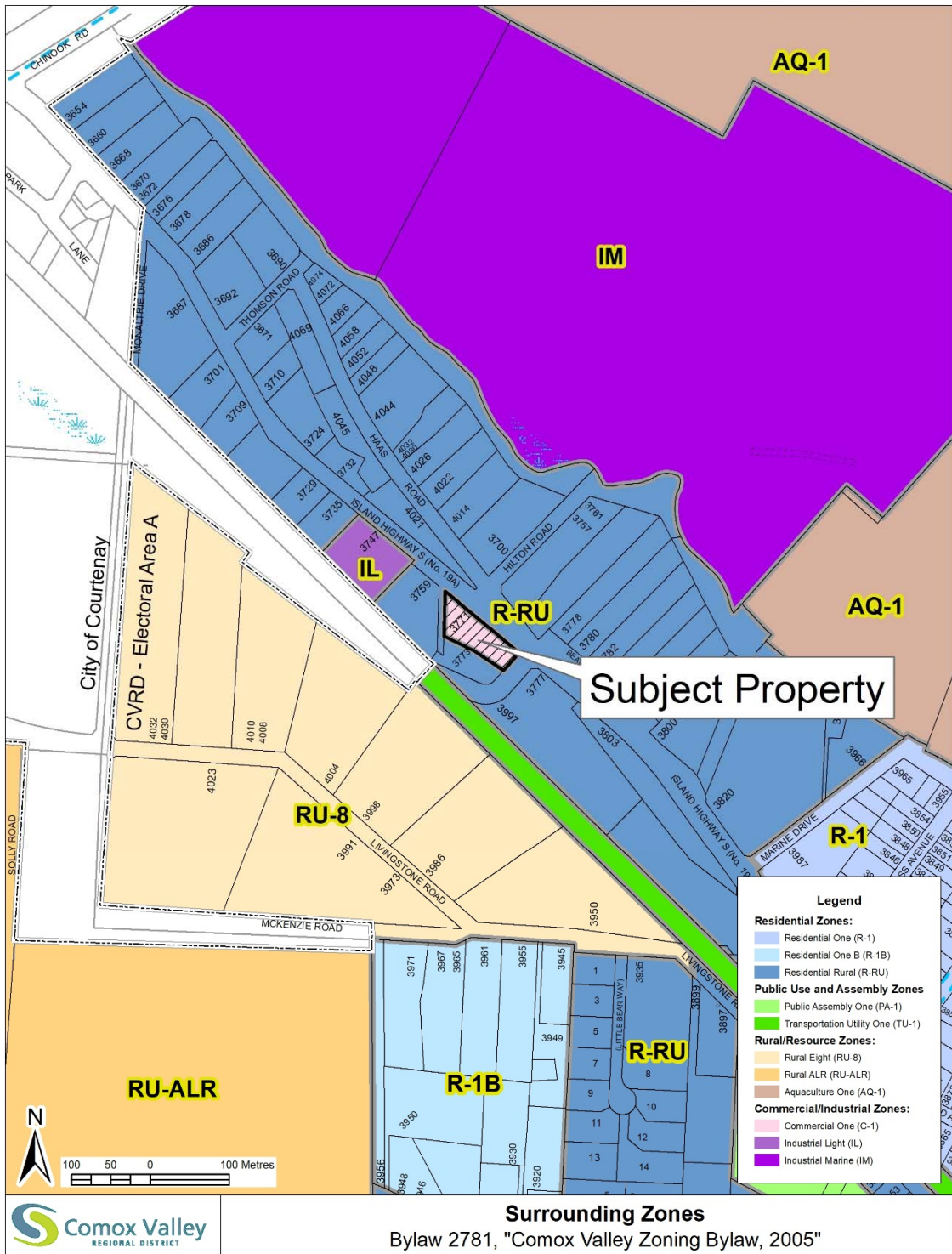
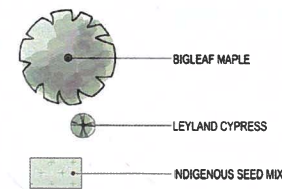


Figure 3: Zoning



**PLANT MATERIAL LEGEND:**



**LANDSCAPE REQUIREMENTS:**

- SITE PLAN**  
INFORMATION IS SHOWN FOR DESIGN INTENT/FORM AND CHARACTER PURPOSES ONLY. FINAL QUANTITIES OF PLANTINGS MAY VARY SLIGHTLY DUE TO SITE CONDITIONS.
- STANDARD OF WORK**  
ALL INSTALLATION OF LANDSCAPE WORKS TO BE IN ACCORDANCE WITH THE CANADIAN LANDSCAPE STANDARD (CLS) CURRENT EDITION.
- UTILITIES**  
UTILITIES ARE SHOWN CONCEPTUALLY FOR REFERENCE. CONTRACTOR IS RESPONSIBLE FOR LOCATING UTILITIES IN THE FIELD.
- IMPORTED GROWING MEDIUM**  
IMPORTED TOPSOIL SHALL BE PLACED AT MIN. DEPTHS NOTED FOR ALL PLANTING AREAS. SOD AREAS AND SEED AREAS: GROWING MEDIUM MUST BE TESTED AND SHOWN TO MEET STANDARDS OUTLINED IN THE CURRENT EDITION OF THE CLS. GROWING MEDIUM IS TO MEET PROPERTIES OF TYPE 2L FOR TURF AREAS & TYPE 2P FOR PLANTING AREAS, AS PER TABLE 6-3 IN THE LATEST EDITION OF THE CLS.  
PLANT BED AREAS: 450mm  
SEEDED AREAS: 75mm
- IRRIGATION**  
PLANT MATERIAL TO BE IRRIGATED BY A HIGH EFFICIENCY, AUTOMATED SYSTEM FOR THE FIRST TWO (2) GROWING SEASONS TO ENSURE ESTABLISHMENT.

**PLANT LIST:**

QTY	BOTANICAL NAME	COMMON NAME	SIZE / SPACING
<b>TREES</b>			
01	<i>Acer macrophyllum</i>	Bigleaf Maple	#10 pot
50	<i>Cupressocyparis leylandii</i> 'Moncal'	Emerald Isle Leyland Cypress	#10 pot
<b>SEED MIX</b>			
2%	<i>Agrostis scabra</i>	Hair Bentgrass	% by weight
36%	<i>Bromus marginatus</i>	Mountain Brome	% by weight
3%	<i>Deschampsia cespitosa</i>	Tufted Hairgrass	% by weight
10%	<i>Festuca rubra</i>	Native Red Fescue	% by weight
40%	<i>Hordeum brachyantherum</i>	Meadow Barley	% by weight
7%	<i>Lolium multiflorum</i>	Annual Ryegrass - Diploid	% by weight
2%	<i>Poa Palustris</i>	Fowl Bluegrass	% by weight

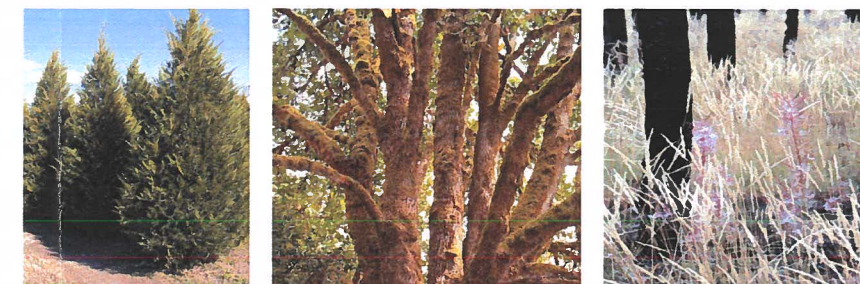
**DESIGN RATIONALE:**

THE PROJECT SITE IS LOCATED ALONG THE ISLAND HIGHWAY, JUST SOUTH OF COURTENAY. PROPERTIES IN THE AREA RANGE FROM LIGHT INDUSTRIAL TO RESIDENTIAL. THE PROJECT CONSISTS OF THE CONSTRUCTION OF A TWO STOREY MIXED USE BUILDING AND GRAVEL PARKING AREA.

THE LANDSCAPE TREATMENT ON THE SITE AIMS TO RE-ESTABLISH A NATURAL VEGETATIVE COVER THROUGH THE APPLICATION OF A REGIONALLY APPROPRIATE SEED MIX. THIS GROUND COVER WILL HELP IN MANAGING STORMWATER THROUGH ABSORPTION AND PREVENTING EROSION OF THE SITE DURING SIGNIFICANT RAINFALL EVENTS.

TO PROVIDE A DELINEATION BETWEEN PRIVATE AND PUBLIC SPACE A BUFFER HEDGE OF LEYLAND CYPRESS LINE THE FRONTAGE, PROVIDING A MANICURED AESTHETIC. A BIG LEAF MAPLE ALONG THE EAST PROPERTY LINE HELPS TO VISUALLY ANCHOR THE NEW BUILDING BY PROVIDING HEIGHT AND SPREAD AND BRINGING A NATURAL AESTHETIC BACK ONTO THE SITE.

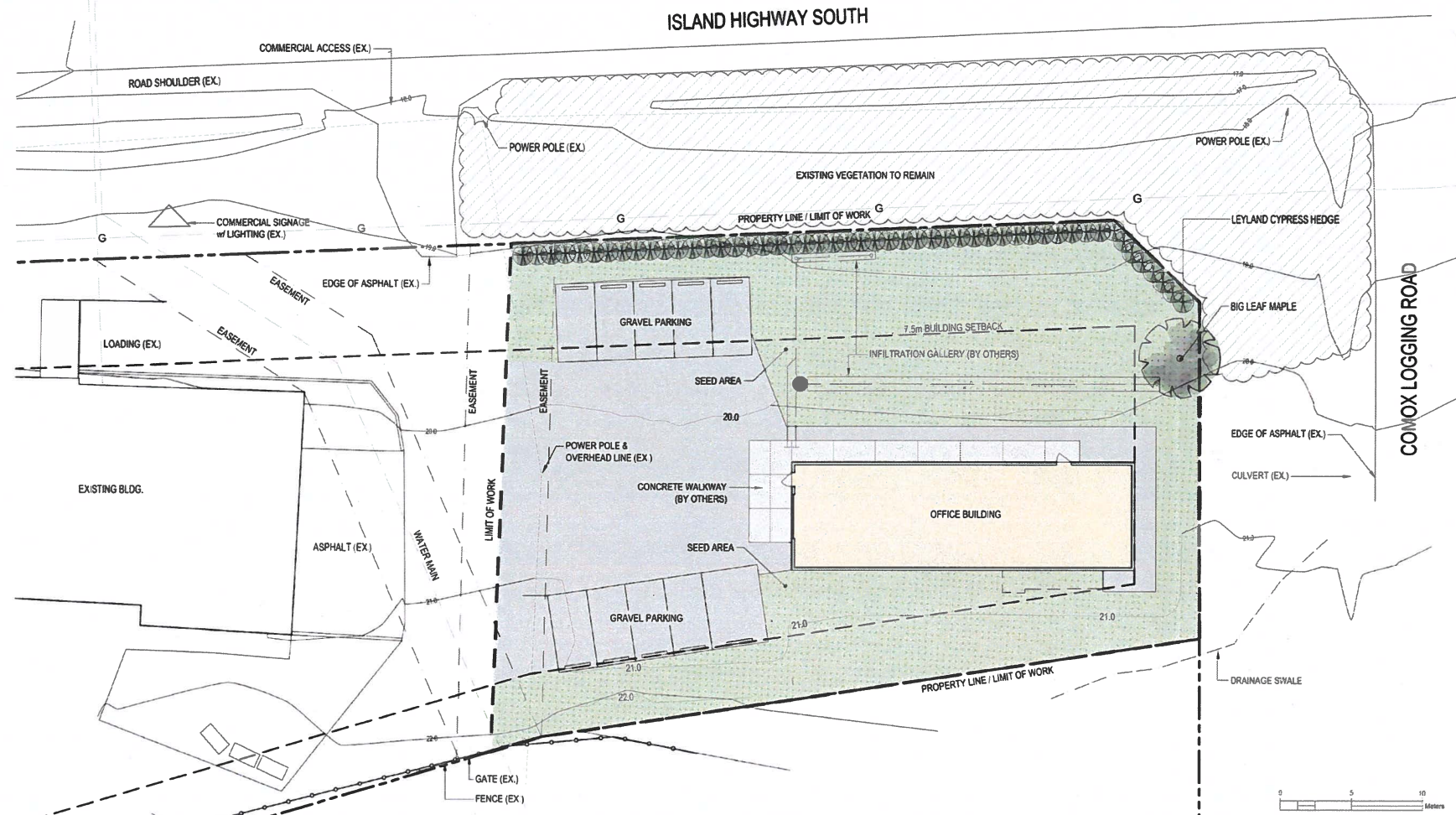
**REFERENCE IMAGES:**



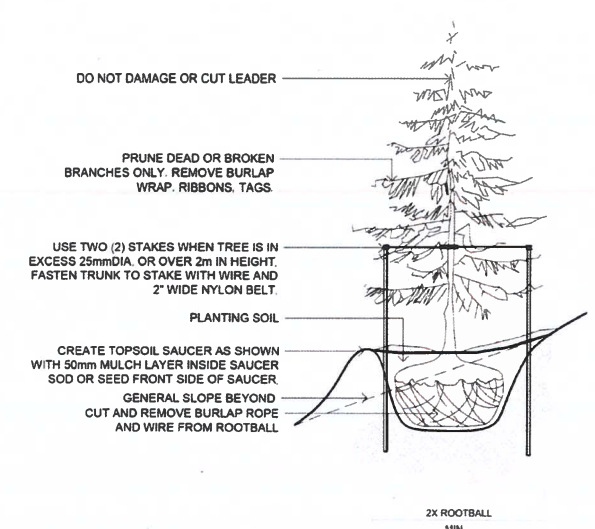
Leyland Cypress

Bigleaf Maple

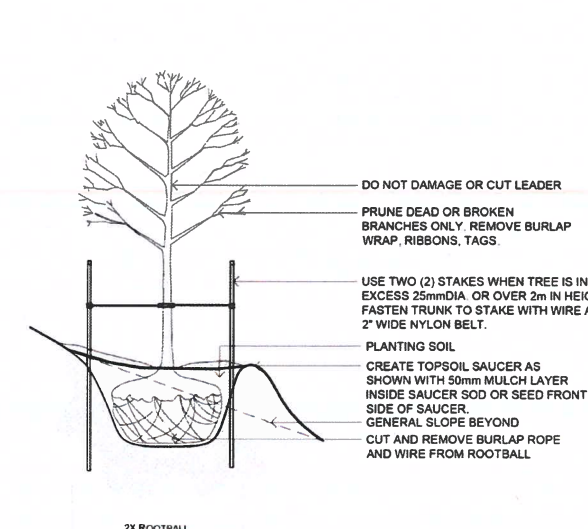
Grass Seed



**1 LANDSCAPE PLAN**  
LDP-1 SCALE 1:200



**2 CONIFEROUS TREE PLANTING ON SLOPE - SECTION**  
LDP-1 SCALE 1:15 (mm)



**3 DECIDUOUS TREE PLANTING ON SLOPE - SECTION**  
LDP-1 SCALE 1:15 (mm)



CLIENT:  
**WEST ISLE HEATING & COOLING LTD.**

PROJECT TITLE:  
**OFFICE BUILDING**  
3771 ISLAND HWY. SOUTH  
LOT 2, D.L. 86, COMOX DISTRICT,  
PLAN VIP42151  
COURTENAY, BC

DRAWING TITLE:  
**LANDSCAPE SITE PLAN**

ISSUED FOR / REVISION		
1	ISSUED FOR REVIEW	2019-09-24
2	ISSUED FOR DEVELOPMENT PERMIT	2019-09-27

SEAL:

DRAWN BY:	LSC
DATE:	2019-09-17
SCALE:	AS NOTED
DWG. NO.:	

**LDP-1**



**Customer:**  
Westisle Mechanical  
Old Island Highway  
Courtenay, BC

**Builder:**  
JDC Construction Management LTD. COUNTY: Canada  
1070 14th street west  
North Vancouver, BC V7P 3P3

For Construction Permit  
 For Erector Installation

Preliminary  
 For Approval

**Scale:**

VERSION	PAPER SIZE
ed	22x34
ESTIMATOR	DATE
ed	30/03/019

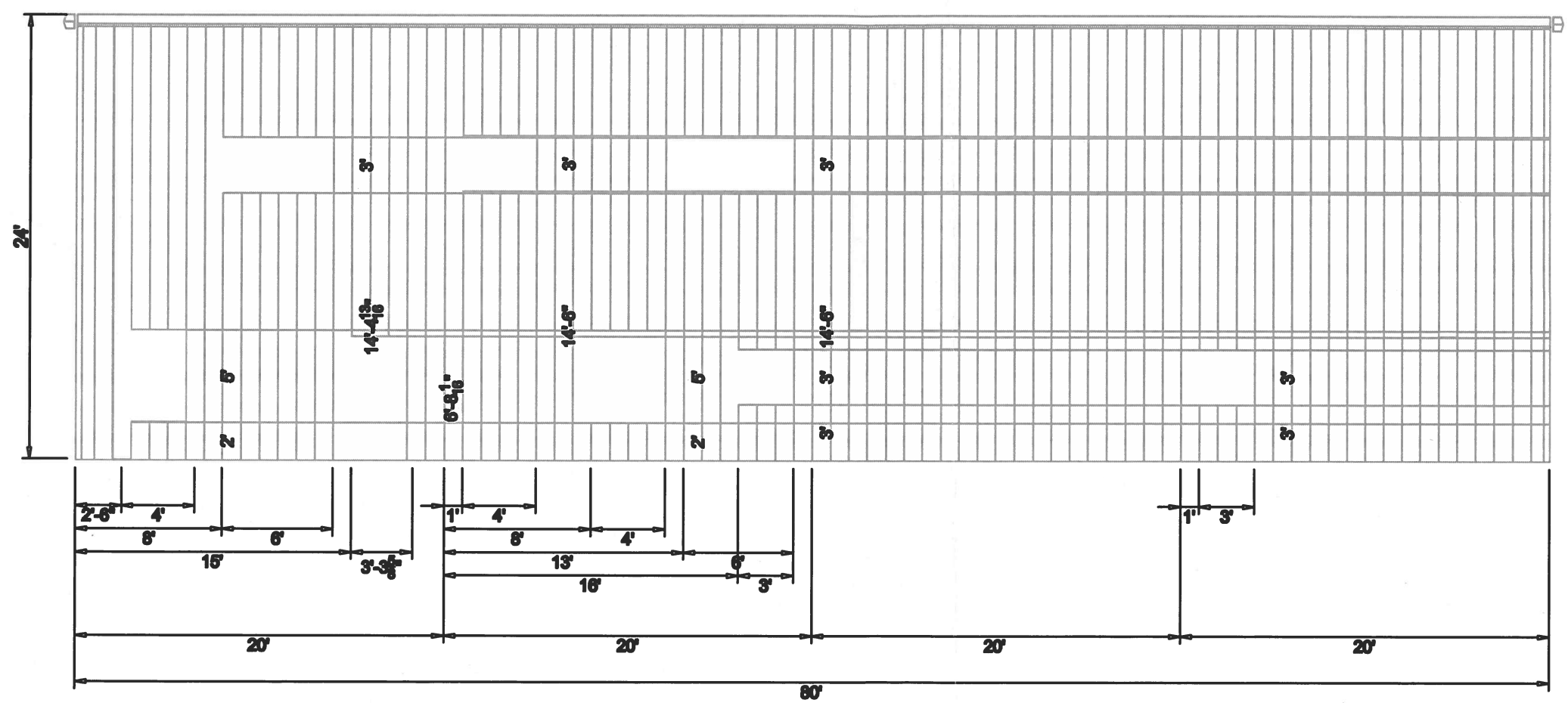
JOB NAME

MEMBER

The engineer whose seal appears hereon is an employee for the manufacturer for the materials described herein. Said seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.



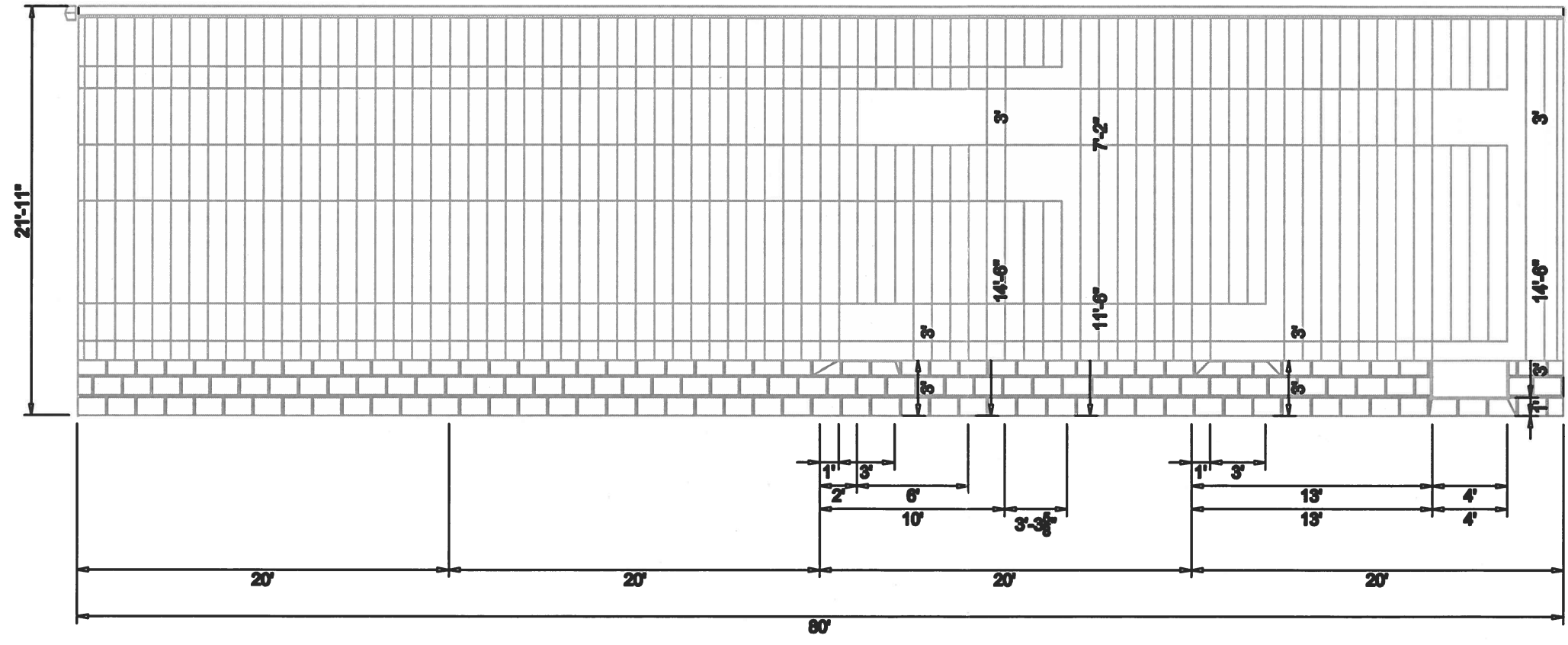
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FRONT ARCHITECTURAL - (A) SHOP

8800 SOUTH INTERSTATE 35 OKLAHOMA CITY, OK 73149 (405) 638-2010 <b>ASTAR</b>		CONTACT: WJOG Construction Management LTD. COUNTY, Canada 070 14th Street West North Vancouver, BC V7P 3P3	Customer: Westside Mechanical Old Island Highway Courtenay, BC
Builder: WJOG Construction Management LTD. COUNTY, Canada 070 14th Street West North Vancouver, BC V7P 3P3	Project Status: <input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> On Hold	For Construction Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No	For Building Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No
Scale: <b>NOT TO SCALE</b>	VERSION: PAPER SIZE 22x34	ESTIMATOR: ed	DATE: 9/12/2018
MEMBER <b>MBMA</b>			
The engineer whose seal appears hereon is an employee for the manufacturer for the materials described herein. Said seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.			

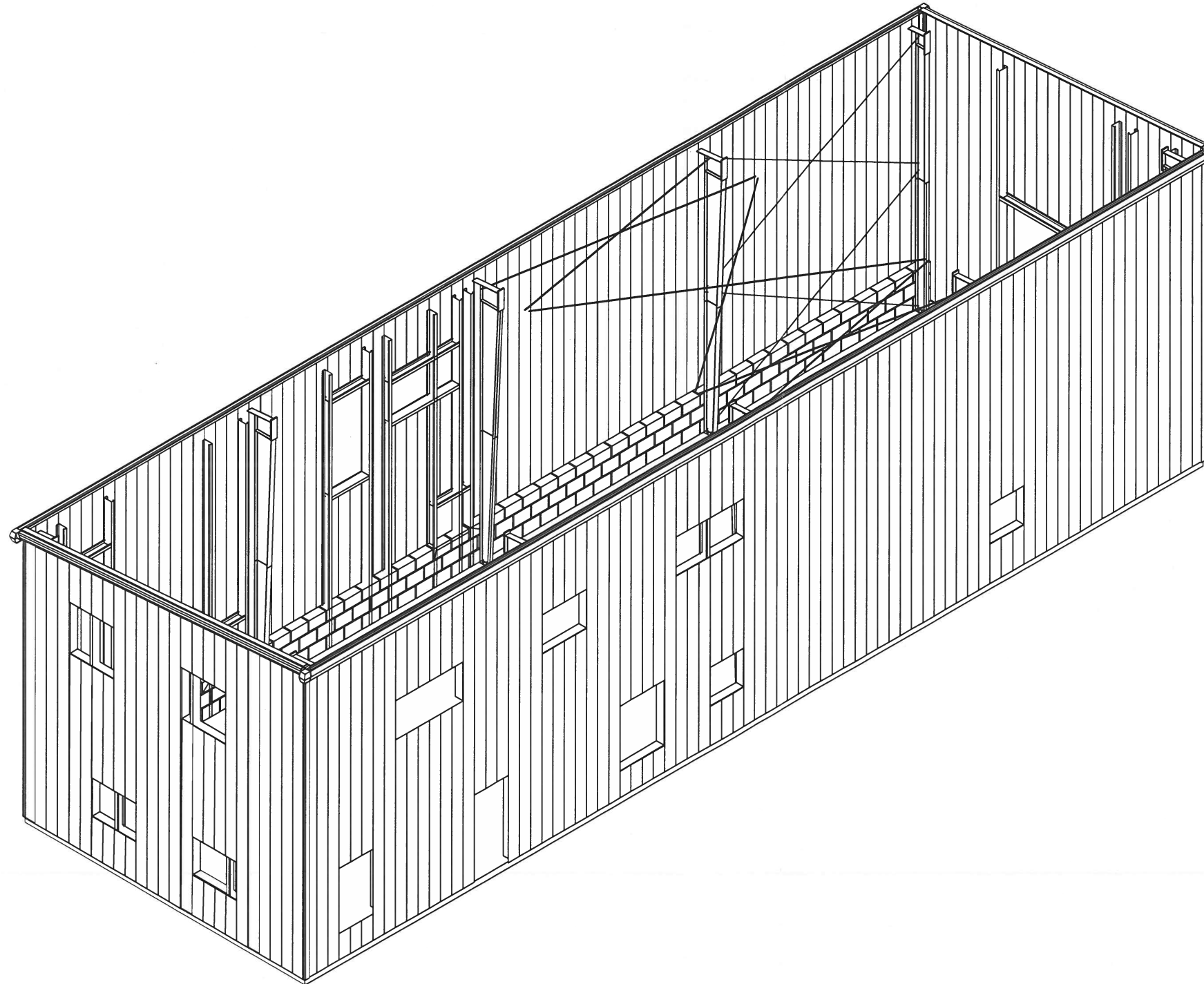
Created : Wed Sep 12 15:01:07 2018, System SBS 11.4 sp1



BACK ARCHITECTURAL - (A) SHOP

8600 SOUTH INTERSTATE 35 OKLAHOMA CITY, OK 73149 (405) 638-2010 <b>ASTAR</b> BUILDING DCC Construction Management LTD. COUNTY: Canada 1070 14th Street West North Vancouver, BC V7P 3P3		CONTACT: Winkelo Mechanical Old Island Highway Courtney, BC
<input type="checkbox"/> For Construction Permit <input type="checkbox"/> For Structural Insulation <input type="checkbox"/> For Acoustic <input type="checkbox"/> For Fire	Scale: <b>NOT TO SCALE</b> VERSION: PAPER SIZE: 22x34 ESTIMATOR: ed DATE: 9/12/018 JOB NAME:	
MEMBER <b>MBMA</b> The engineer whose seal appears hereon is an employee for the manufacturer for the materials described herein. Said seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.		

Created : Thu Oct 4 17:50:40 2018, System SBS 11.4 sp2



3D FRONT LEFT - (A) SHOP

NOTE:  
You have selected REVERSED wall panel.  
Drawings do not illustrate this.



8600 SOUTH INTERSTATE 35  
OKLAHOMA CITY, OK 73149  
(405) 636-2010

**STAR**  
BUILDING SYSTEMS  
ALBERTA

**Builder:**  
JDS Construction Management LTD.  
1070 14th street west  
North Vancouver, BC V7P 3P3

**Customer:**  
Westside Mechanical  
Old Island Highway  
Courtenay, BC

**CONTACT:**  
COUNTY: Canada

**Drawing Status:**  
 Preliminary  
 For Approval

For Construction Permit  
 For Erector Installation

Scale: **NOT TO SCALE**

VERSION	PAPER SIZE
SBS 11.4 sp2	22x34
ESTIMATOR	DATE
ed	10/4/018

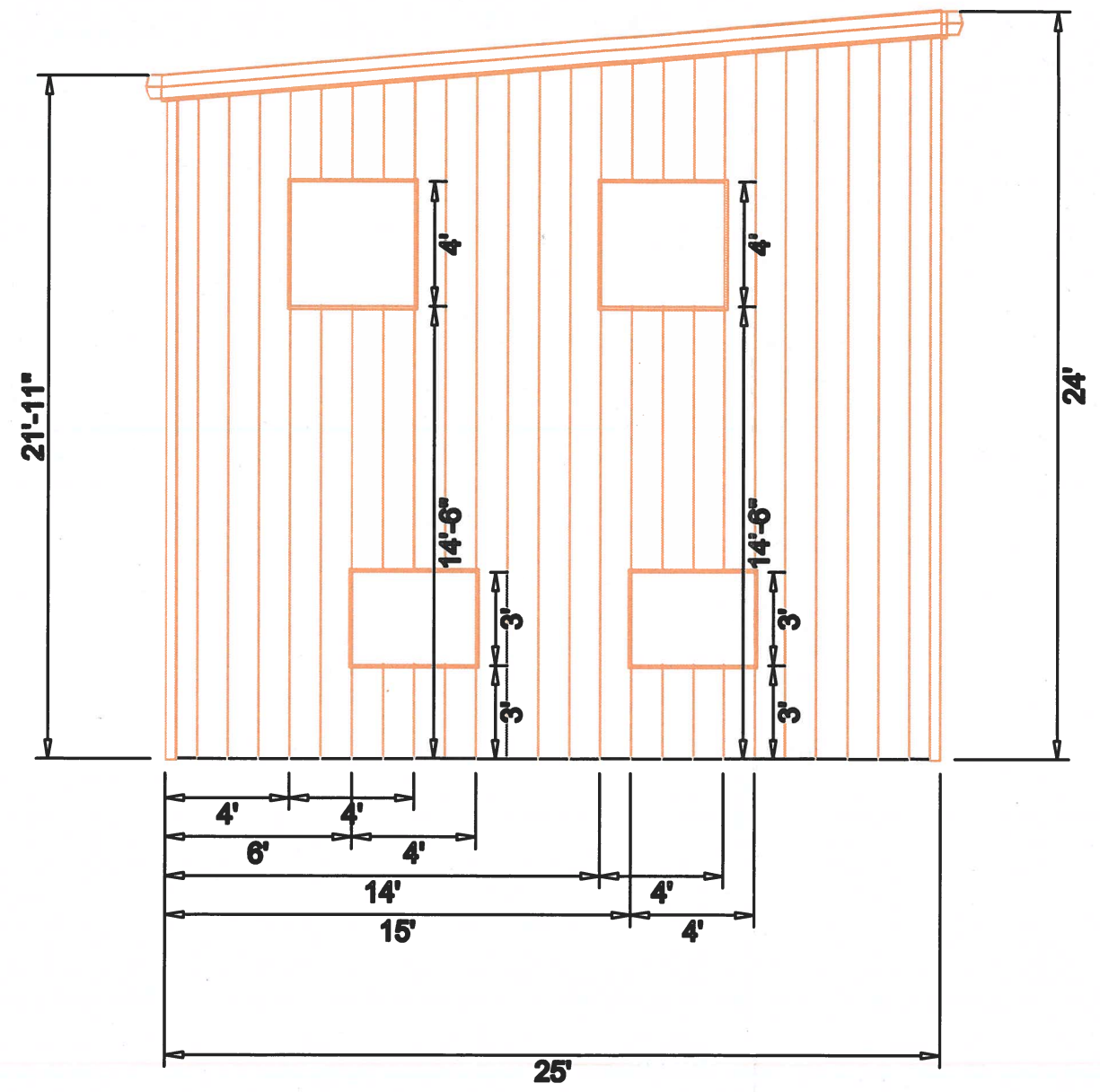
JOB NAME

MEMBER



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Created : Wed Sep 12 15:01:06 2018, System SBS 11.4 sp1



LEFT ARCHITECTURAL - (A) SHOP

8800 SOUTH INTERSTATE 35  
OKLAHOMA CITY, OK 73149  
(405) 698-2010

**ASTAR**  
CONTACT:  
BDC Construction Management LTD. COUNTY, Canada  
1075 14th Street West  
North Vancouver, BC V7P 3P3

**Contractor**  
Westside Mechanical  
Old Island Highway  
Courtenay, BC

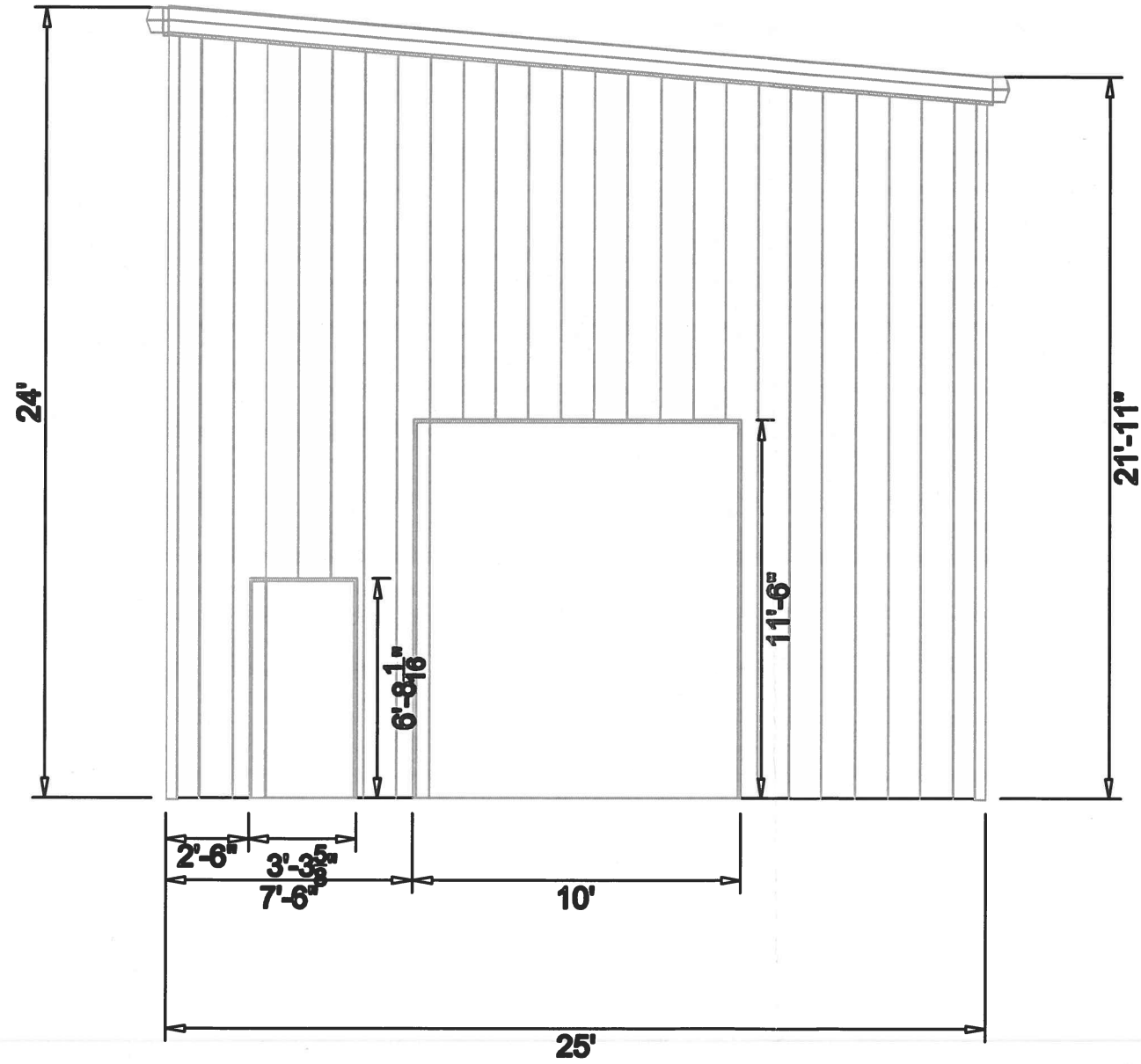
**Contractor**  
Westside Mechanical  
Old Island Highway  
Courtenay, BC

Scale: **NOT TO SCALE**  
VERSION: ed  
PAPER SIZE: 22x34  
ESTIMATOR: ed  
DATE: 9/12/018  
JOB NAME:

MEMBER  
**MBMA**

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Created : Wed Sep 12 15:01:09 2018, System SBS 11.4 sp1



RIGHT ARCHITECTURAL - (A) SHOP

8800 SOUTH INTERSTATE 35  
OKLAHOMA CITY, OK 73149  
(405) 636-2010

**ASTAR**  
CORPORATION

CONTACT:  
DGC Construction Management LTD. COUNTY, Canada  
1070 14th Street West  
North Vancouver, BC V7P 3P3

Customer:  
Westside Mechanical  
Old Island Highway  
Courtenay, BC

For Construction Permit  
 For Dealer Installation

For Approval  
 For Approval

Scale: **NOT TO SCALE**

VERSION	PAPER SIZE
	22x34

ESTIMATOR	DATE
ed	9/12/018

JOB NAME

MEMBER  
**MBMA**

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Section 84 removed for ease of reading.

*Commercial and industrial development permit area (Form and character)*

85. *Justification*

This type of development occurs primarily along main roads and highways in the Comox Valley such as Ryan, Royston and Cumberland Roads and the Island Highway. As such, the

development along these corridors offers many visitors their first impression of the Comox Valley.

This land use also tends to occur as infill development in areas traditionally used as rural residential. As such, it is important that the potential for conflict with established residential properties be minimized.

The permit process will be used to ensure that adequate buffers are provided and to ensure that the development is attractive and coordinated with respect to form and character of the neighborhood.

#### *Area*

Those parcels zoned for commercial and/or industrial use under part 900 pursuant to the Comox Valley zoning bylaw, 2005 being bylaw no. 2781 as amended from time to time by the CVRD board.

#### *Guidelines*

Development permits shall be issued in accordance with the following guidelines.

#### *Form and character*

- (a) All buildings and structures shall be architecturally coordinated and shall give consideration to the relationship between buildings and open areas, circulation systems, visual impact and design compatibility with the surrounding development. Blank unarticulated walls will not be permitted.
- (b) The design and introduction of a new building type to a residential neighbourhood should provide harmony and lend continuity to the neighbourhood and should not create excessive disruption of the visual character of the neighbourhood.
- (c) Landscaping, awnings, lighting fixtures, and other structures shall be architecturally integrated with the design of the buildings.
- (d) Any end wall of a building that is visible from the street should be finished to the same standard as the front of the building to provide an attractive appearance.
- (e) The roof slope and siting of any buildings shall be such as to minimize any obstruction of direct sunlight falling onto adjacent properties and residences.

#### *Landscaping*

- (a) A landscape plan shall be required. The landscape plan shall be professionally prepared and shall:
  - i. include supporting documentary evidence pertaining to landscape specifications, irrigation requirements, detailed planting lists, cost estimates, and the total value of the work;
  - ii. identify existing vegetation by type and identify areas which are to be cleared; and
  - iii. provide for the landscape treatment of the entire frontage of the building site abutting onto existing or future public roads. Street specimen tree and grassed boulevard landscape provisions are to be identified to soften the

character and scale of the area. All proposed plant materials shall be suitable for local environmental conditions. All landscaping and screening shall be completed within 12 months of an occupancy permit being issued and shall meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.

*Construction phase*

- (a) All construction must be completed according to a site/building plan and an erosion and sediment control plan.
- (b) Construction of developments within or adjacent to residential areas shall take place during the working hours of 7:00 a.m. to 7:00 p.m.
- (c) There shall be no dumping of any material or debris on any roads before, during or after site development.

*Outside storage*

- (a) The area of any building site bounded by the front lot line, the exterior or interior side lot lines, as the case may be, and the front building line of the structure nearest the front lot line, shall not be used as an outside storage area.
- (b) Any portion of a building site which may be used as an outside storage area shall only be used as such if:
  - i. the area is enclosed within a 2.5 metre high solid fence having a suitable security gate;
  - ii. none of the goods or materials stored therein exceed the height of the 2.5 metre high fence;
  - iii. the area is not directly adjacent to any residential development; and
  - iv. cases where the area lies between a structure and any public road, it is screened by an adequately landscaped buffer strip so that such storage areas are not readily visible from such public road.
- (c) Centrally located recycling facilities shall be provided for the use of all businesses with a development.

*Screening*

- (a) The character of developments shall be enhanced by landscaping of substantial proportions along property lines adjacent to residential developments. The developers shall provide a three metre buffer – incorporating existing native vegetation, supplemented by landscaping of substantial proportions utilizing approved specimen tree species. The required plantings shall recognize the need to protect adequate sight distances at intersecting streets.
- (b) Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise. Security and other lighting shall not be placed so as to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.



- (c) Such elements as roof top mechanical equipment, shipping and loading areas, transformers, and meters shall be screened from public view as effectively as possible through the use of evergreen landscaping materials, solid fencing, and building design.
- (d) All waste disposal bins shall be completely screened within a solid walled enclosure not less than two metres in height.
- (e) Loading and receiving areas shall be located so as to cause minimum disturbance to adjacent residential areas.

#### *Parking*

- (a) Large surface parking areas shall be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted landscaped areas. Visitor parking spaces should be clearly identified and provided within the development. Tree planting is encouraged in parking areas.
- (b) Parking areas should clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.
- (c) All paved parking areas shall be included within the context of the required rainwater water plan and shall incorporate oil/water separators.
- (d) The use of any property within the development permit area shall not produce any off-site parking.
- (e) Developers are encouraged to incorporate site-parking requirements within the principal structures of their development.
- (f) Automobile parking areas shall be covered with a select granular base approved by MoTI and provide storm water controls by means of perimeter curtain drains. Access and egress points shall be paved for a minimum distance of 15 metres from the edge of the existing pavement into the subject property and be designed and constructed to MoTI standards. The shared use of a common access between businesses is encouraged.
- (g) Commercial and industrial buildings shall be located in close proximity to the front property line with the majority of parking spaces being situated at the rear and side of buildings.
- (h) Commercial and industrial buildings fronting shall be allowed to share one common interior wall (0.0 metre side yard setback) with an adjacent building.

#### *Rainwater management*

- (a) It is recognized that the clearing, grading and servicing of sites alters their natural hydrology patterns. In recognition of this fact, it shall be required that each development shall prepare a rainwater management plan that strives to protect water quality, and to maintain post-development peak flows to those of pre-development flow patterns and volumes over the entire water season. This rainwater plan shall be prepared by a professional engineer and should make use of such devices as permeable surface treatments, wet or dry detention ponds, constructed wetlands or

other devices as deemed suitable and consistent with best management practices.  
rainwater runoff from storage areas shall be controlled to prevent contamination of watercourses.

- (b) The discharge of rainwater runoff from storage areas shall be accomplished with appropriate structures and flow control mechanisms to prevent contamination of receiving water bodies.

Section 86 removed for ease of reading.