



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3060-20-2207/DPV00041

**From:** City Manger (CAO)

**Date:** January 25<sup>th</sup>, 2023

**Subject:** Development Permit with Variance No. 2207 – 635 and 649 5<sup>th</sup> Street

### PURPOSE:

The purpose of this report is for Council to consider the issuance of a Development Permit with Variance to the side yard setbacks for the construction of two new single family residences. The properties are located at 635 and 649 5<sup>th</sup> Street and are subject to the Old Orchard Development Permit Guidelines.

### CAO RECOMMENDATIONS:

THAT based on the January 25<sup>th</sup>, 2023 staff report “**Development Permit with Variance No. 2207 – 635 and 649 5<sup>th</sup> Street**” Council approve Option 1 and direct staff to provide public notice to adjacent property owners and occupants and request feedback regarding Development Permit with Variance No. 2207; and

THAT Council consider Development Permit with Variance No. 2207 at the February 8<sup>th</sup>, 2023 Council meeting.

Respectfully submitted,

Geoff Garbutt, M.Pl., RPP, MCIP  
City Manager (CAO)

### BACKGROUND:

The subject properties are located in the Old Orchard Neighbourhood at 635 and 649 5<sup>th</sup> Street, legally described as Lot 7, Block 4, Section 61, Comox District, Plan 472B and Lot 8, Block 4, Section 61, Comox District, Plan 472B.

Both properties are situated northwest of the intersection of 5<sup>th</sup> Street and Harmston Avenue with frontage off 5th and a developed rear laneway. Similar to adjacent parcels in the neighbourhood, the lots are small, approximately 306m<sup>2</sup> in size each, and are zoned Residential Two B Zone (R-2B).

Currently the properties are occupied by a single-family residence that straddles the property line. Staff note that a majority of the residence is sited on 649 5<sup>th</sup> Street (lot 8) along with an accessory building located in the northwest rear yard.

The applicant plans to move the residence offsite to another location in the Comox Valley Regional District (CVRD) prior to construction of the new residences. In October 2022, the City Building Division received an

application to move the existing residence, however, the permit has not yet been issued and services have not been disconnected because the dwelling is still occupied. The applicant will advise the City when the house is vacant and services can be disconnected.

A map showing the location of the subject properties is included as **Figure No. 1** and street view photographs of the properties from 5<sup>th</sup> Street and the rear laneway are included as **Figure No. 2a and 2b**.



Figure No 1: Subject Properties (outlined in red) and Site Context



Figure No. 2a: View of Properties from 5<sup>th</sup> Street



Figure No. 2b: Views of the Properties from Rear Laneway

The development pattern in the immediate neighbourhood is characterized by single-family lots subdivided in 1912 ranging in size from 300m<sup>2</sup> to 605m<sup>2</sup> with the larger lots located along Johnston Avenue between 4<sup>th</sup> and 5<sup>th</sup> Streets. A majority of the lots are occupied by older one or two storey single family homes that have landscaping and pedestrian access in their front yards and driveway access and parking in their rear yards.

The applicant is proposing to construct two new single family residences that are two storeys in height with four (4) bedrooms and two (2) bathrooms and floor areas of 135.3 m<sup>2</sup> (1,456 ft<sup>2</sup>). Similar to adjacent properties, pedestrian access and landscaping is located in the front yards and vehicle access and parking is off the rear laneway. Building plans included in **Attachment No.1**.

A comparison of the proposal with applicable zoning regulations and variance request is provided in Table No. 1 below.

R2-B Zoning	<u>Required</u>	<u>Proposed</u>
Use	Single Residential Dwelling	Single Residential Dwelling
FAR	0.45	0.44
Lot Coverage (max)	40%	27%
Yard setbacks (minimum)	Front: 7.5m Rear: 7.5m  <u>Sides:</u> 4.5 m with a minimum setback of 1.5m on one side	Front: 7.5m Rear: 7.5m  <u>Sides:</u> <u>Lot 7</u> West: 0.99m; East: 0.94m <b>Total Side Yard Setback 1.93m with a minimum setback of 0.94m on one side</b>  <u>Lot 8</u> West: 0.95m; East: 0.98m

		<b>Total Side Yard Setback 1.93m with a minimum setback of 0.95m on one side</b>
Height of principal residence (maximum)	8.0m	6.7m
Parking Spaces (minimum)	2 per principal dwelling	2 per principal dwelling
Parking Space Dimension	2.75m (width) X 5.5m (length)	2.75m (width) X 5.5m (length)
Driveway Width (max)	6.0m	5.5m

**DISCUSSION:**

**Official Community Plan (OCP) and Old Orchard Development Permit Guidelines**

The subject properties are designated as Urban Residential (UR) in the OCP and are subject to the Old Orchard Development Permit (DP) Guidelines. The intent of the guidelines is to ensure that developments respect the historic pattern of development and contribute to the heritage character of the neighbourhood. The guidelines provide direction on architectural character, site design, landscaping and parking.

The Old Orchard DP checklist was submitted in support of the application (as seen in **Attachment No. 2**). Staff have assessed the proposal according to the guidelines and have identified that the plans generally comply with the guidelines, as detailed below. Architectural drawings are included in **Attachment No.1**.

**Form and Character**

The single-family residences are situated between Johnston and Harmston Avenues and are orientated towards 5<sup>th</sup> Street.

Staff notes that 5<sup>th</sup> Street is referenced as a statement of significance in the City’s Heritage Register (HR). Fifth Street has historical, cultural and aesthetic significance as part of the early organization of the City, and its ongoing connection between the Courtenay River and Comox Lake via the Lake Trail Road. Fifth Street also represents one of the City’s earliest subdivisions and played a key role in paving the way for the establishment of Courtenay’s commercial core.

The application is consistent with the residential character defining elements listed in the registry, including: the retention of the original lot layout, pockets of tree planted in residential areas and front yards provided in residential areas.

The dwellings have been designed to include architectural components that reflect the heritage character of the Old Orchard, including: knee braces on front façades below rooflines; exposed rafter tails on front and rear facades; decorative roof skirts; multi-paned windows; wood trim around windows and doorways, trim boards, columns and shingles.

Consistent with the guidelines, residences have horizontal siding; asymmetrical front facades and articulated rooflines with pitches of 7:12. Front entryways have been recessed, are defined by gable roofs, dormers and porches and are accessible to and from 5<sup>th</sup> Street by a dedicated pedestrian walkway.

Exterior finishes consist of durable materials such as horizontal fibre cement siding, glass, wood and stone masonry. The design of windows and doorways (which include multiple glazed openings of various sizes) have been articulated with thicker wood trim to enrich building elevations and create visual interest.

To reduce building mass, the applicant has intentionally designed both residences to step down towards 5<sup>th</sup> Street. Massing is further reduced by incorporating: multiple sloped rooflines; dormers on upper façades; roof projections over doorways and multi-paned windows of varying sizes on building facades.

Visual privacy between residences is achieved through landscaping and fencing. To minimize overlook onto neighbouring yards, both dwellings will have very few and/or no glazed openings (windows) on their west and east elevations. For additional privacy, any windows that will be placed along these side yard elevations will contain obscure glass that cannot be seen through.

A review of applicant's plans indicates that the scale, form, height and character of the residences are compatible with the lower density dwellings in the neighbourhood and similar to the adjacent homes on the north side of 5<sup>th</sup> Street.

Similar to the proposed development, adjacent properties contain single family residences with landscaping in front yards and access and parking in rear yards, have gable rooflines and contain a diversity of siding materials (wood, stucco, fibre cement siding). Also, the applicant's chosen colour scheme, a combination of burgundy, blue, cream, white and dark asphalt shingles, complements colours on adjacent homes in the Old Orchard.

#### Siting, Landscaping and Screening

A landscape plan has been provided that details a planting plan and plant and tree species (as seen in **Attachment No. 1**). The landscape design focuses on clusters of plantings in front and rear yards and in highly visible areas such as the front entrances and rear parking areas.

The DP guidelines encourage the planting of fruit trees. This proposal includes the installation of new trees including fruit trees (maple, pin oak, dogwood and cherry) as well as new evergreen shrubs (rhododendrons, dwarf Cyprus, heather, pernettya and juniper).

Perimeter fencing 2.0m in height exists along the east property boundary of Lot 7 and the west property line of Lot 8. The applicant is installing new 2.0m high cedar fencing in the side yards between the two properties and 1.25m high fencing in the front yard of both properties. A detail of the proposed fencing can be seen in **Attachment No. 1**.

Dwellings are eligible for curbside collection for three streams of waste collection (garbage, organics, recycling) which will be collected in the rear laneway.

#### Driveway Access and Parking

Parking is being provided in accordance with Division 7 of *Zoning Bylaw No. 2500* with each residence providing two parking stalls accessed from the laneway.

To reduce impervious surfaces on the lots, parking areas have integrated grass areas that will be watered through a subsurface irrigation system. Additionally, the areas between parking spaces and adjacent property lines will be landscaped with clusters of shrubs.

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### Proposed Variances and Rationale

In the R-2B zone the side yards setbacks on both parcels are required to total 4.5m with a minimum setback of 1.5m on one side.

Staff note that the applicant initially requested a variance for the side yards to be reduced from a total of 4.5m to a total of 3.0m. In this case, the proposed variances were not measured to the furthest projecting feature (e.g. eaves, fireplace bump outs) which have now been incorporated into the variance request, as summarized below:

- Lot 7 -Side yard setbacks total 1.93m with a setback of 0.99m (west side yard) and 0.94m (east side yard)
- Lot 8 -Side yard setbacks total 1.93m with a setback of 0.95m (west side yard) and 0.98m (east side yard)

All variance measurements are from the side lot lines to the closest point on the building which include elements like eaves and fireplace bump-outs.

The applicant rationalizes the reduction in the side yard setbacks are necessary due to the smaller lot areas, narrow parcel widths and shorter lot frontages. Staff feels that the applicant has effectively balanced densification with the existing character of the street. **Staff support the side yard variance requested for each lot (Lot 7 and 8) and recommend further reducing the minimum side yard setback to 0.9m on each lot in order to factor in a small margin of flexibility and error for the siting of both residences.**

### Other Permits and Requirements

- If the variance is approved, the buildings will be sited close to the adjoining side property lines and therefore will require a forty-five minute fire rating along the west and east elevations for both building envelopes. The applicant has indicated they can meet this requirement through the building permit process.
- A number of trees are growing on the two lots. Tree retention is not expected to be possible. The Tree Density Target is two trees per lot and will be achieved at minimum through the proposed landscape plan as is permitted in the Tree Bylaw.

### **FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this Development Permit with Variance as the fees are designed to offset administrative costs. The application fees for the combined variances and form and character development permit was \$4,000.00.

### **ADMINISTRATIVE IMPLICATIONS:**

Processing development variance permits is a statutory component of the work plan. Staff has spent approximately 30 hours processing this application to date. Should the proposed development permit with variance be approved, an additional two hours of staff time will be required to register the permit and close the file. Additional staff time will be required to process the subsequent building permit application including inspections.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no immediate asset management implications related to the proposed application. There were no frontage improvements to 5<sup>th</sup> Street identified as the roadways was recently rebuilt.

**2019 – 2022 STRATEGIC PRIORITIES REFERENCE:**

- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

**OFFICIAL COMMUNITY PLAN REFERENCE:** The application was submitted under the previous OCP (Bylaw No. 2387) and as such the previous OCP policies apply. However, on these topics staff confirm that the applications are consistent with the new OCP (Bylaw No. 3070) policies regarding support for high quality infill development as well.

Urban Residential

Policies

1. Support gentle infill that encourages greater housing choices and tenure types; and
7. Ensure new developments reflect the existing form and character of established heritage neighbourhoods.

Old Orchard Heritage Neighbourhood

Policies

2. Retain neighbourhood building character as predominantly that of heritage style single- detached residential homes.

**REGIONAL GROWTH STRATEGY REFERENCE:**

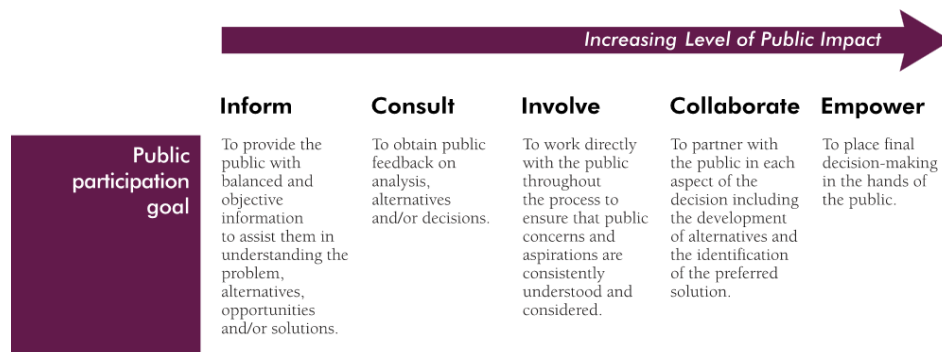
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

Objective 1-A: Locate housing close to existing services, amenities jobs; and

Objective 1-C: Develop and maintain a diverse, flexible housing stock for a wide range of households and families.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



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Prior to this application proceeding to Council, the applicant held a public information meeting on the properties on November 25, 2022. According to the applicant, there were five persons in attendance and four residents provided public comments.

A review of the public comments indicates that property owners were generally supportive of the application and the architectural design of the dwellings. A copy of the meeting notice, applicant's summary regarding the meeting and public comments are included in **Attachment No. 3**.

Staff note that the PIM advertised for a less significant variance that staff also supported (a total side yard setback of 3.0m) the variances proposed total 1.93m not 3.0m and the Public Notification Notice will provide the public with this clarification and will provide opportunity for public input. These figures were changed due to adjustments in the applicant's site plan after the PIM and because distances from the side property lines to the furthest projecting features were later incorporated into the proposal.

**OPTIONS:**

**OPTION 1: (Recommended)**

THAT based on the January 25<sup>th</sup>, 2023 staff report "**Development Permit with Variance No. 2207 – 635 and 649 5<sup>th</sup> Street**" Council approve Option 1 and direct staff to provide public notice to adjacent property owners and occupants and request feedback regarding Development Permit with Variance No. 2207; and

THAT Council consider Development Permit with Variance No. 2207 at the February 8<sup>th</sup>, 2023 Council meeting.

**OPTION 2:**

That based on the July 25<sup>th</sup> 2022 staff report "Development Permit with Variance Permit No. 2207 – **635 and 649 5<sup>th</sup> Street**", Council approve OPTION 2 and not approve the issuing Development Permit with Variance Permit No. 2207.

**OPTION 3:**

Defer consideration of Development Permit with Variance No. 2207 pending the receipt of further information.



Prepared by:



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Dana Beatson, RPP, MCIP  
Planner III – Policy Planner

Reviewed by:



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Nancy Gothard RPP, MCIP  
Acting Manager of Development Planning

Concurrence by:



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Rob Roycroft, RPP, MCIP  
Interim Director of Development Services

Concurrence by:



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Geoff Garbutt, M.Pl., RPP, MCIP  
City Manager (CAO)

*Attachments:*

1. *Attachment No. 1: Draft Development Permit with Variance No. 2207*
2. *Attachment No. 2: Old Orchard Development Permit Checklist*
3. *Attachment No. 3: Public Information Meeting Notification, Sign in Sheet and Public Comments*
4. *Attachment No. 4: Sustainability Evaluation Checklist*
5. *Attachment No. 5: Applicant's Letter*

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**Attachment No. 1: Draft Development Permit with Variance No. 2207**

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No. 3060-20-2207**

**DEVELOPMENT PERMIT WITH VARIANCES**

**To issue a Development Permit with Variances**

**To:** Name: AddStyle Designer Homes Ltd.  
Address: 2771 Merville Road  
Merville BC V0R 2M0

**Properties to which permit refers:**

Legal(s): Lot 7, Block 4, Section 61, Comox District, Plan 472B  
Lots 8, Block 4, Section 61, Comox District, Plan 472B  
Civic (s): 635 and 649 5<sup>th</sup> Street

**Conditions of Permit:**

Permit issued to allow the construction of one single family residence on each of the above referenced properties with variances granted as described below:

Variances to Zoning Bylaw No. 2500, 2007:

*Section 8.2.27(3) – Side Yard Setbacks be reduced from a total of 4.5m with a minimum setback of 1.5m on one side to a total of 1.93m with a minimum setback of 0.9m on one side.*

Development Permit with Variances No. 2207 is also subject to the following conditions:

1. The development shall be substantially consistent with the site plan and building elevations as shown in **Schedule No. 1**, as designed by Addstyle Designer Homes Ltd., dated January 2022 and January 2023;
2. That landscaping shall substantially conform to the plans and specifications contained in **Schedule No. 2**, as designed by Addstyle Designer Homes Ltd., dated January 2023;
3. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
4. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows: shrubs – 450mm; groundcover and grass – 300 mm; and trees -300 mm;
5. All new lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
6. The existing residence must be moved off of the properties prior to occupancy of either single

residential dwelling;

7. Any removal of trees on either property requires a Tree Cutting Permit;
8. All new fencing must conform to zoning requirements listed in Section 6.8.1 in *Zoning Bylaw No.2500*;
9. The development shall meet all other applicable requirements, standards and guidelines;
10. No alterations or amendments shall be made without the City's permission; and
11. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

**Time Schedule of Development and Lapse of Permit**

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

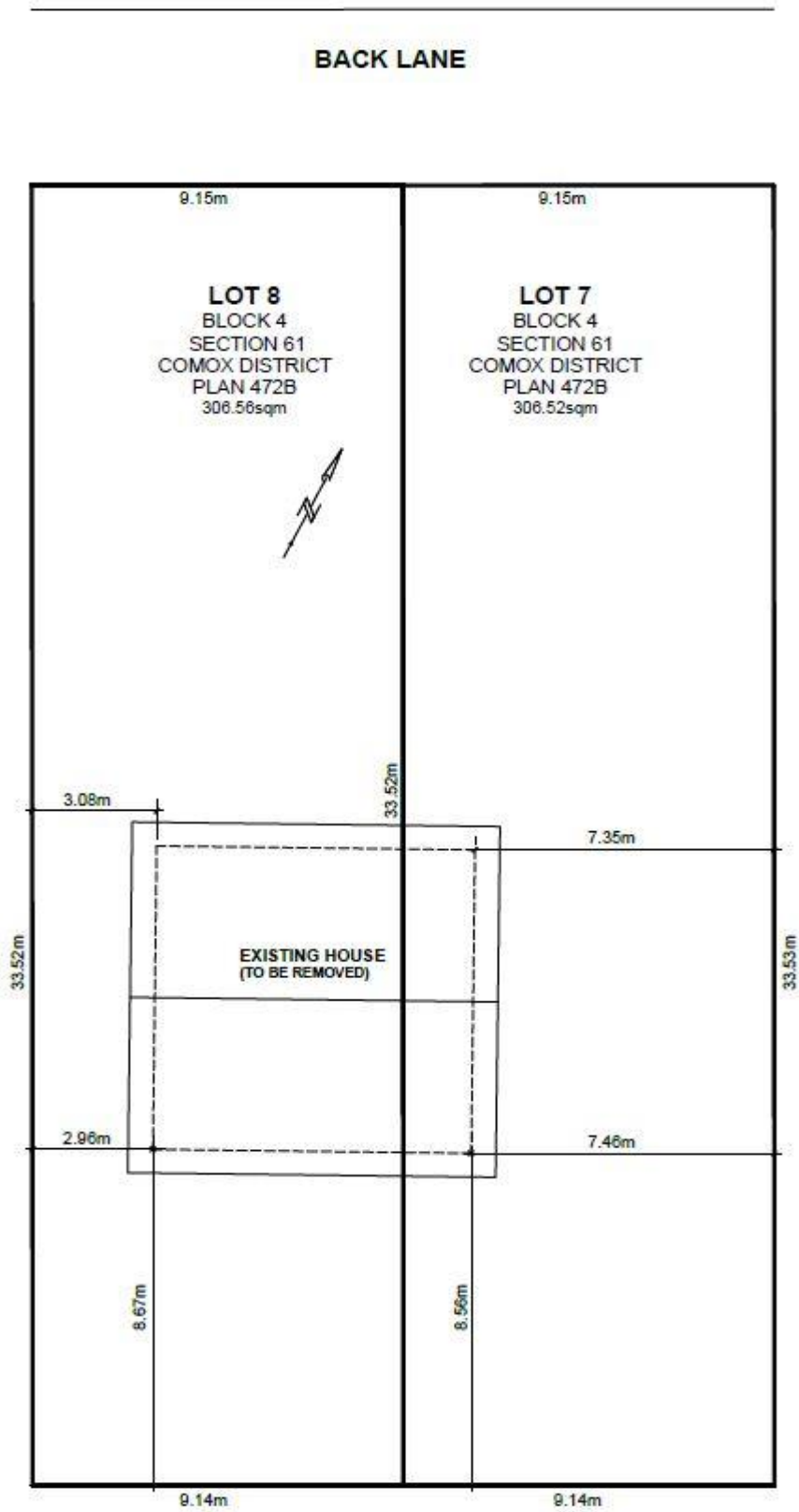
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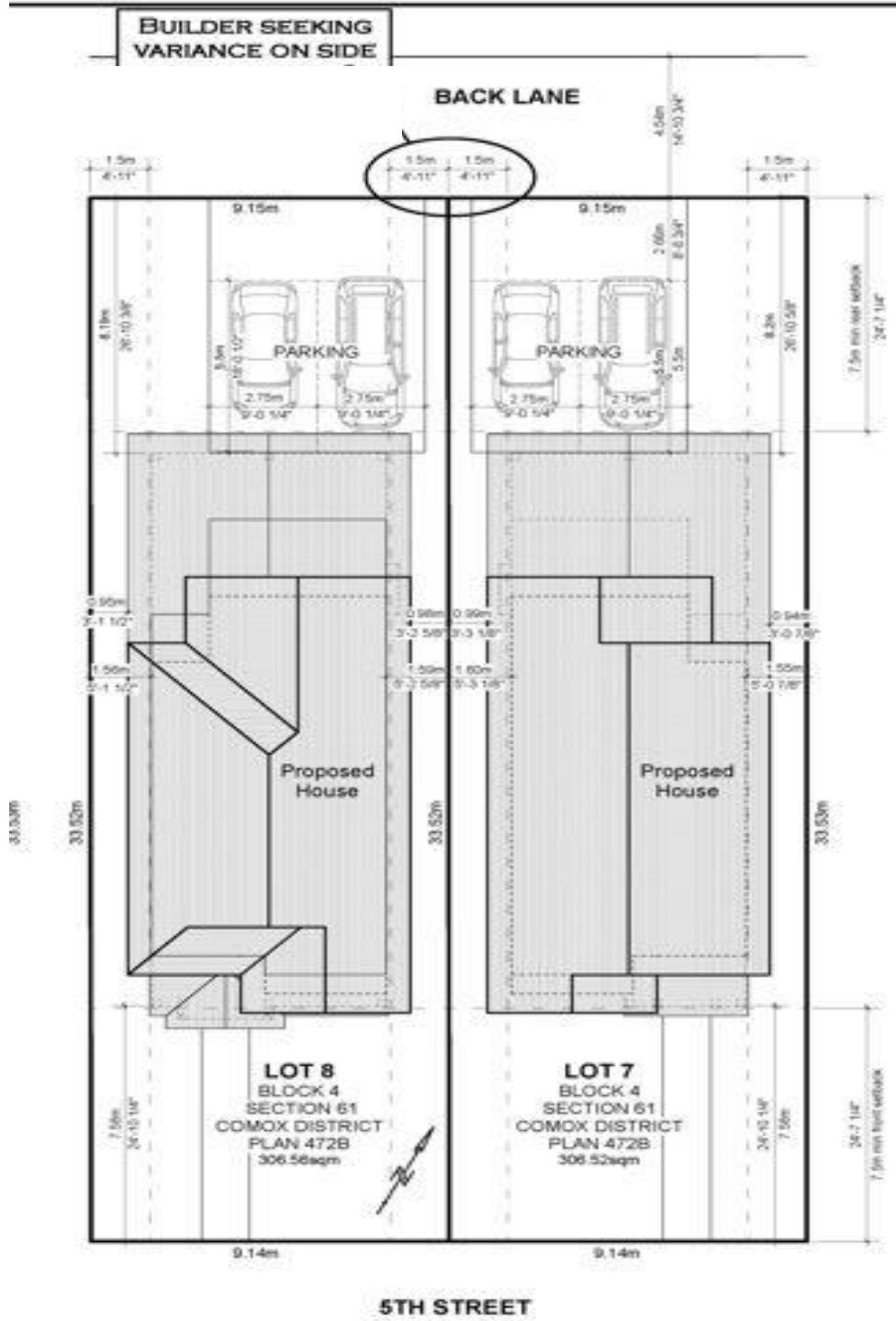
Date

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Corporate Officer

## **Schedule No. 1: Plans and Elevations**







2 LOT 8 Front Elevation  
A-1b Scale: 1/4"=1'-0"



3 LOT 7 Front Elevation  
A-1b Scale: 1/4"=1'-0"

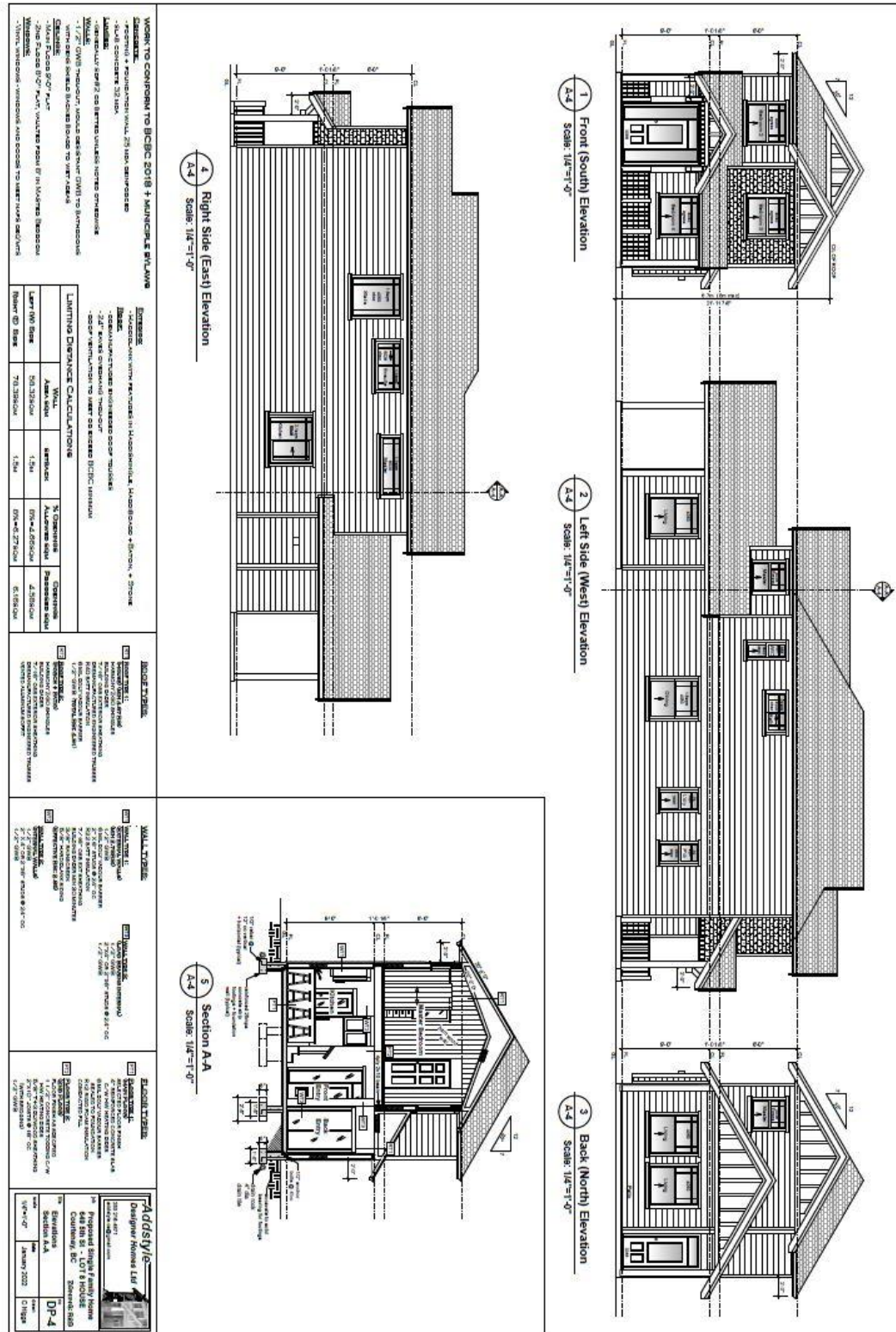


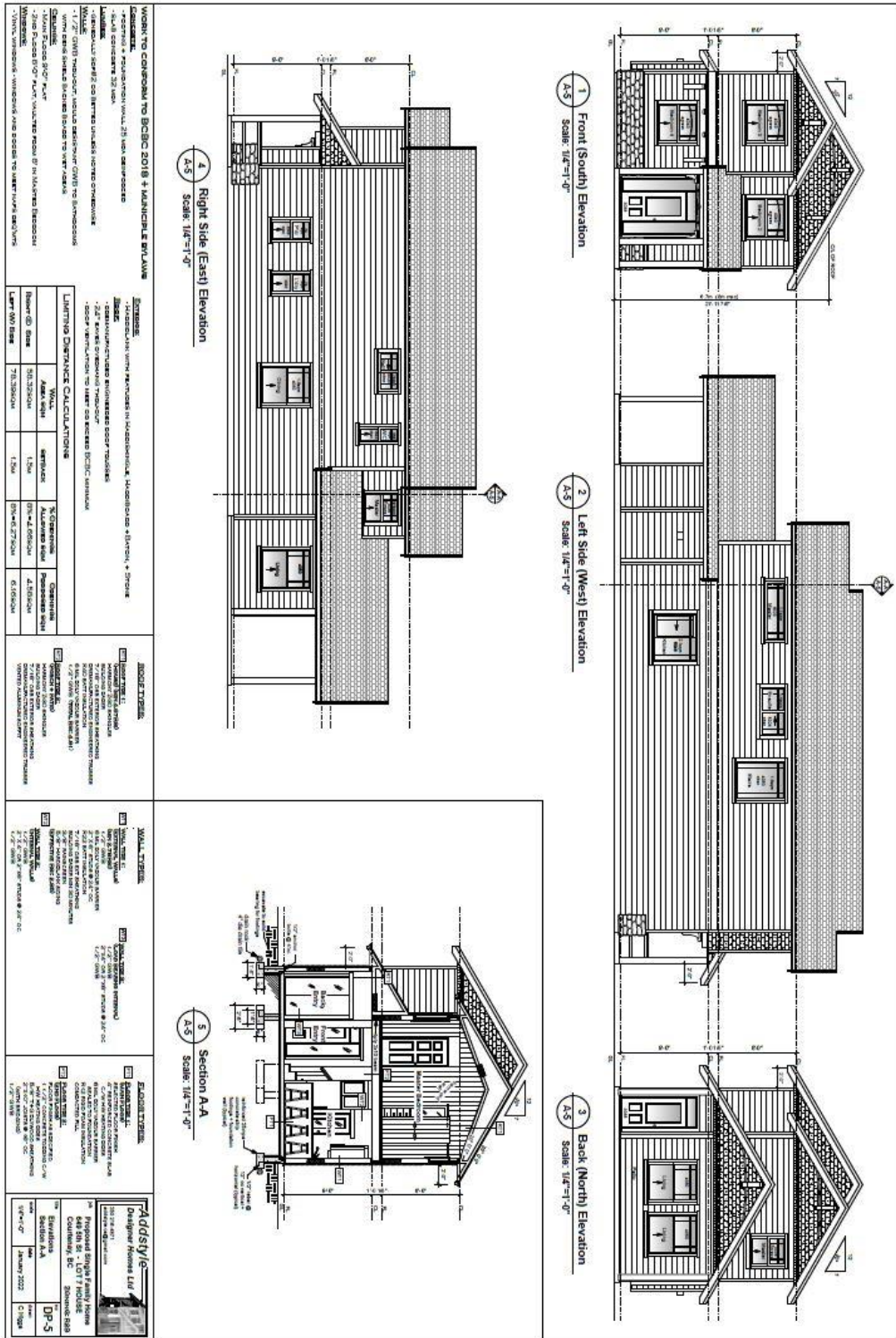
4 LOT 8 Front Elevation  
A-1 Scale: 1/4"=1'-0"



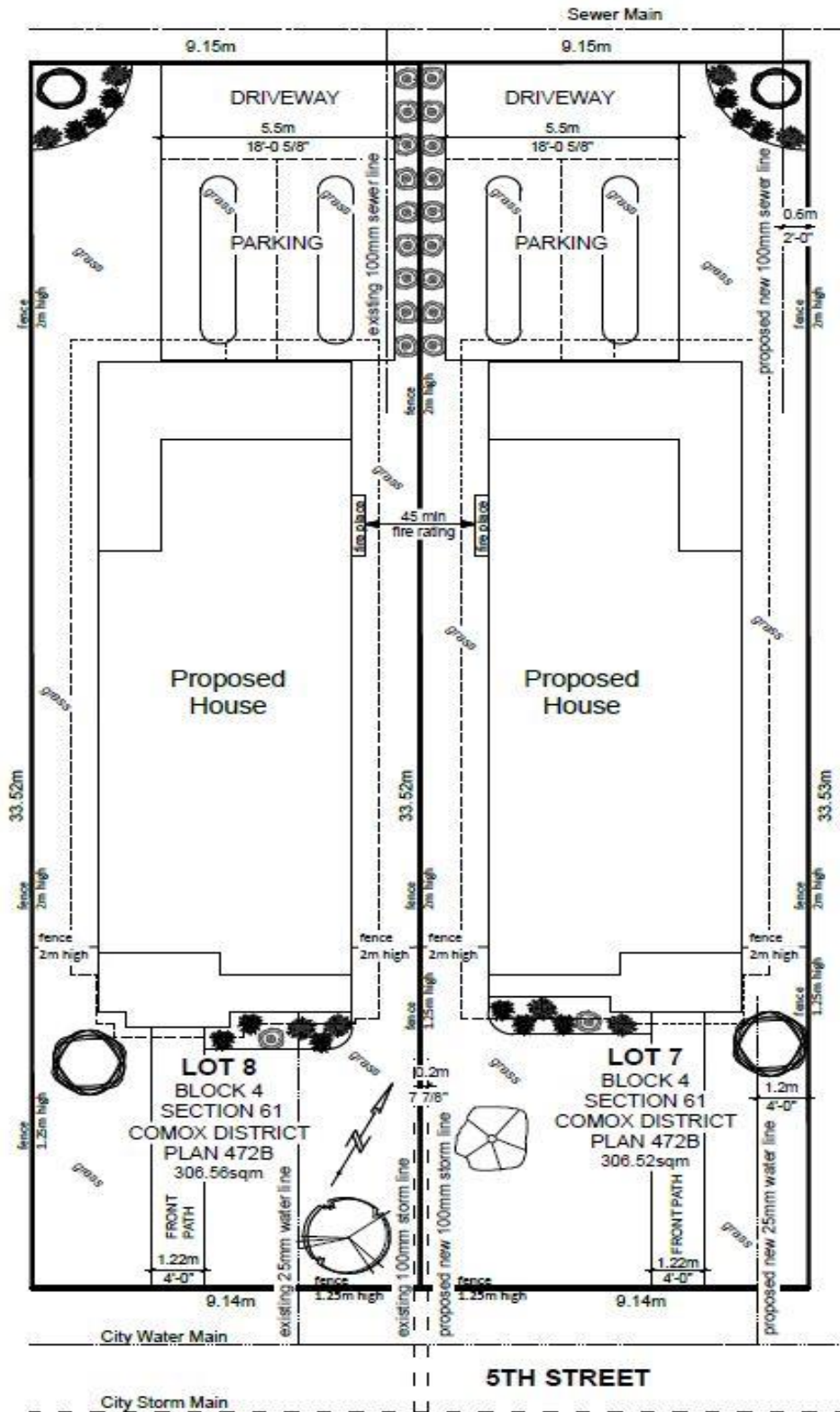
5 LOT 7 Front Elevation  
A-1 Scale: 1/4"=1'-0"







## **Schedule No. 2: Landscape Plan**



Fence Detail



**Attachment No. 2: Old Orchard Development Permit Checklist**



**CITY OF COURTENAY**  
**Planning Services**  
 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-334-4441 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

**COMPLIANCE CHECKLIST**

**OLD ORCHARD DEVELOPMENT PERMIT AREA**

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.8 Old Orchard and Area Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

**Project Address:** 619 (Lots 7+8) 5<sup>th</sup> St Courtenay. **Date:** March 10 2022.

**Applicant:** ADORNED DESIGNER HOMES LTD. **Signature:** [Handwritten Signature]

A. FORM AND CHARACTER	Yes	No	Comment
1. The Orientation, scale, form, height and materials proposed for a building or structure must reflect the heritage theme characteristics outlined for the Old Orchard and area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The design, colours, materials & siting are complementary to existing stock.
2. Roofs should have articulated lines and designed to reduce the bulk of a residence on upper floors. Roofs with slopes greater than 6:12 are preferred.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof design is broken into multiple faces to add interest & detail.
3. The principal entrance to a residence should be at the front of the house and be defined by porches, dormers, port cochere, canopies or be recessed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entries are in the front under the veranda's: second entry from lane.
4. Design components that can make up the required architecture components includes consideration of multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gables, shingle & stonework, porches and verandas all add to the desired character.
5. Exterior finishes should be durable and have a common theme. Materials including wood, fibre cement siding, brick or stone masonry and limited amounts of stucco are appropriate. Stucco should be limited to no more than 60 percent of exterior cladding. Vinyl and metal siding are not permitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fibre cement siding in plank & shingle & flat sheet with wood trim & stone accent.
6. The design and finishing around windows and exterior doors should visually enrich the building elevation. Windows and doors should be articulated with trim. Nail-on metal windows set flush with adjacent cladding (such as stucco) without trim or adequate equivalent detailing is strongly discouraged. Generally, treatment around all windows and doors should be of a consistent and coordinated design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trim details are consistent with old orchard character & accent colours.
7. Buildings should reflect the preferred heritage character by: <ul style="list-style-type: none"> <li>Respecting the rhythm and scale of the existing streetscape.</li> <li>Visually breaking the larger massing into smaller individual components.</li> <li>Articulate the front facades to create, a sense of scale, neighbourliness, and architectural interest.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The design attempts to match & complement the heritage nature of the area, incorporating correct scale, massing, articulation & design.
8. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bars & most windows face front & rear yards.

B. SIGNAGE	Yes	No	Explanation of Non-Conformity
1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2760, 2013 and all amendments thereto.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C. SITING, LANDSCAPING AND SCREENING	Yes	No	Explanation of Non-Conformity
1. A landscaping plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted as part of the Development Permit application and the landscaping shall be completed within 1 year of occupancy of the residence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. The maintenance and planting of fruit and nut trees are encouraged to reflect the neighbourhood's heritage as much of the area was an orchard prior to becoming a residential subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Landscaping and screening elements should incorporate water conserving landscape principles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Residential dwelling units shall be situated to ensure the privacy of residences and adjoining properties and to retain existing significant trees when feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Consideration shall be given to shared driveways and pedestrian access to the street from each residence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property: <ul style="list-style-type: none"> <li>• shrubs – 450 mm</li> <li>• groundcover &amp; grass – 300 mm</li> <li>• trees – 300 mm around and below the root ball</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. PARKING AND GARAGES	Yes	No	Explanation of Non-Conformity
1. All properties which abut a lane should access the property from the lane and all parking should be in the rear yard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. On all properties that do not abut a lane, access should be provided from the street via a driveway beside the principal building. Garages are encouraged to be located beside or to the rear of units, and should be recessed behind the front façade.	<input type="checkbox"/>	<input type="checkbox"/>	N/A.
3. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with a permeable paving material such grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Garages incorporated into the building structure should not be placed at the front of the building and should not project beyond the front elevation. Garage doors should incorporate windows.	<input type="checkbox"/>	<input type="checkbox"/>	N/A.
5. For corner sites with no lane access, garages are encouraged to be in the rear yard with access via a driveway from the flanking street subject to the approval of the city Engineer. Garage entrances are encouraged to be faced away from the street where possible.	<input type="checkbox"/>	<input type="checkbox"/>	N/A.
6. Detached parking garages located near the rear property line are encouraged to allow for permeable surfaces and landscape areas in rear yards.	<input type="checkbox"/>	<input type="checkbox"/>	N/A.

G. MULTI RESIDENTIAL, COMMERCIAL & INDUSTRIAL	Yes	No	Explanation of Non-Conformity
1. Multi residential, commercial, and industrial buildings in this neighbourhood must complement the residential heritage character of the area that is reflected in the traditional elements of the predominant architectural styles found in the character residences of the Old Orchard and Area.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Variety, continuity, and pedestrian interest should be expressed in the design of buildings, especially at the ground level. Monolithic structures and long expanses of straight walls must be avoided. The use of dormers, bay windows, balconies and other forms of building articulation are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Multi residential, commercial and industrial buildings must be designed in context with surrounding low density residential buildings. Massing should step down as the building nears street frontages and adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
4. Windows which are divided into smaller paned sections by wood or metal muntins or transoms are supported. Large expanses of glass are not encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Signage shall be consistent and enhance the neighbourhood's heritage character.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Mechanical equipment shall be appropriately screened and buffered to reduce any negative visual and acoustical impacts.	<input type="checkbox"/>	<input type="checkbox"/>	



**Attachment No. 3: Public Information Meeting  
Notification, Sign in Sheet and  
Public Comments**

**NOTICE OF  
PUBLIC  
MEETING**

**November 25th 2022  
3:30pm**

On site  
649 5<sup>th</sup> St  
Courtenay, BC

To discuss proposed total  
side yard setback variance.

Map shown on reverse.

**Contact:**

**Mail:**

Addstyle Designer Homes Ltd  
Attn Geoff Higgs  
PO Box 193 Merville, BC  
V0R 2M0

**Email:**

addstyle.ca@gmail.com  
subject line: 635 and 649 5<sup>th</sup> St



**PUBLIC MEETING  
REGARDING  
635 AND 649 5<sup>TH</sup> ST**

These lots fall within the 'Old Orchard' neighbourhood and are subject to form and character development permit guidelines.


Addstyle Designer Homes Ltd, (the Applicant) has applied for variances from the required 4.5 meter total side setbacks, to 3 meters, for new homes at 635 and 649 5<sup>th</sup> St.

If you are not able to attend the public meeting, feedback may be sent to the applicant via one of the means of contact shown, but must be received by November 25, 2022.

**PUBLIC INFORMATION MEETING**  
November 25th 2022

**SIGN IN SHEET**  
FOR

Addstyle Designer Homes Ltd - 635 + 649 5th Street

NAME (Please Print)	ADDRESS
	620 5 <sup>th</sup> St, Courtenay
	620 5 <sup>th</sup> St, Courtenay
	610 5 <sup>th</sup> Street,
	677 5 <sup>th</sup> St. 11

### PUBLIC INFORMATION MEETING

November 25th 2022

(Addstyle Designer Homes Ltd - 635 + 649 5th Street)

#### COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]  
Address: 677 5th St Phone: [REDACTED]

Addstyle Designer Homes Ltd has applied to the City of Courtenay for a Development Variance Permit; requesting 3 meter total side setbacks instead of 4.5 meters. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Reviewed plans with Geoff - clear on the design and proposal. Happy with the plans as they were shown.

**Please return your comments by:** December 2, 2022  
Comment sheets can be submitted by one of the following methods:  
1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue  
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)  
3. Fax your comment sheet to 250-334-4241

### PUBLIC INFORMATION MEETING

November 25th 2022

(Addstyle Designer Homes Ltd - 635 + 649 5th Street)

#### COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 610 5<sup>th</sup> Street, Courtenay Phone: [REDACTED]

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Looks like a lovely plan. No problems foreseen here. Go for it.

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Given the information you have received regarding this project do you have any comments or questions?

I THINK THIS WILL IMPROVE THE LOOK OF THE NEIGHBOURHOOD. THE VARIANCE I HAVE NO PROBLEM WITH. AND THE HOUSES LOOK ORIGINAL AND HAVE A MATCHING LOOK FOR OLD ORCHARD.

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### PUBLIC INFORMATION MEETING

November 25th 2022

(Addstyle Designer Homes Ltd - 635 + 649 5th Street)

#### COMMENT SHEET

Name: [Redacted] Email: [Redacted]  
Address: 620 5th Street Phone: [Redacted]

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Really like the amount of parking!  
Design looks good, in keeping with the neighborhood  
Variance seems totally reasonable and fine

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**Attachment No. 4: Sustainability Evaluation Checklist**



**CITY OF COURTENAY**  
**Development Services**  
 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-703-4839 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

**SUSTAINABILITY  
 EVALUATION**

COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the "Description" column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- a. provides substantial benefits to the City;
- b. will not negatively impact on the City's infrastructure, neighborhood or environment;
- c. new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;
- d. Meets applicable criteria set out in the OCP.

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

<b>Project Address:</b> 649 5 <sup>th</sup> St Courtenay BC	<b>Date:</b> MARCH 10 2022
<b>Applicant:</b> ADAPTIVE DESIGNER HOMES LTD	<b>Signature:</b> [Signature]

**APPLICATION REQUIREMENTS** To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	Provides two modern large homes with character exteriors in desirable location.
b) Balances the scale and massing of buildings in relation to adjoining properties;	Orientation & design complements the existing character neighbourhood.
c) Complements neighboring uses and site topography;	Infill in amongst adjoining SFDs kept to 2 levels, flat lot below street.
d) Provides or supports mixed used developments or neighborhoods;	Fits in the evolving nature of the area
e) Promotes walking to daily activities and recreational opportunities;	Super close to town, river, public open space etc
f) Supports a range of incomes;	New sfd suitable for family
g) Is a positive impact on views and scenery;	Aesthetically pleasing design will complement area.
h) Preserves and provides greenspace, trails and landscaping;	Currently neglected & underutilized property - will be beautiful addition

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Designed to complement existing 90+ years old homes with mature landscape.
b) Maintains a high standard of quality and appearance;	Use of top end building materials & design.
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	Our design incorporates multi-face front with roof lines broken to articulate facade.
d) Avoids creating a strip development appearance;	Unique design that complements, not copies existing stock.
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Standard code construction with use of normal techniques & materials.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Will utilize existing & proven details with focus on design to reduce energy use
g) Builds and improves pedestrian amenities;	Close to town
h) Provides underground parking;	Two on-grade parking spaces per std.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Good sight lines, fencing.
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	Close to bus stop plus walk to everything
b) Provides multi-functional street(s);	Fronting multi-use street, bus, vehicle, bike path, walk.
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Close to town, encourages walking or cycling.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Complements streetscape. These are ridiculous for infill sites
Infrastructure. <i>The application:</i>	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	landscape areas & alternatives to hard surfaces promote infiltration
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	Design incorporates site orientation for max light & ventilation



<b>Character &amp; Identity. The application:</b>	<b>Description of how the criteria are met</b>
a) Provides a positive image along waterfront areas and fronting road;	Design suits the surroundings form & density.
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Use of a variety of colours & textures, verandahs etc.
c) Provides public and private amenity space;	Yards & decks provide private amenity space.
d) Preserves heritage fixtures;	Enhances the local heritage neighbourhood.
e) Orients to views, open space and street;	Entire custom design incorporates site orientation & outlook.
<b>Environmental Protection &amp; Enhancement. The application:</b>	<b>Description of how the criteria are met</b>
a) Protects riparian areas and other designated environmentally sensitive areas;	Designed to reduce run-off which could impact neighbourhood.
b) Provides for native species, habitat restoration/improvement;	Landscape incorporates native species
c) Includes tree lined streetscapes.	Trees will be provided to meet min density.

**Attachment No. 5: Applicant's Letter**

# **Addstyle Designer Homes Ltd**

**PO Box 193 Merville BC V0R2M0 Ph 250 216-4510 250 216-4871**

Attn Dana Beatson  
Planning Dept  
City of Courtenay

March 22<sup>nd</sup>, 2022

**Re: Development Permit for construction of two new Single Family Dwellings  
at 649 5<sup>th</sup> St, Courtenay (Required submission)**

We write in support of our application for a Development Permit to build two new character Single Family Dwellings at 649 5<sup>th</sup> St Courtenay, BC.

The site is zoned R2b, is situated at the edge of the historic Old Orchard neighbourhood and is surrounded by character homes - single-family dwellings and duplexes ranging from 1 to 3 levels.

The location is ideal for several reasons:

- the lots are currently under-utilized having one tiny substandard home between them
- the lots have a rear lane allowing effectively for two frontages and affording parking off the lane
- the proximity to town, public transport, and other amenities is good
- densification is beneficial close to the core as this location encourages use of cycling and walking rather than having to use a vehicle to go everywhere

Our design is inspired by the local heritage housing surrounding these lots and is meant to complement and enhance the streetscape.

Form, massing and articulation is in accordance with good design principles and Development Permit guidelines.

All but one of the zoning requirements have been met in this proposal - given the narrow width of the lots, we are seeking a variance to reduce the total side yard setbacks from 4.5m to 3m.

City infrastructure appears to be adequate to support this development, providing two new family oriented homes without the need for additional costly infrastructure.

We trust this meets with your approval.

Yours faithfully,

Geoff Higgs

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GST No: 858006364RT0001

addstyle.ca@gmail.com