

Committee of Council Regular Agenda

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Tuesday, July 16, 2019

Time: 2:00 p.m.

REVISED

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the July 16, 2019, Regular Committee of Council Meeting Agenda be adopted with the following changes:

- Change title of Item 4.6 to Non-Farm Use Application - 2820 Burns Road; and*
- Updates to the Items and Section 90 subsections in Item 8.1.*

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Recommendation:

That the minutes of the following Committee of Council Meetings be adopted:

- July 2, 2019, Regular Committee of Council Meeting.*

4. REPORTS

4.1 Development Services Department Update (verbal report)

Recommendation:

None.

4.2 Development Permit - 3646 Westwood Street

Recommendation:

That Committee of Council approve Development Permit DP000344 to regulate a mixed-use commercial development at 3646 Westwood Street.

4.3 2020 Transportation Program Projects

Recommendation:

That Council approve the capital projects, as outlined in the July 16, 2019, report '2020 Transportation Program Projects'.

4.4 Recreational Vehicle Storage in Residential Neighbourhoods

Recommendation:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to increase the maximum length of a recreation vehicle or trailer parked in the residential and agriculture zones to 10 metres.

4.5 Non-Farm Use Application - 2842 Burns Road

Recommendation:

That Committee of Council recommend to Council that non-farm use Application 58490 for 2842 Burns Road not be authorized for submission to the Agricultural Land Commission.

4.6 Non-Farm Use Application – 2820 Burns Road

Recommendation:

That Committee of Council recommend to Council that the non-farm use Application 58556 at 2820 Burns Road not be authorized for submission to the Agricultural Land Commission.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the July 16, 2019, Regular Committee of Council Meeting to the Public

Recommendation:

That the Regular Committee of Council Meeting of July 16, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 5.1

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Item 5.2

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Item 5.3

k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Item 5.4

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Item 5.5

g) litigation or potential litigation affecting the municipality; and

Item 5.6

(g) litigation or potential litigation affecting the municipality.

Committee of Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Tuesday, July 2, 2019

Present:

Chair – Mayor West
Councillor Darling
Councillor McCurrach
Councillor Penner
Councillor Pollock

Absent:

Councillor Dupont
Councillor Washington

Meeting Notes:

- The Regular Meeting was closed to the public at 2:20 p.m. and reconvened at 2:57 p.m.

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF THE AGENDA**2.1 Adoption of the Agenda**

Moved - Seconded:

That the July 2, 2019, Regular Committee of Council Meeting Agenda be adopted as circulated.
Carried

3. CONFIRMATION OF MINUTES**3.1 Minutes of Committee of Council**

Moved - Seconded:

That the minutes of the following Committee of Council Meetings be adopted:

- June 18, 2019, Regular Committee of Council Meeting.

Carried

4. REPORTS**4.1 Development Permit Application - 2160 Grant Avenue**

Moved - Seconded:

That Committee of Council approve Development Permit DP000333 to regulate an apartment development at 2160 Grant Avenue.

Carried

4.2 Community Cultural Development Investment Program – Spring Intake, 2019

Moved - Seconded:

That Committee of Council recommend that Council approve the one-time transfer of \$20,000 from the Self-Help Matching Grant budget to the Community Cultural Development Investment Program; and

That Committee of Council recommend that Council approve the following Community Cultural Development applications:

1) Project Category:

- Art Focus - \$2,500;
- Polenez Polish-Canadian Dance Society - \$2,000;
- Theatrix - \$4,800; and,
- Tri-City School of Music - \$4,000.

2) *Development Category (Community, Professional Individual and Capacity Building):*

- *Jessica Nelson - \$1,000;*
- *Felice Choir - \$1,500;*
- *Tri-City School of Music - \$1,200; and,*
- *Theatrix - \$5,000.*

Carried

4.3 Self-Help Matching Grant Program, 2019

Moved - Seconded:

That Committee of Council recommend that Council approve funding for the following Self-Help Matching Grant Program applications:

1. *\$2,163 to Port Coquitlam Heritage and Cultural Society;*
2. *\$2,016 to Ducks Volleyball Club; and,*
3. *\$5,000 to Kinsmen Club of Port Coquitlam.*

Carried

Moved - Seconded:

That Committee of Council direct staff to report back to Committee with options to consider:

- 1) *Advisability of combining grant programs;*
- 2) *Options to increase availability and flexibility of programs; and*
- 3) *Options to increase awareness of programs.*

Carried

4.4 April-May Community Centre Update

Staff provided an update.

5. COUNCILLORS' UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

Mayor West provided an update on City business.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the July 2, 2019, Regular Committee of Council Meeting to the Public

Moved - Seconded:

That the Regular Committee of Council Meeting of July 2, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

Item 4.2

- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;*

Item 4.3

- i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and*

Item 5

- c) *labour relations or other employee relations.*

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved - Seconded:

That the July 2, 2019, Regular Committee of Council Meeting be adjourned at 3:53 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

3646 Westwood Street - Development Permit Application

RECOMMENDATION:

That Committee of Council approve Development Permit DP000344 to regulate a mixed-use commercial development at 3646 Westwood Street.

PREVIOUS COUNCIL/COMMITTEE ACTION

On June 1, 2001, Council rezoned 3646 Westwood Street from a residential zone to the Community Commercial zone.

On May 11, 2017, Committee adopted the following resolution:

“That the Official Community Plan update include designation of the Westwood/Woodland area as a Frequent Transit Development Area, policies to permit and guide transit-oriented development of nodes at rapid bus stop locations along the Lougheed Highway (once known)”

REPORT SUMMARY

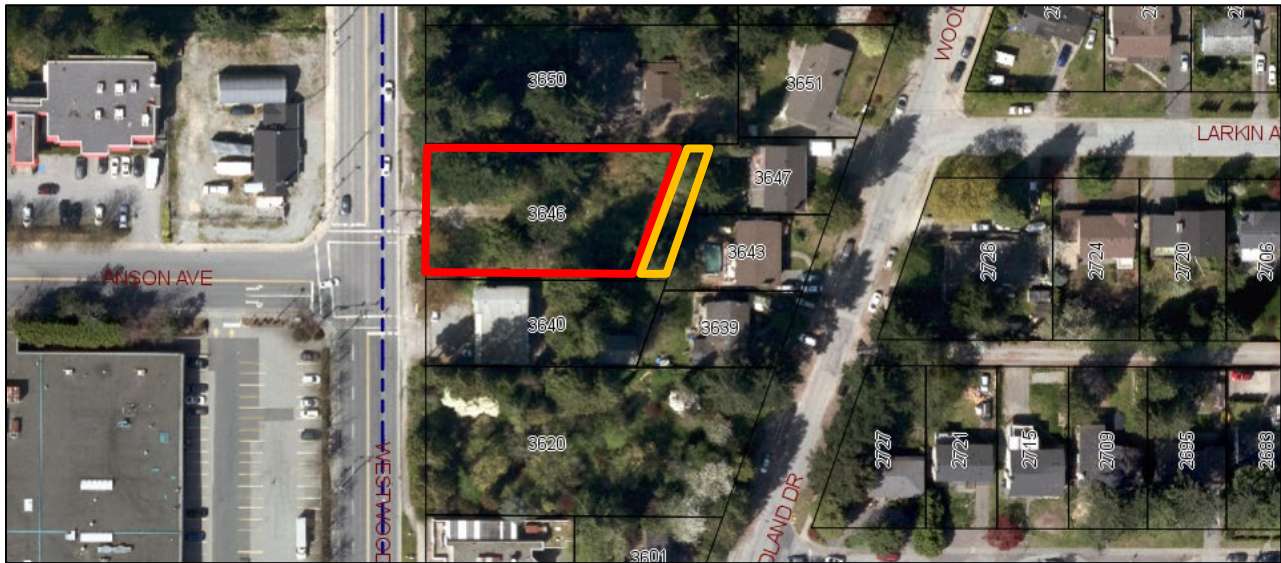
This report describes an application intended to provide for a commercial/residential development of a vacant property located mid-block on the east side of Westwood Street. Committee is being asked to consider if the development permit application conforms to the objectives and guidelines set out in the Official Community Plan and, if it determines compliance, then it is recommended Committee approve the permit to regulate the form and character of the proposal. The proposed 26-unit, four-storey building with underground parking conforms to Zoning Bylaw regulations and its design is intended to be in accordance with current objectives and design guidelines of the Official Community Plan. The report also recognizes Committee’s direction to consider the Westwood/Woodland area for larger scale, transit-oriented developments and describes steps taken by the owner in determining that it is not possible to consolidate the subject property with adjoining properties at this time.

BACKGROUND

The applicant, Mara+Natha Architecture Ltd., proposes to develop a four-storey building on a large, vacant lot on the east side of Westwood Street. The site is currently designated in the Official Community Plan (OCP) as Neighbourhood Commercial, a designation which allows for commercial uses intended to serve larger neighbourhoods with retail and office uses in buildings of up to four storeys and residential uses above the first storey. It is further designated in the plan as part of the Westwood Commercial area and site-specific guidelines for this designation promote separation of commercial uses from residential uses to the east along Woodland Street. The site’s zoning, Community Commercial, is intended to accommodate and regulate a wide range of general commercial and personal service uses in commercial centres having a pedestrian orientation and to accommodate residential uses above ground floor. The site adjoins larger properties which,

3646 Westwood Street - Development Permit Application

although also designated in the Official Community Plan for Neighbourhood Commercial uses, still have a single residential zoning and are developed with older homes. Properties to the west and north are located in the City of Coquitlam's town centre designation with the intent to achieve high density, transit-oriented developments in keeping with their close proximity to the Evergreen Line.



3646 Westwood Street & unopened lane - Location Map

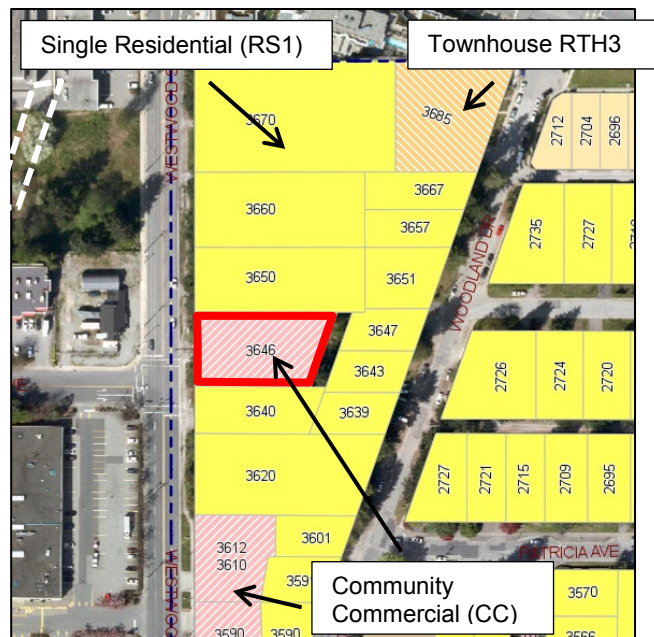


The property was rezoned in 2001 with the intent, at that time, that a restaurant would have been built. However, the site has since remained vacant. The rezoning resulted in the dedication of a portion of lane to separate future commercial developments fronting Westwood Street from future townhouses fronting Woodland Drive, limiting driveways to these streets. The lane is connected to the street via a right-of-way registered on the subject property.

3646 Westwood Street - Development Permit Application



OCP Current Land Use Designation



Current Zoning

Mara+Natha Architecture Ltd proposes to develop a mixed-use development building that would include commercial space on the ground floor. As shown on the site plan and elevation, this space could be demised into three store-fronting units along Westwood Street. The building would have one level of underground parking plus at-grade parking and loading at the rear that would be accessed via a driveway along the south property line located within the right-of-way. The upper storeys would be developed with 26 apartments including a mix of unit types meeting the City's family-friendly housing policy (3 studio, 10 one-bedroom plus den, 7 two-bedroom, 3 two-bedroom plus den and 3 three-bedroom units) which the applicant has indicated would be put into the rental market.

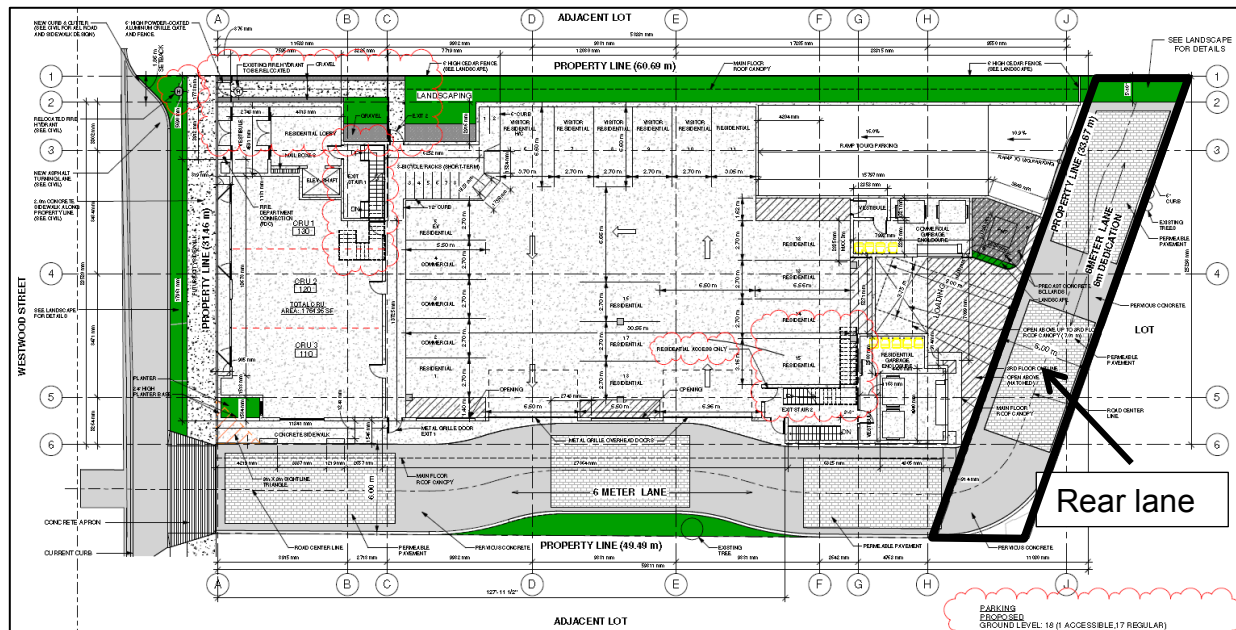
The Official Community Plan sets out the following design objectives for development of sites having a commercial land use designation:

1. To facilitate the orderly development of the area and to encourage coordination of the siting, form, and volume of commercial buildings and their areas for parking, storage, and landscaping.
2. To control the interface between commercial and other uses in the area by implementing adequate buffering between the land uses and regulating the proportion of the structures.
3. To screen and/or enhance the view of the uses along major highways and arterial streets, from residential areas, and to present an orderly image of the area.

What these objectives mean is that when a new building is proposed, the site's design needs to be coordinated with all uses on the site, the building should have a design and scale appropriate to its context, and there should be screening of commercial uses from residential areas. The Official Community Plan also includes commercial sites within an environmental conservation designation

3646 Westwood Street - Development Permit Application

and sets objectives and guidelines to encourage sustainable development and building design; efficient use of energy, water and other resources; and, reduction of waste and pollution.



Site plan showing building footprint and driveway access to rear lane

The contemporary building design includes a generous amount of glazing for the commercial storefronts and extensive use of brick cladding. It will utilize an earth tone colour palette including moroccan sand brick with dark and light-tone gray fibre-cement panel and light cherry metal siding in a wood texture for accent. Building articulation is achieved through varied setbacks and roof lines and through the use of cladding materials and colour. An indoor amenity room is to be located at the northeast side of the second floor adjacent to a common patio and the roof top includes seating and a barbeque area.

Project Profile

	Bylaw Regulations ¹	Proposed ²
Site area minimum	500 m ²	1,742 m ²
Floor area ratio	- ³	1.6
Commercial floor area	-	164 m ²
Dwelling units (total)	-	26
Adaptable units	30%	30% (8 units)
Family-oriented units	n/a	50% (13 units)

¹ Refer to Zoning Bylaw No. 3630, Parking and Development Management Bylaw No. 3525 and Building and Plumbing Bylaw No. 3710 for specific regulations

² Information provided by applicant

³ This application was in process prior to the October 9, 2018 zoning bylaw amendment to add an FAR of 1.5.

3646 Westwood Street - Development Permit Application

	Bylaw Regulations ¹	Proposed ²
Three-bedroom units	n/a	11% (3 units)
Building lot coverage	90%	75%
Setbacks:		
Front (Westwood)	-	0 m
Rear (lane to east)	-	0.6 m
Interior side (north)	1.8 m	1.85 m
Interior side (south)	1.8 m	6.1 m
Building height	-	18.9 m
Parking (total)	43	43
Commercial	3 (1 per 47m ²)	3
Residents	35	35
Visitor	5	5
Small car	10 (25% max)	9 (21%)
Bicycle parking		
Long-term	26 (1 per res unit)	26
Short-term	6	8
Indoor recreation area	52 m ²	52 m ²
Outdoor recreation area	91 m ²	140 m ²

One visitor space will be equipped with a water spigot and drainage to serve as an onsite bicycle and car wash station. Two garbage and recycling rooms (one for commercial and one for residential uses) are located at the rear of the building where it can be directly accessed from the building for tenants and from the rear lane for pick-up. Garbage and other service vehicles would use the driveway on the south side of the building to access the rear.

The project is designed to comply with the environmental conservation area designation. A complete list of conservation measures is provided in Schedule A of the draft development permit and include high efficiency windows, energy star rated appliances, stormwater management including a storage tank to store rainwater for irrigation purposes, low flow toilets and facets, high efficient irrigation system with rain sensors, use of low volatile organic compound (VOC) products, and electric vehicle rough-in.

This area of Westwood Street is heavily treed and 15 trees (12 living, 3 dead) will need to be removed to accommodate the development. The applicant has worked with an arbourist to protect the critical root zones of 11 trees located on, or partially on, adjacent properties. The proposed landscape plan includes 16 new trees consisting of 3 columnar english oak and 8 Kindred spirit oak to be planted into the ground and 5 ornamental maples to be in planters next to the outdoor amenity areas. The proposed trees to be planted at grade are of a columnar variety that will range between 30 to 50ft. in height and have a crown width of 6 to 15ft at maturity; the ornamental maples in the planters could grow to a height of between 15 and 22ft. and have a crown width of 8

3646 Westwood Street - Development Permit Application

to 15ft. The landscape plan also calls for a variety of shrubs and ground covers located along the periphery of the site, in planters on patios, and for the amenity areas.

The Parking and Development Management Bylaw requires that off-site upgrades meeting the standards of the Subdivision Servicing Bylaw be provided at the time of building construction. These required works are expected to include: widening of Westwood Street to include four travel lanes and a turning lane; new curb and gutter, street lighting, street trees, and sidewalks along the street. The applicant would also be required to construct the lane at the rear of the site.

DISCUSSION

The direction from the Smart Growth Committee that the Official Community Plan be updated to designate the Westwood/Woodland area for higher density, transit-oriented development has yet to be completed. However, staff have been advising property owners and developers of this direction and encouraging them to contact other property owners in the area to explore the feasibility of higher density development. Staff have further advised that an overall plan for this area would need to be developed to consider how transportation access and circulation issues would be addressed as well as to develop guidelines for a cohesive form and character. The applicant attempted to determine if this property could be assembled with adjacent properties to facilitate higher density development and advised staff that his attempt to coordinate a larger scale development (prior to submission of the development permit application) was unsuccessful. Staff are aware of a land assembly being marketed in early 2019 by Colliers International (which could have included 3646 Westwood Street) and were advised that this attempt was also unsuccessful.

The development permit must be approved if Committee determines that the design is in accordance with applicable design guidelines. The following detailed analysis is intended to assist Committee in this assessment.

Official Community Plan Design Guideline	Comment
1. Character of Buildings	
All buildings, structures, renovations and additions shall be architecturally co-ordinated and planned in a comprehensive manner, giving consideration to the relationship between buildings and the street, efficiency of circulation systems, visual impact and design compatibility with surrounding development.	The internal design is coordinated; access and circulation requirements would be met. As uses within the surrounding area are anticipated to change, this development would set the stage for lower profile, mixed-use buildings oriented to the street with access from a future lane.
A mixed commercial / residential building may be up to four storeys in height subject to an appropriate site context. The residential portion should be set back from the street frontage to break down building massing and enhance the amenity of the residential units.	Proposed building is four storeys Apartments are set back at least 1m from the street.
Planning shall give due consideration to the	This area is in transition. The driveway from

3646 Westwood Street - Development Permit Application

Official Community Plan Design Guideline	Comment
relation between building height, site coverage, yard setbacks and surrounding properties, streets and other features.	Westwood Street to the lane would separate the site from the property to the south and the lane would separate it from properties to the east. As the commercial frontage is intended to have a pedestrian-orientation it is appropriate to have it at the property line.
Exterior storage, where permitted, shall be enclosed by an architecturally-integrated opaque or translucent screen	No exterior storage is proposed; the outdoor amenity room on the roof would be screened with landscaping.
2. Siting and Access	
Loading spaces shall not be permitted in front yards or side yards that face onto streets.	Loading would be at the rear
Garbage and recycling bins areas should be located to permit access and pick-up directly from a lane or street. The bins should not be located in an area where pick-up vehicles must stop and empty the containers while parking on a sloped surface. Location of garbage or recycling bins in an underground structure is discouraged; it may only be permitted if access and pick-up is possible without interfering with other vehicular movements.	Garbage and recycling storage space is adjacent to the rear lane.
Where lanes are not available, shared access to parking areas will be encouraged to minimize the number of driveways opening onto streets and to reduce conflicts between vehicular and pedestrian movements.	The driveway is required to access the lane at the rear. This is the only portion of lane dedicated to date and it cannot be connected to a street.
Mixed use developments shall be designed so as to ensure that appropriate separation between on-site commercial and residential vehicular movements exist.	Commercial and residential parking spaces are combined with signage to differentiate use; the loading bay could be used by both commercial and residential tenants.
3. Parking	
Where parking is provided at street level it shall not be encouraged to locate within any front yard or side yard facing a street.	No parking is facing a street.
4. Landscaping	
Parking areas visible from streets and adjacent residential buildings should be screened by substantial landscaping. Interplanting of [surface] parking areas with trees is required.	Parking is underground or within the building and the parking level is separated from residential uses by a lane
Retention of mature trees to integrate into the overall landscaping is encouraged. Landscaped areas fronting onto streets shall use trees wherever possible.	The design accounts for retention of the shared trees and significant trees on adjacent properties
Solid fences in place of landscaping screens along borders shall not be permitted.	The intent of this guideline is to ensure residential uses are separated from

3646 Westwood Street - Development Permit Application

Official Community Plan Design Guideline	Comment
	commercial uses by landscaping. In this case, a landscaping border along the interior property line is not required as there are no setback requirements, nor is it required along the lane. A 6 ft. high cedar fence is proposed to maintain privacy to existing houses fronting Westwood Street.
Native trees and plants should be used for landscaping, where possible.	A mixture of native and non-native plants is proposed.
All vegetation used for landscaping shall be mature and of a quality acceptable to the Municipality. All planting must comply with the standards of, or similar to, those endorsed by the B.C. Society of Landscape Architects and the B.C. Nursery Trades Association and which are specified in the British Columbia Landscape Standard.	Compliance with this guideline has been confirmed by the landscape architect.
All materials, other than vegetation, used for landscaping shall be "non-skid" type and of durable quality.	Concrete, pavers and asphalt are proposed in compliance with this guideline.
5. Signage	
All signs and signage should be architecturally coordinated with the overall design of buildings and landscaping.	Proposed fascia sign bands along Westwood façade would be well-integrated.
Free-standing signs shall be incorporated into the design of the landscaped areas.	None proposed
6. External Lighting	
No commercial yard or building shall be illuminated, or contain light sources that illuminate adjacent or nearby residential designated properties to an intensity similar to or higher than the levels of illumination that are created by existing street lights.	The ground floor commercial uses and access driveway will be lit to ensure safe access using building-mounted LED wall lights designed for up and down lighting.
7. Safety and Security (Crime Prevention Through Environmental Design - CPTED)	
<i>Access Control</i> (guidance of people coming and going from the building or site by the placement of real and perceived barriers)	Design promotes access control
<i>Surveillance</i> (placement of features, uses, activities, and people to maximize visibility).	Design promotes surveillance
<i>Territoriality</i> (design which promotes definition and ownership of space)	Design promotes territoriality
<i>Maintenance</i> (continued use of space for intended purpose and expression of ownership)	Operational consideration
8. Location Specific Guidelines – Westwood	
Commercial development along Westwood	No parking in the front yard is proposed

3646 Westwood Street - Development Permit Application

Official Community Plan Design Guideline	Comment
Street will be encouraged to minimize the amount and impact of front yard parking by providing appropriate landscaping to soften the visual impact of parking areas from the road.	
Vehicular access to commercial development shall not be permitted from Woodland Drive.	Access is from Westwood Street.
Mixed-use developments shall be designed to ensure appropriate separation between on-site commercial and residential vehicular movements	Majority of residential parking is located in lower parking level
No commercial free-standing signs will be permitted facing Woodland Drive, Fox Street, Lancaster Street, Hastings Street, Jervis Street, or Raleigh Street.	None proposed

In addition to the evaluation of the site's form and character, the design of the proposed apartment building and landscaping generally meet the intent of the environmental conservation development permit area objectives and guidelines as defined by Schedule A of the draft Development Permit

In summary, the proposed development conforms to the Zoning Bylaw regulations and is seen to be generally in accordance with the Official Community Plan design guidelines. Further, redevelopment of this site for a 4-storey building as proposed does not prevent the remainder of the area from being considered for future transit-oriented development, and the proposed development is attractive. Accordingly, staff recommend approval. However, if Committee determines that it wishes to obtain additional public input on the design given the context of the site, as an option it may choose to hold an advertised public meeting prior to making a decision on the application.

FINANCIAL IMPLICATIONS

None associated with issuance of the development permit.

PUBLIC CONSULTATION


A sign has been posted on site to inform area residents of the application. To date, comments have included a concern about the potential impact of the development on healthy trees and a concern that the development would limit opportunities for comprehensive redevelopment.

OPTIONS

(Check = Staff Recommendation)

#	Description
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3646 Westwood Street - Development Permit Application

1 	Approve Development Permit DP000344.
2	Determine that it wishes to hold an advertised public meeting to provide for consideration of the design prior to making a decision on the development permit application
3	Request additional information or amendments to the proposal if the Committee is of the opinion that such information or amendment would assist in its evaluation of how the design complies with the development permit area designation.
4	Recommend rejection of the application if the Committee is of the opinion the application does not conform to the design guidelines. Pursuant to the delegated authority, the applicant may then request the application be forwarded to Council for consideration.

ATTACHMENTS

Attachment #1: Draft Development Permit

Lead author(s): Bryan Sherrell

THE CORPORATION OF THE CITY OF PORT COQUITLAM

"DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849"

DEVELOPMENT PERMIT

NO. DP000344

Issued to: AWRC ASSET HOLDINGS CORPORATION
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 219-4501 NORTH RD BURNABY BC V3N 4R7

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
2. This Development Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 3646 WESTWOOD STREET

Legal Description: LOT A EXCEPT: PART DEDICATED ROAD ON PLAN
LMP46442; DISTRICT LOT 4 GROUP 1 TOWNSHIP 39 NEW
WESTMINSTER DISTRICT PLAN LMP39378

P.I.D.: 024-256-358

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the "Official Community Plan Bylaw, 2013, No. 3838".
4. "Port Coquitlam Zoning Bylaw, 2008, No. 3630" and "Parking and Development Management Bylaw, 2018, No.4078" are varied, supplemented or both in accordance with the following:
 - a. The form and character of the building, including the siting, height and general design, shall be as shown on drawings numbered DP000344 (1) to DP000344 (15) which are attached hereto and form part of this permit.
 - b. The form and character of on-site landscaping shall be as shown on drawings numbered DP000344 (13) to DP000344 (15) and the following standards for landscaping are imposed:
 - (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto.
 - (ii) All planting materials shall be able to survive for a period of one year from the date of the site landscape approval by the Municipality.
 - c. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.

5. **Landscape Security**

(a) As a condition of the issuance of this permit, the security set out below will be held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 4 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount **\$40,526.00** for the purpose of landscaping.

(b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.

(c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the final phase of the development. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within the six month period, the Municipality has the option of continuing to hold the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping, and recoup additional costs from the Permittee if necessary. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

(d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee.

6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.

7. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.

8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

9. This permit is not a building permit.

APPROVED BY THE COMMITTEE OF COUNCIL THE
[CLICK **HERE** - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK **HERE** - ENTER THE MONTH, YEAR].

SIGNED THIS [CLICK **HERE** - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK **HERE** - ENTER THE MONTH, YEAR].

Mayor

Corporate Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or
Representative of Applicant)

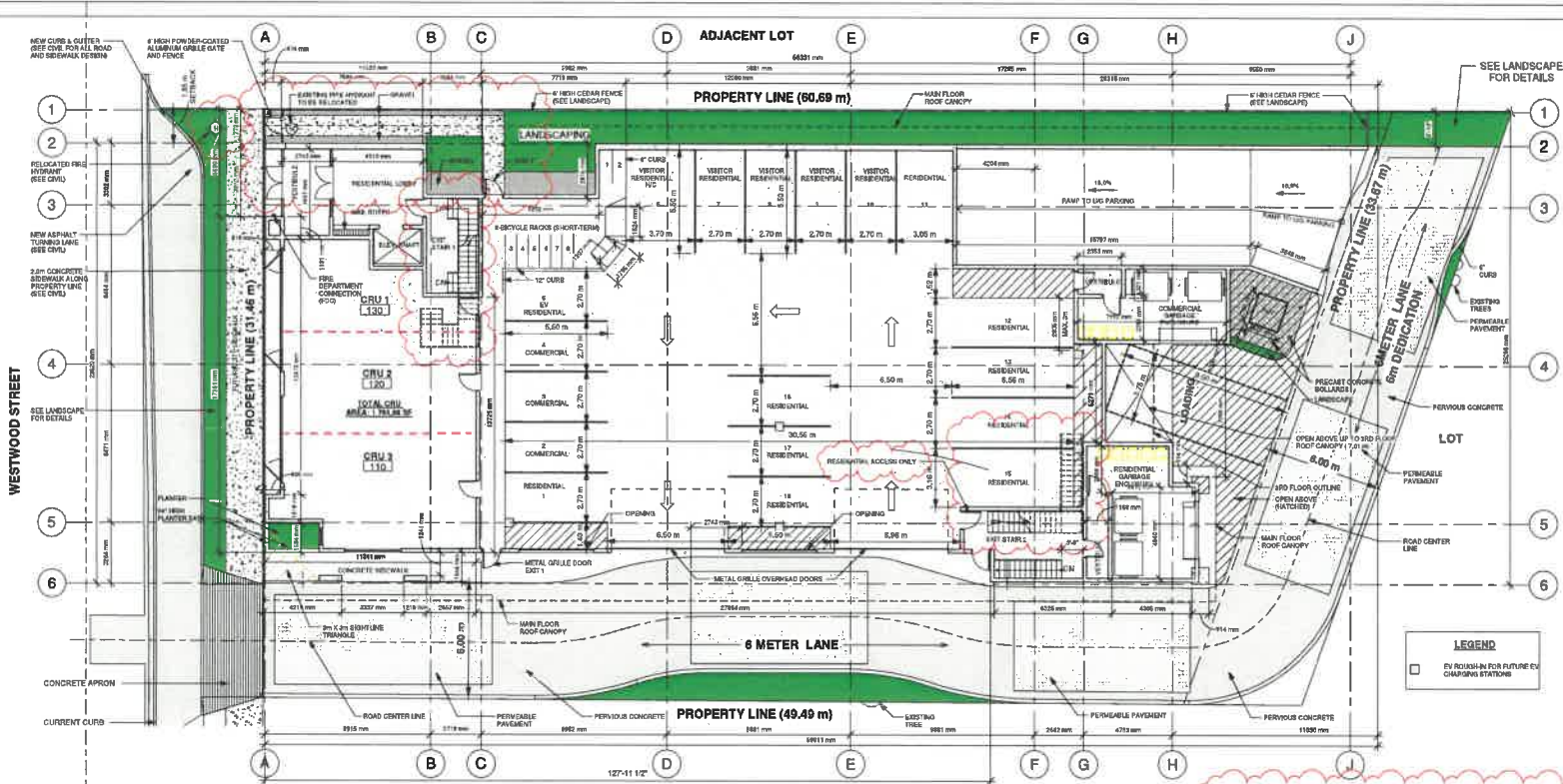
4-STOREY MIXED-USE BUILDING AT 3646 WESTWOOD STREET, PORT COQUITLAM



DP0003414 ①

16	ISSUED FOR CITY REVIEW	JUN 05 2016	8	ISSUED FOR SIGNAGE	NOV 29 2016	Project Name	4-STOREY MIXED USE BUILDING	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Sheet Name	TITLE SHEET	Sheet No.	A000	<div><div><div>These plans are COPYRIGHTED and ALL RIGHTS ARE RESERVED. The reproduction of these plans in any form, in part or as a whole is strictly prohibited. This plan and design are, and all its items remain the exclusive property of MARA + NATHAN ARCHITECTURE LTD. and may not be reproduced without written consent.</div><div>It is the responsibility of the Owner and General Contractor to verify all dimensions and site conditions prior to construction of work, and they shall verify the finished work against the conditions or discrepancies. Any change or omission of work or materials shall be the full responsibility of the Owner and General Contractor.</div></div><div><div>MARA + NATHAN ARCHITECTURE LTD. 205 - 9600 Canham Street Burnaby B.C. V3J 7H1 O: 604. 420-2523 C: 604. 970-3413 Email: mna@maranath.com Web: www.maranath.com ABC, AAA, SAA</div></div></div>
15	ISSUED FOR BIRE / CAR WASH ADDED	JUN 04 2016	7	ISSUED FOR DP RE-ALUMINUM SIGN	NOV 28 2016							Project No.		
14	ISSUED FOR DP RE-ALUMINUM SIGN	APR 29 2016	6	ISSUED FOR DP RE-ALUMINUM SIGN	OCT 04 2016							Start of Project	MARCH 2017	
13	ISSUED FOR COORDINATION	APR 11 2016	5	ISSUED FOR OFF-ROUTE TURNING LANE REVIEW	AUG 23 2016									
12	ISSUED FOR CLIENT / INTERNAL REVIEW	MAR 24 2016	4	ISSUED FOR CITY REVIEW	JUL 27 2016									
11	ISSUED FOR CLIENT REVIEW	JAN 14 2016	3	ISSUED FOR DP SUBMITTAL	JAN 18 2016									
10	ISSUED FOR CLIENT / ARCHITECT REVIEW	JAN 02 2016	2	ISSUED FOR CIVIL & LANDSCAPE	DEC 15 2015									
9	ISSUED FOR ARCHITECT REVIEW	JAN 02 2016	1	ISSUED FOR CIVIL & LANDSCAPE	DEC 14 2015									

DP000344 (2)



ADJACENT LOT

1 SITE PLAN
1" = 10'-0"



ADAPTABLE UNITS
REQUIRED: 30% OF THE ONE STOREY DWELLING UNITS
TOTAL REQUIRED ADAPTABLE UNITS: 8 (7.8 = 26 X .3)
TOTAL PROVIDED: 8

INDOOR AMENITY AREA
REQUIRED: 62 m² = (26 DWELLING UNITS X 2 m²)
PROPOSED: 52.09 m² (560.73 S.F.)

OPEN SPACE AREA
REQUIRED: 91 m² = (26 DWELLING UNITS X 3.5 m²)
PROPOSED:
TOTAL AMENITY OPEN SPACE: 140.67 m² = (47.16 m² + 93.51 m²)
1 614.23 SF = (507.88 SF + 1 006.54 SF)

AMENITY OPEN SPACE 1: 47.16 m² (507.89 SF)
AMENITY OPEN SPACE 2: 93.51 m² (1 006.54 SF)

LOADING
REQUIRED LOADING SIZE:
LENGTH: 9 m
WIDTH: 2.6 m
HEIGHT: 3.6 m

PROPOSED LOADING SIZE:
LENGTH: 9 m
WIDTH: 5.74 m
HEIGHT: 3.68 m

REQUIRED NUMBER OF PARKING FOR RESIDENTIAL:
STUDIO: 3
2-BED AND DEN UNIT: 3
2-BED UNIT: 7
1-BED AND DEN UNIT: 10
3-BED UNIT: 3
TOTAL UNIT COUNT = 25

REQUIRED NUMBER OF PARKING FOR COMMERCIAL UNITS:
COMMERCIAL UNITS TOTAL GROSS FLOOR AREA: 164.50 m² (1 770.66 SF)
LESS THAN 460 m² (4 851.39 SF) REQUIRES 1 SPACE
164.50 m² < 460 m²
PROPOSED LOADING NUMBER: 1

PARKING
PROPOSED
GROUND LEVEL: 18 (1 ACCESSIBLE, 17 REGULAR)
UG LEVEL: 28 (1 ACCESSIBLE, 16 REGULAR, 9 SMALL)
MAX. SMALL CAR PERMITTED = 11 (1.75 = 44 X .25)
SMALL CAR PROVIDED = 9

NUMBER OF RESIDENTIAL UNITS
STUDIO: 3
2-BED AND DEN UNIT: 3
2-BED UNIT: 7
1-BED AND DEN UNIT: 10
3-BED UNIT: 3
TOTAL UNIT COUNT = 25

TOTAL REQUIRED VISITOR PARKING: 6 STALLS
(6 = 5.2 = 26 / 5)

TOTAL REQUIRED PARKING FOR RESIDENTIAL: 40 STALLS
(35+5)=40

COMMERCIAL PARKING:
TOTAL REQUIRED PARKING FOR RETAIL & PERSONAL SERVICE ESTABLISHMENTS: 3 STALLS
(3 = 3.466 = 1 764.96 SF / 1 STALL PER 505.9 SF)

TOTAL PARKING REQUIRED: (RESIDENTIAL + COMMERCIAL)
43 STALLS

TOTAL PARKING PROVIDED: (RESIDENTIAL + COMMERCIAL)
44 STALLS

PROJECT DATA

CIVIC ADDRESS
3646 WESTWOOD ST PORT COQUITLAM, BC

LEGAL DESCRIPTION
LOT A EXCEPT PART DEDICATED ROAD ON PLAN LMP4642: DISTRICT LOT 4 GROUP 1 TOWNSHIP 99 NEW WESTMINSTER DISTRICT PLAN LMP59378

PID: 024-256-358

FLOOD ELEVATION
NOT IN FLOODPLAIN

ZONE
CC (COMMUNITY COMMERCIAL)

LOT AREA
1 742.0 m²

SITE COVERAGE
MAX. ALLOWED: 90%
PROPOSED: 74.7% (0.747 = 1 302.76 / 1 742)

BUILDING HEIGHT
MAX. ALLOWED: N/A
PROPOSED: 17.114 m

SETBACK REQUIREMENTS

REQUIRED
FRONT YARD: 0 m
REAR YARD: 0 m
SIDE YARD (NORTH): 1.80 m (ABUTTING RESIDENTIAL ZONE)
(SOUTH): 1.80 m (ABUTTING RESIDENTIAL ZONE)

PROPOSED
FRONT YARD: 0.054 m
REAR YARD: 0.610 m
SIDE YARD (NORTH): 1.85 m (ABUTTING RESIDENTIAL ZONE)
(SOUTH): 6.10 m (ABUTTING RESIDENTIAL ZONE)

FLOOR AREA
GROUND FLOOR: 1 181.05 m² (12 712.80 SF)
GROUND FLOOR EXCLUDING PARKING AREA: 347.30 m² (3 736.32 SF)
2ND FLOOR: 871.83 m² (9 380.57 SF)
3RD FLOOR: 982.89 m² (10 580.86 SF)
4TH FLOOR: 982.89 m² (10 580.86 SF)

FLOOR AREA AFTER EXCLUDING CC ZONE EXEMPTIONS
CC ZONE EXCEPTION FOR FAR CALCULATION:
MAIN FLOOR LOBBY ENTRANCE, ELEVATOR SHAFT, STAIRWELLS, CORRIDORS, GARBAGE ENCLOSURES, ELECTRICAL AND MECHANICAL ROOMS, BALCONIES AND DECKS, MAIN FLOOR PARKING, UNDERGROUND PARKING AND 2 m² PER ADAPTABLE UNIT.

GROUND FLOOR: 163.97 m² (1 764.96 SF)
2ND FLOOR: 837.29 m² (9 012.51 SF)
3RD FLOOR: 888.06 m² (9 538.08 SF)
4TH FLOOR: 958.06 m² (10 335.08 SF)
PROPOSED FLOOR AREA: 2 717.38 m² (29 249.63 SF)

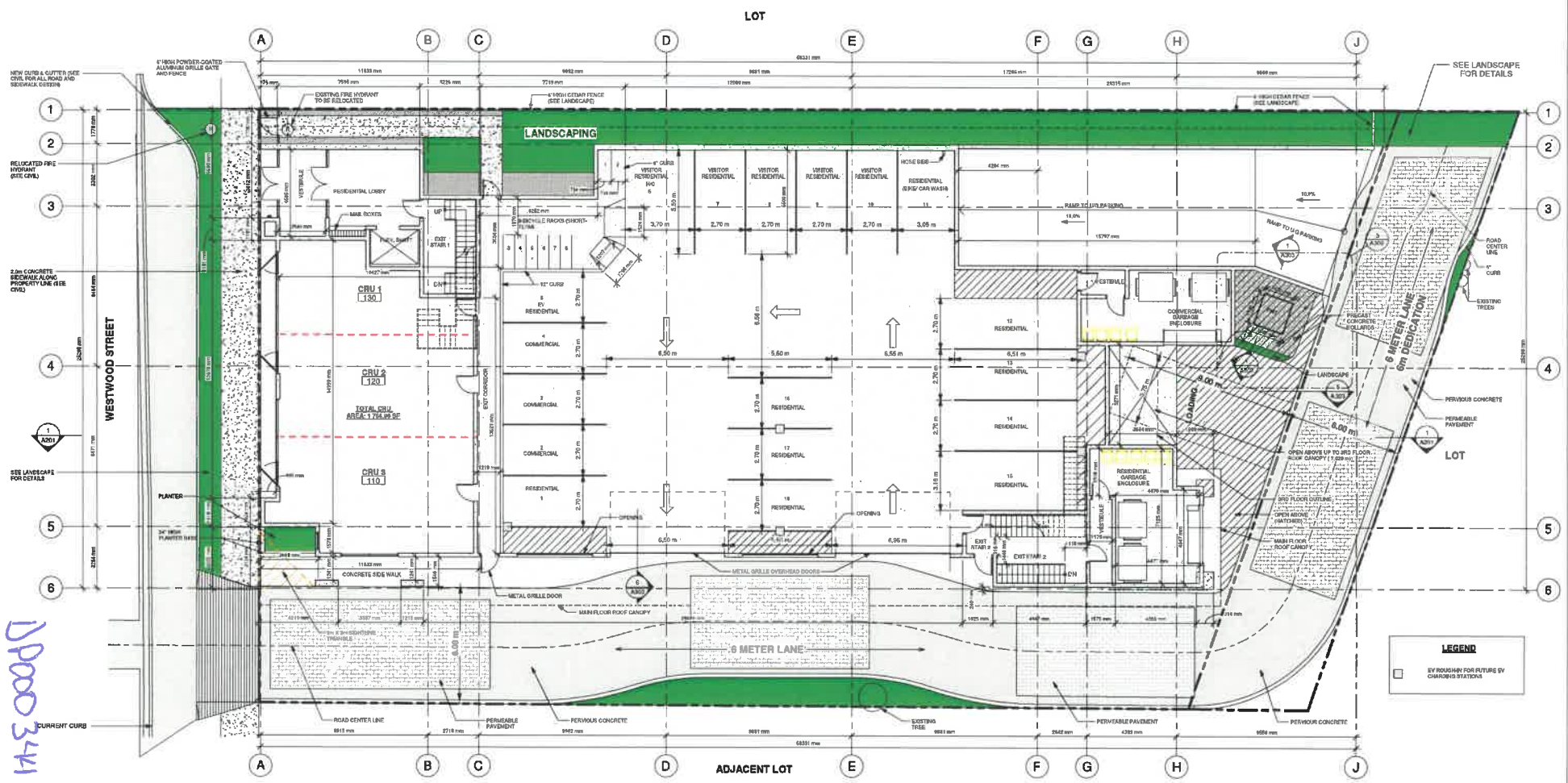
PROPOSED FLOOR AREA RATIO
1.559 = (2 717.38 m² / 1 742.0 m²)

PARKING REQUIREMENTS
PER STUDIO DWELLING UNIT: 1 PARKING STALL
PER DWELLING UNIT WITH 1 BEDROOM: 1.3 PARKING STALL
PER DWELLING UNIT WITH 2 BEDROOM: 1.5 PARKING STALL
PER DWELLING UNIT WITH 3 BEDROOM OR MORE: 1.5 PARKING STALL
VISITOR SPACE: 1 PER 5 DWELLING UNITS

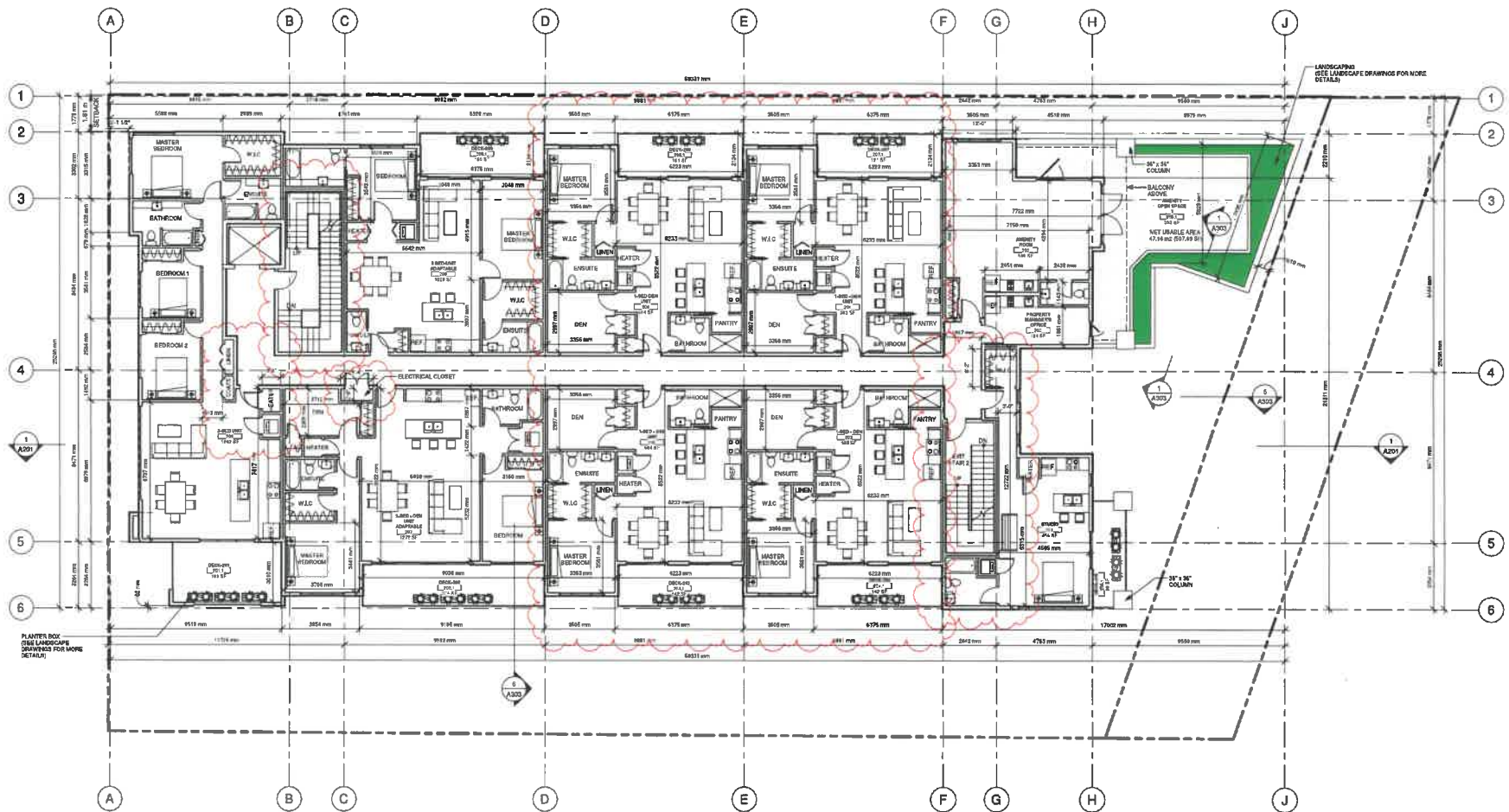
24		11	DESIGN FOR CITY REVIEW	JUN 29 2017	8	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Sheet Name	SITE PLAN	Project No.	A100	These plans are COPYRIGHTED and ARE NOT TO BE REPRODUCED OR COPIED IN ANY FORM, BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF MARA + NATHA ARCHITECTURE LTD. and all other users remain the sole property of MARA + NATHA ARCHITECTURE LTD. and may not be reproduced without written consent.	MARA + NATHA ARCHITECTURE LTD. 255 - 9500 Centmore Drive Burnaby B.C. V5J 1M6 C: 604-420-2283 F: 604-970-8413 Email: info@maranath.com Web: www.maranath.com
25		12	DESIGN FOR BC HISTORY	JUN 29 2017	9	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100	It is the responsibility of the Owner and General Contractor to verify all dimensions and site conditions prior to construction and to pay for all necessary engineering, surveying, geotechnical or other services, and to ensure that all work is completed in accordance with the full responsibility of the Owner and General Contractor.	NSC, ASIA, SAA
26		13	DESIGN FOR BC HISTORY	JUN 29 2017	10	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.	A100	Project No.	A100		
27		14	DESIGN FOR BC HISTORY	JUN 29 2017	11	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100		
28		15	DESIGN FOR BC HISTORY	JUN 29 2017	12	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.	A100	Project No.	A100		
29		16	DESIGN FOR BC HISTORY	JUN 29 2017	13	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100		
30		17	DESIGN FOR BC HISTORY	JUN 29 2017	14	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.	A100	Project No.	A100		
31		18	DESIGN FOR BC HISTORY	JUN 29 2017	15	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100		
32		19	DESIGN FOR BC HISTORY	JUN 29 2017	16	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.	A100	Project No.	A100		
33		20	DESIGN FOR BC HISTORY	JUN 29 2017	17	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100		
34		21	DESIGN FOR BC HISTORY	JUN 29 2017	18	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.	A100	Project No.	A100		
35		22	DESIGN FOR BC HISTORY	JUN 29 2017	19	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100		
36		23	DESIGN FOR BC HISTORY	JUN 29 2017	20	DESIGN FOR BC HISTORY	NOV 29 2017	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.	A100	Project No.	A100		
37		24	DESIGN FOR BC HISTORY	JUN 29 2017	21	DESIGN FOR BC HISTORY	NOV 29 2017	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Start of Project	MARCH 2017	Project No.	A100		

21

DP000341 (4)



24	1.0	DESIGNED FOR CITY REVIEW	JUN 28 2017	8	DESIGNED FOR SC APPROVAL	NOV 08 2017	Project Name	4-STOREY MIXED USE BUILDING	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Sheet Name	MAIN FLOOR PLANS	Sheet No.	A102	<p>These plans are COPYRIGHTED and ALL RIGHTS ARE RESERVED. The reproduction of these plans in any form, by print or electronic means, without the written consent of MARA + NATHA ARCHITECTURE LTD. is strictly prohibited. The client and owner acknowledge that the client and owner will be responsible for the full responsibility of the Owner and General Contractor to verify all dimensions and site conditions prior to construction of the work and they shall notify the architect of any errors, omissions, or discrepancies. The architect shall not be responsible for the full responsibility of the Owner and General Contractor.</p> <p>MARA + NATHA ARCHITECTURE LTD. 255 - 9500 Glenview Street Burnaby B.C. V5L 7H6 C: 604. 420-2233 C: 604. 970-8413 Email: mna@maranatha.com Web: www.maranatha.com ASBC, RAA, BAA</p>
23	1.1	DESIGNED FOR FIRE - CAR WASH HOIST	JUN 28 2017	7	DESIGNED FOR DP RE-DESIGNING 2	NOV 08 2017	Project No.								
22	1.2	DESIGNED FOR DP RE-DESIGNING 1	APR 24 2017	6	DESIGNED FOR DP RE-DESIGNING 1	OCT 04 2017									
21	1.3	DESIGNED FOR COORDINATION	APR 11 2017	5	DESIGNED FOR OFF-SITE TURNING LINE REVIEW	APR 25 2017									
20	1.4	DESIGNED FOR CITY REVIEW	MAR 21 2017	4	DESIGNED FOR CITY REVIEW	JUL 21 2016									
19	1.5	DESIGNED FOR CLIENT REVIEW	JUN 14 2016	3	DESIGNED FOR DP SUBMISSION	JAN 15 2016									
18	1.6	DESIGNED FOR CLIENT REVIEW	JUN 09 2016	2	DESIGNED FOR CIVIL & LANDSCAPE 2	DEC 15 2017									
17	1.7	DESIGNED FOR AMBUSH REVIEW	JUN 07 2016	1	DESIGNED FOR CIVIL & LANDSCAPE	DEC 14 2017									



2ND FLOOR
1/8" = 1'-0"

24	10	ISSUED FOR CITY REVIEW	JUN 28 2011	8	ISSUED FOR RE-DESIGN	NOV 29 2011
23	9	ISSUED FOR BIKI / CAR WASH ACCESS	JUN 24 2011	7	ISSUED FOR RE-DESIGN/REVISION 2	NOV 16 2011
22	8	ISSUED FOR DP FOR SUBMISSION 1	JUN 24 2011	6	ISSUED FOR RE-DESIGN/REVISION 1	OCT 04 2011
21	7	ISSUED FOR COORDINATION	JUN 14 2011	5	ISSUED FOR CITY-LEVEL TYPING/LINE REVIEW	AUG 29 2011
20	6	ISSUED FOR CLIENT REVIEW	MAR 14 2011	4	ISSUED FOR CITY REVIEW	JUL 31 2010
19	5	ISSUED FOR CLIENT REVIEW	JAN 14 2010	3	ISSUED FOR DP SUBMISSION	JAN 18 2010
18	4	ISSUED FOR CLIENT REVIEW	JAN 08 2010	2	ISSUED FOR CIVIL & LANDSCAPE 2	DEC 18 2009
17	3	ISSUED FOR ARCHITECT REVIEW	JAN 07 2010	1	ISSUED FOR CIVIL & LANDSCAPE	DEC 14 2009

Project Name
4-STORY MIXED USE BUILDING

Project Address
**3646 WESTWOOD STREET
PORT COQUITLAM
B.C.**

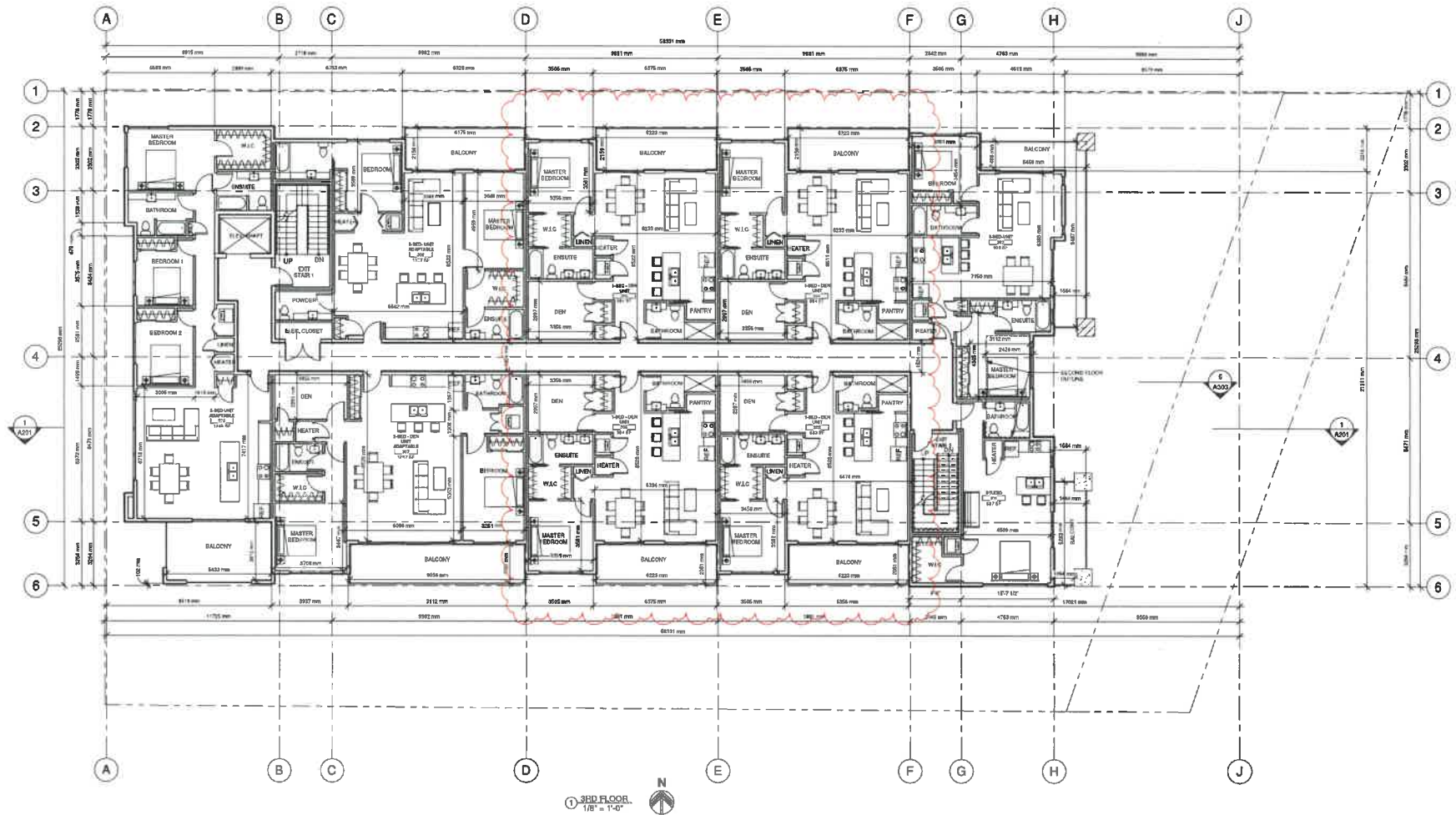
Sheet Name
2ND FLOOR PLAN

Sheet No.
A103
Project No.
MARCH 2017

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Web: www.maranatha.com
ABC, AAA, BAA

DP00344 (5)



24		18	ISSUED FOR CITY REVIEW	JUN 23 2017	8	ISSUED FOR IC HYDRO	NOV 09 2016	Project Name	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Sheet Name	3RD FLOOR PLAN	Client No.	A104	<p>These plans are COPYRIGHTED and ARE NOT TO BE REPRODUCED. The reproduction of these plans in any form, in part or in whole is a violation. The plan and design are, and all of them remain the exclusive property of MARA + NATHA ARCHITECTURE LTD. and may not be reproduced without written consent.</p> <p>It is the responsibility of the Owner and General Contractor to verify all dimensions and the contractor prior to construction of work and they shall verify the accuracy of any errors, omissions or discrepancies. All work shall be the full responsibility of the Owner and General Contractor.</p> <p>SIGN & SEAL</p>
23		19	ISSUED FOR DMS / CAN WASH ACCESS	JUN 24 2017	7	ISSUED FOR DP RE-CUMBERLIN 2	NOV 09 2016	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Project No.				
22		20	ISSUED FOR DP RE-CLAMBERLIN 1	APR 26 2017	6	ISSUED FOR DP RE-CLAMBERLIN 1	AUG 04 2016			Start of Project	MARCH 2017			
21		21	ISSUED FOR COORDINATION	APR 11 2017	5	ISSUED FOR OFF-SITE TURNING LANE REVIEW	AUG 29 2016							
20		22	ISSUED FOR CLIENT / INTERNAL REVIEW	MAR 24 2017	4	ISSUED FOR CITY REVIEW	JUL 31 2016							
19		23	ISSUED FOR CLIENT REVIEW	JAN 14 2017	3	ISSUED FOR DP SUBMISSION	JAN 18 2016							
18		24	ISSUED FOR CLIENT / ARCHITECT REVIEW	JAN 06 2017	2	ISSUED FOR CIVIL & LANDSCAPE 2	DEC 18 2017							
17		25	ISSUED FOR ARCHITECT REVIEW	JAN 07 2017	1	ISSUED FOR CIVIL & LANDSCAPE	DEC 14 2017							

Revision Schedule		
NO	Description	Date
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4-STOREY MIXED USE BUILDING

Project Address
3648 WESTWOOD STREET
PORT COQUITLAM
B.C.

4TH FLOOR PLAN

Sheet No. **A105**

Project No.

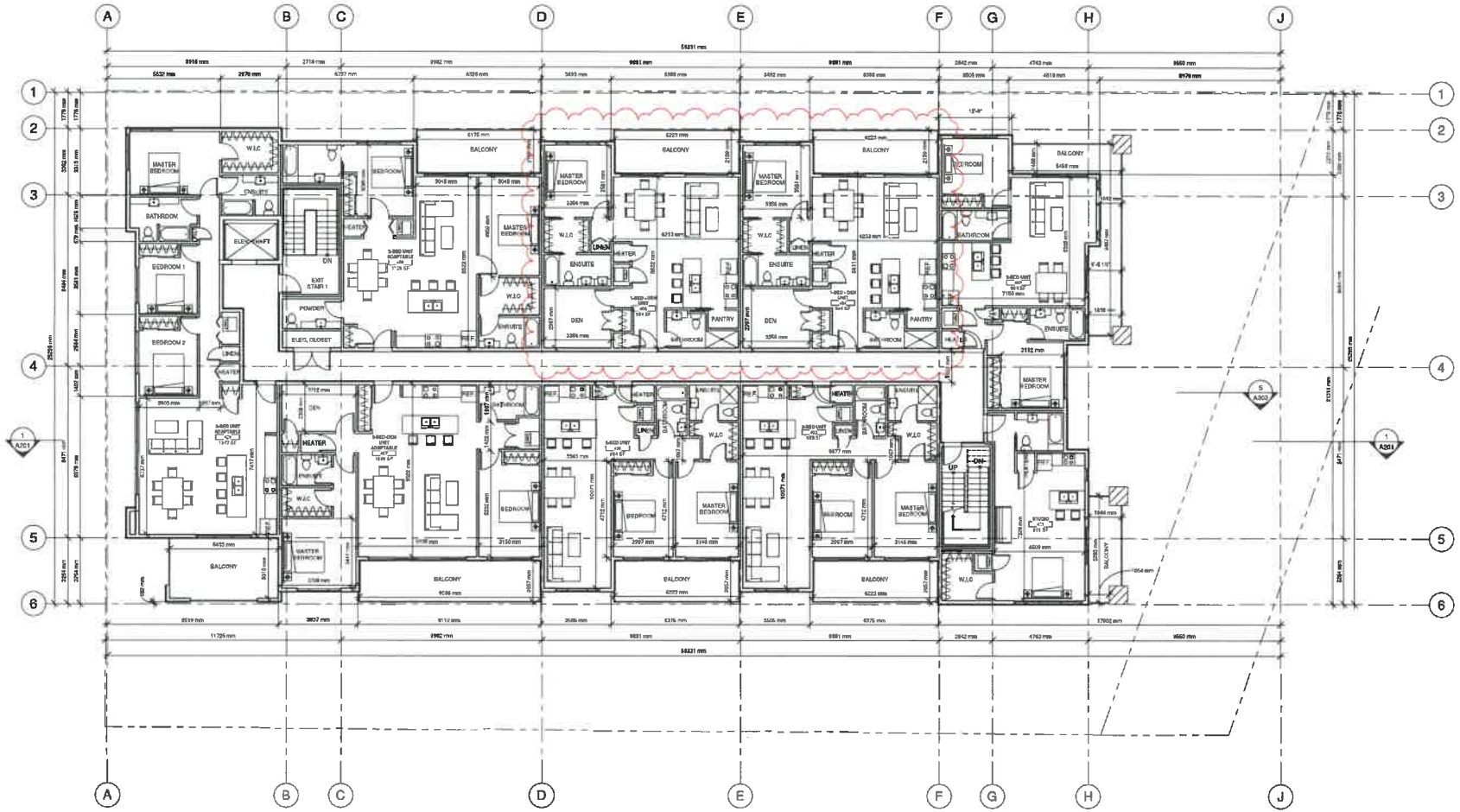
Start of Project
MARCH 2017

SIGN & SEAL

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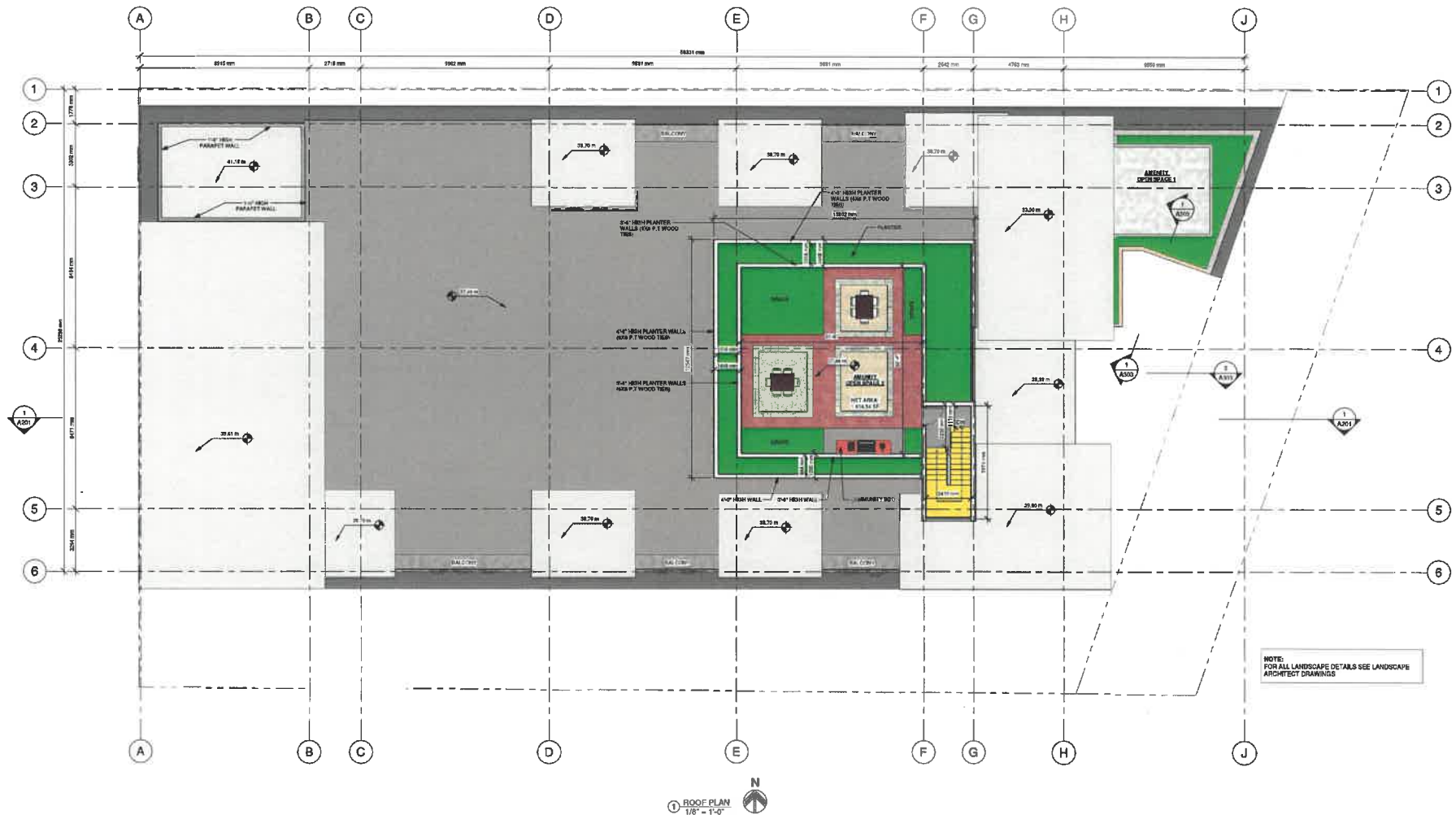
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NSC, AAA, BAA



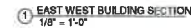
1-4TH FLOOR
1/8" = 1'-0"

DP000344 (7)

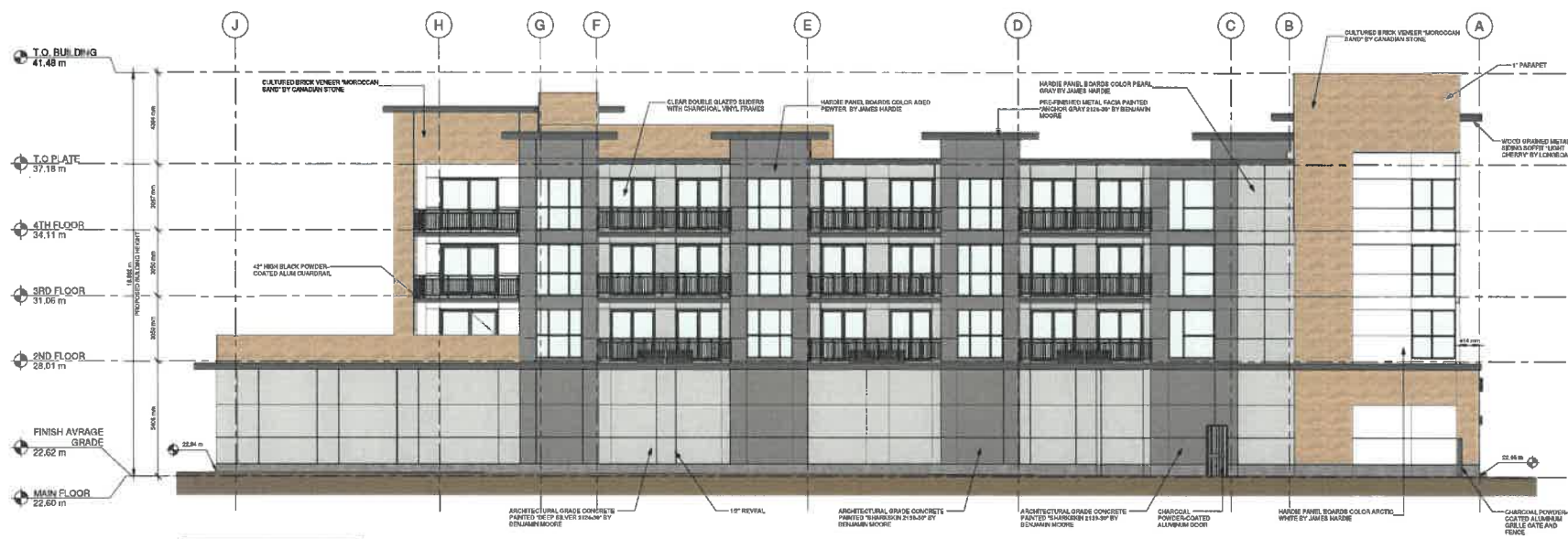


DP0003441 (B)

24		14	ISSUED FOR CITY REVIEW	JUN 25 2019	8	REVISED FOR SUB-MISSION 1	NOV 09 2019	Project Name	4-STOREY MIXED USE BUILDING	Project Address	3646 WESTWOOD STREET PORT COQUITLAM B.C.	Sheet Title	ROOF PLAN	Sheet No.	A106	<small>These plans are copyrighted and all rights are reserved. The reproduction of these plans in any form, in part or in whole, without the written consent of the architect is prohibited. This plan and design are the property of the architect and shall remain the property of the architect. It is the responsibility of the Owner and General Contractor to verify all dimensions and to coordinate with the architect and engineer. Any errors or omissions are the responsibility of the Owner and General Contractor. The architect and engineer shall not be responsible for any errors or omissions. The architect and engineer shall not be responsible for any errors or omissions. The architect and engineer shall not be responsible for any errors or omissions.</small>
23		15	ISSUED FOR SUB-MISSION 1	JUN 24 2019	7	REVISED FOR SUB-MISSION 2	NOV 09 2019							Project No.		
22		16	ISSUED FOR SUB-MISSION 2	APR 24 2019	6	REVISED FOR SUB-MISSION 3	OCT 04 2019							Start of Project	MARCH 2017	
21		17	ISSUED FOR COORDINATION	APR 11 2019	5	REVISED FOR OFF-SITE TURNING LANE REVIEW	AUG 23 2019									
20		18	ISSUED FOR CLIENT - INITIAL REVIEW	MAR 23 2019	4	REVISED FOR CITY REVIEW	JUL 21 2019									
19		19	ISSUED FOR CLIENT REVIEW	JAN 14 2019	3	ISSUED FOR SUB-MISSION	JAN 14 2019									<small>ARCHITECTURE LTD. 286 - 9600 Cameron Street Burnaby B.C. V5J 7N9 O: 604.425-2233 C: 604.470-8415 Email: info@maranath.com Web: www.maranath.com ABC, AAA, SAA</small>
18		20	ISSUED FOR CLIENT - PRELIMINARY REVIEW	JAN 09 2019	2	REVISED FOR CIVIL & LANDSCAPE	DEC 18 2017									
17		21	ISSUED FOR ARCHITECT REVIEW	JAN 07 2019	1	REVISED FOR CIVIL & LANDSCAPE	DEC 14 2017									



SIGN & SEAL



1 NORTH ELEVATION
1/8" = 1'-0"



2 SOUTH ELEVATION
1/8" = 1'-0"

Revision Schedule		
NO	Description	Date
24		
23		
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16	ISSUED FOR CITY REVIEW	JAN 25 2018
15	ISSUED FOR BUREAU OF FIRE (CIVIL) REVIEW	JAN 24 2018
14	ISSUED FOR DP RE-ALUMINUM	APR 13 2018
13	ISSUED FOR CLIENT / INTERNAL REVIEW	APR 11 2018
12	ISSUED FOR CLIENT / INTERNAL REVIEW	MAR 08 2018
11	ISSUED FOR CLIENT REVIEW	JAN 14 2018
10	ISSUED FOR CLIENT / ARCHITECT REVIEW	JAN 01 2018
9	ISSUED FOR ARCHITECT REVIEW	JAN 01 2018
8	ISSUED FOR CITY REVIEW	NOV 09 2017
7	ISSUED FOR DP RE-ALUMINUM	NOV 09 2017
6	ISSUED FOR DP RE-ALUMINUM	OCT 04 2017
5	ISSUED FOR CLIENT / INTERNAL REVIEW	AUG 28 2017
4	ISSUED FOR CITY REVIEW	JUL 30 2017
3	ISSUED FOR DP SUBMISSION	JUL 10 2017
2	ISSUED FOR CIVIL & LANDSCAPE	DEC 14 2017
1	ISSUED FOR CIVIL & LANDSCAPE	DEC 14 2017

Project Name	4-STORY MIXED USE BUILDING
Project Address	3846 WESTWOOD STREET PORT COQUITLAM B.C.
Sheet Name	NORTH/SOUTH ELEVATIONS
Sheet No.	A302
Project No.	
Start of Project	MARCH 2017
SIGN & SEAL	

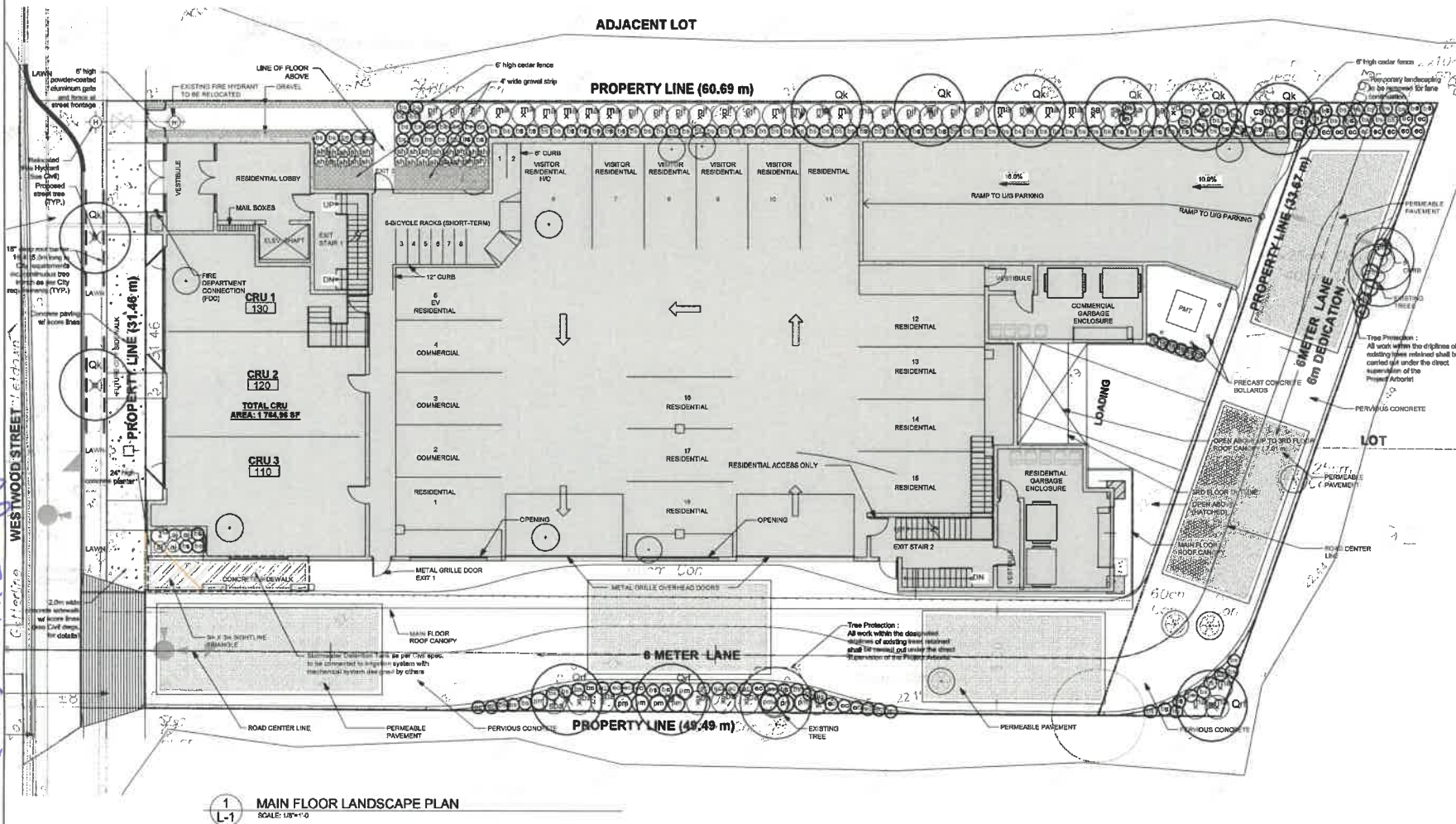
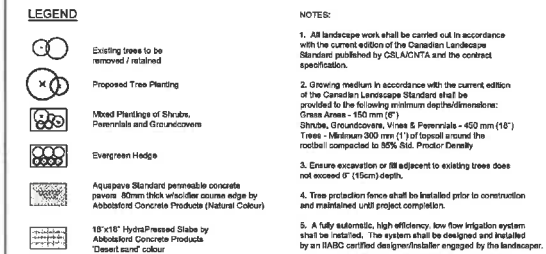
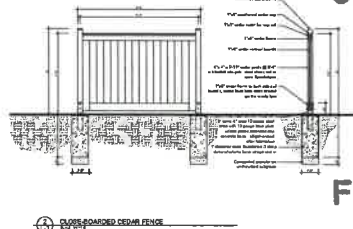
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<p>MARA + NATHA ARCHITECTURE LTD. 255 - 6100 Cameron Drive Coquitlam B.C. V3C 1Y8 C: 604.420-0233 F: 604.420-0233 E: info@mara-natha.com Web: www.mara-natha.com</p>	
<p>NSC. AAA. SAA</p>	

Revision Schedule		
NO	Description	Date
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JUN 24 2019

FILE: DP000344

3646 Westwood Ave. Plant List (Main Floor)									
	CODE	QTY	BOTANICAL	COMMON	SIZE	SPACING	TYPE	NATIVE	
Trees	001	3	<i>Cornus rostrata</i> 'Festibulum'	Common Elder	7' tall	as shown	tree	nonnative	
	002	50	<i>Prunella virginiana</i>	Blackberry	2' tall	as shown	shrub	native	
	003	4	<i>Rosa pratincola</i> 'Miss Dorabae'	Japanese rose	2' tall	as shown	shrub	nonnative	
	004	1	<i>Cornus sericea</i>	Red osier dogwood	2' tall	as shown	shrub	native	
	005	1	<i>Hamamelis virginiana</i>	Witching hazel	2' tall	as shown	shrub	native	
	006	10	<i>Malus sp.</i>	Oregon grape	2' tall	as shown	shrub	native	
	007	14	<i>Prunella japonica</i> 'Flaming Bird'	Fl. of the Veil	2' tall	as shown	shrub	nonnative	
	008	50	<i>Prunella virginiana</i>	Blackberry	2' tall	as shown	shrub	native	
	009	5	<i>Sorbus lucida</i> 'Virens Wierlei'	Japanese spindle	2' tall	as shown	shrub	nonnative	
	010	4	<i>Syrphanthus albus</i>	Common Snowberry	2' tall	as shown	shrub	native	
Ground covers & ferns	011	3	<i>Thalictrum aquilegifolium</i>	Delphinium	1.5' tall	as shown	shrub	native	
	012	2	<i>Viburnum ceras</i>	Downy viburnum	2' tall	as shown	shrub	nonnative	
	013	10	<i>Erigeron annuus</i>	Irish heath	2' tall	as shown	ground cover	native	
	014	1	<i>Thalictrum aquilegifolium</i>	Delphinium	1.5' tall	as shown	shrub	native	
	015	12	<i>Polygonatum punctatum</i>	Woods anemone	2' tall	as shown	ground cover	nonnative	



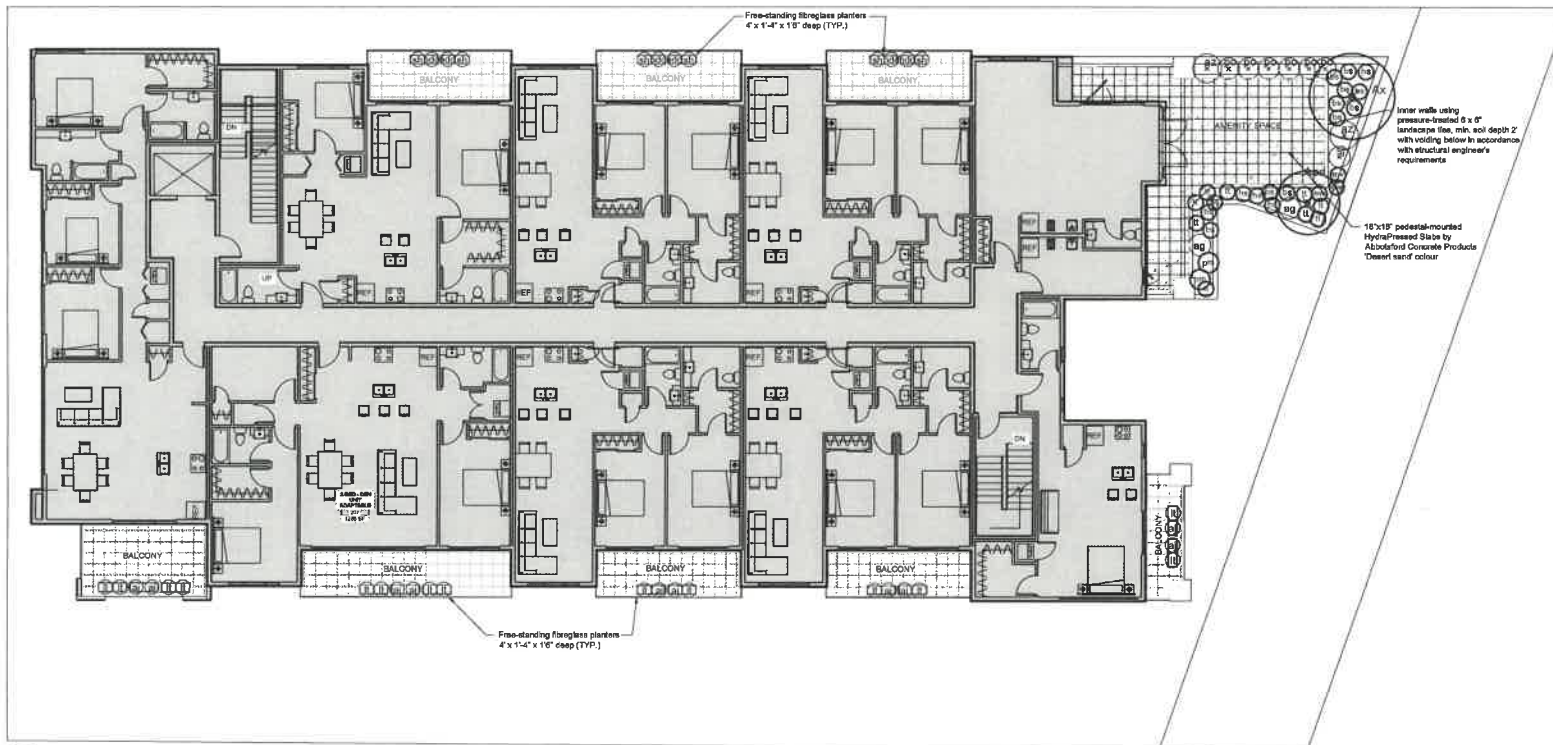
LEGEND



NOTES

1. All landscape work shall be carried out in accordance with the current edition of the Canadian Landscape Standard published by CSLACONTA and the contract specification.
2. Growing medium in accordance with the current edition of the Canadian Landscape Standard shall be provided to the following minimum depth/dimensions:
Grass Areas - 150 mm (6")
Shrubs, Groundcovers, Vines & Perennials - 450 mm (18")
Trees - Minimum 300 mm (12") of spread around the rootball compressed to 85% Std. Proctor Density
3. Ensure excavation or fill adjacent to existing trees does not exceed 6" (15cm) depth.
4. Tree protection fence shall be installed prior to construction and maintained until project completion.

CODE	QTY	NOTANDUM	COMMON	SPACING	TYPE	NATIVE	SIZE
Ac	1	Acer palmatum 'Shirane Shoji'	Shindo Shoji Japanese maple	as shown	tree	nonnative	10' R25 pot
az	2	Azalea 'Golden Light'	Golden Light Azalea	as shown	shrub	nonnative	#1 pot
jp	10	Japanese 'Yoshino' Yoshino	Japanese azalea	as shown	shrub	nonnative	#2 pot
az	2	Azalea japonica 'Ginco'	Japanese azalea	as shown	shrub	nonnative	#1 pot
l	14	Lavandula angustifolia 'Twinkle Purple'	English Lavender	as shown	shrub	nonnative	#2 pot
nd	9	Nerita doreana 'Nerita doreana'	Nerita doreana	as shown	shrub	nonnative	#2 pot
ot	8	Prunella laurocerasus 'Otto Luyken Laurel'	Otto Luyken Laurel	as shown	shrub	nonnative	#3 pot
se	5	Sorbus aucuparia 'Seraucocia'	Seraucocia	as shown	shrub	nonnative	#2 pot
se	1	Sorbus aucuparia 'Seraucocia'	Seraucocia	as shown	shrub	nonnative	#2 pot
es	3	Eucalyptus 'Eucalyptus'	Eucalyptus	as shown	shrub	nonnative	#1 pot
he	3	Hemerocallis 'Hemerocallis d'Or'	Hemerocallis	as shown	perennial	nonnative	#1 pot
tr	9	Yucca 'Yucca'	Fountain	as shown	perennial	native	#1 pot
be	13	Blechnum spicatum	Deer fern	as shown	fern	native	#2 pot
pe	2	Polystichum munitum	Western sword fern	as shown	fern	native	#1 pot



1 2nd FLOOR LANDSCAPE PLAN
SCALE: 1/8"=1'-0"

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION



PD Group
Landscape Architecture Ltd.
285 - 2800 Cameron St.
Burnaby, B.C.
V5C 2S1
Tel: 604.291.1111
Fax: 604.291.1112
www.pdgroup.ca

PROJECT
Mars+Matha Architecture Ltd.
285 - 2800 Cameron St.
Burnaby, B.C.
V5C 2S1

CLIENT
Newgen Real Estate
Development Inc.

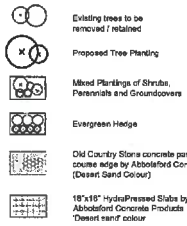
PROJECT
Mixed-Use Project
3646 Westwood Ave.
Burnaby, B.C.

DWG TITLE
Landscape Plan
(Second Floor)

DESIGNED BY	DR
CHECKED BY	SK
DATE	08/11/2014

SCALE	1/8" = 1'-0"
DATE	08/11/2014
PROJECT NO.	1821
DWG NO.	L-2
REV.	1

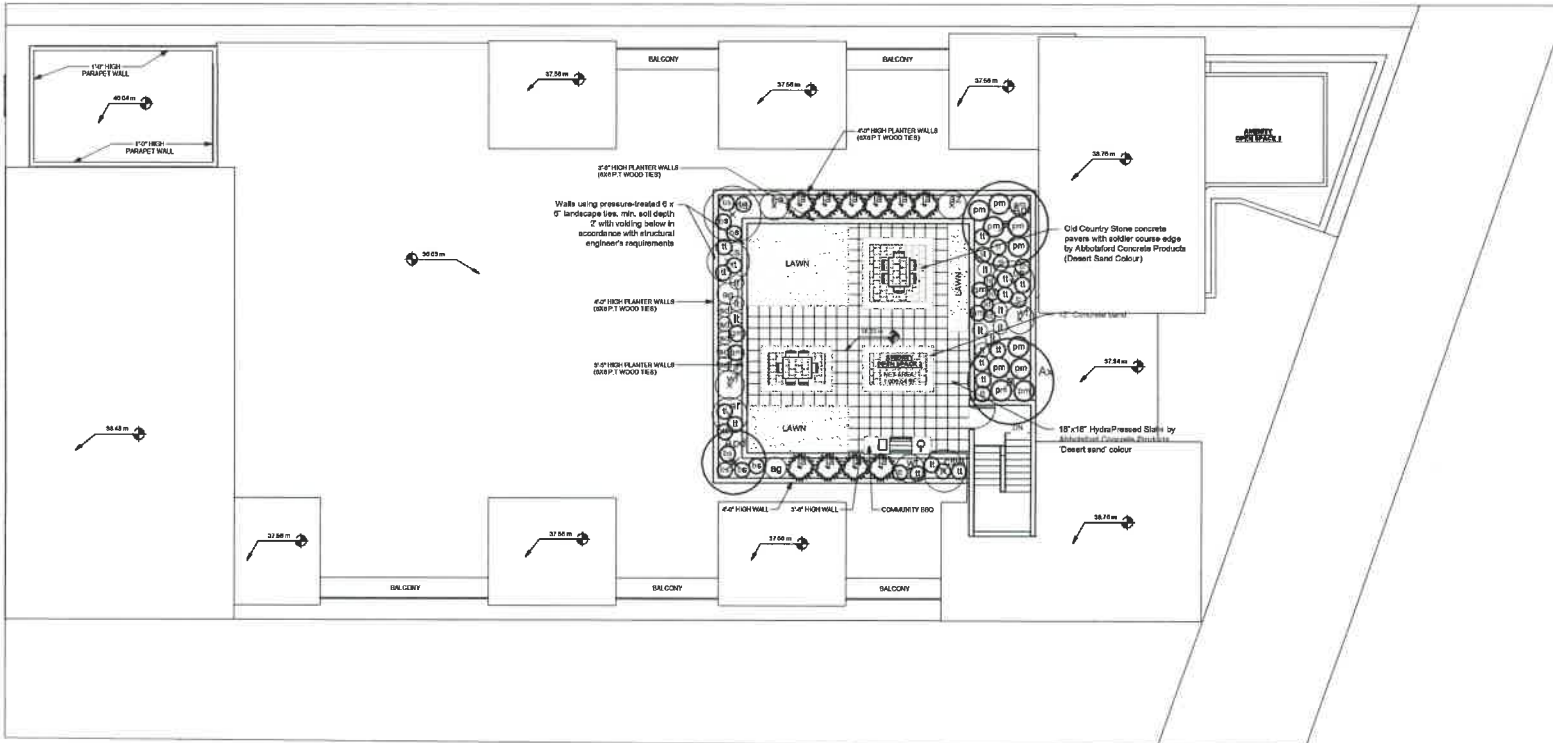
LEGEND



NOTES

1. All landscape work shall be carried out in accordance with the current edition of the Canadian Landscape Standard published by CSLA/CNLA and the contract specification.
2. Growing medium in accordance with the current edition of the Canadian Landscape Standard shall be provided to the following minimum depths/dimensions:
Grass Areas - 150 mm (6")
Shrubs, Groundcovers, Vines & Perennials - 450 mm (18")
Trees - Minimum 300 mm (12") of topsoil around the rootball compacted to 85% Std. Proctor Density.
3. Ensure excavation or fill adjacent to existing trees does not exceed 6" (15cm) depth.
4. Tree protection fence shall be installed prior to construction and maintained until project completion.

CODE	QTY	NOTATICAL	COMMON	CODE	SPACING	TYPE	NATIVE
Ag 1	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 2	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 3	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 4	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 5	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 6	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 7	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 8	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 9	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 10	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 11	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 12	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 13	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 14	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 15	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
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Ag 30	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
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Ag 99	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native
Ag 100	1	Acacia gmelina	Acacia gmelina	10' x 10'	as shown	tree	native



1 L-3 ROOF LANDSCAPE PLAN
SCALE: 1/8\"/>

NO.	DATE	DESCRIPTION
1	11/18/2018	ISSUED FOR CONSTRUCTION



PD Group
Landscape Architecture Ltd.
2014-2015
11th Avenue SE, Suite 100
Calgary, Alberta T2C 1P4
p: 403.243.1111

ARCHITECT	Mara+Naitha Architecture Ltd. 285 - 1900 Cameron St. Calgary, Alberta T2C 1P4
CLIENT	Newgen Real Estate Development Inc. Barnaby, BC
PROJECT	Mixed-Use Project 3548 Westwood Ave. Calgary, Alberta T2C 1P4
DWG TITLE	Landscape Plan (Roof)
DESIGNED BY	DN
DRAWN BY	DN
CHECKED BY	DN
DATE	11/18/2018
PROJECT No	1821
DWG No	L-3
REV	1

Schedule A

Energy Conservation:

Conservation Measure	Verification Method
Flat roofs and decks pavers are to be light colour to minimize solar heat gain	BP stage; written confirmation by Architect along with staff review of BP submission
Window placement to provide opportunities for natural light	DP and BP stage; staff review of building plans
Operable windows for natural ventilation	BP stage; staff review of building plans
Windows are to be high efficiency to reduce solar heat gain	BP stage; written confirmation by Architect along with staff review of BP submission
Use of Energy Star rated appliances	BP stage; written confirmation by developer
Exterior lighting to be on timers to reduce energy use	BP stage; written confirmation by Architect

Water conservation:

Conservation Measure	Verification Method
Stormwater management plan will include a detention tank to store rainwater for irrigation purposes	DP and BP stage; staff review of building plans
Install low flow toilets and facets	DP and BP stage; staff review of building plans
Drought tolerant plant selections are to be used for the majority of the project, so that minimal irrigation will be required after the maintenance period	DP and BP stage; staff review of landscape drawing, site inspection by Landscape Architect and City Arbourist
Provide sufficient depth of topsoil for well rooted plantings	DP and BP stage; staff review of landscape drawing, site inspection by Landscape Architect and City Arbourist
High efficiency automated landscape irrigation system with rain sensors is to be installed	DP and BP stage; staff review of landscape drawing, site inspection by Landscape Architect and City Arbourist

GHG Reduction:

Conservation Measure	Verification Method
Building will use low volatile organic compound (VOC) products including paints, coatings, flooring and roofing.	BP stage; written confirmation by Architect
Accessible storage space for commercial and residential garbage, recycling and organic waste will be provided.	DP and BP stage; staff review of building plans
Provision of bicycle racks to promote alternative transportation	DP and BP stage; staff review of building plans
Electric vehicles rough-in provided to all parking spaces	DP and BP stage; staff review of building plans

per OCP Sec. 9.11 Environmental Conservation DPA designation

2020 Transportation Program Projects

RECOMMENDATION:

That Council approve the capital projects, as outlined in the July 16, 2019, report '2020 Transportation Program Projects'.

PREVIOUS COUNCIL/COMMITTEE ACTION

As part of the 2020 capital budget, Council approved funding for Sidewalk and Pedestrian Safety (\$370,000), Active Transportation (\$390,000) and Traffic Calming (\$50,000) projects.

REPORT SUMMARY

This report provides information and recommendations for projects proposed for the 2020 Sidewalk and Pedestrian Safety Improvements, 2020 Active Transportation Improvements, and 2020 Traffic Calming programs.

BACKGROUND

The following section provides background information on the transportation programs which have been used to guide the selection of capital projects since 2017. The programs use a multiple account evaluation method to consider a number of factors in prioritizing projects such as technical data, demand, cost, risk, benefit, and opportunity.

Sidewalk and Pedestrian Safety

In response to strong and continued demand, the City has been investing in expansion of the sidewalk and pedestrian safety network in recent years. Sidewalk deficiencies were originally identified in the City's Master Transportation Plan (MTP); subsequent actions incorporated resident and Council feedback to develop a refined selection strategy that considers the following criteria in prioritizing sidewalk projects:

- streets with high pedestrian or traffic volumes
- streets adjacent to schools, facilities or commercial areas
- streets with no sidewalks before those with sidewalks on one side
- multiple resident requests for the same location
- gaps in otherwise continuous sections of sidewalk
- projects meeting criteria for external funding
- projects meeting multiple criteria prioritized over others

Using a multiple accounts evaluation approach, streets which meet the greatest number of criteria will be prioritized over others.

2020 Transportation Program Projects

A portion of the program funding is also dedicated to pedestrian safety infrastructure improvements which address road crossing safety, visibility, access, and conflict zones. Examples include: curb bulges, crosswalks, and bus stop improvements. Pedestrian safety projects are prioritized based on criteria such as the number of complaints, road classification (width, traffic volume/speed), risks, proximity to school, bus stop, commercial or high density development, and coordination with other capital projects.

Active Transportation

Active transportation refers to any form of human powered transportation. In recent years, the City has invested in projects that encourage residents to get out of their cars and choose an active mode of transportation instead such as walking, cycling, in-line skating, skateboarding, strollers, scooters, and more. Active transportation projects support users of all ages and abilities, and include cycling and sidewalk facilities, signage/pavement markings and network connection improvements. Some of the benefits include community liveability, social connection and improved health, along with reductions to traffic congestion and GHG emissions.

Active transportation projects which meet certain criteria are eligible for 50% cost share through TransLink's Bicycle Infrastructure Capital Cost Sharing (BICCS) and Major Road Network Bike (MRNB) programs. Since 2017, the City has matched TransLink funding with capital Active Transportation funding to construct multi-use paths instead of dedicated cycling facilities. Multi-use paths (MUP's) serve a broader cross-section of the community and meet Council direction to reduce parking impacts as they are typically constructed in the boulevard. However, MUP's also face challenges with boulevard obstructions (e.g. poles, vegetation, trees, utilities), higher construction costs, and objections from some residents who have become accustomed to using the public boulevard space for their own private use.

Traffic Calming

Traffic calming refers to measures that can be added to a street to reduce travel speeds, achieve uniform driving patterns, minimize bypass traffic, and increase safety for all users. Typical traffic calming measures include: speed humps, elevated crosswalks, curb bulges and diverters. In 2018, the City adopted a Traffic Calming Policy and Procedure to manage the large volume of requests for traffic calming on local roads, while making it more accessible and easier to implement. The policy uses a series of eligibility criteria to ensure that traffic calming is only implemented under appropriate circumstances, and resources are expended on proposals which are technically warranted and supported by the community. Ranking ensures that streets in greater need receive priority for limited funding. In addition, the City has initiated traffic calming projects on larger corridors and in coordination with other capital projects.

2020 Transportation Program Projects

Sidewalk and Pedestrian Safety Improvements

Table 1 lists the proposed improvements and costs for the proposed 2020 Sidewalk and Pedestrian Safety Improvement projects. A description of the improvements and supporting criteria is provided below the table.

Table 1: Proposed 2020 Sidewalk and Pedestrian Safety Improvements

Location	Description
Oxford St - Lincoln Ave to Galer Way	Sidewalk, streetlights, retaining wall
Dixon St	Sidewalk gap
Kelly Ave – Mary Hill Rd to west lane	Sidewalk, pedestrian flashing beacon
Hastings St - McRae to Lincoln path	Sidewalk, streetlight(s)
Broadway St at Mary Hill Bypass	Sidewalk, fencing, pedestrian landing areas
Fremont Connector at Seaborne	Pedestrian signal (half signal)
Pitt River Rd at Langan Ave	Pedestrian flashing beacon
Pitt River Rd at Yukon	Sidewalk, pedestrian flashing beacon
Riverside Dr at Yangtze Pl	Pedestrian flashing beacon
Cedar Dr at Lincoln	Pedestrian flashing beacon
Coast Meridian at Dorset Ave	Crosswalk removal
Bus Stop Improvements (7 locations)	Wheelchair accessibility & pedestrian landing areas
Total Cost *	\$1,015,000
Grant Funding	\$370,000
Capital Funding	\$645,000
Total Funding	\$1,015,000

*includes 30% engineering and contingency fees

The total cost of the 2020 Sidewalk and Pedestrian Safety Improvements program is \$1,015,000.

The improvements can be funded with \$370,000 of grant funding:

- TransLink cycling funding (\$195k)
- TransLink walking infrastructure funding (\$67k)
- Coast Mountain Bus Company transit infrastructure funding (\$8k), and
- ICBC funding (\$100k).

The capital funding of \$645,000 is proposed from the:

- 2019 Active Transportation Improvements program (\$150k)
- 2020 Active Transportation Improvements program (\$195k), and
- 2020 Sidewalk & Pedestrian Safety Improvements program (\$300k)

2020 Transportation Program Projects

As mentioned, staff have proposed applying both the 2019 and 2020 Active Transportation Improvements capital funds towards the sidewalk project on Oxford Street. The TransLink and Coast Mountain Bus Company grants are based on allocated annual amounts in previous years. The ICBC contribution is based on Road Improvement Program (RIP) contributions in recent years.

The following section provides descriptions of the projects in the 2020 Sidewalk and Pedestrian Safety Improvements program.

Oxford Street – Lincoln Avenue to Galer Way

Oxford Street is an arterial road carrying larger volumes of traffic at higher speeds, and is largely without sidewalks, which poses a pedestrian safety risk and barrier to active transportation. The street is used by children walking to schools in the neighbourhood and meets criteria for prioritization. The section proposed for construction in 2020 includes 380m of new sidewalk along with drainage, road, curb, gutter, and retaining wall infrastructure to support it (Figure 2). Street lights have also been included in the scope of work as they are considered a safety priority due to high traffic volumes and speeds. The section of sidewalk on Oxford Street, from Galer Way to the cemetery, is under consideration for 2021. Phasing the sidewalk improvements on Oxford is proposed in order to support projects in other areas in 2020 to spread out benefits across the City.

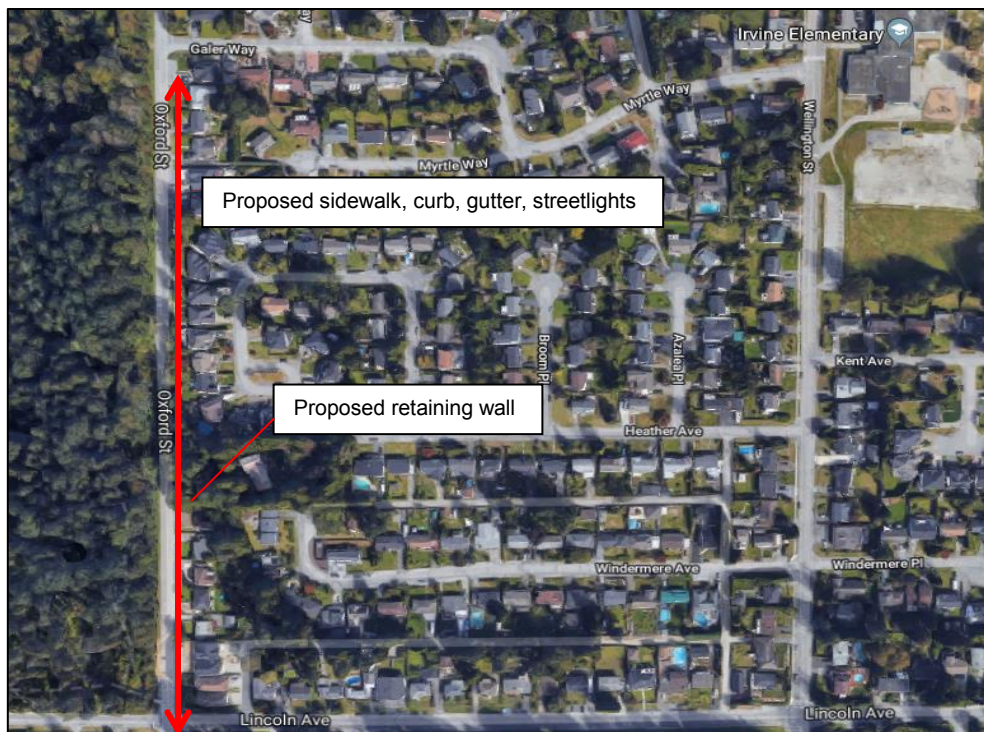


Figure 2: Oxford Street (Lincoln Ave to Galer Way) – proposed works

2020 Transportation Program Projects

The proposed sidewalk and curb align with sidewalk sections which have already been constructed on Oxford Street. The sidewalk can be situated within the City owned public road right-of-way. However, experience with previous projects has indicated that some residents are unaware of their property line and may be using the boulevard space. As such, early consultation letters were sent out to Oxford Street residents to solicit feedback on the project prior to approval or detailed design and to inform them of boulevard works should the project be constructed (Appendix A). Staff received three positive written responses, three positive verbal responses, and no objections (Appendix B).

A segment of the project has a treed slope which will need to be cut and supported with a retaining wall to construct the sidewalk infrastructure and ensure safety of pedestrians (Figure 3). Tree removals will be minimized within the entire project area and replaced per the City's Tree Policy.



Figure 3: Sloped area on east side of Oxford Street

Dixon Street Sidewalk Gap

A short section (10m) of sidewalk is proposed to fill in a gap and improve accessibility on Dixon Street (Figure 1). City staff heard from residents that this would provide those in wheelchairs better access the church parking lot and the bus stop on Kingsway Avenue, particularly in winter conditions.



Figure 4: Dixon Street – proposed sidewalk on west side

Kelly Avenue – Mary Hill to west lane

The scope of proposed work on Kelly Avenue includes 35m of 3m wide sidewalk, curb, gutter and a streetlight to fill in a gap in the sidewalk network (Figure 5). This section is an extension of the partially constructed Kelly Avenue Greenway (and will be constructed to the same standard) identified in the 1999 Downtown Beautification Study. The proposed work is located adjacent to a senior's complex and provides an important connection to the City's new community centre. The project can be constructed within the road right of way with no tree removals or boulevard impacts. A pedestrian flashing beacon is also proposed for the existing crosswalk at the Mary Hill Road intersection, which will further enhance this crossing and connect to the community center offsite works.



Figure 5: Kelly Avenue – sidewalk, streetlight and pedestrian flashing beacons

2020 Transportation Program Projects

Hastings Street

The proposed scope of work includes 50m of sidewalk and streetlights on the west side of Hastings Street from McRae Crescent to the Lincoln pathway (Figure 6). Staff have received several requests for better lighting and pedestrian facilities in this area. Students and pedestrians heading southbound on Hastings Street from the Lincoln pathway currently cross the street on an unlit section of the road in a bend with poor visibility in order to access the existing sidewalk on the east side of the street.

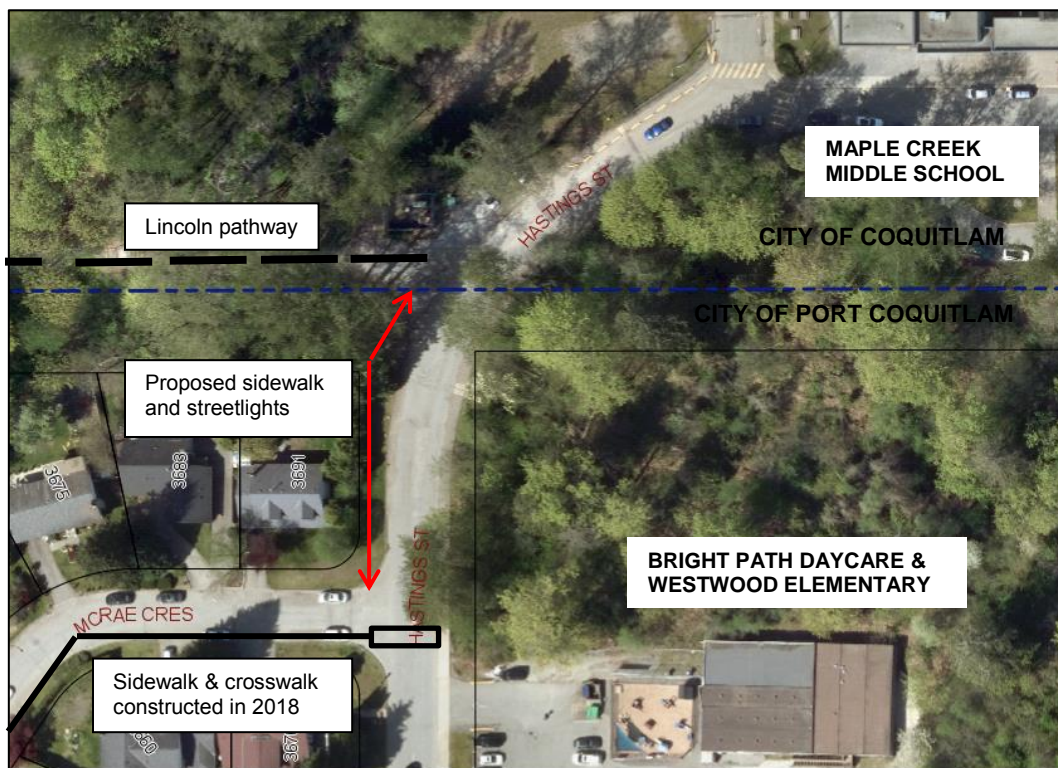


Figure 6: Hastings St – proposed sidewalk and streetlights on west side

Broadway Street at Mary Hill Bypass

A sidewalk or pedestrian facility (75m) is proposed on the east side of Broadway Street from the existing sidewalk fronting the commercial complex to the intersection at the Mary Hill Bypass (Figure 7). Providing a safe area for pedestrians is a priority on this arterial road carrying high volumes of traffic at higher speeds as they currently walk on the road shoulder. Pedestrian landing areas are also proposed for the southeast and southwest corners of the Broadway Street at Mary Hill Bypass intersection (Figure 7). Presently, there are no landing areas for pedestrians at the intersection and the grassy area is often muddy in winter weather conditions. Staff have been working with Ledcor to provide better connections from the intersection to the lots on the SE and SW corners of Broadway Street for their employees.

2020 Transportation Program Projects

City staff have also been advocating for transit stop improvements on the Mary Hill Bypass. The Ministry of Transportation and Infrastructure and TransLink have proposed designs for pedestrian safety improvements for the stop on the south side of the bypass at Broadway Street, and a new transit stop on the north side (in addition to improvements at the bypass and Kingsway Avenue). The City has offered to provide transit shelters at all stops through their agreement with Pattison. The project is currently awaiting funding confirmation from the Ministry of Transportation and Infrastructure to move forward.

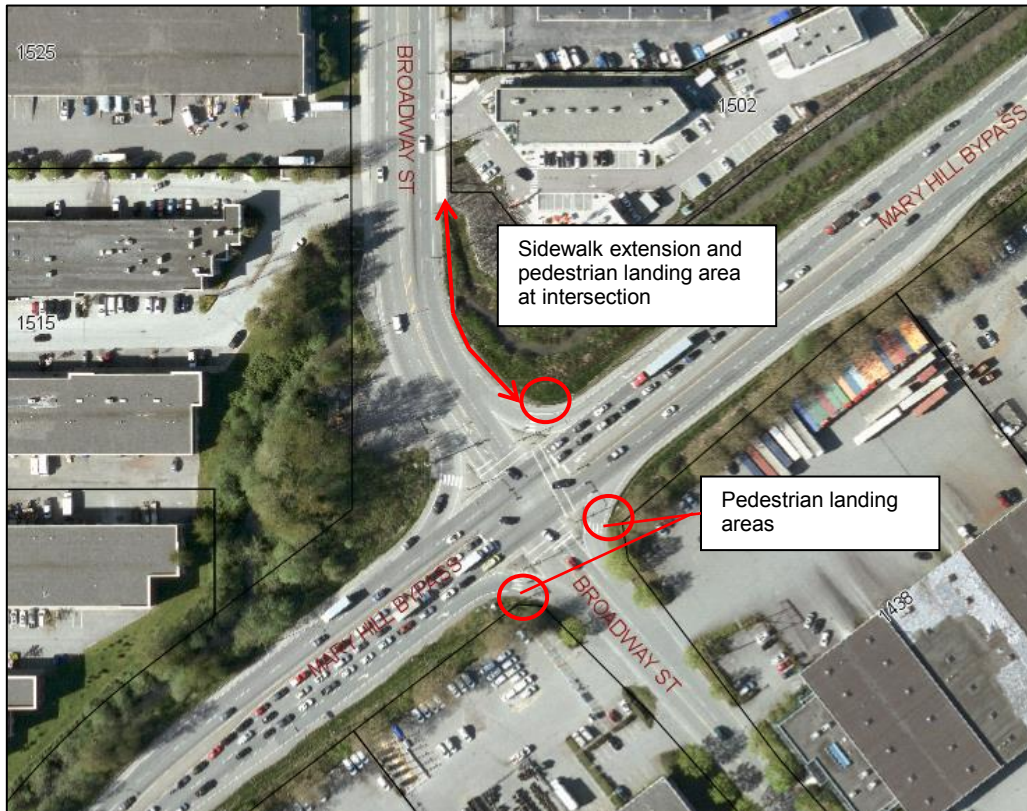


Figure 7: Broadway Street at Mary Hill Bypass – proposed improvements

Fremont Connector at Seaborne

The 2018 traffic count results indicated that a 2-way stop is adequate to manage the volume of vehicles and pedestrians at this intersection. However, pedestrian crossing safety is a concern due to the long crossing distance, four lanes of traffic, and vehicle speeds. As such, a pedestrian activated signal is proposed at this location. The intersection has been pre-serviced for signalization which reduces the cost of installing a half signal; the half signal will stop traffic on the Fremont Connector to allow pedestrians an opportunity to cross and can be converted to a full signal should traffic volumes on Seaborne Avenue warrant such in the future.

2020 Transportation Program Projects

Pitt River Road at Langan Avenue

Staff have received a number of resident requests for safety upgrades to pedestrian crossings on Pitt River Road. Improvements at the Langan Avenue location were supported by the 2018 traffic count results. A pedestrian flashing beacon is proposed to provide additional crossing safety on this arterial road with higher traffic volumes and speeds. Other Pitt River Road crosswalks are being reviewed for operational improvements and additional pedestrian safety capital improvements are planned on this corridor in future years.

Pitt River Road at Yukon Avenue

Improvements at the Pitt River Road and Yukon Avenue location were supported by the 2018 traffic count results. The scope of work includes filling in 10m gap of sidewalk, constructing a pedestrian landing area at the intersection corner, and installing a pedestrian flashing beacon at the existing crosswalk (Figure 8).



Figure 8: Pitt River Road at Yukon – proposed sidewalk and crosswalk improvements

Riverside Drive at Yangtze Place

A pedestrian flashing beacon is proposed at the Riverside Drive and Yangtze Place crosswalk to provide enhanced safety in response to resident requests. This location meets priority criteria for safety enhancements proposed in school and park zones – more information on that initiative is provided in a further section of the report.

Cedar Drive at Lincoln Avenue

As part of additional works proposed on Cedar Drive following the traffic calming works in 2018, a pedestrian flashing beacon is proposed at the Cedar Drive and Lincoln Avenue crosswalk to provide enhanced safety at this high pedestrian volume location. Roadside reflectors are also proposed on the shoulder of the west side of Cedar Drive, from the intersection to the bus stop just south of Lincoln Avenue. Space constraints and the creek limit the addition of a sidewalk in this location, so the reflectors are proposed to provide better visibility and separation of pedestrians from traffic. Information regarding additional traffic calming works proposed for Cedar Drive is provided in the traffic calming section.

Coast Meridian Road at Dorset Avenue

After a thorough review and consideration of safety improvement options, staff recommend removal of the crosswalk on Coast Meridian Road at Dorset Avenue. The current crossing is dangerous and provides little benefit; there are four lanes of heavy arterial traffic traveling at high speeds, with pedestrians relying on compliance from drivers to stop. All other crosswalks on Coast Meridian Road in Port Coquitlam are at signalized intersections, except for Greenmount Avenue which was equipped with an overhead pedestrian flashing beacon in 2018. There are eight other intersections on Coast Meridian Road which do not have crosswalks or signalization; limiting crosswalks on arterial roads facilitates the flow of large traffic volumes and encourages pedestrians to walk to the nearest controlled crossing.

Removal of any pedestrian facility is not a decision taken lightly and the recommendation to do so is supported by a number of reasons:

- For eastbound pedestrians: the Dorset Avenue crosswalk has no public destination point on the east side of Coast Meridian Road. The private properties have installed gated entrances to prevent pedestrians from crossing through to Minnekhada Middle School. Destinations on the east side of Coast Meridian Road (school, 7-11) are accessed at Laurier Avenue (north) or Salisbury Avenue (south) – both are fully controlled intersections and much safer for pedestrians.
- For westbound pedestrians: there is no crosswalk on Dorset Avenue, west side of Coast Meridian Road. A sidewalk was constructed on Salisbury Avenue (one street south of Dorset) this year to provide an alternate walking route that serves more residents, provides better connectivity to the neighbourhood, and is equipped with a fully controlled intersection at Coast Meridian Road. There is now a continuous sidewalk from Coast Meridian Road to Oxford Street, linking the commercial area, Minnekhada Middle School, and École Kwayhquitlum Middle School. Salisbury Avenue was prioritized over Dorset Avenue for a sidewalk because it has higher pedestrian volumes and a signalized intersection at Coast Meridian Road to provide better crossing safety.

2020 Transportation Program Projects

- Dorset Avenue is located too close to the signalized intersection on Salisbury Avenue to install a pedestrian flashing beacon without causing vehicle queuing through the intersection. A pedestrian activated half signal on Dorset Avenue could be coordinated with the traffic signal, but the cost is significant (\$165,000, 45% of the Sidewalk and Pedestrian Safety capital program funding) and the benefits are not justified, particularly with respect to the need for other safety improvements throughout the City.

A figure with details is provided in Figure 9.

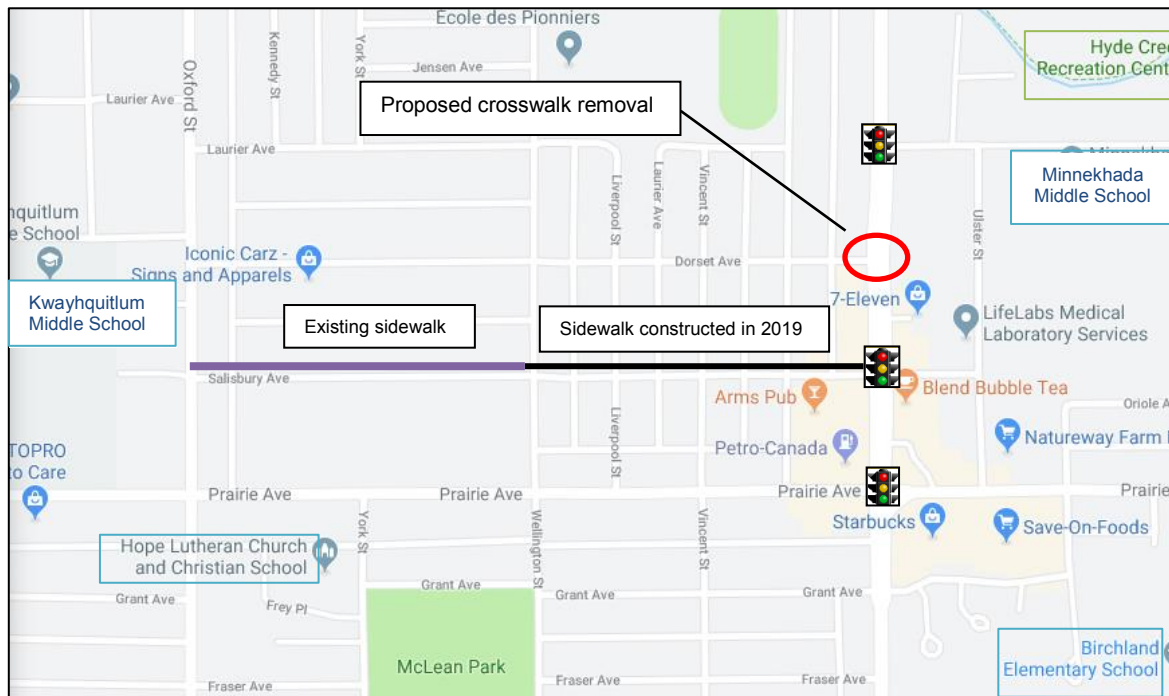


Figure 9: Coast Meridian at Dorset Avenue – proposed crosswalk removal

Initial push back from some residents for removing the crosswalk is anticipated. However, there is little rationale for retaining it given the safety concerns, limited network connectivity, and availability of other routes. After a period of adjustment, pedestrian safety will cease to be an issue at this location.

2020 Transportation Program Projects

Bus Stop Improvements

Pedestrian and wheelchair landing areas are proposed to improve safety and accessibility at several bus stop locations. Improvements at the following stops are supported by the Coast Mountain Bus Company who contributes fifty percent (50%) of the project funding through the Transit Related Road Infrastructure (TRRIP) program:

- WB Citadel at Pitt River Road (59385)
- EB Citadel at Pitt River Road (53650)
- NB Coast Meridian at Riverwood Gate (58673)
- SB Coast Meridian Road far side Robertson Avenue (58674)
- SB Riverside Dr. nearside Riverside Close (59604)
- SB Riverside Dr. nearside Riverwood Gate (58987)
- SB Riverside Dr. far side Parana Dr. (58688)

Pedestrian Flashing Beacons

The City receives many requests for pedestrian activated traffic signals from residents who are frustrated with drivers failing to stop for pedestrians at marked crosswalks. In part, this is due to poor driver behavior which is a moving violation regulated by the Motor Vehicle Act and enforced through the RCMP. Pedestrians are also advised to wait for a safe gap in traffic before crossing and to make eye contact with drivers before entering an intersection.

Pedestrian activated traffic signals can have a negative impact on traffic flow so their location needs to be carefully considered on collector and arterial roads; they are typically reserved for wide roads with high traffic volumes, and constant traffic flow – in these conditions, a gap in the traffic does not occur frequently enough to allow a pedestrian an opportunity to cross and a signal is required to stop traffic. A more appropriate and cost effective approach to improving driver compliance and pedestrian safety at some crosswalks is through the use of pedestrian flashing beacons; these can be installed at a fraction of the cost and staff are proposing to introduce them in the 2020 Sidewalk and Pedestrian Safety Improvements program and beyond.

Roadside pedestrian flashing beacons, technically referred to as 'Rectangular Rapid Flash Beacons (RRFB's), are user-actuated amber LEDs that use an irregular flash pattern to supplement warning signs at unsignalized intersections or mid-block crosswalks (Figure 10). RRFBs are proven to increase driver awareness and yielding behavior at crosswalks, while providing a lower cost alternative to traffic or pedestrian activated signals; the cost is approximately \$25,000 to \$40,000 for purchase and installation of two units (approximately ¼). Priority is being given to placement of the units on arterial or collector roads adjacent to schools or parks.



Figure 10: Pedestrian Flashing Beacon (RRFB)

School and Park Zone Safety Improvements

Traffic calming and pedestrian safety improvements in school and park zones are proposed in the 2020 capital program with additional focus and funding proposed for the same in the 2021 capital program and beyond. Typically, raised crosswalks will be considered for local roads or speed restricted zones (30 km/hr) near schools and parks while pedestrian flashers will be considered for crossings near schools and parks on collector and arterial roads.

Traffic Calming

Since allocating capital funding for Traffic Calming in 2017, the City has initiated traffic calming projects and supported a number of smaller traffic calming projects on local roads. City initiated traffic calming projects offer community wide benefits and are typically located on larger corridors or coordinated with other construction projects. The projects include: Cedar Drive (2018), Eastern and Western Drives (2019), and Langan Avenue (2020). Projects in school zones on Coquitlam Avenue and Citadel Drive are being proposed in the upcoming 2021 traffic calming budget. In addition, some of the projects constructed through the Sidewalk & Pedestrian Safety Improvements program offer traffic calming benefits.

A number of smaller traffic calming projects, facilitated through the City's traffic calming policy and procedure, are completed or underway on local roads. These include: Nova Scotia Avenue, Coast Meridian Lane, Apel Drive and Morgan Avenue.

2020 Transportation Program Projects

Table 2 lists the proposed improvements and costs for the proposed 2020 traffic calming projects. A description of the improvements and supporting criteria is provided below the table.

Table 2: Proposed 2020 Traffic Calming Projects

Location	Description
Langan Ave – Brown and Taylor	Traffic buttons
Broadway St, Fremont Con, Coast Meridian Rd	Mounted speed signs
Local Road – traffic calming	Speed humps, raised crosswalk or traffic button
Cedar Drive at Pinemont	Raised crosswalk
Total Cost*	\$75,000
Grant Funding (ICBC)	\$25,000
Capital Funding (allocated)	\$50,000
Total Funding	\$75,000

*includes 30% engineering and contingency fees

The total cost of the 2020 Traffic Calming program is \$75,000. The improvements identified through the traffic count program and traffic calming policy can be funded with \$50,000 of allocated capital traffic calming funding and \$25,000 of ICBC grant funding.

Langan Avenue

As supported by the 2018 traffic count results, traffic buttons are proposed on Langan Avenue to deter heavy trucks from using the road as a bypass route. The improvements can be coordinated with paving work scheduled for Langan Avenue in 2020 and supplemented by that budget in order to support additional traffic calming measures in other locations.

There is an option to provide landscaped traffic circles instead of traffic buttons on Langan Avenue. However, traffic circles in local neighbourhoods are not covered by the boulevard maintenance bylaw. As a result, they often become untidy as small vegetated islands on local roads are inefficient for City crews to maintain. As a low maintenance alternative, a traffic circle could incorporate a painted mural to provide enhanced aesthetics while minimizing the ongoing maintenance associated with vegetation.

Information on the different traffic calming islands (roundabouts, mini-roundabouts, traffic circles and traffic buttons) is provided in Appendix C.

2020 Transportation Program Projects

Broadway Street, Fremont Connector and Coast Meridian Road

As supported by the 2018 traffic count results, mounted digital speed signs are proposed on Broadway Street, the Fremont Connector and Coast Meridian Road. A combination of enforcement and education is proposed to manage speeds while maintaining traffic flow on these busy corridors as physical traffic calming measures are not appropriate for larger, arterial roads.

Cedar Drive

The following traffic calming measures were installed on Cedar Drive, through the 2018 traffic calming program:

- Curb bulges at Pinemont Avenue, Patricia Avenue, Lincoln Avenue, and crosswalk south of Essex Avenue
- Sidewalk from Essex Avenue to Chelsea Avenue
- Raised crosswalk north of Chelsea Avenue

Curb bulges provide traffic calming and pedestrian safety benefits – they reduce vehicle speeds and crossing distances, while increasing pedestrian visibility. Feedback from some residents have indicated a desire for further traffic calming measures on Cedar Drive; in particular, requests for additional raised crosswalks. The application of traffic calming measures on collector and arterial roads must be considered carefully with the primary function of those classes of road to move larger volumes of traffic at higher speeds. The addition of too many traffic calming measures may cause undesirable outcomes such as queueing, short cutting through the local road network, and driver frustration leading to high risk maneuvers. Currently, Cedar Drive is functioning as an arterial road (to carry through traffic) but is classified as a collector road, and is built like a local road (8.5m wide vs. 10.5m). The primary issue is traffic volume exceeding the design and intended function of the road, while speeding further exacerbates that condition.

Additional measures are proposed for Pinemont Avenue and Lincoln Avenue on Cedar Drive that align with the strategy for traffic calming and pedestrian safety in school and park zones described earlier. Both crossings support a higher volume of pedestrians and are located near bus stops on Cedar Drive. A raised crosswalk is proposed for the existing crosswalk at Pinemont Avenue, which is in a 30km/hr speed restricted park zone, while a pedestrian flashing beacon is proposed at the Lincoln Avenue crosswalk. The Lincoln Avenue crossing provides access to the BC Christian Academy school and Sun Valley park but is not in a speed restricted zone. Pedestrian safety is a priority at this location and staff have also received requests to support left turn movements from Lincoln Avenue, particularly during school pick-up/drop off hours that coincide with peak traffic volumes on Cedar Drive. A pedestrian flashing beacon is proposed at this location to achieve multiple objectives: enhance pedestrian crossing safety, allow periodic gaps in traffic for left turning movements (flashing beacons will stop traffic on Cedar Drive while pedestrians use the crosswalk on the opposite side of the intersection), and provide traffic calming benefits.

2020 Transportation Program Projects

Local Road – Traffic Calming

A portion of the budget is reserved for implementing traffic calming measures on local roads which are supported through the City's traffic calming policy and procedure. Typically, these are smaller measures like speed humps or raised crosswalks.

ENVIRONMENTAL IMPLICATIONS

Some tree removals are required on Oxford Avenue for construction of a retaining wall and bank stabilization works. Any trees cut to accommodate the transportation program projects will be replaced in accordance with the City's bylaw regulations. The inclusion of transit improvements and multi-use pathways facilitates the use of alternate forms of transportation in support of environmental objectives.

CONSULTATION

Resident requests were considered as part of the selection criteria for the transportation program projects and field visits were conducted to identify site specific improvements. There are minimal private works or obstructions for the proposed sidewalks in the boulevard (on road right-of-way). Early consultation letters were sent out to affected residents on Oxford Street and staff received no objections to the project. Consultation is built into the traffic calming procedure for local road projects through expression of interest polls, post trial surveys and design consultation. As part of the design process for all projects, residents with properties directly affected by the work will be further consulted to understand where opportunities for enhancement or minor adjustments can be made to minimize impacts.

NEXT STEPS

Upon approval of the proposed projects, the City's Capital Projects division will undertake design of the works in late 2019 and construction of the projects in 2020.


FINANCIAL IMPLICATIONS

The proposed projects are planned for implementation with \$695,000 of approved capital funding and \$395,000 in grant funding from TransLink, CMBC and ICBC.

Cost estimates are based on recent tender pricing received for the 2019 projects. However, pricing is still subject to market conditions and contractor availability. Once tendered, any difference will be reported through the capital variance process.

2020 Transportation Program Projects

OPTIONS

#	Description
1 	Approve the proposed projects for the 2020 transportation programs.
2	Provide alternative direction to staff for transportation program projects in 2020.

Lead author(s): Melony Burton

Appendix A: Oxford Early Consultation Letter

May 13, 2019

Dear Property Owner(s) and/or Resident(s):

RE: 2020 TRANSPORTATION IMPROVEMENTS – Oxford Street

I am writing to inform you of a capital project which is being considered in your neighborhood. The proposed scope of work includes the construction of sidewalk, barrier curb and gutter on Oxford Street from Lincoln Avenue to Galer Avenue.

The guiding document for selecting sidewalk locations is the City's Master Transportation Plan, further informed by feedback from residents and Council. Prioritized streets include those with high pedestrian or traffic volumes and/or located close to schools, facilities or commercial areas. Oxford Street is an arterial road which carries larger volumes of traffic at higher speeds; this section of the road currently has no sidewalks which poses a risk to pedestrian safety and a barrier to active transportation.

The proposed construction includes drainage, road, curb and gutter infrastructure necessary to support the new sidewalk. Given the limited budget for sidewalk improvements, additional infrastructure (e.g. street lights) may not be included within the scope of this project, but will be considered with future capital funding. The proposed sidewalk and curb align with sections which have already been constructed on this block.

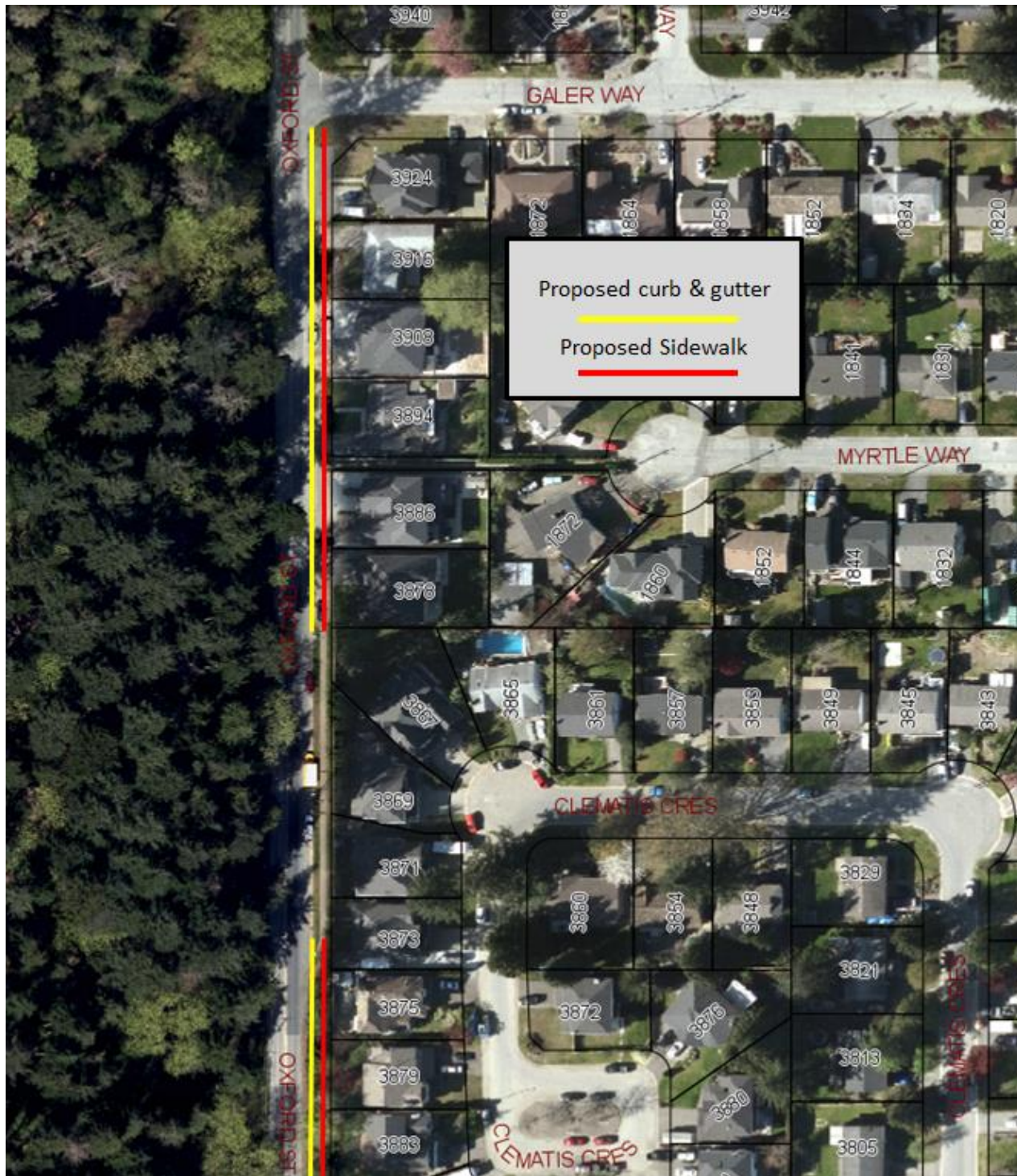
The proposed infrastructure can be situated within the City owned public road right-of-way, and does not require the acquisition of private property. However, our experience with previous projects has indicated that some residents are unaware of their property line and may be using the boulevard space. Information on permitted boulevard use is available on the City's website at: [City Services/Public Works/Boulevard Maintenance](#) and has been sent out with tax notices in recent years to provide education. The City will endeavor to minimize impacts to permitted boulevard features and will rehabilitate driveway crossings that are affected by the proposed improvements.

We invite your early comments and an opportunity to express any concerns on this proposed project by May 31, 2019 to engineering@portcoquitlam.ca. Proposed projects will be going forward to Council for consideration later this year. If approved, design will start in Winter 2019 and construction is anticipated in Spring/Summer 2020. Please feel free to contact me at 604-927-5205 or burtonm@portcoquitlam.ca if you have any questions.

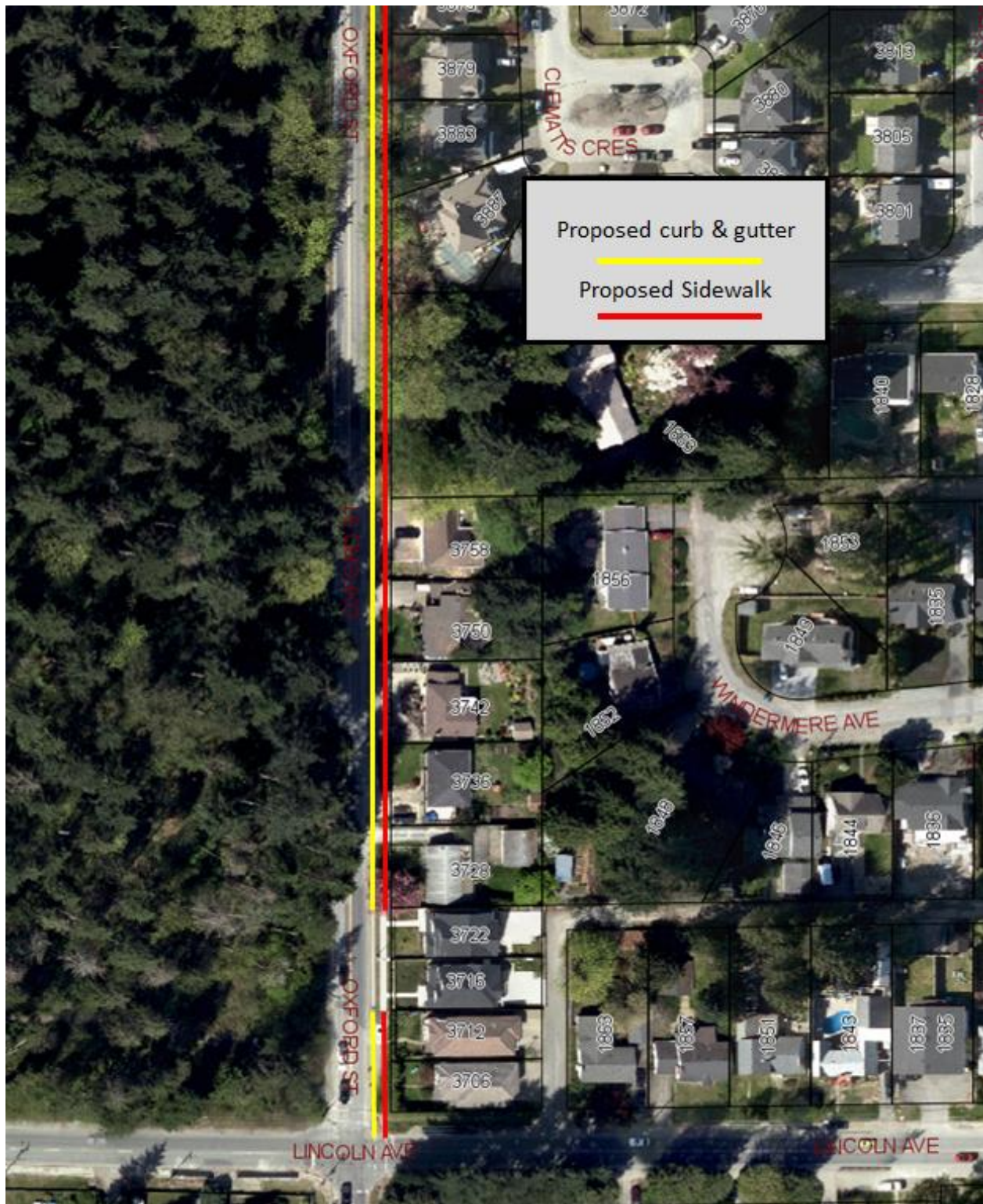
Sincerely,



Melony Burton, ASCT, MBA
Manager of Infrastructure Planning



Oxford St – Lincoln to Galer: Proposed sidewalk, curb and gutter



Oxford St – Lincoln to Galer: Proposed sidewalk, curb and gutter

Appendix B: Oxford Sidewalk – Resident Responses

City of Port Coquitlam
Received - Engineering

MAY 21 2019

May 20 2019

File: _____

To Whom it May Concern

I, [REDACTED] am Supporting
the Sidewalk project, that will
be brought up to Council later this
year.
I've lived at [REDACTED]
for [REDACTED] and feel it's long overdue
Thank you for considering Oxford St
for your project and thanks
for the good work you have done
in the past.

Sincerely
[REDACTED]

2020 Transportation Program Projects

From: [REDACTED]
Sent: Wednesday, May 08, 2019 6:21 AM
To: PF_Ops
Subject: Sidewalk request for Oxford St.

Good morning,

My family and I live at [REDACTED] and would like to see a side walk on Oxford St. between Lincoln and Galer.

My oldest daughter [REDACTED] and walks to and from school using Oxford, as do several other students in the area. In September both of my daughters will be walking down Oxford [REDACTED].

The section of Oxford north of Lincoln is where so many people will drive fast, forest on one side and few houses on the other until reaching the top of the hill. As a resident of [REDACTED] a pathway used by so many people on foot or bike, with dogs and/or children, have to walk along Oxford St. at some point. It can be scary.

I am asking you to please take adding a sidewalk on Oxford St, north of Lincoln, into consideration when planning the next budget.

Thank you,
[REDACTED]

From: [REDACTED]
Sent: 30-May-19 10:50 AM
To: PF_Eng
Subject: 2020 Transportation improvements - Oxford St.

Good morning,

My family and I have been living in this area for two years. We live in [REDACTED] just exactly where the improvements will take place if the plan is approved. It's been a pleasure to receive the notice on regards 2020 transportation improvements in Oxford Street. My family and I are very excited and completely agree with this proposal. In many ways this will improve the safety for pedestrian and a nice upgrade for the neighborhood bringing a better look. Since we live here, we notice a high volume of transit but the worst is that so many drivers take this street as a high speed avenue generating an unsafe and very noisy street. Hopefully this improvements can bring more awareness and commitment to the well-being of all those who live there.

We wish all the best to this project and we hope all have a good end for the community.

Best regards,
[REDACTED]

2020 Transportation Program Projects

From: [REDACTED]
Sent: Monday, June 3, 2019 2:27 PM
To: Melony Burton
Cc: [REDACTED]
Subject: Oxford Sidewalk

Hi Melony,

Thanks again for your time today discussing the plans for a sidewalk up Oxford street. It was great hearing the city's commitment to increasing pedestrian safety on the street. Both my wife and I completely support having a sidewalk in this area. People regularly walk up and down the hill and I'm always worried when a vehicle comes speeding along when there are pedestrians in the blind spot on the hill. I think the sidewalk will help to significantly increase the safety of pedestrian traffic in this area.

I look forward to future discussions on the plans to help stabilize the slope as well. We have tried to promote more vegetation cover to help minimize erosion, but given the steepness, I don't think this has been very successful and I agree that some kind of retaining structure is likely needed.

Thanks again.
[REDACTED]

Appendix C – Traffic Calming Islands

Roundabouts, mini-roundabouts, traffic circles, and traffic buttons are islands located in the centre of an intersection which require vehicles to travel in a counter clockwise direction. They are used to reduce vehicle speeds, facilitate traffic flow, and discourage unwanted through traffic. Information regarding differences between the various islands is provided below.

Roundabouts

Roundabouts have splitter islands and non-traversable central islands (Figure A). The central island is sized to provide deflection for passenger cars in order to slow entering traffic. The splitter islands are raised or painted areas provided between the entry and exit lanes of an intersection to slow traffic and allow for a two stage pedestrian crossing.

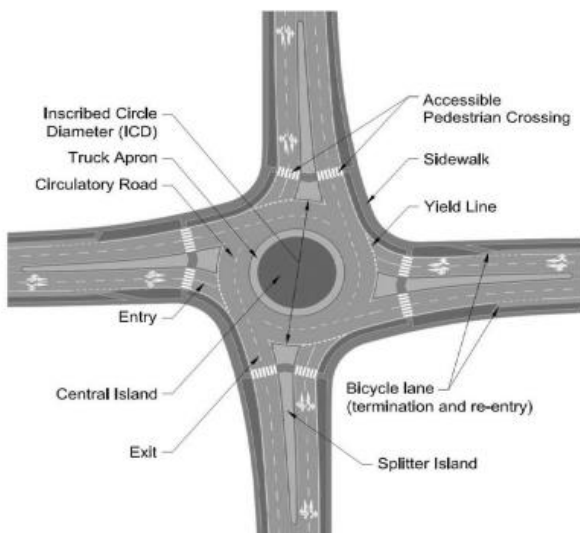


Figure A: Roundabout design and example

Mini Roundabouts

Mini-roundabouts are designed in accordance with full size roundabout principles, but have a smaller diameter and traversable central islands (Figure B).

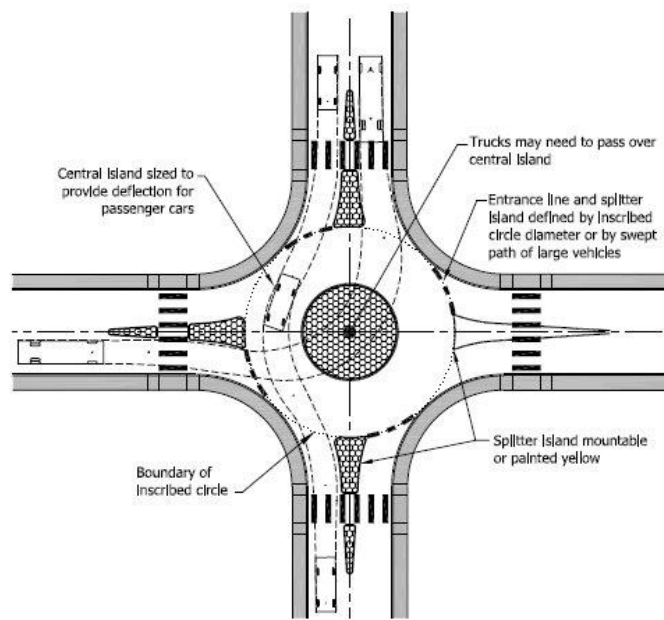


Figure B: Mini-roundabout design and example

Traffic Circle

A traffic circle is smaller than a mini-roundabout, and does not have splitter islands on the approaches (Figure C). They can often be installed within the footprint of the existing intersection without impacting the curb lines and are typically constructed in residential areas for traffic calming purposes.



Figure C: Example of a traffic circle

Traffic Button

A traffic button is similar to a traffic circle but is made of coloured asphalt instead of being landscaped (Figure D). Traffic circles are suitable for local roads and neighbourhoods where the isolated locations and small amount of vegetation are inefficient for City staff to maintain. Some cities are using street murals as an aesthetic feature to revitalize neighbourhoods. A traffic circle could be designed to incorporate a painted mural in order to provide enhanced aesthetics while minimizing the ongoing maintenance associated with vegetation.



Figure D: Example of a traffic button and painted street mural that could be applied to a traffic button design.

Recreational Vehicle Storage in Residential Neighbourhoods

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to increase the maximum length of a recreation vehicle or trailer parked in the residential and agriculture zones to 10 metres.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 20, 2018, Smart Growth Committee resolved:

That the delegation report [re recreation vehicle storage] be referred to the Community and Intergovernmental Committee for further consideration.

April 17, 2018, Community & Intergovernmental Committee directed:

- (1) that requests for on-site parking of recreational vehicles that are larger than the size permitted by current regulations be considered on a site-by-site basis through processes such as issuance of a development variance permit; and,*
- (2) that owners of underutilized commercial or industrial properties be encouraged to develop on-site storage space for recreation vehicle parking use and that Council would support consideration of rezoning or issuing a temporary use permit as may be applicable, for this purpose.*

October 2, 2018, Community & Intergovernmental Committee resolved:

That staff be directed to stay enforcement until March 1, 2019, for recreational vehicle parking:

- on the Agricultural Land Reserve; and*
- on private property, provided that such parking does not create any public safety issues.*

October 9, 2018, Council resolved:

That Council direct staff to review enforcement policies and land use regulations related to recreational vehicle parking in Port Coquitlam for report to Council in February 2019.

In early 2019 Council was informed that the requested reviews would need to be deferred due to higher priorities.

REPORT SUMMARY

In response to Council's request for a review of land use regulations related to parking recreational vehicles, this report recommends amending the Zoning Bylaw to permit an increase in the length of a recreational vehicle which may be parked on a residential or agricultural property from a maximum of 8m to 10m (32.8 ft), subject to the vehicle being fully parked on the private property and set at least 5m back from the property line at corner locations.

Recreational Vehicle Storage in Residential Neighbourhoods

BACKGROUND

In response to community concerns about limited options to store larger recreation vehicles (RVs) within Port Coquitlam, staff were directed to review existing zoning regulations to identify how more RVs could be stored by their owners in residential areas.

The Zoning Bylaw's current regulation is that, in an agricultural or residential zone, one recreational trailer, utility trailer, or recreational vehicle not exceeding a length of 8m (26') may be parked on a lot. This regulation reflects minimum front and rear yard setback requirements for dwellings in residential zones and provides residents with the option to park their RV in front of the house (if accessed from the street) or in the back yard (if accessed from a lane or a corner property). Relatively few homes have sufficiently large side yards to accommodate the RV along the interior lot line but this is also an option as there are no regulations that an RV or trailer must be set back from a property line.



Industry experts advise that the length of most RVs now ranges between 9.1m and 9.8m (30 – 32'). The British Columbia *Motor Vehicle Act* allows for the maximum length for a motorhome RV of 14m (50'), for a towed RV of 12.5m (41') and 20m (65.6') for a combination of the two.

DISCUSSION



Lots illustrating capacity for a 10-m RV in a front yard and a side yard

Some lots may have the capacity to accommodate a larger vehicle and for this reason, it is proposed that the maximum size of a recreational vehicle permitted in residential areas be increased from 8m to 10m (33'). The type of lots where this size could be accommodated could include those where the house was set further back on the property than the bylaw minimum, if the lot has an irregular shape, cul-de-sacs with "pie shaped" lots or lots with a wide sideyard. Rear yards are often deeper than front yards and may also accommodate longer RVs than currently permitted.

Recreational Vehicle Storage in Residential Neighbourhoods



Examples of RV/trailer siting which would meet new regulations

The proposed amendment caps the maximum length of RVs at 10m to reflect their residential setting. Much larger RVs would be likely to have a substantial impact on adjoining properties and should be stored in non-residential locations. The bylaw amendment would not change current requirements that vehicles must be fully parked on private property for reasons of public safety.

To complement the amended regulation, staff propose to publish a “Good Neighbour Guide to RV Parking”. This guide would include information on the City’s siting regulations, graphics demonstrating siting options, tips for how to be courteous to neighbours, and reminders of other regulations (for example, a stored RV cannot be used as a dwelling unit).

Over the years, the City has received a number of complaints related to larger RVs being parked or stored with most complaints associated with larger vehicles being parked in front yards or extending over the sidewalk. Pending completion of this report, the City provides for enforcement of the current regulation when there is a safety issue. Further to Council’s October 2018 direction, a review of the City’s enforcement policies will be forthcoming.


CONSULTATION

Public input would be obtained when the public hearing is held in consideration of the bylaw amendment.

FINANCIAL IMPLICATIONS

None.

OPTIONS

#	Description
1 	Amend the Zoning Bylaw to increase the maximum length of a recreation vehicle or trailer in an agricultural or residential area to 10 metres
2	Request further information or direct staff to consult with stakeholders (recreation vehicle owners, residents) prior to making a decision
3	Take no action (the current regulation would remain in place)

2842 Burns Road – Non-Farm Use Application

RECOMMENDATION:

That Committee of Council recommend to Council that non-farm use Application 58490 for 2842 Burns Road not be authorized for submission to the Agricultural Land Commission.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report describes an application to the Agricultural Land Commission (ALC) for permission to continue to operate an unauthorized recreational vehicle and boat storage business on a portion of a property in the Agricultural Land Reserve. It recommends that the application not be authorized for submission to the ALC as the use of farmland for commercial parking purposes is contrary to the City's policies and regulations intended to protect agricultural lands for agricultural purposes.

BACKGROUND

In accordance with ALC processes, Nirmal and Ranjit Somal have submitted a non-farm use application through the ALC portal. As described in their submission to the ALC (Attachment 1), the applicants wish to obtain permission to locate a recreational vehicle and boat storage business on part of their property at 2842 Burns Road. The submission of the non-farm use application follows enforcement action initiated by the Commission in 2018 to address the unauthorized use but further enforcement action has been deferred while this non-farm use application is under review.

Pursuant to s.25(3) and s.30(4) of the *Agricultural Land Commission Act*, after an applicant submits an application for a non-farm use through the ALC portal, the application proceeds directly to the City for a decision. Council then has the discretion to determine if it will submit the non-farm use application to the ALC, and it would do so if it wishes to have the application further considered. If Council determines that it does not wish to authorize submission of the application to the ALC then the application will not proceed any further and it will not be considered by the ALC. This process is detailed in Attachment 2.

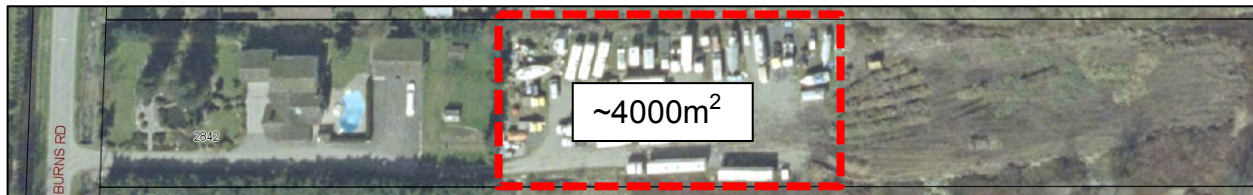
The application process requires applicants to pay a fee of \$1500 to the City, of which \$300 may be retained by the City and \$1200 would be forwarded to the ALC, if Council authorizes submission of the application. This report is being brought forward to Committee in advance of receipt of the fee to avoid further delaying review of the unauthorized use.

The City's process for approval of the proposed non-farm use, if it is to be further considered, would require applicants to obtain an amendment to the policies and land use designations of the Official Community Plan, an amendment to policies of the City's Regional Context Statement, and

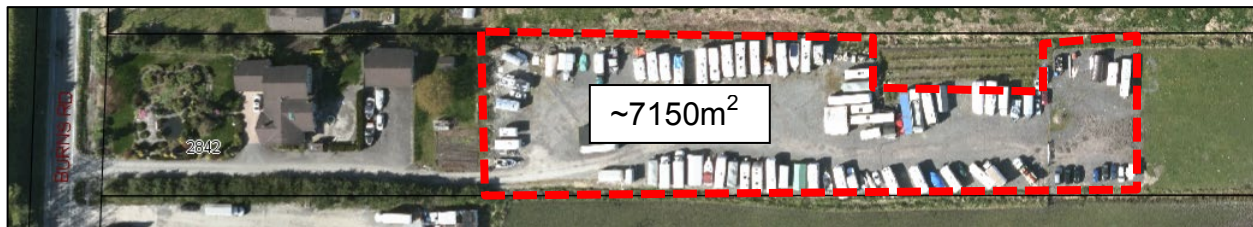
2842 Burns Road – Non-Farm Use Application

a Zoning Bylaw amendment to allow for the proposed storage use. It would be premature for the City to accept applications for these amendments prior to a decision being made by the ALC on the proposed non-farm use and the applicants have been advised accordingly.

2842 Burns Road is a 4.2 ha property located in the Agricultural Land Reserve. The property is developed with a farm residence, and various accessory uses, as well as the unauthorized commercial storage business. The eastern portion of the property is used for grazing, and there are blueberries planted on a portion of the lands. Its land use designation in the Official Community Plan is Agriculture in keeping with City policies to protect agricultural lands and Regional Growth Strategy policies which discourage non-farm uses unless they complement the primary agriculture use. The site is zoned Agriculture to allow for farm uses designated in the *Agricultural Land Reserve Use Regulation* and commercial storage of recreational vehicles and boats is not permitted in this zone.



2004



2018

The current owners advise that a gravel pad was in place when they purchased the property in 2004, and that they do not intend to further extend the gravel pad. The City's orthophotos show that there was a gravel pad with some vehicle storage present in 2004, but the area now being used for storage purposes has increased significantly in size. The stated rationale for the non-farm use application is to meet a community need for commercial vehicle storage space and lack of other storage options in the Tri-Cities.

The applicants indicate the property is unproductive farmland. However, it is considered by the Ministry of Agriculture to be good farmland capable of agricultural production with only few limitations, if managed properly and improved. A Ministry agrologist has confirmed that based on

2842 Burns Road – Non-Farm Use Application

provincial agricultural capability mapping, most of the property is located on farmland that can be improved to a land capability of class 2 through investments such as drainage improvements¹.

A nearby property owner has informally indicated an interest in restarting a similar storage business should permission be given for the use at this location.

DISCUSSION

In 2016, the Smart Growth Committee considered a comprehensive staff report describing a review of agricultural land regulations and policies. In light of public feedback indicating a strong commitment to protect Port Coquitlam's agricultural areas for farming, Committee resolved it would support strengthening policies of the Official Community Plan to better support farming, protect agricultural lands for agricultural purposes and support food production. There has not been any change since Committee's consideration to indicate a change to its policy direction would be warranted.

A commercial vehicle storage use is not in compliance with the agricultural policies of the Official Community Plan, the City's Regional Context Statement and Metro Vancouver's Regional Growth Strategy. Allowing this use through amendments to these critical policy documents would set a significant precedent for non-farm use applications eroding the City's agricultural land base and farming potential. There are alternative locations where owners may accommodate their recreational vehicles and boats and, while these options may be more costly or not as conveniently located as the Burns Road site, it is of critical importance to protect agricultural lands for agricultural purposes and amending the policies to allow non-farm uses is not recommended.

An option included in this report is for Council to authorize the application to proceed to the ALC for its consideration along with information on the amendments that would be required by the City for approval of the use. If the ALC were to give the application conditional support, then the following additional approvals would be required before a vehicle storage use could be permitted by the City:

- Approval of an amendment to the Official Community Plan to change its policies related to protection of agricultural lands for agricultural purposes and, if applicable, change the subject property's land use designation;
- Approval of an amendment to the Regional Context Statement in the Official Community Plan. This process may trigger the need to apply to Metro Vancouver for an amendment to the Regional Growth Strategy; and
- Approval of an amendment to the Zoning Bylaw to permit a commercial storage use within the Agriculture zone as a non-farm use on a site-specific basis.

This report does not include an option that Council could advise the ALC that it recommends approval of the non-farm use application. Under s.478 the *Local Government Act*, Council's

¹ The BC agriculture capability rating classes range from class 1 (prime farmland, suitable to most crops) to class 7 (limited to only certain agricultural uses, often associated with considerable management input).

2842 Burns Road – Non-Farm Use Application


decisions must be consistent with its Official Community Plan and it is staff's opinion that a recommendation of approval would be inconsistent with the Plan.

FINANCIAL IMPLICATIONS

None.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that Application 58490 not be authorized for submission to the ALC.
2	Recommend to Council that Application 58490 be authorized for submission to the ALC and advise the ALC that any approval of a non-farm use application would need to be conditional upon the applicant successfully amending the the Official Community Plan, Regional Growth Strategy and Zoning Bylaw to allow for the proposed use and further that the City is not in a position to provide a recommendation to approve the proposed non-farm use prior to such amendments.

ATTACHMENTS

Attachment 1: 2842 Burns Road Non-Farm Use Application

Attachment 2: Process for a Non-Farm Use Application per the ALC's website

Lead author(s): Meredith Seeton

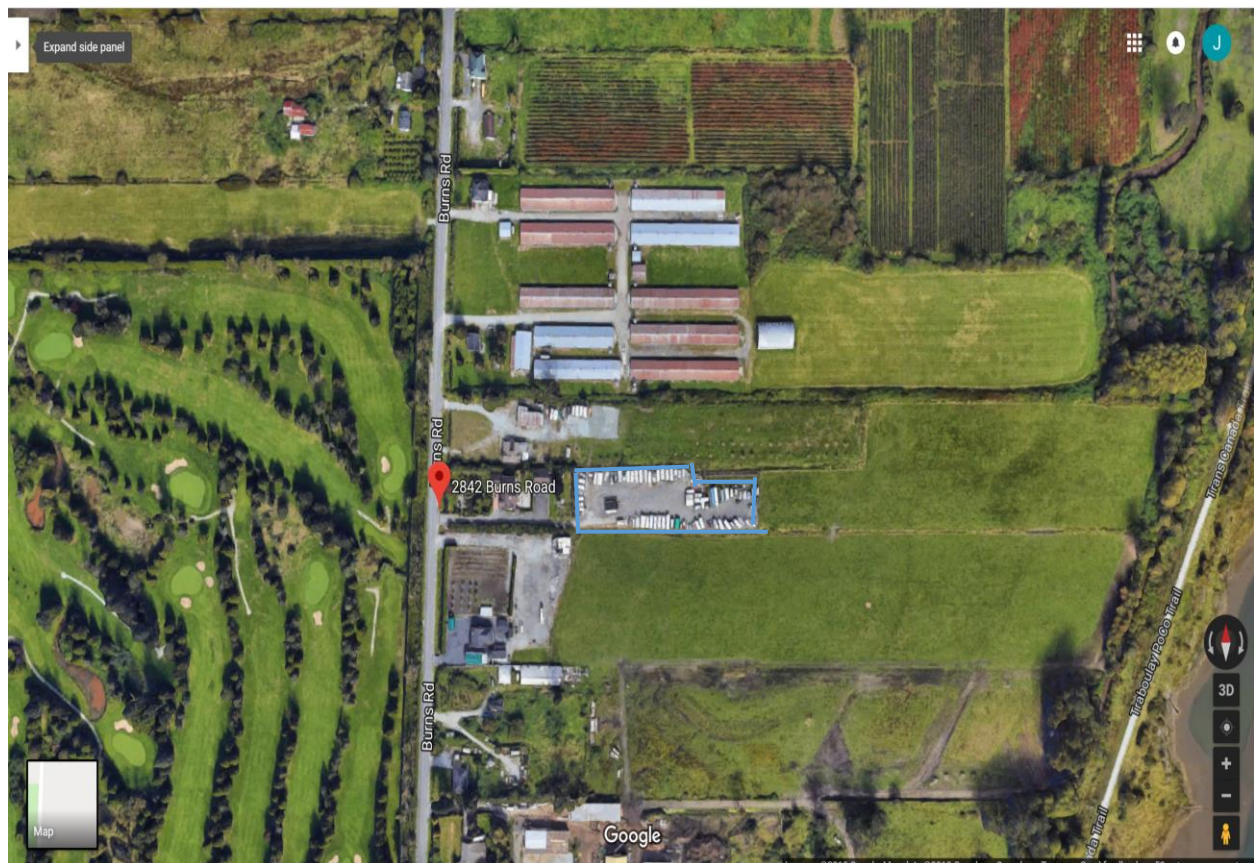
2842 Burns Rd – Non-Farm Use Case for Approval

Prepared by Althing Consulting

Summary of existing use

The subject of this consultation is an existing gravel pad, located behind the residence. This 0.5ha portion of the property was installed before the current ownership took possession. The pad is currently being used for recreational vehicle storage. The recreational vehicle storage represents tens of thousands of dollars in storage contracts is at risk as well as the loss of the service. The ownership would like to continue this activity under a non-farm use permit from the ALC. We are seeking the support of the Agricultural Land Commission for a non-farm use permit on the .5ha pre-existing pad.

Satellite Image of Property



Area subject to non-farm use application outlined in blue

Non-Farm Use – Case for Approval

The decision to offer recreational vehicle storage on the existing gravel pad was driven by the significant need for storage space in the surrounding area. This region of the Tri-Cities continues to experience a chronic shortage of storage space for recreational

boats and trailers (see the included report in Appendix 1). As a result, we maintain that the current storage activity is a significant community amenity for surrounding families.

The vehicle storage occurring on site represents no changes to the existing property. The gravel pad is an existing feature of the property. There are no plans to expand or alter the existing pad. The vehicles stored on site don't have block engines. The storage of recreational pleasure boats and trailers is low impact and doesn't require additional resources or changes to the property.

The storage activity allows an otherwise minimally productive piece of land to sustain 3 full-time jobs. It is the assertion of the landowners that a non-farm use permit for the existing gravel pad would be a benefit to the residential community of the Tri-Cities. The repurposing of this pad represents no threat to the principal of the ALR. A non-farm permit will allow the City of Port Coquitlam to apply the appropriate property tax rate for a site with commercial activity representing a further benefit to the community.

[Commitment to the Principal of the Agricultural Land Reserve](#)

As part of this proposal, the owners of the property wish to reaffirm their commitment to the use of the vast majority of the property for traditional agricultural purposes. The gravel pad doesn't represent a permanent alteration to the property or to the viability of agriculture activity on site. The pad accounts for 0.5 ha of the site's footprint. The property is 4.1 ha in size, the approx. 2.8 ha of land immediately abutting the pad are being used for grazing cattle. The land will continue to be leased out for this purpose. The property is directly abutting the Pitt River and is in a flood zone. The drainage on site is poor due to the rocky composition of the soil on much of the property (included with this application are photos of the issues the lack of drainage creates for agricultural endeavors.) The owners have also begun cultivating blueberries and strawberries on the property as a test case for a larger farm operation.

The owners are committed to continuing both these agricultural activities. The vehicles stored on site don't have block engines. This is a low impact storage activity that doesn't place an extra burden on traffic flow. They will continue to ensure that the non-farm use storage activities continue to have no detrimental impact on the quality of the land or its long-term viability for agricultural applications.

[Conclusion](#)

We believe given the pre-existing nature of the gravel pad, the continued significant economic activity represented by its continuing use, and our commitment to protecting the native soil portions of our property, there is a strong case for a non-farm use application in this case. The landowner asks that the non-farm use application be granted based on these factors.

Attachment 2: Applicant's process for a Non-Farm Use Application under Section 20(2) of Agricultural Land Commission Act made to the Agricultural Land Commission¹

STEP 1: PLAN YOUR APPLICATION

- Identify the type of application required for your proposal
- View a sample application from the online Application Portal launch page
- Collect appropriate supporting documentation (e.g. Certificate of Title, Agent Authorization, Sketch Plan)
- Applicants are encouraged to contact their local government (e.g., Municipality, Regional District, or Islands Trust) to:
 - Identify local government zoning and policies on agricultural land preservation and other regulations relevant to the proposal
 - Inquire if other approvals may also be required (e.g. Ministry of Transportation and Infrastructure, Ministry of Health, etc.)

STEP 2: COMPLETE YOUR APPLICATION

- Create a Basic or Business BCeID in order to log into the ALC Application Portal
- Login to the ALC Application Portal and select the appropriate application type
- **Complete the online application (ALC Application Portal)**
- Upload required and supporting documents

STEP 3: SUBMIT YOUR APPLICATION

- **Submit the application to your local government through the Application Portal**
- Contact your local government to determine the appropriate form of payment
- Include the ALC Application ID on all payments and subsequent correspondence regarding the application

STEP 4: PAY THE APPLICATION FEE

- The application fee is \$1,500. Payable to the local government.

STEP 5: THE LOCAL GOVERNMENT CONSIDERS THE APPLICATION

The local government receives the application via the Application Portal and completes the following:

- Ensures that the appropriate fee has been paid
- Ensures the application information is sufficient for local government staff and the Board or Council to review and make informed recommendations
- **Refers the application to its Board or Council** for recommendations and comments
- Refers the application to various committees when necessary (e.g., Agricultural Advisory Committee (AAC), Advisory Planning Commission (APC))
- Completes a local government report and uploads it through the Application Portal
- Holds a public information meeting when necessary
- **If the land is zoned for agriculture or farm use, or if the proposal requires a bylaw amendment, the Board or Council decides whether to authorize the application to proceed to the ALC.** If authorization is not granted, the application process ends and the local government returns a portion of the application fee to the applicant.

STEP 6: THE COMMISSION MAKES A DECISION ON THE APPLICATION

The ALC receives the application via the Application Portal and:

- Acknowledges the application upon receipt of the ALC portion of the application fee

Attachment 2: Applicant's process for a Non-Farm Use Application under Section 20(2) of *Agricultural Land Commission Act* made to the Agricultural Land Commission¹

- Decides on the application and advises the applicant in writing of the decision. A copy is sent to the local government

At the discretion of the Commission, it may:

- Hold a meeting with the applicant
- View the application property
- Refer the application to various agencies for comments and recommendations

The Commission's decision may take several forms. The ALC may:

- Approve the proposal as submitted
- Approve the proposal with conditions (*such conditions could include obtaining local government approval of identified approval requirements*)
- Refuse the proposal
- Refuse the proposal but allow an alternate proposal

Note: It is the policy of the ALC to communicate Reasons for Decision in writing. ALC staff cannot discuss a decision with the applicant, local government, or with the public prior to its release. The applicant and local government will be notified of the finalized decision through the Application Portal.

2820 Burns Road – Non-Farm Use Application

RECOMMENDATION:

That Committee of Council recommend to Council that the non-farm use Application 58556 at 2820 Burns Road not be authorized for submission to the Agricultural Land Commission.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report describes an application to the Agricultural Land Commission (ALC) for permission to continue to operate an unauthorized commercial vehicle storage business on a portion of a property in the Agricultural Land Reserve. It recommends to Committee that the application not be authorized for submission to the ALC as the use of farmland for commercial parking purposes is contrary to the City's policies and regulations intended to protect agricultural lands for agricultural purposes.

BACKGROUND

In accordance with ALC processes, Kulvinder and Jaswinder Kang have submitted attached non-farm use application through the ALC portal. As described in their submission to the ALC (Attachment 1), the applicants wish to obtain permission to run a commercial vehicle storage business on part of their property at 2820 Burns Road. The submission of the non-farm use application follows enforcement action initiated by the Commission in 2018 to address the unauthorized use but further enforcement action has been deferred while this non-farm use application is under review.

Pursuant to s.25(3) and s.30(4) of the *Agricultural Land Commission Act*, after an applicant submits an application for a non-farm use through the ALC portal, the application proceeds directly to the City for a decision. Council then has the discretion to determine if it will submit the non-farm use application to the ALC, and it would do so if it wishes to have the application further considered. If Council determines that it does not wish to authorize submission of the application to the ALC then the application will not proceed any further and it will not be considered by the ALC. This process is detailed in Attachment 2.

The application process requires applicants to pay a fee of \$1500 to the City, of which \$300 may be retained by the City and \$1200 would be forwarded to the ALC, if Council authorizes submission of the application. This report is being brought forward to Committee in advance of receipt of the fee to avoid further delaying review of the unauthorized use.

The City's process for approval of the proposed non-farm use, if it is to be further considered, would require applicants to obtain an amendment to the policies and land use designations of the

2820 Burns Road – Non-Farm Use Application

Official Community Plan, an amendment to policies of the City's Regional Context Statement, and a Zoning Bylaw amendment to allow for the proposed storage use. It would be premature for the City to accept applications for these amendments prior to a decision being made by the ALC on the proposed non-farm use and the applicants have been advised accordingly.

2820 Burns Road is a 5.5 ha property located in the Agricultural Land Reserve. The property is developed with a farm residence, and various accessory uses, as well as the unauthorized commercial storage business. The eastern portion of the property is used for grazing cattle. The site's land use designation in the Official Community Plan is Agriculture in keeping with the City's policies to protect agricultural lands and Regional Growth Strategy policies which discourage non-farm uses unless they complement a primary agriculture use. The site is zoned Agriculture to allow for farm uses designated in the *Agricultural Land Reserve Use Regulation* and storage of commercial vehicles is not permitted in this zone.

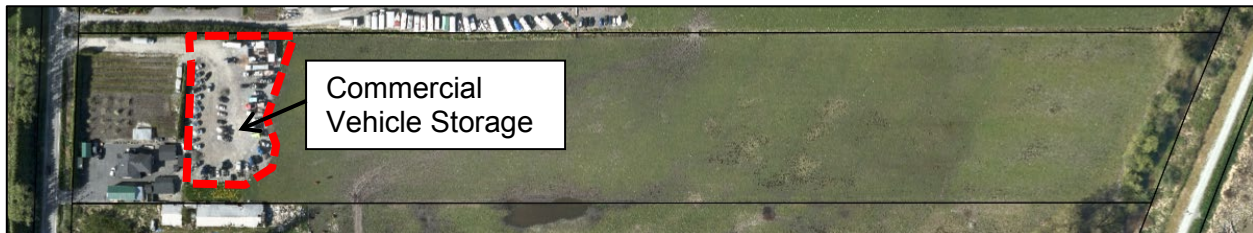


Figure 1: 2820 Burns Road

The current owners advise that the gravel pad being used for commercial vehicle storage was in place when they purchased the property in 2017. The estimated size of this pad is approximately 0.3 ha (about $\frac{3}{4}$ of an acre). Their stated rationale for the application is to meet a community need for commercial vehicle storage space, given a lack of other storage options in the Tri-Cities area. They further indicate this use does not threaten the agricultural capacity of the lands and have offered to undertake a drainage assessment to ensure that it is not impacting surrounding farmland or groundwater.

The applicants indicate that the property is unproductive farmland. However, the property is considered by the Ministry of Agriculture to be good farmland capable of agricultural production with only few limitations, if managed properly and improved. A Ministry agrologist has confirmed that based on provincial agricultural capability mapping, most of the property is located on farmland that can be improved to a land capability of class 2 through investments such as drainage improvements¹.

¹ The BC agriculture capability rating classes range from class 1 (prime farmland, suitable to most crops) to class 7 (limited to only certain agricultural uses, often associated with considerable management input).

DISCUSSION

In 2016, the Smart Growth Committee considered a comprehensive staff report describing a review of agricultural land regulations and policies. In light of public feedback indicating a strong commitment to protect Port Coquitlam's agricultural areas for farming, Committee resolved it would support strengthening policies of the Official Community Plan to better support farming, protect agricultural lands for agricultural purposes and support food production. There has not been any change since Committee's consideration to indicate a change to its policy direction would be warranted.

A commercial vehicle storage use is not in compliance with the policies of the Official Community Plan, the City's Regional Context Statement and Metro Vancouver's Regional Growth Strategy. Allowing this use through amendments to these critical policy documents would set a significant precedent for non-farm use applications eroding the City's agricultural land base and farming potential. There are alternative locations where owners may accommodate their commercial vehicles and, while these options may be more costly or not as convenient of a location, it is of critical importance to protect agricultural lands for agricultural purposes and amending the policies to allow non-farm uses is not recommended.

An option included in this report is for Council to authorize the application to proceed to the ALC for its consideration along with information on the amendments that would be required by the City for approval of the use. If the ALC were to give the application conditional support, then the following additional approvals would be required before a vehicle storage use could be permitted by the City:

- Approval of an amendment to the Official Community Plan to change its policies related to protection of agricultural lands for agricultural purposes and, if applicable, a change to the subject property's land use designation;
- Approval of an amendment to the Regional Context Statement in the Official Community Plan. This process may trigger the need to apply to Metro Vancouver for an amendment to the Regional Growth Strategy; and
- Approval of an amendment to the Zoning Bylaw to permit a commercial storage use within the Agriculture zone as a non-farm use on a site-specific basis; and

This report does not include an option that Council could advise the ALC that it recommends approval of the non-farm use application. Under s.478 the *Local Government Act*, Council's decisions must be consistent with its Official Community Plan and it is staff's opinion that a recommendation of approval would be inconsistent with the Plan.


FINANCIAL IMPLICATIONS

None.

2820 Burns Road – Non-Farm Use Application

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that the Application 58556 not be authorized for submission to the ALC.
2	Recommend to Council that the application be authorized for submission to the ALC and advise the ALC that that any approval of a non-farm use application would need to be conditional upon the applicant successfully amending the the Official Community Plan, Regional Growth Strategy and Zoning Bylaw to allow for the proposed use and further that the City is not in a position to provide a recommendation to approve the proposed non-farm use prior to such amendments.

ATTACHMENTS

Attachment 1: 2820 Burns Road Non-Farm Use Application

Attachment 2: Process for a Non-Farm Use Application per the ALC's website

Lead author(s): Meredith Seeton

[staff note the following submission from the applicant relates to 2820 Burns Road]

2842 Burns Rd – Non-Farm Use Case for Approval

Prepared by Althing Consulting Services Inc.

Summary of existing use

The subject of this application is an existing gravel pad, located behind the residence on the property. This 0.28ha pad existed prior to the having current ownership took possession. The pad is currently being used for commercial vehicle storage. The commercial vehicle storage activity represent hundreds of thousands of dollars in storage contracts. The business community of Port Coquitlam will feel the loss of the service if the storage activity is terminated. The ownership would like to continue the storage use under a non-farm use permit from the ALC. We are seeking the support of the Agricultural Land Commission for a non-farm use permit on the .28ha pre-existing gravel pad.

Non-Farm Use – Case for Approval

The decision to offer commercial vehicle storage on the existing gravel pad was driven by the significant need for commercial storage space in Port Coquitlam. The vehicle storage occurring on site represents no modifications to the existing property. It allows an otherwise unproductive piece of land to sustain several full-time jobs.

The repurposing of this pad represents no threat to the principal of the ALR and a non-farm permit will allow the city of Port Coquitlam to apply the appropriate property tax rate for a site with commercial activity. This represents a further benefit to the community. There are no plans to expand or alter the existing gravelled pad. It is current maintained annually. The vehicles stored on site are outfitted for long term storage and as such there is minimal impact from the business on area traffic flow.

This region of the TriCities continues to experience a chronic shortage of storage space for commercial vehicles. As a result, ownership believes that this use is a service to the business community and fosters the economic development of the city.

Commitment to the Principal of the Agricultural Land Reserve

As part of this proposal, the owners of the property wish to reaffirm their commitment to the use of the vast majority of the property for traditional agricultural purposes. The pad accounts for 0.28 ha of the site's footprint. The property is 4.5 ha in size, the approx. 3 ha of land immediately behind the pad is being used for grazing cattle. The land will continue to be leased out for this purpose. The owners are committed to continuing to support agricultural use on the property wherever viable. We propose that, as part of this application, the gravel pad's drainage could be assessed ensure that the vehicle storage usage does not impact the quality of the farmland or ground water. The owners are willing to commit to upgrades at the request of the municipality and ALC. They would be willing to undertake these protective measures as a good-faith gesture to demonstrate their commitment to maintaining and protecting the pasture and farm use already occurring on the property. They will continue to ensure that the commercial operation doesn't have a negative impact on the quality of the land or its long-term viability for agricultural applications.

Conclusion

This is a low impact storage activity that doesn't threaten the principal of the ALR in any meaningful way. The owners will continue to ensure that the non-farm use storage activities continue to have no detrimental impact on the quality of the land or its long-term viability for agricultural applications.

We believe given the pre-existing nature of the gravel pad, the significant economic activity represented by its continuing use, and our commitment to protecting the native soil portions of our property, there is a strong case for a non-farm use application in this case. The landowner asks that the non-farm use application be granted based on these factors.

Attachment 2: Applicant's process for a Non-Farm Use Application under Section 20(2) of Agricultural Land Commission Act made to the Agricultural Land Commission¹

STEP 1: PLAN YOUR APPLICATION

- Identify the type of application required for your proposal
- View a sample application from the online Application Portal launch page
- Collect appropriate supporting documentation (e.g. Certificate of Title, Agent Authorization, Sketch Plan)
- Applicants are encouraged to contact their local government (e.g., Municipality, Regional District, or Islands Trust) to:
 - Identify local government zoning and policies on agricultural land preservation and other regulations relevant to the proposal
 - Inquire if other approvals may also be required (e.g. Ministry of Transportation and Infrastructure, Ministry of Health, etc.)

STEP 2: COMPLETE YOUR APPLICATION

- Create a Basic or Business BCeID in order to log into the ALC Application Portal
- Login to the ALC Application Portal and select the appropriate application type
- **Complete the online application (ALC Application Portal)**
- Upload required and supporting documents

STEP 3: SUBMIT YOUR APPLICATION

- **Submit the application to your local government through the Application Portal**
- Contact your local government to determine the appropriate form of payment
- Include the ALC Application ID on all payments and subsequent correspondence regarding the application

STEP 4: PAY THE APPLICATION FEE

- The application fee is \$1,500. Payable to the local government.

STEP 5: THE LOCAL GOVERNMENT CONSIDERS THE APPLICATION

The local government receives the application via the Application Portal and completes the following:

- Ensures that the appropriate fee has been paid
- Ensures the application information is sufficient for local government staff and the Board or Council to review and make informed recommendations
- **Refers the application to its Board or Council** for recommendations and comments
- Refers the application to various committees when necessary (e.g., Agricultural Advisory Committee (AAC), Advisory Planning Commission (APC))
- Completes a local government report and uploads it through the Application Portal
- Holds a public information meeting when necessary
- **If the land is zoned for agriculture or farm use, or if the proposal requires a bylaw amendment, the Board or Council decides whether to authorize the application to proceed to the ALC.** If authorization is not granted, the application process ends and the local government returns a portion of the application fee to the applicant.

STEP 6: THE COMMISSION MAKES A DECISION ON THE APPLICATION

The ALC receives the application via the Application Portal and:

- Acknowledges the application upon receipt of the ALC portion of the application fee

Attachment 2: Applicant's process for a Non-Farm Use Application under Section 20(2) of *Agricultural Land Commission Act* made to the Agricultural Land Commission¹

- Decides on the application and advises the applicant in writing of the decision. A copy is sent to the local government

At the discretion of the Commission, it may:

- Hold a meeting with the applicant
- View the application property
- Refer the application to various agencies for comments and recommendations

The Commission's decision may take several forms. The ALC may:

- Approve the proposal as submitted
- Approve the proposal with conditions (*such conditions could include obtaining local government approval of identified approval requirements*)
- Refuse the proposal
- Refuse the proposal but allow an alternate proposal

Note: It is the policy of the ALC to communicate Reasons for Decision in writing. ALC staff cannot discuss a decision with the applicant, local government, or with the public prior to its release. The applicant and local government will be notified of the finalized decision through the Application Portal.