

# Committee of Council Agenda

Tuesday, March 10, 2020

5:00 p.m.

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

*That the Tuesday, March 10, 2020, Committee of Council Meeting Agenda be adopted as circulated.*

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

1

Recommendation:

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

- *February 25, 2020.*

4. REPORTS

4.1 Fire & Emergency Services - Division Update (verbal report)

4.2 Rezoning Application - 3455 Oxford Street

4

Recommendation:

*That Committee of Council recommend to Council that:*

*1. The zoning of 3455 Oxford Street be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);*

*2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*

- a. Installation of protective fencing for the tree on the adjacent lot;*
- b. Demolition of the existing buildings; and*

- c. *Completion of design and submission of fees and securities for off-site works and services.*

*That Committee direct the Director of Development Services to require adherence to the proposed tree replacement plan when issuing Development Permits.*

**4.3 Development Permit – 2370 Ottawa Street**

23

Recommendation:

*That Committee of Council approve Development Permit DP000360 to provide for the addition of a propane station at 2370 Ottawa Street.*

**4.4 Senior Citizens' Housing Society Update**

27

Recommendation:

*That Committee of Council:*

*1. Rescind the following resolution:*

*“That prior to the disbursement of funds, the Society amend the registered Housing Agreement and covenant pursuant to Section 219 of the Land Title Act to confirm:*

- a. *The project is in receipt of the Special Needs Housing Reserve funds from the City; and*
- b. *All funds received shall be repaid to the City with applicable accrued interest if the project fails to advance to completion within a five-year period.”*

*2. Direct staff to draft and execute an agreement between the City and the Port Coquitlam Senior Citizens' Housing Society to confirm:*

- a. *The project is in receipt of the Special Needs Housing Reserve funds from the City;*
- b. *All funds received shall be repaid to the City with applicable accrued interest if the project fails to advance to completion within a five-year period from the date of building permit issuance.*

**5. COUNCILLORS' UPDATE**

**6. MAYOR'S UPDATE**

**7. CAO UPDATE**

**8. ADJOURNMENT**

**8.1 Adjournment of the Meeting**

Recommendation:

*That the Tuesday, March 10, 2020, Committee of Council Meeting be adjourned at 5:52 p.m.*

**9. MEETING NOTES**



# Committee of Council Minutes

Tuesday, February 25, 2020

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Present: Chair - Mayor West  
Councillor Darling  
Councillor Dupont  
Councillor McCurrach  
Councillor Penner  
Councillor Pollock  
Councillor Washington

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## 1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, February 25, 2020, Committee of Council Meeting Agenda be adopted as circulated.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

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:*

- February 11, 2020.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

## 4. PUBLIC INPUT OPPORTUNITY

### 4.1 Temporary Use Permit for 2440 Shaughnessy Street

No public comments.

## **5. REPORTS**

### **5.1 Temporary Use Permit for 2440 Shaughnessy Street - Issuance**

Moved-Seconded:

*That Committee of Council approve Temporary Use Permit TU00015 for 2440 Shaughnessy Street for Issuance.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

## **6. COUNCILLORS' UPDATE**

None

## **7. MAYOR'S UPDATE**

None

## **8. CAO UPDATE**

None

## **9. RESOLUTION TO CLOSE**

### **9.1 Resolution to Close**

Moved-Seconded:

*That the Committee of Council Meeting of Tuesday, February 25, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

Item 5.1

*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 5.2

*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 5.3

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

*I. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

## **10. ADJOURNMENT**

### **10.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, February 25, 2020, Committee of Council Meeting be adjourned at 4:36 p.m.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

## **11. MEETING NOTES**

The meeting recessed for the Public Input Opportunity at 4:01 p.m. and reconvened at 4:03 p.m.

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Mayor

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Corporate Officer

### RECOMMENDATION:

That Committee of Council recommend to Council that:

1. The zoning of 3455 Oxford Street be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
  - a. Installation of protective fencing for the tree on the adjacent lot;
  - b. Demolition of the existing buildings; and
  - c. Completion of design and submission of fees and securities for off-site works and services.

That Committee direct the Director of Development Services to require adherence to the proposed tree replacement plan when issuing Development Permits.

### REPORT SUMMARY

This report describes a rezoning application at 3455 Oxford Street to facilitate its subdivision into two small lots. The proposed development is consistent with the housing policies of the Official Community Plan and the site's Small Lot Residential land use designation. The existing trees on site are in poor condition and will be replaced in accordance with the Tree Bylaw. As the lots would conform to the regulations of the proposed RS4 zone and future homes would be required to comply with building and landscaping design guidelines, the report recommends approval.

### BACKGROUND

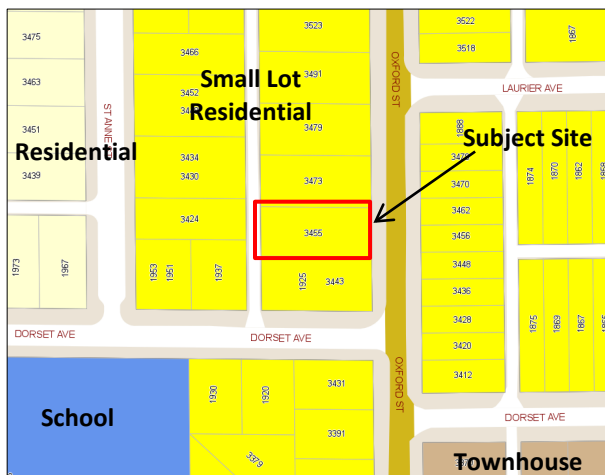
**Proposal:** The applicant, Navjot Singh Takhar, proposes to rezone 3455 Oxford Street to enable subdivision into two lots. The subject property is a large 904 m<sup>2</sup> (9,728 ft<sup>2</sup>) lot located on the west side of Oxford Street north of Dorset Avenue and is currently developed with an older single residential home. The neighbourhood is predominately single residential homes and duplexes.

# 3455 Oxford Street - Rezoning Application

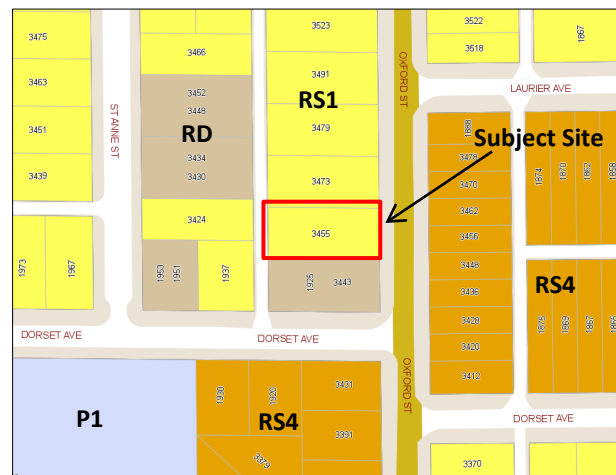


Location Map

**Policy and Regulations:** The Official Community Plan (OCP) designated the site as Small Lot Residential and the property is currently zoned RS1 – Residential Single Dwelling 1.



OCP Land Use Designation



Current Zoning

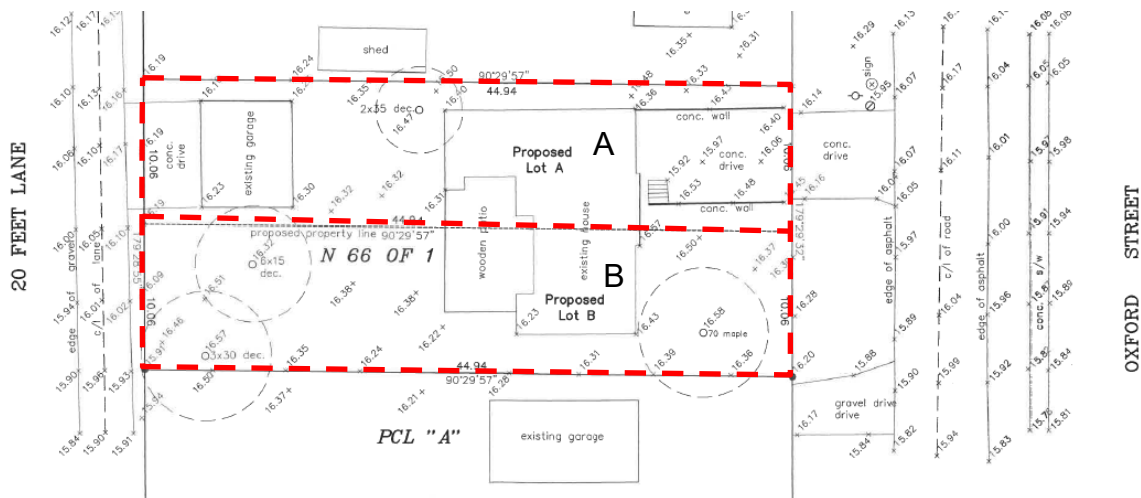
OCP housing policy suggests the City should “[p]ermit small lot, single-detached residential uses in areas designated Small Lot Residential subject to City bylaw requirements”.

A Small Lot Development Permit will be required for each new house to be built on the subdivided lots. The design guidelines in the OCP encourage a high quality of design through a prominent front entrance, second floor articulation and differing appearance from adjacent buildings. The guidelines also encourage vehicle access from the lane, the planting of at least one tree in the front yard and landscaping that provides privacy and minimizes hard surfaces.



## 3455 Oxford Street - Rezoning Application

**Proposed Subdivision:** The applicant has provided a preliminary plan of subdivision to demonstrate the site would meet the minimum lot area and dimensions to comply with the subdivision regulations in the Zoning Bylaw for the proposed RS4 zone.



Preliminary Subdivision Plan

	RS4 Zone Regulation	Proposed Lot A	Proposed Lot B
Minimum Lot Area	300m <sup>2</sup> (3,230 sq.ft.)	452.1m <sup>2</sup> (4,332.5 sq.ft.)	452.1m <sup>2</sup> (4,419.7 sq.ft.)
Minimum Lot Width	9.5m (31.2ft)	10.06m (37.4ft)	10.06m (37.4ft)
Minimum Lot Depth	28m (91.9ft)	44.94m (115.4ft)	44.94m (117.8ft)

**Tree Replacement:** Four trees are located on the subject site, a large maple in the front yard and two cherry trees and a hazelnut tree in the rear yard. On the adjacent property to the north there is a large conifer tree close to the shared side lot line.

As identified in an arborist report, the four trees on the subject property are in poor health and structure. The assessment has been confirmed by City staff, and seven trees will be planted as replacements in accordance with the Tree Bylaw. The proposed tree replacement plan, as recommended in the arborist report, is provided in Attachment #1 for reference.

**Off-site Infrastructure and Servicing:** The additional lot will require off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including providing additional service connections, upgrading the lane behind the property and reconstruction of half the road plus 1m fronting the site, curb and gutter, sidewalk, and street lighting.

### **DISCUSSION**

The Official Community Plan was amended in 2018 to allow greater opportunity for where smaller lots may be located within established neighbourhoods. This included extension of the Residential Small Lot designation to properties along Oxford Street. The intent of this designation is to allow for consideration of rezoning for the purpose of subdivision to assist in meeting increasing demand for single residential housing in the community.

Properties along the west side of Oxford Street are currently zoned RS4 and are developed with predominantly two storey houses with vehicle access from the lane. The proposed properties are within the Small Lot Development Permit Area and will be developed in accordance with the Small Lot design guidelines which require that new buildings complement the current form and character of the neighbourhood.

The OCP encourages the preservation and planting of native trees. The four existing trees on the property were assessed to be in poor condition as stated in an arborist report. The trees are to be replaced with 7 trees, 5 native species trees (Dogwood and Vine Maple) and 2 ornamental trees (Blood Good Japanese Maple). City Arborist visited the site and is satisfied with the assessment of the existing trees and the replacement plan set out in the arborist report. To ensure the proposed tree replacement plan is adhered to, staff recommend it be included as a requirement of the Development Permits.

To protect the tree on the neighbouring lot, staff recommend the installation of protective fencing prior to issuance of a demolition permit.

Submission of design, fees and securities for off-site works and services is a recommended condition of approval prior to adoption of the amending bylaw.

The proposed rezoning would be in keeping with policies of the OCP and the subdivision information provided by the applicant demonstrates the site would exceed the minimum size requirements. Staff recommend approval.

### **FINANCIAL IMPLICATIONS**

None.


### **PUBLIC CONSULTATION**

A development sign has been posted on the property fronting Oxford Street. Planning staff have not received any comments in association with the current rezoning application.

## 3455 Oxford Street - Rezoning Application

### **OPTIONS**

(Check = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 3455 Oxford Street be amended from RS1 to RS4 and that the specified conditions be met prior to adoption of the rezoning bylaw.
	2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application
	3	Recommend to Council that the rezoning application be refused.

### **ATTACHMENTS**

Att#1: Arborist Report including tree replacement plan

STICKLEBACK ENVIRONMENTAL

TREE EVALUATION REPORT  
3455 OXFORD STREET, PORT  
COQUITLAM, B.C.

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PREPARED BY: STICKLEBACK ENVIRONMENTAL MARCH 2019

## 1.0 Overview

Stickleback Environmental was retained by Navjot Takhar for the purpose of assessing tree resources and making recommendations for tree retention and removal for the proposed rezoning at 3455 Oxford Street in Port Coquitlam, BC.

## 2.0 Methodology

On November 19 2018 the project area was traversed on foot and a tree inventory was conducted. Trees of permit size in the property boundaries were tagged visually assessed for defects. Tools used during the tree inventory include a diameter tape measure, wooden mallet, binoculars, range finder, clinometer and compass. Approximate tree height, species, diameter at breast height (DBH), live crown ratio (LCR), drip line, general condition and defects were recorded. During the site visit weather conditions were clear with no wind.

## 3.0 Results / Findings

The site consists of a single family residence with four trees: a multi-stemmed big leaf maple (*Acer macrophyllum*) in the front yard near the south property line; and, three trees, a beaked hazelnut (*Cornus corylus*) and two cherry trees (*Prunus sp.*) in the rear yard. Tree conditions are listed in Table 1, and tree locations are shown in the Tree Preservation and Removal Plan.

## 4.0 Tree Preservation Summary

Trees were evaluated for their preservation based upon condition, health, location and species factors. Trees which were in conflict with the proposed development footprint, with poor health, or of little long term retention value were recommended for removal. The Tree Preservation and Removal Plan attached visually depicts trees to be retained or removed based on the concept designs. A tree cutting permit must be obtained prior to tree removal and a copy of the Tree Cutting Permit must be posted in a highly visible location onsite throughout the duration of the tree removal process.

## 5.0 Tree Replacement

As per the City of Port Coquitlam *Tree Bylaw, 2019, No. 4018* (the Bylaw) Section 7 Tree Replacement, one replacement tree is required for each tree proposed to be cut, and two replacement trees are required for each significant tree to be cut, where a significant tree has a stem diameter of 60cm or greater.. Replacement trees are to have a minimum caliper diameter of 5.0 cm if deciduous, or a minimum of 2 m height if coniferous, planted on a lot to replace a tree which has been cut down on the same lot.

In total four (4) permit sized trees are recommended for removal of which three (3) are significant trees, with combined stem diameters greater than 60 cm. Based on the above, seven (7) replacement trees are required.

Recommended replacement trees for the site are:

- Two (2) Kousa dogwood (*Cornus kousa*) of minimum 5 cm caliper

- Two (2) Blood Good Japanese Maple (*Acer palmatum* 'Blood Good') of minimum 5 cm caliper
- Three (3) vine maple (*Acer circinatum*) of minimum 5cm caliper.

Every owner shall maintain in good health in accordance with sound arboricultural practice every replacement tree planted pursuant to a tree replacement plan for a period of 1 year after planting. Where a replacement tree does not survive for 1 year after planting, the owner shall, within 6 months remove the deceased tree and provide a new replacement tree in a location satisfactory to the Parks Section Manager. The owner shall thereafter maintain the new replacement tree in accordance with section 7.7 of the Bylaw.

The City of Port Coquitlam requires a \$500 security deposit for each replacement tree to be planted. For this site, based on seven (7) replacement trees, a security deposit of \$3,500.00 plus applicable taxes is required.

## **6.0 Limitations**

### **Limitations of this Assessment**

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property and the trees situate thereon by Stickleback Environmental and upon information provided by the Client to Stickleback Environmental. The opinions in this Assessment are given based on observations made and using generally accepted professional judgment, however, because trees and plants are living organisms and subject to change, damage and disease, the results, observations, recommendations, and analysis as set out in this Assessment are valid only as at the date any such testing, observations and analysis took place and no guarantee, warranty, representation or opinion is offered or made by Stickleback Environmental as to the length of the validity of the results, observations, recommendations and analysis contained within this Assessment. As a result the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis and recommendations that were made as at the date of such inspections. It is recommended that the trees discussed in this Assessment should be re-assessed periodically.

### **Further Services**

Neither Stickleback Environmental, nor any assessor employed or retained by Stickleback Environmental (the "Assessor") for the purpose of preparing or assisting in the preparation of this Assessment shall be required to provide any further consultation or services to the Client, save and except as already carried out in the preparation of this Assessment and including, without limitation, to act as an expert witness or witness in any court in any jurisdiction unless the Client has first made specific arrangements with respect to such further services, including, without limitation, providing the payment of the Assessor's regular hourly billing fees.

Stickleback Environmental accepts no responsibility for the implementation of all or any part of the Assessment, unless specifically request to examine the implementation of such activities recommended herein. In the event that inspection or supervision of all or part of the implementation is request, that request shall be in writing and the details agreed to in writing by both parties.

### **Assumptions**

The Client is hereby notified and does hereby acknowledge and agree that where any of the facts and information set out and referenced in this Assessment are based on assumptions, facts or information provided to Stickleback Environmental by the Client and/or third parties and unless otherwise set out within this Assessment, Stickleback Environmental will in no way be responsible for the veracity or accuracy of any such information. Further, the Client acknowledges and agrees that Stickleback Environmental has, for the purposes of preparing their Assessment, assumed that the Property, which is the subject of this Assessment is in full compliance with all applicable federal, provincial, municipal and local statutes, regulations, by-laws, guidelines and other related laws. Stickleback Environmental explicitly denies any legal liability for any and all issues with respect to non-compliance with any of the above-referenced statutes, regulations, bylaws, guidelines and laws as it may pertain to or affect the Property to which this Assessment applies.

### **Publication**

The Client acknowledges and agrees that all intellectual property rights and title, including without limitation, all copyright in this Assessment shall remain solely with Stickleback Environmental. Possession of this Assessment, or a copy thereof, does not entitle the Client or any third party to the right of publication or reproduction of the Assessment for any purpose save and except where Stickleback Environmental has given its prior written consent. This Assessment may not be used for any other project or any other purpose without the prior written consent of Stickleback Environmental.

Neither all nor any part of the contents of this Assessment shall be disseminated to the public through advertising, public relations, news, sales, the internet or other media (including, without limitation, television, radio, print or electronic media) without the prior written consent of Stickleback Environmental.

### **Restriction of Assessment**

The Assessment carried out was restricted to the Property. No assessment of any other trees or plants has been undertaken by Stickleback Environmental. Stickleback Environmental are not legally liable for any other trees or plants on the Property except those expressly discussed herein. The conclusions of this Assessment do not apply to any areas, trees, plants or any other property not covered or referenced in this Assessment.

### **Professional Responsibility**

In carrying out this Assessment, Stickleback Environmental and any Assessor appointed for and on behalf of Stickleback Environmental to perform and carry out the Assessment has exercised a reasonable standard of care, skill and diligence as would be customarily and normally provided in carrying out this Assessment. The Assessment has been made using accepted arboricultural techniques. These include a visual examination of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the current or planned proximity of property and people. Except where specifically noted in the Assessment, none of the trees examined on the property were dissected, cored, probed, or climbed and detailed root crown examinations involving excavation were not undertaken.

While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or all parts of them will remain standing. It is professionally impossible to predict with absolute certainty the behaviour of any single tree or group of trees, or all their component parts, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential to fall, lean, or otherwise pose a danger to property and persons in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Without limiting the foregoing, no liability is assumed by Stickleback Environmental or its directors, officers, employers, contractors, agents or Assessors for:

- a) any legal description provided with respect to the Property;



- b) issues of title and or ownership respect to the Property;
- c) the accuracy of the Property line locations or boundaries with respect to the Property; and
- d) the accuracy of any other information provided to Stickleback Environmental by the Client or third parties;
- e) any consequential loss, injury or damages suffered by the Client or any third parties, including but not limited to replacement costs, loss of use, earnings and business interruption; and
- f) the unauthorized distribution of the Assessment.

The total monetary amount of all claims or causes of action the Client may have as against Stickleback Environmental, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited solely to the total amount of fees paid by the Client to Stickleback Environmental for which this Assessment was carried out.

Further, under no circumstance may any claims be initiated or commenced by the Client against Stickleback Environmental or any of its directors, officers, employees, contractors, agents or Assessors, in contract or in tort, more than 12 months after the date of this Assessment.

### **Third Party Liability**

This Assessment was prepared by Stickleback Environmental exclusively for the Client. The contents reflect Stickleback Environmental best assessment of the trees and plants situate on the Property in light of the information available to it at the time of preparation of this Assessment. Any use which a third party makes of this Assessment, or any reliance on or decisions made based upon this Assessment, are made at the sole risk of any such third parties. Stickleback Environmental accepts no responsibility for any damages or loss suffered by any third party or by the Client as a result of decisions made or actions based upon the use or reliance of this Assessment by any such party.

### **Intellectual Property Ownership**

All legal rights and ownership in all drawings, renderings, images, deliverables and work product in any form prepared by Stickleback Environmental and its directors, officers, employees, representatives and agents in the performance of the Services, and all intellectual property in such drawings, renderings, images, deliverables and work product in any form, including without limitation, all copyright and moral rights, are reserved unto and at all times shall remain the property of Stickleback Environmental. Notwithstanding anything to the contrary in this Agreement, Stickleback Environmental shall have the unrestricted right to utilize all its intellectual property in other contexts, including the rights to use its intellectual property for its own purposes. Unauthorized distribution and/or alteration of Stickleback Environmental intellectual property by the Client or third parties or for any other use not expressly permitted herein is strictly prohibited, save and except with the prior written consent of Stickleback Environmental.

### **General**

Any plans and/or illustrations in this Assessment are included only to help the Client visualize the issues in this Assessment and shall not be relied upon for any other purpose. This report is best viewed in colour. Any copies printed in black and white may make some details difficult to properly understand. Stickleback Environmental accepts no liability for misunderstandings due to a black and white copy of the report.

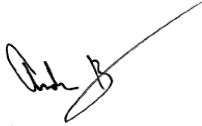
The Assessment has a cover page plus 13 pages. It shall be considered as a whole, no sections are severable, and the Assessment shall be considered incomplete if any pages are missing.

**Dated: March 15, 2019**

Stickleback Environmental

**Per:**

**Authorized Signatory**

A handwritten signature in black ink, appearing to read 'Andrew Booth', with a long, sweeping horizontal line extending to the right.

Andrew Booth, B.Sc., R.P.Bio, QEP,  
ISA Certified Arborist (PN6580-A), TRAQ

**Attachments:** Photographs, Tree Preservation and Removal Plan, Tree Replacement Plan.

**Table 1: Tree Assessment.**

Tag	Species	DBH (cm)	Ht (m)	LCR	Drip line	Recommendation	Condition Assessment
76	<i>Acer macrophyllum</i>	70	14	75	7	Remove	Multi-stemmed x 3 at 1.4m height. Some moisture at stem union. Healed cracks on stems. Heavy overweight stems with horizontal attachment. In construction footprint.
77	<i>Prunus sp.</i>	31,30,36	8	35	5	Remove	Multi-stemmed x 3. Decay in upper canopy. Decay at stem union and decay column up southeast side of stem. Bark peeling. Poor health and structure. No retention value.
78	<i>Corylus cornuta</i>	6x15	8	45	6	Remove	Multi-stemmed x 13. Moss load in canopy. Sucker growth at base. Fair condition. Unappealing species in landscape, may wish to replace with a more aesthetic species.
79	<i>Prunus sp.</i>	20,40,42	8	55	4	Remove	Triple stemmed, topped at 4 m with epicormic re-growth. Poor form. Low retention value. In construction footprint.

## Photographs



**Photograph 1:** Tree #76 located in the front yard.



**Photograph 2:** Tree #76 multi-stemmed at 1.4 m height.





**Photograph 3:** Tree #77 with decaying canopy in the rear yard.



**Photograph 4:** Decay at the stem union of tree #77.



**Photograph 5:** Tree #78 was a multi-stemmed beaked hazelnut in the center of the rear yard.



**Photograph 6:** Tree #79 was an old cherry tree with historical pruning and epicormic growth.

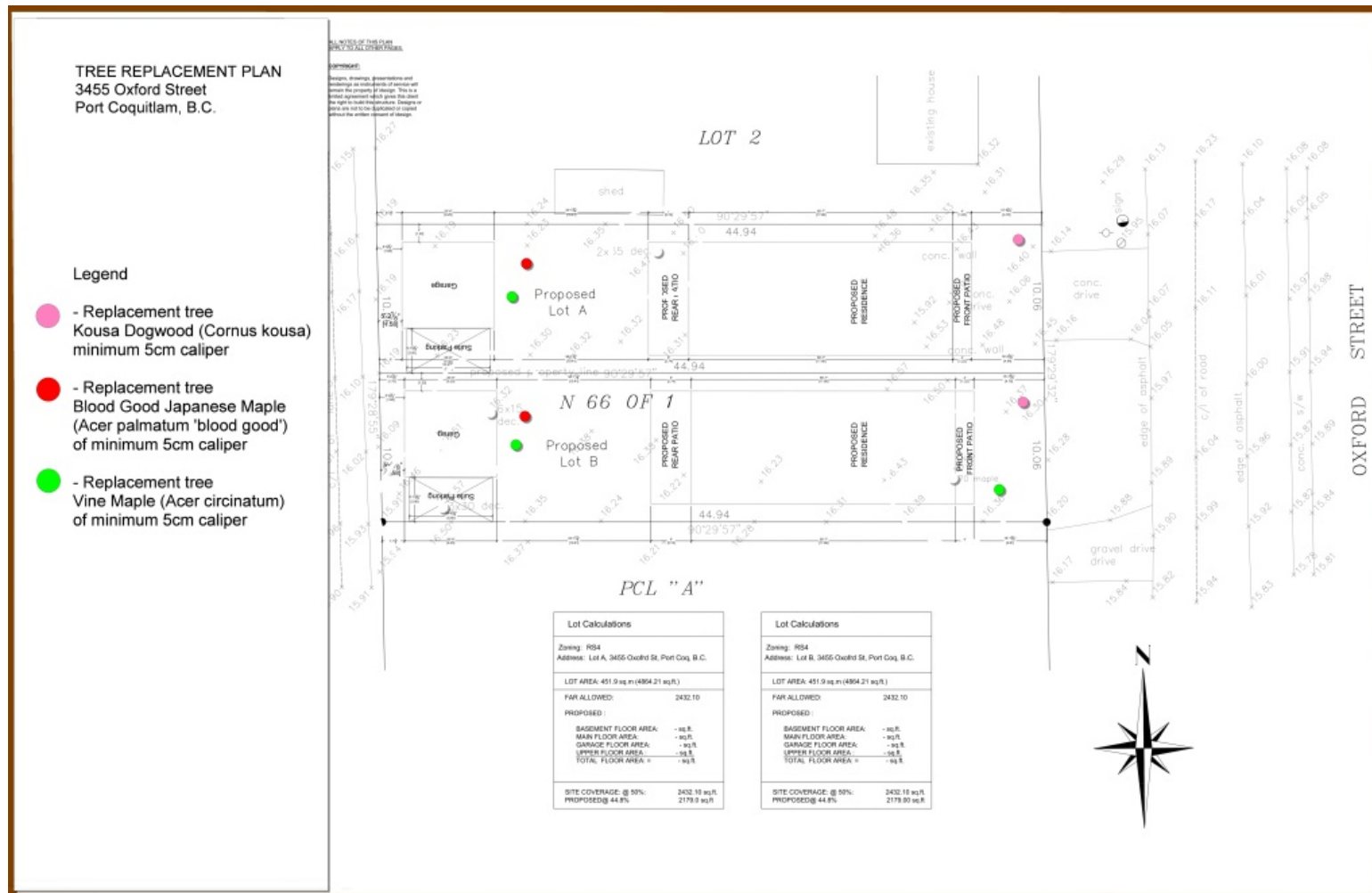




**Photograph 7:** Resinosis on the stem of tree #79.







## Development Permit – 2370 Ottawa Street

### RECOMMENDATION:

That Committee of Council approve Development Permit DP000360 to provide for the addition of a propane station at 2370 Ottawa Street.

### PREVIOUS COUNCIL/COMMITTEE ACTION

None.

### REPORT SUMMARY

This report describes a development permit amendment application to add a propane station at the east side of the property at 2370 Ottawa Street. The addition would be sited within the existing parking lot and remove six parking spaces. A minor realignment to the east side of the site, along Nicola Avenue, is also proposed to better align access and egress with the neighbouring property. The proposal would comply with land use policies and is recommended for approval.

### BACKGROUND

**Proposal:** The applicant, MG2 Architecture, acting on behalf of Costco Wholesale, is proposing changes to the existing Development Permit (DP71/97) at 2370 Ottawa Street. The amendment is to allow for the construction of a propane station at the east side of the property, within the existing surfaced parking lot.



Location Map

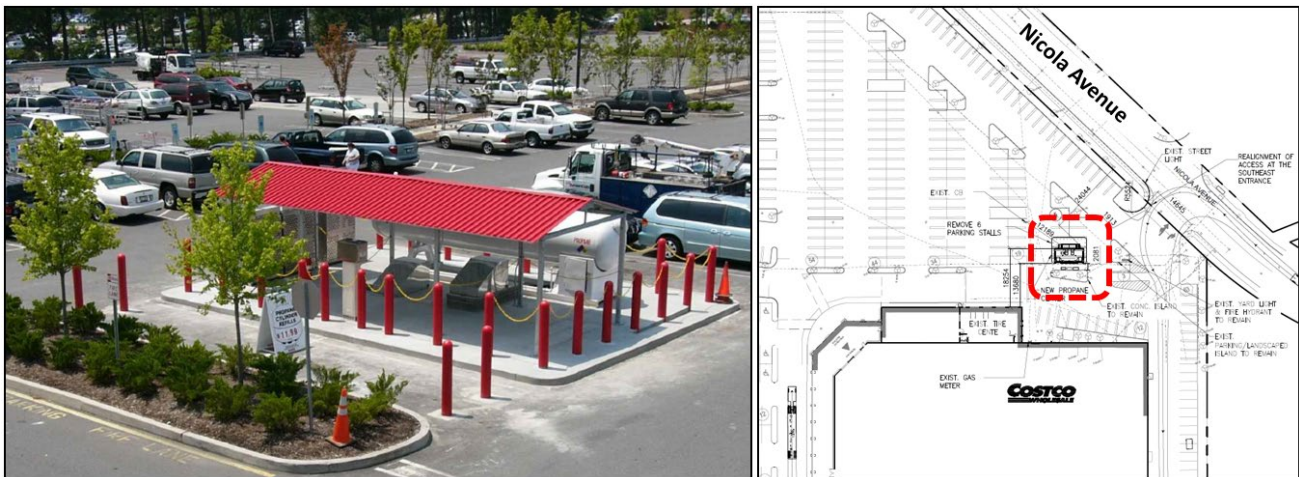
## Development Permit – 2370 Ottawa Street

**Policy and Regulations:** The Official Community Plan designates the site as Highway Commercial (CH) and falls within the Dominion Triangle Development Permit Area, which includes guidelines that require orderly development of the area and encourages coordination of the siting, form, and volume of commercial buildings and their areas for parking, storage, and landscaping. The property is zoned CD21 (Comprehensive Development Zone 21) which allows for general retail sales, wholesale sales and service station commercial uses.

**Site Context:** The large site is located between Ottawa Street, Nicola Avenue and Lougheed Hwy. The site is developed with a large format retail building to the south of the site and a gas bar to the northwest corner of the site, surrounded by parking. The neighbourhood around the subject property is a mix of large and small retail, with vacant land to the southeast of the site. Access and egress to the property is off of Nicola Avenue and Ottawa Street.

**Project Description:** The proposed amendment is to add a propane station to the parking lot, located in front of the tire center and will include a 2000 gallon above ground propane tank, two filling positions, concrete pad and canopy above the filling stations. All transactions for the propane station will take place within the Costco and not directly at the propane station. The applicant has also proposed to slightly shift the southeast entrance along Nicola Avenue to better align with the entrance across to the neighbouring development at 1069 Nicola Avenue.

The addition of the propane station will remove six parking stalls onsite. As per the City's Parking and Development Management Bylaw, the total amount of required parking onsite is 424 stalls however, the site currently provides for 711 stalls.



## Proposed Propane Station



### **DISCUSSION**

The proposed changes do not significantly affect the general appearance or character of the building and is in keeping with the intent of the existing DP as well as the objectives and guidelines of the OCP. The proposed amendments support general retail sales currently onsite and approval is recommended.

The applicant has advised of their intention to expand the gas bar at the northwest corner of the site once the Province has granted a Certificate of Compliance for this portion of the site. This expansion will include relocation of the existing access on Nicola Avenue to address safety concerns. This access is temporarily barricaded until a more permanent solution is implemented through the gas bar redevelopment process.

### **FINANCIAL IMPLICATIONS**

None.

### **ENVIRONMENTAL IMPLICATIONS**


A site profile was submitted to the city and forwarded to the Ministry of Environment. The Ministry has provided a letter noting the city may proceed with the consideration of the development permit.

### **PUBLIC CONSULTATION**

A sign notifying residents of the application is posted on the site and, to date, no comments have been received.

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Recommend issuance of Development Permit DP000360
2	Request amendments to the application or additional information prior to making a decision
3	Recommend refusal of Development Permit DP000360, if the Committee is of the opinion that the proposal does not comply with the OCP objectives and design guidelines. Pursuant to the Delegation Bylaw, the applicant may appeal the decision to Council.

### **ATTACHMENT**

Attachment #1: Draft Development Permit

## THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES AND FEES BYLAW, 2008, NO. 3632”

## DEVELOPMENT PERMIT

NO. DP 71/97 (Amendment 2)

Issued to: Costco Wholesale Corporation  
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 999 Lake Drive, Issaquah, WA, 98027

1. This Development Permit Amendment applies to and only to DP 71/97 issued April 16, 1998.
2. DP 71/97 is amended by:
  - a. inserting drawing numbered Development Permit Amendment DP000360 (X)-(X).

APPROVED BY THE COMMITTEE OF COUNCIL THE \_\_\_\_\_ DAY OF \_\_\_\_\_.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Applicant (or Authorized Agent or Representative of Applicant)

## Update- Port Coquitlam Senior Citizens' Housing Society Special Needs Housing Reserve Fund Application

### RECOMMENDATION:

*That Committee of Council*

1. *Rescind the following resolution:*

*"That prior to the disbursement of funds, the Society amend the registered Housing Agreement and covenant pursuant to Section 219 of the Land Title Act to confirm:*

- a. The project is in receipt of the Special Needs Housing Reserve funds from the City; and*
  - b. All funds received shall be repaid to the City with applicable accrued interest if the project fails to advance to completion within a five-year period."*
2. *Direct staff to draft and execute an agreement between the City and the Port Coquitlam Senior Citizens' Housing Society to confirm:*
    - a) The project is in receipt of the Special Needs Housing Reserve funds from the City;*
    - b) All funds received shall be repaid to the City with applicable accrued interest if the project fails to advance to completion within a five-year period from the date of building permit issuance.*

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

- a) That Committee of Council approve the funding request of Port Coquitlam Senior Citizens' Housing Society for \$41,000 from the Special Needs Housing Reserve fund to support redevelopment of their Dogwood Mews site at 3155 Seymour Street;
- b) That Committee of Council recommend to Council that the 2019 Financial Plan be amended accordingly; and
- c) That prior to the disbursement of funds, the Society amend the registered Housing Agreement and covenant pursuant to Section 219 of the *Land Title Act* to confirm:
  - c. The project is in receipt of the Special Needs Housing Reserve funds from the City; and
  - d. All funds received shall be repaid to the City with applicable accrued interest if the project fails to advance to completion within a five-year period.

### **REPORT SUMMARY**

Committee of Council approved \$41,000 from the Special Needs Housing Reserve fund for the Port Coquitlam Senior Citizens' Housing Society to assist with the addition of 41 new housing units at 3155 Seymour Street. As part of the direction from Committee, an amendment to the Housing Agreement was required to address repayment should the project fail to complete within a five-year period. Staff was advised by the City's Solicitor to enter into an agreement with the Society rather

## Update- Port Coquitlam Senior Citizens' Housing Society Special Needs Housing Reserve Fund Application

than amending the Housing Agreement. Changing a Housing Agreement requires a bylaw amendment and public hearing.

### **BACKGROUND**

At the Committee Meeting June 11, 2019 Committee of Council approved a funding request from the Port Coquitlam Senior Citizens Housing Society for \$41,000 from the Special Needs Housing Reserve to support the redevelopment of their Dogwood Mews site a 3155 Seymour Street. The report to Committee further recommended the society amend their housing agreement to confirm receipt of the funds and require repayment if the project were not to complete within a five-year period. A building permit was issued in March 2019 and the project is currently under construction.

### **DISCUSSION**

The recommendation from the June 11, 2019 Committee of Council Meeting required an amendment to the housing agreement currently registered on title. This would require a bylaw amendment and public hearing.

On the advice from the City's Solicitor, an amendment to the housing agreement is not required if the City enters into a separate agreement with the Port Coquitlam Senior Citizens' Housing Society. They advised an agreement would provide similar legal recourse if a special needs housing provider fails to adhere to the terms of the special needs housing grant as provided in a housing agreement. An agreement is the preferred approach as it would reduce time and costs for both the City and the applicant.


It is the opinion of staff that an agreement with the Port Coquitlam Senior Citizens' Housing Society meets the intent of the June 11, 2019 resolution of Committee and provides a more streamlined approach to address the matter of acknowledging receipts of funds from the City in the amount of \$41,000 and that funds would be repaid if the project was not completed. Finally, the agreement offers the same protection and recourse as a housing agreement.

### **FINANCIAL IMPLICATIONS**

The 2019-2023 Financial Plan was amended to include this contribution from the Special Needs Housing Reserve. If Committee were to require an amendment to the housing agreement the City would incur additional legal costs.

## Update- Port Coquitlam Senior Citizens' Housing Society Special Needs Housing Reserve Fund Application

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Rescind the prior motion requiring an amendment to the housing agreement and direct staff to enter into an agreement for the funding to align with the Grant Policy.
	2	Require an amendment to the housing agreement.

### **ATTACHMENTS**

N/A

**Lead author(s):** Lisa Grant, Director of Development Services and Bryan Sherrell, Planner II