

Committee of Council Agenda

Tuesday, September 22, 2020

4:30 p.m. - Public Portion

Port Coquitlam Community Centre - Wilson Lounge

2150 Wilson Avenue, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, September 22, 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:

- *September 8, 2020.*

4. REPORTS

4.1 Menstrual Products in Civic Facilities

4

Recommendation:

That Committee direct staff to prepare a Decision Package for consideration in the 2021 budget deliberations to support the provision of free menstrual products in public access washrooms located in 12 civic facilities, for an approximate initial cost of \$22,000 and an approximate ongoing annual operating budget expense of \$8,800 (amount will vary based on the volume of products required).

4.2 Temporary Use Permit - 2388 Mary Hill Road

8

Recommendation:

That Committee of Council approve renewal of temporary use permit

TU000011 at 2388 Mary Hill Road.

4.3 Rezoning Application - 1604 Pitt River Road

18

Recommendation:

That Committee of Council recommend to Council that:

1. *The zoning of 1604 Pitt River Road 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. *Demolition of the existing buildings; and*
 - b. *Completion of design and submission of fees and securities for off-site works**and services including stairwell access from Pitt River Road.*

4.4 Temporary Use Permit - 1648 Broadway Street

23

Recommendation:

That Committee of Council approve Temporary Use Permit No. TUP000018 for 1648 Broadway Street.

4.5 Temporary Use Permit - 955 Seaborne Avenue

31

Recommendation:

That Committee of Council approve Temporary Use Permit No. TUP000017 for 955 Seaborne Avenue.

5. PUBLIC INPUT OPPORTUNITY - Time Specific 6:00 p.m.

5.1 Temporary Use Permit for 1648 Broadway

See item 4.4 for information.

5.2 Temporary Use Permit for 955 Seaborne Avenue

See item 4.5 for information.

6. COUNCILLORS' UPDATE

7. MAYOR'S UPDATE

8. CAO UPDATE

9. RESOLUTION TO CLOSE

9.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, September 22, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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;

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.

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, September 22, 2020, Committee of Council Meeting be adjourned.

11. MEETING NOTES



Committee of Council Minutes

Tuesday, September 8, 2020

Michael Wright Art Gallery

1st Floor Gathering Place, 2253 Leigh Square, Port Coquitlam BC

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

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, September 8, 2020, Committee of Council Meeting Agenda be adopted as circulated.

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 accordingly:

- *July 14, 2020 - with changes to the voting for following motion:*

"That a pump for Blakeburn Lagoons be added to the 2021 Work Plan and Budget discussion"

In Favour (2): Councillor Dupont, Councillor Pollock

Opposed (5): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Washington.

- *July 28, 2020 (as presented).*

4. REPORTS

4.1 Temporary Use Permit - 1648 Broadway Street

Moved-Seconded:

That Committee of Council authorize staff to provide notice of a Temporary Use application at 1648 Broadway Street.

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

Carried

4.2 Temporary Use Permit - 955 Seaborne Avenue

Moved-Seconded:

That Committee of Council authorize staff to provide notice of a Temporary Use application at 955 Seaborne Avenue.

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

Carried

4.3 2020 Q2 Ongoing Operating Variance & Action Plan Update

Staff presented the 2020 Q2 Ongoing Operating Variance and Action Plan to Committee.

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

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, September 8, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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

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

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, September 8, 2020, Committee of Council Meeting be adjourned at 7:30 p.m..

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

Carried

10. MEETING NOTES

None.

Mayor

Corporate Officer

Menstrual Products in Civic Facilities

RECOMMENDATION:

That Committee direct staff to prepare a Decision Package for consideration in the 2021 budget deliberations to support the provision of free menstrual products in public access washrooms located in 12 civic facilities, for an approximate initial cost of \$22,000 and an approximate ongoing annual operating budget expense of \$8,800 (amount will vary based on the volume of products required).

PREVIOUS COUNCIL/COMMITTEE ACTION

Notice of Motion - October 8, 2019 - Council Meeting

Councillor McCurrach:

That staff provide a report regarding providing free menstrual products at city facilities (in the Spring of 2020), including:

- A list of City facilities and the cost and feasibility to provide barrier-free menstrual product distribution at each location; and
- Outline how the lessons learned from the pilot projects currently being under taken by the cities of Coquitlam and Port Moody (in their civic facilities) can benefit a (similar) program in Port Coquitlam and evaluate partnership opportunities such as with the United Way's "Period Promise" campaign and provide future recommendations to Council as part of on-going program sustainment.

REPORT SUMMARY

In accordance with the above notice of motion, staff have now reviewed the programs running in other jurisdictions, and this report recommends the City consider funding a similar program to install menstrual product dispensers in the 12 City facilities most frequently visited by the public to provide tampons and sanitary napkins at no cost, as part of the City's 2021 budget process. The estimated cost is \$22,000 for the first year and \$8,800 annually. This initiative aligns with actions of neighbouring communities and public schools to address period poverty and support full participation in activities, reduce stigma and promote gender equity.

BACKGROUND

In April of 2019, the BC Ministry of Education issued a ministerial order for all BC public schools to provide free menstrual products for students in school washrooms by the end of 2019. The intent was to normalize and equalize access to menstrual products in schools, in order to support full participation in school activities, reduce stigma and promote gender equity. This move was followed by the launch of the United Way's Period Promise Research Project in July 2019, to raise awareness about period poverty, research how period poverty affects people's lives and distribute

Menstrual Products in Civic Facilities

\$95,000 in government funding to local non-profit organizations to provide products through effective, inclusive and dignified means, and to build effective community-based solutions to the problem.

The City of Coquitlam recently conducted a pilot project from November 2019 to mid-March 2020 that was summarized in a report to Coquitlam Council on June 24, 2020. The objective of the pilot was to obtain data and feedback on product dispenser quality and reliability, placement of dispensers, quality of menstrual products and the operational and maintenance cost of this new service to the community. Rather than complete a similar pilot study in Port Coquitlam, Committee endorsed the staff suggestion to review the results of Coquitlam's pilot project before bringing a recommendation forward. The City of Coquitlam reported that user survey feedback was very positive, dispensers were easy to use and reliable, and quality products were provided. Ongoing funding to support this service in Coquitlam will be considered in their 2021 budget process. The City of Port Moody initiated a similar eight-month pilot project in January 2020, which will likely be extended due to facility closures during the Covid-19 pandemic.

DISCUSSION

Menstruation products are a basic necessity. Menstruation related inequities impact individuals of all ages, particularly those living in poverty. A lack of access to effective menstrual products may limit an individual's participation in sport and activities, and beyond the practical challenges, can result in feelings of embarrassment, isolation or anxiety. Placing and stocking free menstrual product dispensers in City facilities will ensure that facility users have access to products without stigma or cost. Providing this service will help to address period poverty and support menstrual health.

Based on the feedback from the City of Coquitlam, City of Port Moody, other communities and public schools with similar services in place, staff have concluded that providing free vending dual-dispensers for tampons and pads in the City facilities most frequently visited by the public, would support the City's objective of being inclusive and accessible.

If the City is going to introduce these dispensers, there are a number of options, ranging from outfitting only a few of our highest use facilities (i.e. seven staffed facilities - city hall, four community centres and two outdoor pools) to all facilities (i.e. all 17 facilities with public washrooms).

As a starting point, staff recommend that 12 of the City's facilities have these amenities, including outdoor pools, major parks, four community recreation facilities and City Hall as shown on the table below. The remaining stand alone, unstaffed public facilities in City parks and two civic facilities that are used by staff only (Annex and Operations Yard) are recommended to be considered at a future date, following a staff review of providing this service through 2021.

Menstrual Products in Civic Facilities

Location		# of Dispensers
1.	Hyde Creek Recreation Complex	3 dispensers
2.	Outlet	1 dispenser
3.	Port Coquitlam Community Centre	4 dispensers
4.	Gathering Place	1 dispenser
5.	City Hall	1 dispenser
6.	Robert Hope Pool	1 dispenser
7.	Centennial Pool	1 dispenser
8.	Routley Pool	1 dispenser
9.	Sun Valley Pool and Spray Park	1 dispenser
10.	Castle Park	1 dispenser
11.	Lions Park	1 dispenser
12.	Gates Park	1 dispenser

The initial purchase of 18 dispensers and first year of supplying products, and stocking and maintaining the dispensers is estimated to cost \$22,000. The breakdown of costs is provided in the table below.

Equipment	Cost
Dispenser	\$ 600 each
Napkins	\$ 0.20 /napkin
Tampons	\$ 0.20 /tampax tampon

If the City were to introduce this service, it is recommended that it be supported by an online public awareness campaign targeting facility users, as well as the community at large, in addition to posting signage in the facilities, and decals in the washroom cubicles where free vending dual-dispensers are located.

Staff would also continue to explore partnership opportunities and maintain communication with the United Way's "Period Promise" campaign.


Menstrual Products in Civic Facilities

FINANCIAL IMPLICATIONS

The estimated capital cost for the purchase of the proposed 18 dispensers plus contingency is \$13,200. Future minor repairs of dispensers will be included in the Facility Division's operating budget while future unit replacement of a dispenser will be included within the facilities division operating budget - funds for equipment replacement program. The estimated annual operating cost for this new service is \$8,800 (i.e. product supply, stocking, dispenser maintenance and replacement).

Staff recommend these costs be considered as part of the overall 2021 budget process, in order that Council can consider the cost in context of other services and costs for 2021.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Prepare a Decision Package for consideration in the 2021 budget deliberations to support the provision of free menstrual products in public access washrooms located in 12 civic facilities, for an approximate initial cost of \$22,000 and an ongoing annual operating budget expense of \$8,800 (depending on volume of products required).
	2	Prepare a Decision Package for consideration in the 2021 budget deliberations to support the provision of free menstrual products in seven staffed civic facilities with public washrooms for an approximate initial cost of \$14,200 and an ongoing annual operating budget expense of \$5,500.
	3	Prepare a Decision Package for consideration in the 2021 budget deliberations to support the provision of free menstrual products in all 17 civic facilities with public washrooms that are open year round, for an initial cost of \$25,700 and an ongoing annual operating budget expense of \$11,700.
	4	Committee receive this report as information only and staff take no action at this time.

Lead author(s): Lori Bowie

Temporary Use Permit – 2388 Mary Hill Road

RECOMMENDATION:

That Committee of Council approve renewal of temporary use permit TU000011 at 2388 Mary Hill Road.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 2, 2017, the Smart Growth Committee approved temporary use permit TU000011.

REPORT SUMMARY

Quantum Properties has requested renewal of temporary use permit TU000011 to allow continued use of 2388 Mary Hill Road for a real estate sales and presentation centre associated with its development of Montrose Square. Staff recommend approval.

BACKGROUND

In 2017, the City approved a temporary use permit to allow Quantum Properties to locate a temporary real estate sales and presentation centre at 2388 Mary Hill Road for sales of their adjacent Montrose Square development. The permit has expired and Quantum Properties has requested renewal of the permit for an additional three year period to enable the use to continue.



Photo of Sales Centre

The authority to issue and renew temporary use permits is set out in S.493 of the *Local Government Act*. A permit may be valid for up to three years and can be renewed for an additional three years. The legislation does not require public notification for renewal of the permit.

DISCUSSION

The policies of the Official Community Plan provide that the City may consider a temporary presentation center for sales and marketing on residential sites through issuance of a temporary use permit. The site's land use designation is AH (High Density Apartment) to encourage multifamily development. When TU000011 was initially considered in 2017, Quantum Properties

Temporary Use Permit TUP00011 – 2388 Mary Hill Road


advised it may need longer to construct and market the project due to the scale of the development.

The site is attractive, well maintained and staff have not received any input about the sales centre since it was constructed. Staff recommend the permit be renewed for an additional three years.

FINANCIAL IMPLICATIONS

None

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve renewal of temporary use permit TU000011.
	2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the application.
	3	Deny renewal of temporary use permit TU000011 if Committee does not support the continued use.

ATTACHMENTS

Att#1: Draft Temporary Use Permit TU000011 renewal

Att#2: 2017 Report to Smart Growth Committee

Lead author: Bryan Sherrell

THE CORPORATION OF THE CITY OF PORT COQUITLAM

"DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849"

TEMPORARY USE PERMIT (RENEWAL)

NO. TU000011

Issued to: 1117162 BC LTD
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 300-2190 WEST RAILWAY ST ABBOTSFORD BC V2S 2E2

1. This Temporary Use Permit renewal applies to and only to TU000011 approved March 2, 2017.
2. TU000011 is renewed to extend the date of expiry to March 2, 2023.

APPROVED BY THE COMMITTEE OF COUNCIL THE _____ DAY OF _____, 2020.

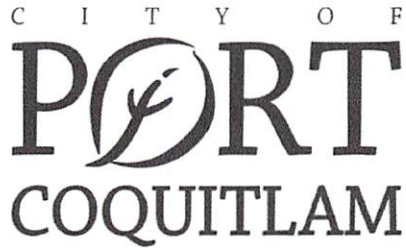
SIGNED THIS _____ DAY OF _____, 2020.

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)



Report to Committee

Date: February 24, 2017

To: Smart Growth Committee

From: Laura Lee Richard, Director of Development Services

Subject: **2380 – 2390 MARY HILL ROAD**
TEMPORARY USE PERMIT TU000011

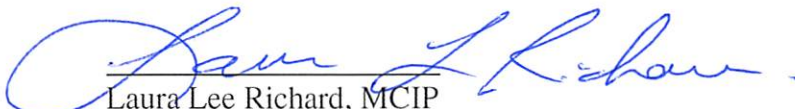
RECOMMENDATION

The Temporary Use Permit TU000011 be issued for 2380-2390 Mary Hill Road.

BACKGROUND AND COMMENTS:

On February 16, 2017 SGC approved the staff recommendation to give notice of a public input opportunity pertaining to a temporary real estate sales and presentation centre at 2380-2390 Mary Hill Road.

The owners and residents of properties surrounding the subject property have been advised that SGC will be considering issuance of this Temporary Use Permit at the meeting scheduled for March 2th, 2016. To date no comments have been received.



Laura Lee Richard, MCIP
Director of Development Services

Attachments:

1. February 10 Report to Committee with draft TUP



Report to Committee

DATE: February 10, 2017

To: Smart Growth Committee

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: 2380 – 2390 MARY HILL ROAD
TEMPORARY USE PERMIT TU000011

EXECUTIVE SUMMARY

Quantum Properties Inc. proposes to construct a temporary building to accommodate a real estate sales and presentation centre associated with its proposed development of adjoining lands. The development includes provision for onsite parking spaces, tree retention and landscaping improvements.

RECOMMENDATION

In accordance with Section 493 of the *Local Government Act*, the Corporate Officer be instructed to give notice of a public input opportunity pertaining to a temporary use at 2380-2390 Mary Hill Road.

1 BACKGROUND

The City has entered into a purchase and sale agreement with Quantum Properties Inc. for the sale of the City-owned lands next to the community recreation complex. Quantum has submitted a rezoning application to rezone 2150 Kelly Avenue to permit the development of three condominium apartment buildings and live-work units as well as a seniors' building to be located to the north of the subject property and a rental building to be located on the subject property. This development is proposed to be marketed as "Montrose Square".

Quantum wishes to construct a temporary building at 2380-2390 Mary Hill Road to accommodate a real estate sales and presentation centre for its project. The development would include a number of onsite parking spaces, landscaping improvements, and retention of a significant tree.

2 POLICY & REGULATIONS

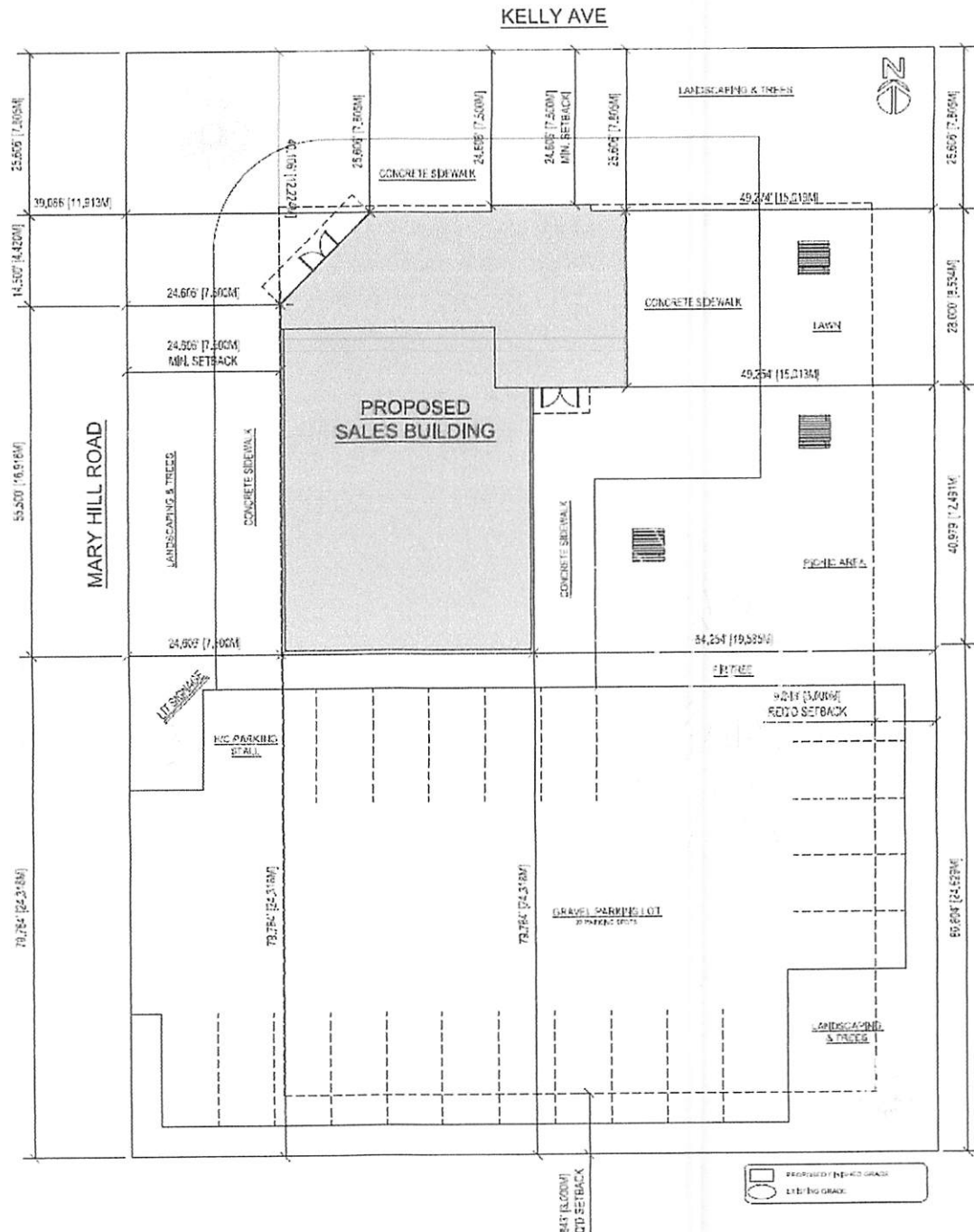
- 2.1 Local Government Act:** The authority to issue temporary use permits is set out in S.921 of the *Local Government Act*. A permit may be valid for up to three years, (with an **additional** three-year renewal), may specify conditions under which the temporary use is carried out and may impose requirements for an owner to restore land to a specified condition. The legislation also requires public notification of the proposed issuance of a permit.
- 2.2 OCP Policy:** OCP policies provide that the City may consider a temporary presentation center for sales and marketing on residential sites through issuance of a TUP. The site's land use designation is AH (High Density Apartment) to encourage multifamily development.
- 2.3 Zoning Bylaw:** The site is zoned Residential Apartment 2 (RA2)
- 2.4 Development Permit:** The site is within the Downtown Development Permit Area. A development permit is not required for a temporary building which will be in place for less than five years, comply with Zoning Bylaw siting regulations, and have a value less than \$150,000.

3 COMMENTS AND ANALYSIS

- 3.1 Site Characteristics and Context:** The 2099m² site (22,600 sq.ft.) is comprised of five vacant, City-owned lots which are in process of being consolidated into one legal lot as part of their impending sale to Quantum Properties. Existing landscaping is mostly grass with some hedges, several clumps of willows, a mature fir tree in the middle and a large deciduous tree located on the corner of Kelly Avenue and Mary Hill Road. The properties immediately to the east and north of the site are also proposed to be developed by Quantum for multifamily and seniors' apartment residential developments. Properties to the south and west are designated and zoned for high density apartments although still occupied by single residential buildings.
- 3.2 Project Description:** The proposed 280m² (3000 sq.ft.) building would be sited on the northeast corner of the property and contain a presentation area, sales office and several show suites. The building is to be clad with grey hardi panel siding, dark fascia board trim and accented with red brick columns. A prominent, covered front entrance to be located on the corner of Kelly Avenue and Mary Hill Road provides an attractive street presence for the building.

A 22-stall gravel parking lot would be located to the south of the building and accessed via Mary Hill Road. The remainder of the lot would be landscaped with a combination of ornamental landscaping, trees and grass, and includes an open picnic area for use by staff and visitors. The attractive tree by the front entrance of the building would be retained, as would the fir tree at the rear of the site. Visitors would

have access to a pedestrian walkway which connects the building entrance to the parking lot and the picnic area.



The centre is proposed to be open from 9am to 6pm daily Saturday through Thursday with occasional appointments outside of these hours. Quantum expects the sales center to be needed for up to five years, in keeping with the expected construction and development timing of the multi-phased development and intends to construct a rental apartment on the site once the sales center is removed.

3.3 Discussion: Staff support the proposed temporary use and recommend the following conditions be included in the permit to regulate the sales activity:

- 1) That the hours of operation be limited to 8 a.m. to 8 p.m. daily. These hours offer some flexibility to Quantum compared to the proposed hours while ensuring the commercial development would be in keeping with the residential setting.
- 2) That the building, landscaping and parking generally be as shown on the plans.


The term of a temporary use permit is limited by provincial legislation to a maximum of 3 years. As Quantum advises it may need to longer to market the units due to the scale of the project, Committee consideration of an application to extend the Permit would be anticipated.

3.4 Consultation: The TUP process requires notification of neighbouring residents and owners to provide an opportunity for comment. Information on the sales centre will also be provided at the Open House to be held by the City in partnership with Ventana and Quantum on February 27, 2017, prior to the earliest date for holding the public input opportunity (March 2, 2017).

4 OPTIONS

The Smart Growth Committee may:

1. Authorize the Corporate Officer to give notice of a public input opportunity pertaining to the proposed temporary use (recommended);
2. Request additional information or amendments to the application to address specified issues;
3. Recommend rejection of the application. The applicant may then request the application be forwarded to Council for consideration.


Laura Lee Richard, MCIP
Director of Development Services

Attachments:

1. Location Map
2. Draft Temporary Use Permit with drawings appended

THE CORPORATION OF THE CITY OF PORT COQUITLAM

TEMPORARY USE PERMIT

NO. TU000011

Issued to: QUANTUM PROPERTIES INC

Address: 2200 WEST RAILWAY STREET
ABBOTSFORD BC V2B 3G4

1. This Temporary Use Permit is issued to permit a temporary real estate sales and presentation centre at 2380 to 2390 Mary Hill Road.
2. This Temporary Use Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 2380, 2382, 2384, 2390 MARY HILL ROAD

Legal Description: LOT 1, DISTRICT LOT 289, NEW WEST DISTRICT, PLAN 1959 EXCEPT PLAN WESTERLY 10.5 FT.
LOT 3&4, BLOCK C, DISTRICT LOT 289, NEW WEST DISTRICT, PLAN 1954 EXCEPT PLAN PART ON OL WITH BYLAW FILED 6287
LOT 2, BLOCK C, DISTRICT LOT 289, NEW WEST DISTRICT, PLAN 1954 EXCEPT PLAN BL 6287.
LOT 1, BLOCK C, DISTRICT LOT 289, NEW WEST DISTRICT, PLAN 1954 PORTION BL 6287, EXCEPT PLAN 80566.

P.I.D.: 012-430-706
002-932-202
005-110-581
002-113-023

3. As a condition of the issuance of this permit, the following conditions are imposed:

- a. Hours of operation for the sales and presentation centre are limited to between 8am and 8pm daily.

b. Building improvements, site design and landscaping to be in general compliance with the drawings numbered TU000011 (a) to TU000011 (d) which are attached hereto and form part of this permit.

4. The land described herein shall be used strictly in accordance with the terms and conditions and provisions of this permit.
5. This permit shall expire three years from the issuance date of this permit. The permit may be renewed only once in accordance with Section 497 of the *Local Government Act*.
6. The terms of this permit are binding on all persons who acquire an interest in the land affected by this permit.
7. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE SMART GROWTH COMMITTEE THE
2TH DAY OF MARCH, 2017.

ISSUED THIS _____ DAY OF _____ 2017.

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)

1604 Pitt River Road - Rezoning Application

RECOMMENDATION:

That Committee of Council recommend to Council that:

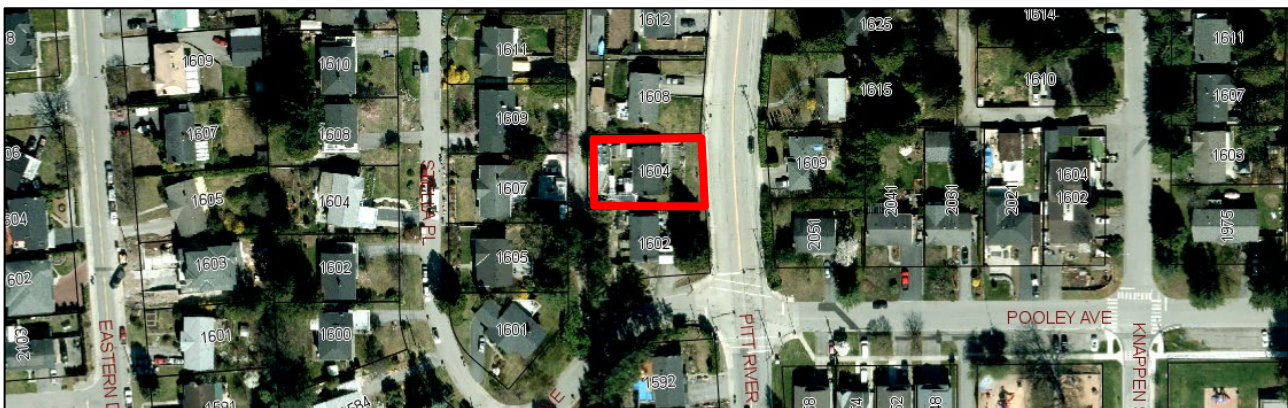
1. The zoning of 1604 Pitt River Road be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Demolition of the existing buildings; and
 - b. Completion of design and submission of fees and securities for off-site works and services including stairwell access from Pitt River Road.

REPORT SUMMARY

This report describes a rezoning application at 1604 Pitt River Road to facilitate its subdivision into two small lots. The proposed development is consistent with housing policies of the Official Community Plan and the site's Small Lot Residential land use designation. The report recommends the developer be required to demolish the existing buildings, upgrade infrastructure and ensure pedestrian access is provided to the lots from Pitt River Road. Staff recommend approval.

BACKGROUND

Proposal: The applicant proposes to rezone 1604 Pitt River Road to enable subdivision into two lots. The subject property is a large 811 m² (8,730 ft²) lot located on the west side of Pitt River Road north of Pooley Avenue and is currently developed with an older single residential home. The sloped site is a predominately single residential neighbourhood.



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.

1604 Pitt River Road - Rezoning Application



OCP Land Use Designation

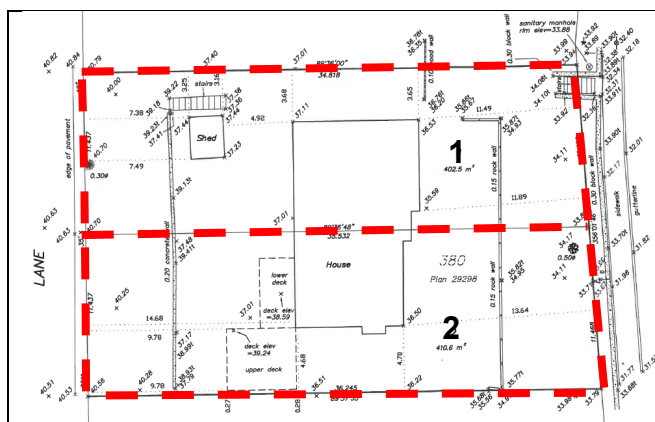


Current Zoning

OCP housing policy suggests the City should “permit 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.

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 zoning bylaw subdivision regulations of the proposed RS4 zone.

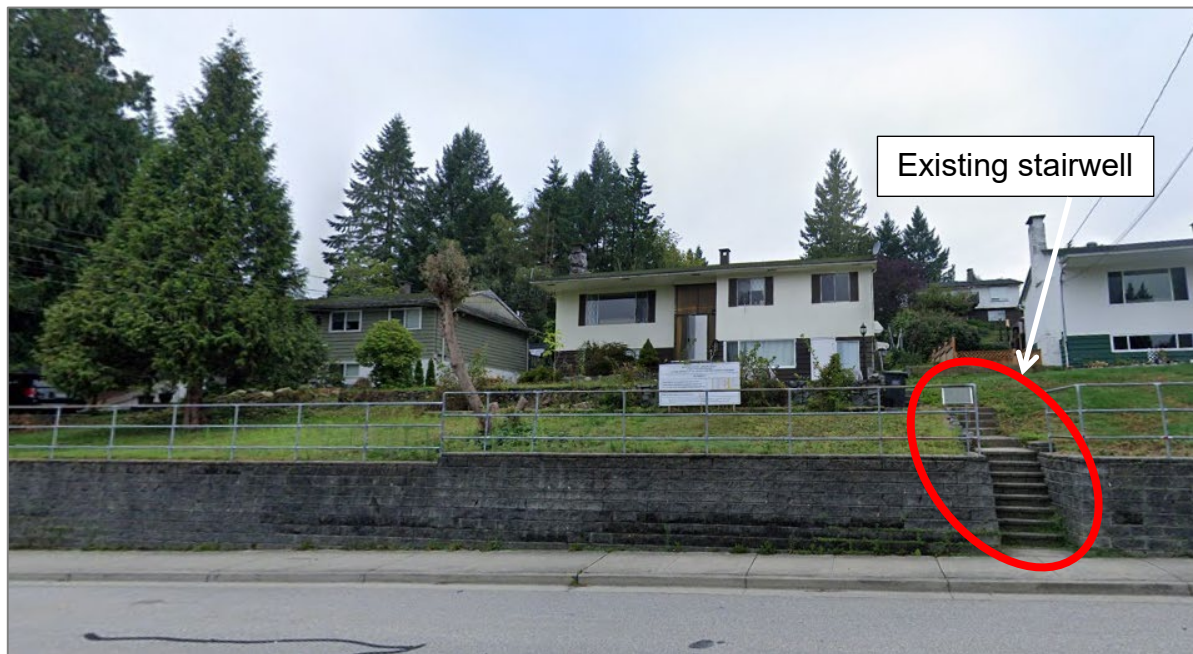


	RS4 Zone Regulation	Proposed Lot 1	Proposed Lot 2
Minimum Lot Area	300m ² (3,230 sq.ft.)	402.5m ² (4,332.5 sq.ft.)	410.6m ² (4,419.7 sq.ft.)
Minimum Lot Width	9.5m (31.2ft)	11.4m (37.4ft)	11.4m (37.4ft)
Minimum Lot Depth	28m (91.9ft)	35.18m (115.4ft) Average lot depth	35.9m (117.8ft) Average lot depth

1604 Pitt River Road - Rezoning Application

Trees: There are two trees on the property, a deciduous in the front and a conifer in the rear yard near the lane. Parks staff have assessed the front tree and found it to be in poor condition and not a good candidate for retention. The rear tree, also in poor condition, is located within the vehicle access for Lot 1 and, due to the grade changes of the property; it is not possible to relocate the driveway to retain the tree. The property owner has applied for a tree cutting permit for both trees which has been approved. Each tree will be replaced in accordance with the Tree Bylaw.

Off-site Infrastructure and Servicing: The additional lot will require off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including upsizing the sanitary and storm sewers from Pooley Avenue to the north property line of the site and reconstruction of half the road plus 1m fronting the site, curb and gutter, sidewalk, and street lighting. This property is also located along a segment of Pitt River Road with retaining walls along the street edge. When the retaining walls were constructed stairwells were created to allow pedestrian access to each existing lot. Subdivision will require consideration of street front pedestrian access to the new lot.



Street Front Retaining Wall

DISCUSSION

1604 Pitt River Road - Rezoning Application

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 Pitt River Road. 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.

The proposed properties 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 retention of mature trees. Typically, an arborist report is requested for rezoning applications; however, the two existing trees on the property have been assessed as poor candidates for retention by Parks staff through a tree cutting permit application submitted by the property owner. Parks staff have determined that the tree in the rear yard has been repeatedly topped and pruned along the side for lane clearance, and any grade changes due to the slope will also negatively impact the tree. Both trees will be replaced in accordance with the Tree Bylaw and a minimum of one tree should be located in the front yard of each lot in accordance with the small lot design guidelines in the OCP.

Submission of design, fees and securities for off-site works and services including the addition of a new stairwell access from Pitt River Road 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 preliminary subdivision information provided by the applicant demonstrates the site would meet the minimum size requirements. Staff recommend approval.

FINANCIAL IMPLICATIONS

The rezoning from one larger lot to two smaller lots has the potential for increased property assessment values resulting in an increase in property taxation revenue once development occurs.


PUBLIC CONSULTATION

A development sign has been posted on the property fronting Pitt River Road. Planning staff have not received any comments in association with the rezoning application. If the application proceeds to Public Hearing, the city would provide notification by mail to residents located within 120m of the site and advertise the Public Hearing in the newspaper.

1604 Pitt River Road - Rezoning Application

OPTIONS

(Check = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 1604 Pitt River Road 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.

Lead author(s): Natalie Coburn

Temporary Use Permit – 1648 Broadway Street

RECOMMENDATION:

That Committee of Council approve Temporary Use Permit No. TUP000018 for 1648 Broadway Street.

EXECUTIVE SUMMARY

The Corporate Office has provided notice of the Public Input Opportunity (held earlier this evening) for this Temporary Use Permit application.


PREVIOUS COUNCIL/COMMITTEE ACTION

September 8, 2020 – Committee of Council:

That the Committee of Council:

- 1) Authorize staff to provide notice of a temporary use application at 1648 Broadway Street.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the Temporary Use Permit.
	2	Request further information.
	3	Deny the Temporary Use Permit.

Lead author(s): Carolyn Deakin

Temporary Use Permit – 1648 Broadway Street

RECOMMENDATION:

That Committee of Council authorize staff to provide notice of a temporary use application at 1648 Broadway Street.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

Brymark Installations Inc. has applied to allow for temporary mobile office trailers to be placed on-site to accommodate administrative staff due to changing workplace spatial requirements. The mobile trailers would not be connected to municipal services and would be on wheels. This use is not permitted by the site's industrial zoning and issuance of a temporary use permit is required to allow for the proposed use and siting of the trailers. Staff recommend approval.

BACKGROUND

Proposal: Brymark Installations Inc., a general industrial contractor, is seeking a temporary use permit (TUP) for two mobile office trailers to be placed on the site to accommodate the administrative needs of an existing industrial use at 1648 Broadway Street. The health and safety risk associated with COVID-19 has required increased spatial separation between employees and as such, the applicant has advised they do not have space for all of their administrative staff inside the principal building.



Location Map

Site Context: The site is approximately 2 acres and is located within an established industrial area. Surrounding uses are primarily industrial in nature. The property is developed with an older,

Temporary Use Permit – 1648 Broadway Street

metal clad, industrial building and is completely paved for extensive outdoor storage. The majority of outdoor storage is located along Industrial Avenue and is screened with a metal cladding fence. There is an existing accessory structure at the rear of the property. Parking for the site is located at the front of the building, along Broadway Street.

Policy and Regulations: The site's zoning is Heavy Industrial (M2) which provides for more intensive industrial uses and a limited amount of supportive accessory offices, but does not allow for stand-alone mobile office trailers with an existing principal building onsite. The policies of the Official Community Plan encourage opportunities to support existing businesses and new employment ventures.

The authority to issue temporary use permits is set out in S.493 of the *Local Government Act*. A permit may be valid for up to three years, be renewed for an additional three years, and may specify conditions under which the temporary use is carried out. The legislation also requires public notification of the proposed issuance of a permit.

Project Description: The stand-alone temporary office trailers will each be 40' x 10' and will be located on a paved area at the southwest corner of the site near the corner of Industrial Avenue and Broadway Street.

The trailers will be mobile (on wheels), will not be connected to municipal services and will not require a building permit. The location of the trailers will be approximately 2 meters within the exterior sideyard, however, they will be screened along from Industrial Avenue by an existing metal cladding fence. The remainder of the site will continue to be used for industrial purposes, including warehousing, manufacturing, and outdoor storage.

DISCUSSION

The office trailers are intended to be temporary and will allow Brymark to safely accommodate existing administrative employees while COVID-19 separation restrictions are in place. In keeping with the terms of the TUP, a \$5,000 security would be provided to ensure that the mobile trailers are removed upon expiry of the permit.

Staff do not anticipate any negative impacts associated with this proposal and note it will help support business continuity during challenging times. Approval is recommended.

FINANCIAL IMPLICATIONS

None.


Temporary Use Permit – 1648 Broadway Street

PUBLIC CONSULTATION

A public input opportunity is required prior to consideration of a temporary use permit. The Committee of Council has the delegated authority to consider the permit and the public input opportunity would be scheduled for September 22, 2020.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Authorize notification of the temporary use permit application
2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the application; or
3	Not authorize notification of the temporary use permit if Committee does not support the requested use. The applicant may then request the application be forwarded to Council for consideration.

Attachment 1: Draft Temporary Use Permit

THE CORPORATION OF THE CITY OF PORT COQUITLAM

TEMPORARY USE PERMIT

NO. TU000018

Issued to: Brymark Installations Inc.
Address: 1648 Broadway Street, Port Coquitlam BC V3C 2M8

1. This Temporary Use Permit is issued to permit two temporary mobile office trailers at 1648 Broadway Street.
2. This Temporary Use Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 1648 Broadway Street
Legal Description: PARCEL A, BLOCK 21, DISTRICT LOT 231, NEW WEST DISTRICT, PLAN NWP4667, GROUP 1, (EXPL PL 23385)
P.I.D.: 011-122-145

3. As a condition of the issuance of this permit, the following conditions are imposed:
 - a. The siting and size of the temporary mobile office are to be in general compliance with drawings numbered TU000018(A) - TU000018(B) .
 - b. The trailers are to be removed upon expiry of this permit.
4. As set forth in clause 3(b) above, the Municipality is holding the security set out below to ensure all structures on the subject lands are removed following the expiry of this permit. There is filed accordingly:
 - a. An Irrevocable Letter of Credit in the amount **\$5000** for the purpose of removal.
 - 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 posing 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.
5. The lands described herein shall be used strictly in accordance with the terms and conditions and provisions of this permit.

6. This permit shall expire three years from the issuance date of this permit. The permit may be renewed only once in accordance with Section 497 of the Local Government Act.

7. The terms of this permit are binding on all persons who acquire an interest in the land affected by this permit.

8. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COMMITTEE OF COUNCIL THE
_____ DAY OF _____, 2020.

ISSUED THIS _____ DAY OF _____ 2018.

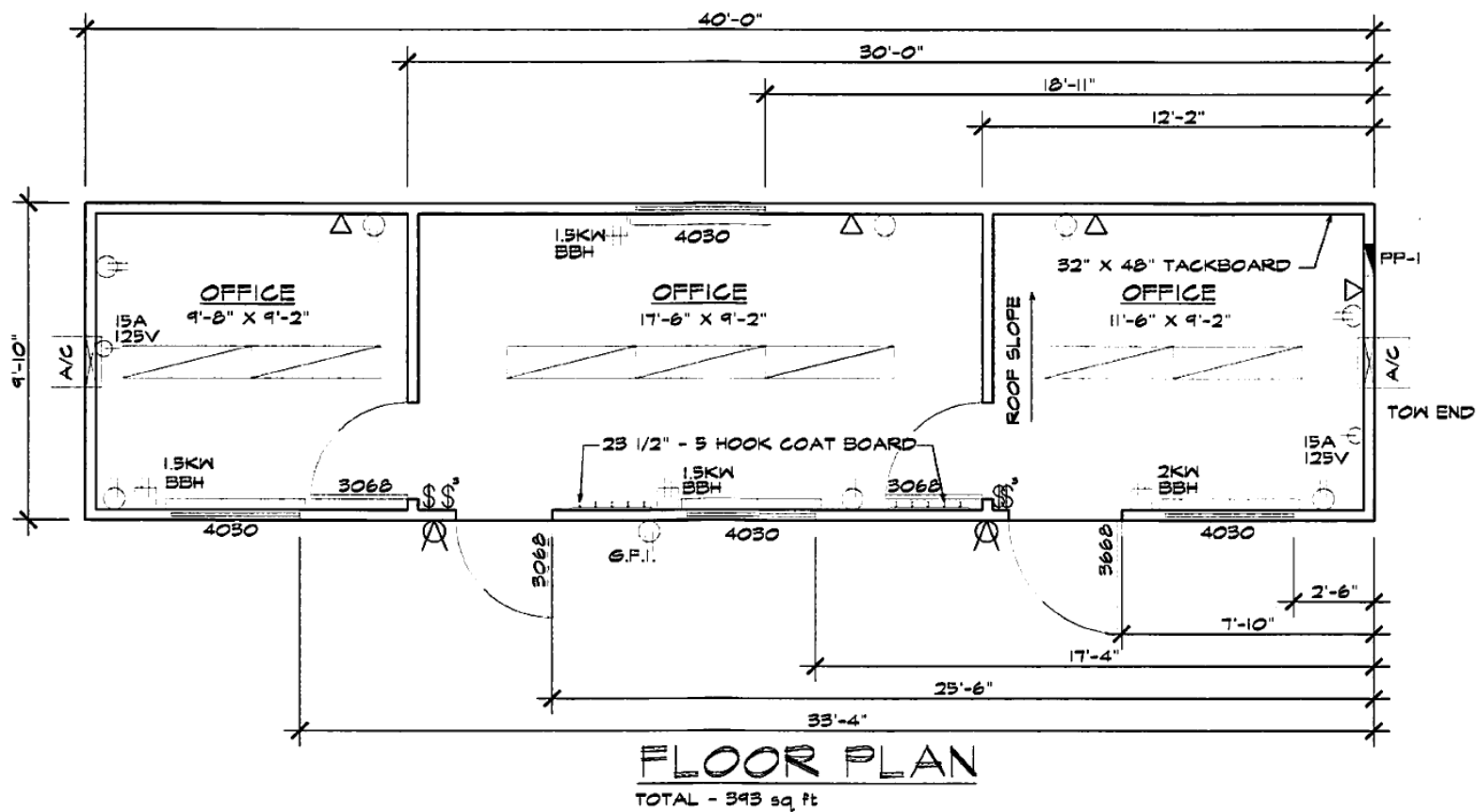
Mayor

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)





Temporary Use Permit – 955 Seaborne Avenue

RECOMMENDATION:

That Committee of Council approve Temporary Use Permit No. TUP000017 for 955 Seaborne Avenue.

EXECUTIVE SUMMARY

The Corporate Office has provided notice of the Public Input Opportunity (held earlier this evening) for this Temporary Use Permit application.


PREVIOUS COUNCIL/COMMITTEE ACTION

September 8, 2020 – Committee of Council:

That the Committee of Council:

- 1) Authorize staff to provide notice of a temporary use application at 955 Seaborne Avenue.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the Temporary Use Permit.
	2	Request further information.
	3	Deny the Temporary Use Permit.

Lead author(s): Carolyn Deakin

Temporary Use Permit TU000017– 955 Seaborne Avenue

RECOMMENDATION:

That Committee of Council authorize staff to provide notice of a temporary use application at 955 Seaborne Avenue.

PREVIOUS COUNCIL/COMMITTEE ACTION

July 23rd, 2019 – Council adopted Zoning Bylaw Amendment Bylaw No.4134 and issued Development Permit DP000368 to regulate the form, character and landscaping of an industrial development at 930 Dominion Avenue (*subsequently subdivided into 950 and 955 Seaborne Avenue*).

REPORT SUMMARY

Conwest Group of Companies has advised they intend to delay construction of a light industrial building at 955 Seaborne Avenue due to current market instability and wish to temporarily use the site for outdoor storage uses. The M3 (Light Industrial) zone does not permit outdoor storage uses and a Temporary Use Permit is required in order to permit the use. In order to mitigate visual impact to surrounding properties, Conwest has proposed to install the bioswale and landscaping approved for this property with issuance of the Development Permit and erect a 1.8 M (6 ft) high covered chain link fence.

BACKGROUND

Proposal: The applicant wishes to temporarily use a vacant property at 955 Seaborne Avenue for outdoor storage uses while they wait for the light industrial market to recover from recent fluctuations associated with COVID-19.

Context: The 3.5 acre site is located within the Dominion Triangle. To the north of the property is a townhouse development; industrial uses are to the east and south. To the west is the parking area and a vacant building pad for a commercial property.

In 2019, the City rezoned 930 Dominion Avenue to allow for light industrial uses, issued a Development Permit to regulate the form, character and landscaping of two multitenant light industrial buildings, and approved the subdivision of the parent parcel into 955 Seaborne Avenue and 950 Seaborne Avenue.



Location Map: 955 Seaborne Avenue

Policy and Regulations: The site is zoned Light Industrial (M3) which permits a range of light industrial uses. As this zone is intended to provide a transition between industry and nearby residential or commercial properties, the zoning provisions require businesses operate fully within a building; outdoor storage or uses which produce excessive noise or odour disturbances are not permitted.

The site is also designated for IL (Light Industrial) in the Official Community Plan. The policies of the OCP encourage industrial development that is compatible with surrounding uses and opportunities to support business and employment development.

The authority to issue temporary use permits is set out in S.493 of the *Local Government Act*. A permit may be valid for up to three years, be renewed for an additional three years, and may specify conditions under which the temporary use is carried out. The legislation also requires public notification of the proposed issuance of a permit.

Project Description: Conwest advises they have started construction of the multi-tenant light industrial building at 950 Seaborne Avenue but are delaying construction of the building 955 Seaborne Avenue as they are concerned about bringing additional units onto the market at a time of instability associated with the pandemic. They have requested to temporarily use the property for outdoor storage of material, vehicle and equipment and transshipment activities associated with these storage uses as they wait for market conditions associated with COVID-19 to recover.

Conwest advises they intend to mitigate visual impacts of the storage use to neighbouring properties through construction of 6 meter wide landscaped bioswale approved in the Development Permit on north and west side of the site. The landscaping associated with this bioswale includes a variety of trees and native shrubbery. They also propose to construct a 1.8 M (6ft) black vinyl covered chain link fence and limit all access to Seaborne Avenue. The site would be surfaced with gravel however the driveway will be paved with asphalt in order to eliminate the gravel material being carried offsite.

DISCUSSION

The M3 Light Industrial zone does not permit outdoor uses and storage as a mechanism of reducing adverse visual and noise impacts and provide compatibility to surrounding non-industrial uses. The bioswale landscaping and fence along Dominion Avenue and along the western edge of the site are expected to provide a visual buffer to the adjacent townhouse development and commercial properties; impacts will be further limited by ensuring all access to the site is restricted to Seaborne Avenue. There are no compatibility impacts anticipated to the surrounding light industrial properties.

While the request is to use the entire site for outdoor storage, these uses will be temporary and will help facilitate increased utilization of the site and employment opportunities while market

Temporary Use Permit TU000017– 955 Seaborne Avenue

conditions recover sufficiently to support construction of the permanent building. On balance, staff recommend support for the proposal. In keeping with the intent of the M3 zone, staff recommend the permit provide for outdoor storage uses and associated transshipment activities, except where the storage and transshipment activities produce excessive noise, vibration or odor. Staff further recommend the permit require all uses must be completely screened.


FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

A public input opportunity is required prior to consideration of a temporary use permit. The Committee of Council has the delegated authority to consider the permit and the public input opportunity would be scheduled for September 22, 2020.

OPTIONS

#	Description
1 	Authorize notification of the temporary use permit application
2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the application; or
3	Not authorize notification of the temporary use permit if Committee does not support the requested use. The applicant may then request the application be forwarded to Council for consideration.

Attachment 1: Draft Temporary Use Permit

THE CORPORATION OF THE CITY OF PORT COQUITLAM

TEMPORARY USE PERMIT

NO. TU000017

Issued to: Conwest (Seaborne) GP LTD., INC. NO. BC1168619
Address: 401-1930 Pandora Street, Vancouver BC V5L 0C7

1. This Temporary Use Permit is issued to permit for outdoor storage uses and associated transshipment activities, except where prohibited by Zoning Bylaw No 3630 and where the storage and transshipment activities produce excessive noise, vibration or odor.
2. This Temporary Use Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 955 Seaborne Avenue
Legal Description: LOT 1 SECTION 8 BLOCK 6 NORTH RANGE 1 EAST NEW
WESTMINSTER DISTRICT PLAN EPP92898
P.I.D.: 030-881-587

3. As a condition of the issuance of this permit, the following conditions are imposed:
 - a. The uses permitted in accordance with Section 1 must be completely screened.
 - b. The bioswale, landscaping and a 1.8 m (6 ft) screened fence must be constructed as generally depicted in drawings numbered TUP00017(A) prior to the property being used in accordance with Section 1.
 - c. The bioswale, landscaping and fence must remain in place and be maintained while the property is being used in accordance with Section 1.
 - d. Access to the property is limited to Seaborne Avenue, as generally depicted in drawings numbered TUP000017(A).
 - e. The permitted uses referenced in Section 1 must be removed upon expiry of this permit.
5. The lands described herein shall be used strictly in accordance with the terms and conditions and provisions of this permit.
6. This permit shall expire three years from the issuance date of this permit. The permit may be renewed only once in accordance with Section 497 of the Local Government Act.
7. The terms of this permit are binding on all persons who acquire an interest in the land affected by this permit.
8. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COMMITTEE OF COUNCIL THE
____DAY OF _____, 2020.

ISSUED THIS _____DAY OF _____ 2020.

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)

