



# Council Special Agenda

Tuesday, December 15, 2020, 6:00 p.m.

Meeting will be conducted virtually

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

*That the Tuesday, December 15, 2020, Special Council Meeting Agenda be adopted as circulated.*

3. CONFIRMATION OF MINUTES

None.

4. PROCLAMATIONS

None.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

6.1. Zoning for #6108 - 2850 Shaughnessy Street

See item 8.1 for information

7. PUBLIC INPUT

7.1. Development Variance Permit for 3567 and 3569 Handley Crescent

See item 9.1 for information.

7.2. Coach House Development Permit for 1197 Fraserview Street

See item 9.2 for information.

**8. BYLAWS**

**8.1. Zoning for #6108 - 2850 Shaughnessy Street - Third Reading 1**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4201 third reading.*

**8.2. Zoning Amendment Bylaw for 1431 Barberry Avenue - First Two Readings 7**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4208 first two readings and that the following conditions be met, prior to the adoption of the amending bylaw, to the satisfaction of the Director of Development Services:*

- a. *Demolition of the building;*
- b. *Completion of design and submission of securities and fees for off-site works and services; and*
- c. *Registration of a legal agreement to restrict secondary suites.*

**8.3. Emergency Services Radio Bylaw - First Three Readings 15**

Recommendation:

*That Council give Emergency Services Radio Bylaw No. 4208 first three readings.*

**8.4. Delegation of Authority Amendment Bylaw - Adoption 34**

Recommendation:

*That Council adopt Delegation of Authority Amendment Bylaw No. 4203.*

**8.5. Fees and Charges Amendment Bylaw - Adoption 35**

Recommendation:

*That Council adopt Fees and Charges Amendment Bylaw No. 4204.*

**8.6. Zoning Amendment Bylaw for 1611 Manning Avenue - Adoption 36**

Recommendation:

*That Council adopt Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue.*

**9. REPORTS**

- 9.1. Development Variance Permit for 3567 and 3569 Handley Crescent - Issuance 38**

Recommendation:

*That Council approve Development Variance Permit DVP00074 for 3567 and 3569 Handley Crescent for issuance.*

- 9.2. Coach House Development Permit for 1197 Fraserview Street - Issuance 48**

Recommendation:

*That Council approve Development Permit DP000426 to regulate a coach house development at 1197 Fraserview Street.*

**10. NEW BUSINESS**

**11. OPEN QUESTION PERIOD**

**12. ADJOURNMENT**

Recommendation:

*That the Tuesday, December 15, 2020, Special Council Meeting be adjourned.*

**13. MEETING NOTES**

## Zoning Amendment Bylaw – #6108 – 2850 Shaughnessy Street - Third Reading


### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4201 third reading.*

### **REPORT SUMMARY**

Upon conclusion of the Public Hearing held earlier this evening, Zoning Amendment Bylaw No. 4201 will be available for Council to give third reading.

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

	#	Description
	1	Give third reading to the bylaw.
	2	Request that additional information be received and determine next steps after receipt of that information.
	3	Fail third reading of the bylaw.



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2020  
Bylaw No. 4201

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw may be cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2020, No. 4201”.

2. ADMINISTRATION

2.1 That “Zoning Bylaw, 2008, No. 3630” be amended in Table 6.10.2, Note 5 by removing Note 5 and replacing it with the following:

“Note 5. One child care facility is permitted within this zone at Unit 6108 – 2850 Shaughnessy Street and it may accommodate up to 100 children. The facility must comply with the requirements of the BC Building Code for assembly uses.”

READ A FIRST TIME this	24 <sup>th</sup> day of	November, 2020
READ A SECOND TIME this	24 <sup>th</sup> day of	November, 2020
PUBLIC HEARING this	day of	, 2020
READ A THIRD TIME this	day of	, 2020

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Mayor

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Corporate Officer

## Rezoning Application - #6108 - 2850 Shaughnessy Street

### RECOMMENDATION:

That Committee of Council recommend to Council that Comprehensive Development Zone 10 be amended to permit a large child care facility in unit #6108 - 2850 Shaughnessy Street

### PREVIOUS COUNCIL/COMMITTEE ACTION

September 10, 2019 – Council adopted Zoning Amendment Bylaw, 2018, No. 4093 which allowed for a child care facility with a capacity of 136 children to be located at #3190-2850 Shaughnessy Street.

### REPORT SUMMARY

This report describes an application to amend the Zoning Bylaw to allow for a large child care facility at Shaughnessy Station Mall to be located in a different building than previously approved. The proposed new location is at the north-west corner of the site and would accommodate up to 100 children with a large outdoor play space.

### BACKGROUND

**Proposal:** Terracap has applied to amend Comprehensive Zone 10 to permit a child care facility with a capacity of 100 children near the front Shaughnessy Station Mall in unit 6108, The CD zone currently allows for a large child care facility (up to 136 children) to be located in unit 3190, which is at the rear of the site adjacent to the CP rail underpass and yards.



Location Map

**Context:** The proposed location is within a multi-unit commercial building with a restaurant on the ground floor and a law office, dental clinics and health and wellness centres on the second floor.

## Rezoning Application for a Large Child Care Facility

### #6108 - 2850 Shaughnessy Street (Shaughnessy Station Mall)

**Policy and Regulations:** Shaughnessy Station Mall is zoned Comprehensive Development Zone 10 (CD10) and is designated Downtown Commercial (D) in the Official Community Plan (OCP). The CD10 zone currently has site specific zoning which allows for a large child care facility to be located in unit 3190.

The OCP includes policies which encourages a sufficient number of child care facilities throughout the community. The City has recently completed a Childcare Needs Assessment which reinforced the need to support the creation of new child care facilities in appropriate locations throughout the City.

**Project Description:** The applicants have advised they have secured an alternative tenant for unit #3190 but would still like to accommodate a large child care within the mall complex. The proposed new location for the child care facility is in an existing two storey commercial building at the front northwest corner of the shopping mall (previously occupied by a financial institution). The proposed new location is adjacent to a large courtyard containing the Shaughnessy Station clock-tower and sign.

The applicant advises that minimal changes to the exterior of the building are required in order to accommodate the use. Interior building renovations to the 573 m<sup>2</sup> (6,165 ft<sup>2</sup>) ground floor unit will be in accordance with the BC Building Code to accommodate the child care use. The applicants advised that approximately 1/3 of the child care spaces will be for infant/toddler aged children and the remainder for preschool age programs. They are not intending to include before or after school care at this time. Based on Fraser Health space requirements, the maximum number of children that could be accommodated within the unit is approximately 100.

The applicants note that large clock-tower courtyard adjacent to the unit is not well utilized and proposed to develop a 317 m<sup>2</sup> (3409 ft<sup>2</sup>) portion of the space for a children's outdoor play area in accordance with Fraser Health's requirements. All existing trees will be retained, and planters with cedar hedges are proposed to surround the fenced children's play area as shown in the drawing below. Small alterations to the grade level of the sunken portion surrounding the clock-tower will be needed to create a level playing area. Pedestrian connections through the courtyard and into the mall will be maintained, but relocated away from the new play area.

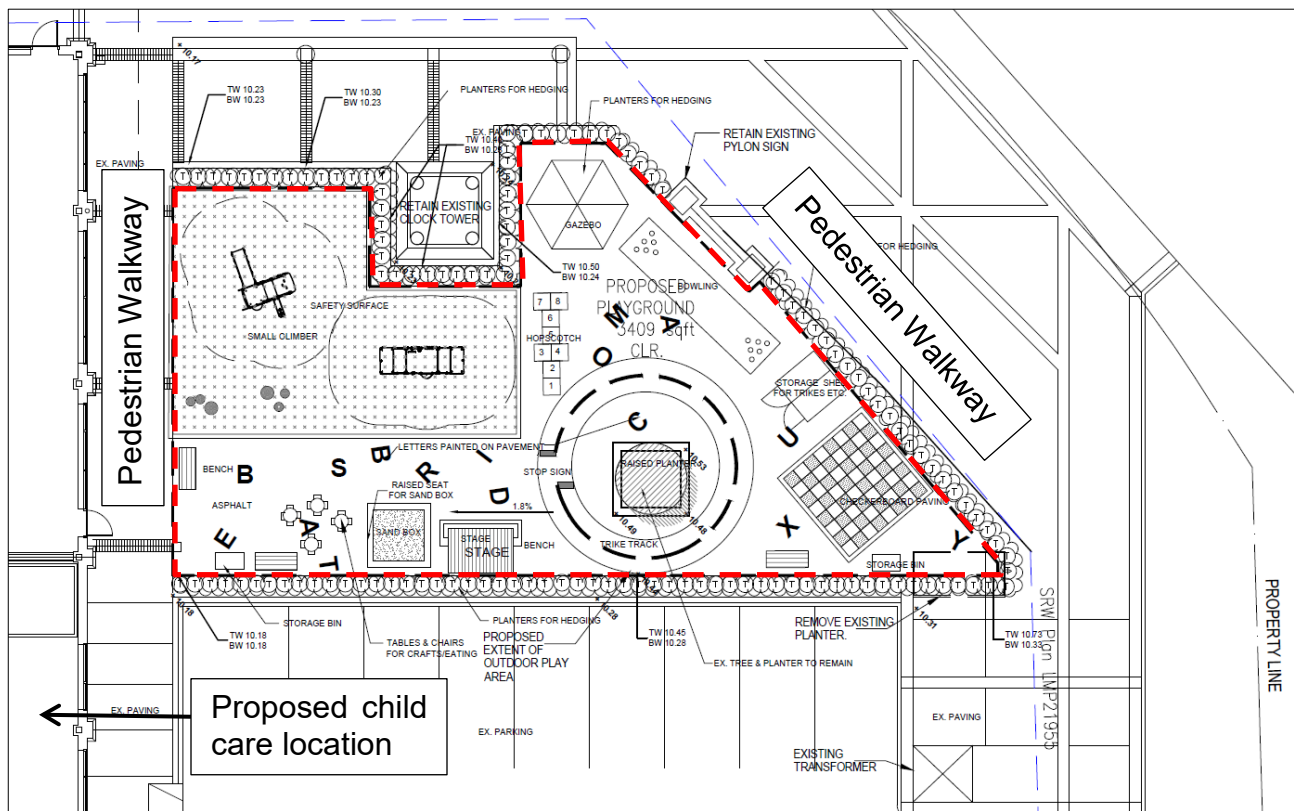
# Rezoning Application for a Large Child Care Facility

## #6108 - 2850 Shaughnessy Street (Shaughnessy Station Mall)



Shaughnessy Station Clock-tower Courtyard

The applicants have confirmed there will be no impact to the number and locations of the existing parking spaces but will be constructing an enclosure to accommodate existing garbage and recycling bins located within the parking area. Off-site upgrades were identified and constructed as a requirement of the previous bylaw amendment.



Proposed Outdoor Play Area

# Rezoning Application for a Large Child Care Facility

## #6108 - 2850 Shaughnessy Street (Shaughnessy Station Mall)

### **DISCUSSION**

Approval of a large child care facility at Shaughnessy Station Mall has already been considered and granted by Council; this amendment would only serve to relocate the location of the approved facility to a different building. Staff believe the new location is superior as it is further from potential rail noise and air pollution and closer to pedestrian and major bus routes such as the new Rapid Bus #3. Shaughnessy Station Mall has an abundance of parking and demand can be accommodated on site.

The outdoor play area will increase activity in the underutilized courtyard while maintaining pedestrian pathways and incorporating existing landmarks and trees into the design. The size of the play area will be large enough to accommodate scheduled rotating access for groups of children during the day. Impacts to existing adjacent businesses and pedestrian connections would be minimal.

Considering the continued demand for child care spaces and the superior location for the new facility within the mall complex, staff recommend approval.


### **FINANCIAL IMPLICATIONS**

None.

### **PUBLIC CONSULTATION**

A sign has been posted on the site and, to date, no comments have been received.

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

	#	Description
	1	Recommend to Council that Comprehensive Development Zone 10 be amended to permit a large child care facility in unit #6108-2850 Shaughnessy Street.
	2	Request additional information prior to making a decision on the proposed Zoning Bylaw amendment.
	3	Recommend rejection of the proposed Zoning Bylaw amendment.

Lead author(s): Natalie Coburn


## Zoning Amendment Bylaw for 1431 Barberry Drive – First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4208 first two readings and that the following conditions be met, prior to the adoption of the amending bylaw, to the satisfaction of the Director of Development Services:*

- a) Demolition of the building;*
- b) Completion of design and submission of securities and fees for off-site works and services; and*
- c) Registration of a legal agreement to restrict secondary suites.*

### OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first two readings to the bylaw.
	2	Delay first two readings and request staff to provide additional information.
	3	Deny first two readings of the bylaw.



## Bylaw No. 4208

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SCHEDULE 1





# 1431 Barberry Drive – Rezoning Application

## RECOMMENDATION:

That Committee of Council recommend to Council:

1. That the zoning of 1431 Barberry Drive be amended from RS1 (Residential Single Dwelling 1) to RD (Residential Duplex).
2. That 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 building;
  - (b) Completion of design and submission of securities and fees for off-site works and services; and
  - (c) Registration of a legal agreement to restrict secondary suites.

## PREVIOUS COUNCIL/COMMITTEE ACTION

None.

## REPORT SUMMARY

This report provides for consideration of a rezoning application to amend the zoning at 1431 Barberry Drive from RS1 (Residential Single Dwelling 1) to RD (Residential Duplex) to allow for a duplex use. As the proposed development would be in keeping with policies of the Official Community Plan which encourage additional dwellings in established neighbourhoods, new forms of housing and infrastructure improvements, it is recommended for approval.

## BACKGROUND

**Proposal:** The owner, Kevin Tam, has proposed to redevelop the property located at the corner of Barberry Drive and Rosewood Street with a two-storey duplex at 1431 Barberry Drive.

**Context:** The 698 m<sup>2</sup> (7,520 ft<sup>2</sup>) site is currently developed with an older one storey single-residential home. Surrounding land uses are comprised of single-residential homes with two duplexes to the north and south along Barberry Drive. At the rear of the property, there is a 1.8 m statutory right-of-way for an existing BC Hydro and telecommunications pole.



Location map



## 1431 Barberry Drive – Rezoning Application

The architectural style of the duplex is craftsman and the applicant advises that detailed consideration has been given to ensure the building would fit the context of the site. Variable roof lines are incorporated in the design to breakdown the building massing. The rendering below illustrates the proposed design. Each unit can accommodate two cars within the garage.



Proposed rendering of the duplex at 1431 Barberry Drive

### Project Profile

	RD Bylaw Regulations <sup>1</sup>	Proposed <sup>2</sup>
Site Area	500 m <sup>2</sup>	698 m <sup>2</sup>
Floor Area Ratio	0.55	0.52
Lot Coverage	40%	32%
Impervious surfaces	65%	53%
Setbacks (to principle building)		
Front (Rosewood St)	7.5 m.	7.58 m.
Rear (east)	7.5 m.	7.59 m.
Interior side (north)	1.8 m.	1.8 m.
Exterior side (Barberry Dr)	3.5 m.	4.0 m.
Building Height	9.0 m.	7.89 m.
Parking Spaces	4 (2/unit)	4

<sup>1</sup> Refer to Zoning Bylaw No. 3630 and Parking and Development Management Bylaw No. 3525

<sup>2</sup> Information provided by applicant

## 1431 Barberry Drive – Rezoning Application

Two non-significant trees are to be removed and replaced with a deciduous and conifer. A tree cutting permit has been approved for the red cedar tree at the northwest corner of the site and this tree will be replaced by a Himalayan Birch. A Magnolia tree along Barberry Drive was assessed and found to be in declining health. The applicant explored relocating the tree but, in consultation with the City's arborist, it was determined that relocation may further impact the tree's health due to its size and the financial cost would be significant. This tree will be replaced by a Cedar.

The design of the building and landscaping would be confirmed in Committee's future consideration of the development permit, if the rezoning is approved.

### **Offsite Infrastructure and Services**

Provision for off-site improvements prior to adoption of the rezoning bylaw is recommended to ensure the requirements of the Subdivision Servicing Bylaw would be met. The required improvements would include road and service upgrades as necessary. The site is to be serviced with underground Hydro and telecommunication connections.

### **DISCUSSION**

The proposal complies with policies of the Plan for proximity to other sites zoned Residential Duplex as the subject property is on a corner lot. The proposal would also result in off-site infrastructure improvements and achieve a superior quality of landscape design to fit with the established neighbourhood.

If the rezoning is approved, the design and character of the duplex would be regulated through issuance of a Development Permit. The applicant has submitted a development permit application which indicates the form and character of the proposed development would comply with these guidelines.

The proposed design is not currently showing the potential construction of secondary suite. However, in keeping with normal practices, it is recommended that a legal agreement be registered on title in accordance with the City's Zoning Bylaw to ensure that future owners are aware that secondary suites are not permitted.

The proposed rezoning is in keeping with the land use policies of the Official Community Plan and recommended for approval.

### **PUBLIC CONSULTATION**


A sign providing notification of the application is posted on site. To date, no comments have been received.

## 1431 Barberry Drive – Rezoning Application

### **FINANCIAL IMPLICATIONS**

The redevelopment will likely increase the assessed value of the property, resulting in increased property taxation for the City.

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

	#	Description
	1	Recommend to Council that the zoning of 1431 Barberry Drive be amended from RS1 to RD and that the specified conditions be met prior to adoption of the rezoning.
	2	Obtain additional information prior to making a decision on the application
	3	Advise Council that Committee does not recommend rezoning 1431 Barberry Drive to allow for a duplex.

**Lead author(s):** Graeme Muir



# Emergency Services Radio Bylaw

## **RECOMMENDATION:**

That Council give Emergency Services Radio Bylaw, No. 4208, first three readings.

## **PREVIOUS HISTORY**

On September 20, 2010, Council approved Bylaw No. 3738: Public Safety Radio Building Amplification Systems.

## **REPORT SUMMARY**

This report proposes that Council repeal the current bylaw and adopt an updated bylaw that reflects the radio system specifications required for in-building amplification now that the Fire Department has transitioned to the Digital E-Comm radio network.

## **BACKGROUND**

When emergency response personnel are required to provide service inside structures, maintaining communications with both internal and external resources is pivotal to responder safety. This communication is called “emergency radio traffic”. This communication link allows responders, including police, fire, and ambulance, to request additional resources, maintain exterior situational awareness, and communicate with responders in the building.

Throughout the years, fire responders have noted that on many occurrences, radio communications directed to internal and external resources did not work adequately in certain buildings. This was due in part to specific building attributes, such as, re-enforced concrete walls, reflective glass curtains, concrete block elevator shafts, and sub level parkades.

To resolve this issue, Bylaw 3738 was adopted by council in 2010, which created minimum standards for emergency responder radio signal strengths within structures. This was primarily achieved through the installation of an in-building antenna and amplification system by developers in newly constructed buildings. These systems enhanced and boosted radio signal strength allowing emergency radio traffic to penetrate physical structures.

## **DISCUSSION**

When the original bylaw was crafted in 2010, radios used by the fire department, ambulance, and the RCMP were analogue frequency-based radio systems. The original bylaw was intended to provide detailed specifications for developers and radio engineers to design amplification systems based on this type of historical radio hardware.

## Emergency Services Radio Bylaw 4208

In recent years, all emergency response agencies, including the city's fire department, have evolved their radio systems to the new E-Comm digital radio network. This digital network uses unique emergency radio specifications and testing parameters substantially different from what is currently provided for in our bylaw. Staff are recommending repealing the old bylaw, simply due to the amount of change required to the existing bylaw to reflect the new radio specifications and testing standards for E-Comm portable radios. These changes are for the most part technical in nature; listed below is a summary of the main changes purposed in the new bylaw:

Section	Amendments
Section 3	Amended certain definitions to more accurately define new radio stakeholder groups.
Section 4	Amended technical radio specifications, including signal strengths designed to support the new digital network, amended language on in-building coverage, added language to have the radio network function in all fire command locations and stairwells, and that all hardware must meet Canadian Licencing Standards.
Section 5	Amended language to ensure all amplification hardware meets or exceeds Government of Canada recommendations and that any hardware on the E Comm network that requires federal licencing is renewed each calendar year.
Section 6	Amendments to testing the in-building hardware and ensuring qualified technicians perform all work.
Section 7	Amendments to language to now include newly constructed buildings with Low E Glass and wood buildings with block elevator shafts.

The radio amplification system will be implemented through the building permit process and inspectors will ensure the proposed system meets the standards set out by the Bylaw.

### **CONCLUSION**


In summary, the current bylaw that provides detailed specifications for in-building amplification systems, requires updating now that our Fire Department has transitioned to E-Comm digital radios. This new bylaw provides accurate radio parameters for both developers and radio system engineers, who are required to design and install amplification systems.

### **FINANCIAL IMPLICATIONS**

There will be no cost to the City, Developers will be responsible however for any costs associated with designing, testing, and installation of the required Amplification Systems.

## Emergency Services Radio Bylaw 4208

### OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to the new bylaw.
	2	Request additional information

### ATTACHMENTS

Att#1: Bylaw 4208: Emergency Services Radio Bylaw

Att#2: Bylaw 3738 (current)

**Lead author(s):** Chief Robert Kipps

**Contributing author(s):** Lisa Grant



# CITY OF PORT COQUITLAM

## Emergency Services Radio Bylaw

### Bylaw No. 4208

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

1.1 This Bylaw is cited as “Emergency Services Radio Bylaw, 2020, No. 4208”.

2. REPEAL

2.1 City of Port Coquitlam Public Safety Radio Building Amplification System Bylaw No. 3738, as amended, is repealed.

3. INTERPRETATION

3.1 In this bylaw, unless otherwise indicated:

“**Adequate Radio Coverage**” has the meaning as described in Section 4;

“**Amplification System**” means the internal booster radio support and amplification system that increases and supports the radio frequencies used by E-Comm;

“**Building Inspector**” means any person appointed by the City to be a Building Inspector, or that person’s authorized designate;

“**City**” means the City of Port Coquitlam;

“**Dispatch Center**” means the dispatch service used by the Fire Department;

“**E-Comm**” means Emergency Communications for British Columbia Incorporated and all the features and functions of trunked radio telecommunications systems, including microwave and VHF/UHF radio systems, provided by E-Comm to the Fire Department, law enforcement and other emergency services; for the City of Port Coquitlam, the designated public safety communications service provider is “E-Comm” and its services encompass all the features and functions of its radio communications systems, including microwave radio systems, provided to fire services, law enforcement, British Columbia Emergency Health Services (BCEHS) and other emergency services;

“**Fire Chief**” means the person appointed by the City to be the head of the Fire Department, and references in this Bylaw to the Fire Chief include the Deputy Fire Chief and Assistant Fire Chief acting on the Fire Chief’s behalf or during the absence of the Fire Chief;

“**Fire Department**” means the City of Port Coquitlam Fire and Emergency Services;

“**Owner**” means an owner of a building or structure regulated by this Bylaw, including co-owners;

**"NFPA"** means National Fire Protection Association;

**"Permit"** means authorization in writing by the Building Inspector to perform construction or demolition of a building or structure, or to permit occupancy of a building or structure, all as regulated by the City's current Building and Plumbing Bylaw, as amended;

**"Shadowed Area"** means an area that suffers attenuation or obstruction of radio signals to or from the area as a result of the interposition of all or any part of a building or structure in the radio signal path (line of sight) between the area and the transmitting/receiving site of E-Comm;

**"Test Operator"** means an individual or company with experience in testing radio communications signals and whose credentials are deemed satisfactory to the Fire Chief.

- 3.2 Words in the singular include the plural, and gender specific terms include all genders and corporations.
- 3.3 Headings in this Bylaw are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this Bylaw.
- 3.4 Unless otherwise provided in this Bylaw, words and phrases used herein have the same meanings as in the *Community Charter, SBC 2003, Local Government Act, RSBC 2015*, and *Interpretation Act, RSBC 1996*.
- 3.5 A reference in this Bylaw to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation, or bylaw refers to that enactment, as amended or replaced from time to time.
- 3.6 A decision by a court that any part of this Bylaw is illegal, void, or unenforceable severs that part from this Bylaw, and does not affect the validity of the remainder of this Bylaw.

#### 4. REQUIREMENTS TO PROVIDE A RADIO COMMUNICATIONS SUPPORT SYSTEM

- 4.1 Except as otherwise provided, no person shall erect, construct, change the use of, or renovate any building or structure or any part thereof, or cause the same to be done, which degrades the radio coverage provided by the City's public safety communications service provider, as experienced by its users, including, but not limited to fire services and law enforcement personnel. For the purposes of this section, adequate radio coverage shall include all of the following:
  - 4.1.1 System access and "Delivered Audio Quality" of 3.4 or better (speech understandable with repetition only rarely, some noise or distortion may be present) for communication between a portable (handheld) radio with simple flexible whip antenna ("rubber ducky") and the public safety communications service provider radio communication sites;
  - 4.1.2 Within the building, for a minimum of 90% of the area of each floor of the building, including underground areas such as for parking;
  - 4.1.3 Within the building, for 100% of fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms and high-hazard areas;

- 4.1.4 In areas that are in the Shadow Area of the building, in 90% of all areas where "Delivered Audio Quality" of 3.4 could be achieved before the erection, construction or modification of the building or structure;
- 4.1.5 As an aid to system design, "Delivered Audio Quality" of 3.4 has been measured by NTIA (U.S. Department of Commerce, National Telecommunications and Information Administration) to be approximately equivalent to 22 dBs (22 dB SINAD) for analogue signals modulated with a 1 kHz tone at 1.5 kHz deviation, and to 2% BER (Bit Error Rate) for P25 digital signals. It may also be approximately equivalent to a received signal level of -95 dBm, in the absence of other signals that may affect the receiver. Good design should provide a margin of not less than 10 dB to allow for uncontrolled variables. Based on the foregoing, the design target for indoor coverage should be -85 dBm;
- 4.1.6 The radio frequency range to be supported shall be any frequencies used by the public safety communications service provider's network. If signal amplifiers are used, they shall include filters that will protect the amplifiers from overload and the system from interference by out-of-band signals;
- 4.1.7 In the event that active amplification is required to meet the foregoing communication quality requirements in the building including Shadowed Area of the building, coordination with the public safety communications service provider is required to ensure that its outdoor radio communication performance is not degraded. If there is a trade-off to be made between maintaining the public safety communications service provider's outdoor radio communication performance and restoration of signal strength in the building and Shadowed Area, the trade-off decision shall be made by the public safety communications service provider and communicated to the Fire Chief by the building owner;
- 4.1.8 An active system shall not degrade the wide area radio network in any way. For any amplifier in the uplink path, the transmitted uplink noise as received at the antenna of the donor E-Comm radio site shall not exceed -130 dBm;
- 4.1.9 For any amplifier connected to a donor antenna, Amplifier gain vs. Isolation must comply with NFPA 1221-19 Standard, 9.6.9. *"If a donor antenna exists, isolation shall be maintained between the donor antenna and all inside antennas to a minimum of 20 dB above system gain."*
- 4.2 All active amplification systems components must meet Industry Canada licensing requirements.

## 5. AMPLIFICATION SYSTEMS ALLOWED

- 5.1 Where a building or structure requires an Amplification System to achieve adequate radio communication coverage, such system shall include any of the following that are sufficient to achieve the required coverage:
  - 5.1.1 Passive antenna systems or radiating cable systems;
  - 5.1.2 Distributed antenna systems with uni-directional or bi-directional amplifiers as needed;

- 5.1.3 Voting receiver systems;
- 5.1.4 Any other system acceptable to the Fire Chief, as signified in writing on a case-by-case basis.
- 5.2 If any part of the installed Amplification System contains an electrically-powered component, the system shall:
  - 5.2.1 Be equipped to operate on an independent "Uninterruptible Power Supply" (UPS), using a battery and/or generator system, for a period of at least four hours without external power or maintenance.
  - 5.2.2 Automatically charge the UPS batteries in the presence of external power. The UPS shall provide a monitored alarm signal to indicate failure of primary power, failure of the UPS system power output, and/or discharge of the batteries. Silencing of this alarm shall be the responsibility of the person maintaining the equipment. Port Coquitlam Fire and Emergency Services shall be notified of any failure, either immediately that the failure is detected, but not later than two (2) hours after the initial failure occurred.
  - 5.2.3 Detect critical alarms by the equipment regarding battery condition and amplifier performance shall be reported immediately.
  - 5.2.4 Be protected by National Electrical Manufacturers Association (NEMA) type 4 or higher enclosures for all amplifiers and electronics.
  - 5.2.5 Provide a system summary alarm, consisting of a relay contact closure or equivalent, shall be provided to the building fire panel via a hard-wired connection.
  - 5.2.6 Ensure all active systems are licensed by the federal regulator, Innovation, Science & Economic Development Canada (ISED), and shall comply with the applicable Standard Radio Systems Plan (SRSP) and Radio Standard Specification (RSS). Any license required shall be renewed annually by the building owner and the cost of the licensing borne solely by the building owner.
  - 5.2.7 Be selected from the ISED Radio Equipment List as described at: [https://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h\\_tt00020.html](https://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00020.html)

## 6. PROCEDURES TO VERIFY AND MAINTAIN COMPLIANCE

- 6.1 Tests and measurements to verify and maintain compliance shall be made at the sole expense of the building owner. The procedures used shall be developed by the owner, subject to acceptance by the Fire Chief, and in compliance with the following guidelines:
  - 6.1.1 Acceptance tests and measurements shall be performed after completion of installation of the Amplification System. Tests shall be performed using radio frequencies assigned by the public safety communications service provider, after proper coordination with an authorized representative of that system and with the Fire Chief and the OIC of Police for the City of Port Coquitlam.

- 6.1.2 If queuing occurs on the radio system while testing is underway, testing shall be terminated immediately and resumed only when traffic levels on the system drop to the level where queuing will no longer occur.
- 6.1.3 Where the Shadowed Area, or the floor plate area of a building, is greater than 4,500 m<sup>2</sup>, the area shall be divided into a uniform grid of not more than 15 metres on a side, or if the floor area is smaller than 4,500 m<sup>2</sup> it shall be divided into a uniform grid of approximately 20 equal areas, to a minimum of 9 m<sup>2</sup>, and measurements shall be taken in each grid area. The size of the grids shall also be reduced, or the number of grids increased, upon recommendation of the Fire Chief or inspector in areas where special construction or other obstruction may significantly affect communications. Tests shall also be performed in fire command centres, stairwells, protect-in place areas, lobby refuge areas, equipment rooms, and high-hazard areas.
- 6.1.4 Tests shall first be made using a portable (handheld) radio of the type used by emergency service personnel, carried at hip level (with external speaker/mic) and using a simple "rubber ducky" antenna, and shall be deemed satisfactory if "Delivered Audio Quality" of 3.4 or better (speech understandable with repetition only rarely, some noise or distortion may be present) can be achieved for a five-second test transmission in each direction. If system access is not reliable, or if "Delivered Audio Quality" of 3.4 for five seconds cannot be achieved at any location, the test operator may move a maximum of 1.5 metres in any direction inside of the grid and repeat the test. If system access continues to be unreliable, or if "Delivered Audio Quality" of 3.4 still cannot be achieved, or if there is any doubt about whether it can be achieved, a failure shall be recorded for that location.
- 6.1.5 For all tests, a pre-defined "Harvard" sentence should be used, such that the listeners are not aware of the sentence in advance on each test. A different recorded sentence should be used at each location.
- 6.1.6 A maximum of two (2) non-adjacent grid areas on a floor or in a shadow will be allowed to fail the test. In the event that three (3) or more areas on a floor or in a shadow fail the test, the floor or Shadowed Area may be divided into 40 approximately equal areas to a minimum of four (4) m<sup>2</sup>, and the tests repeated. In such event, a maximum of four (4) non-adjacent grid areas will be allowed to fail the test. If the Amplification System fails the 40-area test, the building owner shall have the system altered to meet the 90% coverage requirement; otherwise the Amplification System will not be accepted.
- 6.1.7 If the Amplification System fails to provide acceptable communication in any of the fire command centre, any portion of a stairwell, protect-in-place areas, lobby refuge areas, equipment rooms, or high-hazard areas, the building owner shall have the system altered to meet the 100% coverage requirement for these areas, otherwise the Amplification System will not be accepted.

- 6.1.8 Backup batteries and power supplies shall be tested under full load by generating communication traffic automatically for a duration of at least one (1) hour. If within the one-hour period, the battery shows no symptom of failure or impending failure, the test shall be continued for additional one-hour periods to determine the integrity of the battery. The battery shall not fail within a four-hour continuous test period.
- 6.1.9 The gain values of all amplifiers shall be measured, using a service monitor that has been calibrated by a certified laboratory within the past 12 months, and the results shall be kept on file by the building owner for future verification and monitoring of performance. The gain records file must have multiple back-ups and be stored in more than one location.

## 6.2 ANNUAL TESTS

- 6.2.1 At least annually, the building owner shall test all active components of the Amplification System, including, but not limited to all amplifiers, power supplies and back-up batteries, and shall keep a record of such tests as part of the Fire Safety Plan for inspection by the Fire Chief or other inspector designated by the City. Amplifier gain shall be adjusted if necessary to re-establish the gain recorded upon acceptance testing, and batteries and power supplies shall be tested under load for a period of at least one (1) hour to verify that they will function properly during a power outage.
- 6.2.2 Amplifier testing shall include measuring isolation and amplifier uplink noise, and confirming that the system conforms to Sections 4.1.6 and 4.1.7.
- 6.2.3 Additional tests or inspection of records may be conducted from time to time by the Fire Department at the discretion of the Fire Chief, after giving reasonable notice to the building owner. If communications within the building or within the Shadowed Area appear to have degraded, or if the tests show unacceptable communications performance, or if the system is causing interference to or degrading the wide area radio network in any way, the owner of the building or structure is required to remedy the problem and restore the Amplification System in a manner consistent with the original acceptance criteria, unless the owner can demonstrate conclusively that the degradation is solely the result of external changes not under their control.

## 6.3 QUALIFICATIONS OF TESTING PERSONNEL AND TEST (MEASUREMENT) EQUIPMENT

- 6.3.1 Tests shall be performed by or under the direct supervision of a professional engineer registered in the Province of British Columbia and qualified in radio communications. Test reports shall bear the seal of the engineer.

- 6.3.2 Portable radios used shall be of a size and type as designated as acceptable by Port Coquitlam Fire and Emergency Services, or such replacement radio as may be in use by Port Coquitlam Fire and Emergency Services at the time, accepted by the public safety communications service provider and programmed to operate on a P25 radio tuned to a P25 test channel. SINAD, BER, and signal strength measurements shall be made using appropriate instrumentation acceptable to the public safety communications service provider. Radios and measurement equipment shall have been tested for conformance to design specifications within twelve months prior to the conduct of Amplification System acceptance tests or re-tests.

## 7. EXEMPTIONS

### 7.1 This Bylaw shall not apply to:

#### 7.1.1 Any single-family detached or semi-detached residence;

#### 7.1.2 Any building or structure that complies with all of the following:

- (a) is constructed entirely of wood frame;
- (b) does not have any metal cladding;
- (c) does not have any Low-E reflective glass;
- (d) does not have any portion of the building or structure with a floor level that is partially or wholly underground, including basements, cellars and crawlspaces;
- (e) the area of all the floors of the building or structure is less than 5000 square metres, as measured to the lesser of the outside edge of the exterior walls or sheathing; and
- (f) is less than 12 metres in height, as measured from the lowest ground elevation of the building or structure to the highest point of the building or structure.

#### 7.1.3 Any building or structure that has been granted an exemption in writing by the Fire Chief or Building Official, where the Fire Chief or Building Official considers that the building or structure should be exempt from this Bylaw, having consideration for the operational needs of the City, the need for or quality of radio coverage in the building or structure, or any other factor the Building Official or Fire Chief considers appropriate.

## 8. PERMIT CONDITIONS

### 8.1 No Permit shall be issued for any building or structure until the requirements of this Bylaw have been met to the satisfaction of the Building Inspector and the Fire Chief.

## 9. RIGHT OF ENTRY

### 9.1 Every Owner or occupant of a building shall, at all reasonable times, permit the Building Inspector, the Fire Chief, or their authorized designate, to enter into and

inspect any building or structure to ascertain whether the regulations and provisions of this Bylaw are being adhered to.

- 9.2 Any person who refuses entry to the Building Inspector, the Fire Chief, or their authorized designate, shall be in violation of this Bylaw and shall be subject to the fees and charges, as outlined in Schedule “G” of Fees and Charges Bylaw, 2015, No. 3892, as amended.

10. DEEMED NUISANCE

- 10.1 The construction or erection of a building or structure which interferes with the City's fire services, law enforcement and other emergency-related telecommunications networks shall constitute a nuisance, because it threatens the health, safety and welfare of the residents and visitors to the City. In addition to any other remedies or enforcement procedures provided herein, the City may seek an injunction to restrain such a nuisance.

11. COST RECOVERY

- 11.1 Wherever this Bylaw imposes a requirement on a person that something be done, Council may, by resolution, direct that person to take such action. Council will provide written notice to the person of its resolution and the actions required of them. If, after receiving written notice, the person has not taken the required action within the time permitted in the resolution, City staff may:
  - 11.1.1 Fulfill the requirement at the expense of the person; and
  - 11.1.2 Recover the costs incurred from that person as a debt.
- 11.2 Any debt resulting from section 11.1 may be recovered pursuant to section 258 of the Community Charter.

READ A FIRST TIME this	day of	, 2020
READ A SECOND TIME this	day of	, 2020
READ A THIRD TIME this	day of	, 2020

\_\_\_\_\_  
Mayor

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





## THE CORPORATION OF THE CITY OF PORT COQUITLAM

### BYLAW NO. 3738

#### *A Bylaw to provide for Public Safety Radio Building Amplification Systems within the City*

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*WHEREAS there is a need for certain buildings and structures to have internal radio support systems to ensure the uninterrupted operation of the City's fire services, law enforcement, and other emergency-related radio communications networks essential to public safety, policing, and emergency response;*

*AND WHEREAS certain buildings and structures constructed of steel, reinforced concrete or reflective glass can be radio opaque thereby interrupting the operation of emergency services communications networks;*

*AND WHEREAS radio support and amplification systems within buildings or structures can overcome the interruption of emergency communication networks and are vital to public safety, policing, and emergency services;*

*AND WHEREAS Council has the authority to enact requirements under its statutory powers, including subsections 8(3), 8(7), 8(8), and 63 of the Community Charter, S.B.C. 2003, c. 26.*

*Now therefore Municipal Council of The Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:*

#### **1. CITATION**

This Bylaw may be cited for all purposes as the "Public Safety Radio Building Amplification System Bylaw No. 3738".

#### **2. INTERPRETATION**

##### **2.1 DEFINITIONS**

In this Bylaw:

**"Adequate Radio Coverage"** has the meaning ascribed in section 3.1;

**"Amplification System"** means the internal booster radio support and amplification system that increases and supports the radio frequencies used by E-Comm;

**"Building Inspector"** means the person(s) appointed by the City to be building inspectors, or such person's authorized designate;

"City" means the City of Port Coquitlam;

"Dispatch Center" means the dispatch service used by the Fire Department;

"E-Comm" means Emergency Communications for Southwest British Columbia Incorporated and all the features and functions of trunked radio telecommunications systems, including microwave and VHF/UHF radio systems, provided by E-Comm to the Fire Department, law enforcement and other emergency services;

"Fire Chief" means the person appointed by the City to be the head of the Fire Department, and reference in this Bylaw to the Fire Chief includes the Deputy Fire Chief and Assistant Fire Chief acting on the Fire Chief's behalf or during the absence of the Fire Chief;

"Fire Department" means the City of Port Coquitlam Fire and Emergency Services Department;

"Owner" means an owner of a building or structure regulated by this Bylaw, including co-owners;

"Permit" means authorization in writing by the Building Inspector to perform construction or demolition of a building or structure, or to permit occupancy of a building or structure, all as regulated by the City's current Building and Plumbing Bylaw, as amended;

"Shadowed Area" means an area that suffers attenuation or obstruction of radio signals to or from the area as a result of the interposition of all or any part of a building or structure in the radio signal path (line of sight) between the area and the transmitting/receiving site of E-Comm; and

"Test Operator" means an individual or company with experience in testing radio communications signals and whose credentials are deemed satisfactory to the Fire Chief.

### 3. REQUIREMENTS TO PROVIDE A RADIO COMMUNICATIONS SUPPORT SYSTEM

3.1 For the purposes of this Bylaw, "Adequate Radio Coverage" shall include all of the following criteria:

- a) E-Comm system access and Delivered Audio Quality ("DAQ") of 3.4 or better (speech understandable without repetition, some noise or distortion may be present), being the U.S. Department of Commerce, Nation Telecommunication and Information Administration ("NTIA")'s five point scale for evaluating radio system performance. DAQ 3.4 has been measured by NTIA to be approximately equivalent to 22 dBs (22 dB signal-plus-noise-plus-distortion-to-noise-plus-distortion) for analog signals modulated with a 1 kHz tone at 1.5 kHz deviation, and to 2% bit error rate for P25 digital signals. DAQ 3.4 is also approximately equivalent to a received signal level of -109 dB/milliwatt (0.8 microvolts across a 50-ohm load), in the absence of other signals that may affect the receiver;

- b) the minimum signal strength available to the portable radio equipment shall be not less than 100 microvolt per metre (.0001 V/m or 100  $\mu$ V/m); and
- c) the radio frequency range to be supported shall be 806-824 MHz (uplink to base station receivers) and 851-869 MHz (downlink to portable radio receivers). If signal amplifiers are used, they shall include filters that will protect the amplifiers from overload and the system from interference of out-of-band signals.

For the purposes of interpreting this Bylaw, “Inadequate Radio Coverage” means radio coverage that does not meet all of the above criteria.

- 3.2 Except as otherwise provided, no person shall erect, construct, change the use of or provide an addition of more than 20% floor area to any building or structure, or cause the same to be done, which results in Inadequate Radio Coverage for two-way communication between a portable (handheld) radio using a simple flexible whip antenna and transmitting/receiving sites:
  - a) within a building, for more than 10% of the area of each floor of the building, including underground areas; and
  - b) within a building, for any part of those areas designed or designated in the building as being fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms and high-hazard areas; and
  - c) for areas that are in a Shadowed Area of a building or structure, for more than 10% of all areas where Adequate Radio Coverage could be achieved before the erection, construction or modification of that building or structure that created the Shadowed Area.
- 3.3 In no case does this Bylaw require that the radio signal strength required within a building be greater than that delivered by the Dispatch Center to the receive antenna location of the Amplification System; nor the radio signal delivered to the Dispatch Center be greater than that delivered by an emergency service portable radio operated at head height by an emergency service provider standing at the location for the transmit antenna for the Amplification System. In each case, the location for the receive and transmit antennas of the Amplification System shall be favourable for the reception and transmission of emergency service radio signals, as determined by the Fire Chief.
- 3.4 In no case does this Bylaw require that the radio signal strength required within a Shadowed Area of a building be greater than that which would be delivered by the Dispatch Center within the Shadowed Area prior to erection, construction or modification of the building or structure; nor shall the radio signal strength delivered to the Dispatch Center be greater than that which would be delivered from the Shadowed Area prior to erection, construction or modification of the building or structure. If active amplification is required to restore communications quality in the shadowed Area, and in the event that Public Safety Radio equipment operating in the frequency range noted in section 3.1 (c) utilizes simulcast technology, then the system design must be submitted for approval by the Fire Chief prior to construction.

- 3.5 All active amplification systems components must meet Industry Canada licensing requirements.

#### **4. AMPLIFICATION SYSTEMS ALLOWED**

- 4.1 Where a building or structure must provide an Amplification System to achieve Adequate Radio Coverage to comply with section 3.2 of this Bylaw, such Amplification System shall include any of the following that are sufficient to achieve the required criteria:

- a) passive antenna systems or radiating cable systems;
- b) internal multiple antenna systems with uni-directional or bi-directional amplifiers as required;
- c) voting receiver systems; or
- d) any other system acceptable to the Fire Chief, as signified in writing on a case by case basis.

- 4.2 If any part of the installed Amplification System contains an electrically powered component, the Owner shall ensure that:

- a) the Application System is equipped to operate on an independent Uninterruptible Power Supply (“UPS”), using a battery or generator system or both, for a period of at least four hours without external input or maintenance;
- b) if the UPS uses a battery, the UPS shall automatically charge the battery in the presence of external power; and
- c) the UPS shall provide a monitored alarm signal to indicate failure of primary power, failure of the UPS system power output, and discharge of the batteries (as applicable).

Silencing of this alarm shall be the responsibility of the person maintaining the Amplification System. The Owner shall notify the Fire Chief of any failure of the UPS that extends beyond two (2) hours.

#### **5. PROCEDURES TO VERIFY AND MAINTAIN COMPLIANCE**

- 5.1 The Owner of a building regulated by this Bylaw shall arrange for regular tests by a Test Operator to verify initial compliance with this Bylaw, at the sole expense of the Owner. The procedures used for testing shall be developed by the Owner, subject to acceptance by the Fire Chief, and in compliance with the following testing guidelines:

- a) Acceptance tests shall be performed after completion of installation of the Amplification System. Tests shall be performed using radio frequencies assigned to the Dispatch Center, after proper coordination with the manager of that system, and

with the Fire Chief and the Officer in Charge of the RCMP for the City of Port Coquitlam;

- b) If queuing occurs on the radio system while testing is underway, testing shall be terminated immediately and resumed only when traffic levels on the radio system drop to the level where queuing will no longer occur;
  - c) Where the Shadowed Area, or the floor plate area of a building, is greater than 4,500 m<sup>2</sup> the area shall be divided into a uniform grid of not more than 15 m on a side, or if the floor area is smaller than 4,500 m<sup>2</sup> it shall be divided into a uniform grid of approximately 20 equal areas, and measurements shall be taken at the centre of each grid area. The size of the grids shall also be reduced, or the number of grids increased, upon recommendation of the Fire Chief or Building Inspector in areas where special construction or other obstruction may significantly affect radio signals. Tests shall also be performed in fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms, and high-hazard areas without the use of a grid system;
  - d) Tests shall first be made using a portable (handheld) radio of the type used by emergency service providers, held at head level and using a simple flexible whip antenna, and shall be deemed satisfactory if Adequate Radio Coverage can be achieved for a five-second test transmission in each direction. If system access is not reliable, or if Adequate Radio Coverage for five seconds cannot be achieved at any location, the Test Operator may move a maximum of 1.5 m in any direction from the centre of the grid and repeat the test. If system access continues to be unreliable, or if Adequate Radio Coverage still cannot be achieved, or if there is any doubt about whether it can be achieved, a failure shall be recorded for that grid area;
  - e) A maximum of two (2) non-adjacent grid areas on a floor or in a Shadowed Area will be allowed to fail the test. In the event that three (3) or more grid areas on a floor or in a Shadowed Area fail the test, the floor or Shadowed Area may be divided into 40 approximately equal areas and the tests repeated. In such event, a maximum of four (4) non-adjacent grid areas will be allowed to fail the test. If the Amplification System fails the 40-area test, the Owner shall have the Amplification System altered to meet the 90% coverage requirement in section 3.2(a); otherwise the Amplification System will not be accepted;
  - f) If the Amplification System fails to provide Adequate Radio Coverage in any of the fire command centre, any portion of a stairwell, protect-in-place areas, lobby refuge areas, equipment rooms, or high-hazard areas, the Owner shall have the Amplification System altered to meet the 100% coverage requirement for these areas in section 3.2(b), otherwise the Amplification System will not be accepted; and
  - g) UPS batteries and power supplies shall be tested under full load for duration of no less than one hour. If within the one-hour period the UPS shows any symptom of failure or impending failure, the test shall be continued to determine the integrity of the UPS. If the UPS fails within a four-hour continuous test period, such UPS will not be accepted.
- 5.2 For the purposes of this Bylaw, the maximum Shadowed Area of a building shall be the width of the building perpendicular to a line directed toward the serving Dispatch Center

site multiplied by five times the maximum height of the building. Prior to construction or modification of the building, the Owner shall ensure a Test Operator performs tests to determine the existing radio coverage in the Shadowed Area, and the results recorded. Tests shall be repeated following construction, at the same locations, and the results compared. The test guidelines and acceptance criteria described in section 3.1 shall be used for the Shadowed Area of a building; however, the tests shall be performed at 20 approximately equally-spaced locations at ground level within the Shadowed Area and at 20 approximately equally-spaced locations on or in buildings within the Shadowed Area, as applicable. A failure shall be recorded for any location that could support Adequate Radio Coverage prior to construction, but cannot support Adequate Radio Coverage following construction.

- 5.3 The gain values of all amplifiers in an Amplification System shall be measured, using test equipment that has been calibrated by a certified laboratory within the past 12 months, and the results shall be kept on file by the Owner for future verification and monitoring of performance. In the event that the gain records become lost, the Owner shall re-run the acceptance tests at its sole expense.
- 5.4 At least once per calendar year, the Owner shall retain a Test Operator to test all active components of the Amplification System, including but not limited to all amplifiers, power supplies and back-up batteries, and shall keep a record of such tests for inspection by the Fire Chief or other inspector designated by the City. The Test Operator may adjust the amplifier gain if necessary to re-establish the gain recorded upon acceptance testing, and batteries and power supplies shall be tested under load for a period of at least one hour to verify that they will function properly during a power outage.
- 5.5 Additional tests or inspection of records may be conducted from time to time by the Fire Service at the discretion of the Fire Chief, after giving reasonable notice to the Owner. If the radio signal within the building or within the Shadowed Area appears to have degraded, or if the tests show Inadequate Radio Coverage, the Owner of the building or structure is required to remedy the problem and restore the Amplification System in a manner consistent with the original acceptance criteria, unless the Owner can demonstrate conclusively that the degradation is solely the result of external changes not under his or her control.
- 5.6 All test reports of tests described in this Section 5 must be certified by a professional engineer registered in the Province of British Columbia and qualified in radio communications, not directly affiliated with the Test Operator. Test reports will not be deemed conclusive or acceptable for the purposes of this Bylaw unless they bear the seal of a professional engineer.
- 5.7 SINAD (ratio of signal-plus-noise-plus-distortion-to-noise-plus-distortion) and signal strength measurements shall be made using appropriate instrumentation acceptable to the Fire Chief. The Test Operator shall ensure that the Test Operator's radios and measurement equipment have been tested for conformance to design specifications within twelve months prior to the conduct of Amplification System acceptance tests or re-tests.

## **6. EXEMPTIONS**

This Bylaw shall not apply to:

- a) any single-family detached or semi-detached residence;
- b) any building or structure constructed of wood frame and not metal-clad;
- c) any building or structure with a horizontal area of less than 500 square metres; or
- d) any building or structure less than 12 metres in height.

## **7. PERMIT CONDITIONS**

No Permit shall be issued for any building or structure until the requirements of this Bylaw have been met to the satisfaction of the Building Inspector and the Fire Chief.

## **8. RIGHT OF ENTRY**

Every Owner or occupant of a building shall, at all reasonable times, permit the Building Inspector, the Fire Chief, or their authorized designate to enter into and inspect any building or structure to ascertain whether the regulations and provisions of this Bylaw are being obeyed and any person who refuses entry shall be in violation of this Bylaw and shall be liable to the penalties hereby imposed.

## **9. DEEMED NUISANCE**

The construction or erection of a building or structure which interferes with the City's fire services, law enforcement and other emergency related telecommunications networks shall constitute a nuisance because it threatens the health, safety and welfare of the residents and visitors to the City. In addition to any other remedies or enforcement procedures provided herein, the City may seek an injunction to restrain such a nuisance.



## **10. COST RECOVERY**

- 10.1 Wherever this Bylaw imposes a requirement on a person that something be done, Council may, by resolution, direct that the person take the action and then provide written notice of the resolution to the person. If, after receiving written notice, the person does not take the action within the time permitted in the resolution, the City staff may:
- a) fulfill the requirement at the expense of the person, and
  - b) recover the costs incurred from that person as a debt.
- 10.2 Any debt resulting from section 10.1 may be recovered pursuant to section 258 of the *Community Charter*.

## **11. SEVERABILITY OF PROVISIONS**

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a court of competent jurisdiction, then that invalid portion will be severed and the remainder of this Bylaw will be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

*Read a first time by the Municipal Council this 20<sup>th</sup> day of September, 2010.*

*Read a second time by the Municipal Council this 20<sup>th</sup> day of September, 2010.*

*Read a third time by the Municipal Council this 20<sup>th</sup> day of September, 2010.*

*Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 12<sup>th</sup> day of October, 2010.*

**GREG MOORE**  
\_\_\_\_\_  
*Mayor*

**SUSAN RAUH**  
\_\_\_\_\_  
*Corporate Officer*



# CITY OF PORT COQUITLAM

## DELEGATION OF AUTHORITY AMENDMENT BYLAW, 2020

### Bylaw No. 4203

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “Delegation of Authority Bylaw, 2014, No. 3876, Amendment Bylaw, 2020, No. 4203”.

2. ADMINISTRATION

That Sections 4-6 of Delegation of Authority Bylaw No. 3876 be amended to add the Manager of Bylaw Services as a delegated authority for business licences and update the reconsideration process, by removing the current wording of Sections 4-6 and replacing them with the following:

BUSINESS LICENSING

4. The Manager of Planning and the Manager of Bylaw Services are delegated the authority to suspend or cancel a business licence for reasonable cause pursuant to Section 32 of the Business Bylaw, No. 3725.
5. The Manager of Planning and the Manager of Bylaw Services are delegated the authority to attach conditions to a business licence pursuant to Section 5.1 of the Business Bylaw, No. 3725.
6. If the Manager of Planning or the Manager of Bylaw Services has refused to grant a Licence or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter. The applicant may submit a request for reconsideration in writing to Council. This request for reconsideration will be placed on the next reasonably convenient Council Meeting Agenda, and Council will provide a final ruling on the matter.

READ A FIRST TIME this	8 <sup>th</sup> day of	December, 2020
READ A SECOND TIME this	8 <sup>th</sup> day of	December, 2020
READ A THIRD TIME this	8 <sup>th</sup> day of	December, 2020
ADOPTED this		

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM  
FEES AND CHARGES AMENDMENT BYLAW, 2020

Bylaw No. 4204

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1. CITATION

This Bylaw is cited as "Fees and Charges Bylaw, 2015, No. 3892, Amendment Bylaw, 2020, No. 4204".

2. ADMINISTRATION

2.1 Fees and Charges Amendment Bylaw, 2015, No. 3892 is amended by replacing "Schedule L" with the "Schedule L" attached hereto and forming part of this Bylaw.

READ A FIRST TIME this	8 <sup>th</sup> day of	December, 2020
READ A SECOND TIME this	8 <sup>th</sup> day of	December, 2020
READ A THIRD TIME this	8 <sup>th</sup> day of	December, 2020
ADOPTION this	day of	, 2020

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4107

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1.     CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2019, No. 4107.

2.     ADMINISTRATION

2.1     The Zoning Map of the "Zoning Bylaw, 2008, No. 3630" be amended to reflect the following rezoning:

**Civic:** 1611 Manning Avenue

**Legal:** Lot 19, Block "C", District Lot 466, Group 1, New Westminster District, Plan 2253

**From:** RD (Residential Duplex)

**To:**     RS4 (Residential Single Dwelling 4)

      as shown on Schedule 1 attached to and forming part of this Bylaw.

READ A FIRST TIME this	22 day of	January, 2019
READ A SECOND TIME this	22 day of	January, 2019
PUBLIC HEARING	12 day of	February, 2019
READ A THIRD TIME this	12 day of	February, 2019
ADOPTED this	day of	, 2020

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Mayor

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Corporate Officer

Schedule 1



## Development Variance Permit – 3567 and 3569 Handley Crescent

### RECOMMENDATION:

*That Council approve Development Variance Permit DVP00074 for 3567 and 3569 Handley Crescent for issuance.*


### PREVIOUS COUNCIL/COMMITTEE ACTION

November 17, 2020 – Committee of Council:

That the Committee of Council:

- 1) Authorize staff to provide notice of an application to vary the front yard setback requirements for a duplex at 3567 and 3569 Handley Crescent, and
- 2) Advise Council that it supports approval of Development Variance Permit DVP00074.

### OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve Development Variance Permit.
	2	Request further information.
	3	Deny Development Variance Permit.

**Lead author(s):** Carolyn Deakin

## RECOMMENDATION:

That the Committee of Council:

- 1) Authorize staff to provide notice of an application to vary front yard setback requirements for a duplex at 3567 and 3569 Handley Crescent, and
- 2) Advise Council that it supports approval of Development Variance Permit DVP00074.

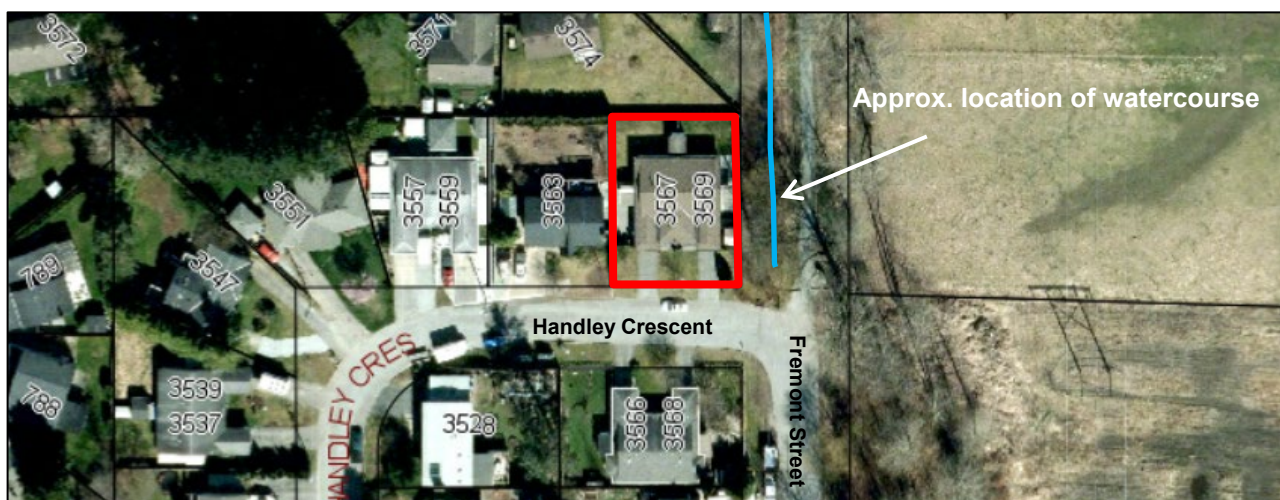
## REPORT SUMMARY

This report provides for Committee's consideration of a request for a minor variance to the front yard setback to enable renovations to an existing duplex to improve accessibility for its owners. Staff recommend approval.

## BACKGROUND

**Proposal:** The duplex co-owners are proposing to renovate both sides of the duplex. The intent of the renovations is to make the east side of the duplex wheelchair friendly and to improve the overall design character to both sides of the duplex. The applicants have requested a minor variance to the front yard setback regulations to enable the changes.

**Context:** 3567 and 3569 Handley Crescent is large 783m<sup>2</sup> (8,428ft<sup>2</sup>) duplex lot located at the north end of Handley Crescent developed with an older single storey, strata-titled duplex. Surrounding land uses include single residential and other duplexes housing and the Agricultural Land Reserve to the east of an unopened road right of way (extension of Fremont Street). The site is located in close proximity to a class A(O) watercourse located between the property and trail running from the end of Fremont Street northward.



Location map

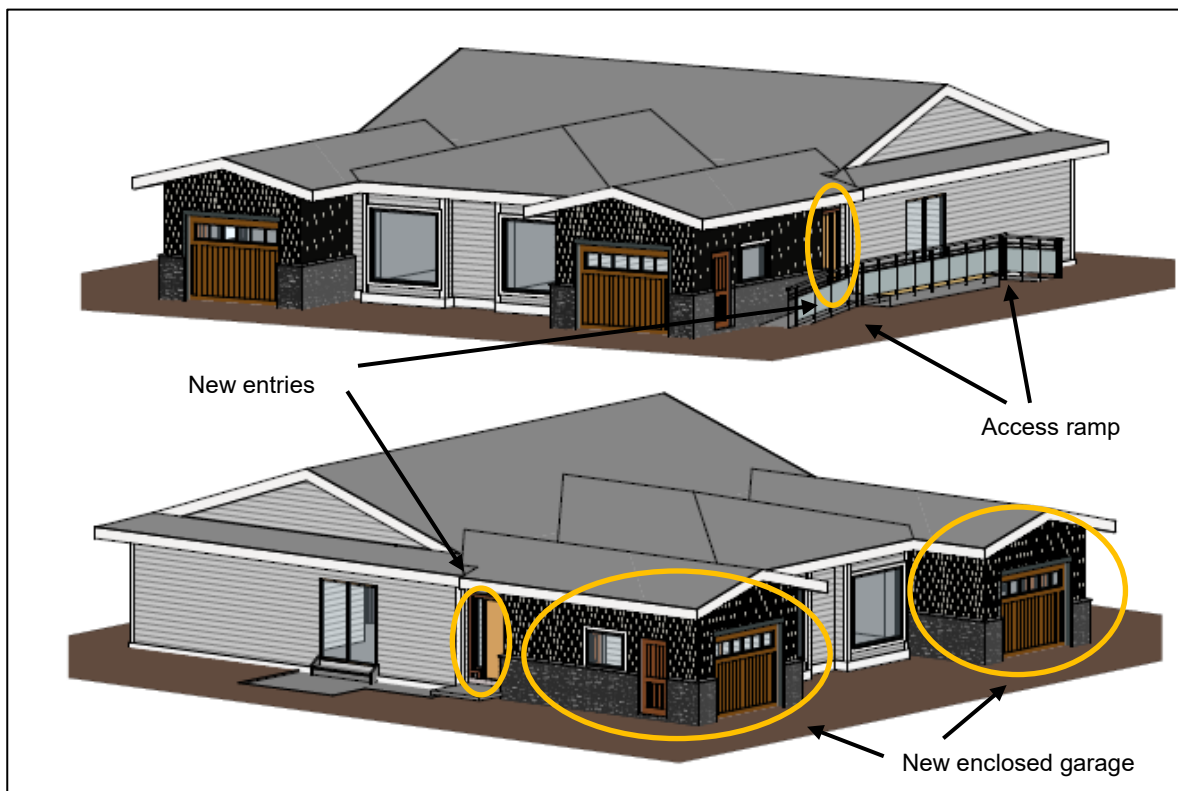
## Development Variance Permit Application - 3567 & 3569 Handley Cres.

**Regulations:** The site is zoned RD – Residential Duplex and designated by the Official Community Plan (OCP) for Residential uses.

The OCP designated all duplex development as a development permit area and regulates the form and character through issuance of a development permit. The OCP includes an exemption for existing buildings where the alterations or addition do not significantly alter the appearance of the building and do not exceed \$50,000. This project qualifies under this exemption.

The OCP also designated this property as a watercourse development permit area due to the proximity of the Class A(O) watercourse running within the adjacent unopened road right-of-way. The OCP provides that new construction is exempt from issuance of a watercourse development permit when it is entirely constructed within the footprint of an existing permitted structure. This project qualified under this exemption.

**Project description:** The proposed renovation includes relocating the front door access from in the carports to the side of both duplex units and adding an accessibility ramp on the eastern unit to access the new front door. The applicants have also proposed enclosing the carports into garages and updating the exterior with addition of ledgerstone along lower portions of the garage, wood shakes on the roof gables and new fascia boards.



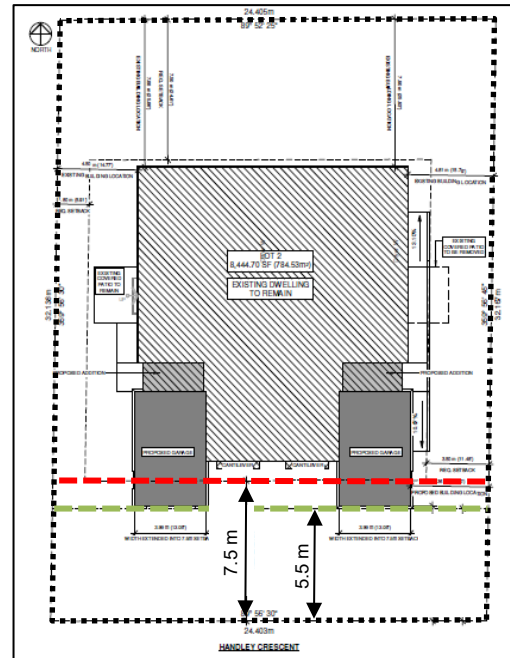
Proposed design

## Development Variance Permit Application - 3567 & 3569 Handley Cres.

**Requested Variance:** The required front yard setback for a duplex is 7.5m (24.6ft) with the provision for a one-storey portion of the structure, up to 7m (23ft) wide, to have a minimum setback of 6m (19.7ft). The applicants are requesting a variance to allow a 5.5m (18ft) setback for a combined width of 7.7m (25.3ft).

The intent of the setback variance is to allow for the applicants to enclose their carports into a garage (with enough depth to accommodate a parking stall) as well as construct entry foyers adjacent to the rear of the garage for a new primary entrance. The requested additional width of the variance is reflective of the width of the existing carports.

The variance would provide that the duplex could continue to provide 2 parking spaces for each in accordance with the requirements of the Parking and Development Management Bylaw; one parking space in the garage and the second on the driveway apron.



Site plan

The accessibility ramp running along the eastern edge of the building is adjacent to the watercourse protection area but will be located within the existing approved building footprint and therefore issuance a watercourse development permit is not required. The ramp will be constructed of permeable materials including a small unit block retaining wall and unit pavers for the surface.

### DISCUSSION

Design policies of the OCP support building design for people with accessibility needs and improvements to the design of existing buildings. The requested siting variance is minor, maintains the provision of required onsite parking and provides improvements to meet mobility needs as well as enhanced design and character of an existing building. There are no anticipated impacts to surrounding properties. Staff recommend approval of the setback variance.


### FINANCIAL IMPLICATIONS

None.



## Development Variance Permit Application - 3567 & 3569 Handley Cres.

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

	#	Description
	1	Authorize notification of the application and advise Council that Committee supports the application.
	2	Request additional information or amendments to the application to address specified issues prior to making a determination; or
	3	Determine that it does not wish to authorize the notification. The applicant may then request the application be forwarded to Council for consideration.

### **ATTACHMENTS**

Att#1: Draft Development Variance Permit

Att#2: Building design

**Lead author(s):** Bryan Sherrell

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

**DEVELOPMENT VARIANCE PERMIT**

NO. DVP00074

Issued to: David and Deborah Francis  
Jason and Amanda Koehn  
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 3569 Handley Crescent, Port Coquitlam BC V3B 2Y4  
3567 Handley Crescent, Port Coquitlam BC V3B 2Y4

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Municipality applicable thereto, except as specifically varied by this permit.
2. This Development Variance Permit applies to and only to those lands within the Municipality described below:

Address: 3569 and 3567 HANDLEY CRESCENT

Legal Description: STRATA LOT 1 AND 2, SECTION 6, TOWNSHIP 40, NEW WESTMINSTER DISTRICT, STRATA PLAN LMS586

P.I.D.: 017-962-358 and 017-962-374

3. The Zoning Bylaw, 2008 No. 3630 is varied as follows:

- To vary the required front setback from 7.5m to 5.5m.

For clarity, the intent of the variance is to enable a single storey garage addition to be constructed for each duplex unit.

The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit.

4. This permit shall lapse if the Permittee does not obtain a Building Permit within two years of the date of this permit.
5. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY COUNCIL THE \_\_\_\_ DAY OF \_\_\_\_, 2020.

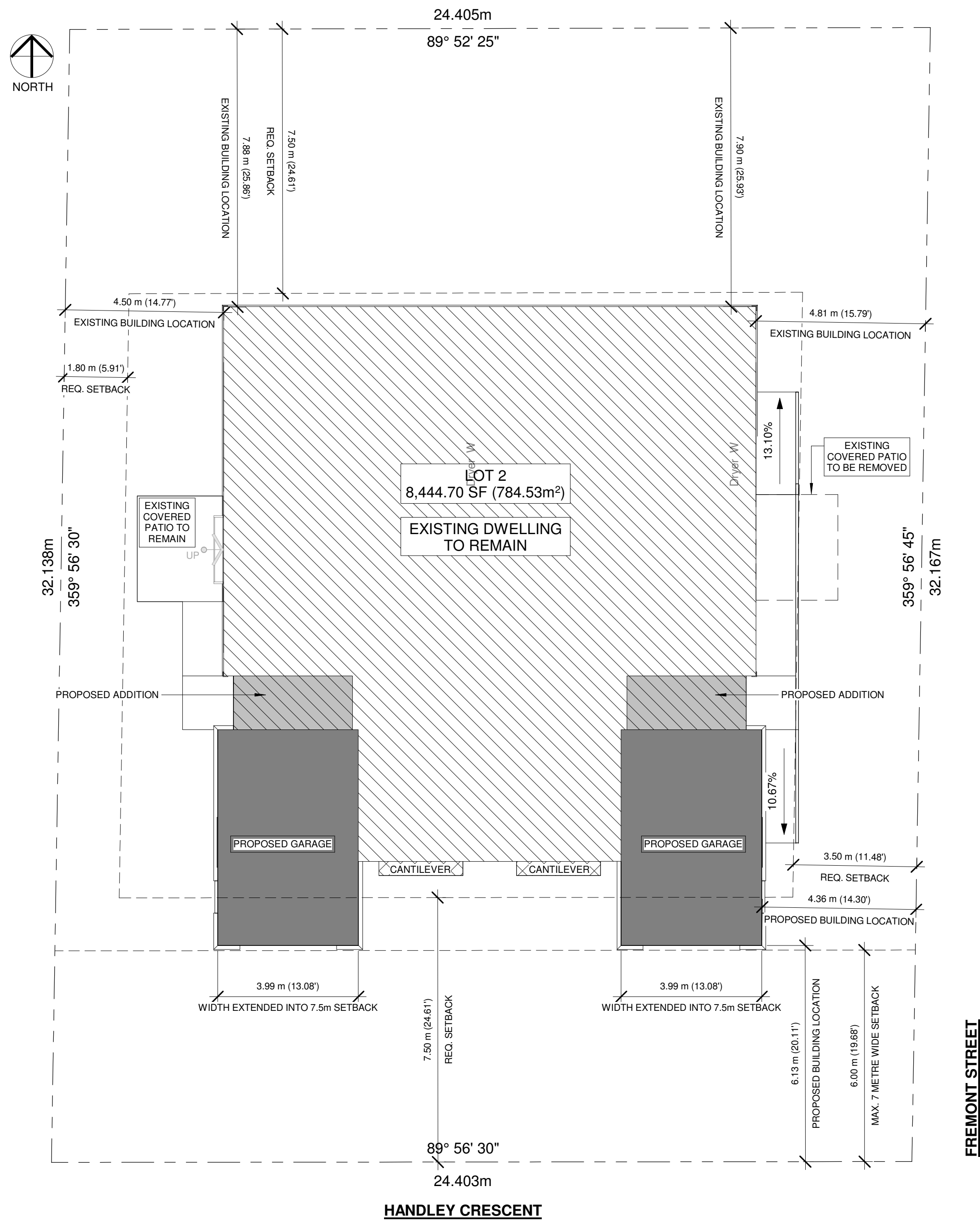
ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_.

\_\_\_\_\_  
Mayor

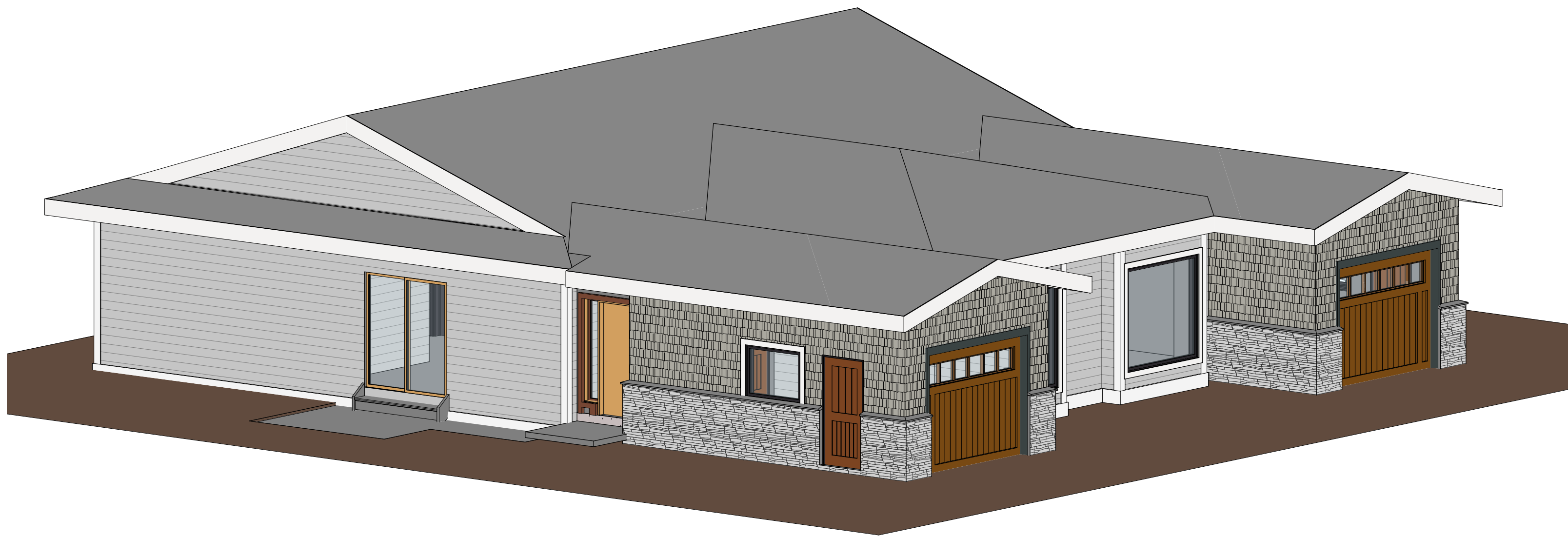
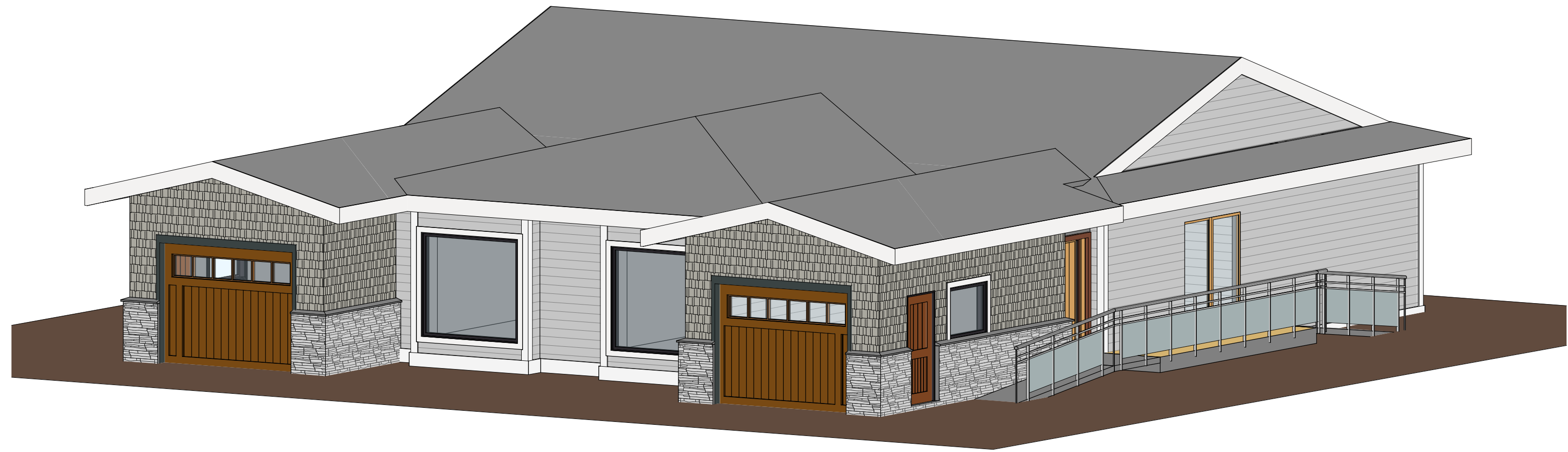
\_\_\_\_\_  
Corporate Officer

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)



① SITE - PROPOSED  
1/8" = 1'-0"



## FRANCIS/KOEHN RESIDENCE

3569 HANDLEY CRES. PORT COQUITLAM, B.C.

title  
SITE PLAN

scale 1/8" = 1'-0"

date 2020-01-23

drawn AG checkedZE

job no. 20-07

sheet no. A101

consultant

Drawings are to be read in conjunction with each other. any discrepancies found on any drawings are to be reported to the designer before commencing work.  
Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.  
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2020-02-25

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phone 778 242 1160

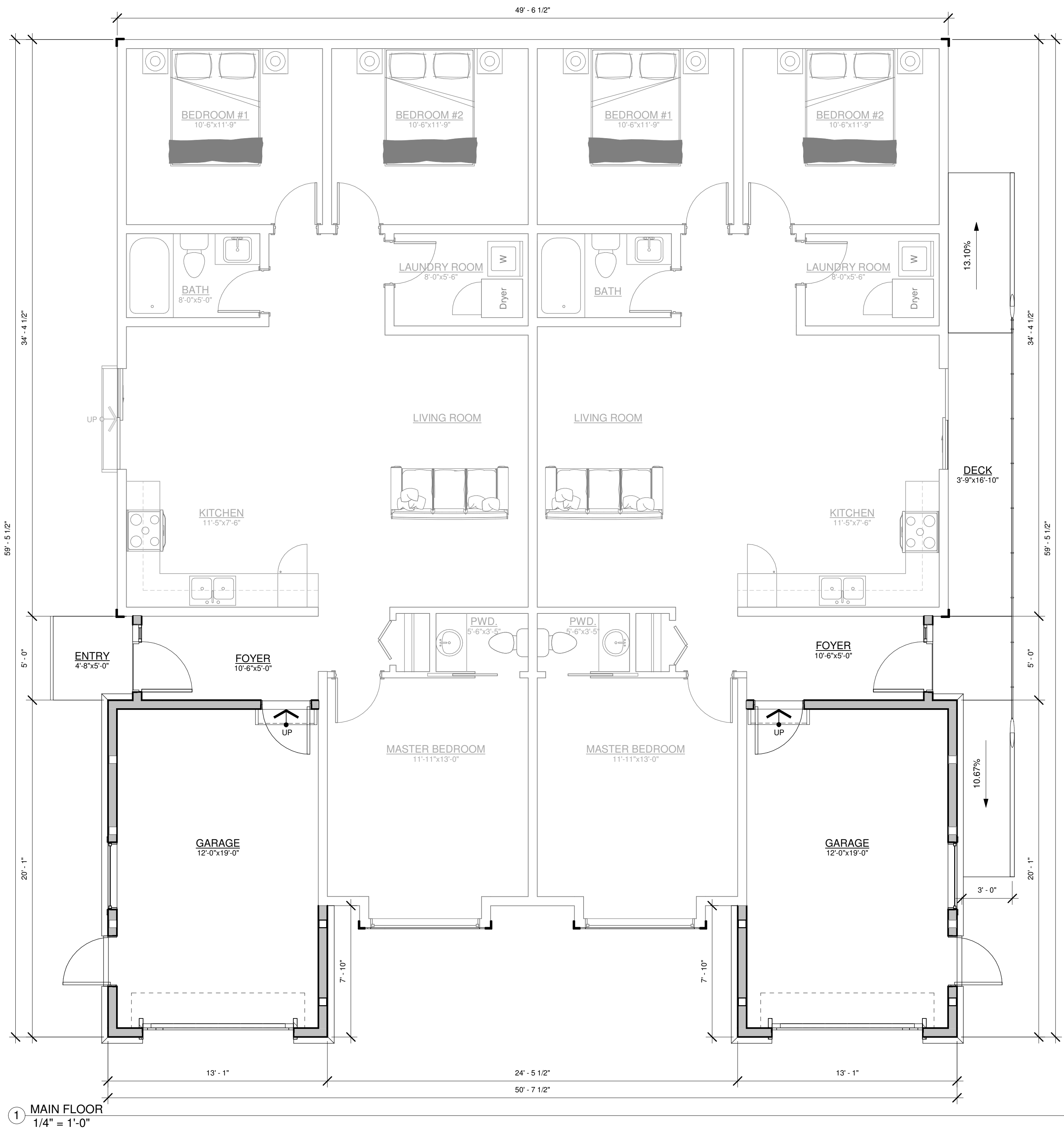
address #301 - 3007 GLEN DRIVE COQUITLAM, BC V3B 0L8

email zane@zedstudio.com

web www.zedstudio.com

REVISIONS	
NO.	DESCRIPTION

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REVISIONS	
NO.	DATE

FRANCIS/KOEHN  
RESIDENCE

3569 HANDLEY CRES. PORT COQUITLAM, B.C.

title  
MAIN FLOOR

scale 1/4" = 1'-0"

date 2020-01-23

drawn AG checkedZE

job no. 20-07

sheet no. A102

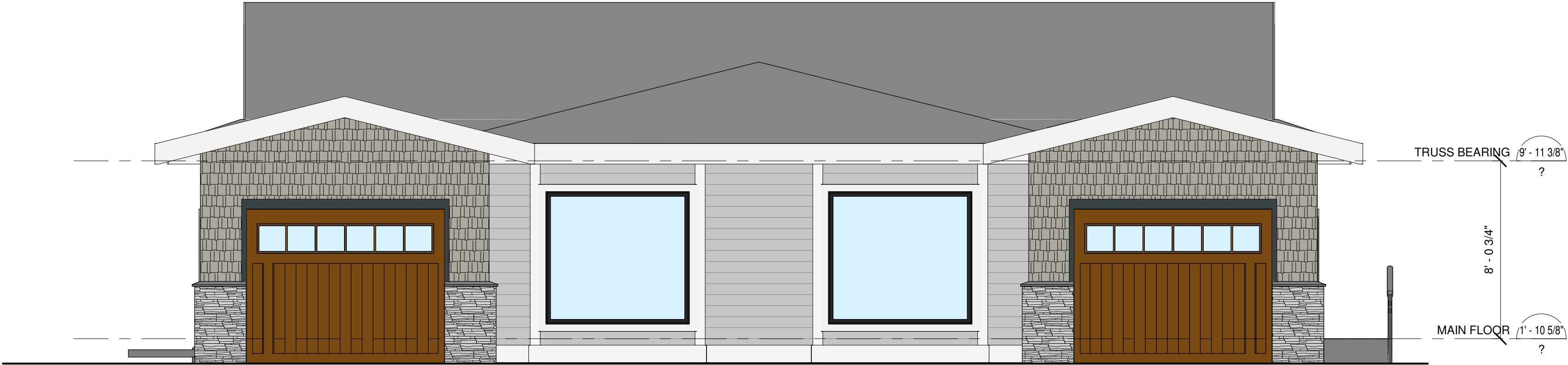
consultant

Drawings are to be read in conjunction with each other, any discrepancies found on any drawings are to be reported to the designer before commencing work.

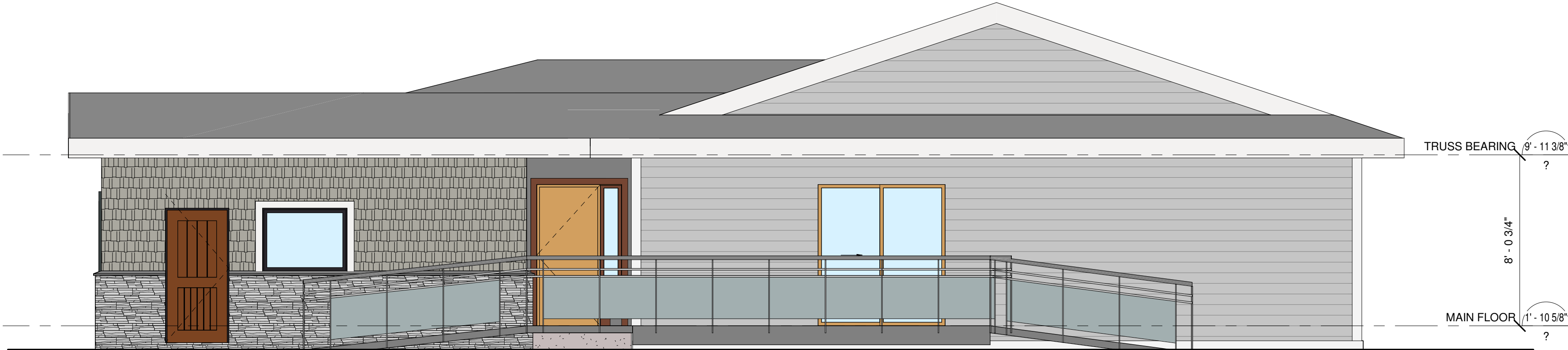
Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.

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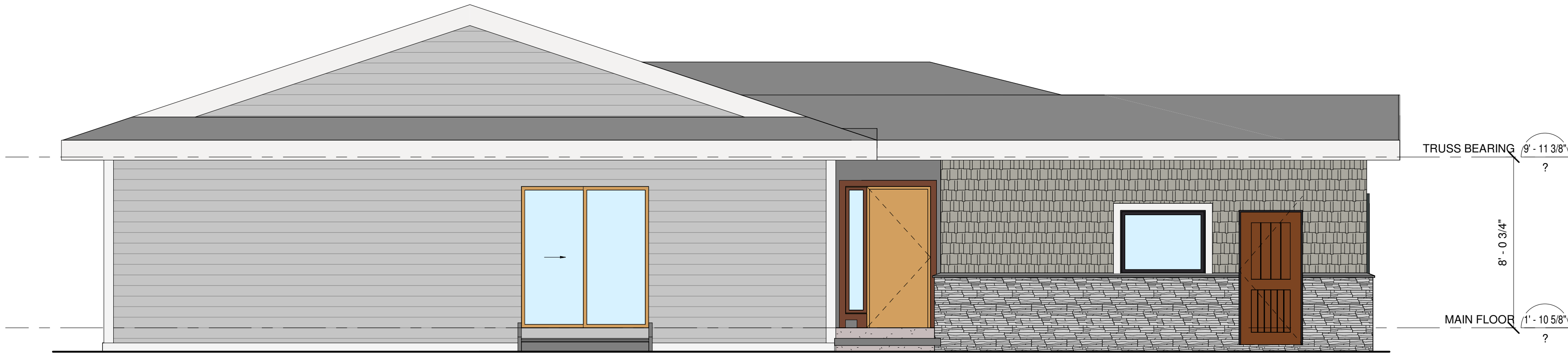




③ SOUTH  
1/4" = 1'-0"



① EAST  
1/4" = 1'-0"



② WEST  
1/4" = 1'-0"

REVISIONS	
NO.	DATE

**FRANCIS/KOEHN  
RESIDENCE**

3569 HANDLEY CRES. PORT COQUITLAM, B.C.

title	ELEVATIONS
scale	1/4" = 1'-0"
date	2020-01-23
drawn	AG
checked	ZE
job no.	20-07
sheet no.	A103
consultant	

### **RECOMMENDATION:**

That Council approve Development Permit DP000426 to regulate a coach house development at 1197 Fraserview Street.

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

October 27, 2020 – Committee of Council:

*That the motion on the floor (approval of Development Permit DP000426) be postponed pending further information from staff on building shadowing.*

### **REPORT SUMMARY**

This report provides the sun and shadow analysis requested by Committee of Council in its consideration of a coach house development permit application at 1197 Fraserview Street.

### **BACKGROUND**

At the October 27, 2020 meeting, Committee of Council requested a sun and shadow analysis for their review before considering the coach house development permit application. The intent of the additional information was to clarify the potential for the building to create shadow on a property to the south.

Coach houses are a permitted use in the RS1 (Residential Single Dwelling 1) zone where the property is designated Residential in the Official Community Plan (OCP) and is larger than 370 m<sup>2</sup>. Commercial uses are not permitted in the RS1 zone and accessory home businesses are restricted to the dwelling unit and are not permitted in accessory buildings. Residents living in a coach house dwelling unit may be permitted to undertake an accessory home business with low impact such as a home office in accordance with the Zoning Bylaw regulations.

In staff's opinion the proposed coach house complies with the OCP design guidelines and objectives appended as Attachment 1 in the following ways:

- The size of the coach house is smaller than the principal dwelling.
- Both the principal dwelling and coach house are being built as a comprehensive project.
- Overlook is minimized by the provision of stepping back the second storey, orienting second storey windows to the north and east sides and using architectural elements (wood columns), fencing and hedging as screens.
- Pedestrian access to be provided along the driveway.

## Coach House Development Permit Application – 1197 Fraserview Street

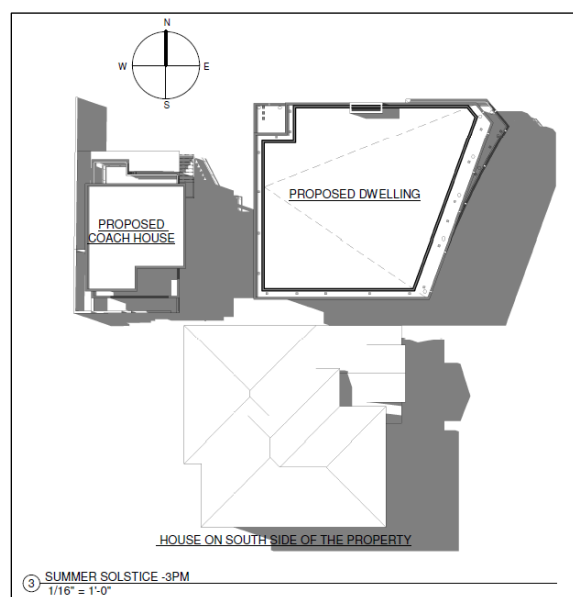
- Two maple trees are to be planted in the front yard and additional landscaping to be planted adjacent to the coach house
- Garbage and recycling storage to be within the garage.
- Environmental conservation considerations include high efficiency appliances, low-flow plumbing fixtures, LED lighting, accessible garbage storage, and permeable pavers for driveway.

### DISCUSSION

The sun and shadow analysis, appended as Attachment 2, shows the shadows casted by the buildings on the subject property and the neighbouring property during the summer solstice and the spring/fall equinox at 9:00 am, 12:00 pm and 3 pm.

As noted in this analysis, the shadows created by the coach house fall primarily to the east and north-west of the building and there is minimal impact to the property to the south. The shadows created during summer solstice at 3 pm, as shown to the right, illustrates the time with the most impact to the neighbouring property to the south.

In staff's opinion, the proposed design adheres to the Development Permit guidelines in the Official Community Plan and approval is recommended.



Shadows at Summer Solstice at 3:00 pm

### OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Approve issuance of Development Permit DP000426
	2	Request amendments to the application or additional information prior to making a decision
	3	Refuse to approve Development Permit DP000426, if Committee of Council 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.



### **ATTACHMENTS**

Att#1: OCP Coach House Design Guidelines

Att#2: Sun and Shadow Analysis

Att#3: Staff report to Committee of Council October 27, 2020

**Lead author(s):** Natalie Coburn

## 9.5 Intensive Residential

### 3. Guidelines

#### *e. Location Specific Guidelines*

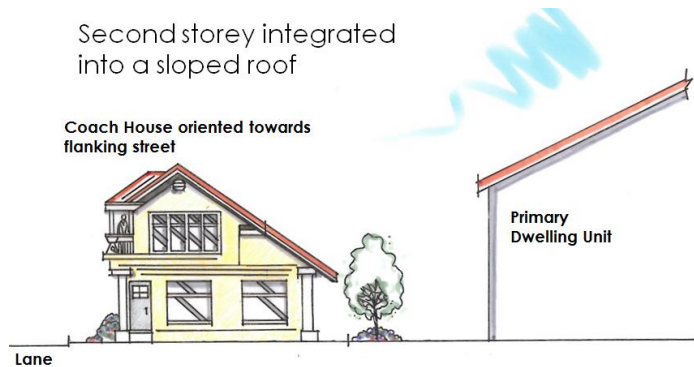
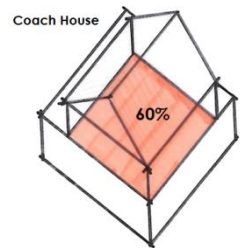
##### xvi. Lots with Coach Houses

#### **Coach House Building Design**

- Overall, the building's appearance is secondary or accessory to the principal dwelling
- The building design is compatible with the principal dwelling
- Architectural elements are appropriately scaled to the overall building form
- Windows and skylights promote natural lighting
- The design, siting and orientation of windows, balconies, patios and decks provides for visual privacy between adjoining properties

#### **Coach House Scale, Massing and Building Orientation**

- The area of a second floor is up to 60% of the first storey's footprint
- Balconies are restricted to the second storey (not rooftop) and have a minimum width of 2m
- Stairs to a second storey are enclosed within the building
- If a corner lot, the front door faces the flanking street  
The floor area of a second storey is integrated within a sloping roof, recessed or articulated
- For a lot with lane access, the building façade facing the lane includes architectural elements to avoid an appearance of a blank wall and minimize the visual impact of garage door(s)

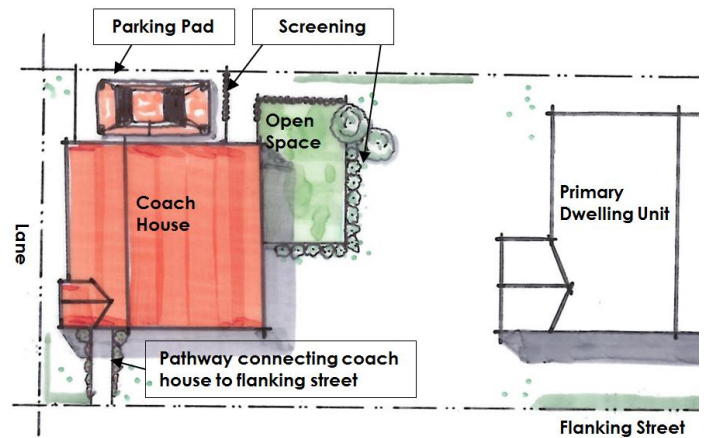


#### **Coach House Lighting**

- Exterior lighting, including high-wattage motion-activated security lights, is designed to enhance the experience of the lane at night and not intrude on neighbouring properties
- Any lighting within eaves is restricted to the façade facing a lane or exterior side

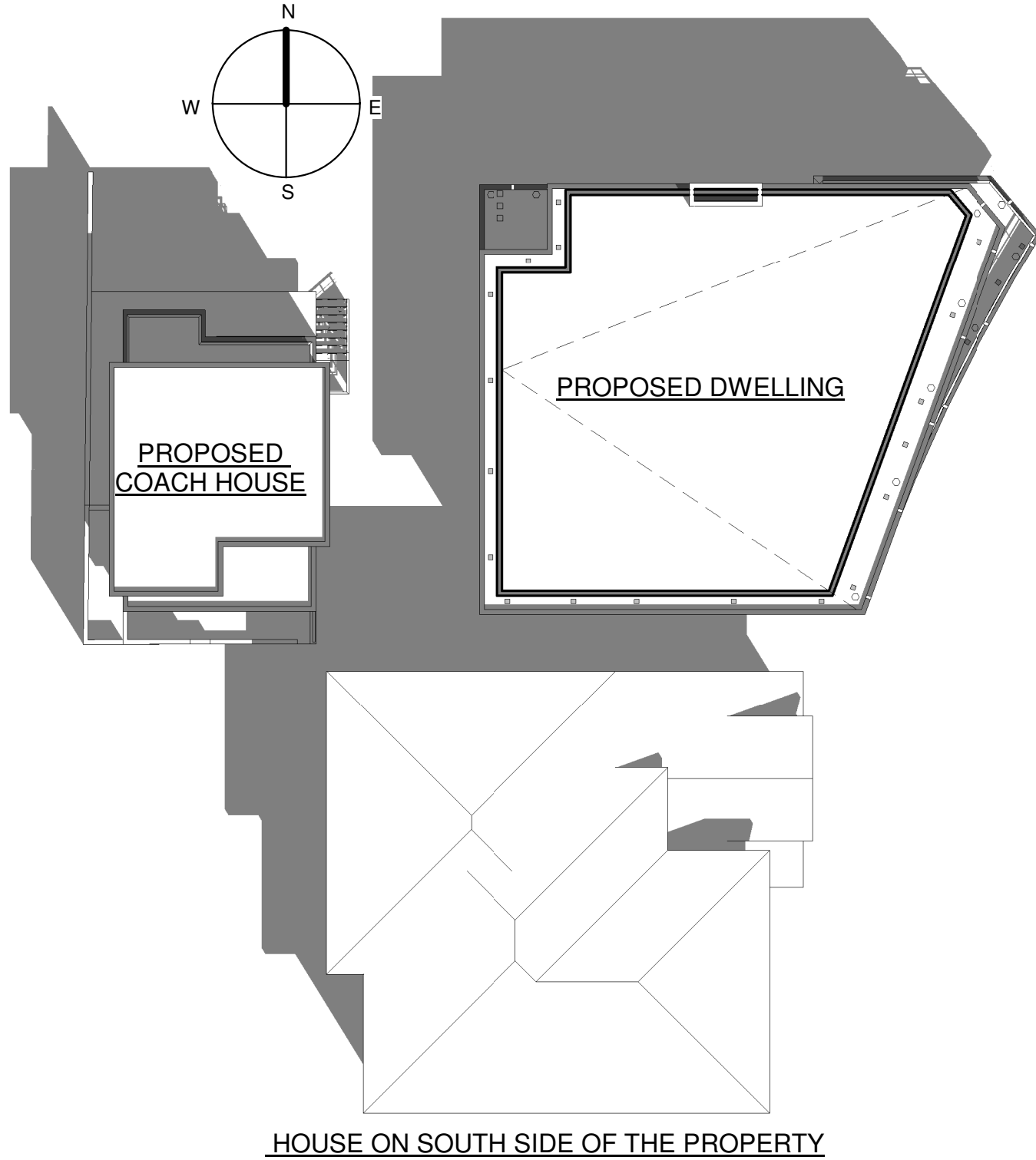
## Landscaping

- A landscaped path connects the coach house to the street
- Any open parking space for a coach house is screened with landscaping or fencing
- An outdoor space is provided adjacent to the coach house that consists of lawn or pavers screened by trees, decorative fencing or layered planting and has a minimum depth of 2.4m
- There are at least two trees on the lot.

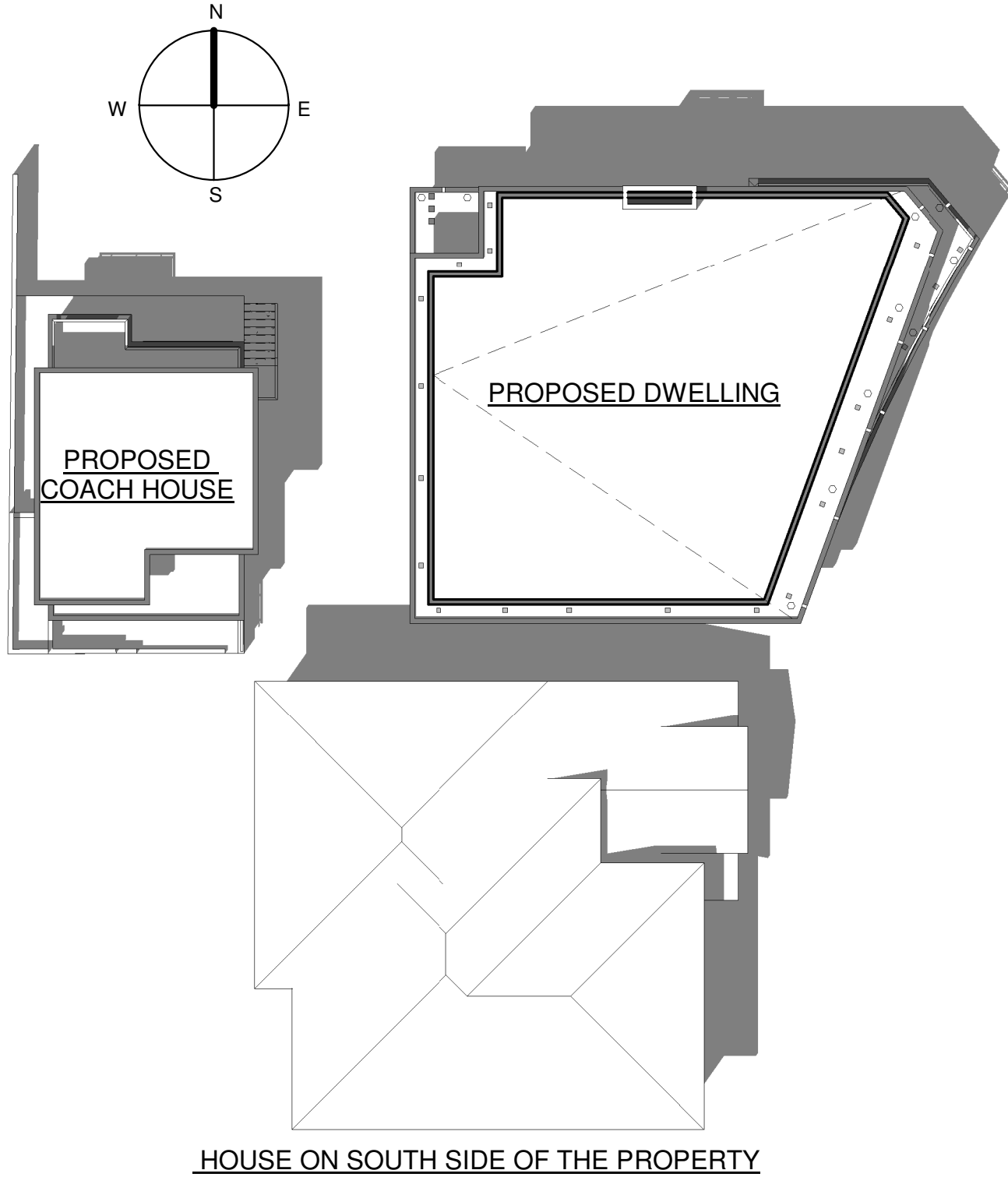


## Other

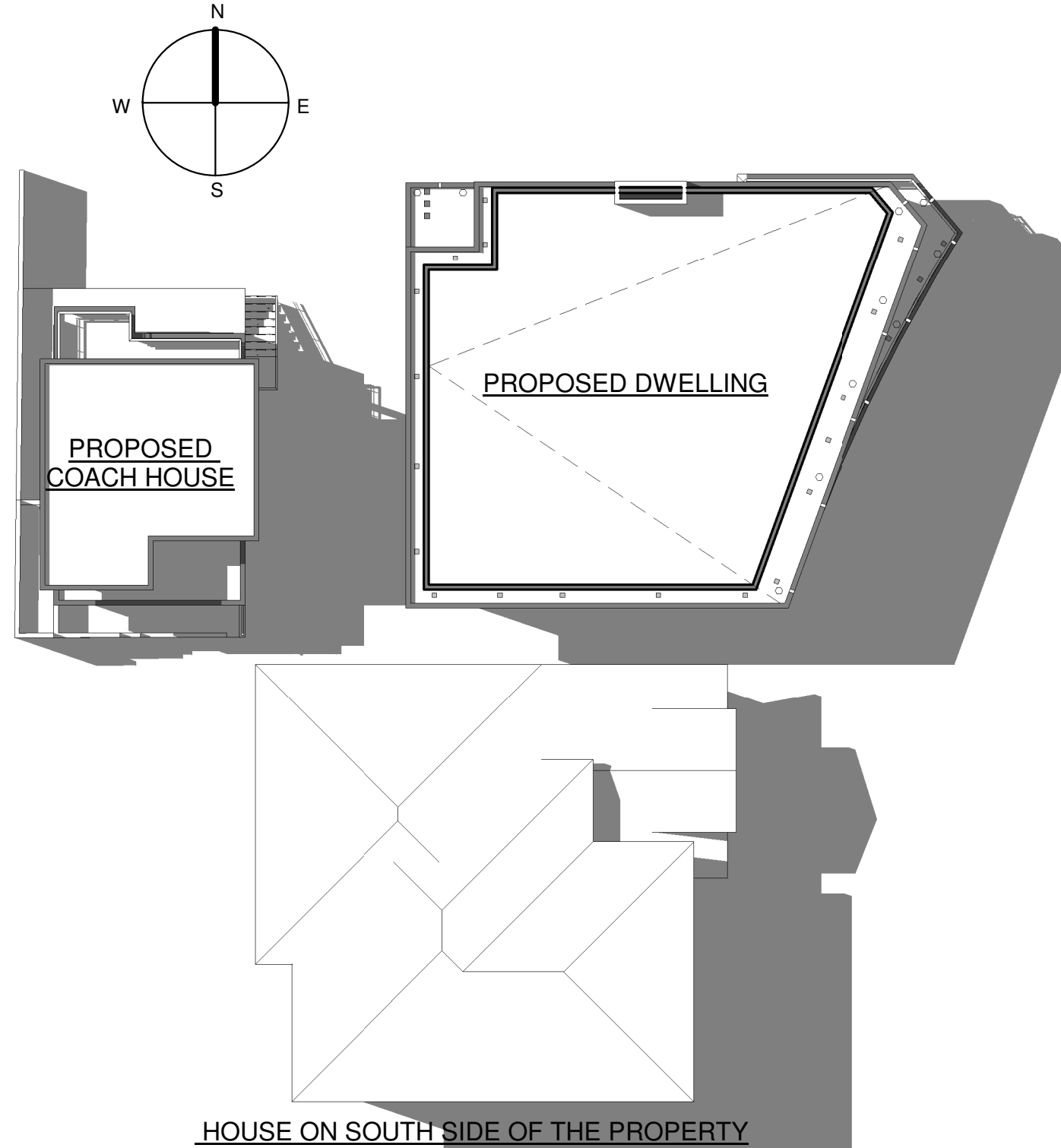
- Garbage and recycling space is provided within a designated storage area and screened from private patio areas and the lane, or is located within an accessory structure or the garage



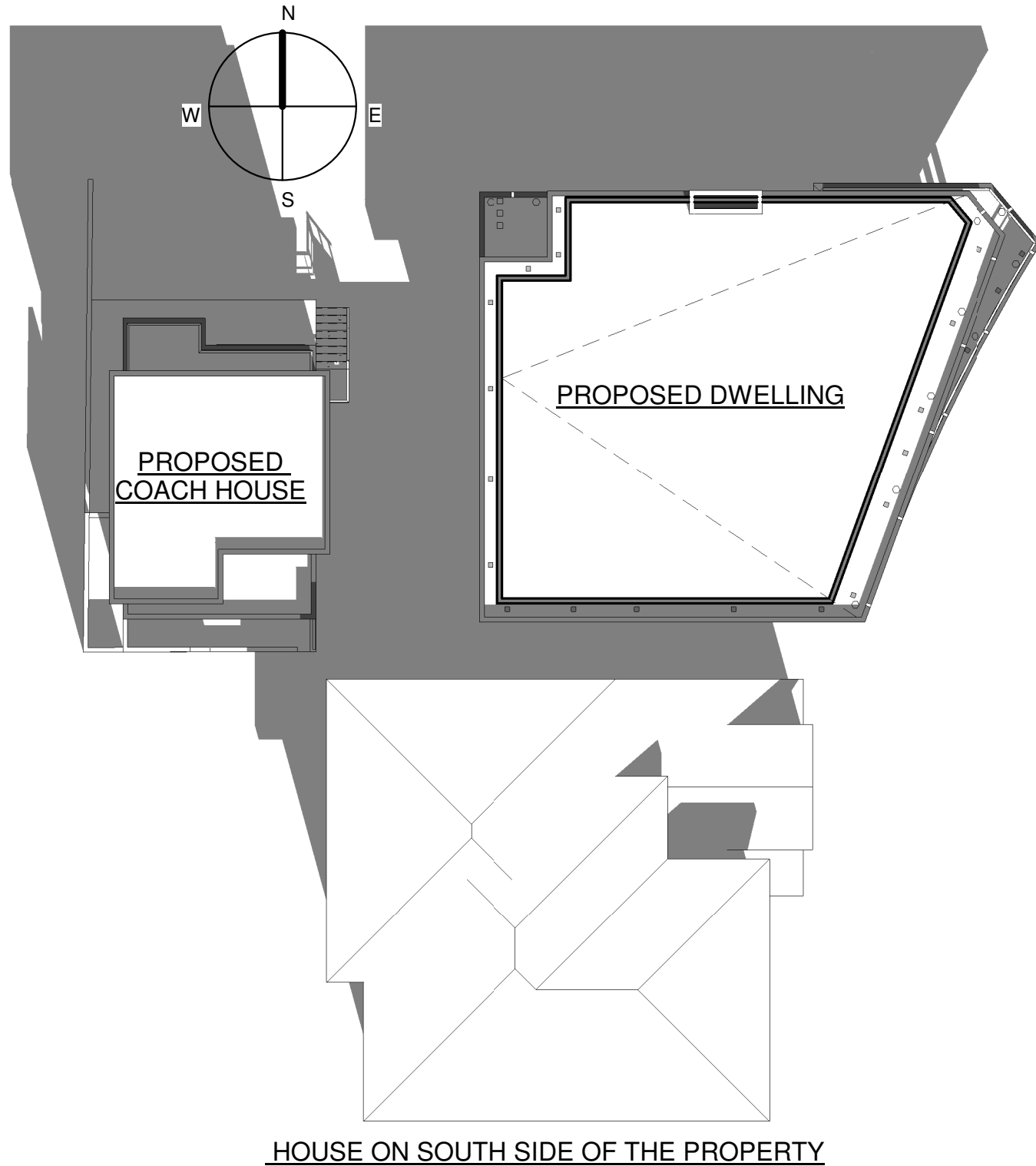
2 SUMMER SOLSTICE - 9AM  
1/16" = 1'-0"



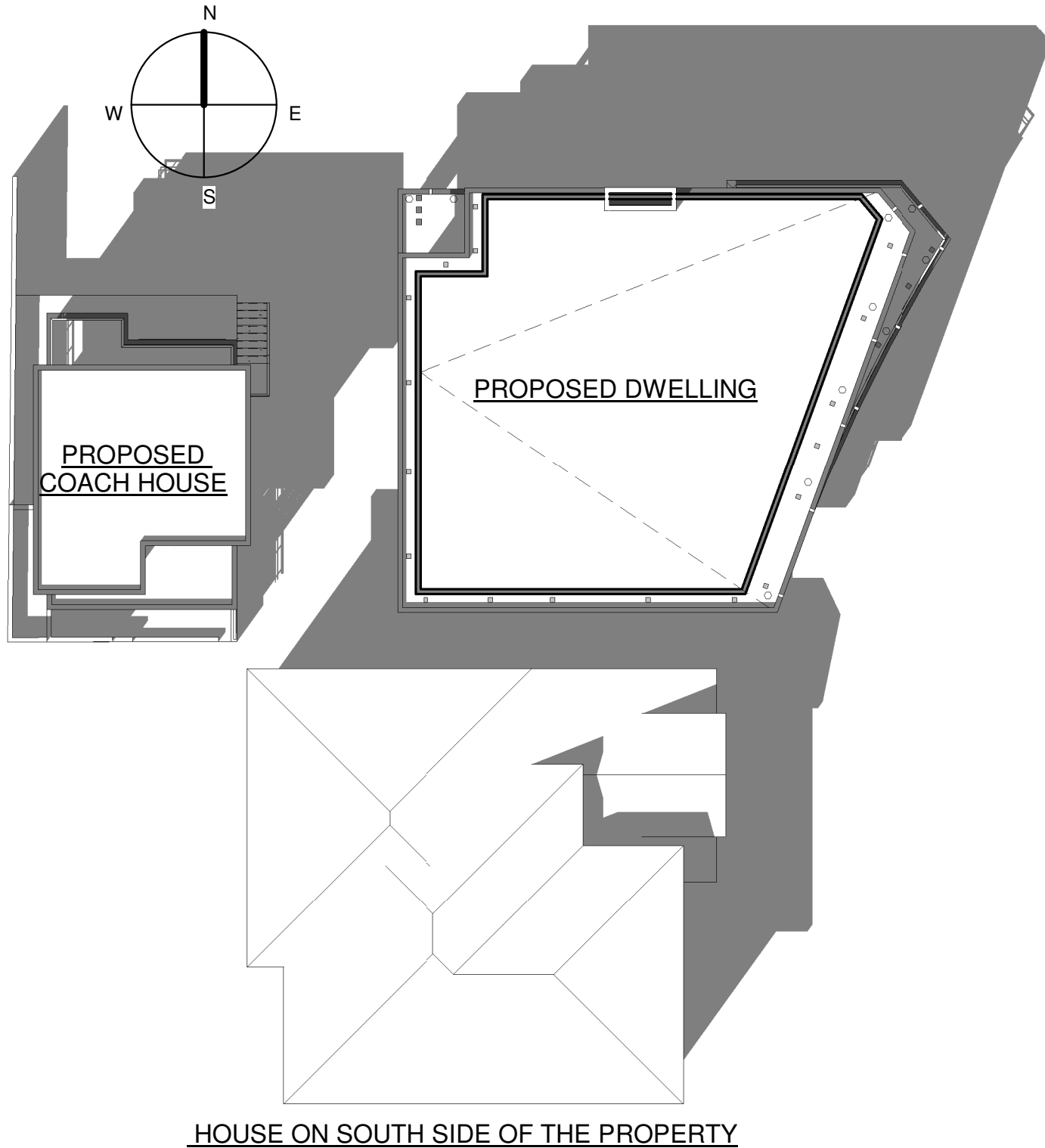
1 SUMMER SOLSTICE - 12PM  
1/16" = 1'-0"



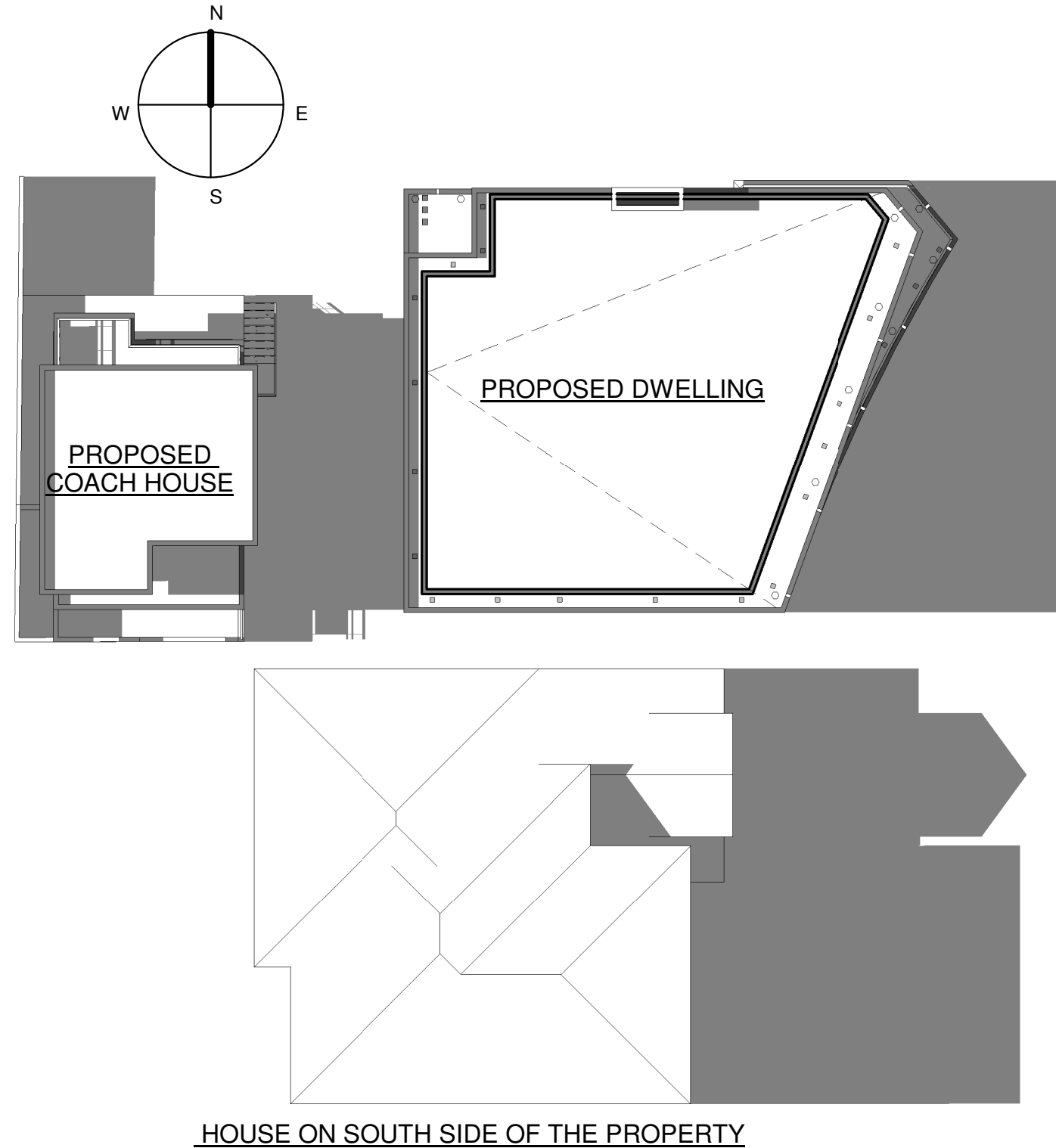
3 SUMMER SOLSTICE - 3PM  
1/16" = 1'-0"



4 SPRING/FALL EQUINOX - 9AM  
1/16" = 1'-0"



5 SPRING/FALL EQUINOX - 12PM  
1/16" = 1'-0"



6 SPRING/FALL EQUINOX - 3PM  
1/16" = 1'-0"

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address #301 - 3007 GLEN DRIVE COQUITLAM, BC V3B 0L8  
email zane@zedstudio.com  
web www.zedstudio.com

REVISIONS	
NO.	DATE

ADEYEMI RESIDENCE

1197 FRASERVIEV ST., PORT COQUITLAM, BC

title  
SHADOW STUDY

scale 1/16" = 1'-0"  
date OCT. 27, 2020  
drawn SS checkedZE

job no. 1922  
sheet no. A106-CH  
consultant

10/27/2020 4:54:59 PM  
Drawings are to be read in conjunction with each other. any discrepancies found on any drawings are to be reported to the designer before commencing work.  
Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.  
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# Coach House Development Permit Application – 1197 Fraserview Street

## RECOMMENDATION:

That Committee of Council approve Development Permit DP000426 to regulate a coach house development at 1197 Fraserview Street.

## REPORT SUMMARY

This report describes a proposed coach house to be located at 1197 Fraserview Street. The application complies with the City's guidelines and regulations and is recommended for approval.

## BACKGROUND

A one-bedroom, two-storey coach house is proposed to be developed at the rear of a sloped property near the intersection of Fraserview Street and Richard Place. The principal dwelling was demolished after it was damaged in a fire last year; a new principal dwelling will be built on the existing foundation at the same time as the coach house.

A long sloped driveway runs the length of the north property line and provides access to the rear of the site. A 6.2 m (20.3 ft) wide right-of-way is also located along the north side of the property as shown in green in the Location Map below. The property fronts Fraserview Street and has an existing pool in the front yard.



Location Map

The attached summary sheet describes and illustrates how the application conforms to Zoning Bylaw regulations and Official Community Plan design landscaping, and environmental conservation guidelines.

## **DISCUSSION**

The coach house is a two storey design with a one car garage and entry on the ground floor. The proposed design matches the modern architectural style and colour of the new principal residence; both buildings are to be clad with stucco siding with wooden and metal accents in a neutral colour palette.

While the property strongly slopes down to the east and slopes slightly down to the north, it is not located in the Hazardous Conditions development permit area. The site is currently terraced with a variety of retaining walls remnant from the previous development which will be utilized by the new dwelling units. Potential overlook from the coach house to neighbouring properties is mitigated by stepping back the second storey and orienting the windows and the balcony internally to face the driveway with an 11 m (36 ft) setback from the property to the north. Wooden columns incorporated into the architectural design also provide screening and a bathroom window facing east will be frosted to maintain privacy.



View of development looking southeast



View of coach house looking northwest

Proposed landscaping includes the planting of two species of maple trees, both located in the front yard. Additional landscaping includes cedar hedges along the east and west sides of the coach house that provide privacy and greenery. The applicant will be replacing the existing concrete driveway with pervious materials to increase the permeability of the site.

Parking for the site is provided within a garage on ground floor of the coach house and surface parking spaces adjacent to the coach house and the main dwelling.

The proposal conforms to Zoning Bylaw regulations and meets Development Permit guidelines; staff recommend approval.

## **PUBLIC CONSULTATION**

A development sign has been posted on the property fronting Fraserview Street. Owners/residents of adjoining properties have also been notified of their opportunity to comment on the application at the Committee of Council meeting.

The neighbour to the south has noted concerns regarding impacts to privacy, property value, and amount of sunlight to their property. The applicant has addressed concerns about privacy by


## Coach House Development Permit Application – 1197 Fraserview Street

increasing fence height, adding cedar hedges, eliminating windows on this elevation and ensuring the coach house is oriented away from the adjoining property.

### **FINANCIAL IMPLICATIONS**

None.

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

	#	Description
	1	Approve issuance of Development Permit DP000426
	2	Request amendments to the application or additional information prior to making a decision
	3	Refuse to approve Development Permit DP000426, if 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

### **ATTACHMENTS**

Att#1: Coach House Summary Sheet

Att#2: Draft Development Permit with Drawings Appended and Schedule A

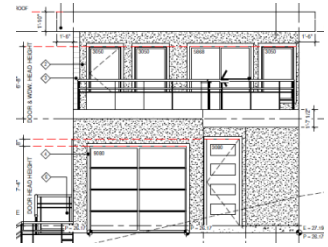
**Lead author(s):** Natalie Coburn



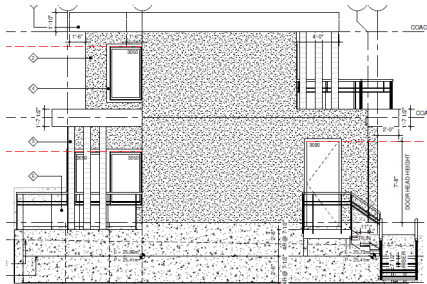
## Coach House Summary Sheet – 1197 Fraserview Street



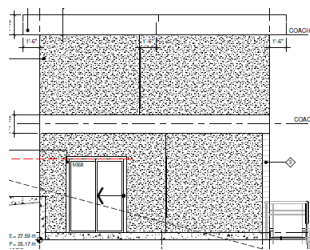
Aerial view of development site



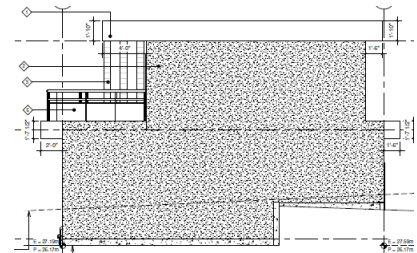
View of proposed coach house looking south



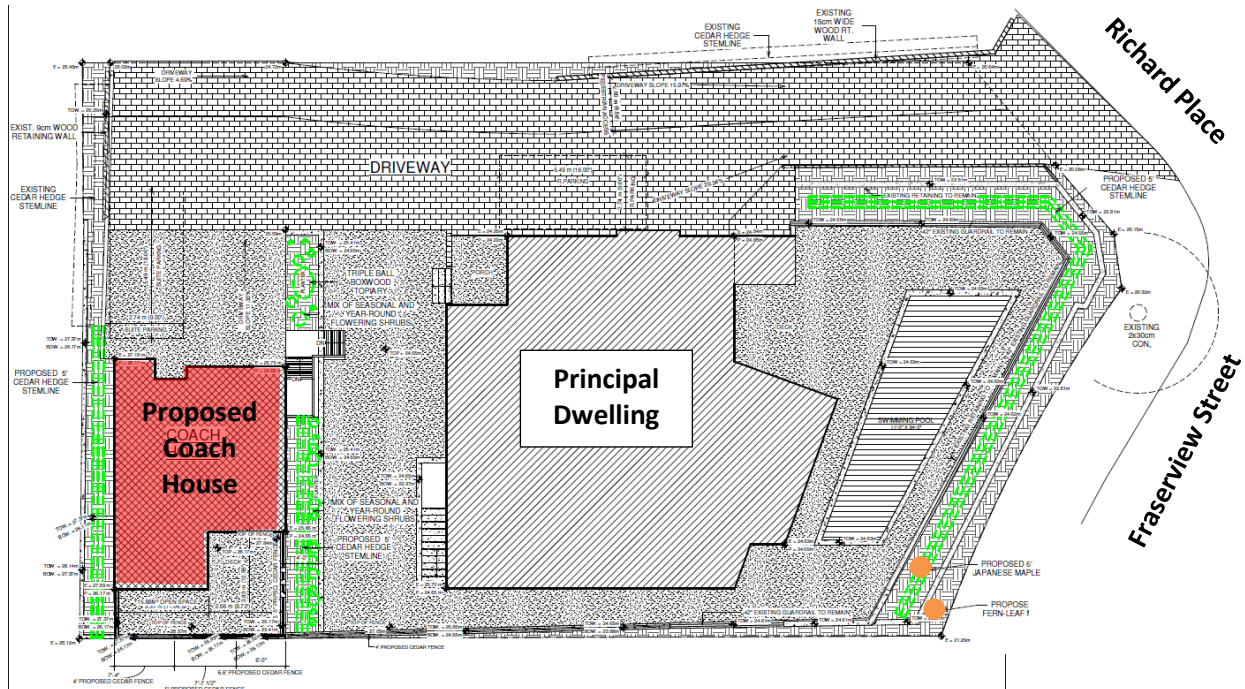
View of proposed coach house looking west



View of proposed coach house looking north



View of proposed coach house looking east





**Official Community Plan Land Use Designation:** Residential (R)**Zoning:** Residential Single Dwelling 1 (RS1)**Summary of Compliance with OCP Objectives & Guidelines**

<b>Guideline<sup>1</sup></b>	<b>Evaluation</b>
Scale secondary or accessory to principal dwelling	The size of the coach house is smaller than the principal dwelling.
Design compatibility with principal dwelling	Both the principal dwelling and coach house are being built as a comprehensive project.
Design promotes natural lighting and visual privacy between adjoining properties	Overlook is minimized by the provision of orienting second storey windows to the north and east sides and using architectural elements as screens (wood columns).
Landscaped path to connect to street	Pedestrian access along the driveway.
There are at least two trees on the lot	Two maple trees are to be planted in the front yard.
Garbage/recycling space is provided	Enclosed within the garage.
Environmental conservation components	High efficiency appliances, low-flow plumbing fixtures, LED lighting, accessible garbage storage, and permeable pavers for driveway.

**Summary of Compliance with Zoning Bylaw Regulations**

	<b>Regulation<sup>2</sup></b>	<b>Proposed<sup>3</sup></b>	<b>Comments</b>
Maximum coach house size	70 m <sup>2</sup> (753.5 ft <sup>2</sup> )	62.7 m <sup>2</sup> (674.9 ft <sup>2</sup> )	The lot is sufficiently large to allow for a conforming coach house and a new house with a combined floor area of up to 383 m <sup>2</sup> (4,122.6 ft <sup>2</sup> ).
Minimum lot size for secondary suite and coach house	740 m <sup>2</sup> (7965.3 ft <sup>2</sup> )	766 m <sup>2</sup>	No secondary suite is proposed.
Building height	7.5 m	6.6 m	Flat roof
Coach house siting:			
Distance between coach house and principal dwelling exterior walls	6 m	6 m	
Setback from rear	1.2 m	1.2 m	
Setback from interior property line (south)	1.8 m	1.84 m	
Setback from exterior property line (north)	3.5 m	11.04 m	
Private open space area	15 m <sup>2</sup>	15.88 m <sup>2</sup>	Screened patio provided on the south side and accessed by the secondary entry to coach house.
Lot coverage	40%	31.6%	
Impervious surface area	65%	60.9%	Pervious pavers will be used for the whole length of the driveway.
On-site parking	1 space	1 space	Parking pad provided in front of coach house. Parking for the principal dwelling is within the garage and on a parking pad beside the principal dwelling.

<sup>1</sup> Please refer to the Official Community Plan for complete objectives and guidelines applicable to coach houses.<sup>2</sup> Please refer to the Zoning Bylaw for complete regulations applicable to a coach house in the RS1 Zone.<sup>3</sup> Information provided by the applicant; this information would be confirmed in issuance of a building permit.

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT PERMIT

NO. DP000426

Issued to: Adeola Adetokunbo Adeyemi  
(Owner as defined in the Local Government Act,  
hereinafter referred to as the Permittee)

Address: 1197 Fraserview Street, Port Coquitlam, BC V3C 5H2

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

Address: 1197 Fraserview Street

Legal Description: LOT 2 DISTRICT LOT 340 GROUP 1 NEW WESTMINSTER  
DISTRICT PLAN 72143

P.I.D.: 004-483-677

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the “Official Community Plan Bylaw, 2013, No. 3838”.
4. “Port Coquitlam Zoning Bylaw, 2008, No. 3630” and “Parking and Development Management Bylaw, 2018, No.4078” are varied, supplemented or both in accordance with the following:
  - a. The form and character of the building, including the siting, height and general design, shall be as shown on drawings numbered DP000426(1) to DP000426 (3) which are attached hereto and form part of this permit.
  - b. The form and character of on-site landscaping shall be as shown on drawings numbered DP000426 (4) and the following standards for landscaping are imposed:
    - (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto.
    - (ii) All planting materials shall be able to survive for a period of one year from the date of the site landscape approval by the Municipality.
  - c. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.

**5. Landscape Security**

- (a) As a condition of the issuance of this permit, the security set out below will be held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 4 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount **\$2,500** for the purpose of landscaping.
- (b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
- (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the final phase of the development. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

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

- (d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee.
- 6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.
  - 7. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.
  - 8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
  - 9. This permit is not a building permit.

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

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

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Mayor

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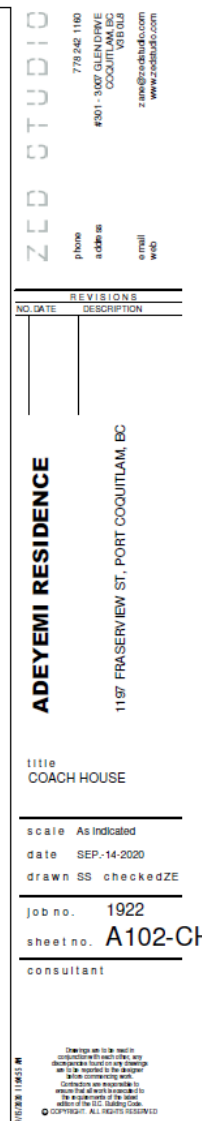
Corporate Officer

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

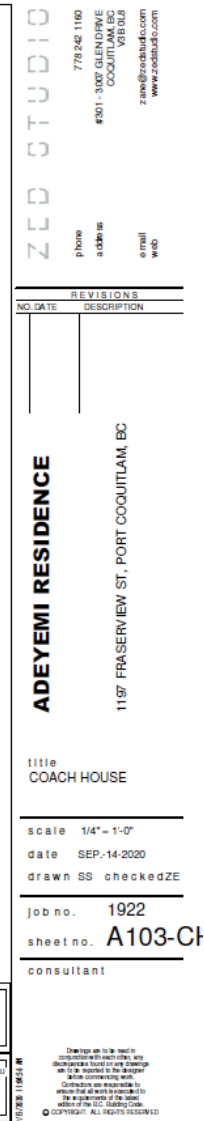
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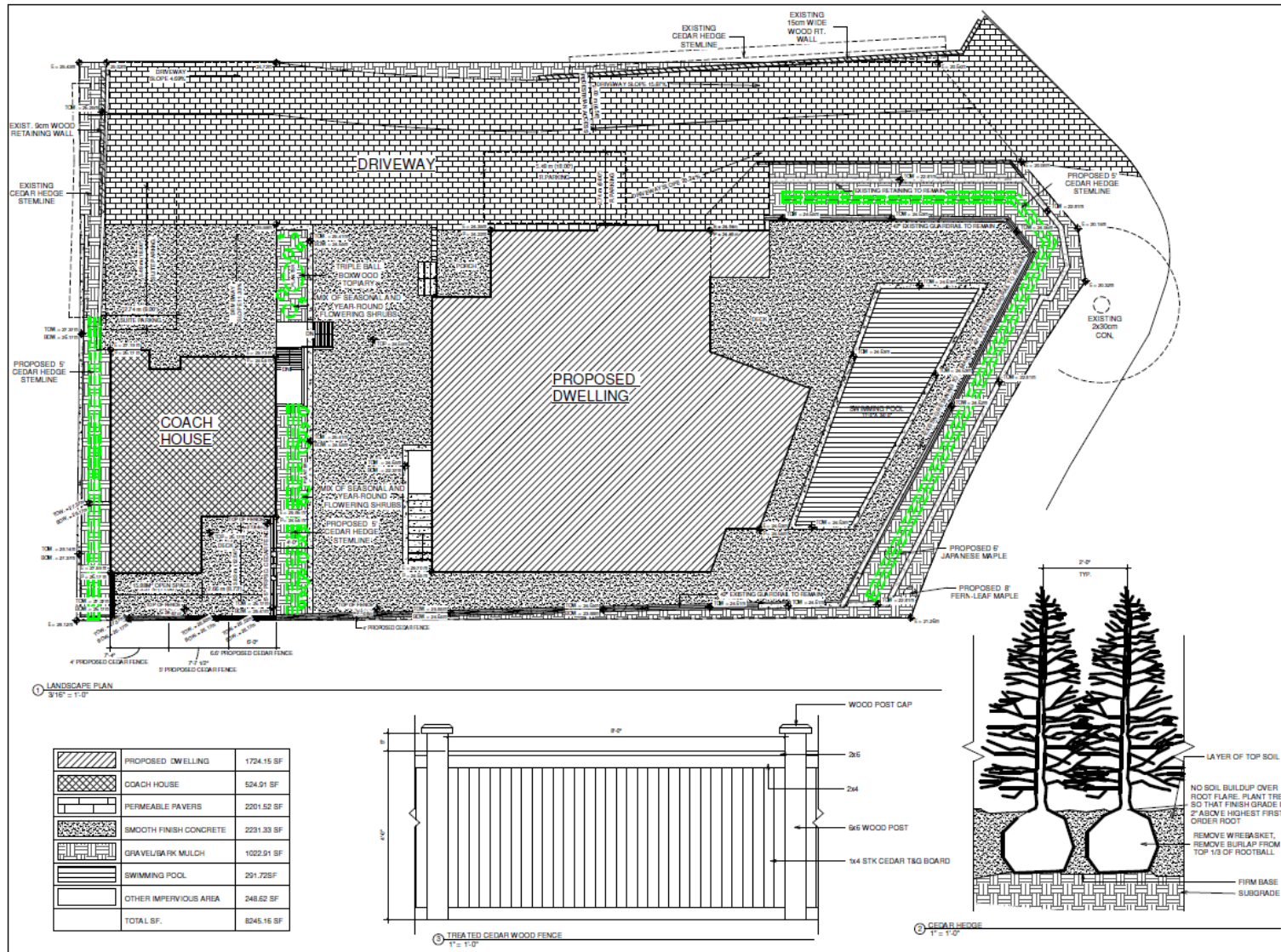
Applicant (or Authorized Agent or  
Representative of Applicant)











ZED STUDIO

ADEYEMI RESIDENCE

11111  
LANDSCAPE PLAN

scale As Indicated

date SEP-14-2020

drawn SS checkedZE

job no. 1922

sheet no. A105-CH

consultant

778.542.1100  
#301-3007 GLEN DRIVE  
COQUITLAM, BC  
V3B 6J6  
zed@zedstudio.com  
www.zedstudio.comphone  
studio  
email  
web

REVISIONS

NO. DATE DESCRIPTION

1197 FRASERVIEW ST, PORT COQUITLAM, BC

Drawings are to be used in  
conjunction with contract and any  
discrepancies found on site drawings  
are to be resolved by the designer.  
Contractors are responsible to  
verify the accuracy of the information  
of the site conditions.  
COPYRIGHT: ALL RIGHTS RESERVED



## Schedule A

### Energy Conservation:

Conservation Measure	Verification Method
Energy Star rated appliances to be used	BP stage; written confirmation by applicant along with staff review of BP submission
Installation of Energy Star rated windows and doors	BP stage; written confirmation by applicant along with staff review of BP submission
LED lighting to be used	BP stage; written confirmation by applicant along with staff review of BP submission
Location and size of windows will increase natural ventilation and natural daylight	DP and BP stage; staff review of BP submission
Step 2 of the Energy Step Code will be met	BP stage; staff review of BP submission

### Water conservation:

Conservation Measure	Verification Method
Low flow plumbing fixtures	BP stage; written confirmation by applicant along with staff review of BP submission
Permeable pavers will be installed for the driveway	DP and BP stage; staff review of BP submission

### GHG Reduction:

Conservation Measure	Verification Method
Accessible storage space for garbage and recycling will be provided	DP and BP stage; staff review of BP submission

per OCP Sec. 9.11 Environmental Conservation DPA designation

## Lisa Graham

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**From:** Lisa Grant  
**Sent:** Wednesday, October 21, 2020 4:12 PM  
**To:** Public Hearings  
**Cc:** Jennifer Little; Natalie Coburn  
**Subject:** FW: Proposed Development....

**Lisa Grant RPP, M.Plan | City of Port Coquitlam**  
Director of Development Services  
T: 604.927.5247 | E: [grantl@portcoquitlam.ca](mailto:grantl@portcoquitlam.ca)  
[2580 Shaughnessy Street | Port Coquitlam, BC | V3C 2A8](#)  
[www.portcoquitlam.ca](http://www.portcoquitlam.ca) | [Twitter](#) | [Facebook](#)

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**From:** [REDACTED]  
**Sent:** Wednesday, October 21, 2020 4:07 PM  
**To:** Lisa Grant  
**Subject:** Proposed Development....

Hi Lisa, (not sure if I'm supposed to email you about this, but I don't see another email on this notice)

I'm writing about the Proposed Development Permit for a Coach House, 1197 Fraserview Street.

I can't make the meeting, because I'm working, (weird time for this meeting, don't most people work at that time????)

Anyway, I'd like to say, my husband and I are in agreement for the Coach House. We think it's a great idea.

[REDACTED]

**From:** [Lisa Graham](#)  
**To:** [Carolyn Deakin](#)  
**Subject:** FW: Coach House Development Permit for 1197 Fraserview Street - Public Input  
**Date:** Thursday, December 10, 2020 11:22:00 AM  
**Attachments:** [PoCo Bldg Div Application DP000426.pdf](#)  
[Shirmar Construction Proposal 20OCT19-sml.pdf](#)  
[PublicHearing2 1197FraserviewSt.pdf](#)

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**From:** [REDACTED]  
**Sent:** Tuesday, December 8, 2020 4:30 PM  
**To:** Public Hearings <publichearings@portcoquitlam.ca>  
**Cc:** Mayor Brad West <westb@portcoquitlam.ca>; Councillor Steve Darling <darlings@portcoquitlam.ca>; Councillor Nancy McCurrach <mccurrachn@portcoquitlam.ca>; Councillor Laura Dupont <Dupontl@portcoquitlam.ca>  
**Subject:** Coach House Development Permit for 1197 Fraserview Street - Public Input

Hello Council,

Attached please find my input in regards to the proposed Coach House including what was not provided to council by Chris Liang.

Sincerely,

Yvonne Didusch

[REDACTED]  
[REDACTED]

December 8, 2020

corporateoffice@portcoquitlam.ca

RE: proposed development permit for a Coach House – DP000426

Please pass on the attached original letter that was not given to council along with a letter received from Shirmar Construction indicating [REDACTED] intent to further destroy our property after having her insurance company illegally place construction fencing and bracing on our property for several months (see Photos 8 & 9).

Additional concerns are outlined below:

1. During the last hearing, council waited until after I was able to give my input when it was indicated that my neighbour was building the Coach House for affordable housing. **It should be duly noted that records filed indicate that a suite is not planned at this time. Council is basing their decision on false assumptions.** Should the Coach House be approved what is going to stop our neighbour from illegally outfitting the Coach House into her Dental Clinic. Or is council rezoning for commercial property in our backyard? Also if she does put in a suite what's to stop her tenant from smoking on the back deck rendering our backyard a smoke pit?
2. Parking is very limited in our neighbourhood and space on the property of 1197 Fraserview Street does not allow for turning your vehicle around and backs down a long hilly driveway directly opposite a stop sign. The road is curved and therefore, few drivers park in front of 1197 Fraserview but rather block our driveway so we can't get out (see Photo 10 for a sample). Parking on Ricard Street is also limited due to the clearance required for the pump house.
3. Additionally, our safety will be even more at risk as access for the Fire Department is extremely hindered due to the hill and close proximity. Because of the lack of space at 1197 Fraserview the fire of January 21, 2019 had to be attacked from the road, and our back and frontyard, thereby, causing damage to our roof. See photos 1, 2, and 3.
4. Please also see the attached photos 4 and 5 showing our very small backyard. Unfortunately as it is winter and raining, therefore, I am unable to take photos showing the angle of the sun, however, there is a photograph showing the retaining wall and slope. The report supplied by our neighbour does not take into account the topography of the property or our privacy hedge which is needed due to the large retaining wall behind us which has caused damage to our trees under the approved of city council.

5. Our property has been damaged already with more to come and should council approve the Coach House further damage will be permanent. It looks like [REDACTED] is trying to force us to sell our home of over 20 years at a considerable loss with the result that most likely she can then negotiate with the future owner(s) to obtain access to the side yard for further destruction as her original intention all with the blessing of council.

We hold no animosity towards our neighbour, however, her negligence has caused continual disruption of our lives and the destruction of our property needs to be stopped. My parents are almost in their 80's and it is unethical to destroy everything and force us out of our home. Should we take legal action it would mean further loss of our income and our savings just to protect our rights. Our reason for buying our property was for the privacy our backyard affords not to mention peace, quiet and tranquility which has already been violated to the extreme extent.

Sincerely,

Yvonne Didusch  
Owner of 1187 Fraserview Street  
[REDACTED]



Photo 1. Front yard during fire.



Photo 2. Front yard fire ladder.



Photo 3. Fire hose. Note that fire hose is snaked over our retaining wall to backyard.





Photo 4. Original 1-storey non-conforming garage previously demolished by Ms. Adeyemi.



Photo 5. Image of backyard facing south showing topography, retaining wall and privacy hedge. Due to the hill the flowerbed is otherwise in shadow if sun is blocked from the north.





Photo. 6 Roof damage.



Photo 7. Roof damage.



Photo 8. Construction fence and brace that was illegally placed on our walkway through our gate resulting in a broken window.



Photo 9. Resulting broken window.





Photo 10. Sample of our driveway being blocked by our other neighbour's tenant.

January 16, 2020

Mr. Chris Laing  
City of Port Coquitlam  
Development Services Department (Planning)  
Contract Planner 2  
City Hall Annex  
200-2564 Shaughnessy St  
Port Coquitlam BC  
V3C 3G4

RE: Application No. DP00426

Dear Mr. Laing,

Thank-you for returning my call on Tuesday, January 14<sup>th</sup> regarding the application for building a Coach House at 1197 Fraserview Street which is directly next to our property at 1187 Fraserview Street.

As discussed our neighbour, [REDACTED], provided us with plans for a 2-storey Coach House and indirectly threatened my elderly parents that whether we sign her papers or not, the building would proceed.

We respectfully request that you and your colleagues review our concerns and the major impact a 2-storey dwelling at the rear of the property next door to us would have to our lives plus enjoyment and value of our property. We request that the application to build a 2-storey Coach House at the back of 1197 Fraserview Street overshadowing our backyard be rejected due to the following:

1. Due to the grade of the properties, our backyard only gets sun from the direction of the proposed Coach House. In fact, our neighbour directly above us was permitted to build an extension to his home (on top of city services below ground & originally without permits) that has caused our back trees to bow out in order to get sun and the back of such trees are now dead making the ugly retaining wall visible. Should our other neighbour be permitted to build a 2-storey Coach House it will block all remaining sun **killing all vegetation in our backyard** except for moss and volunteer ferns. We have very little yard as it is for my father to enjoy in his retirement that he has worked for all his life only for it to be destroyed.
2. As the houses are very close together if a 2-storey Coach House is built it will be **looking right into our bedroom windows on the top floor.**

3. We also like to bring to your attention that demolition of 1197 Fraserview Street has not been completed (foundations remaining) and we have already had our roof damaged (repair at our cost), construction fencing placed on our property without permission blocking our walkway and back exit for 4 months, braces placed against our home without permission resulting in a window being smashed and several days of our house quaking due to demolition of the home next door.
4. Please also **review letters received from Shirmar Construction and reply** that was emailed to you last year (unsure if received originally).
5. If the application submitted is to be approved it would be the only Coach House in the immediate area **dropping the market value of all surrounding properties**. This would also mean after having endured all the construction and hassle we would be forced to sell at a considerable loss.

Additionally, it should be noted that the original home had a 1-storey garage on the property that [REDACTED] had demolished upon purchase of 1197 Fraserview Street (most likely without application) which we have no problem with a similar structure being built.

Should there be a hearing that we or our legal representative would need to attend please advise as early as possible.

We thank-you and your colleagues for your kind consideration.

Sincerely,

Yvonne, Konrad & Renate Didusch, Owners of 1187 Fraserview Street

[REDACTED]  
[REDACTED]



## To the owners of 1187 Fraserview Street

Hello, my name is Ian Martens, and I am an owner and operator of Shirmar Construction LTD. ([www.shirmar.com](http://www.shirmar.com)) a local construction company that has been hired to re-construct the home next door to you that was destroyed in a fire.

Our goal is to be as professional and empathetic to the neighbors and all involved to make this process as quick and smooth as possible and we look forward to a great working relationship.

We are reaching out to you to propose the use of your north side yard for a 3-month duration and are willing to compensate you for the use. Below is a summary of the intended use and remuneration.

We have retained a structural and geotechnical engineer to sign off and monitor the project. Their recommendation was that we obtain your permission to gradually slope the land for the excavation and removal of the existing concrete foundation and rebuilding of the new foundation. They believe this would be the safest and have the least amount of risk. We propose the following:

- Shirmar would give you a minimum of 6 weeks' notice for construction commencement (projected start March 1<sup>st</sup>).
- Shirmar would provide you with our proof of 5-million-dollar liability insurance.
- Shirmar would build safety fencing on the east and west access to your side yards.
- Shirmar would remove the existing sidewalk and slope the earth down towards the excavation site. This will have no structural or drain tile implications to your property or home.
- Once the foundations are built (approx 2-3 months) the earth would be put back, the safety fencing removed and a temporary walk way restored.
- Near the end of the project (10 months) we would pour you a new side walk and lay sod where needed to repair the grass, a new fence will also be built at this time.
- In return for this use we are proposing a 3000\$ fee. It would be paid a 1000\$ per month and the beginning of the month during construction for 3 months.
- A signed agreement would be put in place that everything would be returned to the existing state.

Our client, your neighbor Adeola, thinks it may be prudent after reading through this to do a site visit together with all of us to ensure we are on the same page and to answer any questions you may have.

Thank you for your time.

Sincerely, Ian Martens