

CULTUS LAKE ADVISORY PLANNING COMMISSION



OPEN MEETING AGENDA

Wednesday, June 19, 2019

12:00 pm

Meeting Room 224, 2nd Floor, FVRD
45950 Cheam Avenue, Chilliwack, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Cultus Lake Advisory Planning Commission Meeting of June 19, 2019 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

3. MINUTES/MATTERS ARISING

3.1 Cultus Lake Advisory Planning Commission - May 15, 2019

2

MOTION FOR CONSIDERATION

THAT the Minutes of the Cultus Lake Advisory Planning Commission of May 15, 2019 be adopted.

4. NEW BUSINESS

4.1 Development Variance Permit - 19 Lakeshore Drive -Off-Street Parking

7

- Application

5. ADJOURNMENT

MOTION FOR CONSIDERATION

THAT the Cultus Lake Advisory Planning Commission Meeting of June 19, 2019 be adjourned.

CULTUS LAKE ADVISORY PLANNING COMMISSION

OPEN MEETING MINUTES

Wednesday, May 15, 2019
12:00 pm
Meeting Room 224, 2nd Floor, FVRD
45950 Cheam Avenue, Chilliwack, BC

Members Present:

Darcy Bauer, Chair
Larry Payeur
Joe Lamb
Taryn Dixon, Director, Electoral Area H
David Renwick (*arrived at 12:04pm*)

Regrets:

Casey Smit

Staff Present:

Graham Daneluz, Deputy Director of Planning and Development
Jaime Reilly, Manager of Corporate Administration
Kristin Webb, Planning Assistant
Tracey Heron, Planning Assistant

Also Present:

Bonny Bryant, Director of Parks Operations, Cultus Lake Park Board
Kurt Houlden with respect to Item 6.3.
Four members of the public.

1. CALL TO ORDER by Staff

Ms. Reilly called the meeting to order at 12:02 p.m.

2. **ELECTION OF CULTUS LAKE ADVISORY PLANNING COMMISSION CHAIR by Staff**

Ms. Reilly called for nominations for the position of Advisory Planning Commission Chair.

Mr. Lamb nominated Mr. Bauer.

Mr. Bauer accepted the nomination.

Ms. Reilly called for nominations for the position of Advisory Planning Commission Chair a second and third time.

There being no further nominations, Ms. Reilly declared Mr. Bauer acclaimed as the APC Chair.

3. **ELECTION OF CULTUS LAKE ADVISORY PLANNING COMMISSION VICE CHAIR by Staff**

Ms. Reilly called for nominations for the position of Advisory Planning Commission Vice Chair.

Mr. Lamb nominated Mr. Payeur.

Mr. Payeur accepted the nomination.

Ms. Reilly called for nominations for the position of Advisory Planning Commission Vice Chair a second and third time.

There being no further nominations, Ms. Reilly declared Mr. Payeur acclaimed as the APC Vice Chair.

4. **APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS**

Noted that the order of the Agenda would be varied so that Item 6.3 was discussed prior to 6.1 to accommodate Mr. Holden's schedule.

PAYEUR/LAMB

THAT the Agenda, Addenda and Late Items for the Cultus Lake Advisory Planning Commission Meeting of May 15, 2019 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

Carried

5. **MINUTES/MATTERS ARISING**

5.1 **Cultus Lake Advisory Planning Commission - September 19, 2018**

PAYEUR/LAMB

THAT the Minutes of the Cultus Lake Advisory Planning Commission of September 19, 2018 be adopted.

Carried

6. **NEW BUSINESS**

Item 6.3 was heard at this time.

6.3 **Update of Cultus Lake South Policies: Area E/H OCP**

Director Dixon introduced Kurt Houlden, Principal at KDH Management Consultants, who is currently working on the Official Community Plan for Area "H."

Mr. Houlden then gave an update on the draft OCP, noting that the edits to the document were minor and included: the removal of multi-family dwellings from the South Cultus area and the desired re-designation of the commercial lot. It was noted that a community open house is scheduled for June 8, 2019, and that the projected completion date was estimated for the end of September 2019.

6.1 **Residential Parking Policy**

Discussion ensued surrounding the requirements for two parking spaces per lease lot. Concerns were raised around waterfront lots and lots which do not have access on both sides of the property.

It was noted that two upcoming development variance permit applications are recommended to proceed while issues around residential parking are addressed.

RENWICK/PAYEUR

THAT staff be requested to prepare a report outlining mapping of residential lots affected by the zoning bylaw requirements for two parking spaces per lease lot;

AND THAT the report outline options on how to best address the challenges with the residential parking spaces.

Carried

6.2 Issues Arising from Imperial to Metric Conversion

Discussion ensued regarding the rounding of decimals from three places to two and the impacts to square footage on small lots. Presentation by Mr. Daneluz compared the existing zoning bylaw with the new draft bylaw highlighting the differences in requirements for setbacks and height.

PAYEUR/RENWICK

THAT staff be requested to prepare a report outlining options on how to best address rounding issues arising from imperial to metric conversion issues.

Carried

7. OTHER MATTERS

Discussion ensued regarding the possibility of using electronic signatures to sign APC Minutes in the future in order for Minutes to be published in a timely manner.

A question was raised by a member of the public regarding evacuation routes and traffic issues in Area "H". Director Dixon highlighted work currently being undertaken by the FVRD with respect to emergency routes. It was also noted by staff that there is a traffic study to better understand traffic congestion in the Cultus Lake area over the summer period.

Comments were offered regarding the importance of community fire awareness.

A question was raised about Plan Cultus, approval of minutes and imposed fees.

8. ADJOURNMENT

RENEWICK/LAMB

THAT the Cultus Lake Advisory Planning Commission Meeting of May 15, 2019 be adjourned.

Carried

The Cultus Lake Advisory Planning Commission Open Meeting adjourned at 1:11pm

MINUTES CERTIFIED CORRECT:

.....

Darcy Bauer, Chair



45950 Cheam Avenue
Chilliwack, BC V2P 1N6
604-702-5000 | 1-800-528-0061

Receipt

Date June 11, 2019

Received from Rosemary Burrows

Description of Payment and GL Code _____

Development Variance Permit,
19 Lakeshore Drive,
Cultus Lake.

GST #89221 4750 RT0001

For Office Use Only
Do not write in the space below

Fraser Valley Regional District

Receipt: 8875/3 Jun 11, 2019
Dated: Jun 11, 2019 03:06:15 PM
Station: EA SERVICE/CASH2

1 PLANNING DVP -- 19 LAKESHORE DR 350.00

Total	350.00
VISA ROSEMARY BURROWS	-350.00

White - Cashier | Yellow - Customer

SCHEDULE A-4

Permit Application

I / We hereby apply under Part 14 of the *Local Government Act* for a;

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

An Application Fee in the amount of \$ 350 as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic Address 19 Lakeshore Drive PID _____

Legal Description Lot 19W Block _____ Section _____ Township _____ Range _____ Plan _____
Land District 36 Lease Cultus Lake Park

The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.

Owner's
Declaration

*See BOV
application*

Name of Owner (print)	Signature of Owner	Date
Name of Owner (print)	Signature of Owner	Date

Owner's
Contact
Information

Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Office Use Only	Date	File No.
	Received By	Folio No.
	Receipt No.	Fees Paid: \$

Agent

I hereby give permission to _____ to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent ROGER G. BURROWS		Company	
Address 226 FIRST AVENUE		City CULTUS LAKE	
Email [REDACTED]		Postal Code V2R 4Y4	
Cell [REDACTED]		Fax —	

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent 	Date 2019 JUNE 11
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Development Details

Property Size _____ Present Zoning _____

Existing Use _____

Proposed Development _____

Proposed Variation / Supplement _____

(use separate sheet if necessary)

Reasons in Support of Application _____

Provincial Requirements

(This is not an exhaustive list; other provincial regulations will apply)

Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes

☐

no

☐

30 metres of the high water mark of any water body

yes

☐

no

☐

a ravine or within 30 metres of the top of a ravine bank

“Water body” includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

Contaminated Sites Profile

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed “Site Profile” for properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes

☐

no

☐

the property has been used for commercial or industrial purposes.

If you responded ‘yes,’ you may be required to submit a Site Profile. Please contact FVRD Planning or the Ministry of Environment for further information.

Archaeological Resources

Are there archaeological sites or resources on the subject property?

yes

☐

no

☐

I don't know

☐

If you responded ‘yes’ or ‘I don’t know’ you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.

Required Information

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
Location Map			Showing the parcel (s) to which this application pertains and uses on adjacent parcels
Site Plan At a scale of: 1: _____			Reduced sets of metric plans
			North arrow and scale
			Dimensions of property lines, rights-of-ways, easements
			Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
			Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
Floor Plans			Uses of spaces & building dimensions
			Other:
Landscape Plan Same scale as site plan			Location, quantity, size & species of existing & proposed plants, trees & turf
			Contour information (_____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
Reports			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to planning, land use management and related services delivered, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061 FOI@fvrld.ca.

Roger and Rosemary Burrows, 226 First Avenue, Cultus Lake, B.C. V2R 4Y4

To: Fraser Valley Regional District
45950 Cheam Avenue
Chilliwack, B.C. V2P 1N6

Date: 2019 June 11

Dear Sirs:

Re: Application for Parking Variance for 19 Lakeshore Drive, Cultus Lake

Please accept the attached "Application to Board of Variance" and related documents for consideration by the Cultus Lake Park Advisory Planning Commission (APC) at their June 19 meeting.

Proposed Variance:

To provide two parking spaces within the lot lines and the existing yellow line, as shown on the attached drawings and similar to the attached photos. These parking spaces would be at 90 degrees, rather than parallel as indicated in the by-law. All other aspects of the proposed residence would be in accordance with the by-law.

Reasons in Support of Application:

The current by-law requires parking for two vehicles. The by-law also calls for a parallel parking space of 7.3 metres (23.95 ft), while the lot is only 7.620 m (25.00 feet) wide. This would "trap" one vehicle, requiring the other to be moved before any use.

Indenting the dwelling and parking the vehicles at 90 degrees (rather than parallel to the street) permits both vehicles to be accessed without moving the other, as seen in the photos. Additionally, both vehicles, if electric, can be easily plugged-in for charging. No additional space is required beyond that for parallel parking.

In support of the variance are the following attached documents, as advised by Graham Daneluz:

- 1 Schedule A - Application to Board of Variance
- 2 FVRD Letter of Authorization
- 3 Tunbridge survey drawing G852EL FBC371/65-66, including location of existing buildings
- 4 Site Plan showing location of proposed residence and vehicle parking
- 5 Front Elevation of proposed residence showing vehicle parking
- 6 Photographs showing existing dwellings with similar 90 degree parking as proposed, on the same street (Lakeshore Dr) at Cultus Lake.

Thank-you

SCHEDULE A

Application to Board of Variance

I / We hereby apply to the Fraser Valley Regional District Board of Variance for:

- ☐ A minor variance from bylaw requirements due to hardship [LGA s. 901(1)(a)]*
- ☐ Structural alteration or addition to non-conforming structure [LGA s. 901(1)(c) and 911(5)]*
- ☒ Other (describe) PARKING VARIANCE LGA* s. FVRD

BY-LAW 1375, 2016

* LGA means Local Government Act

An Application Fee in the amount of \$_____ as stipulated in FVRD Board of Variance Establishment Bylaw No. 0903, 2008 must be paid upon submission of this application.

**Address of Subject
Property**

19 LAKESHORE DRIVE

**Legal
Description**

Lot 19W Block _____ Section _____ Township _____ Range _____ Plan _____

LAND DISTRICT 36 LEASE CULTUS LAKE PARK PID 700-010-542

The property described above is the subject of this application and is referred to herein as the 'subject property'

This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.

**Owner's
Declaration**

Name of Owner (print) <u>ROBERT MITCHELL</u>	Signature of Owner <u>X</u>	Date <u>X</u>
Name of Owner (print)	Signature of Owner	Date

**Owner
Contact
Information**

Please print clearly.

Address <u>211 FIRST AVE</u>	City <u>CULTUS LAKE</u>
<u>VAR 4 4</u>	

**Office Use
Only**

	Date	File No.
Received	Received By	Folio No.
Complete Application		
Required Documents	Receipt No.	Fees \$

Agent

I hereby give permission to ROGER BURROWS to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner <u>X</u>	Date <u>X</u>
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent <u>ROGER BURROWS</u>	Company
Address <u>226 FIRST AVE</u>	City <u>CULTUS LAKE</u>
Email	Postal Code <u>V2R 4Y4</u>
Cell	Fax

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent <u>RGB</u>	Date <u>2019 June 11</u>
----------------------------------	-----------------------------

ROGER G. BURROWS

Variance Details

Property Size 162.738 Present Zoning R-3
(m² or ha)

Existing Use RESIDENTIAL

Proposed Development RESIDENTIAL

Proposed Variance

TO PROVIDE TWO PARKING SPACES WITHIN THE LOT LINES AND THE EXISTING YELLOW LINE, AS SHOWN ON THE ATTACHED SKETCH AND SIMILAR TO THE ATTACHED PHOTOS. THESE PARKING SPACES WOULD BE AT 90 DEGREES, RATHER THAN PARALLEL AS INDICATED IN THE BY-LAW. ALL OTHER ASPECTS OF THE PROPOSED DWELLING WOULD BE IN ACCORDANCE WITH THE BY-LAW
(use separate sheet if necessary)

Reasons in
Support of
Application

THE CURRENT BY-LAW REQUIRES PARKING FOR TWO VEHICLES. THE BY-LAW ALSO CALLS FOR A PARALLEL PARKING SPACE OF 7.3 METRES (23.95 FT), WHILE THE LOT IS ONLY 7.620M (25.00 FT) WIDE. THIS WOULD "TRAP" ONE VEHICLE, REQUIRING THE OTHER TO BE MOVED BEFORE ANY USE.

PARKING THE VEHICLES AT 90 DEGREES (RATHER THAN PARALLEL TO THE STREET) PERMITS BOTH VEHICLES TO BE ACCESSED WITHOUT MOVING THE OTHER. ADDITIONALLY, BOTH VEHICLES, IF ELECTRIC, CAN BE EASILY PLUGGED-IN FOR CHARGING. NO ADDITIONAL SPACE IS REQUIRED BEYOND PARALLEL PARKING.

(use separate sheet if necessary)

Supporting Information
(check applicable boxes)

- ☐ Location map
- ☒ Site plan showing dimensions of property, easements and location of existing buildings
- ☒ Location of proposed buildings, alterations or additions, including any proposed variances
- ☐ Location of any watercourses, streams, or ponds
- ☐ Location of existing or proposed water supplies, septic systems or other services
- ☐ Letters of support if applicable
- ☒ Other supporting information or reports (describe) _____

SURVEY
FRONT ELEVATION

In accordance with the *Freedom of Information and Protection of Privacy Act*, the personal information on this form is being collected under the authority of Part 26 of the *Local Government Act* and will be collected, used or disclosed only in a manner consistent with the administration of the Management of Development of the Fraser Valley Regional District. If you have any questions about the collection, use or disclosure of this information, please contact the Information Officer of the Fraser Valley Regional District at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel 604.702.5000 or 1.800.528.0061.

LETTER OF AUTHORIZATION

Registered Authority

Please be advised that I/we, ROBERT MITCHELL
(Print names of ALL Registered Owners or Corporate Director)

Representing, _____
(Corporate name - if applicable)

am/are the registered owner(s);

Site Civic Address:

19 LAKESHORE DRIVE

Lot# 19W Block _____ Plan _____ PID# 701-010-542
LAND DISTRICT 36
LEASE CULTUS LAKE PARK

Appointed Authorized Agent

Name of Authorized Agent

ROGER BURROWS

Company Name

Mailing Address

226 FIRST AVE.

City: CULTUS LAKE

Postal Code: V2R 4Y4

Email: _____

Phone: _____

Fax: _____

Signature of Authorized Agent

X ROGER BURROWS
(ROGER G. BURROWS)

Permission to act:

As my/our Authorized Agent in the matter of the following:

- ☐ to view and obtain copies of all plans and permits
☐ to apply for and obtain building permits for proposed construction to the above reference Civic Address
☐ to apply for Planning File: Development Permit ☐ Development Variance Permit ☒ Subdivision ☐
☐ other: _____

Authorized Signature (Registered Owner or Corporate Director)

This document shall serve to notify the Fraser Valley Regional District that I am/we are the legal owner(s) of the property described above and do authorize the person indicated above ("Authorized Agent") to act on my/our behalf on all matters indicated above ("Permission to act") for the above referenced property. In addition, I/we have read and understand the above application and authorize the Authorized Agent to sign the above on my/our behalf.

X

Sign

ROBERT MITCHELL

Print

Date: _____

X

Sign

Print

Date: _____

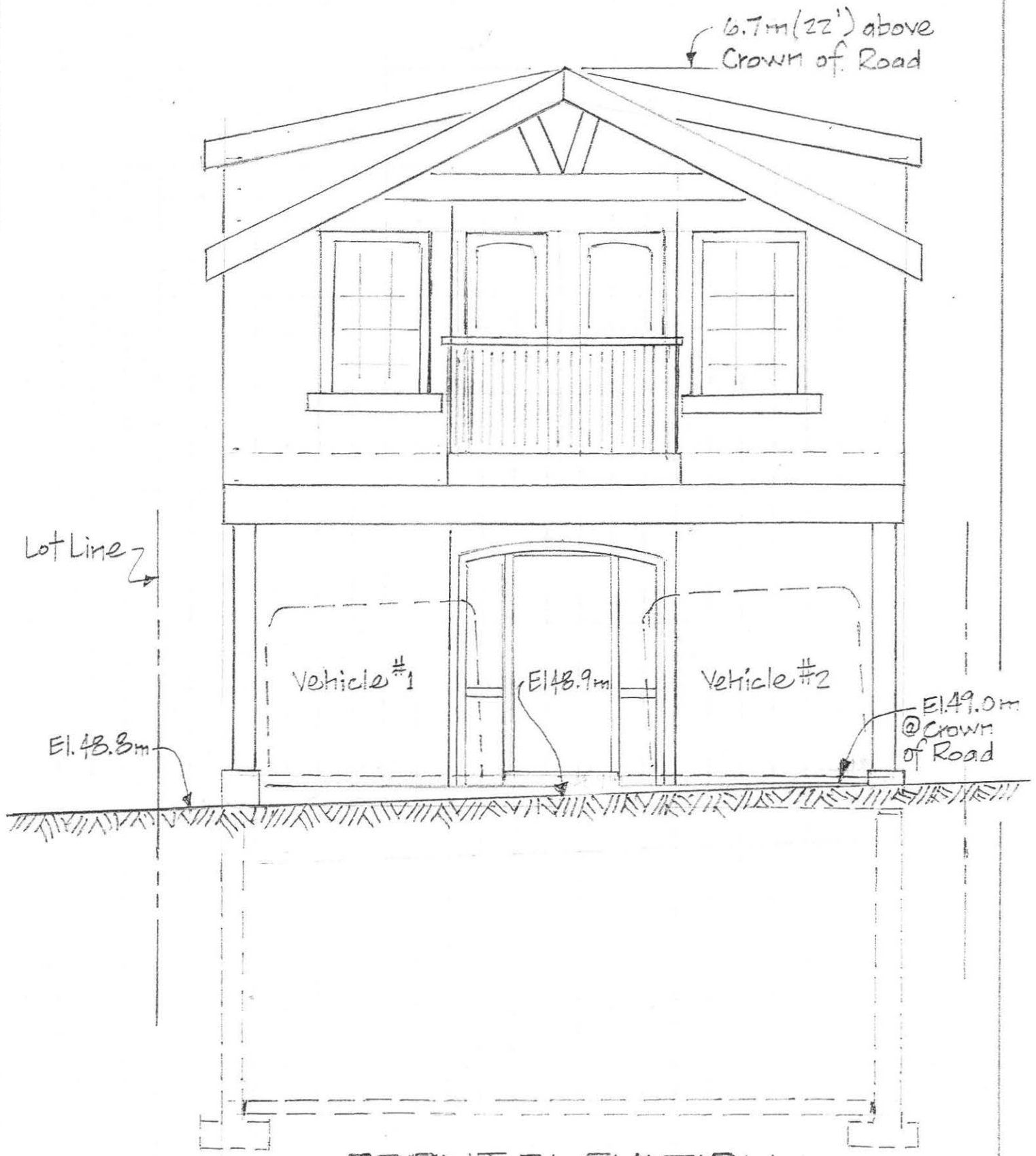
The personal information on this form is being collected in accordance with Section 27 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to planning, land use management and related services delivered, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061 FOI@fvrd.ca.

example parking



example parking



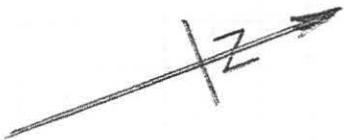


FRONT ELEVATION

Scale: $\frac{1}{4}'' = 1'-0''$
 2019 June 11 RGB

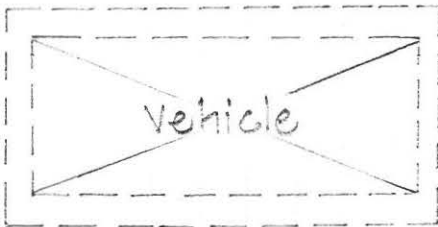
For Parking Variance
 (#19 (W) Lakeshore Dr.)

L A K E S H O R E D R.



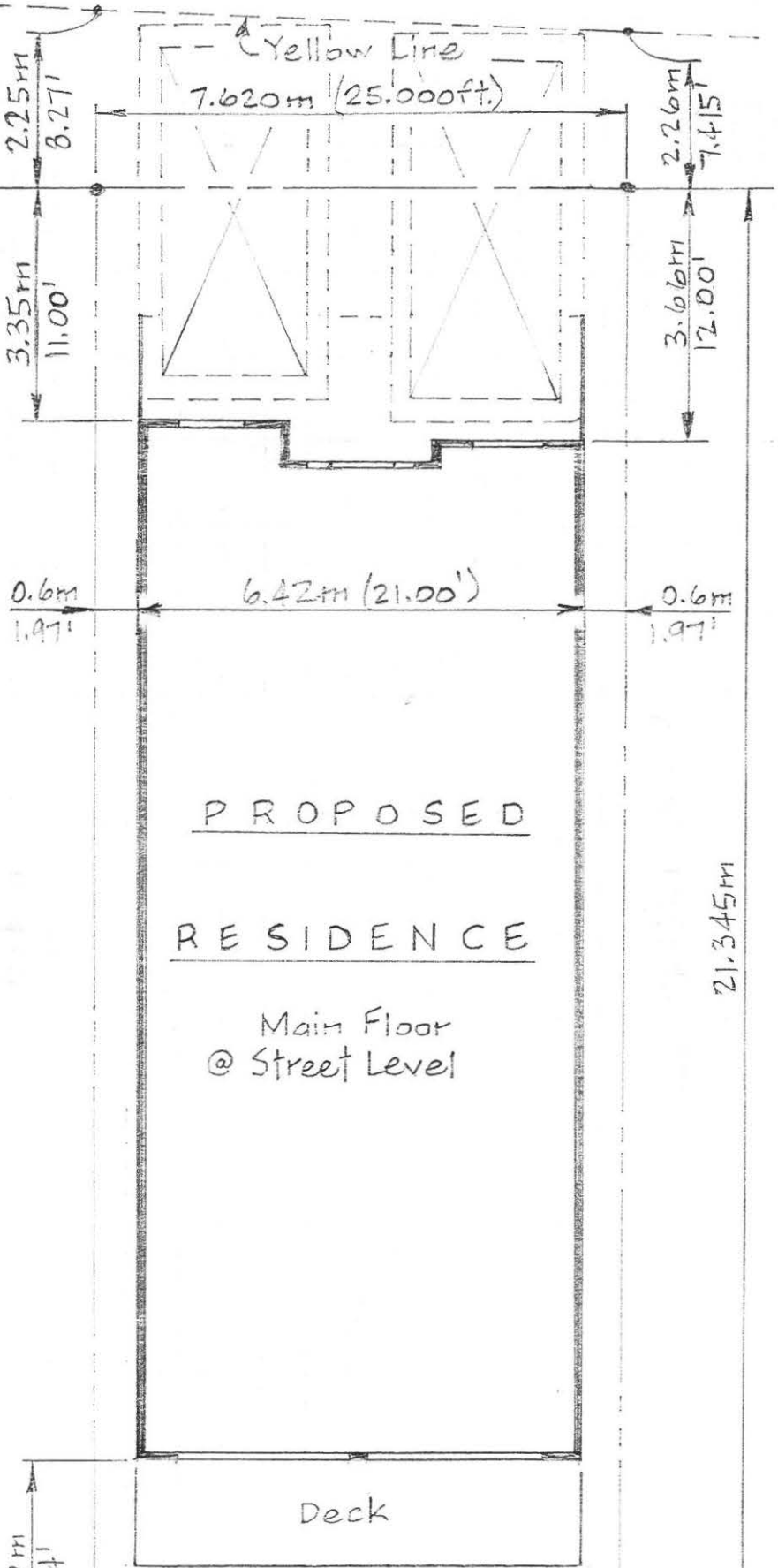
SITE PLAN

For Parking Variance
#19(w) Lakeshore Dr.
Ref. FVRD Bylaw 1375, 2016



Parking Space
for 90° Parking
= 2.3m x 5.5m
(9.19'w x 18.04'L)

Scale: 1/8" = 1'-0"
2019 June 11 RGB

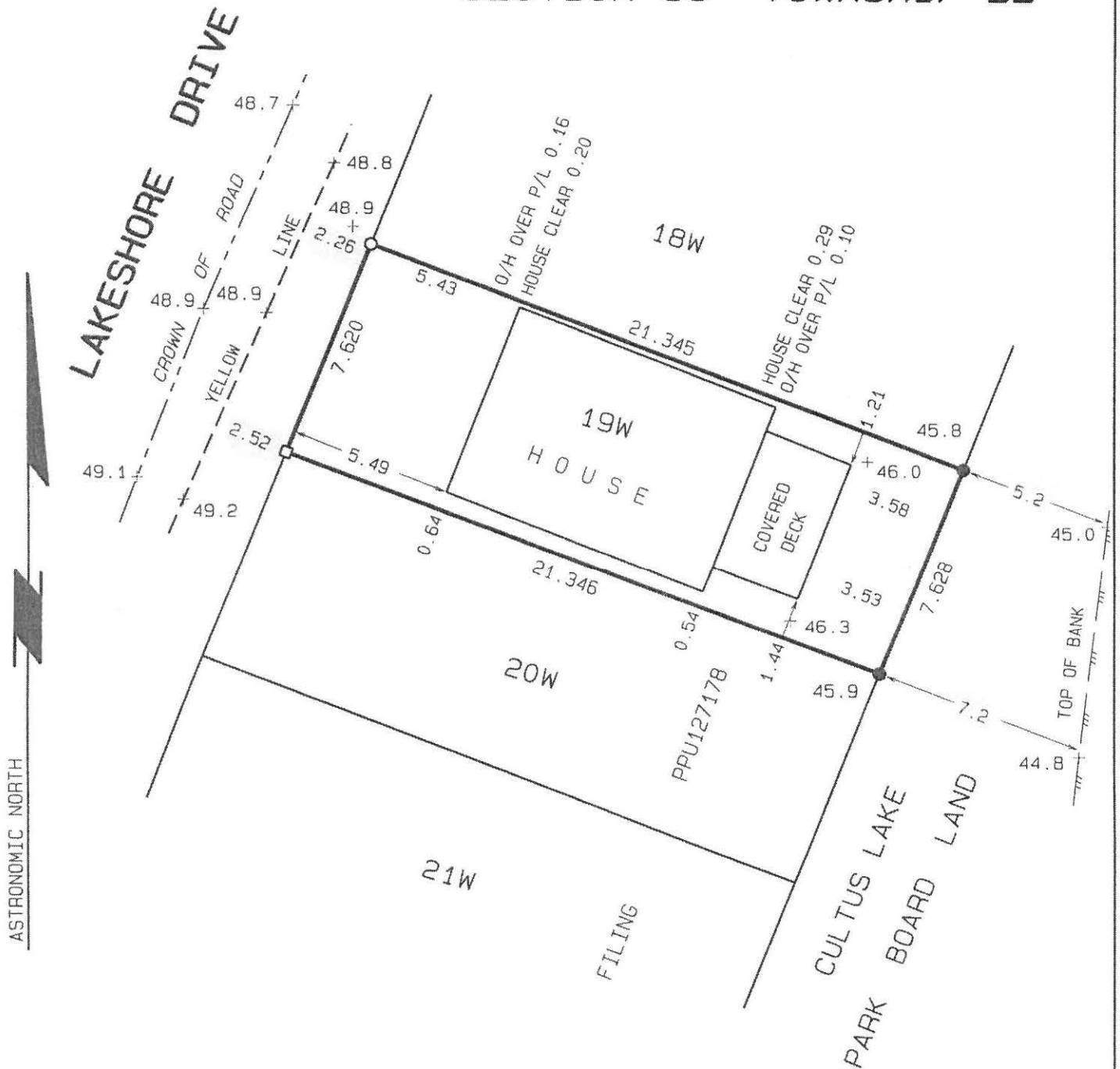


BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION

LEASED LOT 19W LAKESHORE DRIVE
CULTUS LAKE BC

SCALE 1: 200 (METRIC)

SECTION 36 TOWNSHIP 22



- DENOTES OLD IRON POST FOUND
- DENOTES IRON POST PLACED
- LEAD PLUG PLACED

OFFSETS TO YELLOW LINE AND TOB
ADDED MAY 28/18 AWT

ALL RIGHTS RESERVED. NO PERSON MAY COPY,
REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE
OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.
LOT DIMENSIONS FROM FIELD SURVEY

21 ELEVATIONS ARE IN METRES, GEODETIC

ALLAN
WILLIAM
TOWNSHIRE
SURVEYOR