

**Notice & Agenda for the 2:00 p.m. Wednesday, July 23, 2025, Town of Qualicum Beach
Special Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose
Street, Qualicum Beach, BC**

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-4 THAT Council adopts the July 23, 2025, special Council meeting agenda.

2. STAFF REPORTS

(1) Corporate Administration

(a) **Respectful Workplace Policy** – To be circulated

(2) Finance

5-15 (a) **Conditional Purchase Eaglecrest Golf Course Lands – Funding
Allocations and Capital and Strategic Plan Workplan Adjustments**

WHEREAS the Town of Qualicum Beach has made a conditional offer to purchase the Eaglecrest Golf Course in the amount of \$8.5 Million;

AND WHEREAS the purchase of the Eaglecrest Golf Course will be funded through the future sale of Town-owned Lands;

AND WHEREAS short-term bridge financing is required through the reallocation of Reserve and Capital funds currently reflected in the 2025-2029 Financial Plan;

AND WHEREAS staff and financial resources currently committed to other Strategic and Capital workplans will need to be reallocated to support the due diligence period for the Qualicum Commons and the possible acquisition of the Eaglecrest Golf Course;

THEREFORE BE IT RESOLVED

1. **THAT** Council direct staff to amend the 2025-2029 Financial Plan to reallocate \$2,000,000 for the acquisition of the Eaglecrest Golf Course from the Community Growth Reserve Fund, currently allocated to:

- Bus Garage Site Planning / Public Engagement / Construction (2026 – 2028)
- Saahtlam Park Amenity Improvements (2026)
- Pickleball Courts (2026)
- Workplace Modernization - Post Needs Assessment (2026-2027)

2. **THAT** Council direct staff to amend the 2025-2029 Financial Plan to allocate \$6,500,000 from the following funding sources for acquisition of the Eaglecrest Golf Course:

- \$650,000 from Community Amenity Contributions
- \$1,275,000 from General Fund Accumulated Surplus
- \$1,200,000 from the Qualicum Beach Land Reserve Fund
- \$275,000 from the Park Land Reserve Fund
- \$700,000 from Development Cost Charges – Open Spaces

- \$400,000 from the Strategic Initiatives Reserve (2026-2029 allocations)
 - \$2,000,000 from projected proceeds of the future sale of Town-owned lands
3. **THAT** Council direct staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to fiscal year 2026.
 4. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2026 to fiscal year 2027 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix A.
 5. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2027 to fiscal year 2028 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix B.
 6. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2028 to fiscal year 2029 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix C.
 7. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2029 to fiscal year 2030 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached as to this report dated July 23, 2025 as Appendix D.
 8. **THAT** the Blue Sky Strategic Initiatives submitted for consideration for the 2026 Strategic Planning Session be deferred for consideration in 2026 and be referred to the 2027 Strategic Planning Session, as attached to this report dated July 23, 2025 as Appendix E.
 9. **THAT** Council direct staff to bring forward the Blue Sky Strategic Initiatives and the Blue Sky Capital Projects for consideration at the 2026 Strategic Planning Session, as attached in Appendix F.

(3) **Planning & Community Development**

16-17

(a) **24-HS-05: Multi-Generational Housing Best Practices**

The attached memo is provided for information.

18-27

(b) **Zoning Amendment & Development Permit: 207, 207, 211 First Avenue West**

The attached memo is provided for information.

Postponed from July 16, 2025, regular Council meeting:

Staff Recommendations:

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following:
 - a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
 - b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
 - c) Building height, particularly in the northeast corner of the proposal.

28-39

(c) **Development Permit: 127 & 131 Fern Road East**

The attached memo is provided for information.

3. MOTION TO CLOSE

THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(c), (e), and (k) of the *Community Charter*, for the purpose of considering:

- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Following adoption of the above motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC


4.

ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, September 17, 2025, at 10:00 am



Danielle Leurebourg
Deputy Director of Corporate Services



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

DATE: July 23, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: **Conditional Purchase Eaglecrest Golf Course Lands – Funding Allocations and Capital and Strategic Plan Workplan Adjustments**

GOVERNANCE DECISIONS:

1. Staff are requesting Council direction to approve the financing of the Eaglecrest Golf Course with amendment of the 2025-2029 Financial Plan at a future meeting of Council, prior to the potential close of purchase (November 28, 2025).
2. Council is also requested to provide direction to adjust the timelines for Strategic Initiatives and Capital workplans as reflected in the 2025 – 2029 Financial Plan in order to accommodate one year of due diligence associated with the Qualicum Commons and the conditional purchase of the Eaglecrest Golf Course.

RECOMMENDATIONS:

WHEREAS the Town of Qualicum Beach has made a conditional offer to purchase the Eaglecrest Golf Course in the amount of \$8.5 Million;

AND WHEREAS the purchase of the Eaglecrest Golf Course will be funded through the future sale of Town-owned Lands;

AND WHEREAS short-term bridge financing is required through the reallocation of Reserve and Capital funds currently reflected in the 2025-2029 Financial Plan;

AND WHEREAS staff and financial resources currently committed to other Strategic and Capital workplans will need to be reallocated to support the due diligence period for the Qualicum Commons and the possible acquisition of the Eaglecrest Golf Course;

THEREFORE BE IT RESOLVED

1. **THAT** Council direct staff to amend the 2025-2029 Financial Plan to reallocate \$2,000,000 for the acquisition of the Eaglecrest Golf Course from the Community Growth Reserve Fund, currently allocated to:
 - Bus Garage Site Planning / Public Engagement / Construction (2026 – 2028)
 - Saahtlam Park Amenity Improvements (2026)
 - Pickleball Courts (2026)
 - Workplace Modernization - Post Needs Assessment (2026-2027)
2. **THAT** Council direct staff to amend the 2025-2029 Financial Plan to allocate \$6,500,000 from the following funding sources for acquisition of the Eaglecrest Golf Course:
 - \$650,000 from Community Amenity Contributions
 - \$1,275,000 from General Fund Accumulated Surplus
 - \$1,200,000 from the Qualicum Beach Land Reserve Fund
 - \$275,000 from the Park Land Reserve Fund
 - \$700,000 from Development Cost Charges – Open Spaces
 - \$400,000 from the Strategic Initiatives Reserve (2026-2029 allocations)
 - \$2,000,000 from projected proceeds of the future sale of Town-owned lands
3. **THAT** Council direct staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to fiscal year 2026.
4. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2026 to fiscal year 2027 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix A.
5. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2027 to fiscal year 2028 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix B.
6. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2028 to fiscal year 2029 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix C.
7. **THAT** Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2029 to fiscal year 2030 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff

capacity and work-planning, as attached as to this report dated July 23, 2025 as Appendix D.

8. **THAT** the Blue Sky Strategic Initiatives submitted for consideration for the 2026 Strategic Planning Session be deferred for consideration in 2026 and be referred to the 2027 Strategic Planning Session, as attached to this report dated July 23, 2025 as Appendix E.
9. **THAT** Council direct staff to bring forward the Blue Sky Strategic Initiatives and the Blue Sky Capital Projects for consideration at the 2026 Strategic Planning Session, as attached in Appendix F.

PURPOSE

The purpose of this report is to seek Council's direction on amendment of the 2025-2029 Financial Plan to include the Capital Expenditure for the Eaglecrest Golf Course acquisition. In addition, Council is requested to amend the timelines for Strategic Initiatives proposed for action in fiscal year 2026 and beyond in order to facilitate staff to undertake due diligence for the Qualicum Commons and the potential acquisition of the Eaglecrest Golf Course.

BACKGROUND

A conditional agreement to purchase the Eaglecrest Golf Course lands has been reached. The proposed \$8.5 million land purchase would bring approximately 42.5 hectares (105 acres) of land into public ownership, ending years of uncertainty and allowing the Town to shape the site's long-term use. The agreement remains subject to public consultation, technical assessments and due diligence.

If finalized, the land acquisition would see approximately 40 per cent of the property converted to forested parkland with walking trails and habitat restoration. The remaining lands will be home to a nine-hole golf course and carefully planned housing developments to help meet community needs. The Town has until November 1, 2025 to finalize the purchase agreement if Council chooses to proceed.

The acquisition will be funded through the sale of up to 10 per cent of the land for housing, with the Town acting as the initial developer by subdividing the lands and establishing development guidelines in consultation with the community. Short-term costs will be covered by reallocating existing funds in the Town's budget, which would subsequently be replenished through land sales. The sale of existing Town-owned land in the Eaglecrest neighbourhood will be considered as part of the financing strategy. If the purchase of the Eaglecrest Golf Course lands does not go ahead, the funds from the potential sale of these properties will be invested in community improvements based on future Council decision making.

DISCUSSION

Under the *Community Charter*, municipalities are required to adopt a Five-Year Financial Plan by bylaw, which sets out anticipated revenues and expenditures. This Plan provides the legal authority for a municipality to collect revenues and incur expenditures, and it is a fundamental tool for financial transparency and accountability.

Municipalities must not make expenditures unless they are authorized in the Financial Plan or qualify as emergency expenditures under section 173 of the *Community Charter*. This applies to all types of municipal spending—operating, capital, and acquisitions. If a proposed expenditure is not included in the current Financial Plan, the municipality is not legally permitted to proceed with the spending until the Plan has been amended by bylaw to include both the cost of the expenditure and its proposed funding source.

In this case, the acquisition of the Eaglecrest Golf Course represents a significant capital investment. As this expenditure was not included in the 2025 Financial Plan adopted by Council, a Financial Plan amendment is required to reflect the transaction. This amendment will ensure that the purchase is legally authorized, is aligned with the Town's overall financial framework, and maintains consistency with statutory obligations and financial governance best practices.

Failure to amend the Financial Plan before proceeding with unapproved expenditures may result in non-compliance with the *Community Charter*, potential audit findings, and reputational risk.

Updating the Financial Plan by bylaw ensures that Council and the public are fully informed and that the Town's financial activities remain transparent and accountable.

These two significant initiatives, the one-year lease of the Qualicum Commons with associated due diligence, and the potential acquisition of the Eaglecrest Golf Course were not anticipated in staff's workplan for either 2025 or 2026. As such, timelines for Strategic Initiatives need to be adjusted and new Strategic Initiatives proposed for 2026 Strategic Planning need to be deferred until 2027 Strategic Planning.

Should the acquisition of the Eaglecrest Golf Course proceed, staff will have to undertake subdivision, develop servicing plans, undertake development planning and disposition of development lands. In addition, staff will be required to manage the operational hand-over of the Golf Course operations and undertake park planning and naturalization.

The work for these two significant initiatives simply cannot be achieved without adjusting timelines for Strategic Initiatives and staff's associated work plans in 2025 and 2026.

FINANCIAL IMPLICATIONS

The proposed \$8.5 million acquisition of the Eaglecrest Golf Course lands is not included in the current 2025 Financial Plan and will require a Financial Plan amendment to authorize the expenditure and identify funding sources, as required under the *Community Charter*.

The purchase will be initially funded through existing Town reserves or reallocated capital funds, with costs to be recovered through the sale of up to 10 per cent of the acquired land for housing and potentially through the sale of other Town-owned lands in the Eaglecrest neighbourhood. If the acquisition does not proceed, proceeds from any land sales that have occurred will be redirected to other community improvements, based on future Council decision making.

SUMMARY

A conditional agreement has been reached for the potential acquisition of the Eaglecrest Golf Course lands at a purchase price of \$8.5 million. As this expenditure is not currently included in the 2025 Financial Plan, an amendment to the Plan is required in accordance with

the *Community Charter*. The proposed amendment will authorize the acquisition and identify the intended funding sources, including the short-term use of existing reserves or reallocated capital funds, to be replenished through future land sales. The amendment ensures legal compliance, financial transparency, and supports Council's consideration of a strategic land acquisition that would bring 42.5 hectares into public ownership and enable long-term community planning.

These two significant initiatives, the one-year lease of the Qualicum Commons with associated due diligence, and the potential acquisition of the Eaglecrest Golf Course were not anticipated in staff's workplan for either 2025 or 2026. As such, timelines for Strategic Initiatives need to be adjusted and new Strategic Initiatives proposed for 2026 Strategic Planning need to be deferred until 2027 Strategic Planning.

Staff are currently underway with due diligence associated with the one-year lease of the Qualicum Commons. In addition, should the acquisition of the Eaglecrest Golf Course proceed, staff will have to undertake subdivision, develop servicing plans, undertake development planning and disposition of development lands. In addition, staff will be required to manage the operational hand-over of the Golf Course operations and undertake park planning and naturalization.

ALTERNATIVES

1. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Financial Services.



Raj Hayre, CPA,
Director of Financial Services
Report Author



For: Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Appendix A

Existing Strategic Initiatives Deferred from Scheduled 2026 to 2027 Implementation	
Fire Department Strategic Plan	50,000
Accessory Dwelling Unit Design Template	30,000
Food Action Plan	30,000
Identify Land for a Multi-purpose Performing Arts/Cinema	30,000
Visual Identity Refresh	20,000
OECM Management Plans	10,000
Parking Management Strategy Including Review of Off Street Parking and Reserve Fund	42,000
Community Park Needs Assessment	50,000

Appendix B

Existing Strategic Initiatives Deferred from Scheduled 2027 to 2028 Implementation	
Adopt a Bylaw to Prohibit Smoking in Parks & Trails	45,000
Visual Identity Refresh	50,000
OECM Management Plans	10,000
Encroachment Policy Review	30,000
Ravensbourne Affordable Housing Phases 1&2	10,000
Asset Management - Natural Asset Consolidation	10,000
Encourage Residents to Fossil Free Power Equipment	10,000
Implementation of Climate Mitigation Actions Matrix	25,000
Seniors Activity Centre Expansion & Needs Assessment	30,000

Appendix C

Existing Strategic Initiatives Deferred from Scheduled 2028 to 2029 Implementation	
Controlling Outdoor Cats	30,000
Dementia Friendly Community	5,000
Review Form and Character Guidelines to Advance Climate Adaptation & Mitigation	75,000
Update Noxious Weeds & Unsightly Premises Bylaw	15,000
Regulate Light Trespass	50,000
Visual Identity Refresh	50,000
Update Youth & Family Retention & Attraction Strategy	50,000
Improve Accessibility to Foreshore - Planning & Research	15,000
Retired Engine 2 - Control Operation & Usage	10,000
Uptown Mobility Study - Phase 2	50,000
Commercial Centre Delivery Hours	20,000
Park Inventory Prioritization Plan	100,000
Ravensbourne Affordable Housing Phases 1&2	10,000
Robust Accessibility Plan "Whistler Village Style"	50,000
Develop and Accessibility Action Plan	50,000

Appendix D

Existing Strategic Initiatives Deferred from Scheduled 2029 to 2030 Implementation	
Urban Forest Master Plan - Update	40,000

Appendix E

Bluesky Strategic Initiatives Initially Planned for Consideration at 2026 Strategic Planning That Will Need to be Deferred to the 2027 Strategic Planning Session.

Support for Orca Place residents re-entering the workforce.

Heritage Designation for the Old Baptist Church by the Train Station

Committee/ Commission Review (Environment & Sustainability, APC, Board of Variance)

THAT staff present a report on how to align the Towns development policies in order to become eligible for funding under the \$1.3 billion Housing Accelerator Fund from the federal government, subject to further clarification (R23-343)

THAT a "right tree right place" concept be considered as part of the Tree Bylaw Review (R23-082)

Pride Flag-raising Event

25-CA-03 IMPLEMENTATION OF CLIMATE MITIGATION ACTIONS MATRIX - THAT a budget provision of \$25,000 be included in fiscal 2027 in the 2025 – 2029 Financial Plan for the Initiative titled Implementation of Climate Mitigation Actions Matrix, with further clarification to be provided in the 2026 Strategic Planning session.

25-CA-01: Encourage Residents to Transition from Use of Fossil Fueled Outdoor Equipment | Noise Bylaw Revisions/Good Neighbour Bylaw

Environment & Sustainability Committee recommendations to Council (Not yet provided at time of report publication)

Servicing Bylaws

Road Standards

Development procedures

Airport Noise Abatement Committee/ Working Group

Recycling and waste separation at Town Hall

Appendix F

Bluesky Strategic Initiatives to be Advanced for Consideration at 2026 Strategic Planning
<p>Waste pick-up for Municipal Properties</p> <p>TOSH - Fee For Service Request and TOSH Mid-year funding request (R25-131)</p> <p>MABR Sponsorship or Fee for Service Agreement</p> <p>Airport Master Plan/Business Plan (Recommend move to 2027)</p> <p>Collaboration – Qualicum First Nation and Saa'men – (Council Discretionary Decision Making)</p> <p>Community Volunteerism (Council Discretionary Decision Making)</p> <p>Tourism and Small Business Promotion – (Council Discretionary Decision Making) – allocated to Special Event Sponsorship Program in 2025</p>
Bluesky Capital Projects to be Advanced for Consideration at 2026 Strategic Planning
<p>Self Watering Hanging Baskets - Capital</p> <p>Town Contribution towards the School District Basketball Court at Kwalikum Secondary School - Capital</p> <p>Memorial Sidewalks to Accommodate Growing Trees - Capital</p> <p>Buller Storm Outfalls - Investigation & Plan</p> <p>Brant viewing area - Erosion at Seaside Park - Capital</p> <p>Lawn Bowling Capital Requests (Roof and Solar) – Capital</p> <p>Fleet Resizing, Fleet Modernization, Fleet Electrification, etc. (R25-115)</p> <p>Legion Parking Resurfacing – Capital</p> <p>Airport Runway Resurfacing (Resubmission of Grant Application) – Capital</p>



TOWN OF QUALICUM BEACH

Memorandum

TO: Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

DATE: July 23, 2025

FROM: Luke Sales, Director of Planning and Community Development

SUBJECT: **Strategic Initiative 25-HS-05: Multi-Generational Housing Best Practices**

GOVERNANCE DECISION

No Governance decision is requested. This memo is for Council information.

BACKGROUND

At the July 16, 2025 regular Council meeting, Council requested that staff clarify Council Strategic Initiative titled 25-HS-05: Multi-Generational Housing Best Practices and whether it would be accomplished in the 2025 workplan.

At the December 11, 2024 regular Council meeting, Council passed the following resolution:

24-HS-05: Multi-Generational Housing Best Practices

THAT the initiative titled Multi-Generational Housing Best Practices, 24-H5-05 within a budget of \$5,000 in fiscal year 2026 be defined and considered for inclusion within the scope of the Housing Focused OCP scheduled for 2025; AND FURTHER THAT the \$5,000 budget of the initiative titled Multi-Generational Housing Best Practices, be added to the Housing Focused OCP budget, increasing the budget from \$55,000 to \$60,000 in fiscal year 2025.

CARRIED UNANIMOUSLY Resolution No. 24-298(xvi)

DISCUSSION

Per Council direction, the budget for the Housing Focused OCP was increased to \$60,000 and the principles of Multi-Generational Housing were advanced through the OCP Review Process. Public Feedback on Multi-Generational Housing has provided insights to the OCP process:

- Support for Multi-Generational Options: Many residents encouraged in-law suites, garden suites, and co-housing models to enable families to live together and share resources.
- Adaptable Housing Needs: Feedback highlighted the need for flexible housing that can serve young workers and families now, and later transition to downsizing seniors or multi-generational households.

- **Policy and Zoning Suggestions:** Participants supported zoning to encourage secondary suites, laneway homes, and other small-scale multi-unit housing that supports extended families.
- **Care and Aging-in-Place:** Multi-generational housing was viewed as a solution for providing in-home care to aging parents while maintaining community ties.
- **Design Preferences:** Some residents recommended flexible layouts (e.g., dual-master bedrooms or convertible spaces) to better accommodate multi-generational living.
- **Location Considerations:** The public stressed that these housing types should be encouraged in walkable neighbourhoods near services and amenities, especially in or around the Village Neighbourhood.

The WAAM Housing Plan will further advance Council's interest in multi-generational housing

- **Focus on Priority Housing Groups (PHGs):** WAAM targets seniors, young families, and service workers—groups most likely to benefit from multi-generational housing models.
- **Support for Flexible Housing Types:** The plan examines secondary suites, garden suites, co-housing, and adaptable layouts for intergenerational households.
- **Evaluation of Alternative Models:** Feasibility Profiles will consider cooperative ownership, shared equity, and rent-to-own structures to reduce financial barriers.
- **Public Engagement:** The process will actively seek community-generated ideas, including multi-generational housing concepts identified during OCP consultations.
- **Alignment with OCP Feedback:** WAAM builds on strong public support for housing diversity, aging-in-place options, and family-friendly solutions.

If Council is looking for a separate report in addition to the 2025 OCP Review and WAAM Housing Plan, the request could be considered in the next Strategic Planning process for implementation in a future year.

SUMMARY

The Town of Qualicum Beach is advancing multi-generational housing policy through the 2025 Housing Focused OCP Review and upcoming WAAM Housing Plan. This memo is for Council's information and outlines how multi-generational housing best practices are being addressed through current initiatives.

ALTERNATIVE OPTIONS

1. THAT Council refers Strategic Initiative 25-HS-05: Multi-Generational Housing Best Practices to the 2026 Strategic Planning Process for reconsideration.

APPROVALS

Report respectfully submitted by Luke Sales, MCIP, RPP, Director of Planning and Community Development



Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Report Writer



TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 3900-20-900.01

TO: Luke Sales, Director of Planning and Community Development

FOR: Special Council Meeting

DATE: July 23, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West**

GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or request changes to the development proposal for 201, 207, 211 First Avenue West. If advanced, the accompanying Zoning Amendment and Development Permit would be considered in a future meeting.

PURPOSE

The purpose of this memo is to bring forward the application for 201, 207, 211 First Avenue West before Council, following the item's postponement at the July 16, 2025 Council meeting.

BACKGROUND

A Zoning Amendment and Development Permit application has been received for 201, 207, 211 First Avenue West, which previously went before Council on July 16, 2025. During that meeting, Council indicated they wanted to postpone the application and review additional information regarding the amenity contribution. At time of writing, staff do not have additional information from the applicant. Once staff receives additional information, it will be added as a late addendum to the agenda or presented verbally to Council.

Council adopted the following motion at the July 16, 2025 Council meeting:

- THAT Council postpone a decision on the Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West to the Special Council Meeting on July 23, 2025.

Staff are bringing the application back before Council. Staff's recommendation remains unchanged and a copy of the July 16, 2025 memo to Council is attached.

APPROVALS

Memo respectfully submitted by Rebecca Augustyn, MCIP, RPP Senior Planner.



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Luke Sales
Director of Planning
and Community Development
Concurrence



Danielle Leurebourg, MBA
Deputy Director of Corporate Services
Concurrence

REFERENCES

Attachment 1: Staff Report 201, 207, 211 First Avenue W dated July 16, 2025.



TOWN OF QUALICUM BEACH

STAFF REPORT

Recirculated for
consideration on July
23, 2025

File No. 3900-20-900.01

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment & Development Permit | 201, 207, 211 First Avenue West**

GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or make changes to the Zoning Amendment Bylaw for 201, 207, 211 First Avenue West based on the renderings showing the building height reduced by one storey.

RECOMMENDATIONS

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
 2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission, subject to a complete set of plans being submitted, for comment on the following:
 - a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
 - b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
 - c) Building height, particularly in the northeast corner of the proposal.
-

PURPOSE

To consider a Zoning Amendment and subsequent Development Permit application for 201, 207, 211 First Avenue West that would facilitate 55 multi-residential units and a ground floor commercial space.

BACKGROUND

The Town has received an application for a Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West. The application initially went before Council on June 18, 2025. At that Council meeting, Council requested the massing be reduced to three stories with some flexibility to maintain the small-town character of the Town. The applicant has since submitted revised renderings for the subject property, which includes the removal of one full storey. If Council is satisfied with the revision, staff recommend a full set of plans be submitted prior to the application being referred to the Advisory Planning Commission (APC).

The subject properties are currently zoned Residential 20 (R20) and are identified as Transitional Commercial Residential in the Official Community Plan and fall within Development Permit Area C1 – Downtown Commercial. In addition to the Zoning Amendment, a Development Permit is also required for the proposed development. The proposed Zoning Amendment would change the zoning for the subject properties from Residential 20 (R20) to Comprehensive Development Zone 22 (CD22) to permit a multi-residential building with the possibility of commercial use. The CD22 zone is a new, site-specific zone created in response to this application. Given the density bonus provision, design and unique mixed-use nature of the proposal, no existing zones suit the proposal.



Figure 1: Subject Property

DISCUSSION

This memo does not include a full zoning review, as the primary decision point at this time is to determine if Council is satisfied with the reduction in height. A full set of plans will be submitted if the application proceeds.

2018 Official Community Plan (OCP):

The subject properties are located within the “Village Neighbourhood” land use designation and are designated Transitional Commercial Residential in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The subject properties also fall within the Development Permit Area C1 – Downtown Commercial, and as such, require a Development Permit. If Council proceeds with the application, staff will request a full set of plans, and at that time, undertake an analysis of the Transitional Commercial Residential policies and Development Permit Area Guidelines.

Staff Comment

Council's consideration of this application involves two components:

1. Zoning Amendment (decision required now whether or not to advance the application). Council is presently asked to decide whether or not the application aligns with the Town's OCP and to refer the application to the Advisory Planning Commission (APC) for comment.
2. Development Permit (decision to be made in conjunction with Zoning Amendment adoption). If the zoning amendment proceeds through the zoning amendment process, the related Form and Character Development Permit will be brought forward for Council's decision at that future meeting.

Proposed Donation

On June 18, Council reviewed a letter from BMC Parklane Builders offering to convey, at no cost to the Town, an estimated 5,000 ft² ground-floor commercial strata unit. The applicant identifies the unit as potentially being for a medical clinic; however, the use would be determined at a later time by Council if the donation was accepted. If Council is satisfied with the proposed reduction in height, staff will request clarity on whether the community amenity is still being offered with the reduction in units, prior to Council's consideration of bylaw readings.

OCP Compliance

Provincial legislation adopted in 2023 requires Council to make an early, stand-alone determination of whether a rezoning proposal is consistent with the Official Community Plan (OCP). Staff have therefore assessed the application against the OCP's core land-use criteria - use, density, and location - while recognising that the Plan also speaks to broader themes such as environmental protection, accessibility, and urban design.

Criterion	Staff Evaluation
Use & Location	The subject properties lie within the <i>Transitional Commercial Residential</i> sub-area of the <i>Village Neighbourhood</i> , where the OCP encourages mixed-use redevelopment and expanded services. The proposed building is consistent with that intent.
Density	Policies in the Village Neighbourhood explicitly support residential infill and compact growth at this location. The proposed density aligns with the OCP.
Height	Although the OCP states that buildings "should be" a maximum of three storeys, it also allows for flexibility where issues such as topography, solar access, neighbourhood interface, view protection, and community benefit are satisfactorily addressed.

Taken as a whole, staff consider that the proposal is consistent with the OCP.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none">• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	<ul style="list-style-type: none">• Obtain feedback on analysis, alternatives, and/or decisions	<ul style="list-style-type: none">• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	<ul style="list-style-type: none">• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	<ul style="list-style-type: none">• Final decision making in the hands of the stakeholders

INFORM:

- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Housing: To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.
- Good Governance: To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values

SUMMARY

A Zoning Amendment application and a Development Permit application has been received for 201, 207 and 211 First Avenue West. If approved, the Zoning Amendment would change the zoning from R20 to CD22 to permit a mixed-use development. The application initially went before Council on June 18, 2025, and Council sent the application back to the applicant for revisions to the height. The applicant has since submitted revised renderings for Council consideration. If Council is satisfied with the initial design and height of the building, staff recommend that Council determine if the application aligns with the OCP, as well as refer the application to the APC for comment on specific areas identified in the staff recommendation, subject to a full set of plans being submitted.

ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: *[insert changes]*.
2. THAT Council denies the zoning amendment application for 201, 207, 211 First Avenue West.
3. THAT Council provides alternative direction to staff.

Recirculated for consideration
on July 23, 2025

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP, Senior Planner



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

REFERENCES

Attachment 1: Submitted Renderings for 201, 207, 211 First Avenue West



Qualicum Place



Qualicum Drawing List

- A1 Cover
- A2 S/W rendering
- A3 Context & Data
- A4 Site Plan
- A5 Lower Level/parking
- A6 Main Floor
- A7 2nd Floor
- A8 3rd Floor
- A9 4th Floor
- A10 5th Floor
- A11 CAD Elevations 1
- A12 CAD Elevations 2
- A13 Colour Elevations 1
- A14 Colour Elevationd 2
- A15 Sections 1
- A16 Sections 2
- A17 Roof Plan
- A18 Shadow Study
- A19 Streetscape
- A20 Concept Views
- A21 Concept Views
- A22 Concept Views
- A23 Concept Views

Consultants

- | | |
|----------------|-------------------------------|
| Structural | Herold Enginerring |
| Civil | Herold Engineering |
| Mechanical | Avalon Mech. Consultacnts Ltd |
| Landscape | The Tula Project |
| Geotechnical | Lewkowich Eng. Assoc. Ltd |
| Medical Clinic | Planning |
| | Inside Out Planning, Ray Hunt |
| | Architect, AIBC, Ret'd |

<div>Chris Gower A R C H I T E C T Urban Design Planner MAIBC FRAIC LEED^{AP} MCIP RPP</div> <div>1210 Monterey Ave., Oak Bay, Victoria B.C. V8S-4V5 778 922-9979 chrisgower@shaw.ca</div>	<div>ENVISIOONS Architectural</div>	<div>QUALICUM PLACE 201 1st Avenue West., Qualicum Beach Proposed Zoning Amendment/Development Permit for Bruce McLay - BMC Parklane Builders Ltd.</div>	MAIN FLOOR PLAN		<div>538 Harbinger Ave., Victoria B.C. V8V-4J1 250 388 9833 envis@shaw.ca</div>
			A 01	Scale	
				Date	



Qualicum Place

Chris Gower A R C H I T E C T
Urban Design Planner MAIBC FRAIC LEED[®] MCIP RPP

2210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778-922-9979 chrishgower@shaw.ca

QUALICUM PLACE 201 1st Avenue West, Qualicum Beach
Proposed Zoning Amendment/Development Permit
for Bruce McLay - BMC Parklane Builders Ltd.

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A 02

MAIN FLOOR PLAN

Scale 1:100m

Date June 25 / 25

ENVISIONS

538 Harbinger Ave., Victoria B.C.
V8V-4J1 250 388 9833 envvis@shaw.ca



Qualicum Place

QUALICUM PLACE 201 1st Avenue West., Qualicum Beach Proposed Zoning Amendment/Development Permit for Bruce McLay - BMC Parklane Builders Ltd.	MAIN FLOOR PLAN	
	A 02.1	Scale 1:100m Date June 25/ 25

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TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 3060-20-1398

TO: Luke Sales, Director of Planning and Community Development

FOR: Special Council Meeting

DATE: July 23, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Permit: 127 & 131 Fern Road East

GOVERNANCE DECISION

The governance decision requested is for Council to review the July 16, 2025 motion regarding issuance of a Development Permit after receiving further information from the applicant about the necessity of a second driveway.

PURPOSE

The purpose of this memo is to bring forward new information received following the July 16, 2025, regular Council meeting and for Council to confirm or to reconsider the Development Permit application for the property located at 127 & 131 Fern Road East. Staff's recommendations remain unchanged as removing the secondary exit will improve the streetscape and walkability. If Council supports the removal of the Fern Road East exit, no further action is required. However, if Council does not support the removal of the Fern Road East exit, staff recommend the previous motion from July 16, 2025 be rescinded and (Alternative #1) be adopted.

BACKGROUND

A Development Permit application has been received for 127 & 131 Fern Road East, which previously went before Council on July 16, 2025. Staff are bringing the application back before Council since further information was received regarding the removal of the Fern Road East exit. The applicant is proposing to construct a carwash with a detailing shop and car storage. The proposed building is approximately 963m² and includes a second storey which will be used for storage. The subject property is within the C2: Industrial Development Permit Area, and as such requires a Development Permit.

On July 16, 2025, the application went before Council and Council adopted the following motion:

- THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 16, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:
 - a) Removal of the Fern Road East exit, as labelled as #1 in Figure 2: Proposed Site Revisions;

- b) Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions;
- c) Construction of a sidewalk along the property frontage on Fern Road East as per Town standards;
- d) Additional landscaping where the exit and off-street parking spaces have been removed.

At the July 16, 2025, regular Council meeting, Council asked staff if the applicant was amenable to removing the Fern Road East exit and staff confirmed that the applicant had not expressed concern about it in a recent meeting. Staff have since been notified by the applicant that they strongly oppose removing the Fern Road East exit. Staff's recommendations remain unchanged; removing the secondary exit will improve the streetscape and walkability. However, this application is being brought back before Council given the information provided by staff at the July 16, 2025, regular Council meeting has since been updated by the applicant.

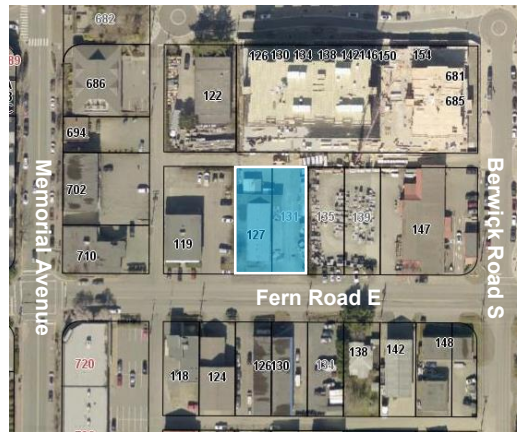


Figure 1: Subject Property

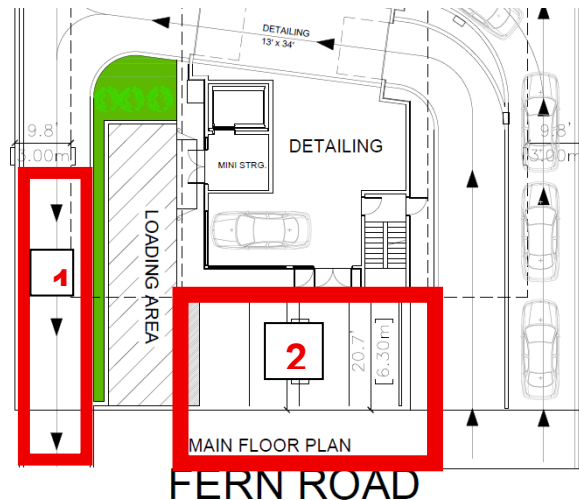


Figure 2: Proposed Site Revisions

DISCUSSION

The applicant has indicated that they strongly oppose removing the Fern Road East exit. If Council supports the removal of the Fern Road East exit, no further action is required. However, if Council does not support the removal of the Fern Road East exit, staff recommend the previous motion from July 16, 2025 be rescinded and (Alternative #1) be adopted.

SUMMARY


The Development Permit application for 127 & 131 Fern Road East is for a carwash and auto detailing business with storage. The proposal meets the majority of C2: Light Industrial Development Permit Area Guidelines. However, it does not meet Guideline #4, which specifies laneway access, parking at the rear of the property and the use of hedging to screen the building and parking. Council adopted a motion on July 16, 2025 supporting revisions to the application to better meet Guidelines #4. At that meeting, staff indicated that the applicant was favourable to removing the Fern Road East exit, but has since been notified by the applicant that they are not in favour of this. If Council supports removal of the Fern Road East exit, no further decisions are required by Council. However, if Council does not support the removal of the Fern Road East exit, staff recommend Alternative #1.


ALTERNATIVE OPTIONS


1. THAT Council rescinds the motion from the July 16, 2025 Council meeting regarding issuance of a Development Permit for 127 & 131 Fern Road East.
AND FURTHER THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 23, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:
 - a. Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions;
 - b. Construction of a sidewalk along the property frontage on Fern Road East as per Town standards;
 - c. Additional landscaping where the exit and off-street parking spaces have been removed.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP Senior Planner.


Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author


Luke Sales
Director of Planning
and Community Development
Concurrence


Danielle Leurebourg, MBA
Deputy Director of Corporate Services
Concurrence

REFERENCES

- Attachment 1: Submitted Plans for 127 & 131 Fern Road East DP Application
Attachment 2: Development Permit Area Guidelines C2: Light Industrial

SITE PARTICULARS

CIVIC ADDRESS: 127 & 131 Fern Road East,

LEGAL ADDRESS: L 9 & L10 BK 7 DL 78 NEWCASTLE DISTRICT PL 1894

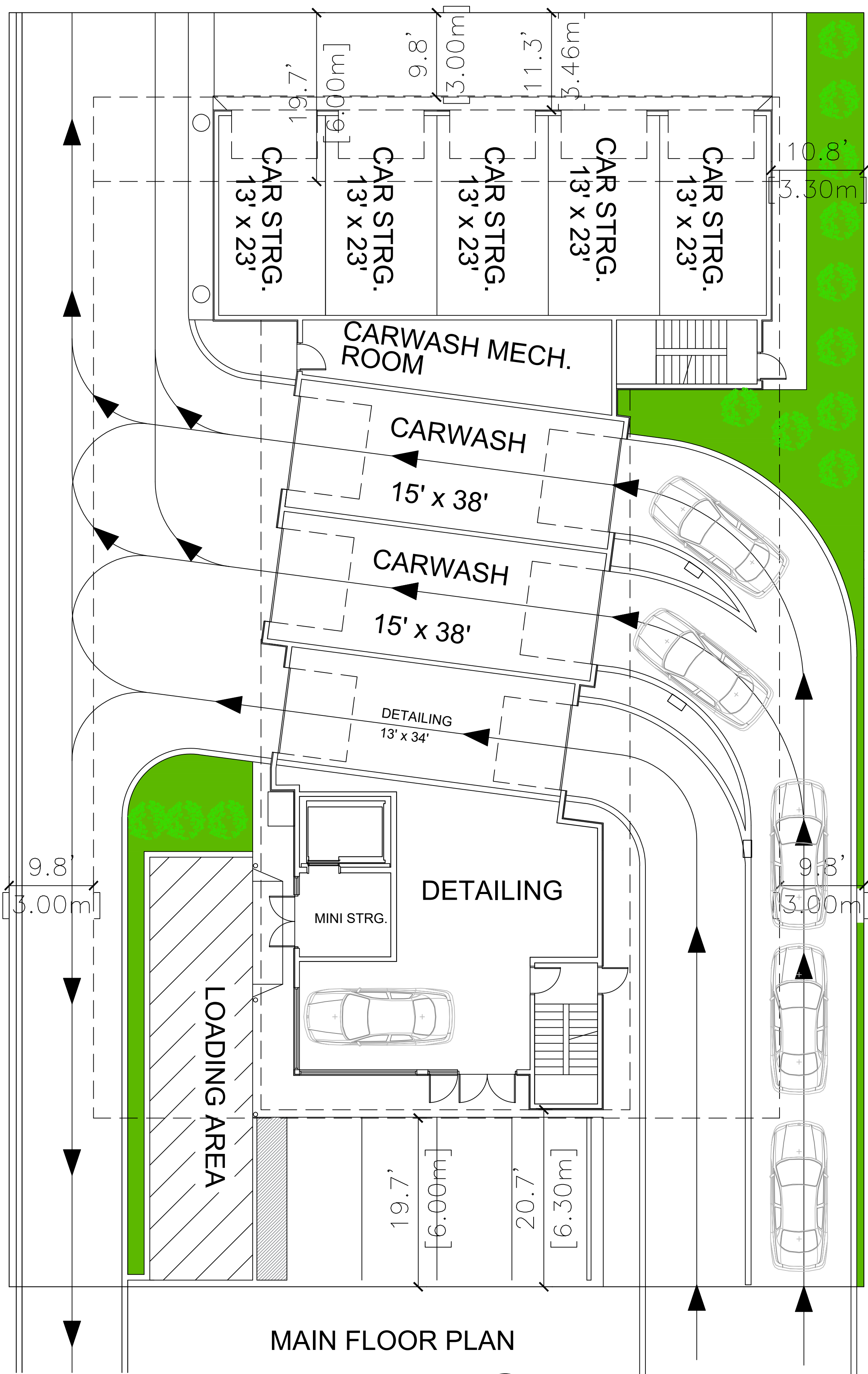
SITE AREA: 14,825 s.f. (1,377 m2)

ZONING: I1

PROJECT DATA

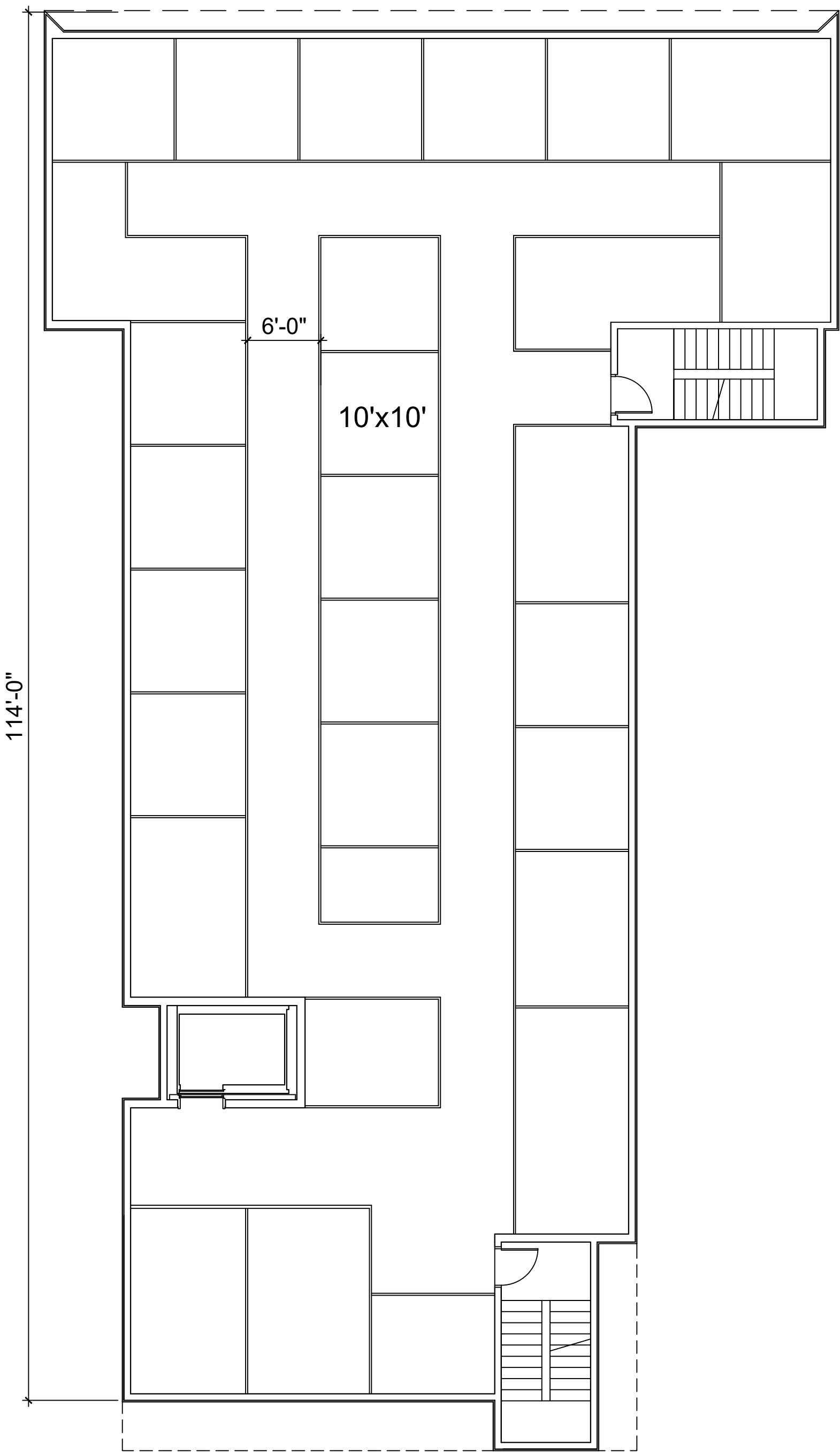
DESCRIPTION	ALLOWED / REQUIRED	PROPOSED
USE	I1: Light Industry	I1:Light Industry
LOT AREA	14,825 sq.ft. (1,377 m2)	14,825 sq.ft. (1,377 m2)
LOT COVERAGE	75%	36% = 5,376 sq.ft. (499 m2)
BUILDING GROSS FLOOR AREA		Main Floor: Carwash 1,553 sq.ft. Storage parking 1,584 sq.ft. Detail shop 1,502 sq.ft. Storage lobby 352 sq.ft. Second floor: Storage 5,376 sq.ft. Total : 10,367 sq.ft.
DENSITY	- 0.75 = 11,118 s.f.	- 0.69.9 = 10,367 s.f.
SETBACKS	FRONT: 19.68' (6.0 m) Min. REAR: 9.84' (3.0 m) Min. INTERIOR SIDE to I: 0.0' (0.0 m) Min. EXTERIOR SIDE: 19.68' (6.0 m) Min.	Proposed Setback at Main floor FRONT: 20.7' (6.3 m) Min. REAR: 11.3' (3.46 m) Min. INTERIOR SIDE: 10.8' (3.3 m) Min. EXTERIOR SIDE:
HEIGHT OF BUILDINGS	26.24' (8.0 m) Max.	30' (9.14 m) Max.
OFF-STREET PARKING	- 1 Stall per 175 m2 storage = 1.03 - 1 Stall per 50 m2 for Carwash (Mid I) = 2.88 - 1 Stall per 95 m2 for detail shop = 1.46 Total = 5.37	Provide: - 5 stalled provided for Carwashes - 4 stalled provided for Storage & Details - 5 storage parking stalled provided Total 14 parking stalls plus one Loading bay provided

LANE



FERN ROAD

BIGGER BAYS WITH 7.5 DEGREE ANGLE

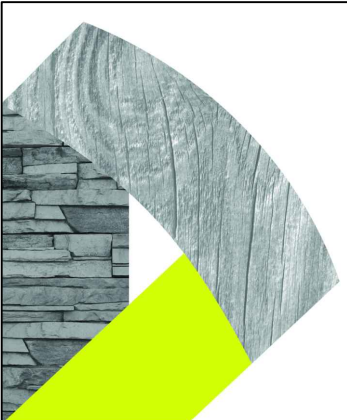


SECOND FLOOR PLAN

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NO	DATE	REVISIONS



ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
CARWASH
131 FERN ROAD

QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2498

SHEET TITLE
FLOOR PLANS

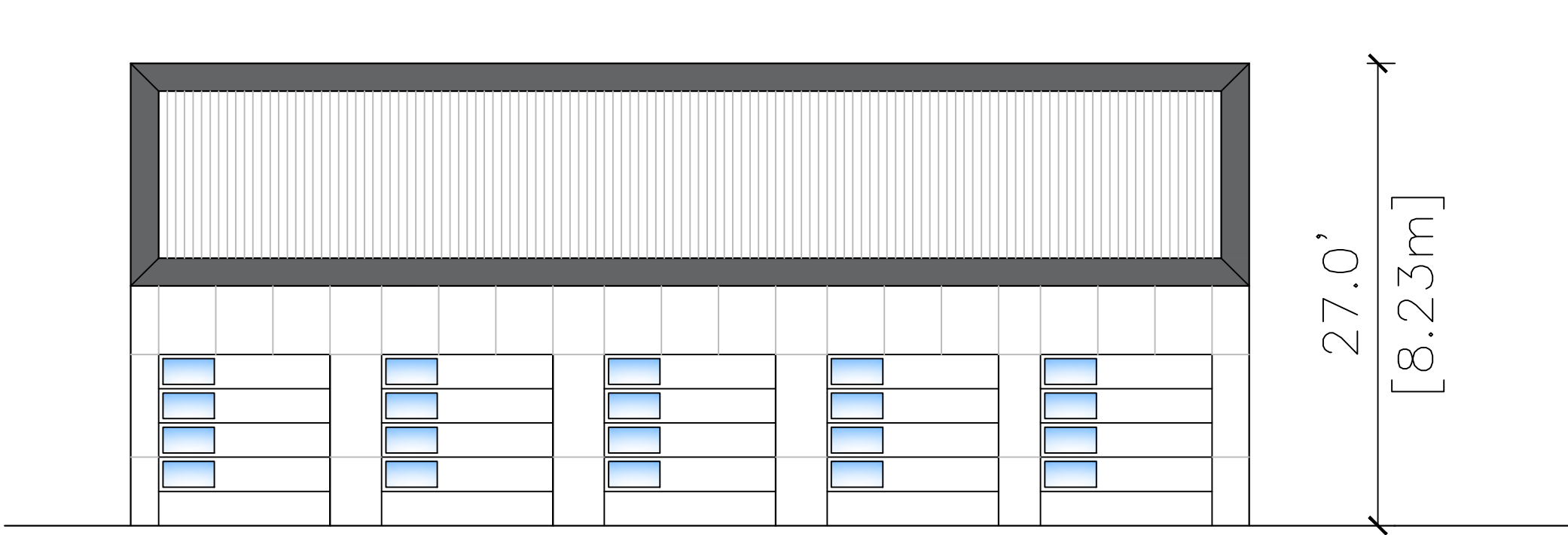
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REVISION

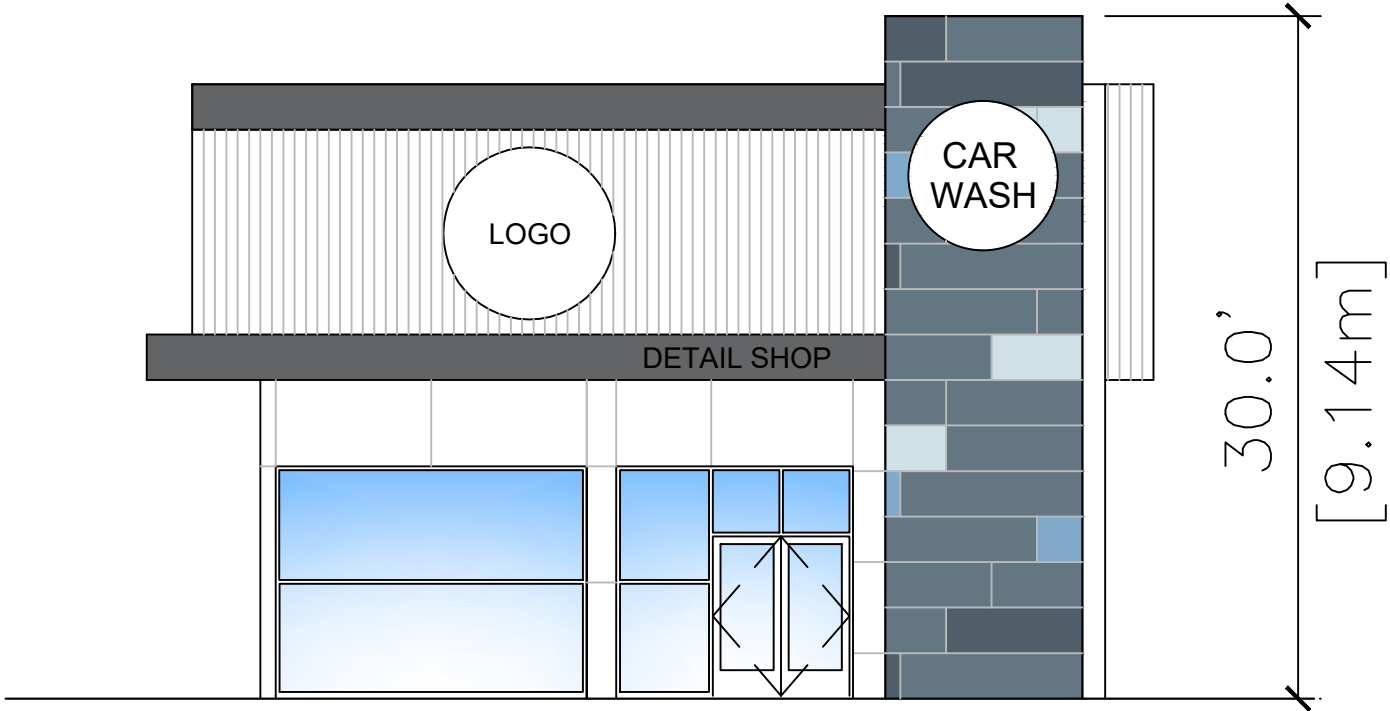
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NO	DATE	REVISIONS



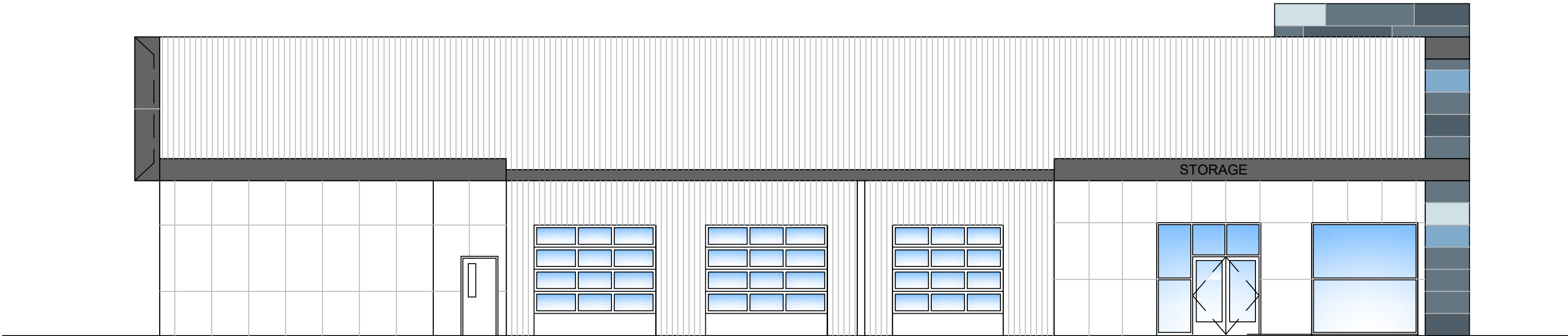
LANE ELEVATION



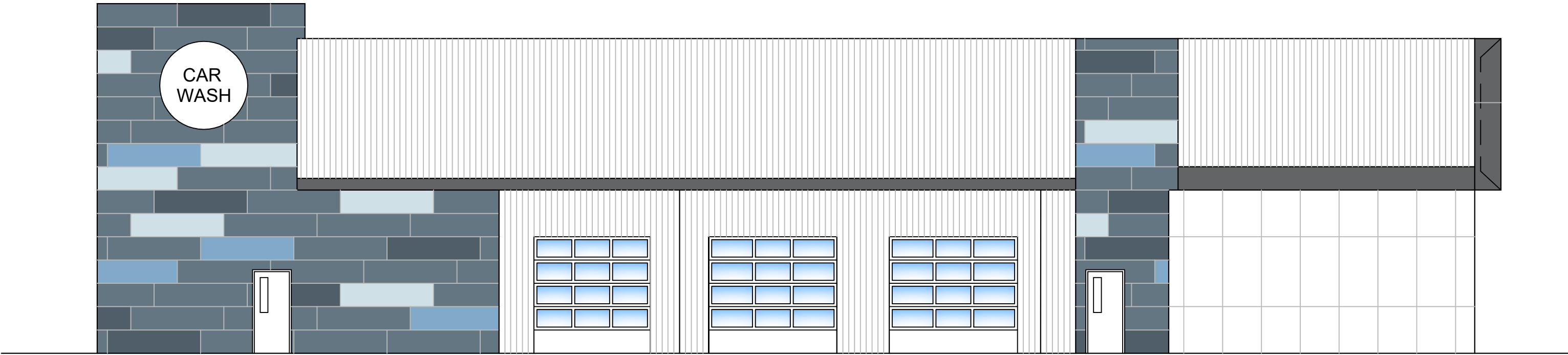
FERN ROAD ELEVATION

EXTERIOR MATERIALS & COLORS

CODE	COLOR	MATERIAL
①		CEMENT COMPOSITE SIDEING EVENING BLUE
②		CEMENT COMPOSITE SIDEING CHARCOAL / RICH ESPRESSO
③		CEMENT COMPOSITE SIDEING ARCTIC WHITE
④		GALVANISM METAL CLADDING
⑤		BLACK VINYL WINDOWS/DOORS



WEST ELEVATION



EAST ELEVATION



ARCHITECT SEAL:

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DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
CARWASH
131 FERN ROAD

QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2498

SHEET TITLE
ELEVATIONS

SCALE
DRAWN
CHECKED
D.F.
DATE
APRIL 10/25

SHEET NO.
A3.1
REVISION









OPTION #1 FOR LANE ELEVATION



OPTION #2 FOR LANE ELEVATION



Development Permit Area C2 – Light Industrial

Category:	F – Industrial
Area:	Development Permit Area No. C2, as shown on map ‘Schedule No. 2.3’, includes the “Village Neighbourhood” areas designated for light industrial use.
Justification:	<p>The light-industrial area is close to both the uptown commercial area and multi-family developments. Both these areas have been identified as Development Permit Areas in order to protect essential ingredients of the Town’s character.</p> <p>The light-industrial area needs to be subject to similar regulation so that any new facilities further support the Town’s efforts in adjacent areas. However, it is recognized that light-industrial needs vary from those in the commercial sector. For this reason the industrial area is identified as a separate Development Permit Area.</p>
Guidelines:	<p>Development Permits in the light-industrial area shall meet the following general criteria:</p> <ol style="list-style-type: none">1. Developments shall provide adequate screening of outdoor industrial areas to reduce the visual impact of those areas on commercial and residential lands located close by. Such screening can take the form of hedges or landscaping, or can be achieved through careful placement of buildings on site.2. The shape and massing of light industrial buildings is frequently dictated by the uses to be accommodated. However, owners are encouraged to keep the scale and shape of buildings in character with adjoining areas by avoiding massive, unbroken elevations, long dominating roof lines and stark treatment of exterior wall details and finishes. The inclusion of design elements that are similar to the Uptown Commercial Development Permit Area Guidelines are strongly encouraged.3. Developments are encouraged to provide for on-site landscaping, in order to soften the streetscape and better integrate the industrial area with the nearby commercial and residential areas.

	<ol style="list-style-type: none">4. In order to create a more pleasing streetscape and building façade, driveways and parking areas should be located at the rear of properties with access from rear or side lanes where this is possible. Areas between the building and street should be landscaped. Parking areas should be screened with a 1 m high hedge or similar landscaping.5. Landscaping and screening shall not exceed 1.0 m in height where visibility for vehicles at intersections is a concern.
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