



**VILLAGE OF BELCARRA  
ZONING ADVISORY COMMITTEE  
VILLAGE HALL  
February 7, 2018  
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held February 7, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

John Stubbs, Chair  
Robb Begg  
John Carlson  
Jim Chisholm  
Carolina Clark (arrived at 6:38 pm)  
Paul Degraaf  
Bruce Douglas  
Clive Evans (departed at 8:55 pm)  
Martin Greig  
Ken Mikkelsen (arrived at 7:15 pm)  
Deborah Struk

Members Absent

Rex Crider  
Braam LeRoux  
Adrienne Peacock  
John Reynolds  
Des Wilson

Council Member in Attendance

Jamie Ross, Councillor

Planning Consultants in Attendance

Dan Watson, Brook Pooni  
Richard White, RWPAS Ltd.

Staff in Attendance

Lorna Dysart, Chief Administrative Officer  
Paula Richardson, Administrative Services Assistant  
Paul Wiskar, Building Inspector

**1. CALL TO ORDER**

Chair Stubbs called the meeting to order at 6:36 pm.

**2. APPROVAL OF THE AGENDA**

**2.1** Agenda for February 7, 2018

It was Moved and Seconded:

That the Agenda for February 7, 2018 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES****3.1** Minutes of January 10, 2018**3.2** Action Items: None

It was Moved and Seconded:

That the Minutes of the meeting held January 10, 2018 be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

Chair Stubbs commented regarding:

- Thank you to all Committee members who participated in the Open House and apologized that he was unable to attend.
- Thanked Dan Watson for the summary provided.
- Noted that John Reynolds, Adrienne Peacock and Des Wilson provided their regrets as they were unable to attend this meeting.

This was the last formal meeting of the Committee. Chair Stubbs thanked Committee members, including those not in attendance, for their engagement, plus for their time and attendance at numerous meetings. He noted that conversations have been civil and respectful but very spirited. A good snapshot of the Village residents and their views were received. J Stubbs appreciated Committee members involvement and commitment to the process.

Chair Stubbs expressed his appreciation to staff: Lorna Dysart, Paul Wiskar, Connie Esposito and Paula Richardson. He also thanked the Planning Consultants Richard White, Dan Watson and Laura Beveridge for their commitment to the Village and for the expertise provided.

The Zoning Advisory Committee will make a presentation at the Regular Council meeting on February 26, 2018 at 7:30 pm.

**5. OPEN HOUSE FEEDBACK**

- Review summary of Open House feedback
  - a) Open House #3 Feedback Summary
    - Dan Watson outlined the report noting the lower attendance at Open House #3 indicated less concern of Village residents. He commented on the following:
      - Question 1 – Floor Area
        - Approximately 60% of comments received supported the Committee direction on Floor Area
      - Question 2 – Accessory Coach Houses
        - Respondents at Open House #3 agree to defer to the advice of Committee

Committee members discussed various aspects of the Open House feedback form.

It was noted that there was over 70% support of the overall material.

## 6. RECOMMENDATIONS TO COUNCIL

- Review “Additional Items for Potential Council Consideration”
  - 1) Minimum Frontage for Lot Subdivision – RM – 1 and RM – 2 Zones
  - 2) Maximum Size of Two Houses on Two Acres in RM – 1 and RM – 2 Zones
  - 3) Home Based Business Use
  - 4) Derelict Vehicles
  - 5) Accessory Suites / Coach Houses
  - 6) Good Neighbour Advisory Panel
  - 7) Sustainability
  - 8) Angle of FAR / Gross Floor Area Line
  - 9) Basement Exclusion

### 1) – Minimum Frontage for Lot Subdivision – RM – 1 and RM – 2 Zones

The Committee discussed the potential impacts of permitting smaller subdivisions without requiring relaxations, including the increased risk of a fire in a remote area with limited access by emergency vehicles.

Councillor Ross noted that when Farrer Cove became a part of the Village, there was a record of the meetings around the issue of road access. There is now access to Farrer Cove however it is not a Village road. Concern is for access for emergency vehicles.

Chair Stubbs noted that in the attempt to clarify the language, consensus of the Committee is 50 ft. frontage and 1 acre minimum for subdivision in RM – 1 and RM – 2 Zones.

### 2) – Maximum Size of Two Houses on Two Acres in RM – 1 and RM – 2 Zones

Discussion ensued regarding the size of two principal residences permitted on a single lot. The consensus of the Committee was that the owner of a 2-acre property should be able to build two houses to the size that each house would be permitted on two 1-acre properties.

A recess was called at 8:00 pm and reconvened at 8:10 pm

### 3) – Home Based Business Use

It was noted that the community provided limited feedback on this topic.

### 4) – Derelict Vehicles

It was noted that the community did not provide feedback on this topic. Consensus was reached to suggest to Council that the definition be amended as the Motor Vehicle Act will be applicable.

### 5) – Accessory Suites / Coach Houses

Clarity was requested in the definition of an accessory building. Dan Watson advised that the total amount of accessory usage is not to exceed 1,615 sq. ft. The Committee recommendation was to re-introduce a requirement for a Coach House to be located in the same building as the garage, unless the Coach House is only one storey. It was also recommended that a Coach House “or” an Accessory Suite are allowed on one property but not both.

**6) – Good Neighbor Advisory Panel**

The Committee consensus was to strike this item.

**7) – Sustainability**

Consensus was reached for this item to be added to the report to Council as presented with a requirement for new construction to improve energy efficiency by at least 20%, based on new BC Energy Step Code.

**8) – Angle of FAR / Gross Floor Area Line**

Consensus was reached to smooth out the line as indicated on the hand out provided titled **Permitted Houses by Property Area (including existing house sizes)** The smooth line in the graph shown on how the calculation of floor area has been changed to “smooth out” the relationship between property size and permitted house size to reduce large jumps in permitted house sizes. The line has been “smoothed out” without reducing house sizes from what was displayed at Open House 3.

**9) – Basement Exclusion**

Consensus was reached that the recommended approach was approved. The exclusion of basement space is determined by the Average Finished Grade, with the intent that spaces below grade that cannot be seen are generally excluded.

**7. REVIEW COUNCIL REPORT**

- Discuss presentation / format

Richard White noted that Chair Stubbs and Ken Mikkelsen are taking the report forward to Council on February 26, 2018.

Discussion took place with regard to sections of the Bylaw that were not addressed. Richard White noted that the Committee was not asked to produce a new Bylaw and that the remainder of the Zoning Bylaw has been drafted for convenience and readability.

Chair Stubbs invited all Zoning Advisory Committee members to attend the presentation to Council and thanked Committee members, Consultants and Staff for their work.

**8. ADJOURNMENT**

It was Moved and Seconded:

That the February 7, 2018 meeting be adjourned at 9:24 pm.

**CARRIED**

Certified Correct:

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Lorna Dysart  
Chief Administrative Officer

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John Stubbs  
Chair