



**VILLAGE OF BELCARRA
ZONING ADVISORY COMMITTEE
VILLAGE HALL
October 18, 2017
6:30 pm
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held October 18, 2017 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

John Stubbs, Chair
John Carlson
Jim Chisholm
Carolina Clark
Rex Crider
Paul Degraaf
Bruce Douglas
Braam LeRoux
Ken Mikkelsen (arrived 7:00 pm)
Adrienne Peacock
John Reynolds
Deborah Struk
Des Wilson
Clive Evans

Members Absent

Rob Begg
Martin Greig, Vice Chair

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

1. CALL TO ORDER

Chair Stubbs called the meeting to order at 6:35 pm.

Councillor Ross spoke regarding a recent article in the Belcarra Barnacle and provided correct information regarding remuneration for staff at ZAC meetings.

2. APPROVAL OF THE AGENDA

2.1 Agenda for October 18, 2017

It was Moved and Seconded:

That the Agenda for October 18, 2017 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Minutes of September 20, 2017

3.2 Action Items: None

It was Moved and Seconded:

That the Minutes of the meeting held September 20, 2017 be adopted.

CARRIED

4. CHAIR'S REMARKS

Chair Stubbs made the following comments:

- He extended a thank you to the ZAC members, Consultants and staff for their work at the Open House.
- He noted the good turnout of residents at the Open House and the overall success of the gathering.
- He extended a welcome back to Rob Begg although he was absent at the meeting.

5. OPEN HOUSE FEEDBACK – DISCUSSION

Dan Watson lead a discussion on the highlights of the Open House comment forms noting the following:

- A transcription error on questions 4 & 5 will be updated for the next meeting. The update will include forms that were submitted late.
- To date 104 comment forms were submitted. A notable 41% of residents surveyed have lived in the Village for over 20 years.
- Attendees put dots on a map to indicate where they live and it was noted that residents from all areas of the Village attended.
- How the language of the current bylaw affects zoning with regard to secondary suites and coach houses.
- Committee Members discussed various aspects of the Draft Zoning Bylaw.
- Questions were asked regarding carports and garages.
- View scapes were discussed and whether there is an ability to protect a view.

- Further discussion included items such as duplexes and 4 plexes, where permitted and various inclusions and exclusions in the Draft Bylaw.

Chair Stubbs suggested that discussion move to the Technical Review and Outstanding Item portion of the agenda and return to the Comment Form Review if time warranted.

6. PHASE 2 FEEDBACK – DISCUSSION

No discussion.

7. TECHNICAL REVIEW and OUTSTANDING ITEMS

Discussion ensued relative to the following:

- Highest Building Face
 - Revisit the 11.7 m height restriction;
 - Step back on upper storeys to provide view scape protection for neighboring residences;
 - Comparable heights in other municipalities;
 - Design limitations caused by height restrictions;
 - The effect of topography on the height of a structure;
 - The height and location of carriage houses and the effect on view scapes;
 - Placement of buildings on lots may affect view scapes.

The majority of Committee Members reached consensus on keeping the 11.7 m as the height restriction but not to restrict building face height. It was noted that the majority, but not all members, reached consensus.

- Farrer Cove South
 - Further road construction would require approval by the City of Port Moody;
 - The OCP expresses encouragement to provide better access for fire safety and emergency vehicles;
 - It was suggested that Farrer Cove be placed in the same zone as the Waterfront residences;
 - Coach houses and secondary suites were considered where 2 homes are allowed on one piece of property

A request was made to have a delegation from Farrer Cove South speak at the meeting. The request was denied.

Chair called a break: 7:35 pm
The meeting reconvened at 7:50 pm

Discussion ensued with Committee Members reaching consensus on the creation of the Farrer Cove South Zone.

- **Zones**

Richard White commented regarding the complexity of adding Zones to a bylaw and noted that Zones provide clarity. Discussion ensued with regard to the creation of Zones:

- Whether Zones would make a better bylaw;
- The complication of Zones within the community;
- Setback issues in different Zones within the Village;
- Coach houses and secondary suites within separate Zones;
- Rezoning for duplexes and subdivisions;
- The effect of Zones on the harmony of Village residents;
- Different Floor Area Ratios for the different Zones;
- The number of Zones in other municipalities;
- The siting of homes and coach houses in different Zones;
- The Zoning Bylaw requires technical, clear wording.

- **Coach Houses**

Discussion ensued regarding:

- The prospect of a garage level with a coach house, side by side; to help eliminate a view scape issue;
- Septic matters related to placement and capacity;
- A dwelling unit is defined as one family unit per dwelling;
- Parking on the property.

Discussion ensued with regard to the “notwithstanding” clause in the Zoning Bylaw. L. Dysart advised that a legal opinion has been obtained. The proposed wording is a valid Zoning Regulation. In the event of a major loss of a building, the allowable size of the replacement building would be calculated as the building size at the time the Zoning Bylaw was adopted.

Richard White requested that staff confirm the number of residents on the Municipal Voters List and report back to the Committee.

8. NEXT STEPS and DISCUSSION RE: MEETING SCHEDULE FOR PHASE 3

- Dan Watson suggested a form version of the material covered be provided to ZAC members to gather recommendations to take forward to Council. This information would be distilled into recommendations for the January, 2018 presentation to Council;
- Consideration to produce two options for Council consideration;
- It was agreed to not hold a meeting in December;
- The Zoning Bylaw will use different language for “notwithstanding”;
- The Energy Step Code will be included

Councillor Ross noted that the Committee has more certainty and control over the outcome if there is consensus. Chair Stubbs suggested that the Committee take a report to Council outlining the items where the Committee Members reached strong consensus and outline the items where opinions were more divided.

9. ADJOURNMENT

It was Moved and Seconded:

That the October 18, 2017 was adjourned at 9:48 pm.


CARRIED

Next Meeting Date: Wednesday, November 15, 2017

Certified Correct:



Lorna Dysart
Chief Administrative Officer



John Stubbs
Chair