



TOWN OF LAKE COWICHAN

Advisory Planning Commission

Thursday, June 22nd, 2017 at 4.00 p.m. – Council Chambers

AGENDA

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **AGENDA**

3. **ADOPTION OF MINUTES**

(a) Minutes of meeting held on May 25th, 2017.

1

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) Columbarium – update.

3

(b) Parking regulations – update.

9

(c) Outdoor murals in private and public spaces.

5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

None.

7. **REPORTS**

None.

8. **NEW BUSINESS**

None.

9. **NEXT MEETING DATE**

July 27th, 2017

10. **ADJOURNMENT**

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TOWN OF LAKE COWICHAN

Minutes of Advisory Planning Commission held on
Thursday, May 25th, 2017



PRESENT: Ross Fitzgerald, Chair
Les Bowd
Katie Burrige
Robert Patterson

REGRETS: Darlene Ector

ALSO PRESENT: Joseph A. Fernandez, CAO, Ex-officio
James van Hemert, Contract Planner

1. CALL TO ORDER

The Chair called the meeting to order at 4.05 p.m.

2. APPROVAL OF AGENDA

No. APC.13/17 Moved: Katie Burrige
Seconded: Les Bowd
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.14/17 Moved: Katie Burrige
Seconded: Les Bowd
that the minutes of the meeting held on April 27th, 2017 be
approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Commission was advised that the outline of the consolidated lot for columbarium use needs to be confirmed before a geotechnical assessment can be undertaken. A bylaw regulating this use needs to be enacted by council.

(b) The Contract Planner is to delete notes and zoning references from the parking regulation amendments proposed from the zoning bylaw.

Overhaul of the Official Community Plan are to include updates that involve:

- Revised demographic profiles;
- More public engagements;
- Elements of downtown revitalization;
- Neighbourhood plans;
- Greenfields;
- Brownfields;
- Issues with private development; and
- Structure and approach for public input.

(c) The issue of murals for public and private spaces raised the following points:

TOWN OF LAKE COWICHAN CEMETERY & COLUMBARIUM BYLAW NO. ___-2017

A Bylaw to operate and maintain the Town of Lake Cowichan Cemetery and Columbarium

WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may establish a bylaw to regulate, maintain, and operate municipal cemeteries and columbaria;

AND WHEREAS the *Cremation, Interment and Funeral Services Act* states that Council may, by bylaw establish an area to be used in perpetuity as a municipal cemetery and columbarium;

AND WHEREAS Council has provided notice of the proposed bylaw in accordance with the *Community Charter*;

NOW THEREFORE the Council of the Town of Lake Cowichan in open meeting assembled enacts the following:

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Cemetery Bylaw No. xxx-2017".

2. DEFINITIONS

- a) "AUTHORIZED PERSON" means the person appointed by the Chief Administrative Officer to carry out any act or function under this Bylaw;
- b) "CARE FUND" means "care fund" as defined in the Act and specifically for the Cemeteries operated by the Town of Lake Cowichan;
- c) "LOT" means a discrete space used, or intended to be used in a Cemetery, for the Interment of Cremated Remains and includes a *Niche*;
- d) "NICHE" means one designated space in the columbarium;
- e) "NON-RESIDENT" means any person who, at the time of death was not a resident as defined in this Bylaw; and
- f) "RESIDENT" means a person, who at the time of death, or at the time of moving to a care facility, lived or owned property in the Town of Lake Cowichan for a period of at least one year.

3. ESTABLISHMENT OF CEMETERY

- a) The land described below is set aside in perpetuity for the Municipal Cemetery:
Lot A Plan VIP 16660, Renfrew District

4. ESTABLISHMENT OF BOARD OF TRUSTEES

- a) The Council of the Town of Lake Cowichan shall serve as the Board of Trustees for the Cemetery.

5. ESTABLISHMENT OF CEMETERY CARE FUND

- a) The Council of the Town of Lake Cowichan in its role as the Board of Trustees shall establish a care fund for the care and maintenance of the cemetery pursuant to the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time.

- b) All specified fees and charges for the Cemetery Care Fund will be held by the municipality and invested in accordance with the *Cremation, Interment and Funeral Services Act*, as may be amended from time to time, and the regulations under the Act as they apply to Municipal Cemetery Care funds.
- c) The interest and dividend income earned by the Cemetery Care Fund will only be used for the purpose of paying liabilities of the municipality arising out of the care and maintenance services provided by any person for the cemetery.
- d) The Financial Officer for the Corporation shall be responsible to ensure
 - i. that funds are collected and deposited as prescribed by the Act;
 - ii. that accounting records identify balances pertaining to each Cemetery;
 - iii. any investment of monies in the Care Fund is permitted under the Act; and
 - iv. that the Care Fund is, at all times, maintained in accordance with the Act.

6. ORGANIZATION, OPERATION AND MANAGEMENT OF CEMETERY

- a) The Authorized Person will be responsible for the following:
 - i) maintaining all records and files of the cemetery necessary for the administration and management of the cemetery as required under this Bylaw and the *Cremation, Interment, and funeral Services Act*, as may be amended from time to time;
 - ii) reviewing and issuing Internment Permits and Exhumation Permits;
 - iii) upon issuing any Internment Permit or upon receiving authorization for exhumation from the proper authorities and issuing any Exhumation Permit, confirming and notifying Municipal Public Works employees of the time of the intended internment or exhumation, the name of the deceased, the number and location of the niche and any instructions of the Medical Health Officer, relative to the internment or exhumation; and
 - iv) maintaining an accounting of all monies received and expended under this Bylaw.
- b) The following duties and responsibilities will be performed by the Town of Lake Cowichan:
 - i) opening and sealing niches;
 - ii) directing all funerals in the cemetery to the correct columbarium niche;
 - iii) installing memorials on niches and constructing foundations and bases; and
 - iv) maintaining the cemetery in a neat and tidy condition, including maintaining fences, gates, paths, and other improvements.

7. FEES AND CHARGES

- a) The fees for niches, internment, exhumation, and all other applicable are set out in Schedule B of this Bylaw.

8. SALE OF NICHES

- a) Upon receipt of the applicable fees and charges, the Authorized person may sell an unsold niche and must issue an Internment Permit when the applicant completes the form in Schedule A 'Internment and Exhumation Permit' of this Bylaw.
- b) A Internment Permit Holder for a niche which has not yet been used may return the niche to the Town of Lake Cowichan for the amount the Internment Permit Holder paid for the niche, less any perpetual care reserve fund fees paid, and the Internment Permit may then be sold to another person.

9. TRANSFER OF NICHES

- a) The Internment Permit Holder for a niche, which has not been used, may transfer the niche to another person, upon providing the Authorized Person the following:
 - i) full name and address to whom the Internment Permit is being transferred;
 - ii) the applicable perpetual care reserve fund contribution; and
 - iii) the Internment Permit issued for the niche space.
- b) Once the Authorized Person receives the necessary information and fees as described in Section 9 a) of this Bylaw, the Authorized person must cancel the original Internment Permit and issue a revised Internment Permit in the name of the transferee and record the transfer in the records of the cemetery.

10. PERMIT TO INTER

- a) No human cremated remains will be interred in the cemetery until an Internment Permit is obtained from the Town of Lake Cowichan and the applicable internment fees and charges are paid.
- b) All applications for an Internment Permit must be made to the authorized person at least two working days prior to the time of internment and must be made at the Municipal Office during regular municipal office hours.
- c) Any person making an application for an Internment Permit must complete Schedule A 'Internment Permit and Exhumation Permit' of this Bylaw.
- d) Upon the Authorized Person receiving a complete Schedule A and the applicable fees and charges being paid, the authorized Person may issue an Internment Permit.
- e) Residency is determined by the last permanent address of the deceased.

11. PERMIT TO EXHUME

- a) No human cremated remains will be disinterred from the Cemetery unless:
 - i) the Authorized Person receives a written request to do so from the person who has the right to control the disposition of the cremated remains under the *Cremation Internment and Funeral Services Act*, as may be amended from time to time, and all applicable fees and charges are paid; and
 - ii) the Authorized Person issues an Exhumation Permit;
- b) The Town of Lake Cowichan is not responsible for damage to any urn or container sustained during exhumation.

12. INTERMENT

- a) No person may dispose of cremated remains within the boundaries of the municipality except in accordance with this Bylaw.
- b) No cremated remains of a deceased human body may be interred in the Cemetery and all internments shall be subject to and comply with this Bylaw.
- c) No Cemetery Internment Permit holder shall permit an Internment to be made in a niche unless such internment is made pursuant to this Bylaw.
- d) No person shall inter any cremated remains in the Cemetery except between the hours of 8:00 a.m. and 4:00 p.m., Monday to Saturday, excluding Statutory Holidays, unless previous special arrangements have been made with the Authorized Person.
- e) No person shall open a niche except authorized municipal employees.

13. COLUMBARIUM

- a) Each internment must be done in a niche in the columbarium in the cemetery.
- b) An urn to be placed in a niche must be made of metal, plastic, stone, porcelain, or wood and manufactured for the express purpose of containing cremated remains.
- c) All memorial plaques are supplied by the Town of Lake Cowichan and engraving is the responsibility of the Internment Permit holder.
- d) All memorials for niches must be installed by municipal employees once all associated fees and charges are paid.
- e) Each 30 cm by cm niche may contain the following:
 - i) one urn with maximum dimensions of 26.7 cm wide and 26.7 cm high x 30.0 cm deep; and
 - ii) two urns with individual maximum dimensions of 26.7 cm wide x 13.2 cm high and a combined 30.0 cm deep.

14. GENERAL

- a) No person may disturb persons assembled for a memorial service or visit.
- b) No person shall play any game or sport in the cemetery, unless authorized by the operator.
- c) No person shall discharge firearms in the cemetery, unless at a military funeral.
- d) No person shall drive a motorized device of any kind over any lawns, gardens or flower beds in the cemetery, unless authorized by the operator.
- e) No person shall deposit any trash or other waste in the cemetery.
- f) No person is allowed in the cemetery outside of the normal operating hours of 7:00 a.m. to 9:00 p.m. every day of the week.

15. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. xxx-2017, the "Town of Lake Cowichan Cemetery Bylaw No. xxx-2017" shall hereby be amended and take effect.

READ A FIRST TIME on the --nd day of ____, 2017.

READ A SECOND TIME on the --nd day of ____, 2017.

PUBLIC HEARING held on the --th day of ____, 2017.

READ A THIRD TIME on the ____ day of ____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ____ day of ____, 2017.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

Schedule A

Internment Permit and Exhumation Permit

This Purchase Agreement is entered into between the Town of Lake Cowichan and the undersigned Purchaser, also known as the Internment Rights Holder, named herein;

Internment Rights Holder Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Date: _____

Particulars:

Internment of cremated remains
 Exhumation of cremated remains
 Date of Internment or Exhumation: _____
 Location of Internment: Lot # _____

Fees as per Schedule B

Niche, inclusive of memorial plaque	\$
Care fund	\$
HST	\$
Total Paid	\$

Deceased Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Date of Birth: _____
 Date of Death: _____
 Resident Yes__ No__
 Death Certificate received

Next of Kin Information:

Last Name: _____
 First Name: _____
 Street Address: _____
 Street Address (2): _____
 City: _____
 Province: _____
 Postal Code: _____
 Phone: _____

Payment Terms: For goods and services listed, payment in full is required at the time of entering into this agreement.

Payment method: Cash Cheque

In witness whereof, the parties executed this agreement on the ____ day of _____, 20__.

Internment Rights Holder

Relationship to the Deceased

Schedule B

Fees

Right of Internment	Right of Internment (\$)	Care Fund (\$)	Total Cost (\$)
Niche—resident	1200	120	1320
Niche—non-resident	2500	250	2750
Cemetery Services	Preparation & Close		
Open & close niche wall	400	n/a	400
Exhume/disinter cremated remains	400	n/a	400
Memorial Installations	Installation		
Niche wall engraving	200	10	210
Removal & reinstallation	60	n/a	60
Other Fees (In Addition to Fees Above)			
Right of internment transfer or surrender	50	n/a	50
Niche wall installations after hours or late arrival fees — per quarter hour	15	n/a	15
Niche wall installations scheduled for evenings, Saturday, Sunday or holidays	500	n/a	500
Taxes will be added to all fees as applicable. Fees in effect as of July 2017			

Memorandum

To: Joe Fernandez, Chief Administrative Officer
Lake Cowichan Advisory Planning Commission (APC)

From: James van Hemert, Consulting Planner

Date: 6/20/2017

Re: Parking Regulations Update



I have updated the following sections in the draft bylaw for your consideration:

- 1) Addition of Schedule C Downtown Core District, previously presented in a separate memo;
- 2) New provisions for 'unbundled parking': definition and provisions in Section 6.6.2;
- 3) Completion of Section 7 Design, including:
 - a. provisions related to access;
 - b. location and design of bicycle parking;
 - c. access to parking stalls and pedestrian circulation;
 - d. small car stall provisions;
 - e. landscape and screening provisions, including an additional image of a decorative parking lot screen;
 - f. circulation and signage design; and
 - g. surfacing, painting, curbs and lighting provisions; and
- 4) Drive through facilities requirements.

TOWN OF LAKE COWICHAN

BYLAW NO. xxx-2017

A Bylaw to Amend Zoning Bylaw No. 935-2013**DRAFT revision of June 13, 2017**

WHEREAS the Local Government Act authorizes a local government to enact bylaws, which would designate different zones pertaining to land use and development of the Town of Lake Cowichan;

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to amend Bylaw 935-2013 to allow for changes with respect to parking regulations;

AND WHEREAS the passage of this bylaw has met all of the requirements pursuant to the Local Government Act;

NOW THEREFORE the Council of the Town of Lake Cowichan in open meeting assembled enacts the following:

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. xxx-2017".

2. AMENDMENTS

- 2.1. Schedule B Required Parking Spaces is deleted and replaced in its entirety with a new Schedule B, below.
- 2.2. A new SCHEDULE C DOWNTOWN CORE DISTRICT is added and attached as Schedule A to this amending Bylaw.
- 2.3. Part III Land Use Definitions is amended with the addition of the following terms:

"CHILD CARE FACILITY" has the same meaning as defined by the Child Care Act;

"CLASS 1 BICYCLE PARKING" means a secure, weather protected bicycle parking facility used to accommodate long-term parking such as for residents or employees, usually within a room or covered fenced area;

"CLASS 2 BICYCLE PARKING" means a short-term visitor bicycle parking facility that may offer some security, and may be partially protected from the weather such as a bike rack at a building's entrance;

"COMMERCIAL LOW INTENSITY" means a category of land uses with a low ratio of users to land use area such as automobile sales, garden nursery, marina equipment sales, boat and marine storage, building supplies, lumber yard, art studio and gallery, kennel, and similar uses;

"GROSS FLOOR AREA" (GFA) means the total floor area, exclusive of any portion of the building or structure below finished grade measured between the exterior faces of the exterior walls which is used for heating, the storage of goods or personal effects, laundry facilities, recreational areas, the storage or parking of motor vehicles, exclusive of any private garage, carport, basement, walkout basement, cellar, porch, veranda or sunroom unless such sunroom is habitable during all seasons of the year;

"LIGHT MANUFACTURING" means a use which is wholly enclosed within the building except for parking and loading facilities, and outside storage accessory to the permitted uses and which in its operation does not ordinarily result in emission from the building of odours, fumes, noise, cinder, vibrations, heat, glare or electrical interference and includes such uses as cabinet and furniture manufacturing, door & window manufacturing, metal fabrication, boat building and repair and modular or prefabricated home manufacturing;

"*MOBILITY SCOOTER*" means an electrically powered scooter with three or four wheels designed for people with restricted mobility, typically those who are elderly or disabled;

"*PERSONAL SERVICES ESTABLISHMENT*" means a business where professional or personal services are provided for gain and where the sale at retail of goods, wares, merchandise, articles or things is only accessory to the provisions of such services, including but without limiting the generality of the foregoing, the following: barber shops, beauty shops, tailor shops, laundry or dry-cleaning shops, shoe repair shops, hair, nails, tax, bank, Laundromat, dry cleaning, etc.;

"*PUBLIC ASSEMBLY*" use means a facility where people congregate in seats to attend events such as sporting events, meetings, theatre, and live performance venues, but excludes worship centres;

"*SOCIAL ORGANIZATION*" means a fraternal lodge, social hall, or activity centre;

"*SHOPPING CENTRE*" means a commercial development, containing at least three individual business establishments conceived and designed as a single, comprehensively planned development project with appropriate relationships between the shopping centres buildings, activities, open spaces, parking areas, loading areas, driveways, other shared facilities, public areas and adjoining streets, and held in single ownership or by participants in a condominium corporation or commercial cooperative;

"*UNBUNDLED PARKING*" means separate housing and parking costs in a residential apartment building; and

"*WAREHOUSE*" means a building used primarily for the storage of goods and materials and includes feed, seed and fertilizer storage, cold storage, and a frozen food locker.

2.4. Definitions Section is amended by deleting the following:

"*CHURCH*" means any assembly building used for public worship;

and replacing with the following definition:

"*WORSHIP CENTRE*" means any assembly building used for public worship of any faith.

2.5. Replacing the term 'church' with the term 'worship centre' in all instances used within the Zoning Bylaw.

2.6. Replace Senior's Care Facility definition with the following:

"*COMMUNITY CARE FACILITY*" means the same as defined in the Community Care and Assisted Living Act and includes a facility serving any age group, including a senior's assisted living facility.

Schedule B Parking Spaces

1. GENERAL PROVISIONS

- 1.1. The purpose of the required parking spaces is to provide enough on-site parking to accommodate the majority of traffic generated by the range of uses which might locate at the site over time. ~~Transit and pedestrian supportive facilities and bicycle parking may be substituted for some required parking on a site to encourage transit use and bicycling by employees and visitors to the site~~ Opportunities for reducing vehicular parking requirements are provided through selected 'no minimum' requirements, cash-in-lieu of parking, shared parking for mixed use developments, and unbundling of parking spaces from the sale or lease of apartment dwelling units.

2. INTERPRETATION

- 2.1. The number of parking spaces required is calculated according to uses specified in Table B1 of this schedule.
- 2.2. When a type of use is not specified in Table B-1 Required Off-street Vehicular Parking Spaces, the number of spaces will be calculated on the basis of the requirements for the most similar class of use listed in the Table.
- 2.3. When the calculation of the required off-street parking or loading space results in a fraction, one parking space shall be provided with respect to the fraction.
- 2.4. Where seating accommodation is the basis for a unit of measurement under this schedule and consists of benches, pews, booths or similar seating accommodation, each one-half metre of width of such seating shall be deemed to be one seat.
- 2.5. When calculating parking spaces for single and two family residential uses, a garage, carport and driveway may be used.

3. REUSE OF BUILDINGS

- 3.1. Notwithstanding the provisions in Section 4, a change in use of a building to a different category of use within Table B-1 Required Vehicular Parking Spaces may require additional off-street parking, a Development Variance Permit, or cash-in-lieu in accordance with Section 5.

4. DOWNTOWN CORE PROVISIONS

- 4.1. Parking requirements for buildings in the Downtown Core as defined in Schedule A to this Bylaw may be waived subject to Section 5 Cash-in-lieu, except where the following shall apply:
- 4.1.1. One parking space shall be provided for each 100m² of Office use where the Office use exceeds 3,000m²;
- 4.1.2. Premises used for hotel and motel shall be provided with off-street parking spaces for vehicles equal in number to not less than 50% of the number of hotel and motel units therein; and
- 4.1.3. Premises for residential accommodation, which premises shall be provided with off-street parking spaces equal to the number required in Table B-1 Required Vehicular Off-street Parking spaces.

5. CASH-IN-LIEU

- 5.1. Subject to Town approval, any owner or occupier of lands, buildings, or structures zoned commercial shall pay the Town a four thousand dollars (\$4,000) per off-street parking space to be waived.
- 5.2. Payment under Section 5. 1 shall be by cash or certified cheque and shall be made to the Town prior to issuance of a building permit, or issuance of a business licence for a new use of land, and prior to commencement of any new uses of land.

- 5.3. Payments collected under Section 5.1 shall be paid into a reserve fund established in accordance with the Local Government Act.
- 5.4. The allowed reduction of parking stalls without requiring a Development Variance Permit shall be to a maximum of 25% of the required off-street parking.
- 5.5. The Town Council may waive cash-in-lieu requirements for civic uses, affordable housing, senior citizens housing, supportive housing and community care facilities.

6. **PARKING SUPPLY RATES**

6.1. General by Use

- 6.1.1. Required vehicular off street parking spaces are identified and organized by use categories in Table B-1 'Required Off-street Vehicular Parking Spaces'.

TABLE B-1 Required Off-street Vehicular Parking Spaces	
Use	Required Spaces
Residential	
Bed & breakfast accessory to single unit dwelling	1 per sleeping unit in addition to principal dwelling requirement
Dwelling units; apartment, townhouse, including units in buildings also used for commercial use	<ul style="list-style-type: none"> • 0.75 per bachelor unit • 1 per 1 bedroom unit • 1.5 per 2-bedroom unit • 1 guest parking space per 10 units
Single dwelling unit, including mobile & modular home	2 per unit
Dwelling unit, duplex	2 per unit
Dwelling unit, secondary suite	1 per unit
Lodging and boarding houses	1 per unit, including manager unit
Commercial	
Boat and marine storage	No minimum
Business and professional services, including call centres	2 per 100m ² of GFA
Commercial, retail, including liquor sales and repair services, but excluding grocery store	2 per 100m ² of GFA
Commercial, low intensity	1.4 per 100m ² of GFA
Child care facility	2 per 100 m ² of GFA
Grocery store, including convenience store	5 per 100 m ² of GFA, or a minimum of 4 spaces
Hotel and tourist accommodation	1 per sleeping unit
Personal service establishment	Beauty salon/hair care: 1 space per service seat All other uses: 2.7 space per 100 square metres of GFA
Restaurant	2 per 10 seats
Service station	Greater of 1 per 100 m ² of GFA or 2 per service bay
Shopping centre, excluding grocery store	2 per 100 m ²
Institutional	
Civic use	2 per 100 m ² of GFA used for offices; 1 space per 4 seats in assembly area OR No minimum
Columbarium	No minimum
Hospital	No minimum; based on site needs assessment
Institutional office space	2 per 100 m ² GFA
Medical and dental office or clinic	2.7 per 100 m ² GFA

TABLE B-1 Required Off-street Vehicular Parking Spaces	
Use	Required Spaces
Public assembly use or area, excluding worship centres	1 per 4 seats
School; kindergarten, elementary and junior secondary	No minimum requirements, based on School District need assessment
School; senior secondary	No minimum requirements, based on School District need assessment
Senior citizen housing	0.35 spaces per unit
Social organization	3 per 100m ² of GFA
Supportive housing and community care facility	1.25 spaces per 100 m ² GFA
Worship centre	1 per 10 seats
Recreation	
Campground, municipal	No minimum
Marina, exclusive of restaurant and retail space	1 per boat slip;
Park and playground	No minimum
Recreation facility, private	No minimum
Recreational facility, public (ice rink, pool)	1.6 per 100 m ² of rink surface plus 20 spaces per 100 square metres of pool surface
Industrial	
Aggregate processing	No minimum
Automotive repair and service shops	Greater of 1 per 100 m ² of gross floor area or 2 per service bay
Computer technology related enterprises and electronics research and development	2 per 100 m ² of GFA
Forest product processing and manufacturing including saw mill and log sorting, excluding pulp and paper production	1 for every 100 m ² of GFA devoted to processing or manufacturing
Light manufacturing	1 for every 100 m ² of GFA devoted to light manufacturing
Recycling depot	1 per recycle container
Warehouse, mini storage with individual uses	1 per 100 storage cubicles plus 2 spaces for caretaker residence
Warehouse	0.5 per 100 m ² GFA

6.2. Specialty Parking

6.2.1. Barrier Free Parking

- (a) Barrier Free parking for cars, vans, and buses shall be provided in accordance with Table B-2 'Required Designated Barrier Free Parking Spaces'.
- (b) The minimum numbers of required spaces are cumulative within their respective columns in Table B-2 'Required Designated Barrier Free Parking Spaces'.
- (c) Barrier free parking design standards are set forth in Section 7 'Design'.

Table B-2 Required Designated Barrier Free Parking Spaces			
Car Spaces		Van Spaces and Bus Lay-bys	
All Uses Except Medical Office, Seniors' Housing, and Community Care Facilities	Medical Office, Seniors' Housing, Community Care Facilities	Seniors' Housing and Community Care Facilities	Medical Office
1 for 15-50 spaces	1 for 15-45 spaces	1 bus lay-by or parking space for 60 or more car spaces	1 van space for 30 or more car spaces
2 for 51 to 100 spaces	Above 45, 1 for every additional 30 spaces		1 bus lay-by for 45 or more car spaces
3 spaces plus 1 for every 50 required spaces in excess of 101			

6.2.2. Bicycle Parking

- (a) All Multi-family Residential, Office, Retail, Restaurant, Medical and Dental Office or Clinic, and Civic Facilities uses shall provide bicycle parking in accordance with Table B-3 Required Bicycle Parking.

Table B-3 Required Bicycle Parking		
Use	Class 1 Bicycle Facility (Long Term)	Class 2 Bicycle Facility (Short Term)
Multi-family Residential	1 space per unit	One 6 space rack at entrance
Office	1 space per 400 m ² GFA	1 space per 400 m ² GFA
Retail and Restaurant		1 per 250 m ² GFA: Minimum 4 spaces
Medical and dental office or clinic	1 per 500 m ² GFA	1 per 500 m ² GFA
Civic facilities such as Town Hall, Library, Community Centre	One space per 400m ² GFA of office space	Minimum one 6 space rack at entrance

6.3. Visitor Parking

- 6.3.1. Visitor parking shall be provided for all multi-residential, townhouse, seniors' housing, and affordable housing buildings, at a rate of a minimum one (1) space per 10 dwelling units.
- 6.3.2. A minimum of one (1) space shall be provided for any building containing between 4 and 9 dwelling units.
- 6.3.3. Visitor parking shall be in addition to parking stalls required in accordance with Table B-1 Required Parking Spaces and any supply rate adjustments made in accordance with Section 6.6 Supply Rate Adjustments.
- 6.3.4. In a mixed residential and commercial development, required visitor parking spaces may be assigned to commercial use parking spaces,

but shall not account for more than 15% of the space required for the commercial use component.

6.4. Commercial Vehicle Loading

- 6.4.1. Commercial, institutional and industrial uses shall provide commercial vehicle loading spaces in accordance with Table B-4.

Table B-4 Required Commercial Vehicle Loading	
Use of Building	Number of Loading Spaces
Less than 100 m ² floor space	0
100 m ² to 2000 m ² floor space	1
2000 to 4000 m ² in floor space	2
Greater than 4000m ² in floor space	3

6.5. Mobility Scooter Parking

- 6.5.1. Mobility scooter parking shall be provided in seniors' housing in accordance with the following:
- (a) A minimum of one (1) parking space per 5 units;
 - (b) Space may be provided using any one or a combination of the following options:
 - i. Within a dwelling unit;
 - ii. Within an enclosed storage unit with space for one or more scooters; or
 - iii. Within a sheltered parking area in which each space has the minimum dimensions of 1.2 metres width and 1.6 metres length.
 - (c) Any space not enclosed shall be level, protected from the elements by a roof, be in close proximity to a building entry, and have adequate charging facilities.

6.6. Supply Rate Adjustments

6.6.1. Mixed-use Development

- (a) Where there are two or more separate principal uses on a site, the required parking and loading for the site shall be the sum of the required parking and loading for each use, except as otherwise specified below:
 - i. The Chief Administrative Officer may approve a reduction of up to 20% of the total required parking and loading subject to a parking study undertaken by the development applicant that demonstrates the extent of overlap and lack of overlap for hours of operation between proposed uses in a mixed use development.

6.6.2. Transportation Demand Management

(a) Unbundling of Parking Space from Dwelling Unit

- i. Residential apartment buildings, with either rental or condominium ownership tenure, may offer for sale or rent separate parking spaces from the rental or ownership of a dwelling unit.

- ii. New residential apartment buildings that offer separate sale or lease of parking spaces may receive a 20% reduction in the minimum number of required off street parking, subject to the provision of evidence satisfactory to the Town that all renters and buyers have the option to separately purchase or rent a parking space.

7. DESIGN

7.1. Access to Parking Facility

- 7.1.1. The point of access to a parking facility shall be at a location approved by the Town in accordance with traffic safety standards.

7.2. Location of Automobile Parking

- 7.2.1. Parking lots shall be located at the rear or side of buildings relative to the street.
- 7.2.2. If located to the side, in no case shall the linear width of the parking lot adjacent to the street exceed 50 percent of the lot frontage.

7.3. Location and design of Bicycle Parking

7.3.1. Class I Bicycle Parking (Long-Term)

- (a) Long-term bicycle parking shall be provided in a secure bicycle storage area that is accessible only to residents or employees of the building.
- (b) A minimum of 50 percent of the long-term bicycle parking spaces in a bicycle storage facility shall allow for a bicycle to be parked horizontally on the floor.
- (c) Long-term bicycle parking shall be located at building grade or within one storey of building grade in an area that provides convenient access to main entrances or well-used areas.

7.3.2. Class II Bicycle Parking (Short-Term)

- (a) Class II bicycle parking (Short-Term) shall be located in a well-lit, and convenient location no further than 15 metres distant of the main building entrance that is clearly visible and accessible by visitors.
- (b) Each Class II bicycle parking (Short Term) parking space shall be provided in the form of racks that are permanently anchored to the ground or a permanent structure.

7.4. Access to Parking Stalls and Pedestrian Circulation

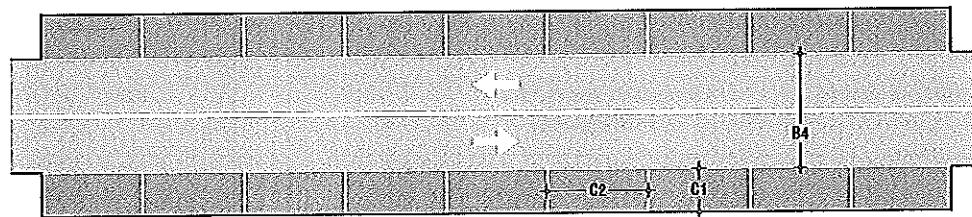
- 7.4.1. Any area of a lot used for off-street parking shall be constructed to permit unobstructed access to and egress from each space at all times, clear of any access driveways, aisles, ramps, columns, signs or other similar obstructions.

7.5. Size of Parking Stalls and Aisle Widths

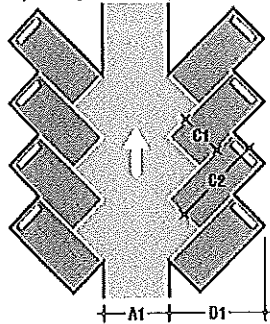
- 7.5.1. Parking stalls shall conform to the requirements as shown in Table B-5 and Table B-6 and Figure 1.
- 7.5.2. Notwithstanding the dimensions in Table B-5, small car stalls and access aisles shall have the same dimensions as those of Table B-5 Parking Lot Stall, Aisle, and Parking Bay Dimensions, except the stall length may be 4.6 metres.
- 7.5.3. A maximum of 30% of parking stalls may be small car stalls.

Dimensions (in metres)	Parking Angle			
	0° (Parallel)	90°	60°	45°
Stall width (C-1)	2.8	2.6	2.6	2.6
Stall length(C-2)	6.0	5.5	5.5	5.5
Parking bay depth	n/a	5.5 (D-3)	6.3 (D2)	5.9 (D-1)
Aisle width—one way	4.0	6.7 (A-1)	5.2 (A-2)	4.0 (A-1)
Aisle width—two way	6.1	7.6 (B-3)	6.1 (B-2)	6.1 (B-1)

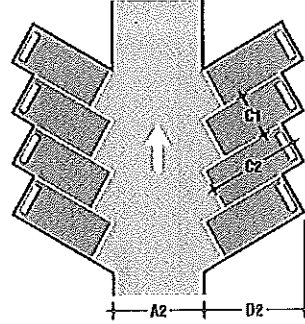
Parallel parking



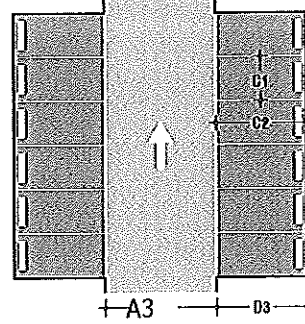
45° parking - One Way



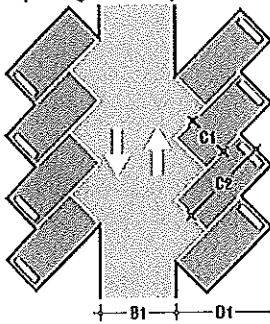
60° parking - One Way



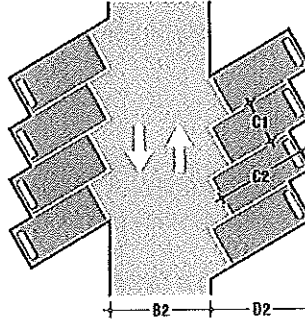
90° parking - One Way



45° parking - Two Way



60° parking - Two Way



90° parking - Two Way

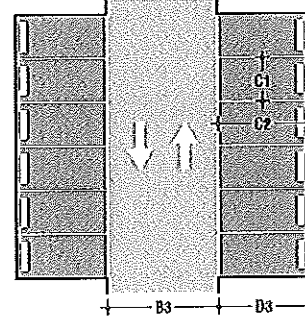


Figure 1 Parking Lot Stall, Aisle and Parking Bay Dimensions

7.6. Barrier Free Parking

7.6.1. The design and location of barrier free parking stalls shall be in accordance with the following standards:

- (a) Stall dimensions for cars, vans and lay-bys shall be in accordance with Table B-6 Barrier Free Stall Dimensional Standards;
- (b) Where two barrier free car stalls are provided side-by-side, the additional width (1.1 metre) may be shared between the two

- spaces (refer to Figure 2);
- (c) Stalls and lay-bys for custom transit vehicles such as HandyDART shall be located as close as possible to a building entrance that accommodates wheelchair access; and
- (d) All other design standards are subject to the BC Building Code.

Table B-6 Barrier Free Stall Dimensional Standards

Barrier Free Stall Dimensional Standards			
All Dimensions Expressed In Metres and for 90° Parking, Except for Lay-by	Stall Width Parallel to Aisle (SW)	Stall Depth Perpendicular to Aisle (PD)	Height Clearance
Car stall	3.7	5.5	n/a
Car—adjacent stalls	2.6 m each plus shared 1.1 m walkway	5.5	n/a
Van stall	4.8	7.6	2.3
Bus lay-by	3	8	2.5

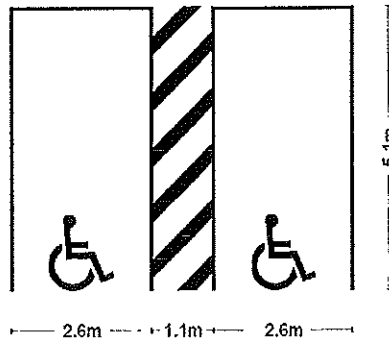


Figure 2 Barrier Free Parking with Shared Access Space

7.7. Landscaping and Screening

- 7.7.1. For all uses other than industrial uses, no less than 15% of a surface parking area shall be provided as perimeter and/ or interior landscaped areas comprising a landscape buffer, landscape median, or landscaped islands.
- 7.7.2. Parking lots adjacent to a highway shall be screened with either:
 - (a) A landscaping buffer (see Figure 3) comprising evergreen plantings of a minimum one (1) meter in width, a minimum height of 0.75 metres, and a maximum height of 1.5 metres; or
 - (b) A decorative screen (see Figure 4) comprising stone, brick, metal and/or wood of a minimum height of 0.75 metres.

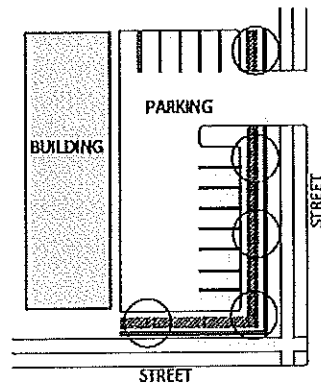


Figure 3 Landscaping Buffer with Evergreen Plantings—Plan View



Figure 4 Landscaping Screen with Evergreen Plantings -Perspective View

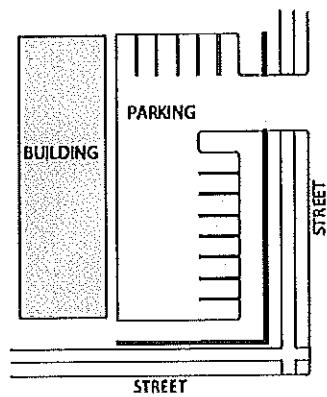


Figure 5 Decorative Screen Plan View



Figure 6 Decorative Screen Perspective View

7.7.3. Parking lots adjacent to a residential land use shall be screened with:

- (a) A landscaping buffer of a minimum 2 (two) metres in width;
- (b) Tree plantings at the rate of one per 6 lineal metres; and
- (c) A wood privacy fence of a minimum height of 1.5 metres and a maximum height of 2 (two) metres.

7.7.4. A parking lot shall have planting islands (see Figure 6) in accordance with the following:

- (a) a minimum width of 3 (three) metres between every 10 stalls to avoid long rows of parked cars; and
- (b) a minimum of one shade tree accompanied with low shrubs and/or ground cover.

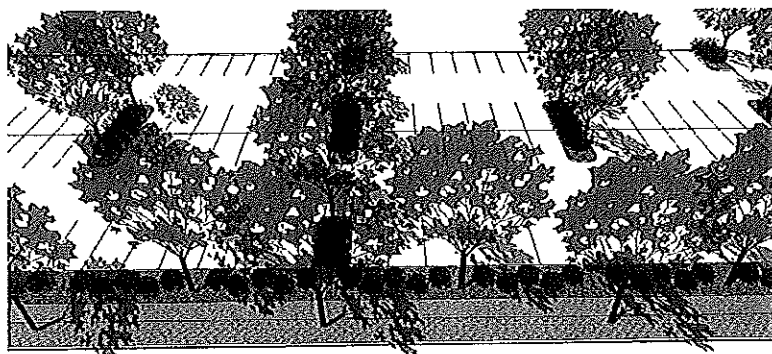


Figure 7 Planting Islands Illustration

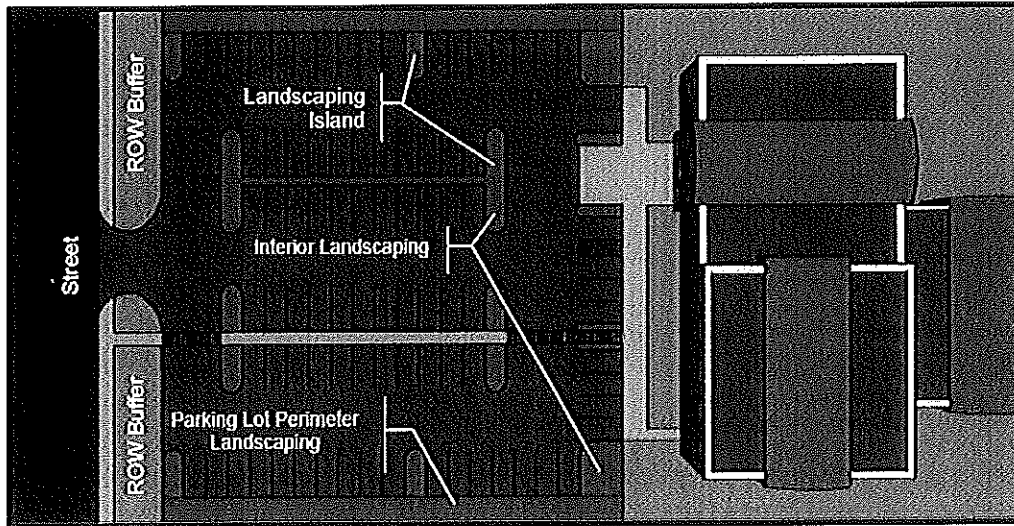


Figure 8 Island, Interior, and Perimeter Landscaping Plan View Illustration

7.7.5. Within the interior of the parking lot, landscaping-circulation and signage design shall:

- (a) delineate vehicular and pedestrian circulation patterns using different colour and texture paving materials;
- (b) provide clear and legible signs;
- (c) provide raised areas, and other appropriate techniques to direct the flow of both vehicular and pedestrian traffic within the lot.
- (e)(d) Non-residential or mixed-use sites with fifty (50) or more parking spaces shall provide separated pedestrian walkways to enable pedestrian access between the parking area and building entrances.

7.8. Surfacing, Painting, Curbs, Signs, Lighting

7.8.1. All off-street parking areas shall be surfaced in with asphalt, concrete pavers, or permeable material that provides a surface that is durable and dust-free and shall be designed to properly drain all surface water.

7.8.2. Notwithstanding provision 8.8.1, a parking lot may be surfaced with gravel, grasscrete, or similar permeable surface as part of a rainwater management plan prepared in accordance with standards set forth in the Subdivision, Works & Services Bylaw.

7.8.3. All parking spaces, manoeuvring aisles, entrances and exits shall be clearly marked by painted lines or other appropriate means and such markings shall be maintained to ensure legibility.

7.7-6-7.8.4. The gradient of an off-street parking area shall not exceed 8% grade in parking space areas and shall not exceed 15% grade on any internal ramp area.

7.8.5. A surface parking space that abuts a pedestrian walkway or landscaped area without barrier curb shall have a wheel stop not less than 0.9 metres from the end of the parking space, except when the parking space is configured parallel to the curb, shares a common front boundary with another parking space, or is associated with a single dwelling unit or duplex.

7.8.6. Off-street parking areas consisting of four or more spaces shall include lighting that is arranged and shielded so that no direct light is oriented upward or shines beyond the boundaries of the site.

7.9. Drive-Through Facilities

7.9.1. The number of inbound queuing spaces required for vehicles approaching a drive up service area is 11.

7.9.2. The number of outbound queuing spaces on the exit side of each service position is 2.

8. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 935-2013 being the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST TIME on the nd day of ____, 2017.

READ A SECOND TIME on the nd day of , 2017.

PUBLIC HEARING held on the th day of , 2017.

READ A THIRD TIME on the ___ day of ____, 2017.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the ___ day of ____, 2017.

Ross Forrest, Mayor

Joseph A. Fernandez, Corporate Officer

Schedule A to this amending Bylaw

Schedule C to Zoning Bylaw xxxx-2017

Downtown Core District

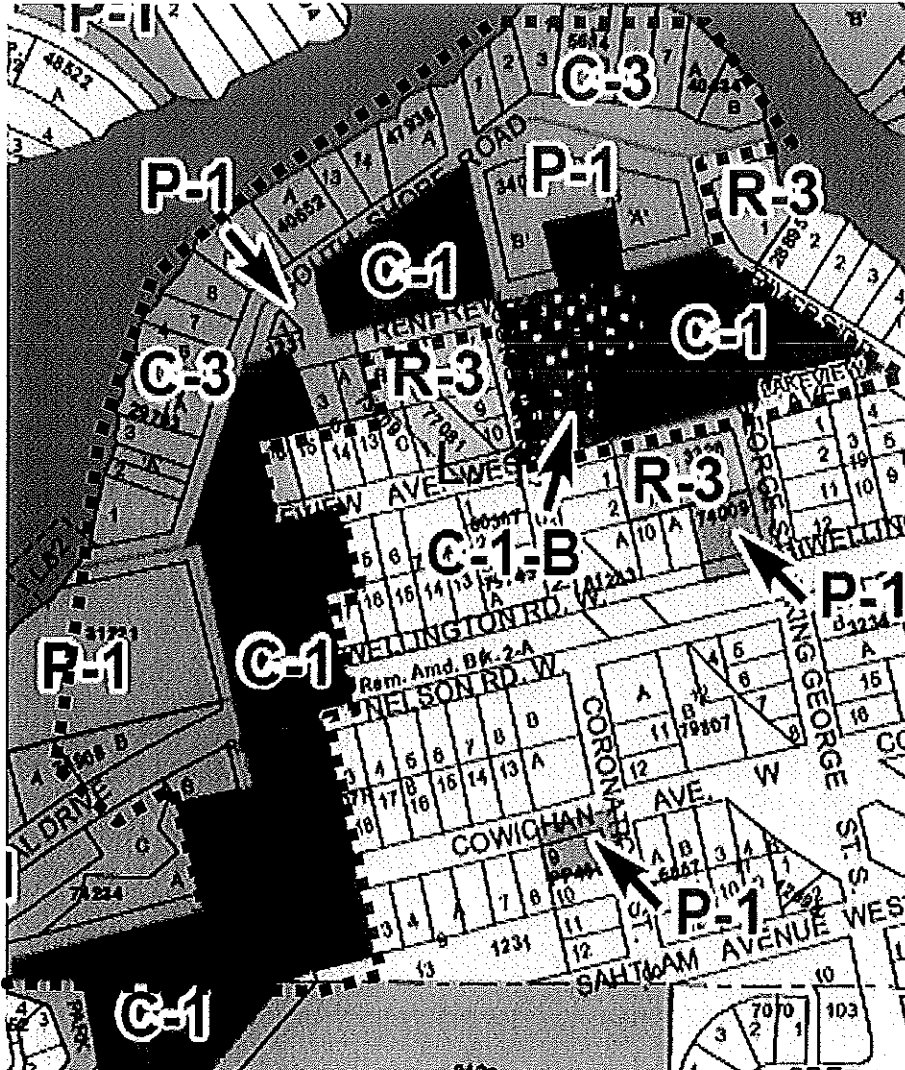


Figure 9 Downtown Core District

Legend for Downtown Core District

District boundary ■ ■ ■ ■

