



STAFF REPORT

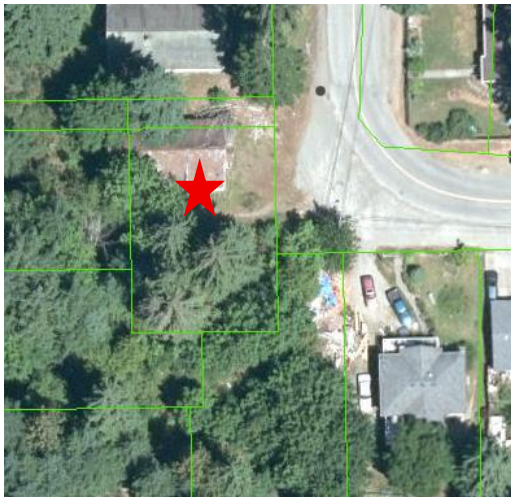
TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: DP 2025-08
MEETING DATE: DECEMBER 16, 2025
SUBJECT PROPERTY: LOT B, SECTION 6, RENFREW DISTRICT PLAN EPP119443 (PID 031-893-015)

PURPOSE

The purpose of this report is to consider a development permit for a fourplex. The proposed development is subject to Greenhouse Gas Reduction (DPA-3) and Multi-Unit and Intensive Residential (DPA -5)

BACKGROUND

The property is 786.2 m² (8463 ft²) in size zoned Traditional Urban (R-3). The lot is level and is located at the corner of Neva Rd. The applicant proposes a storey, 4-unit building, each with 3 bedrooms. There is a 4.5 m utility right of way right on the north end of the property.



In support of the application, the following has been submitted

- Site plan and building drawings prepared by McNeil Building Designs, dated July 2025
- Landscape plan prepared by Rogue Rose Landscapes, dated 2025-10-13
- Image of building colours

A wildfire covenant is registered on the certificate of title.

DISCUSSION

The proposal meets the Zoning Bylaw for lot coverage, building height, setbacks, and parking

The application is consistent with the DPA-5 guidelines as the proposal has

- Varied roof lines for pitch, height and façade
- Building modulation
- Varied materials and façade treatments including hardiplank and hardishingle siding, stone, cedar trim and cedar siding
- Private outdoor space for each unit

No lighting details was submitted a condition of the development permit is to submit lighting details so the exterior lighting is down cast and full cut off.

The application is consistent with DPA-3 guidelines as the proposal has

- Maximized the site density with 4 units
- The siting maximizes solar gain as the rear elevation faces east
- The units have natural ventilation and airflow
- Bike parking

Landscaping is low maintenance and surrounds the units on three sides. A landscape bond in the amount of \$16,513.00 is required to secure the landscaping and will be required to be provided prior to the building permit being issued.

There are some issues related to the utilities that must be submitted and approved and/or resolved prior to the building permit being issued. These items include

- Stormwater management plan
- Update the landscape plan to include a garbage/recycling enclosure
- Submit a utility plan to upgrade the water and sewer connection as the lot currently has one 4 inch sanitary and one water connection. These can service a duplex but not a four plex. Another sewer and water service will be required to be run to the site at their cost. Four water meters will need to be installed.

Submitting these items are conditions that will need to be met for this development permit.

IMPLICATIONS

a. Financial:

Application fees are collected to cover the cost of processing the application.

b. Policy/Legislation:

The proposal is consistent with the Zoning Bylaw and generally consistent with the Development Permit Area guidelines.

c. Strategic Priority:

N/A

d. Sustainability:

N/A

e. Communication:

- f. As required by the Development Approval Procedures Bylaw No. 1109, notice of the application was sent to neighbours within 50 m of the subject property a minimum of 10 days prior to Council's consideration of the request. The notice was mailed out on December 4, 2025 and at the time of preparing the staff report no comments have been received.

g. Staffing Implication:

Processing this application is part of the Planning Department's regular duties.

Options

- 1) Approve the development permit for this application.
- 2) Approve the development permit with additional requirements.
- 3) Deny the development permit for this application.

Recommendation

The contract planner recommends approving DP 2025-08 for the property located at 228 Neva Rd, legally described as Lot B, Section 6, Renfrew District Plan EPP119443 (PID 031-893-015) in conformance with the following conditions:

1. All development shall be in accordance with
 - a. Attached site plan, building elevations, prepared by McNeil Building Designs, dated July 2025, and
 - b. Attached landscaping plan prepared by Rogue Rose Landscapes, dated 2025-10-13 and landscape estimate in the amount of \$16,513.00
2. Prior to any land alteration and building permit issuance
 - a. Provide a landscape bond \$16,513.00
 - b. Submit a stormwater management plan for review and approval
 - c. Submit a utility plan for water and sewer upgrades
 - d. Submit exterior lighting details for lighting that is downcast and full cut off
 - e. Submit a revised landscape plan that shows a garbage enclosure

Signed:

Brigid Reynolds

Brigid Reynolds RPP MCIP
Contract Planner

Concurrence:

John T

John Thomas
Chief Administrative Officer

ATTACHMENT 1 SITE PLAN AND BUILDING ELEVATIONS

General Specifications Building Drawing Set

1. The drawings shall be prepared in accordance with the provisions of the Building Code of Canada, the Ontario Building Code, and the applicable municipal by-laws.

2. The drawings shall be prepared in accordance with the provisions of the International Building Code, 2015 Edition, and the applicable municipal by-laws.

3. The drawings shall be prepared in accordance with the provisions of the International Mechanical Code, 2015 Edition, and the applicable municipal by-laws.

4. The drawings shall be prepared in accordance with the provisions of the International Fire Code, 2015 Edition, and the applicable municipal by-laws.

5. The drawings shall be prepared in accordance with the provisions of the International Energy Conservation Code, 2015 Edition, and the applicable municipal by-laws.

6. The drawings shall be prepared in accordance with the provisions of the International Plumbing Code, 2015 Edition, and the applicable municipal by-laws.

7. The drawings shall be prepared in accordance with the provisions of the International Electrical Code, 2017 Edition, and the applicable municipal by-laws.

8. The drawings shall be prepared in accordance with the provisions of the International Fire and Safety Code, 2015 Edition, and the applicable municipal by-laws.

9. The drawings shall be prepared in accordance with the provisions of the International Fire and Safety Code, 2015 Edition, and the applicable municipal by-laws.

10. The drawings shall be prepared in accordance with the provisions of the International Fire and Safety Code, 2015 Edition, and the applicable municipal by-laws.

PROPOSED UNIT AREA TABLE

UNIT	AREA (sq. m)	TOTAL
1st Floor	601.42 sq. m	
2nd Floor	570.29 sq. m	
3rd Floor	718.87 sq. m	
4th Floor	620.44 sq. m	
5th Floor	620.44 sq. m	
6th Floor	521.22 sq. m	
7th Floor	521.22 sq. m	
8th Floor	718.87 sq. m	
9th Floor	718.87 sq. m	
10th Floor	601.42 sq. m	
11th Floor	601.42 sq. m	
12th Floor	601.42 sq. m	
13th Floor	601.42 sq. m	
14th Floor	601.42 sq. m	
15th Floor	601.42 sq. m	
16th Floor	601.42 sq. m	
17th Floor	601.42 sq. m	
18th Floor	601.42 sq. m	
19th Floor	601.42 sq. m	
20th Floor	601.42 sq. m	
21st Floor	601.42 sq. m	
22nd Floor	601.42 sq. m	
23rd Floor	601.42 sq. m	
24th Floor	601.42 sq. m	
25th Floor	601.42 sq. m	
26th Floor	601.42 sq. m	
27th Floor	601.42 sq. m	
28th Floor	601.42 sq. m	
29th Floor	601.42 sq. m	
30th Floor	601.42 sq. m	
31st Floor	601.42 sq. m	
32nd Floor	601.42 sq. m	
33rd Floor	601.42 sq. m	
34th Floor	601.42 sq. m	
35th Floor	601.42 sq. m	
36th Floor	601.42 sq. m	
37th Floor	601.42 sq. m	
38th Floor	601.42 sq. m	
39th Floor	601.42 sq. m	
40th Floor	601.42 sq. m	
41st Floor	601.42 sq. m	
42nd Floor	601.42 sq. m	
43rd Floor	601.42 sq. m	
44th Floor	601.42 sq. m	
45th Floor	601.42 sq. m	
46th Floor	601.42 sq. m	
47th Floor	601.42 sq. m	
48th Floor	601.42 sq. m	
49th Floor	601.42 sq. m	
50th Floor	601.42 sq. m	

PROJECT DATA

ZONING: R-3 Lake Cowichan

SITE AREA: 8463.11 sf (786.2 sm)

SITE COVERAGE: (max 50%)
3118.8 sf = 36.8%

BUILDING HEIGHT: max permitted: 9.0 m (29.5')
FROM AVG FIN GRADE: 8.00 m (26.5')

224

1:50

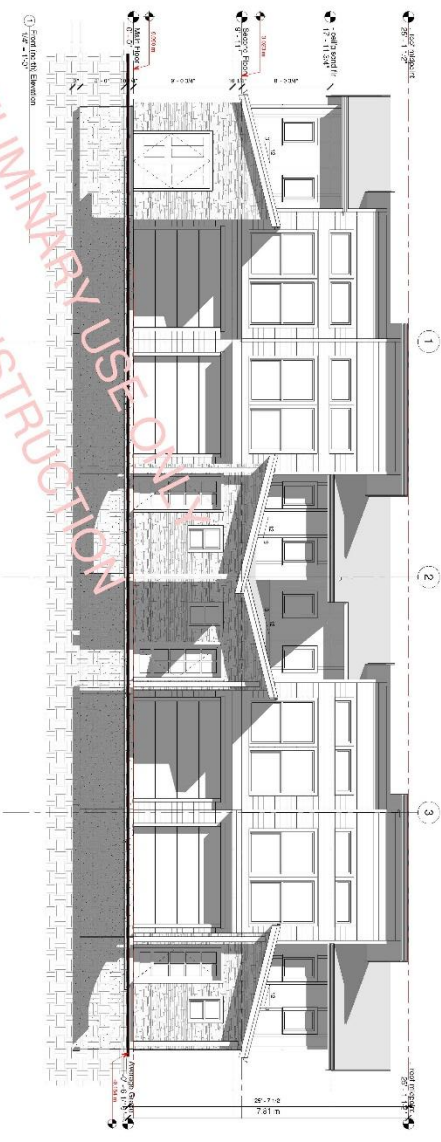
PROPOSED QUADLES FOR:
VCC Developments
at: 228 Neva Road, Lake Cowichan

PROPOSED QUADLES FOR:
VCC DEVELOPMENTS LIMITED

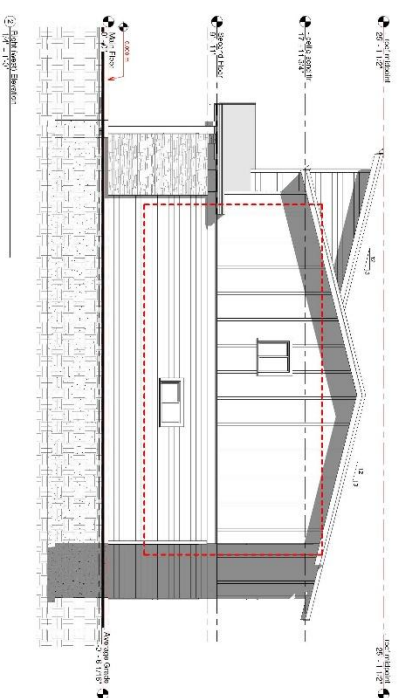
PROPOSED QUADLES FOR:
VCC DEVELOPMENTS LIMITED

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VCC DEVELOPMENTS LIMITED

PRELIMINARY USE ONLY



- A. Foundation: L-shaped strip footing
- B. Foundation: L-shaped strip footing
- C. 2nd Floor Slab: 150mm thick concrete slab
- D. 1st Floor Slab: 150mm thick concrete slab
- E. 1st Floor Slab: 150mm thick concrete slab
- F. 1st Floor Slab: 150mm thick concrete slab
- G. 1st Floor Slab: 150mm thick concrete slab
- H. 1st Floor Slab: 150mm thick concrete slab
- I. 1st Floor Slab: 150mm thick concrete slab
- J. 1st Floor Slab: 150mm thick concrete slab
- K. 1st Floor Slab: 150mm thick concrete slab
- L. 1st Floor Slab: 150mm thick concrete slab
- M. 1st Floor Slab: 150mm thick concrete slab
- N. 1st Floor Slab: 150mm thick concrete slab
- O. 1st Floor Slab: 150mm thick concrete slab
- P. 1st Floor Slab: 150mm thick concrete slab
- Q. 1st Floor Slab: 150mm thick concrete slab
- R. 1st Floor Slab: 150mm thick concrete slab
- S. 1st Floor Slab: 150mm thick concrete slab
- T. 1st Floor Slab: 150mm thick concrete slab
- U. 1st Floor Slab: 150mm thick concrete slab
- V. 1st Floor Slab: 150mm thick concrete slab
- W. 1st Floor Slab: 150mm thick concrete slab
- X. 1st Floor Slab: 150mm thick concrete slab
- Y. 1st Floor Slab: 150mm thick concrete slab
- Z. 1st Floor Slab: 150mm thick concrete slab



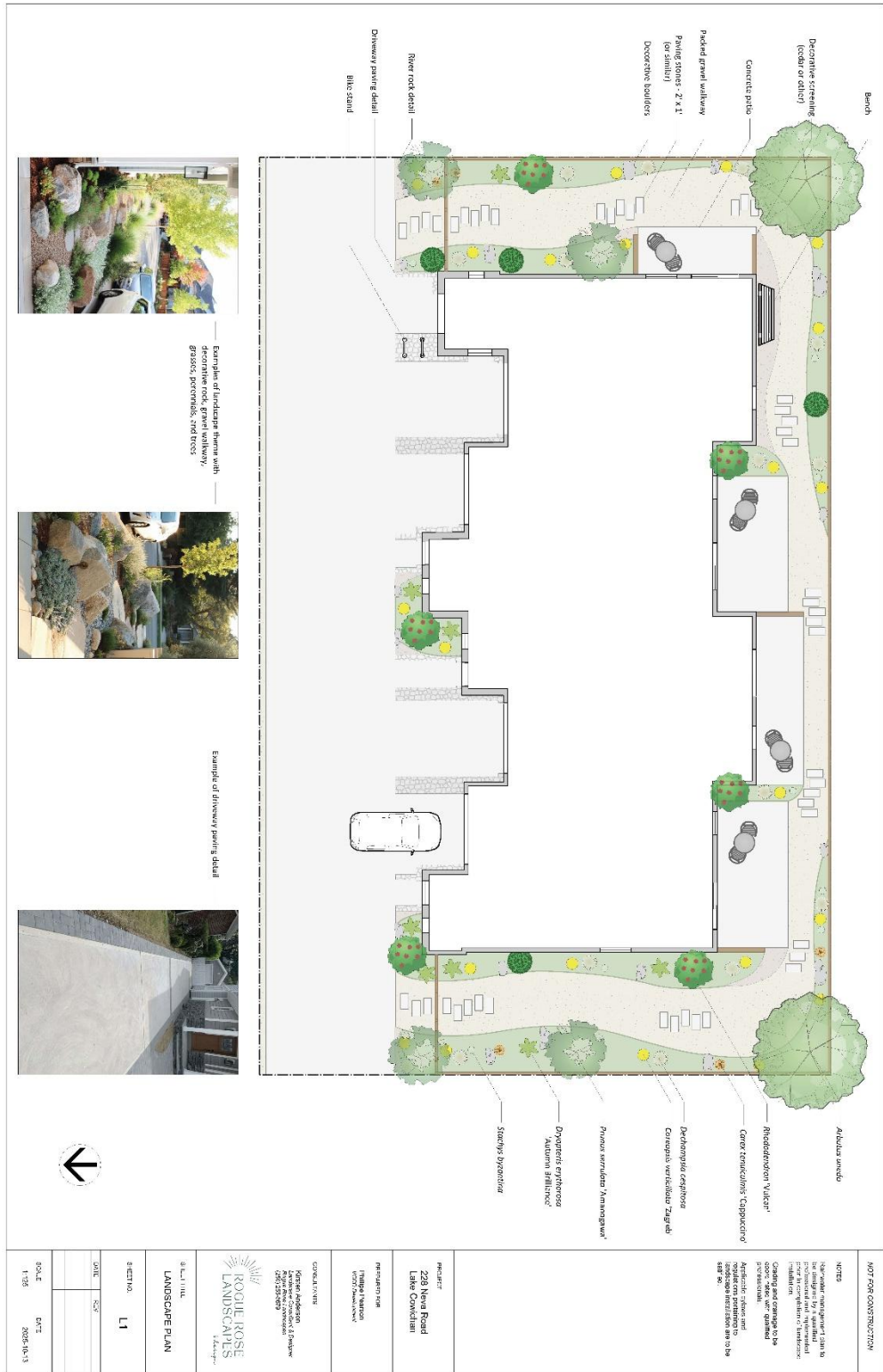
Revision Schedule
 Designer: [Name]
 Designer: [Name]
 Designer: [Name]

Prepared Quilplex for:
VCC Developments
 at: 228 Neva Road, Lake Cowichan



A5

ATTACHMENT 2 LANDSCAPING PLAN AND PLANTING ESTIMATE



Example of landscape theme with grass, perennials, and trees



Example of driveway paving detail



ROGUE ROSE

LANDSCAPE SERVICES & CONSULTING

Kirsten Anderson
 Nanaimo,
 BC 250-
 255-3679

To:

VCC Developments
 228 Neva Road
 Lake Cowichan, BC

Estimate # 0309

<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
HARDSCAPE			
Gravel (1/2" chip)	8	52	\$416.00
Decorative rock (2-12" river rock)	1	52	\$52.00
Paving stones (12" x 24" precast concrete)	1	850	\$850.00
Landscape fabric	1	450	\$450.00
Deliveries	3	150	\$450.00
Labour - site prep	16	60	\$960.00
Labour - install gravel and drain rock	32	60	\$1,920.00
SOFTSCAPE			
Soil	12	45	\$540.00
Mulch	9	45	\$405.00
Edging	1	1100	\$1,100.00
Plants	1	2500	\$2,500.00
Deliveries	3	150	\$450.00
Labour - spread soil and mulch	24	60	\$1,440.00
Labour - plant sourcing, planting	16	60	\$960.00
IRRIGATION			
Tubing, emitters, fittings	1	500	\$500.00
Valves, controllers, wiring	1	400	\$400.00
Additional hardware (filter, regulator, backflow)	1	200	\$200.00

Labour - installation	16	60	\$960.00
LIGHTING			
Lighting fixtures	1	600	\$600.00
Transformer, low-voltage cable, connectors, housing	1	500	\$400.00
Labour - installation	16	60	\$960.00

Estimate Total: \$16,513.00
(+ GST on labour)

**ATTACHMENT 3
BUILDING COLOURS**

