



STAFF REPORT

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: DVP2026-02 – 464 WINTER DR
MEETING DATE: OCTOBER 28, 2025
SUBJECT PROPERTY: LOT 4, SECTION 6, RENFREW DISTRICT, PLAN EPP138345 (PID 032-429-584)

PURPOSE

The purpose of this application is to approve a development permit with a variance to reduce the front yard setback from 7.5 m to 5.0 m for the construction of a single family dwelling within the Watercourse & Streamside Protection Development Permit Area (DPA 1).

BACKGROUND

The subject property is located on a 1,070 m² (0.26 ac) parcel, located at 464 Winter Dr. The property is zoned Suburban Residential (R-1). The OCP designates the property as within DPA 1 due to its proximity to a small creek that runs along the north west side of the property.

Reports submitted in support of this application include:

- Riparian Areas Protection Regulation: Assessment Report, prepared by Brittany Brooks, dated October 22, 2025

This lot was recently created as part of the phase 5 of the Slopes subdivision. Three covenants were registered on the title of the property to address various elements including wildfire, infiltrator (storm water) and riparian area.

Watercourse Protection DPA

The purpose of the Watercourse Protection DPA is to protect watercourses and their riparian areas, and the adjacent upland areas and to provide recommendations to minimize negative impacts to the riparian area and where possible enhance the area.

The Riparian Areas Protection Regulation: Assessment Report, prepared by Brittany Brooks and Bob Crandall, dated October 22, 2025, establishes the SPEA at 10.0 m from the natural boundary. The conditions of this permit detailed below are intended to minimize any negative impacts to the SPEA.

Zoning Bylaw

The R-1 zone district establishes a front yard setback of 7.5 m. The applicant is requesting to reduce the front yard setback by 2.5 m to move the dwelling unit further away from the riparian area, as shown on Attachment 1. This will create more useable space in the rear yard, outside of the riparian area, and will minimize potential constructed related damage to the riparian area.

IMPLICATIONS

a. Financial:

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

b. Policy/Legislation:

The subject property is located in Development Permit Area – 1 for watercourse protection pursuant to the Official Community Plan.

c. Strategic Priority:

N/A

d. Sustainability:

N/A

e. Communication:

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 October 9, 2025 and at the time of preparing the staff report no comments have been received.

f. Staffing Implication:

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

Options

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

- 3) Deny the development permit with variances for this application.

Recommendation

The contract planner recommends approving DPwV2026-02 to reduce the front yard setback from 7.5 m to 5.0 m [Zoning Bylaw section 5.1.6. f)i)] and to approve the development permit for the property located at 464 Winter Rd, legally described as Lot 4, Section 6, Renfrew District, Cowichan Lake District, Plan EPP138345 (PID 032-429-584) in conformance with the following conditions:

1. All development shall be in accordance with
 - a. Attached site plan
 - b. Riparian Areas Protection Regulation: Assessment Report, prepared by Brittany Brooks, dated October 22, 2025
2. Prior to any land alteration and building permit issuance
 - a. Delineate the SPEA boundary with high visibility fencing.
 - b. Implement sediment and erosion control measures in consultation with the QEP consistent with the RAPR Assessment Report.
3. Prior to occupancy permit issuance:
 - a. Install some form of permanent demarcation of the SPEA line.
 - b. Install two stormtec chambers with clean out

Signed:

Brigid Reynolds

Brigid Reynolds RPP MCIP
Contract Planner

Concurrence:

John T

John Thomas
Chief Administrative Officer

**ATTACHMENT 2
RIPARIAN AREA REGULATION REPORT**

ATTACHMENT 3
GEOTECHNICAL DESIGN PARAMETERS

Riparian Areas Protection Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date

I. Primary QEP Information

First Name	Brittany	Middle Name	May
Last Name	Brooks		
Designation	R.P. Bio	Company	
Registration #	4080	Email	b.brooksenvironmental@gmail.com
Address	PO Box 1238		
City	Lake Cowichan	Postal/Zip	V0R2G0
Prov/state	BC	Country	Canada
		Phone #	250-701-3092

II. Secondary QEP Information

First Name	Robert	Middle Name	William
Last Name	Crandall		
Designation	Environmental ASCT	Company	Swordfern Environmental
Registration #	27767	Email	rcrandall007@yahoo.com
Address	PO Box 1354		
City	Lake Cowichan	Postal/Zip	V0R2G0
Prov/state	BC	Country	Canada
		Phone #	250-715-7074

III. Developer Information

First Name	Section 22 - Disclosure harmful to Personal Privacy
Last Name	
Company	
Phone #	
Address	
City	
Prov/state	

IV. Development Information

Development Type	Residential – single family		
Area of Development (ha)	0.03	Riparian Length (m)	40.9
Lot Area (ha)	0.107	Nature of Development	new
Proposed Start Date	09-01-2025	Proposed End Date	09-15-2027

V. Location of Proposed Development

Street Address (or nearest town)	Town of Lake Cowichan		
Local Government	Town of Lake Cowichan	City	Lake Cowichan
Stream Name	Fork of Beadnell Creek		
Legal Description (PID)	032-429-584	Region	Vancouver Island
Stream/River Type	Stream	DFO Area	South Island
Watershed Code	920-2577582		
Latitude	48	50	13
Longitude	-124	03	12

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

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Description of Fisheries Resources Values

A historically constructed drainage ditch on the 14.32-hectare parent property was developed to intercept multiple seeps and braided stormwater flows originating from upland areas of the site. This man-made channel connects to a natural tributary that descends into a glade and ultimately converges with the main stem of Beadnell Creek.

Over time, numerous development concepts have been proposed for the site, and several engineering firms have been engaged to explore subdivision design options that account for existing hydrological features. The upper portion of the property has been cleared and grubbed for several decades. In contrast, the lower portion of the tributary (associated with Phase V) traverses a mixed forested area that contributes ecological function through shading, organic matter input (leaf litter and insect fall), and channel stability. This section flows into a defined ravine system before joining the main stem of Beadnell Creek.

The confluence area serves as a known Roosevelt Elk habitat, providing consistent bedding locations within the forest canopy and near perennial water sources. Elk frequently cross Beadnell Creek during nocturnal movements, occasionally contributing to localized sediment mobilization.

Beadnell Creek, located near the proposed development, requires protection as it is essential to the Cowichan Lake Salmonid Enhancement Society. It provides cool, clean water to the rearing salmonids in the hatchery every Spring. Sediment from this section is monitored and filtered daily at the downstream salmon hatchery intake. Beadnell Creek then flows into the Cowichan River.

Stream Code: N/A

Stream Name: Beadnell Creek

Operational Management Unit: Lake Cowichan North

Municipal: Town of Lake Cowichan, CVRD Area F

A) BIOPHYSICAL OVERVIEW: This stream enters the Cowichan from the north 1,200 m below the Cowichan Lake weir. The upper basin of the main stem is steep and narrow, but the portion below the 260 m contour is relatively broad. Summer flow is supplied by groundwater seepage. Winter flow fluctuation is minimal. The west branch parallels the base of the west end of Hill 60, picking up seepage.

Air Photos BC 82007 137-138

Topographic Map 92 C/16, 92C.090
Salmonids Co to 1819 m but access is difficult after 94 m
 Cm to 94 m.
 Ct to 1819 m
 Bt to 1819 m.
Obstructions 25 m concrete section in Upper R1 which starts @ 75m.
 Migration period velocity in the lower 11 m of this section is about 2 MPS (most of this concrete was removed in 1999)
 Cowichan Lake Road culvert at 98 m (passable). Culvert is a 77 m long concrete box 3 m wide. It is just barely passable at times for adult coho, cutthroats and brown trout. It passes under Cowichan Lake Road and the west portion of Co-op gas station. 500 m concrete flume with 3% slope (passable). Baffles added to aid fish passage 1994 -2002 (flume and culvert - Burns, 02)
 A sharply increasing gradient above 1819 m.
 A series of small drops on W.Fork in R2. Greatest vertical drop: .5 m. 1 m falls at 400 m on Neva Creek.
Max. Temp. (C) 12 9/19/87 R1
 18.5 (R3 at highway 8/1/98)
 15.2 West Fork R1 (9/12/98)
 13.4 R5 (9/12/98)
 17.2 R1 (8/18/04)
Min Disch. (m³) .0025 (9/19/87) R1
 .0028 (8/18/04) R1
 R2 0
 R3 0
 R4 0 for the first 100 m in very dry years
 R4 .00045 (8/26/85)
 R4 .0035 @ 50 m (9/12/98)
 R5 .0029 @ Hancock Logging Road (9/12/98)
 West Fork R1 .000032 (9/12/98)
Max. Disch. 5.4 CMS (11/25/98)

BEADNELL CREEK

Channel width (m)	Wetted width (m)	Substrate	Slope%	Channel Confinement	Side Channel	Length (m)	Wetted Area (m ²)
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Mainstem

Reach 1	4.0	1.0	145R	1.0	CON	N	98	98
Reach 2	3.0	0	R	3.0	ENT	N	500	0
Reach 3	5.0	0	2710	1.2	FC	M	310	0
Reach 4	3.0	1.0	1450	2.0	FC	L	755	755
Reach 5	1.0	1.0	1540	3.5	CON	N	160	160
Reach 6	1.0	1.0	1450	7.0	CON	N	1000	1000

West Branch (enters Beadnell at 1230 m)

Reach 1	2.0	1.0	1630	2.0	FC	L	72	72
Reach 2	1.0	1.0	1270	7.0	CON	N	35	35
Reach 3	2.0	1.0	1630	2.5	CON	N	500	500

East Branch (Neva Creek)

Reach 1	3.0	0	2610	2.0	FC	L	300	0
Reach 2	1.0	0.3	1540	4.0	ENT	N	350	105
Reach 3	1.0	0	1540	8.0	CON	N	900	0

Description of the Development proposal

There is a gentle slope ranging from approximately 2% to 4% present over Lot 4, Section 6, Renfrew District, Plan EPP138345. This grade is consistent across the assessed riparian area and supports both native and non-native vegetation communities.

Native vegetation observed within the riparian assessment area includes:

- Herbaceous and ground layer species: Sedges (*Carex* spp.), Sword Fern (*Polystichum munitum*), Foxglove (*Digitalis purpurea*), Skunk Cabbage (*Lysichiton americanus*), and Horsetail (*Equisetum* spp.)
- Shrubs and small trees: Nootka Rose (*Rosa nutkana*), Willow (*Salix* spp.), Red Huckleberry (*Vaccinium parvifolium*), Oregon Grape (*Mahonia* spp.), Thimbleberry (*Rubus parviflorus*), Salmonberry (*Rubus spectabilis*), and Mountain Ash (*Sorbus* spp.)
- Tree species: Red Alder (*Alnus rubra*), Western Red Cedar (*Thuja plicata*), Grand Fir (*Abies grandis*), and Western Hemlock (*Tsuga heterophylla*)

Invasive plant species recorded on site include:

- Himalayan Blackberry (*Rubus armeniacus*)
- Scotch Broom (*Cytisus scoparius*)
- Creeping Thistle (*Cirsium arvense*)

The subject watercourse exits through a defined ravine characterized by maturing mixed-species forest, including both coniferous and deciduous trees. This riparian zone exhibits a closed canopy in several sections, contributing to shading, bank stability, and organic matter input into the aquatic system.

The lot size is 0.107 Ha, and the front setback is 7.5m which pushes the proposed building southeast on the lot and towards the SPEA. The 30m RAA comprises the entire lot.

The proposed development is for a single-family dwelling on the subject property, with the following specifications:

- Main Floor Area: 1,664 sq ft
- Attached Garage: Incorporated into the design to minimize impervious surface area.
- Back Patio: Designed to be functional and minimally invasive, with attention to site drainage and vegetation retention.

In response to stormwater management requirements, the development includes the installation of two SC740 stormwater chambers for the capture and management of stormwater runoff from the site.

Additionally, a permeable driveway is incorporated at the front of the dwelling, ensuring enhanced infiltration and reducing surface runoff.

Importantly, the proposed development will not occur within the 10-meter Streamside Protection and Enhancement Area (SPEA). However, it is located within the 30-meter Riparian Assessment Area (RAA). A 1-meter setback has been established from the SPEA boundary to ensure compliance with the regulations governing development near riparian zones. The SPEA will be permanently denoted with either a split rail fence or a row of boulders. Due to the size of the lot, it will likely be fenced due to size restraints and aesthetics.

All construction and site works will adhere to best management practices to protect the riparian area, mitigate impacts on water quality, and preserve the ecological integrity of the surrounding environment.

2. Results of Detailed Riparian Assessment

Refer to Section 3 of Technical Manual

Date: 08-01-2025

Description of Water bodies involved (number, type) Stream, 1

Stream	<input checked="" type="checkbox"/>
Wetland	<input type="checkbox"/>
Lake	<input type="checkbox"/>
Ditch	<input type="checkbox"/>

Number of reaches 1

Reach # 1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)	
starting point	1.0d	2.5	I, <u>(Brittany Brooks)</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> . b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(0697413 B.C. Ltd.)</u> . c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.
upstream	1.0		
	1.8	2.0	
	2.8		
downstream	3.1		
	3.2d		
	3.0	2.0	
	3.0		
	2.1		
	2.3		
	1.7	4.5	
Total: minus high /low	20.8		
mean	2.3	2.75	
Channel Type	R/P C/P S/P		
	x		

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, (Brittany Brooks), hereby certify that:
 a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*.
 b) I am qualified to carry out this part of the assessment of the development proposal made by the developer (0697413 B.C. Ltd.).
 c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
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Polygon No: 1

Method employed if other than TR

SPVT Type	LC	SH	TR
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Zone of Sensitivity (ZOS) and resultant SPEA									
Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons							
LWD, Bank and Channel Stability ZOS (m)	10								
Litter fall and insect drop ZOS (m)	10								
Shade ZOS (m) max	10	South bank	Yes	X	No				
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)								
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report				
SPEA maximum	10	(For ditch use table3-7)							
I, <u>(Brittany Brooks)</u> , hereby certify that:									
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> .									
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(0697413 B.C. Ltd.)</u> .									
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and									
d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.									

Section 3. Site Plan

Insert jpg file below

Site Plan

**SKETCH PLAN SHOWING PROPOSED BUILDING ON LOT 4,
 SECTION 6, RENFREW DISTRICT, PLAN EPP138345**

PID: 032-429-584



The intended plot size of this plan is 432mm in width by 280mm in height (B-size) when plotted at a scale of 1:250.

All distances are in metres and decimals thereof, unless otherwise noted.

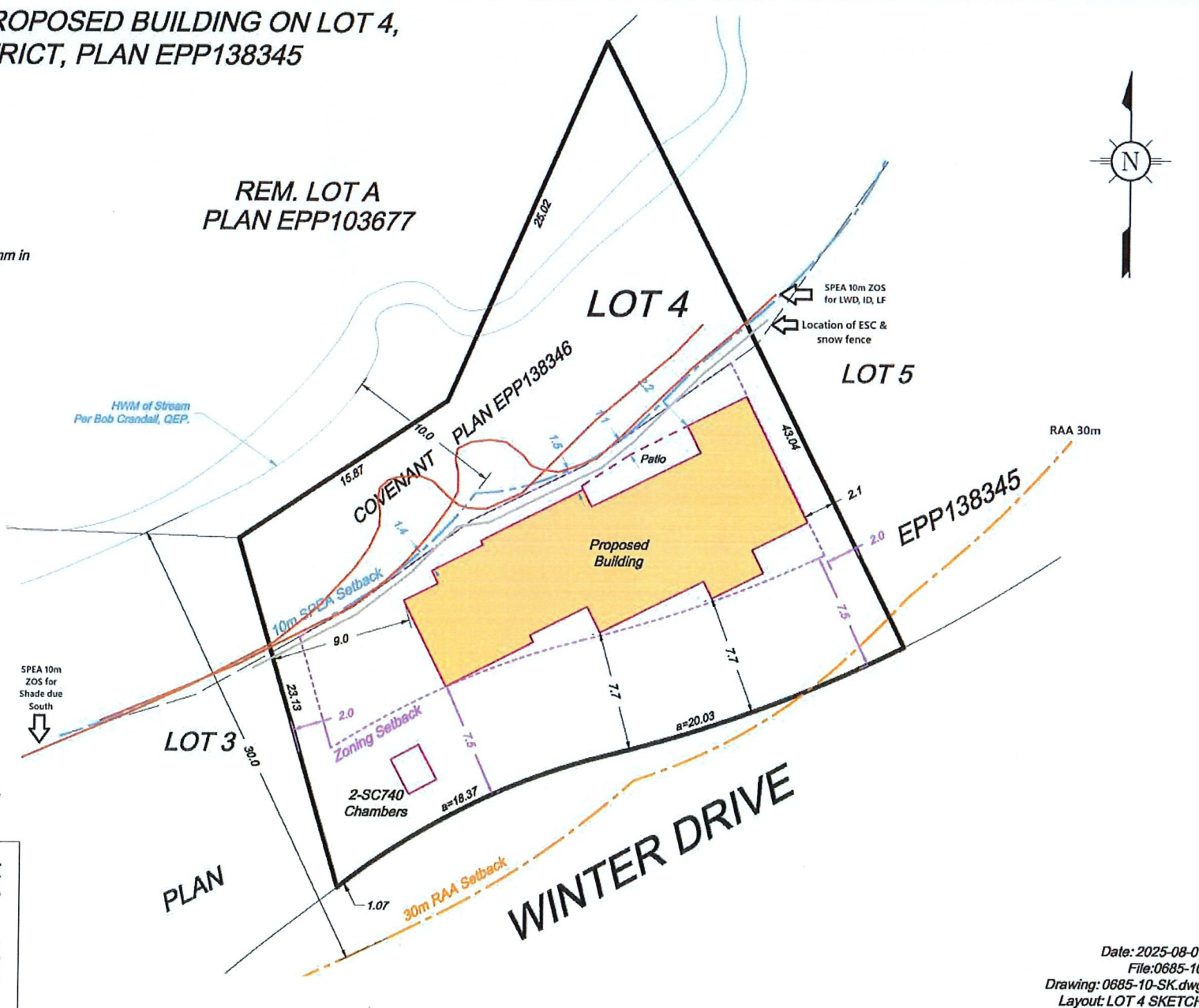
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Date: 2025-08-01
 File: 0685-10
 Drawing: 0685-10-SK.dwg
 Layout: LOT 4 SKETCH

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Figure 1. 2022 CVRD maps Aerial image of Lot 4.



Figure 2. Orthophoto with site plan, RAA, and SPEA ZOS.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

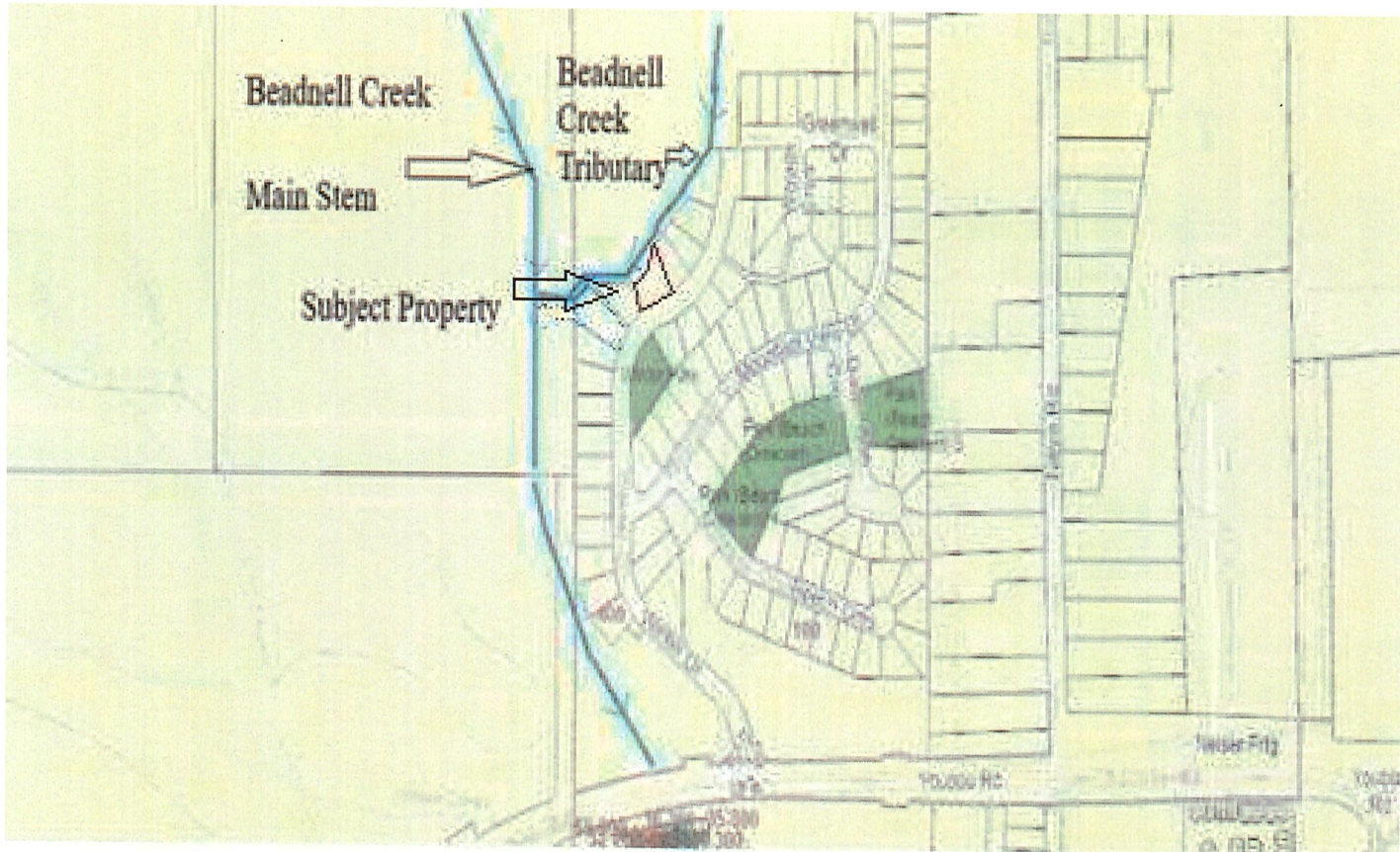


Figure 3. Civic Map of subject property.

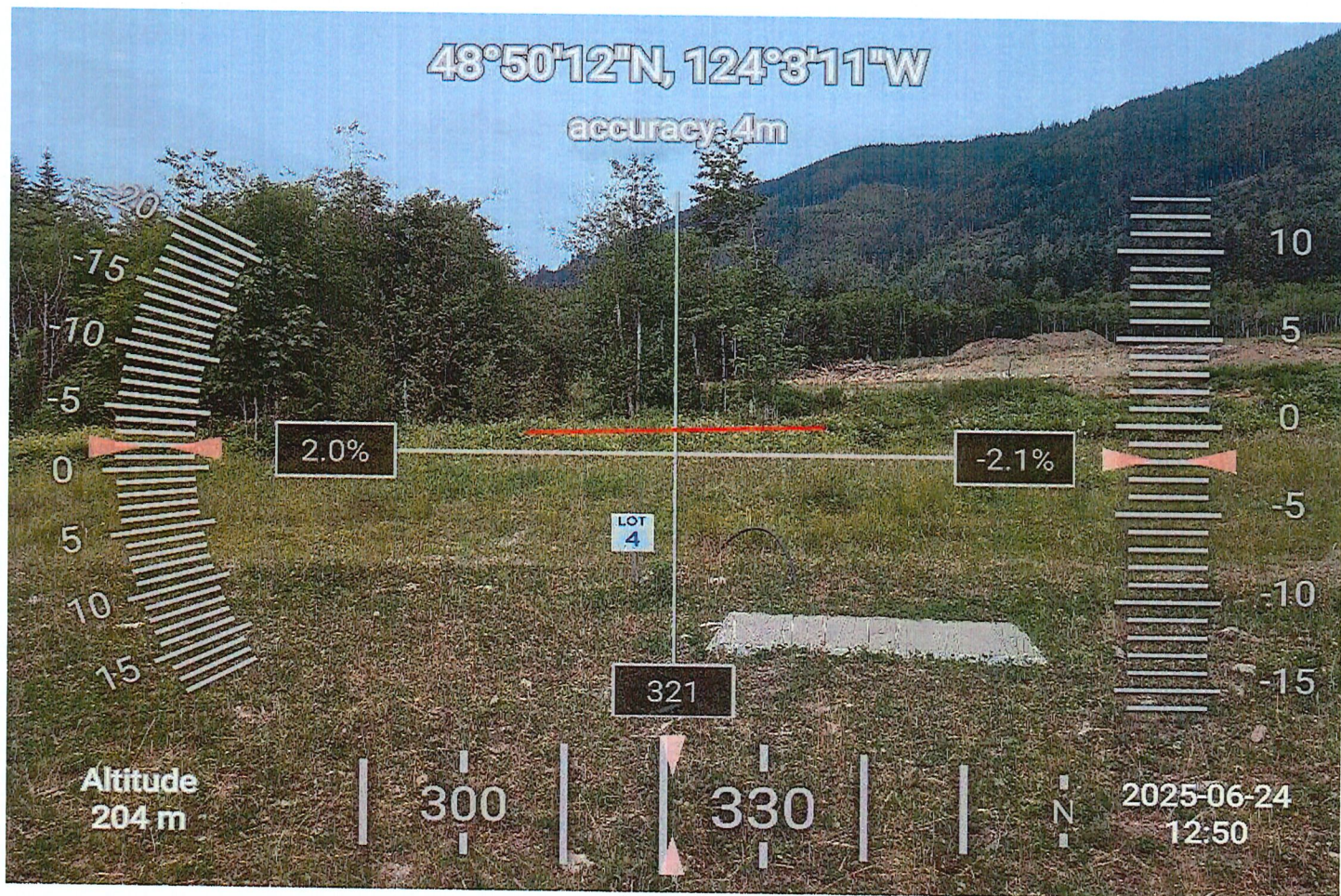


Figure 4. Looking north at lot 4, Winter Drive at my back.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

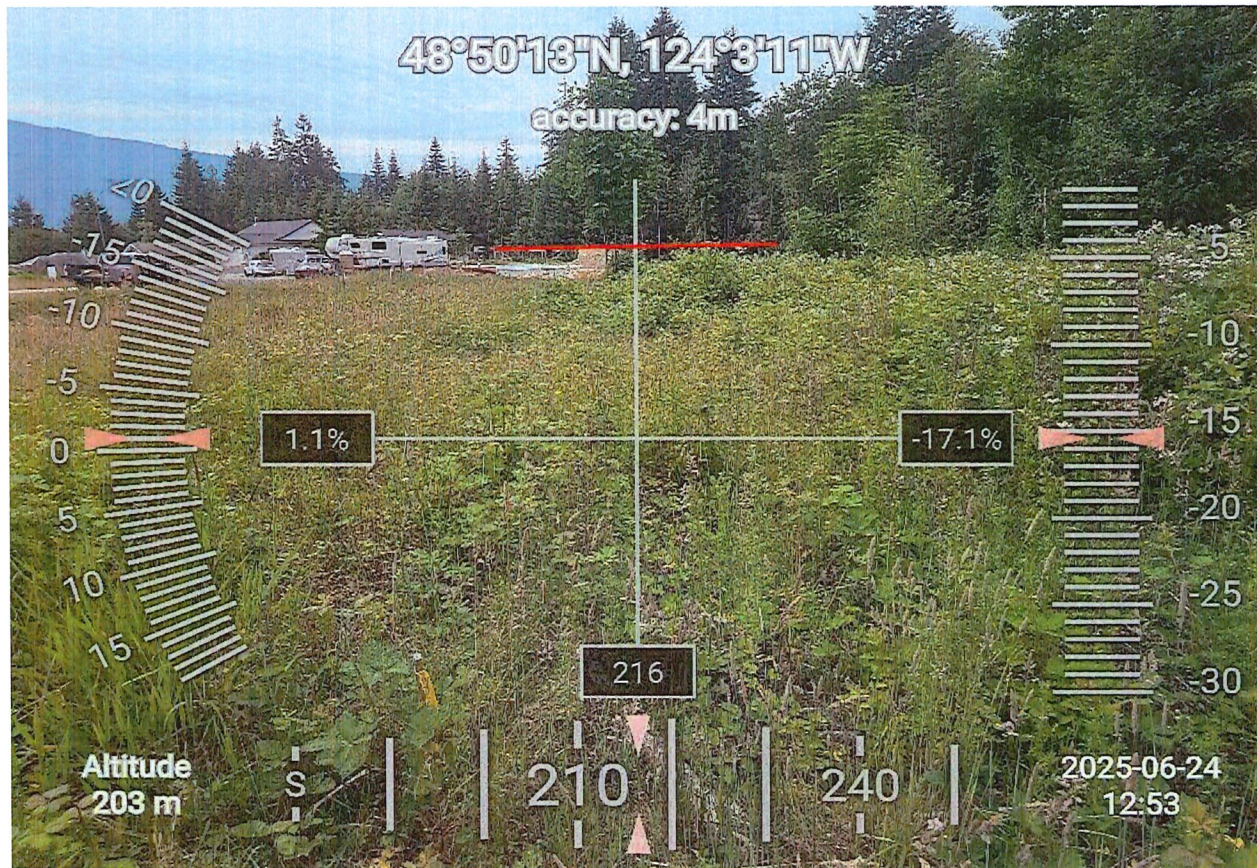


Figure 5. Looking along the SPEA flagging towards lot 3.

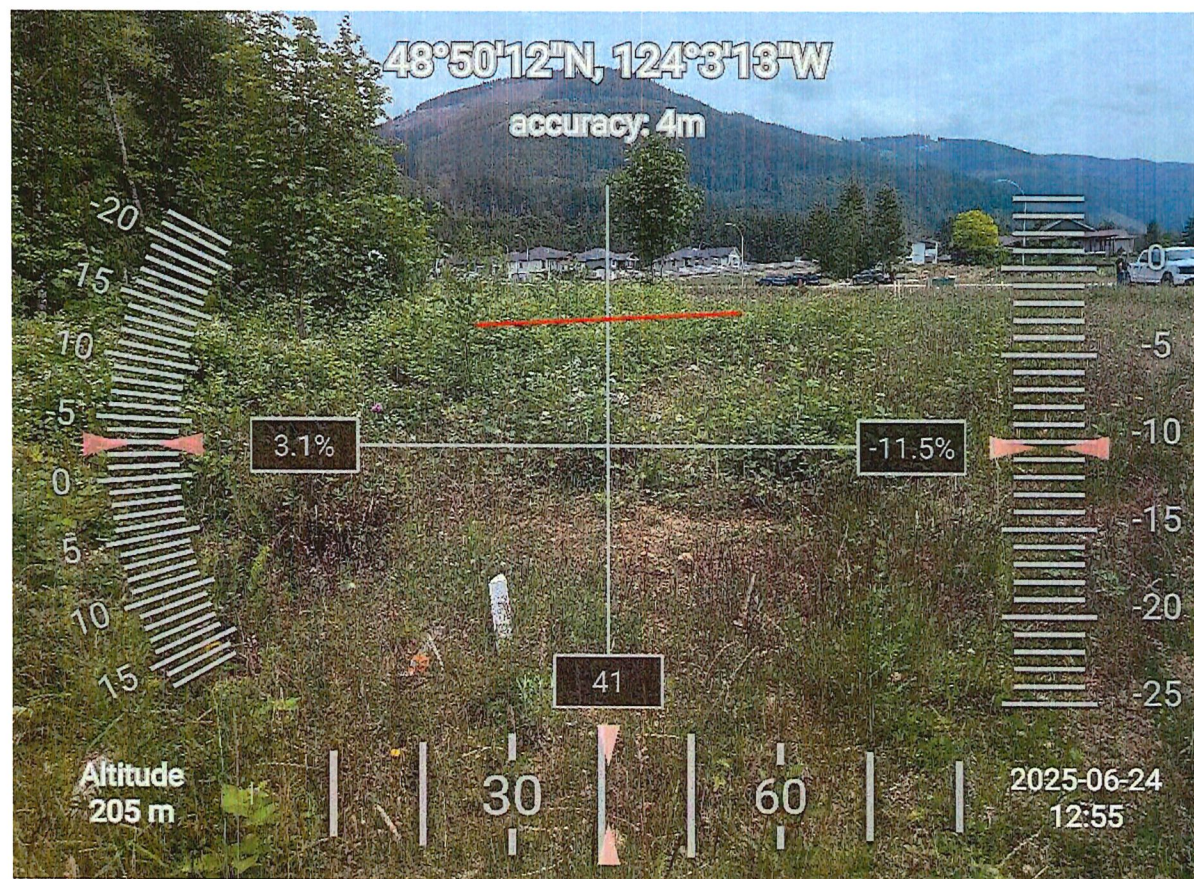
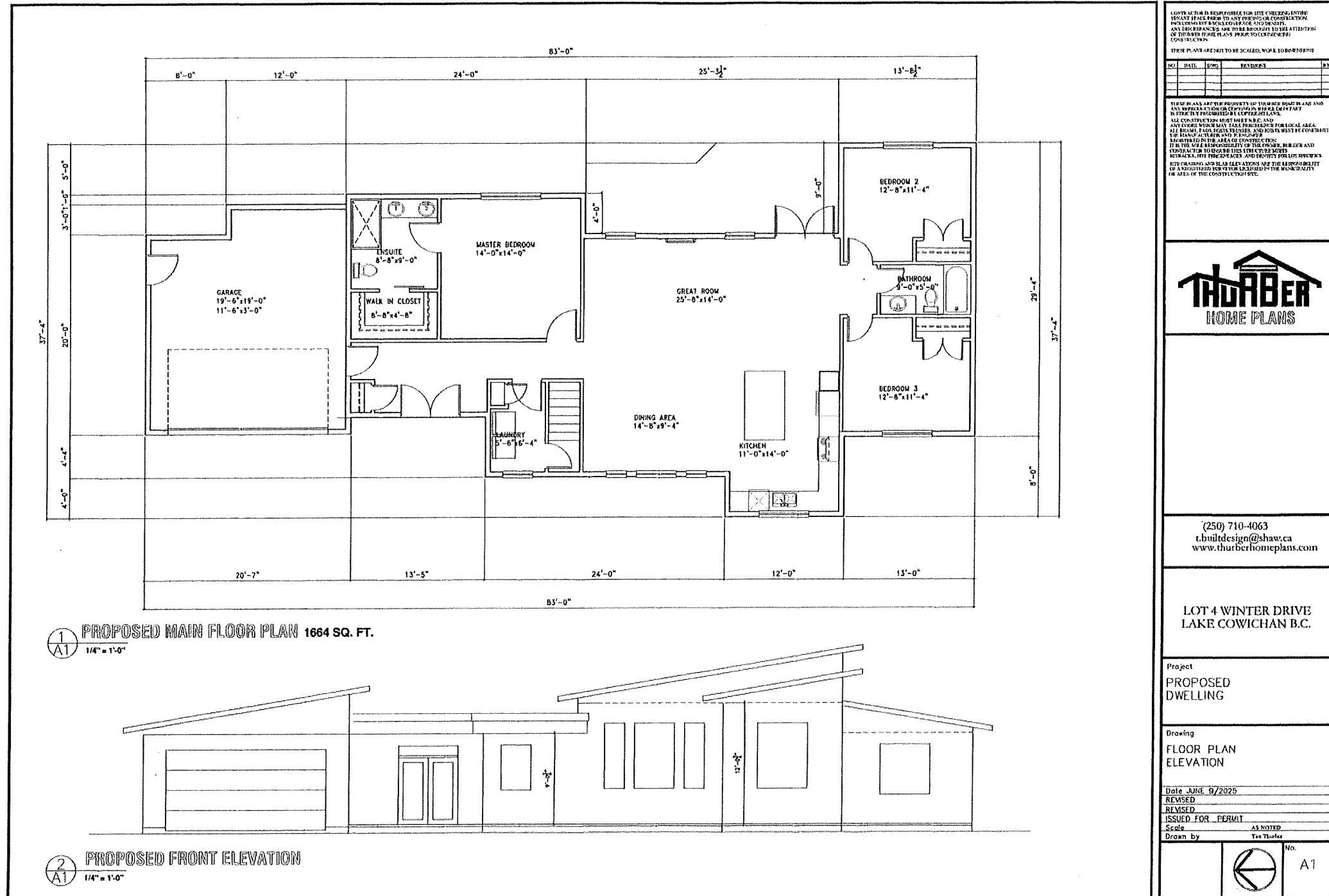
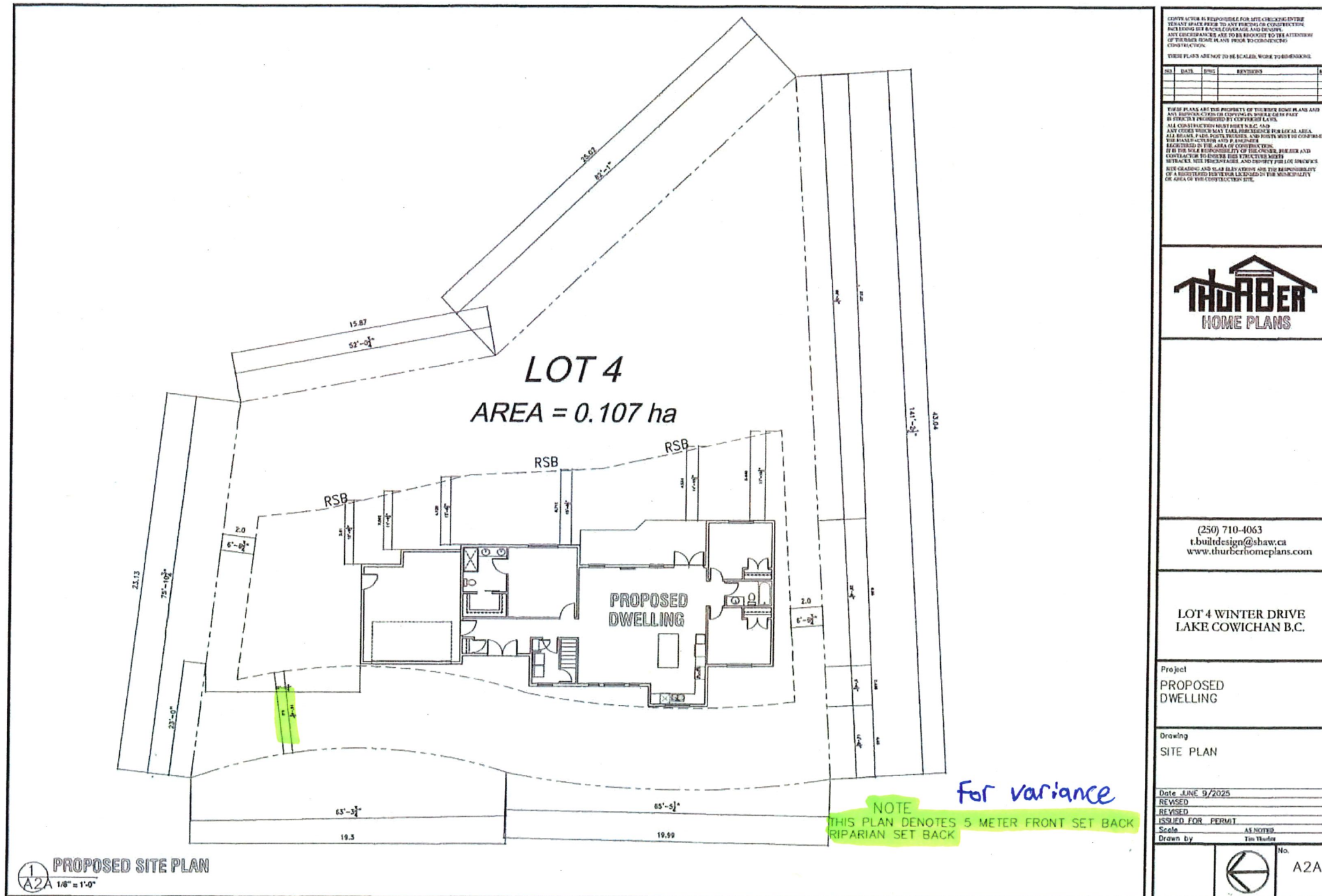


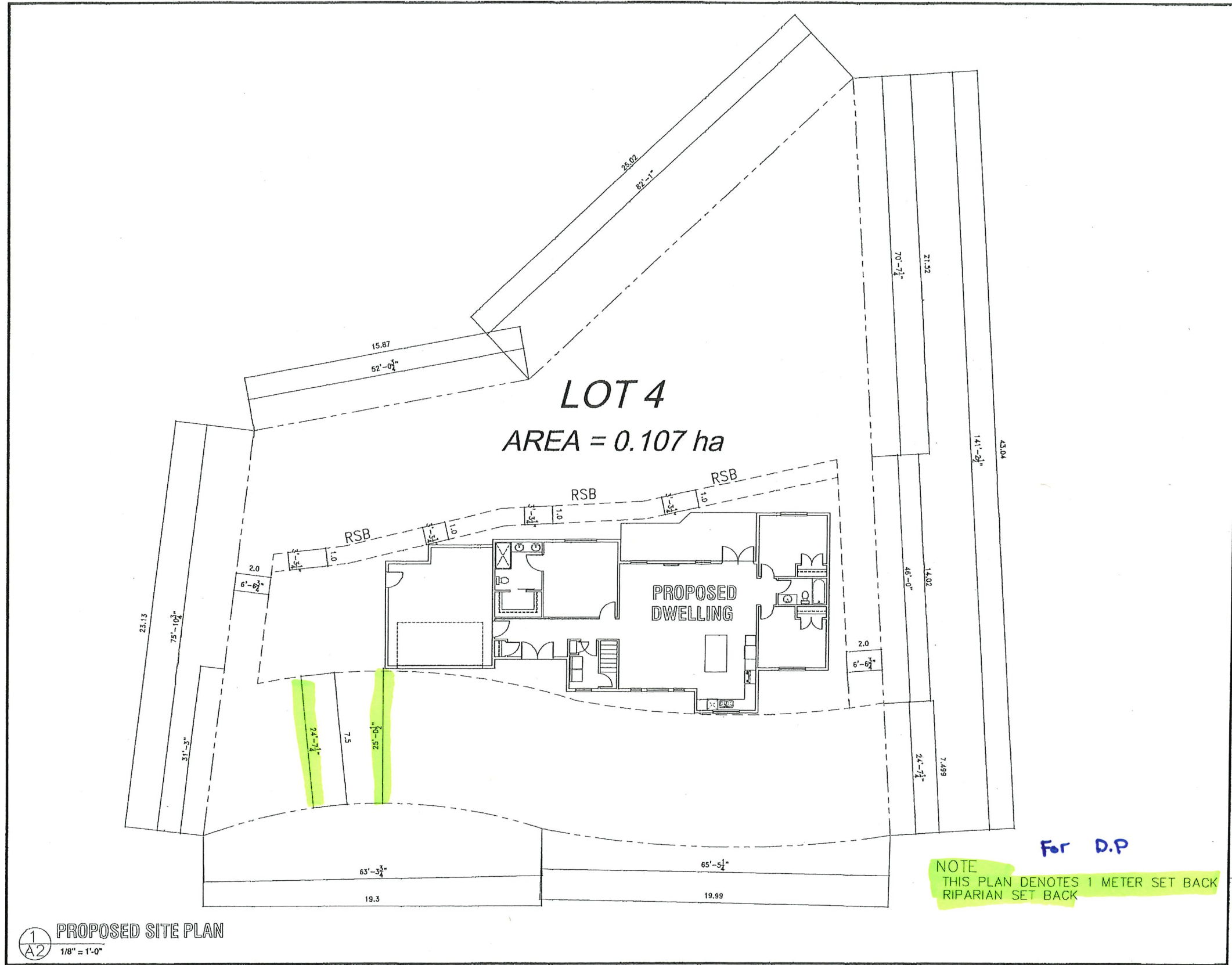
Figure 6. Looking at property peg and along SPEA flagging to lot 5.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report





CONTRACTOR IS RESPONSIBLE FOR SITE CHECKING ENTIRE TENANT SPACE PRIOR TO ANY PRICING OR CONSTRUCTION. INCLUDING SET BACKS, COVERAGE AND DENSITY. ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO COMMENCING CONSTRUCTION.

THESE PLANS ARE NOT TO BE SCALED, WORK TO DIMENSIONS.

NO.	DATE	BY	REVISIONS

THESE PLANS ARE THE PROPERTY OF THURBER HOME PLANS AND ANY REPRODUCTION OR COPYING IN WHOLE OR IN PART IS STRICTLY PROHIBITED BY COPYRIGHT LAWS.

ALL CONSTRUCTION MUST MEET N.B.C. AND ANY CODES WHICH MAY TAKE PRECEDENCE FOR LOCAL AREA. ALL BEAMS, PILING, POSTS, TRUSSES, AND HOISTS MUST BE CONTRACTED BY THE MANUFACTURER AND P. ENGINEER REGISTERED IN THE AREA OF CONSTRUCTION.

IT IS THE SOLE RESPONSIBILITY OF THE OWNER, BUILDER AND CONTRACTOR TO ENSURE THE STRUCTURE MEETS SETBACKS, SITE PERCENTAGES, AND DENSITY PER LOT SPECIFICS.

SITE GRADING AND SLAB ELEVATIONS ARE THE RESPONSIBILITY OF A REGISTERED SURVEYOR LICENSED BY THE MUNICIPALITY OR AREA OF THE CONSTRUCTION SITE.



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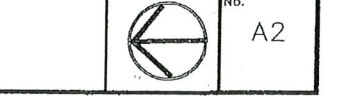
LOT 4 WINTER DRIVE
 LAKE COWICHAN B.C.

Project
 PROPOSED DWELLING

Drawing
 SITE PLAN

Date JUNE 9/2025
 REVISED
 REVISED
 ISSUED FOR PERMIT

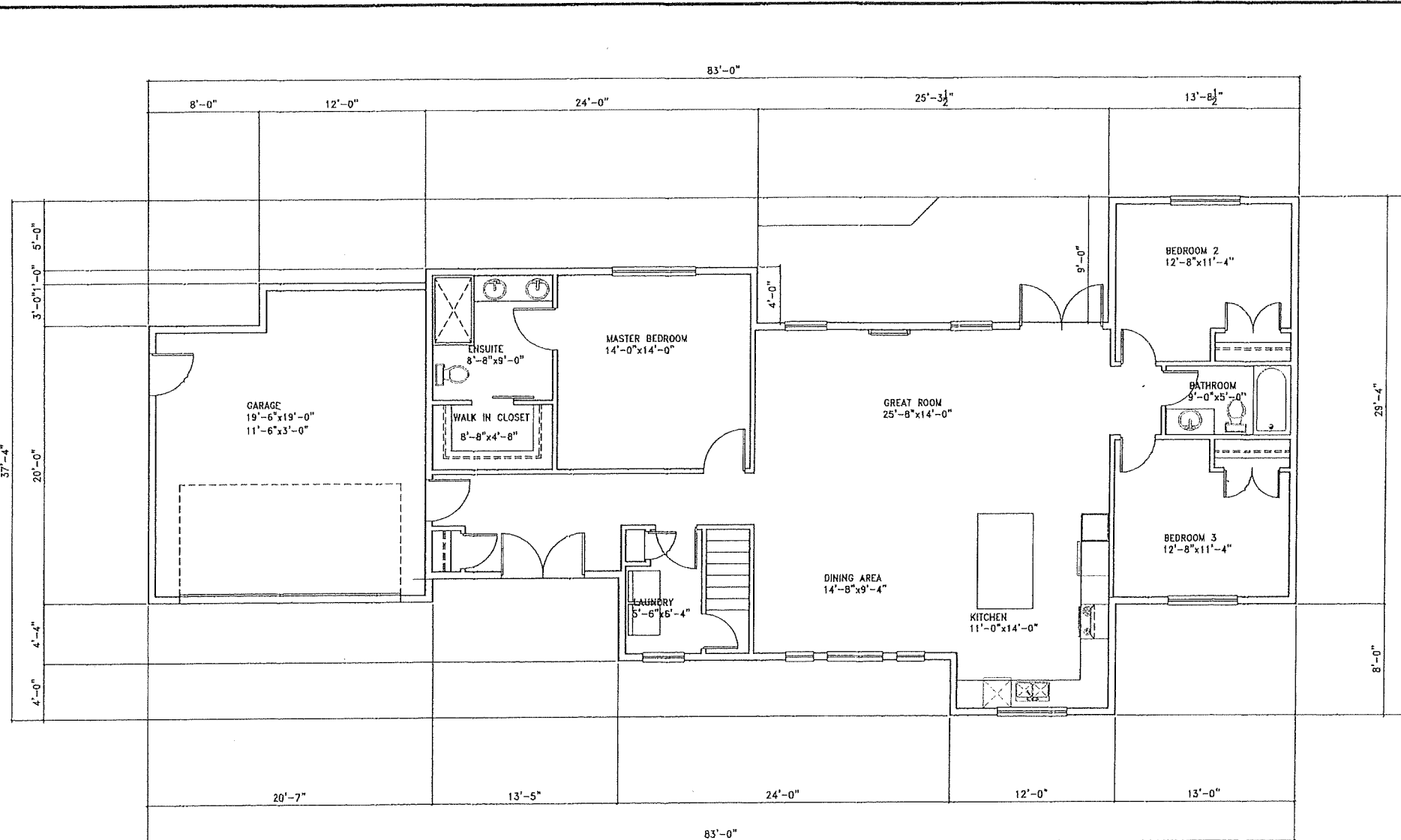
Scale AS NOTED
 Drawn by Tim Thurler



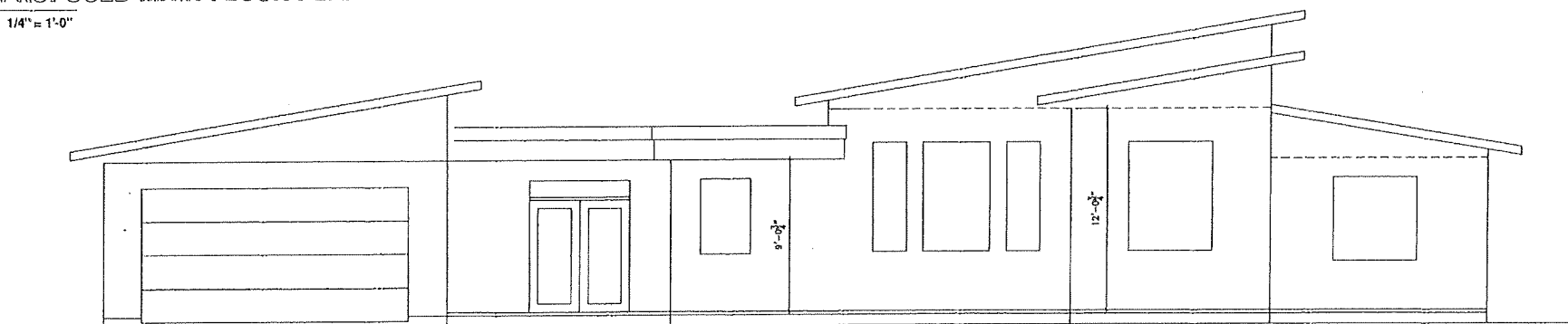
1
 A2
 PROPOSED SITE PLAN
 1/8" = 1'-0"

NOTE
 THIS PLAN DENOTES 1 METER SET BACK
 RIPARIAN SET BACK

For D.P



1
A1
PROPOSED MAIN FLOOR PLAN 1664 SQ. FT.
1/4" = 1'-0"



2
A1
PROPOSED FRONT ELEVATION
1/4" = 1'-0"

CONTRACTOR IS RESPONSIBLE FOR THE CHECKING ENTIRE TENANT SPACE PRIOR TO ANY PRICING OR CONSTRUCTION. INCLUDE SET BACKS, COVERAGE, AND DECKETS. ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF THURBER HOME PLANS PRIOR TO COMMENCING CONSTRUCTION.

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IT IS THE SOLE RESPONSIBILITY OF THE OWNER, BUILDER AND CONTRACTOR TO DESIGN THIS STRUCTURE MEET SETBACKS, SETBACKS, AND DECKETS. ALL SPECIFICATIONS, SITE GRADINGS AND AS ELEVATIONS ARE THE RESPONSIBILITY OF A REGISTERED PROFESSIONAL ENGINEER IN THE MUNICIPALITY OR AREA OF THE CONSTRUCTION SITE.



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LOT 4 WINTER DRIVE
LAKE COWICHAN B.C.

Project
PROPOSED DWELLING

Drawing
FLOOR PLAN ELEVATION

Date JUNE 9/2025
REVISED
REVISED
ISSUED FOR PERMIT
Scale AS NOTED
Drawn by Tim Thurber

No. A1

