



TOWN OF LAKE COWICHAN

Advisory Planning Commission

Thursday, November 24th, 2016 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 October 27nd, 2016.

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4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) Columbarium – update.

(b) Gateway Sign – update.

(c) Parking regulations – update.

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5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

None.

7. **REPORTS**

None.

8. **NEW BUSINESS**

None.

9. **NEXT MEETING DATE**

December 22nd, 2016.

10. **ADJOURNMENT**

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TOWN OF LAKE COWICHAN
Minutes of Advisory Planning Commission held on
Wednesday, October 27th, 2016



PRESENT: Ross Fitzgerald, Chair
Les Bowd
Darlene Ector
Steve Hall

REGRETS: Tara Bushby

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

1. CALL TO ORDER

The Chair called the meeting to order at 4.00 p.m.

2. APPROVAL OF AGENDA

No. APC.23/16 Moved: Darlene Ector
Seconded: Les Bowd
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.24/16 Moved: Darlene Ector
Seconded: Les Bowd
that the minutes of the meeting held on August 25th, 2016.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The CAO advised that the planning and budgeting of the appropriate dollars for columbarium to be sited by the Greendale Trestle will begin in the New Year.
- (b) The CAO advised the Commission members that the new sign would now be completed by mid-December, 2016. The CAO reported that ICBC would be providing \$5,000 towards that project.
- (c) The Contract Planner reported that was working on collecting data from certain parking sites that included the Country Grocer, the Recreation Centre and apartment buildings. The issue of design standards, landscaping, use of rain gardens and differences between public and private parking requirements need to be ascertained.
- (d) The contract planner reviewed the existing off-street parking regulations and discussion ensued on the process of updating those. A draft amending bylaw incorporating the previous input was presented at the meeting. Further revisions are to follow.

No. APC.25/16 Moved: Les Bowd

Seconded: Steve Hall
that the recommendations from the Age-supportive study be
incorporated through amendments to the Official Community Plan.
CARRIED.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

None.

8. NEW BUSINESS

(a) The Contract Planner explained planning issues as they affected local governments in British Columbia and elsewhere and zoning ordinances in the US.

9. NEXT MEETING DATES

November 24th, 2016 at 4.00 p.m.

10. ADJOURNMENT

No. APC.22/16
Adjournment

Moved: Darlene Ector
Seconded: Steve Hall
that the meeting be adjourned (5.28 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair

Memorandum

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

From: James van Hemert, Consulting Planner

Date: 11/22/2016

Re: Parking Regulations Update



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

1. Barrier free parking standards on page 6
2. Bicycle parking standards on page 7
3. Mobility scooters parking standards on page 7
4. Design standards beginning on page 7 through 10
5. Landscape and screening standards on page 10 and 11 –incomplete, requires illustrations

TOWN OF LAKE COWICHAN**BYLAW NO. xxx-2017****A Bylaw to Amend Zoning Bylaw No. 935-2013*****DRAFT revision of November, 2015***

WHEREAS the *Local Government Act* authorizes a local government to enact bylaws, pursuant to Section 903 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-2016".

2. AMENDMENTS

SCHEDULE B REQUIRED PARKING SPACES is deleted and replaced in its entirety with a new Schedule B as follows.

SCHEDULE B PARKING SPACES**1. GENERAL PROVISIONS****1.1. Exceptions****1.2. Interpretation**

1.2.1. spaces required is calculated according to uses specified in Table B1 of this schedule

1.2.2. when a type of use is not specified in Table B-1, the number of spaces will be calculated on the basis of the requirements for the most similar class of use listed in Table B-1

1.2.3. 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

1.2.4. 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

1.2.5. when calculating parking spaces for single and two family residential uses, a garage, carport and driveway may be used

1.3. maximum Reductions**2. PARKING SUPPLY RATES****2.1. General by Use**

TABLE B-1 REQUIRED PARKING SPACES				
USE	Zoning	Basis	No. of spaces	Comment
Residential				
Bed & breakfast accessory to single unit dwelling	R-1-A, C-3	Unit type	1 space per sleeping unit in addition to principle dwelling requirement	
Dwelling units; apartment, townhouse	R-3, C-1-B	Unit type and size	0.75 space per bachelor unit	
			1 space per 1 bedroom unit	
			1.5 spaces per 2 bedroom units	
			__ guest parking spaces per unit	
Dwelling unit, single family, including mobile & modular home	R-1, R-1-A, R-2, R-3, R-4, R-5	Unit type	2 spaces	
Dwelling units, duplex	R-1, R-3, C-1-B	Unit type	__ spaces	
Dwelling units; in buildings also used for commercial use	C-1, C-1-A, C-2, C-3, C-4, I-1, I-2	Unit type and size	0.75 space per bachelor dwelling or one bedroom dwelling unit	
			1.5 spaces per two or more bedroom dwelling unit	
Dwelling unit, secondary suite		Unit type	1 space	
Lodging and boarding houses	R-2, R-3, C-1-B	Unit type	__ space per unit	
Commercial				
Automotive sales	C-4, I-2	Floor area	1.4 spaces per 100 square metres of sales floor area -- TENTATIVE	<i>Wide divergence in rates; N. Cowichan & CVRD is 1 space per 70 sq. Metres (plus 1 per 2 employees)</i>
Business and professional services	C-1, C-1-A, C-1-B, C-2, C-3, I-1	Floor area	__ space per 100 square metres of gross floor space	<i>Define to include call centres and data processing. CVRD is 3.3 spaces per 100 sq. M; Victoria study reveals a range of 1 to 5 per 100 sq. M GFA across Canada.</i>
Car wash	Not permitted	Number of service bays	__ space per bay	<i>Revise bylaw to permit in same category automobile service</i>

TABLE B-1 REQUIRED PARKING SPACES				
USE	Zoning	Basis	No. of spaces	Comment
Commercial, retail (including liquor sales) and repair services, but excluding grocery store)	C-1, C-1-A, C-1-B, C-2, I-1	Floor area	__ space per 100 square metres of gross floor area or a minimum of __ spaces	
Commercial, low intensity (define as automobile sales, marina equipment sales, art studio and gallery, boat and marine storage, building supplies, etc.)	C-1, C-1-A, C-2, C-4, I-1, I-2	Floor area	__ space per 100 square metres of gross floor area or a minimum of __ spaces	
Child care facility	C-1, C-1-B	Floor area	__ spaces per 100 square metres of gross floor area	<i>Define</i>
Columbarium	P-1	Number of internment spaces	__ space per 100 internment spaces	<i>Define</i>
Grocery store, including convenience store	C-1, C-1-A, C-2	Floor area	__ space per 100 square metres of gross floor area, or a minimum of 4 spaces	<i>Gather information from Country Grocer on actual use at various times during the day and week.</i>
Garden nursery	C-4, I-2	Floor area	__ space per 100 square metres of sales floor area	
Home based business				<i>Delete as this is superfluous and redundant</i>
Hotel and tourist accommodation		Sleeping units and seats	__ space per sleeping unit plus 1 per each resident owner plus 1 per __ seats in a bar or restaurant	<i>Gather information from existing business on actual use</i>
Medical/ dental clinic		Floor area	__ space per 100 m ² gross floor area	
Personal service (define as hair, nails, tax, bank, Laundromat, dry cleaning, etc.)	C-1, C-1-A, C-2, I-2	Number of seats and floor area	<ul style="list-style-type: none"> • Beauty salon/hair care: __ space per service seat • __ space per 100 square metres of gross floor area 	
Restaurant, full service	C-1, C-1-A, C-2, I-1	Number of seats	__ space per 10 seats	<i>Provide definitions</i>
Restaurant, fast food	C-1, C-1-A, C-2, I-1	Number of seats	__ space per 10 seats	<i>Provide definitions</i>
Restaurant, take-out	C-1, C-1-A, C-2, I-1	Number of seats	__ space per 10 seats	<i>Provide definitions</i>
Restaurant, neighbourhood	C-1, C-1-A, C-2, I-1	Number of seats	__ space per 10 seats	<i>Provide definitions</i>
Service station	C-1, C-1-A, I-1	Floor area and number of service bays	__ space per 100 square metres of sales floor area plus __ spaces per service	<i>Define</i>

TABLE B-1 REQUIRED PARKING SPACES				
USE	Zoning	Basis	No. of spaces	Comment
			bay	
Shopping centre	C-1, C-1-A	Floor area	___ space per 100 square metres	<i>Define, new term</i>
Theatre		Number of seats	___ space per 10 seats	
Institutional				
Civic use (defined as post office, library, municipal offices)	All zones	Floor area and number of seats	___ space per 100 sq. metres of gross floor area ___ space per 10 seats in assembly area	<i>Review parking lot use data collected for library development variance permit</i>
Hospital (institution)	P-1		___ space per 10 beds OR No minimum, spaces dependent on site specific study	
Housing, special needs, including seniors housing and affordable seniors care	P-1	Unit type	___ space per ___ unit of which ___ must be accessible and assigned to visitors	<i>Define, modernize to use supportive housing term</i>
Institutional office space	P-1	Floor area		
Public assembly (includes recreation, institutional, theatre and worship centre)	P-1	Number of seats	___ space per 10 seats	<i>Review actual use of Town Office and Cowichan Recreation Centre. Update definition and method of determining number of required spaces.</i>
School; kindergarten, elementary and junior secondary	P-1	Number of classrooms	___ space per classroom OR No minimum requirements, base on School District need assessment	
School; senior secondary	P-1	Number of classrooms	___ space per classroom OR No minimum requirements, base on School District need assessment	
Social organization (define as fraternal lodge, social hall, activity centre and revise zoning bylaw for consistency)	P-1	Floor area	___ space per 100 square metres of gross floor space	<i>Define</i>
Transportation station	P-1	Floor area	___ spaces per 100 square metres of waiting or lobby area	<i>Define</i>
Recreation				

TABLE B-1 REQUIRED PARKING SPACES				
USE	Zoning	Basis	No. of spaces	Comment
Campground, municipal	P-1	Site assessment	No minimum	
Marina	W-1	Number of boat slips, floor area, and number of seats	___ space per boat slip; ___ space per 10 seats for public house (use modern term and definition) and restaurant; ___ space per 100 square metres of retail space	
Park and playground	All zones	Site assessment	No minimum	
Recreation facility, private	W-1	Site assessment	No minimum	
Recreational facility, public (ice rink, pool)	P-1, W-1	Play area surface?	___ space per 100 sq. metres of rink surface plus ___ space per 100 square metres of pool surface	<i>Collect actual use statistics from CVRD of the Lake Cowichan Recreation Centre</i>
Industrial				
Aggregate processing	I-2	TBD	TBD	
Automotive repair shop	I-1, I-2	Number of service bays	___ spaces per service bay	<i>Define to include auto body repair, painting, auto repair and storage, including service bay as a parking space</i>
Boat and marine storage	C-1, Lots A & B, Plan EPP23955		No minimum	
Building supplies, wholesale and retail	I-1, I-2	Floor area	___ space per 100 square metres of gross floor area	<i>Define to include lumber yard</i>
Computer technology related enterprises and electronics research and development	I-1, I-2	Floor area	___ space per 100 square metres of gross floor area	
Forest product processing and manufacturing including saw mill and log sorting, excluding pulp and paper production	I-2	TBD	TBD	
Kennel	I-1, I-2	Floor area	___ space per 100 square metres of gross floor area	
Light manufacturing	I-1, I-2	Floor area	___ space for every 100 square metres of gross floor area devoted to light manufacturing	<i>Define to include cabinet and furniture, door & window manufacturing, metal fabrication, boat building and repair</i>
Modular or prefabricated	I-1, I-2	TBD	TBD	

TABLE B-1 REQUIRED PARKING SPACES				
USE	Zoning	Basis	No. of spaces	Comment
home manufacturing				
Recycling depot	I-1, I-2	TBD	TBD	
Warehouse, mini storage with individual uses	I-1, I-2	Floor area	___ space per 100 sq. metres gross floor area	
Warehouse	I-1, I-2	Floor area	___ space per 100 square metres gross floor area	<i>Define to include feed, seed and fertilizer storage, cold storage, frozen food locker</i>

2.2. Specialty Parking

2.2.1. Barrier Free Parking

- (a) The minimum numbers of required spaces are cumulative within their respective columns in Table B-2 'Required Designated Barrier Free Parking Spaces'.
- (b) Barrier free design standards are set forth in Section 3 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			

2.2.2. Bicycle Parking

"Class 1" is 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" is 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.

Use	Class 1 Bicycle Facility	Class 2 Bicycle Facility
Multi-family Residential	1 space per unit	One 6 space rack at entrance
Office	1 space per 400 m2 GFA	1 space per 400 m2 GFA
Retail and Restaurant		1 per 250 m2 GFA: Minimum 4 spaces
Medical Clinics	1 per 500 m2 GFA (75%)	1 per 500 m2 GFA (25%)
Civic facilities such as Town Hall, Library, Community Centre	One space per 400m2 GFA of office space	Minimum one 6 space rack at entrance

2.2.3. Visitor Parking

- (a) 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.
- (b) A minimum of one (1) space shall be provided for any building containing between 4 and 9 dwelling units.
- (c) 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 2.3 Supply Rate Adjustments.
- (d) 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.

2.2.4. Commercial Vehicle Loading

2.2.5. Mobility Scooters (4-wheeled Mobility Devices)

- (a) Mobility scooter parking shall be provided in seniors' housing in accordance with the following:
 - 2.2.5.a.1. A minimum of one (1) parking space per 5 dwelling units;
 - 2.2.5.a.2. Space may be provided using any one or a combination of the following options:
 - 2.2.5.a.3. Within a dwelling unit;
 - 2.2.5.a.4. Within an enclosed storage unit with space for one or more scooters; or
 - 2.2.5.a.5. Within a sheltered parking area in which each space has the minimum dimensions of 1.2 m width and 1.6 m length.
- (b) 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.

2.2.6. Vans

2.2.7. Electric Vehicles

2.2.8. Shared Vehicle Parking

- 2.3. Supply Rate Adjustments
 - 2.3.1. Shared Parking
 - 2.3.2. Downtown Parking
 - 2.3.3. Transportation Demand Management
 - (a) Car share
 - (b) Bike share
 - (c) Transit
 - (d) Unbundling

3. DESIGN

- 3.1. Access to Parking Facility
 - 3.1.1. Access shall be in accordance with Highway Access Bylaw....ASK JOE
- 3.2. Location of Automobile Parking
 - 3.2.1. Parking lots shall be located at the rear or side of buildings relative to the street;
 - 3.2.2. If located to the side, in no case shall the linear width of the parking lot adjacent to the street exceed 50% of the lot frontage
- 3.3. Location of Bicycle Parking
- 3.4. Access to Parking Stalls and Pedestrian Circulation
 - 3.4.1.
- 3.5. Tandem Parking Stalls
- 3.6. Size of Parking Stalls and Aisle Widths, including Barrier Free Spaces
 - 3.6.1. Parking stalls shall conform to the requirements as shown in Table B-3 and Figure 1
 - 3.6.2. Barrier free parking stalls may have a 2.6 metre width when they are adjacent and share a minimum 1.1 metre access space in accordance with Figure 2
 - 3.6.3. Small car stalls and access aisles shall have the same dimensions as those of Table B-3, except the stall length may be 4.6 metres.

Table B-3 Parking Lot Stall, Aisle, and Parking Bay Dimensions

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
Barrier free stall width	3.7	3.7	3.7	3.7
Barrier free stall length*	5.5	5.5	5.5	5.5
Parking bay depth	n/a	__(D-3)	__(D2)	__(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)

* Except has provided for in Section 3.6.2

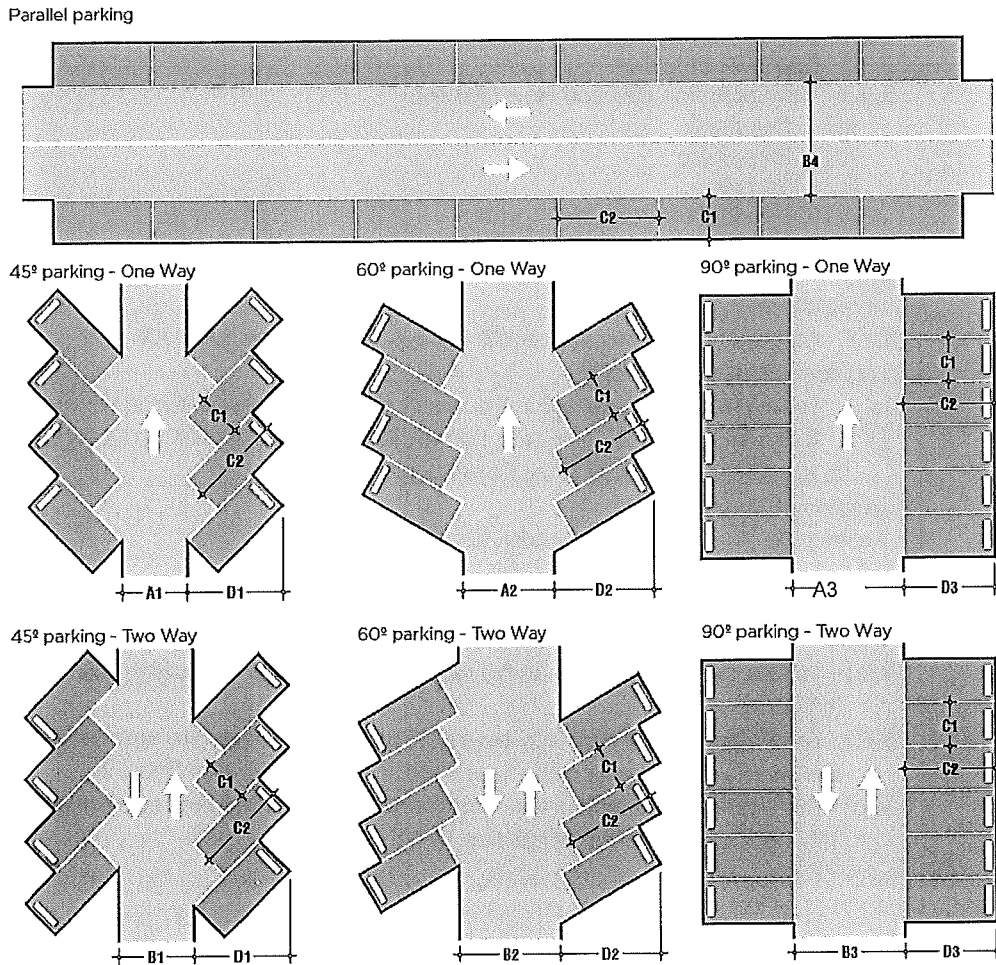


Figure 1 Parking Lot Stall, Aisle and Parking Bay Dimensions

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

- 3.7.1 Stall dimensions for cars, vans and lay-bys shall be in accordance with Table XXX Barrier Free Stall Dimensional Standards;
- 3.7.2 Where two barrier free car stalls are provided side-by-side, the additional width (1.1m) may be shared between the two spaces (refer to Figure 2);
- 3.7.3 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
- 3.7.4 All other design standards are subject to the BC Building Code.

Table AB-4 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	5.1	n/a
Car—adjacent stalls	2.6 m each plus shared 1.1 m walkway	5.1	n/a
Van stall	4.8	7.6	2.3
Bus lay-by	3	8	2.5

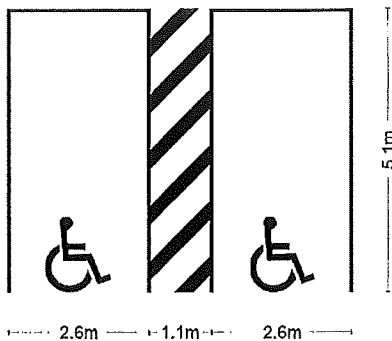


Figure 2 Barrier Free Parking With Shared Access Space

3.7. Landscaping and Screening

3.7.1. Parking lots adjacent to a highway shall be screened with either:

- (a) A landscaping buffer 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 comprising stone, brick, metal and/or wood of a minimum height of 0.75 metres.

Add Illustration

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

- (a) A landscaping buffer of a minimum two (2) 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 (metres).

3.7.3. A parking lot shall have planting islands in accordance with the following:

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

Add Illustration

3.7.4. Within the interior of the parking lot, landscaping shall be used to delineate vehicular and pedestrian circulation patterns. Clear and legible signs, different colour and texture paving materials, raised areas, and other techniques shall be used to further direct the flow of both vehicular and pedestrian traffic within the lot.

3.8. Surfacing, Painting, Curbs, Signs, Lighting

3.9. Bicycle Facility Design

3.9.1. Bicycle Parking End of Trip Facilities

3.9.2. Drive-Through Facilities

3. 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 Office