

Development Professionals Meeting

February 5, 2025

Agenda

Noon to 12:30 PM – Mix and mingle – lunch is on us

12:30 PM – 1 PM-ish Presentation & Discussion

- Welcome & Traditional Acknowledgement
- What's happening in Development Services? 2025 Work Plan Priorities
- Proposed Small-Scale Multi-Unit Housing DPA Amendments

1:30 PM – 2 PM - Mix and mingle



**City of
Courtenay**

Thank you for attending!



City of
Courtenay

Development Services

2025

Special Projects Workplan

Marianne Wade
Director of Development Services

Nancy Gothard
Manager of Long Range Planning

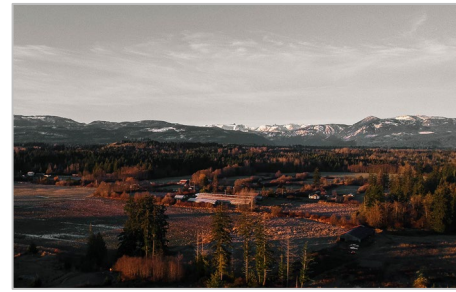
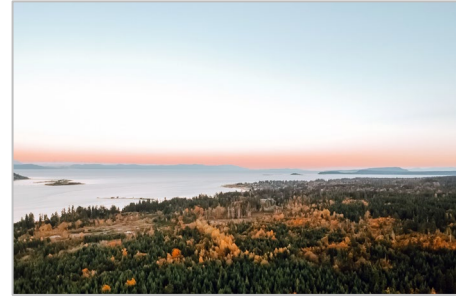


Project	Purpose	Quarter(s)	Engagement
OCP	20 years housing, including Housing Action Plan, review of all DPs	Q1-Q4	Engagement plan developed in Q1. Wide range of opportunities on targeted topics. Stay tuned!
Zoning Bylaw Phase 1	Housekeeping including bike parking standards	Q1-Q2	Virtual engagement for interest-holders and public. Will be topic at a future developer meeting.
Zoning Bylaw Phase 2	Pre-zoning for 20 years housing, inclusionary zoning, density benefits (bonus)	Q2-Q4	Engagement plan developed in Q2. Wide range of opportunities on targeted topics. Stay tuned!
Short Term Rentals	Zoning, Business License, municipal ticketing & enforcement	By May 1	Virtual engagement and with province
Downtown Vitalization Local Area Plan	Implementation focus on: <ul style="list-style-type: none"> Encourage residential and commercial growth Bring civic spaces to life Strengthen connections 	2024 Q4 to 2025 Q3	Public and interest-holder engagement in April (open house, workshop & virtual options)
Urban Forest Strategy	Targeted review: <ul style="list-style-type: none"> LiDAR update Internal collaboration Public education and communication including voucher program Green industry partners 	Q2-Q4	Nurseries, landscape & arboriculture community, public in person and virtual engagement
Tree Bylaw	Targeted review: clarity, resolve internal conflicts, internal monitoring	Q1-Q2	Arborist workshop March, next developer meeting, public survey
Sign Bylaw	Targeted review to allow more permitted signs in certain large development contexts	Q1-Q2	Virtual engagement
Liquor licensing & telecommunications policies	<ul style="list-style-type: none"> Procedural clarity on liquor licensing referrals, delegation of. Land use and procedural clarity on telecommunications towers. 	Q1	With subject matter experts

Project	Purpose	Quarter(s)	Engagement
DCC/ACC Bylaws	Align with capital projects. ACC bylaw to replace CACs.	Q1-Q2	Developer meeting to inform and receive feedback – public project page for comments
Subdivision and Development Servicing Bylaw	Administrative bylaw update. Review and update of supplemental design standards in 2026	Q2	Developer meeting to inform and receive feedback-public project page for comments
Floodplain Bylaw	To reflect Flood Management Plan	Q2	Developer meeting and public virtual engagement
Building Bylaw	Zero Carbon Step Code	Q2-Q3	Developer meeting
Business License Bylaw	Housekeeping updates and inclusion of STR	By May 1	Development meeting and Virtual engagement
Processing improvements	<ul style="list-style-type: none"> Smart forms, internal file software management, templates, referrals, training Development Procedures Bylaw and Fee Schedule amendments 	Ongoing	Informing and welcome feedback
RGS review and action plans	Regional housing, climate action, active transportation, etc.	Ongoing	Led through CVRD staff

City & Development Industry meeting throughout 2025

- Regular industry and City meetings on wide range of projects
- Frequency-one a month or every couple of months?
- Time of day-first thing in the am, noon or end of day?
- Is there other topics beyond those listed?
- Other preferred ways to receive info and engage?
- A survey will follow to secure a regular day and time and engagement options



Small-Scale Multi-Unit Housing Development Permit Area Amendments

Jamai Schile, Manager of Development Planning
Mike Grimsrud, Planner III

February 5, 2025



City of
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Overview

1. Context
2. Existing DPAs
3. Proposed DPA Changes
4. Next Steps

Context



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Housing Needs and SSMUH Legislation

City of Courtenay's 2024 Housing Needs Report:

- 2021 BC Stats estimate 29,530 people - 11.1% increase since 2016
- 2019 onwards - shift in housing types, tenure and pace
- Est. 2,613 homes next five years; Est. 8,483 homes next 20 years

The Province's *Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023*:

- 2024 - pre-zone for small-scale multi-family housing
- 2025 - alignment between SSMUH zoning, DPAs and OCP

City Action

R-SSMUH Created

Adopted June 12, 2024

- 5,648 properties
- Ground-oriented, multi-unit housing to fit existing single-dwelling neighbourhoods
- Up to 4 units, small lots

R-SSMUH Amendment

Adopted October 23, 2024

- Changes including minimum lot depth, party wall lot width, bike parking, landscape screening, etc.
- Considers summer 2024 developer feedback

DPA Amendment

Target May, 2025

- DPA-1 and DPA-2
- Adjusting justifications, objectives and guidelines to meet legislation and provincial policy and help build housing options

OCP & Zoning Bylaw Amendments

Due December, 2025

- Priority housing/growth centres
- Alignment between bylaws

We're here!

What is a Development Permit Area?

Purpose

Development Permit Areas (DPAs) guide land use and development to address community goals such as:

- Building design standards
- Environmental protection
- Hazard mitigation
- Others listed s.488 *Local Government Act*

Authority

Adopted by bylaw under s.488 of the Local Government Act

Applicability

- New construction of, addition to, or alternation of a building, structure, land or park area
- Alternations of land containing or adjacent to ESA
- Subdivision of a parcel of land

Exemptions

Vary depending on DPA e.g. home repairs, maintenance, painting or window replacement

Provincial SSMUH DPA Policy Framework

Alignment

- not to unreasonably restrict SSMUH development
- LGs retain discretion over what density of housing subject to intensive residential DPA
- Environmental & hazard land DPA remain supported

Replace

- Zoning bylaw to guide the most significant elements of development
- Optional - voluntary, non-regulatory design guidelines for good practices
- Template plans consistent with zoning with positive attributes

Streamline

- Clear objectives & guidelines
- Delegate approval to Director
- No advisory urban design panels
- Permissive requirements that recognize space-related constraints and limited financial viability

Provincial SSMUH DPA Policy Framework

Common Form and Character DPA requirements that may negatively impact SSMUH viability

- Building height
- Building massing
- Entrance locations
- Shadow, solar, view, privacy impacts on neighbours
- Transitions of massing, height or setbacks to fit neighbourhood
- Parking and waste screening
- Landscape architecture, irrigation
- Outdoor space design details

Existing Development Permit Areas



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Existing Development Permit Areas

DPA – implementation tool for OCP

Subject Form and Character DPAs



DPA-1 Commercial, Industrial, Mixed-Use Developments, and Multi-Residential Dwellings with Three or More Units

DPA-2 Intensive Residential Form and Character DPA for Duplexes, Detached Secondary Residences, Heritage Neighbourhoods, Bare Land Stratas, and Mobile Home Parks

DPA-3 Farm Protection

DPA-4 Environmental

DPA-5 Hazardous Conditions – Steep Slopes

Commercial, Industrial, Multi-Residential with Three or More Units

DPA-1

Justification To achieve attractive, architecturally coordinated and context-appropriate higher density, employment and mixed-use building and landscape designs that consider the relationship between buildings, open areas, and circulation systems, in order to promote walkable, safe, and vibrant developments.

- Commercial, industrial and mixed-uses as well as multi-residential buildings with 3+ or more dwelling units
- Additional guidelines are provided for downtown
- Multiple objectives in accordance with LGA s.488 (1)(a),(d),(f),(h),(i), and (j)

Objectives & Guidelines To ensure infill and redevelopment are integrated into local context, promote good design, connected neighbourhoods, flexible and adaptive uses, urban ecology and conservation, preserve downtown character, support housing diversity and livability, and enable adaptive, convenient and safe commercial and industrial areas

Intensive Residential Form and Character DPA for Duplexes, Detached Secondary Residences, Heritage Neighbourhoods, Bare Land Stratas, and Mobile Home Parks

DPA-2

Justification To ensure that new residential infill development achieves attractive, architecturally coordinated, and context-appropriate residential designs.

Applies to all duplex and detached secondary residences as well as single-residential homes in areas with special heritage consideration identified in the DPA as well as bare land stratas and mobile home parks with three or more dwellings.

The designation and guidelines are integrated within this DPA in order to achieve a number of objectives. The designation and guidelines are integrated within this DPA in accordance with LGA s. 488 (1)(a),(e),(h),(i), and (j).

DPA-2 Continued

Objectives

1. To support housing choices and affordability in both established and new neighbourhoods while protecting existing character.
2. To enable intensive residential development, including duplexes and detached secondary residences, to enhance and evolve the neighbourhood's sense of community and place.
3. To ensure single-residential homes in areas with special heritage consideration reflect neighbourhood characteristics.
4. To contribute positively to the urban form of the city by establishing well defined streets, designing appropriately scaled buildings, activating building frontages, enhancing the public realm, and improving urban ecological functions.
5. To reduce energy and water consumption as well as greenhouse gas (GHG) emissions associated with the built environment.

Guidelines

- 63 guidelines categorized: Duplexes (21); Carriage Houses and Other Secondary Residence (15); Additional Guidelines for Mobile Homes and Bare Land Stratas (3); Additional Guidelines ... Old Orchard & Terminal Addition Neighbourhoods (15); Additional Guidelines ... 40 Houses Neighbourhood (Map 3) (9).
- Many limit building height or massing, or options for site design, entrance location, parking details

Proposed Changes to DPA - 1 and DPA - 2



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Proposed Commercial, Industrial, Large-Scale Residential & Mixed-Use

DPA-1

- New name - same geographical areas
- Adjust to align with legislation
- **Move three & four-unit residential to DPA-2 SSMUH**



Proposed Small-Scale Multi-Residential

DPA-2

Remove 1-2 Units

Remove duplexes and accessory dwelling units, and remove single detached dwellings in heritage neighbourhoods



Add 3-4 Units Add guidelines

Add 3-4 units and add appropriate guidelines mostly from DPA-1, along with screening which was removed from R-SSMUH zone



Revise guidelines to fit provincial policy and revise name

Remove or modify guidelines that may unreasonably restrict use or density of use permitted in R-SSMUH zone while continuing to guide development meet community needs

More flexibility language recognizing space-related constraints and financial implications

Target clear and specific wording, taking care to maintain flexibility

Engagement and Next Steps



City of
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Engagement Activities

Share Your Ideas

www.engagecomoxvalley.ca/ssmu



Ideas Board

Post your ideas



Email

Email comments to
planning@courtenay.ca



Comment Box

Drop comments into the
box

Open House

Thursday, February 27
Filberg Centre Rotary
Hall
5:30-7:30pm

Survey

Fill out the survey

Public Hearing

A Public Hearing is expected
in April, date to be
determined

Next Steps

Timeline

2025					
February	March	April	May	...	December
<ul style="list-style-type: none">- Survey- Feb 5 Developer meeting- Feb 27 Public Open House	<ul style="list-style-type: none">- Prepare engagement summary report- Revise draft bylaws	<ul style="list-style-type: none">- Engagement summary and draft bylaws to Council- Public hearing	Bylaw to Council for third reading and adoption		Required OCP & Zoning Bylaw updates

Thank You/Questions??



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