



TOWN OF LAKE COWICHAN

Advisory Planning Commission

Thursday, September 19th, 2019 at 4.00 p.m. – Council Chambers

AGENDA

1. **CALL TO ORDER**

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2. **INTRODUCTION OF LATE ITEMS** (if applicable)

3. **ADOPTION OF MINUTES**

(a) Minutes of meeting held on June 27th, 2019.

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4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) None.

5. **DELEGATIONS AND REPRESENTATIONS**

None.

6. **CORRESPONDENCE**

None.

7. **REPORTS**

Contract Planner:

(i) Zoning Bylaw Update.

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8. **NEW BUSINESS**

None.

9. **NEXT MEETING DATE**

October 24th, 2019 – 4.00 p.m.

10. **ADJOURNMENT**

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TOWN OF LAKE COWICHAN
Minutes of Advisory Planning Commission held on
Thursday, June 27th, 2019



PRESENT: Darlene Ector, Chair
Pat Lamont
Robert Patterson

REGRETS: Janet Kirk
Brian Locher

ALSO, PRESENT: Councillor Carolyne Austin
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.13/19 Moved: Pat Lamont
Seconded: Robert Patterson
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.14/19 Moved: Robert Patterson
Seconded: Pat Lamont
that the minutes of the meeting held on May 27th, 2019 be
approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

- (a) The contract planner gave an overview of the planning processes as they relate to land use in a local authority. He included a discussion on the public hearing process on land use matters and the role of the Advisory Planning Commission in the context of the *Local Government Act*.
- (b) The contract planner advised members of the required amendments to the Sign Bylaw to correct certain sections of the bylaw.

8. NEW BUSINESS

- (a) The contract planner reviewed for the members' benefit the Population, Housing and Employment Projections report that was prepared for the Cowichan Valley Regional District. The population and housing projections extrapolated to 2041 were included in the new Official Community Plan.

9. NEXT MEETING DATES

September 19th, 2019 at 4.00 p.m.

10. ADJOURNMENT

The Chair adjourned the meeting at 5.43 p.m.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Chair

Zoning Bylaw Review Schedule

Date: September 11, 2019
To: Chief Administrative Officer
From: James van Hemert, consulting planner
Re: Zoning Bylaw update review schedule for the Advisory Planning Commission



September 2019

Bylaw writing principles

- Consultant will provide a high-level overview of zoning bylaw writing principles

Consistency & clarity review—highlights contained below:

- All defined terms to be italicized
- Change 'single family' to 'single detached dwelling'
- Consistent use of lists using either alpha or numeral order
- For all zone districts revise the subheading of 'dimensional and coverage standards' to include number of units and building height
- All numbering to be stated in full

October 2019

Revision to existing commercial zone districts or a new zone district to accomplish the following OCP policy:

4.2.1.2 Policies for Uptown Land Use 1) The policies for Downtown Land Use apply for Uptown, except that greater flexibility on ground floor use is afforded, provided that the majority of objectives for downtown and uptown are satisfied.

To complement this policy as well as other related downtown and uptown policies, a review of building front and side setbacks will also be undertaken.

November 2019

Standards for all housing types and accessory dwellings in all zone districts will be reviewed and updated with respect to new policy on housing.

December 2019

Miscellaneous provisions on topics as may arise during the course of review.

