



**VILLAGE OF BELCARRA
ZONING ADVISORY COMMITTEE
VILLAGE HALL
March 29, 2017
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held March 29, 2017 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

John Stubbs, Chair
 Martin Greig, Vice Chair
 Jim Chisholm
 Carolina Clark
 Rex Crider
 Paul Degraaf
 Bruce Douglas
 Clive Evans
 Braam LeRoux
 Ken Mikkelsen (arrived 6:56 pm)
 Adrienne Peacock
 Don Reid
 John Reynolds
 Des Wilson

Members Absent

Rob Begg
 John Carlson
 Deborah Struk

Council in Attendance

Jamie Ross, Councillor (arrived 6:54 pm)

Planning Consultants in Attendance

Richard White, RWPAS Ltd.
 Laura Beveridge, Brook Pooni Associates

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
 Connie Esposito, Committee Clerk
 Paul Wiskar, Building Inspector
 Maurice Wutzke, Superintendent of Public Works

1. CALL TO ORDER

Chair Stubbs called the meeting to order at 6:32 pm.

2. APPROVAL OF THE AGENDA**2.1** Agenda for March 29, 2017

It was Moved and Seconded:

That the proposed new schedule be added to the Agenda for discussion; and
That the Agenda for March 29, 2017 be approved as amended.

CARRIED

3. ADOPTION OF MINUTES**3.1** Minutes of March 8, 2017**3.2** Action Items: Chair Stubbs wrote a thank you letter to Larry Scott.

It was Moved and Seconded:

That the Minutes of the meeting held March 8, 2017 be adopted.

CARRIED

4. CHAIR'S REMARKS

Chair Stubbs made the following comments:

- He thanked Village Staff for distributing the Open House mail drop to residents;
- ZAC members have been requested to have a group picture taken for display at the Volunteer Appreciation Night on April 27, 2017;
- Presentations will be made by an Environmentalist and an Architect at the ZAC meeting on April 26, 2017;
- He requested that the Building Inspector be invited to attend the April 26, 2017 meeting;
- He wrote a thank you letter to Larry Scott and received a response.

Lorna Dysart, Chief Administrative Officer, introduced the newly hired Belcarra staff who were in attendance:

- Paul Wiskar, part-time Building Inspector, introduced himself and outlined his past experience as a Building Inspector.
- Maurice Wutzke, Interim Superintendent of Public Works, introduced himself and outlined his past experience as a Superintendent of Public Works.

Committee Meeting Timeline

Discussion ensued relative to the proposed revised Committee meeting schedule for the remainder of 2017. Laura Beveridge, Planning Consultant, proposed retaining the original Committee meeting schedule with the elimination of the May 3, 2017 meeting date.

It was Moved and Seconded:

That the original Committee Meeting Timeline be amended with the May 3, 2017 meeting date eliminated; and
That the ZAC timeline be Approved and Amended.

CARRIED

The revised Committee Meeting Timeline will be distributed to ZAC members.

5. REVIEW AND DISCUSSION OF PHASE 1 CORRESPONDENCE

John Stubbs spoke relative to the various correspondence received from Committee members and noted that the information contained in most of the written letters includes very detailed information pertinent for Phase 2 of the process.

Lorna Dysart, Chief Administrative Officer, noted that all correspondence was emailed to Committee members upon receipt.

Laura Beveridge, Planning Consultant, provided a handout of a Belcarra map showing lot sizes from BC Assessment. This is confidential material.

Richard White, Planning Consultant, noted that:

- Most of the questions put forward in the correspondence will be answered as the process continues; and
- Additional details will be explained during the Committee process.

It was noted that:

- ZAC is moving forward as a Committee and it is incumbent on the members when asking the questions, to keep track of their questions until the relevant discussion takes place;
- Discussion ensued relative to the Terms of Reference and the ZAC timeline.

Correspondence Received

- 1) Don Reid, February 15, 2017
- 2) Don Reid, February 20, 2017
- 3) Martin Greig, February 21, 2017
- 4) Don Reid, March 2, 2017
- 5) John Stubbs, March 14, 2017

The Committee and Planning Consultants discussed correspondence received noting that:

- The written submissions by Don Reid were very detailed and technical. He questioned Bylaw 502 Floor Area Ratio (FAR) numbers.
- The written submission by Martin Greig included easy plain language to follow.
- A map included shows lots that are not buildable.
- The map is a useful tool and data used in the map is not static;
- The Committee may determine that definitions are to be changed and updated.

Richard White, Planning Consultant, noted that questions will be answered throughout the process, easy to understand, clear Bylaw should be the final result.

A 10 minute break was called at 7:20 pm Photos of the Committee were taken.

6. REVIEW AND DISCUSSION OF:

Laura Beveridge, Planning Consultant, provided an overview on the following:

b. Open House Handout

- The handout is intended for people as they arrive at the Open House and will serve to provide attendees with an overview of the work of the Committee to date;

- A link will be added to the Belcarra website on the day of the Open House referencing the handout.

a. Open House Boards

- The Boards will be reviewed and updated as needed;
- The purpose of the Boards is to provide a summary of information covered to date;
- Copies of the Agenda packages for meetings to date will be available at the Open House.

Laura Beveridge, Planning Consultant, reviewed each of the following Boards (highlighted in bold) with the Committee:

- **Welcome**
- **Zoning Advisory Committee Roles**
 - ZAC Objectives
 - ZAC Subject Matter
 - Key Groups Involved in the Zoning Bylaw Update Process

Discussion ensued relative to the “Architectural Incentive” point included in the Terms of Reference.

Richard White noted that the intent and purpose of the Committee is not to be focused on architectural design. The Terms of Reference need to be considered in its entirety.

- **The Zoning Advisory Committee Process to Date**
- **Meeting 1: Introductions, Roadmaps, and Logistics**
 - What was presented
 - Why this material was covered
 - Content Summary: Belcarra at a glance
 - ZAC Discussion
- **Meeting 2: Zoning Bylaws 101**
 - What was presented
 - Why this material was covered
 - Content Summary: Key Regulations
 - Content Summary: Key Regulations (continued)
 - Support for expanded details and including titles to maps to outline where they originated
 - Content Summary: Parts of a Zoning Bylaw (continued)
 - ZAC Discussion
- **Meeting 3: Zoning Bylaws 201**
 - What was Presented
 - Why this Material was Covered
 - Content Summary: Different Approaches to Zoning
 - Content Summary: Addressing Issues Outside the Zoning Bylaw
 - Content Summary: Addressing Issues Outside the Zoning Bylaw (continued)
 - ZAC Discussion

Committee members discussed the inclusion of definitions of non-compliance and non-conforming.

Richard White noted that the Board of Variance has jurisdiction only over non-compliance.

- **Meeting 4: Zoning Bylaws in Other Municipalities**

- What Was Presented
- Why This Material Was Covered
- Content Summary: Zoning Bylaws in Other Municipalities

How to better communicate the intended message of the page 14 graph was discussed.

Suggested revisions will be completed.

- **Meeting 4: Zoning Bylaws in Other Municipalities**

- Content Summary: Zoning Bylaws in Other Municipalities (continued)

- **Next Steps**

- Phase 2
- Phase 3

- **Please Share Your Input**

It was noted that the Belcarra website will be included on the final Board as well as on the handout at the Open House.

7. **REVIEW AND DISCUSSION OF COMMENT FORM**

Discussion ensued relative to:

- Requesting those in attendance at the Open House to fill out the Comment Form;
- The Comment Form was edited as per Committee members suggestions;
- At the Open House, staff assistance to capture answers on a computer if requested;
- The importance of clear questions and fewer number of questions;
- The BC Assessment Authority interpretation and use of data provided to them by municipalities;
- The comment form will be updated as per the discussion adding an additional box to the comment form to query how many homes are less than 2,000 sq. ft.

8. **REVIEW AND DISCUSSION OF OPEN HOUSE FORMAT**

Discussion ensued relative to the Open House Format noting that:

- The Planning Consultants and Belcarra staff will be in attendance at the Open House;
- ZAC members are requested to attend the Open House for a 45 minute shift and will oversee a topic board and answer questions from the public;
- Name tags will be provided;
- Boards will be posted on the Village website on the day of the Open House;
- The Planning Consultants will give an overview of the Zoning Advisory Committee at 7 pm.

9. NEXT STEPS

10. ADJOURNMENT

It was Moved and Seconded:

That the March 29, 2017 meeting be adjourned at 8:17 pm.

CARRIED

Next Meeting Date: Open House
Wednesday, April 12, 2017
5 pm to 8 pm