



**REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE  
MEETING OF TUESDAY, SEPTEMBER 18, 2012**

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**SUBJECT**      **ZONING AMENDMENT APPLICATION FOR PORT RENFREW RECREATION CENTRE**

**ISSUE**

The Port Renfrew Recreation Centre Operating Committee is proposing to permit office and retail uses in the recreation centre.

**BACKGROUND**

The 0.16 ha subject property is located at 6638 Deering Road in Port Renfrew (Appendix 1). The property is zoned Community Use (CU) in the Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 3109. A 313 m<sup>2</sup> recreation centre and associated parking is located on the property (Appendix 2).

The Port Renfrew Recreation Centre Operating Committee is considering renting office space to agencies and societies to help support the operational budget for the hall. The current zone does not permit office uses in the hall; therefore, a new zone must be created to add office use to the permitted uses. It is also noted that the proposed zone would permit a post office and library use within the recreation centre.

At the June 19, 2012 LUC meeting the LUC directed staff to include retail uses as a permitted use and changed the size of office and retail uses to a maximum of 60% of the building. Staff has revised Bylaw No. 3716 which would rezone the parcel from Community Use (CU) to a new Community Use One (CU-1) zone and incorporated the changes requested (Appendix 3).

Due to the changes made at the June 19, 2012 LUC meeting, staff referred the revised bylaw to amend the Community Use One (CU-1) zone to permit retail use and to increase the maximum floor area for office and retail uses to 60% to relevant CRD departments and the following agencies:

- |  |                                   |
|--|-----------------------------------|
| BC Hydro   | Pacheedaht First Nation           |
| Cowichan Tribes  | Penelakut Tribe                   |
| Cowichan Valley Regional District                          | Port Renfrew Fire Department      |
| Halalt First Nation  | RCMP                              |
| Hul'qumi'num Treaty Group                                  | Scia'new First Nation             |
| Lake Cowichan First Nation                                 | Sooke School District #62         |
| Lyackson First Nation                                      | Stz'uminus First Nation           |
| Ministry of Environment                                    | Te'Mexw Treaty Association        |
| Ministry of Forests, Lands and Natural Resource Operations | T'Sou-ke First Nation             |
| Ministry of Transportation and Infrastructure              | Vancouver Island Health Authority |

In addition, as there is no active Advisory Planning Commission for Port Renfrew, and as there were only two persons at the last public meeting, in lieu of holding a public meeting, staff prepared a mail drop to residents to obtain community comments.

### **REFERRAL COMMENTS**

Comments were received from BC Hydro, Cowichan Tribes, Cowichan Valley Regional District, Ministry of Forests, Lands and Natural Resource Operations – Archaeological Branch and West Coast Region Resource Stewardship, Ministry of Transportation and Infrastructure, Port Renfrew Fire Commission and the Vancouver Island Health Authority. No objections were raised by agencies; however, the Ministry of Transportation and Infrastructure did request that appropriate parking be made available for any businesses that locate in the recreation centre.

No responses were received from Port Renfrew residents.

### **ALTERNATIVES**

1. Approve proposed Bylaw 3716, “Comprehensive Community Development Plan for Port Renfrew Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2012” and proceed to the CRD Board for first, second and third readings and waive the requirement for a public hearing.
2. Not approve proposed Bylaw 3716, “Comprehensive Community Development Plan for Port Renfrew Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2012” and recommend the CRD Board deny the application.
3. Refer the application back to staff for more information.

### **PLANNING ANALYSIS**

The Port Renfrew Recreation Centre Operating Committee is considering options to generate revenues to assist in covering the operating expenses of the hall. They are proposing that a maximum of 60% of the building be rented as office space to agencies and societies or for retail establishments. It is intended that the provision of office and retail space would not compete with private office space providers already existing in Port Renfrew.

The only concern raised through the referral process was received from MoTI, who have requested that adequate off street parking be provided for any new business uses. In response staff has determined that there is 266.8 m<sup>2</sup> of parking area for the recreation centre and that the Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 3109 establishes each parking stall requires 13.75 m<sup>2</sup>. Assuming that the office uses require 1 stall per 25 m<sup>2</sup> of space, the community centre requires 1 stall per 20 m<sup>2</sup> and the post office 1 stall per employee plus 2, a total of 17 stalls will be required. This can be accommodated in the current parking area. In addition, a parking stall for persons with disabilities will be designated adjacent to the front entrance. A bicycle rack has also been provided adjacent to the front entrance.

In light of the fact that no objections were received from referral agencies or from residents, either in writing or at the public information meeting, and since this is a minor broadening of uses in an existing facility, staff recommends that the proposed bylaw proceed for approval. In addition, considering that the proposed bylaw is consistent with the Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 3109, staff further recommend that the public hearing requirement be waived pursuant to the *Local Government Act*, Section 890(4).

### **CONCLUSION**

The Port Renfrew Recreation Centre Operating Committee would like to be able to rent office and retail space to agencies and societies in order to generate operating revenue. Office uses are not permitted under the current zoning; therefore, a new zone has been created for this site. As there were no objections from referral agencies or residents, and as this is a minor broadening of uses in an existing facility, staff recommends the proposed bylaw proceed for approval and that the public hearing be waived pursuant to the *Local Government Act*, Section 890(4).

**RECOMMENDATIONS**

That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the public hearing requirement be waived pursuant to the *Local Government Act*, Section 890(4), as the proposed bylaw is consistent with the Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 3109.
2. That proposed Bylaw 3716, “Comprehensive Community Development Plan for Port Renfrew Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2012” for Lot 1, Section 36, Township 13, Renfrew District, Plan VIP50819, be read a first and second time.
3. That proposed Bylaw 3716, “Comprehensive Community Development Plan for Port Renfrew Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2012” for Lot 1, Section 36, Township 13, Renfrew District, Plan VIP50819, be read a third time.

Original Signed  
June Klassen, MCIP  
Manager, Local Area Planning Services

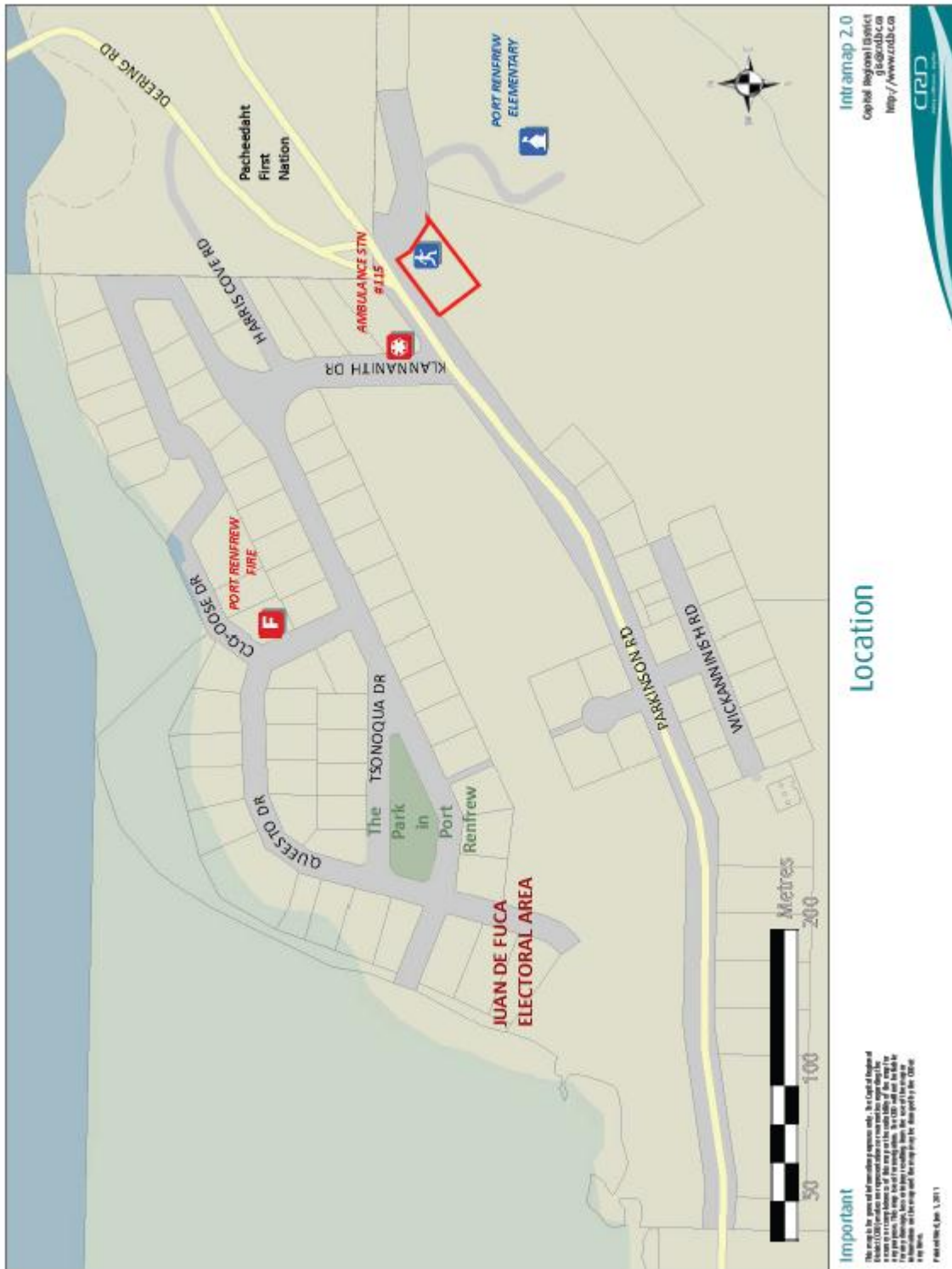
Original Signed  
Robert Lapham, MCIP  
General Manager, Planning & Protective Services  
Concurrence

Original Signed  
Kelly Daniels  
Chief Administrative Officer  
Concurrence

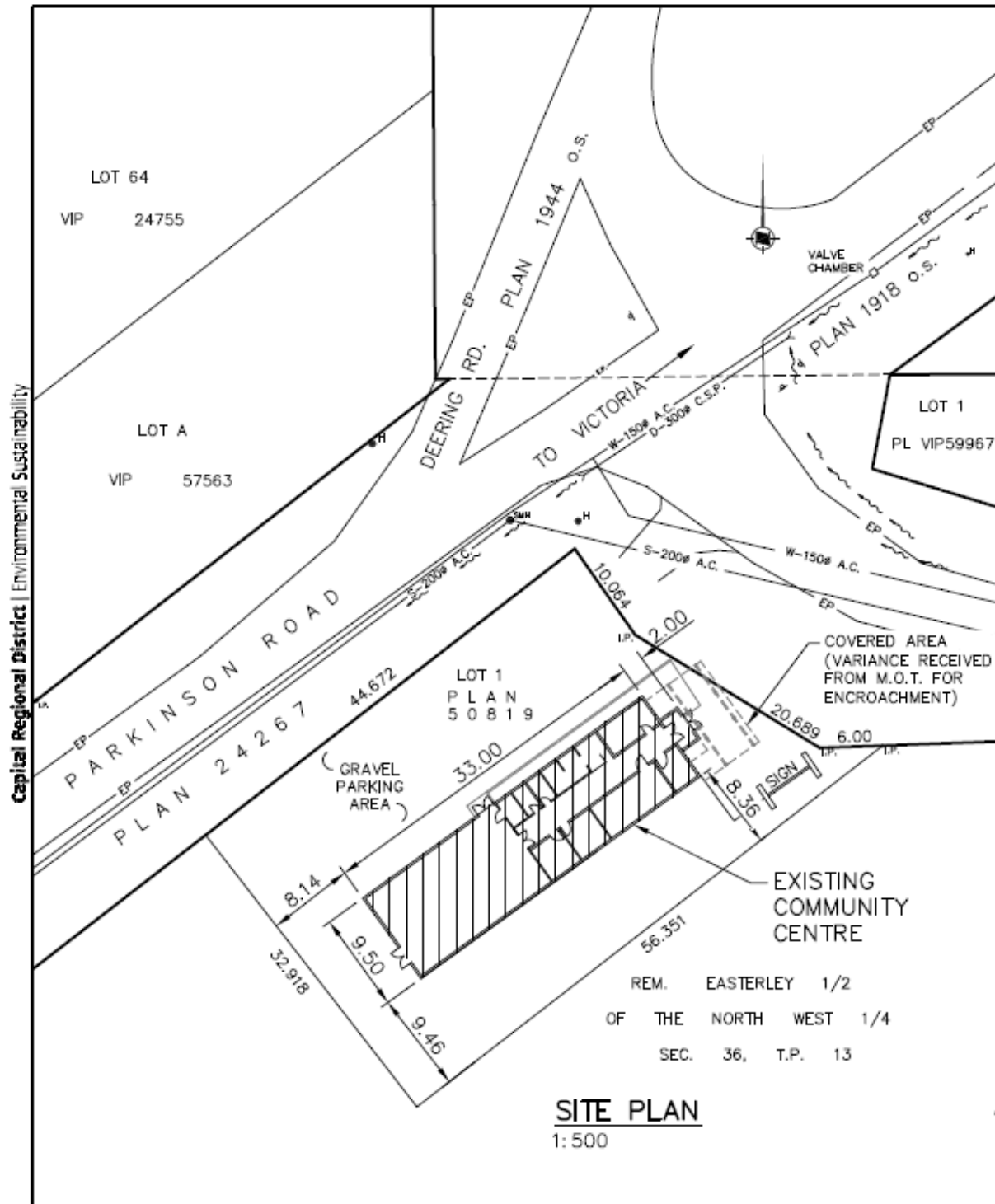
Appendices:

1. Location
2. Site Plan
3. Proposed Bylaw No. 3716
4. Referral Comments


Appendix 1: Location



Appendix 2: Site Plan



**SITE PLAN**  
 1:500

 Making a difference...together			PORT RENFREW COMMUNITY CENTRE						
			SITE PLAN						
DESIGNED M.C.	DRAWN L.N.	SCALE AS SHOWN	CHECKED M.C.	APPROVED M.C.	DATE 03/06/11	DWG. NO. 15-B115-1	REV. 1	SHT OF 1	

**Capital Regional District  
Bylaw No. 3716**

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**A BYLAW TO AMEND BYLAW NO. 3109, "COMPREHENSIVE COMMUNITY  
DEVELOPMENT PLAN FOR PORT RENFREW"**  
\*\*\*\*\*

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 3109 being the "Comprehensive Community Development Plan, Bylaw No. 1, 2003" is hereby amended:
  - (a) Schedule "B", Part 1, ADMINISTRATION OF THE LAND USE REGULATIONS, SECTION 1, DEFINITIONS
    - i. By adding a new definition for "**OFFICE USES**" before the words "**PARCEL AREA**" as follows:
    - ii. By amending the definition of "**RETAIL ESTABLISHMENTS**" by deleting the period (.) after the word "shops" and replacing it with a comma (,) and by adding the following:
      - (e) a thrift shop, and
      - (f) a laundromat."**OFFICE USES** means the occupancy or use of a building for the purpose of carrying out business, financial or professional activities, and includes accessory retail."
  - (b) Schedule "B" Part IV ZONES by creating a new zone, Community Use One (CU-1), to be inserted after Section 25, and to read as follows:

**25.1 CU-1 (Community Use One) Zone**

**Permitted Uses**

1. The following uses and no others are permitted in this zone:
  - (a) Community Uses, including post office and library uses;
  - (b) Office Uses;
  - (c) Retail Establishments;

Permitted accessory uses and buildings on any parcel include the following:

- (d) Accessory uses to the permitted uses above;
- (e) Any accessory buildings or structures to any of the above listed uses.

**Regulations**

2. On a parcel of land located in this zone:
  - Parcel Size for Subdivision Purposes
    - (a) There is no minimum parcel size.

Parcel Area Coverage

(b) The maximum permitted parcel area coverage of the principal building with all accessory buildings and structures is 50 percent (50%).

Size of Office and Retail Use

(c) Not more than 60 percent (60%) of the principal building shall be used for office and retail uses.

Setbacks

(d) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:

- i. 6 metres of a front parcel line;
- ii. 1.5 metres of an interior side parcel line;
- iii. 4.6 metres of an exterior side parcel line; or
- iv. 6 metres of a rear parcel line.

(c) By deleting from the Community Use (CU) zone and adding to a new Community Use One (CU-1) zone, for the purpose of permitting office uses and retail uses within the Port Renfrew Recreation Centre, of Lot 1, Section 36, Township 13, Renfrew District, Plan VIP50819, as shown on Plan No.1, attached to and forming part of this bylaw.

2. This bylaw may be cited as Bylaw 3716, "Comprehensive Community Development Plan for Port Renfrew Bylaw No. 1, 2003, Amendment Bylaw No. 3, 2012".

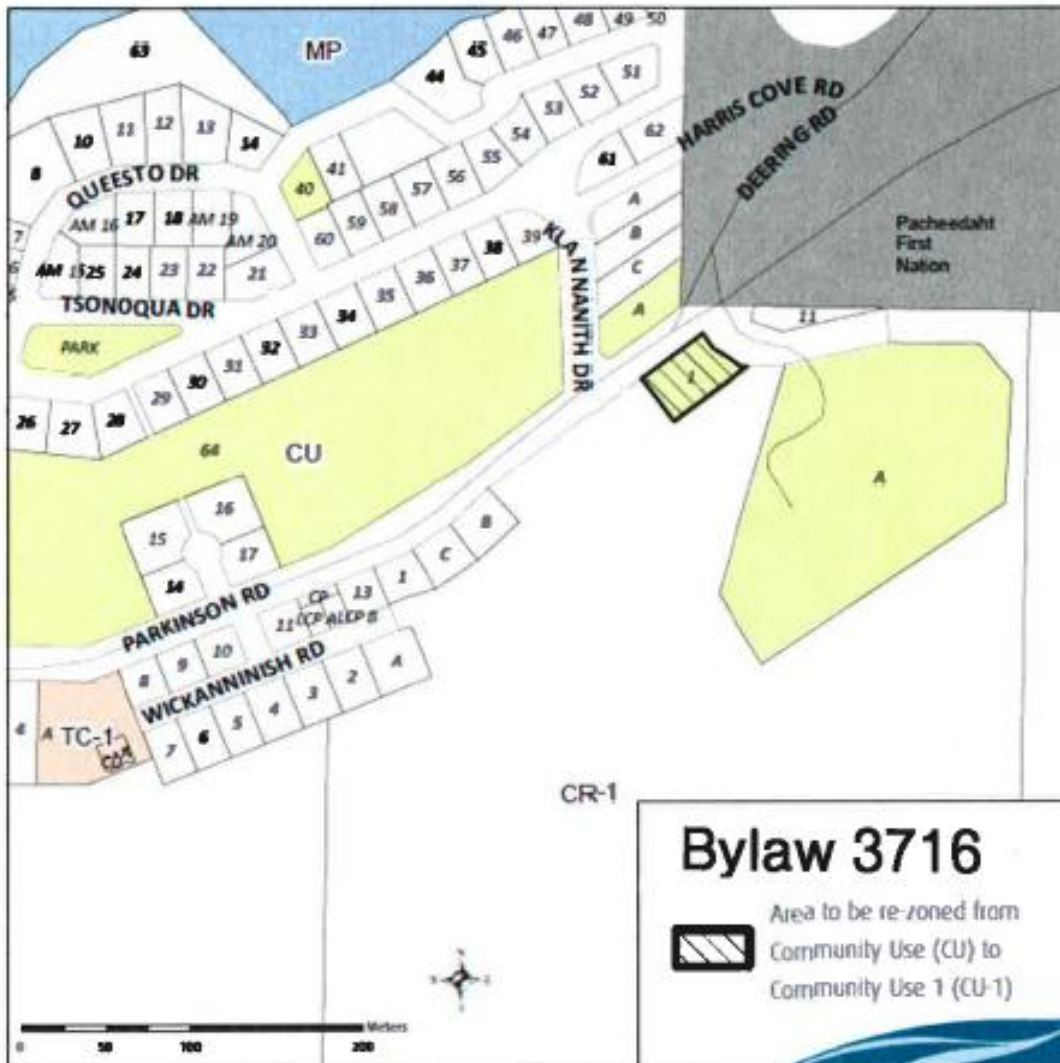
READ A FIRST TIME	THIS	DAY OF	2012
READ A SECOND TIME	THIS	DAY OF	2012
READ A THIRD TIME	THIS	DAY OF	2012
APPROVED by the Minister of Community, Sport and Cultural Development	THIS	DAY OF	2012
APPROVED by the Minister of Transportation and Infrastructure	THIS	DAY OF	2012
ADOPTED	THIS	DAY OF	2012

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

Plan No. 1 of Bylaw 3716

Lot 1, Section 36, Township 13, Renfrew District, Plan VIP50819 shown on this plan attached to and forming part of this bylaw.







**Wendy Miller**

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**From:** June Klassen  
**Sent:** Monday, July 16, 2012 4:33 PM  
**To:** Wendy Miller  
**Subject:** FW: Rezoning Referral CRD File # Z-02-11

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**From:** Bond, Hayley FLNR:EX [<mailto:Hayley.Bond@gov.bc.ca>]  
**Sent:** Monday, July 16, 2012 4:29 PM  
**To:** June Klassen  
**Subject:** RE: Rezoning Referral CRD File # Z-02-11

Hello June,

Thank you for your rezoning application for CRD file # Z-02-11 for PID 016-289-391. According to Provincial records there are no known archaeological sites recorded on the subject property.

There is always a limited possibility for unknown archaeological sites to exist on the property. Archaeological sites (both recorded and unrecorded) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a site alteration permit from the Archaeology Branch. If any land-altering development is planned for the property, owners and operators should be notified that if an archaeological site is encountered during development, activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.

Please review the screenshot of the property below (outlined in yellow). If this does not represent the property listed in the data request please contact me.

Best,  
Hayley

**Hayley E. Bond** | Archaeological Site Inventory Information and Data Administrator  
**Archaeology Branch** | Ministry of Forests, Lands and Natural Resource Operations  
Unit 3 - 1250 Quadra St, Victoria BC V8W 2K7 | PO Box 9816 Stn Prov Govt, Victoria BC V8W 9W3  
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>



August 16, 2012

Your File: CRD Z-02-11  
Our File: 58000-35/RD03  
CLIFF-ERS: 97668



June Klassen  
Juan de Fuca Electoral Area Planning  
Capital Regional District  
2 - 6868 West Coast Road  
PO Box 283  
Sooke BC V9Z 0S9

Dear June Klassen:

Re: Interagency Referrals

The interagency referral, noted in your attached cover letter, has been received by this office for review and comment. Please note that we are no longer reviewing site specific referrals, as the ministry's *Develop With Care: Environmental Guidelines for Urban and Rural Development in British Columbia, March 2006* document is expected to address most development related questions. In particular, we recommend that you review Sections 2 and 3 of the document, which is available at:

[http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare2006/devlop\\_with\\_care\\_intro.html](http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare2006/devlop_with_care_intro.html)

. These sections focus on environmentally sound solutions at the community and site development level. Appendix B provides separate checklists for local government review and site level design to help focus your proposal review. Section 4 provides recommendations relative to environmentally valuable resources.

The *Develop With Care* document reflects the ministry's typical recommendations regarding various aspects of land development and land use designation and has undergone extensive peer and stakeholder review. Although *Develop With Care* does include some regulatory information, much of this document represents our recommendations intended to minimize the negative impacts of expanding urban and rural development on the landscape and on biological resource values, while creating more liveable communities.

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June Klases  
Capital Regional District

- 2 -

August 16, 2012

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We also recommend that you consider how the proposal may apply the innovative approaches to stormwater management that have been identified in the BC Stormwater Guide found at <http://www/env.gov.bc.ca/epd/epdpa/mpp/stormwater/stormwater.html>.

Although the Ecosystem Section, Resource Stewardship in Nanaimo will not be commenting on environmental sensitivities that may be affected by this proposal, we will retain a copy of your referral for future monitoring purposes.

We would be happy to provide your agency with comments on your community plans, bylaws, major zoning amendments and major developments due to the significant role that these higher level planning processes and developments have on species occurrence and ecological function over time.

Yours truly,



Marlene Caskey, BSc., RP Bio.  
Senior Urban Ecosystem Biologist  
Resource Stewardship  
West Coast Region

Enclosure

**June Klassen**

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**From:** Evanoff, Ryan TRAN:EX <Ryan.Evanoff@gov.bc.ca>  
**Sent:** Thursday, June 28, 2012 3:31 PM  
**To:** June Klassen  
**Subject:** RE: Rezoning Referral - Ammendment to Z-02-11

Hello June,

The Ministry has no objections to the amendments made to rezoning proposal Z-02-11. We will continue to use the file number 2012-00864 for this revised response.

As per our previous response, the primary concern is the availability for parking spaces based on the new retail/office space included in the re-center. At the time of creation, the new business owners will be responsible to ensure adequate parking for customers and/or staff within the rec-center property.

Thank you,

**RYAN EVANOFF** | DISTRICT DEVELOPMENT TECHNICIAN | BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | VANCOUVER ISLAND DISTRICT | 240-4460 CHATTERTON WAY, VICTORIA, BC V8X 5J2 |  
T: 250.952.4495 | F: 250.952.4508 |  
EMAIL: [ryan.evanoff@gov.bc.ca](mailto:ryan.evanoff@gov.bc.ca) | WEBSITE FOR DEVELOPMENT APPROVALS:  
[www.th.gov.bc.ca/Development\\_Approvals/home.htm](http://www.th.gov.bc.ca/Development_Approvals/home.htm) | MINISTRY WEBSITE: <http://tranbc.ca/>

**Referral response from Port Renfrew Fire Commission on Z-02-11**

**From:** R.H.Wilson  
**Sent:** Tuesday, August 14, 2012 9:39 AM  
**To:** Chris Grelson  
**Subject:** Re: Rezoning Referral

Chris, The fire department will not be effected by this proposal.  
Rob

**June Klassen**

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**From:** Beise, Rory <Rory.Beise@viha.ca>  
**Sent:** Friday, July 06, 2012 11:57 AM  
**To:** June Klassen  
**Subject:** RE: Rezoning referral

Z-02-11

June,

As per our discussion today this office's interests are unaffected by this proposal as this property is currently serviced by CRD's water and sewer services.

Rory Beise  
Environmental Health Officer  
Gateway Office  
201 - 771 Vernon Ave, Victoria  
P: (250) 519-3645  
F: (250) 519-3402