



DATE: Tuesday, September 18, 2018  
TIME: 19:00-21:00

**MINUTES** of the Cowichan Koksilah (Electoral Area E) Advisory Planning Commission held on Tuesday, September 18, 2018, in Committee Room 2, 175 Ingram Street, Duncan BC at 7 pm.

**PRESENT:**

Chairperson: Susan Kaufmann

Acting Secretary: Marianna Terauds

Members: Sarah Davies Long  
Celina Gold  
Parker Jefferson  
Teresa Emery  
Ken Smith

**ALSO present:**

Director: Alison Nicholson  
Cam Williams, Cowichan Engineering Services  
Kelly McLaughlan

**ABSENT:**

Justin Straker  
John Salmen

**APPROVAL OF AGENDA**

It was moved and seconded that the agenda be approved.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

It was moved and seconded that the minutes of July 10, 2018 be accepted.

**MOTION CARRIED**

**Application DP18E06 4979 Polkey Road**

**Presentation by Cam Williams, representing Super Save Enterprises**

Mr. Williams presented a Development Permit application to remove vegetation, import gravel and establish a parking area for the owner's commercial/industrial vehicle fleet.

- 1) Main points and history of the parcel and the application
- 2) Landscaping and screening:
  - owner concerned with visibility of the property
  - currently has barbed wire fencing
  - no desire/plan currently to build on site
  - Madrone Environmental Services Report regarding RAR regulations
  - if further development planned will submit a new application
  - supplemental storage for Victoria location

#### APC Discussion

- concern that a landscape plan was not submitted with application
- commended applicant for oil water separators and water drainage plans, asked about maintenance plan for oil water separators
- acknowledged applicant for addressing Busy Place Creek and the aquifer beneath, would like to see landscape plan submitted to the CVRD and/or working with the CVRD to create one
- concern related to heat island effect, would like to see landscaping and plantings that may be able to survive after two years of care, watering. Reference to high water table
- focus on habitat appropriate to Busy Place Creek
- queried source and type of fill to be brought on site emphasizing ecologically sensitive nature of KIP
- would encourage applicants to participate in future planning opportunities for the Koksilah Business Park
- APC to forward reference material for petro barriers researched by stream keepers working in the area

#### Applicant address of APC Discussion points

- landscape plan: had decided to wait until after meeting with APC before submitting a landscaping plan. Cited no available water on site
- presented a photo of landscaping in front of C&C Lath as an example
- oil water separators: best management plan, serviced annually
- has ideas of possible bioswales and having driving aisles
- granular structural material for the permeable surface sourced from Butler's Gravel Pit

Recommendation: That the application be approved provided the recommendations below are realized.

- 1) Submission of a landscaping plan that is fish friendly and is predominately native and drought tolerant species with irrigation plans that will support the long-term viability of the plantings. That a parking plan be integrated into the landscape plan.
- 2) That the landscaping and screening will adhere to the DPA guidelines

- 3) That the applicant submits figures for the total site imperviousness and the installation of oil water separators and \*seepage pits as described in the application. That a schedule of maintenance is followed.
  
- 4) That the gravel/fill material be sourced from a reputable company.

The Advisory Planning Commission encourages the CVRD to adopt a local area plan for the area known as the Koksilah Industrial Park and rename it to the Koksilah Business Park.

**Business Arising from the minutes:**

- Request for an update on RZ18E01. The Chair will follow up with the planner attached to the file.
- Request for an update on 02-E17DP. The Chair will follow up with the planner attached to the file.

**REPORTS**

**Chair's report:**

None.

**Director's report:**

- Anticipates two new applications on ALR lands

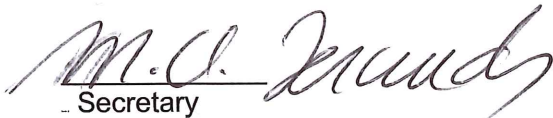
**ADJOURNMENT**

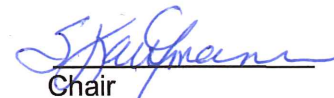
**It was moved that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 7:40 pm.

**NEXT MEETING:** Next APC meeting is Tuesday, October 9, 2018.

  
Secretary

  
Chair