



**DATE:** Tuesday, October 10, 2017

**TIME:** 19:00-21:00

MINUTES of the Electoral Area E Advisory Planning Commission held on the above note date and time at 175 Ingram Street, Duncan BC. CR2 meeting room 2.

**PRESENT:**

Chairperson: Susan Kaufmann  
Acting Secretary Sarah Davies-Long  
Members: Celina Gold  
Ken Smith  
Parker Jefferson  
Julia Rylands  
David Coulson

**REGRETS:** Patrick Jackson  
John Salmon  
Justin Straker  
Marianna Terauds

**ALSO PRESENT:**

Director: Alison Nicholson

CVRD Staff: Rob Conway and Alex Duncan

Applicants: Mark Mitchell Greca Holdings, Steve Carlson co-owner Tim Horton's, Mitchell Jacobson of Watts Consulting.

Meeting called to order at 7:00pm

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved with the following amendment: Add Ross Blackwell, General Manager of Land Use Services to Information portion of the meeting.

**MOTION CARRIED.**

## **ADOPTION OF THE MINUTES**

It was moved and seconded that the minutes of September 26, 2017 be adopted.

## **MOTION CARRIED.**

## **DELEGATIONS:**

Mark Mitchell, Greca Holdings on behalf of Tim Horton's Application 02-E-17DP

- TCH Development permit required, RAR and Wetland not required
- Watt's Consulting Traffic Study, MOTI requirements
- Sidewalk installation
- Pedestrian safety on and off site
- Canada Post Mailboxes will be relocated on site
- Building design discussion, juxtaposition to Co-Op design, wood to be incorporated into landscaping with split rail fencing, building height is 5.2m compared to Co-op 6m
- Landscaping as per application, lighting as per application, will be computer controlled
- On site pedestrian safety, cited accident free, crosswalks will be crosshatched and stamped, colored asphalt. (Refer to brochure distributed at meeting.)
- Crosswalk safety at Bench and TCH MOTI responsibility
- Patio location and noise. Trees to be placed on the patio to buffer noise, not prepared to relocate patio
- Plans for remainder of lot: no plans at this time, as per Tim Horton's policy no other food/restaurants will be permitted

Rob Conway, Manager, CVRD Development Services

- Trans Canada Highway (TCH) Development Permit Guidelines (DPA) for Area E are vague, guidelines are not helpful, cited Area D TCH DPA guidelines much more succinct
- C4 Zoning limited uses

## **APC Discussions:**

### **Building design:**

- Big box style better suited to urban mall, should include more natural stone finish
- Needs to be more organic to better reflect rural character of the area
- Softer colors and edges
- Needs to be consistent with Area E OCP Building Guidelines
- Should compliment and be respectful of neighbouring Area D building guidelines examples of Co-op and Great Greens Market at TCH/Koksilah
- Placement of solar panels?
- Consider relocating outdoor seating area away from drive through and highway traffic to lessen customer exposure to noise and vehicle exhaust

**Landscaping:**

- Plantings to include native species
- Provide screening from highway
- Removal of invasive species, to include remainder of lot and consistent maintenance
- ALR land buffers
- Residential buffers
- Encouraged to employ rainwater collection for irrigation
- Oil and Water separators to be used in drive thru area as well as parking areas

**Lighting:**

- Be cognizant of Dark Skies initiatives
- Lower ballards
- Warm lighting as opposed to bright white
- Downcast lighting, suggested maximum height of 42 inches
- Lighting should not spill over to ALR land or other adjacent properties

**Environment and Pollution:**

- Drive thru restaurants not consistent with Citta Slow communities or Tourism Cowichan promotions to slow down and savour Cowichan. Contributes to air pollution and increased GHG emissions, contradict anti idling bylaws within neighbouring jurisdictions
- Distracted driving laws
- Encourage customers to walk in and enjoy offerings in store
- Encourage electric vehicles, offer an electric vehicle charging station, free coffee to electric vehicles drivers
- Contributes to roadside litter
- Composting, recycling measures

Steve Carlson: composting and recycling where possible, Tim Horton's contracts with Clements Centre for roadside clean up.

**Traffic Flow:**

- Southbound commuters likely to be greatest percentage of users
- Congestion on Bench Road at entrance to proposed Tim Horton's
- Access to and from Staghorn Road
- Pedestrian safety at crosswalk Bench and TCH on proposed Tim Horton's side
- MOTI report, could it be revisited, roadside cart path

Mitchell Jacobson: traffic study supported by MOTI referral. Adequate vehicle queueing on site, Bench road can accommodate approximately 10 vehicles between highway and site entrance. Site lines on Bench Road can be managed through clearing of vegetation.

**Site Development:**

- Opportunities for inclusion of local businesses in further site development are encouraged i.e.; Farmer's market
- Invasive species to removed and managed into the future

**APC recommendation:** That it be recommended that development permit 2-D-17DP not be approved until the following issues have been addressed:

- Building design to reflect the Area E OCP building guidelines and compliment Area D building design, be respective of rural and farm history
- Landscaping to include continuous hedgerows of mixed evergreen and deciduous with shrubs and trees and ground cover that provides a good habitat for birds, bees and small mammals as well as acting as a natural looking screen of the buildings from the roads. Landscaping to include predominately native plants. Invasive species removal and maintenance from the entire property for a period of no less than 2 years.
- Lighting to be downcast, warm in color, low voltage, energy efficient and lowered to maximum height of 42 inches with minimal spill over to neighbouring properties
- Explore installation of roadside cart path from site entrance to TCH with MOTI
- Installation of electric vehicle charging station

**MOTION CARRIED**

**Business arising from the minutes:** none

**Reports:** none

**Information:** Ross Blackwell gave an overview of the Regional OCP initiative:

- Regional OCP context
- 97% of land fall under Agriculture, Forestry, Watershed (Provincial and Federal), MOTI regulations and are not under prevue of the CVRD
- Focus on neighbourhood plans and unique areas
- Area D has most current plan
- OCP policy paralysis and visioning not get bogged down
- Regional ALR and Climate Change policies
- Area E OCP work could help form policy in new Regional OCP

**Discussion:**

The OCP work, integration of Sahtlam LAP work, important to move forward with Area E OCP, that this work could transfer to a Regional OCP in the future. Important to note architecture of regional plan not yet formed. Opportunities to create guidelines within ALR, Forestry, MOTI etc. Importance of global thinking, create a global parking lot of ideas, keep in mind 965 (3.5) function, people, and places. That staff support is adequately resourced to assist in OCP development.

**ADJOURNMENT:** It was moved and seconded that the meeting be adjourned at 9:25pm.

**MOTION CARRIED.**

**NEXT MEETING:** Tuesday, November 14, 2017 @ 7pm.

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Acting Secretary

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Chairperson