

From: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
To: Molder, Darren [SC] (Darren.Molder@vch.ca) (Molder, Darren [SC] (Darren.Molder@vch.ca))
Cc: Newton, Brad MOTI:EX (Brad.Newton@gov.bc.ca); Alister Toma s.22
s.22
Subject: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.
Sent: 06/28/2023 19:01:20
Attachments: 2017-04710 VCHA Referral.pdf
Message Body:

Good morning, Darren,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, ASCT

Provincial Approving Officer

BC Ministry of Transportation and Infrastructure

Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8

Telephone: (236) 468-1920



Applicant File #:
eDAS File #: 2017-04710
Date: Jun/28/2023

Vancouver Coastal Health Authority
5571 Inlet Avenue
PO Box 1040
Sechelt, BC V0N 3A0

Attention: Darren Molder

**Re: Proposed Conventional/Bare Land Strata Subdivision Application for
PID 015-931-901, Block A (Reference Plan 1657), District Lot 1427, Group 1,
NWD, Except Portions in Plans 7134, 7360, 7481 and 7697**

Enclosed is a copy of a revised proposal for subdivision of the above-mentioned property located on Priestland Road. Details of the revised proposal are included in the attachments.

It would be appreciated if you would examine this application from the viewpoint of your regulations and policies and give us your comments. Please send your reply to this office, with a copy to the applicant:

Alistar Toma
Cove Bay Developments Inc.
710-939 Homer Street
Vancouver, BC V6B 2W6
s.22

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Local District Address

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310-1500 Woolridge Street
Coquitlam, BC V3K 0B8
Canada

Phone: (604) 527-2221 Fax: (604) 527-2222

Please quote file number 2017-04710 when contacting this office.

Yours truly,

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Jeffrey Moore, ASCT
Provincial Approving Officer

Attachment

Project Details

Background

The applicant intends to create a 29 lot development consisting of 19 conventional lots, one remainder and nine bare land strata lots by the registration of four subdivision plans in three phases. The overall development plan including the proposed highway construction and servicing is shown in attached Schedule A.

Phasing

The details of the proposed phases and relevant subdivision plans are as follows:

Phase 1

- A 15-lot conventional subdivision (14 new lots and one remainder) as shown in attached Schedule B.
- A two-lot bare land strata subdivision of Proposed Lot 13 as shown in attached Schedule B.
- Construction of Priestland Road from Redroofs Road to Kitchen Creek.
- Construction of South Priestland Road from Priestland Road to the proposed septic area (portion of Proposed Lot 13).
- Construction of Cliff Road (private strata road) from Priestland Road to Proposed SL B.
- Construction of wastewater treatment plant #1.
- Installation of sanitary sewers and service connections to connect the lots to wastewater treatment plant #1.
- Extension of the SCRD water main and installation of service connections to the lots.

Phase 2

- An eight-lot conventional subdivision (7 new lots and one remainder) as shown in attached Schedule D.
- Construction of Priestland Road from Kitchen Creek to the south boundary of the lands including the Kitchen Creek culvert.
- Construction of the Priestland Crescent cul-de-sac.
- Installation of sanitary sewers and service connections to connect Proposed Lots 15 and 21 to wastewater treatment plant #1.
- Extension of the SCRD water main and installation of service connections to the lots.

Phase 3

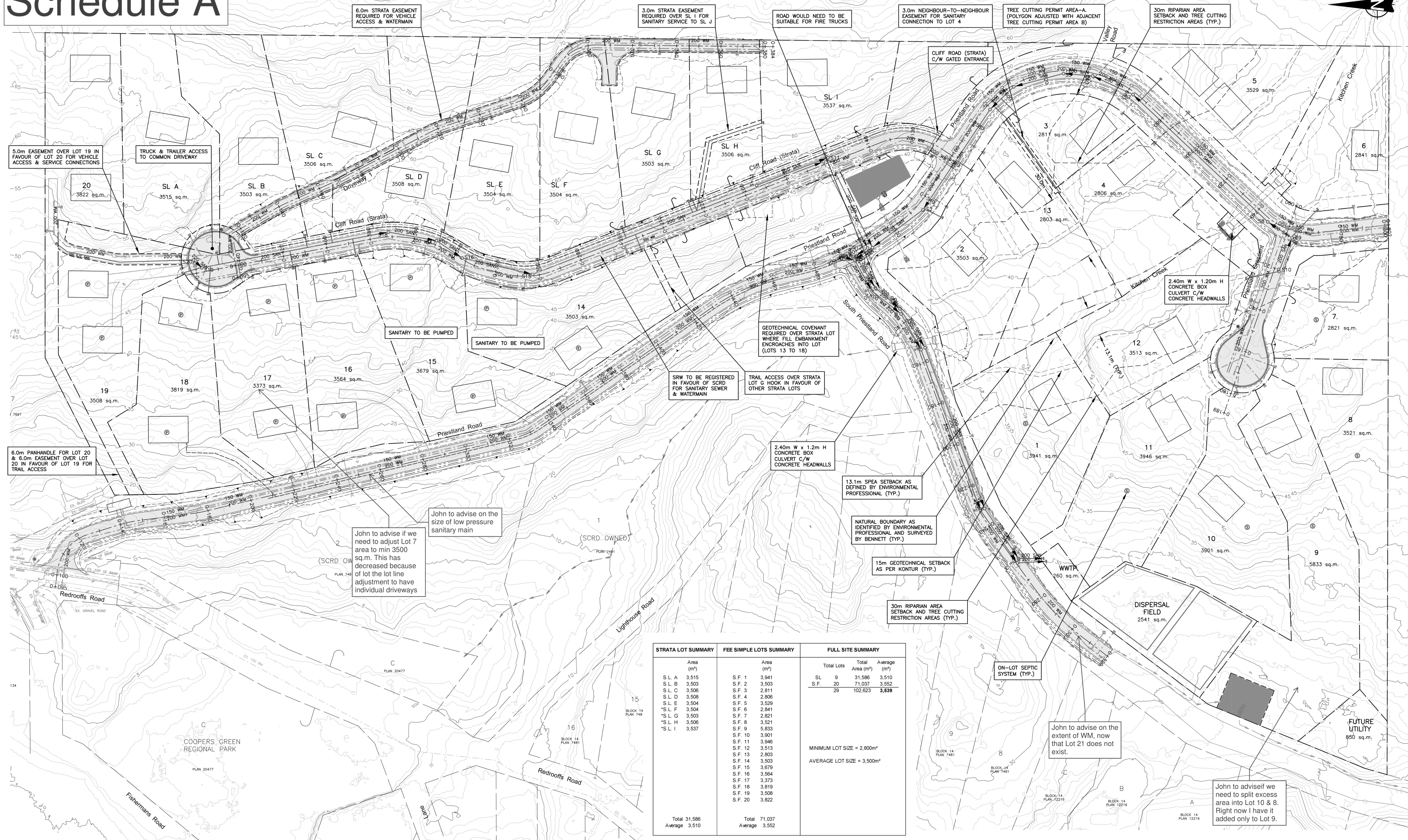
- A seven-lot bare land conventional subdivision as shown in attached Schedule E.
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- Installation of sanitary sewers and service connections to connect the lots to wastewater treatment plant #2 and to provide a second connection for Proposed Lots 7 to 12.

- Installation of service connections to the lots may be completed with the SCRD water main extension in Phase 1.

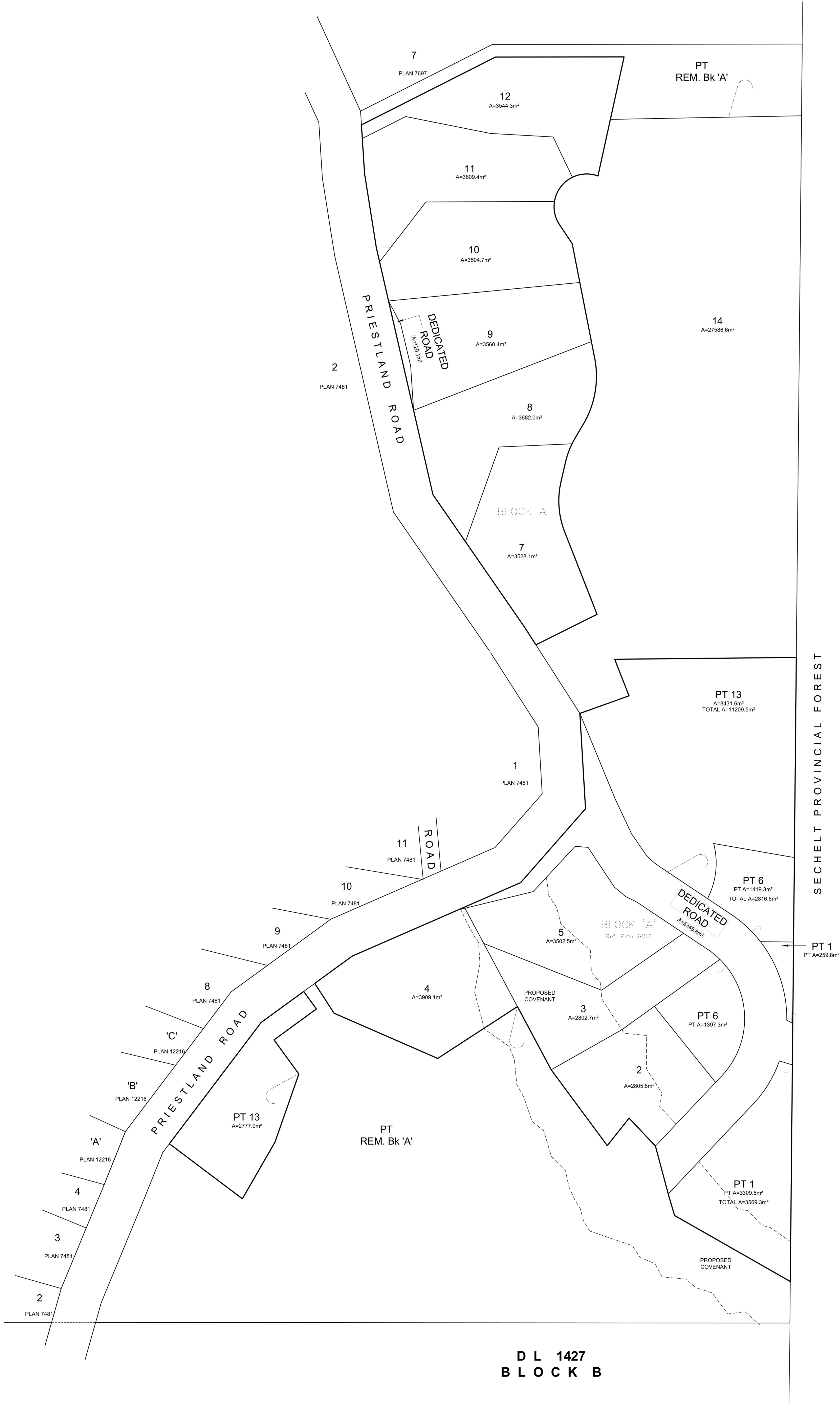
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Schedule A



										client										EGBC PERMIT No. 1001444										COPYRIGHT RESERVED. THIS DRAWING AND DESIGN ARE, AND AT ALL TIMES REMAIN THE EXCLUSIVE PROPERTY OF WEBSTER ENGINEERING LTD. 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DL 1427
BLOCK B

SKETCH OF PROPOSED SUBDIVISION
PLAN OF BLOCK 'A' (REFERENCE PLAN
1657), Gp 1 NWD EXCEPT PORTIONS IN
PLANS 7134, 7360, 7481 AND 7697 DL 1427

SUNSHINE COAST REGIONAL DISTRICT
HALFMOON BAY

CIVIC ADDRESS: NONE
PID: 015-931-901

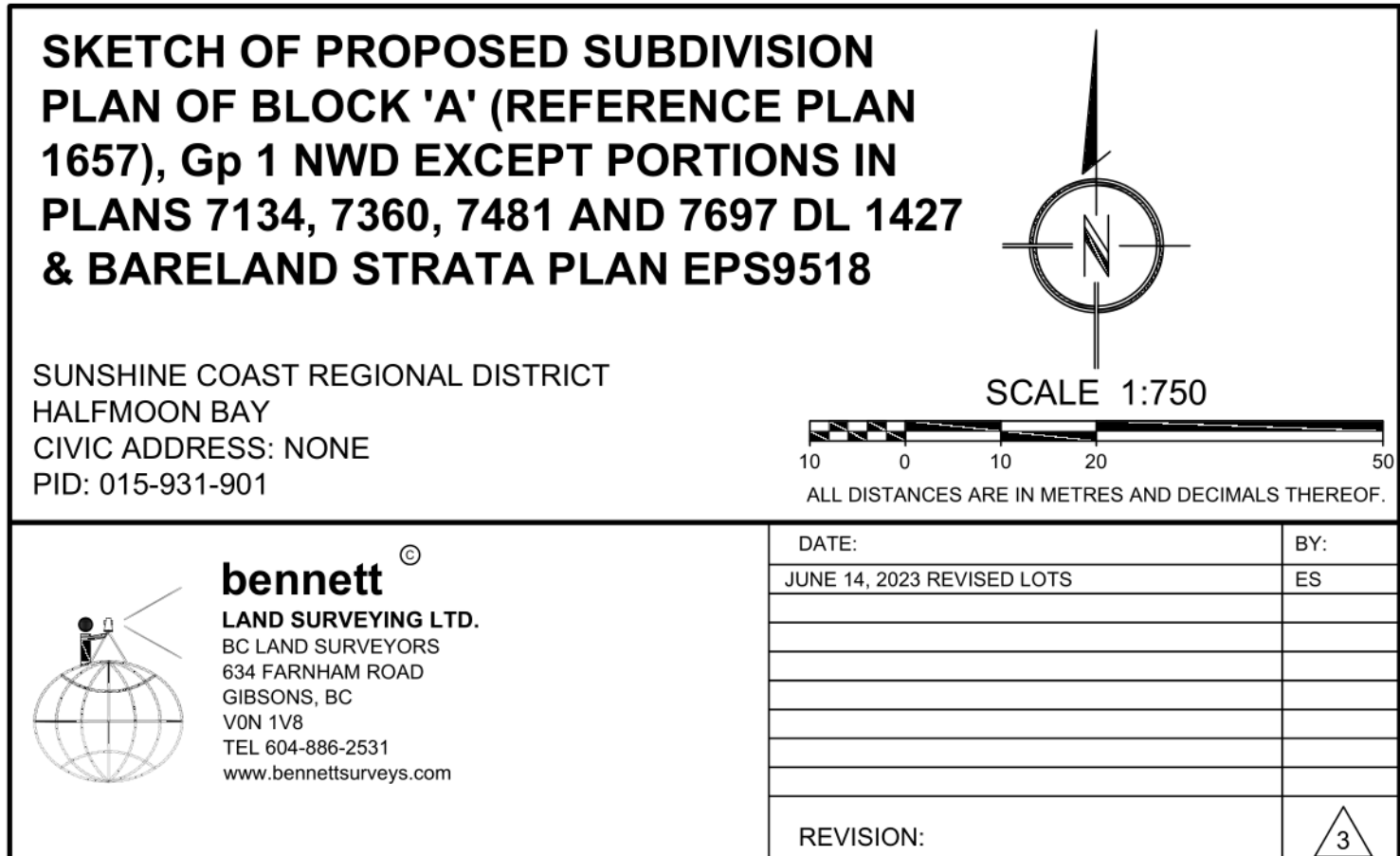
bennett
LAND SURVEYING LTD.
BC LAND SURVEYORS
634 FARNHAM ROAD
GIBSONS, BC
V0N 1V6
TEL 604-886-2631
www.bennettlandsurvey.com

DATE:	JUNE 14, 2023 REVISED LOTS	BY:	ES
	JUNE 15, 2023 REVISED LOTS		ES
REVISION:			

- LEGEND:
- A - DENOTES AREA
 - BDY - DENOTES BOUNDARY
 - PT - DENOTES PART

PROPERTY:
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.
REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.
GENERAL:
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

NOTE:
THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 26 OF THE LOCAL GOVERNMENT ACT, SEE B81317342.
THIS PROPOSED LOTS LAYOUT SHOWN ARE BASED ON DETAILS OR INFORMATION OF SUB-1 SUBDIVISION PLAN (2023-06-07) PDF RECEIVED FROM WEBSTER ENGINEERING LTD., DATED: 2023-06-12.
THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.
ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD.
BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.



NOTE:

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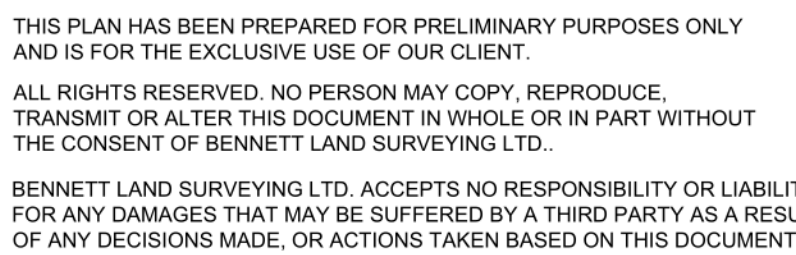
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From: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
To: Chris Humphries (Chris.Humphries@scrd.ca)
Cc: Jonathan Jackson (Jonathan.Jackson@scrd.ca); Julie Clark (Julie.Clark@scrd.ca); Raph Shay (Raph.Shay@scrd.ca); Newton, Brad MOTI:EX (Brad.Newton@gov.bc.ca); Alister Toma
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Lower Mainland District

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Telephone: (236) 468-1920



Applicant File #:
eDAS File #: 2017-04710
Date: Jun/28/2023

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

Attention: Chris Humphries

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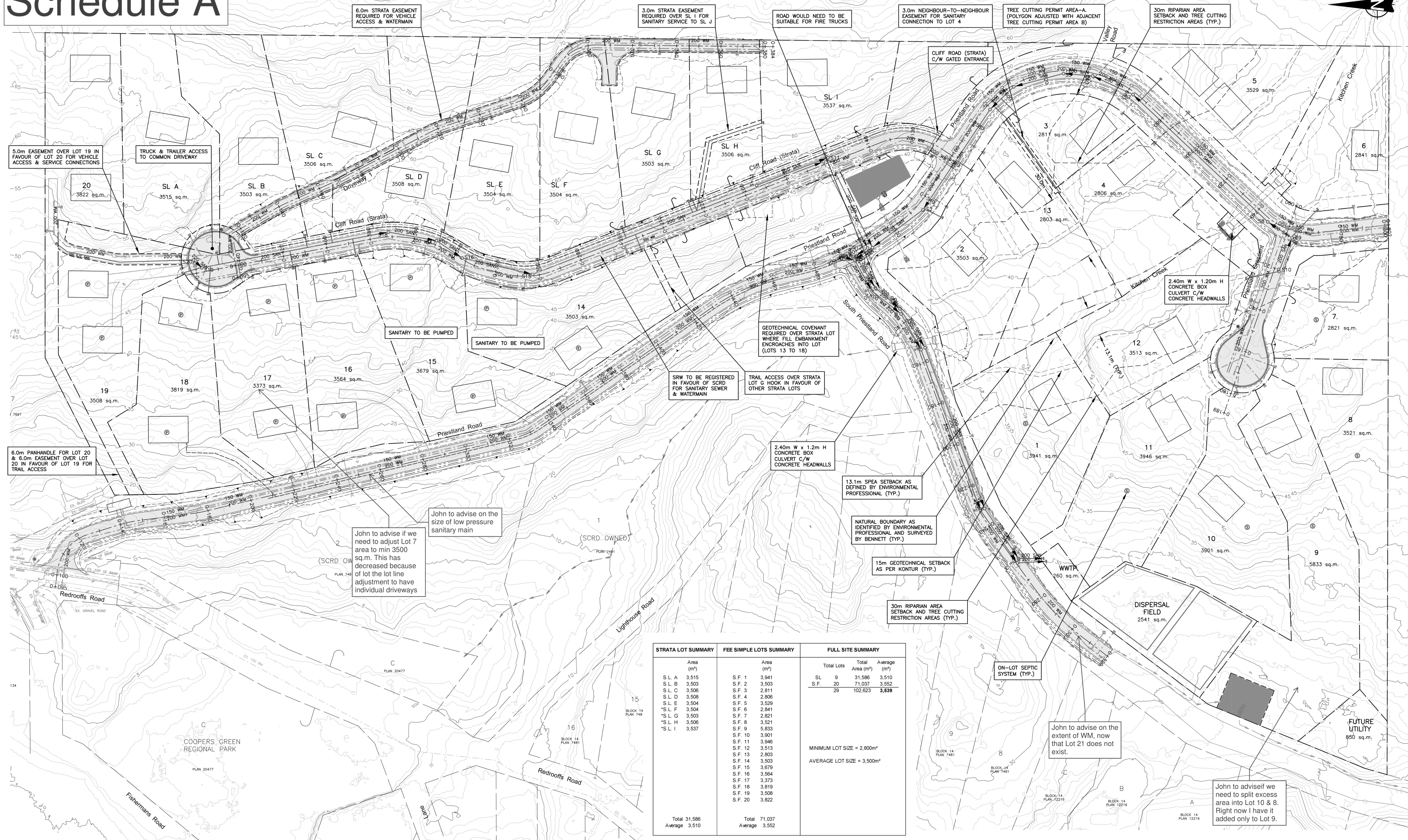
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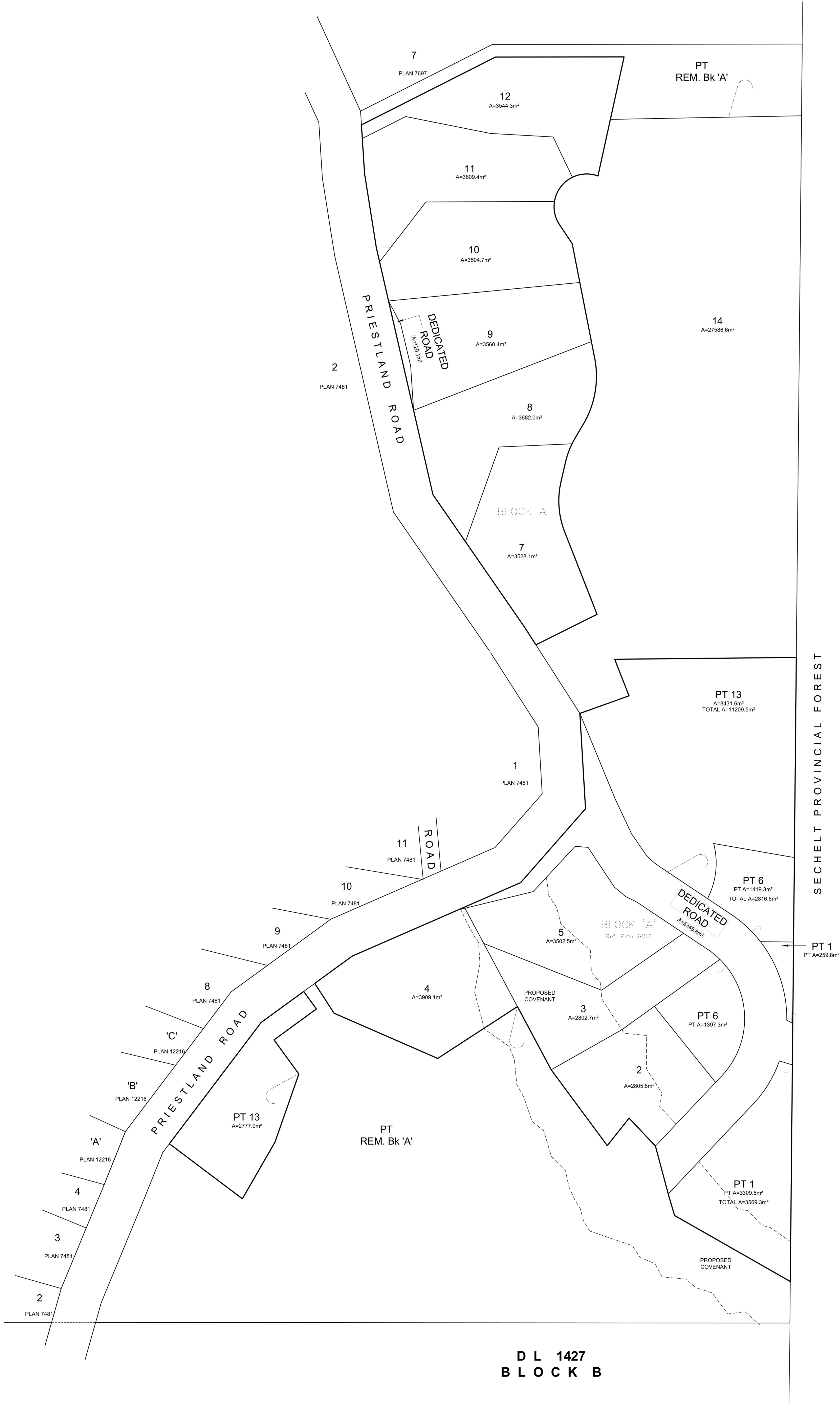
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Schedule A



				client		COVE BAY DEVELOPMENTS INC.		 STEEP ROCKY TERRAIN SPECIALISTS WEBSTER ENGINEERING LTD LAND DEVELOPMENT CONSULTANTS 212-828 HARBORBOURSE DRIVE, NORTH VANCOUVER, B.C. V7P 3R9 604-983-0458		EGBC PERMIT No. 1001444		COPYRIGHT RESERVED. THIS DRAWING AND DESIGN ARE, AND AT ALL TIMES REMAIN THE EXCLUSIVE PROPERTY OF WEBSTER ENGINEERING LTD. AND CANNOT BE USED, REPRODUCED OR DISTRIBUTED WITHOUT WRITTEN CONSENT. © 2021 WEBSTER ENGINEERING LTD.		approved	designed by J.A.T.	title		scales hor: 1:750 vert: -										
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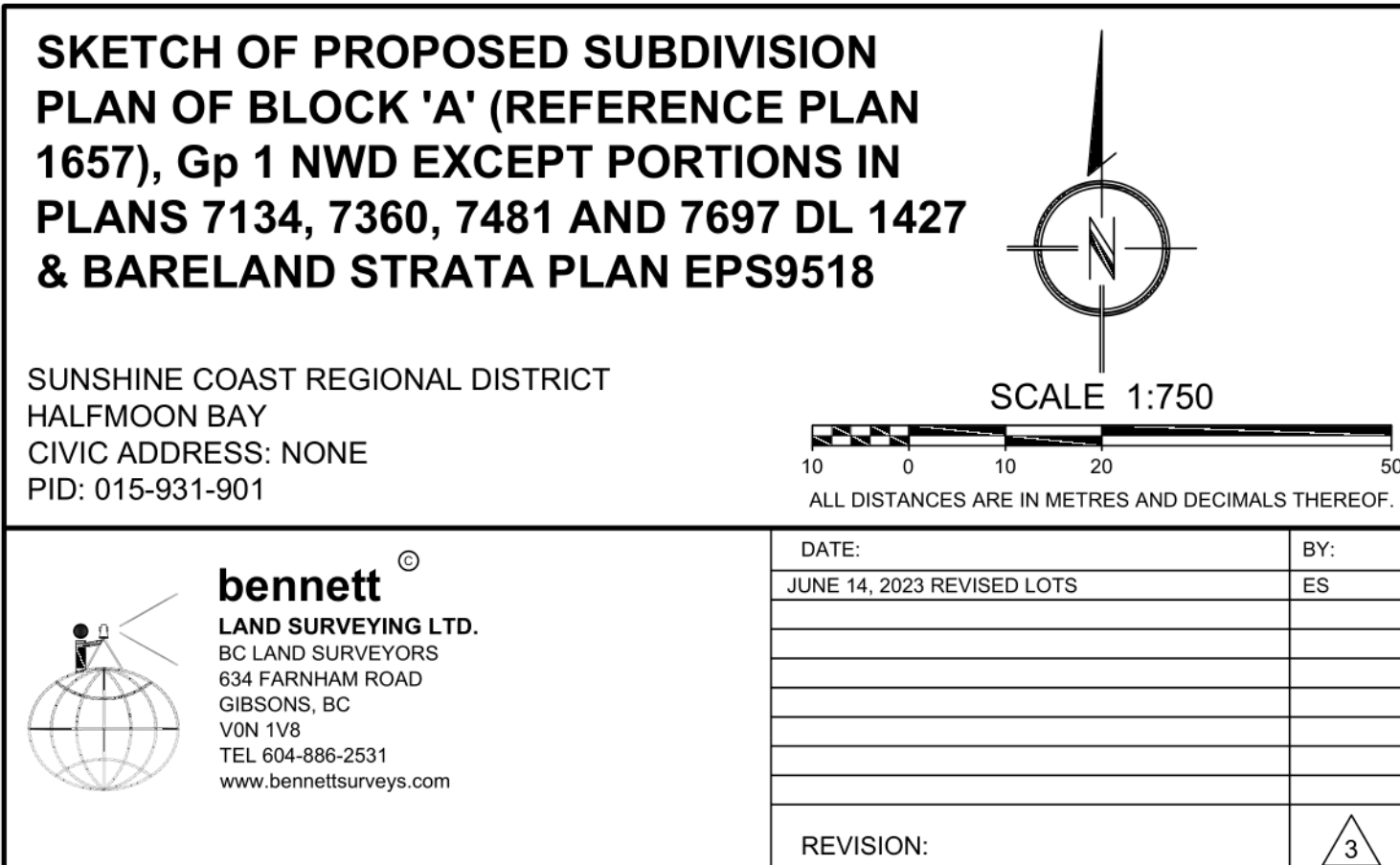
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DATE:	JUNE 14, 2023 REVISED LOTS	BY:	ES
	JUNE 15, 2023 REVISED LOTS		ES
REVISION:			

- LEGEND:
- A - DENOTES AREA
 - BDY - DENOTES BOUNDARY
 - PT - DENOTES PART

PROPERTY:
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.
REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.
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THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 26 OF THE LOCAL GOVERNMENT ACT, SEE BB1317342.

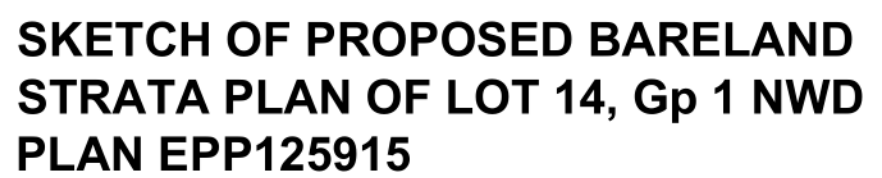
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DATED: 2023-06-12

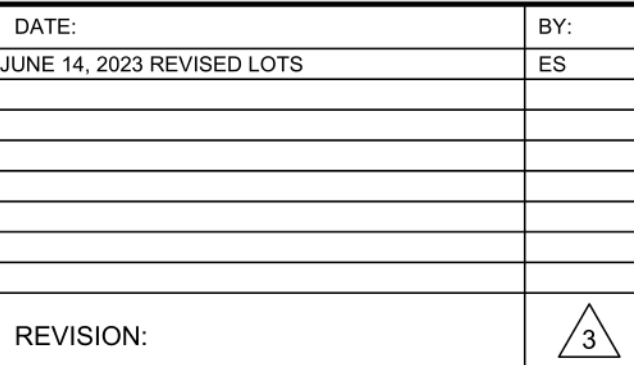
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DATED: 2023-06-12

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From: Alister Toma (s.22)

To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca); Newton, Brad MOTI:EX (Brad.Newton@gov.bc.ca)

Cc: John Tynan (jtynan@webstereng.ca); Stephen Sims (steve@sartorienv.com)

Subject: Priestland Road approval or semi approvals 2017-04710

Sent: 07/12/2023 17:53:42

Attachments: PastedGraphic-4.tiff

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good morning Jeff and Brad

I hope this message finds you well. I wanted to double check the info below with you, our biologist handling the RAPR application has been told that you may have an issue with the upper Priestland Crossing, is that correct or is the info not being passed on correctly?

Regards,
Alister

Alister Toma

Director
Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

Begin forwarded message:

From: Stephen Sims <steve@sartorienv.com>

Subject: Re: RAPR Review Comments (July 11, 2023)

Date: July 12, 2023 at 8:53:47 AM PDT

To: Alister Toma s.22 >

Cc: John Tynan <jtynan@webstereng.ca>, James Carmichael

Morning,

The folks I spoke to yesterday said that the second crossing of Kitchen Creek (upper Priestland) was an issue for MOTI and SCRD. I do not know if this is accurate as I am not in their ongoing conversations - it was just conveyed to me. If it is not an issue, and the PLA accepts the road and crossing (alignment, width, crossing type, etc) in principal, the RAPR team said they would review an updated RAPR submission at that point in time.

--

Stephen Sims, RPBio

Senior Biologist, Director

o: 604-987-5588 | m: 604-319-6078

On Tue, Jul 11, 2023 at 6:25 PM Alister Toma ↩.22

wrote:

Yes the approving officer Jeoff Moore. He said he wants this approved and it's high on his priority list to get this pla amendment finalized and issued. I haven't heard from their engineering people if there's any concern either. What's the issue is there an issue?

Alister Toma

Director
Halfmoon Waterfront Properties inc

Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: +1 ↩.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jul 11, 2023, at 5:20 PM, Stephen Sims (Sartori) <steve@sartorienv.com> wrote:

?He being the MOTI rep, correct?

Does the PLA approve in principal the road crossing locations?

-

Stephen Sims, RPBio
Senior Biologist, Director
Sartori Environmental Inc.

On Jul 11, 2023, at 5:00 PM, Alister Toma <s.22 > wrote:

?He gave them 30 days to get back to him which is now 2 weeks from now. So he's weeks away

Alister Toma

Director
Halfmoon Waterfront Properties inc

Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jul 11, 2023, at 4:46 PM, Stephen Sims (Sartori) <s.22 > wrote:

?I called him and told him what the province's RAPR review team said. He said that SCRD is currently providing comments on a package sent from MOTI.

Is an amended PLA weeks or months away, in your opinion?

-

Stephen Sims, RPBio
Senior Biologist, Director
Sartori Environmental Inc.

On Jul 11, 2023, at 4:26 PM, Alister Toma <s.22

wrote:

?I don't understand MOTI is about to issue an amended pla and awaiting scrd and vch comments on the 3 part phasing. Why don't you call your friend Chris Humphries ask him about his thoughts on the upper crossing ?

Alister Toma

Director
Halfmoon Waterfront Properties inc

Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jul 11, 2023, at 7:59 PM, Stephen Sims <steve@sartorienv.com>
wrote:

?

Alister/John,

I had a long discussion with folks from the RAPR team and in general, it does not appear to be our assessment/determination of the SPEA or SPEA protection measures that is the current "show stopper" for RAPR acceptance.

The provincial RAPR team would only like to see a revised RAPR submission that comes along with written confirmation that SCRD and MOTI supports the Upper Priestland Road alignment and design. The team indicated that they have been and remain in contact with SCRD & MOTI, and the very acceptance of this upper stream crossing is in question.

Now, I do not know if this has been conveyed in a black and white manner by MOTI or SCRD, however I would strongly recommend that the answer to this question be understood.

What is the status of the current PLA?

Alister - I am available to discuss, but I do kindly request that you read/digest what I have written, and then call.

--

Stephen Sims, RPBio

Senior Biologist, Director

o: 604-987-5588 | m: 604-319-6078

From: Alister Toma^{s.22}

To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca); Newton, Brad MOTI:EX (Brad.Newton@gov.bc.ca)

Cc: John Tynan (jtynan@webstereng.ca)

Subject: Fwd: Automatic reply: Priestland Road approval or semi approvals 2017-04710

Sent: 07/12/2023 18:03:32

Attachments: PastedGraphic-4.tiff

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Brad

I just noticed your email and wanted to inquire about the progress regarding the review of our roads. We have eagerly been awaiting the commencement of work on Priestland, and it appears that there might be further delays. This ongoing situation has been quite burdensome for us, and it feels as though there is no end in sight.

Could you kindly provide an update on the status of the review process? We are keen to understand the reasons for the extended timeline and any measures being taken to expedite the work.

Thank you for your attention to this matter, and I appreciate your prompt response.
Best regards,

Alister Toma

Director
Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: ^{s.22}

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

Begin forwarded message:

From: "Newton, Brad MOTI:EX" <Brad.Newton@gov.bc.ca>

Subject: Automatic reply: Priestland Road approval or semi approvals 2017-04710

Date: July 12, 2023 at 10:54:10 AM PDT

To: Alister Toma <^{s.22}>

Thank you for your email. I wanted to inform you that as of ^{s.22} I will be leaving my position as Development Officer at the Ministry of Transportation and Infrastructure.

I want to express my gratitude for the opportunity to work with you and contribute to your projects during my time here. Thank you for your support, cooperation, and professional relationship. It has been a pleasure working with you, and I hope our paths cross again in the future.

Kind regards,

Brad Newton
Acting Senior Development Officer
Ministry of Transportation and Infrastructure
Howe Sound & Sunshine Coast
310 -1500 Woolridge Street
Coquitlam, BC, V3K 0B8
Office: (604)-398-4716

Highway Permits & Approvals<<https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/permits/works/setbacks-encroachments>> - Subdivision Guidebook<https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/subdividing-land/rural_subdivision_guide.pdf> - Works Notification Form/H1080<<https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649>> - Utility Policy Manual<https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/highway-permits/utility_policy_manual.pdf> - Rural Subdivisions & Development<<https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/land-use-regulation/subdividing-land/subdividing>> - Filming<<https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/permits/events/filming-on-bc-highways>>

From: Alister Toma^{s.22}

To: Newton, Brad MOTI:EX (Brad.Newton@gov.bc.ca)

Cc: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca); John Tynan (jtyan@webstereng.ca);

Development Services LMD TRAN:EX (Development.Services.LMD@gov.bc.ca)

Subject: Re: Priestland Road approval or semi approvals 2017-04710

Sent: 07/13/2023 23:45:25

Attachments: image001.png, image002.png

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi brad

Thanks for your response. Webster Engineering will be sending latest drawing package on Monday I believe. Will make sure it goes to development.services.lmd@gov.bc.ca

Thanks in advance for your support and collaboration

Alister Toma

Director
Halfmoon Waterfront Properties inc

Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: +1^{s.22}

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jul 13, 2023, at 4:41 PM, Newton, Brad MOTI:EX <Brad.Newton@gov.bc.ca> wrote:

?

Good afternoon Alister,

To ensure the review moves and quickly and seamlessly as possible, could you please send me your most recently updated Design Criteria Sheet (DCS) and Highway Plans? Due to the

amount of changes that have taken place with planning, I would like to ensure that the plans being reviewed are the most recently updated ones.

Please note, I will be leaving the Ministry as of ^{s.22} Please respond via development.services.lmd@gov.bc.ca for any future responses or inquiries.

Regards,

Brad Newton

Acting Senior Development Officer

Ministry of Transportation and Infrastructure

Howe Sound & Sunshine Coast

310 -1500 Woolridge Street

Coquitlam, BC, V3K 0B8

Office: (604)-398-4716

Highway Permits & Approvals - Subdivision Guidebook - Works Notification Form/H1080 - Utility Policy Manual - Rural Subdivisions & Development - Filming

Our Development Services team is currently facing significant challenges in meeting the demands of our workload due to ongoing staffing challenges. Please be assured that our team is doing everything we can to handle your request as soon as possible. We appreciate your continued patience and understanding.

Please quote your MoTI File # on all correspondence if applicable

From: Alister Toma <^{s.22}>

Sent: Monday, June 26, 2023 3:11 PM

To: Newton, Brad MOTI:EX <Brad.Newton@gov.bc.ca>

Cc: Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca>; John Tynan <jtynan@webstereng.ca>

Subject: Re: Priestland Road approval or semi approvals 2017-04710

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Brad,

it's been over six weeks since I last heard from you regarding the progress of our approval for the Priestland Road project. I sent you the updated drawings in early May. This delay is causing a lot of hardship and confusion for all parties involved. It's frustrating to see that despite the Premier and BC's Minister of Housing pushing for fast-tracked approvals, the process still seems to be taking forever. This is a complete waste of time and resources. Its no wonder there is a housing crisis, nobody in charge seems to want to approve anything

Alister Toma

Director
Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: +s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On May 18, 2023, at 2:52 AM, Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca> wrote:

Alister,

Questions regarding Jeffs outstanding concerns must be forwarded to Jeff. Once Jeff is satisfied that his concerns have been addressed, he will inform me of it. You will need to confirm with Jeff that he does not have any outstanding concerns before proceeding with your application with MoTI.

Our staff are extremely burdened with staffing challenges and our capacity to respond to all correspondence is extremely limited. We will not respond further regarding this topic until it has been addressed with the Provincial Approving Officer.

Regards,

Brad Newton

Acting Senior Development Officer

Ministry of Transportation and Infrastructure

Howe Sound & Sunshine Coast

310 -1500 Woolridge Street

Coquitlam, BC, V3K 0B8

Office: (604)-398-4716

<image001.png>

[Highway Permits & Approvals - Subdivision Guidebook](https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649) - HYPERLINK
"https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649" Works
- [Subdivisions & Development](#)Rural Subdivisions & Development

Our Development Services team is currently facing significant challenges in meeting the demands of our workload due to reduced staffing and resources. Please be assured that our team doing everything we can to handle your request as soon as possible and we appreciate your patience and understanding.

Please quote your MoTI File # on all correspondence if applicable

From: Alister Toma ^{s.22}

Sent: Wednesday, May 17, 2023 4:43 PM

To: Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca>

Cc: Moore, Jeffrey TRAN:EX <Jeffrey.Moore@gov.bc.ca>; John Tynan <jtynan@webstereng.ca>

Subject: Re: Priestland Road approval or semi approvals 2017-04710

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Im confused the email I sent does address the concerns. The concurs are types and my responses are underneath each one so Im not sure what is the hold up and Ive called Jeff a few times to try to find out what is the issue and haven't been able to reach him; Id appreciate a response letting know what is outstanding

On May 17, 2023, at 4:34 PM, Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca> wrote:

Alister,

The email you sent me is a response to Jeff and not a confirmation that all concerns and comments have been addressed. You may follow up with me once Jeff has confirmed that all his concerns and comments have been addressed.

Regards,

Brad Newton

Acting Senior Development Officer

Ministry of Transportation and Infrastructure

Howe Sound & Sunshine Coast

310 -1500 Woolridge Street

Coquitlam, BC, V3K 0B8

Office: (604)-398-4716

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Highway Permits & Approvals - Subdivision Guidebook - HYPERLINK
"https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649"<span style="font-
size:9.0pt;font-family:"Century Gothic",sans-serif">Works
- Subdivisions & DevelopmentRural Subdivisions &
Development

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Please quote your MoTI File # on all correspondence if applicable

From: Alister Toma s.22

Sent: Wednesday, May 17, 2023 4:31 PM

To: Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca>

Cc: Moore, Jeffrey TRAN:EX <Jeffrey.Moore@gov.bc.ca>; John Tynan
<jtynan@webstereng.ca>

Subject: Re: Priestland Road approval or semi approvals 2017-04710

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Brad I just forwarded you and Jeff my comprehensive response that I sent on May 10th please confirm receipt

On May 17, 2023, at 4:26 PM, Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca> wrote:

Good afternoon Alister,

I just talked with Jeff and he is still awaiting for comprehensive response from you. Please refer to the previous email(s) that Jeff has sent you.

Regards,

Brad Newton

Acting Senior Development Officer

Ministry of Transportation and Infrastructure

Howe Sound & Sunshine Coast

310 -1500 Woolridge Street

Coquitlam, BC, V3K 0B8

Office: (604)-398-4716

<image001.png>

Highway Permits & Approvals - Subdivision Guidebook - HYPERLINK
"https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649"Works
- Subdivisions & DevelopmentRural Subdivisions & Development

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Please quote your MoTI File # on all correspondence if applicable

s.22
From: Alister Toma <
Sent: Wednesday, May 17, 2023 4:23 PM
To: Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca>
Cc: Moore, Jeffrey TRAN:EX <Jeffrey.Moore@gov.bc.ca>; John Tynan
<jtynan@webstereng.ca>
Subject: Re: Priestland Road approval or semi approvals 2017-04710

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Brad

I answered Jeff Moore more than a week ago; Jeff can you confirm receipt? What are we waiting on? Please advise

On May 17, 2023, at 4:21 PM, Newton, Brad TRAN:EX
<Brad.Newton@gov.bc.ca> wrote:

Good afternoon Alister,

My understanding is you are still working out crucial details with The Provincial Approving Officer Jeff Moore. You will need to satisfy all of his comments and concerns before proceeding, as they all pertain to your application with MoTI.

Regards,

Brad Newton

Acting Senior Development Officer

Ministry of Transportation and Infrastructure

Howe Sound & Sunshine Coast

310 -1500 Woolridge Street

Coquitlam, BC, V3K 0B8

Office: (604)-398-4716

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"https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649"<span style="font-
size:9.0pt;font-family:"Century Gothic",sans-serif">Works
- Subdivisions & DevelopmentRural Subdivisions &
Development

Our Development Services team is currently facing significant challenges in meeting the demands of our workload due to reduced staffing and resources. Please be assured that our team doing everything we can to handle your request as soon as possible and we appreciate your patience and understanding.

Please quote your MoTI File # on all correspondence if applicable

From: Alister Toma^{s.22}
Sent: Wednesday, May 17, 2023 3:16 PM
To: Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca>
Subject: Re: Priestland Road approval or semi approvals 2017-04710

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi bead what's the update with the application?

Begin forwarded message:

From: "Newton, Brad TRAN:EX" <Brad.Newton@gov.bc.ca>

Subject: RE: Priestland Road approval or semi approvals 2017-04710

Date: April 14, 2023 at 4:24:09 PM PDT

To: Alister Toma <s.22>

Good afternoon Alister,

As per my previous email, our team is currently facing significant challenges in meeting the demands of our workload, and we are finding it difficult to maintain the level of productivity required due to limited staffing resources. Please be assured that we are doing everything we can to handle your request as soon as possible. We apologize for any inconvenience this may cause and appreciate your patience and understanding during this busy period.

Rest assured that we are actively reviewing your submissions and I will provide you a comprehensive response as soon as I have one. It would be in your interest to ensure your plans are finalized and all outstanding concerns with The Provincial Approving Officer are resolved, as potential issues could mean having to re-submit updated documents to me if this step is not rectified first.

To ensure that your review goes as quickly and smoothly as possible, I would suggest reviewing and confirming exactly what documentation and details is still outstanding with MoTI Development services outlined by Kattia previously and ensuring the submitted documentation is up to date and correct so minimize back-and-forth correspondence resulting from incomplete or incorrect submissions.

Regards,

Brad Newton

Acting Senior Development Officer

Ministry of Transportation and Infrastructure

Howe Sound & Sunshine Coast

310 -1500 Woolridge Street

Coquitlam, BC, V3K 0B8

Office: (604)-398-4716

<image001.png>

Highway Permits & Approvals? -? Subdivision Guidebook? -
HYPERLINK

"https://www.th.gov.bc.ca/forms/getForm.aspx?formId=649"Works
- Subdivisions & DevelopmentRural Subdivisions & Development

Please quote your MoTI File # on all correspondence if applicable

From: Alister Toma <s.22

Sent: Thursday, April 13, 2023 9:41 AM

To: Newton, Brad TRAN:EX <Brad.Newton@gov.bc.ca>

Subject: Priestland Road approval or semi approvals 2017-04710

**[EXTERNAL] This email came from an external source.
Only open attachments or links that you are expecting
from a known sender.**

?Hi Brad I haven't heard from you. Your phone always goes to voicemail, and I can't get any response on email. I'm beginning to think my whole project will be doomed because no one is working on it which is a disaster

Alister Toma

Director

Halfmoon Waterfront Properties inc

Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: +^{s.22}

IG: @bayviewhills

Suite 710, 939 Homer st

Vancouver BC V6B2W6

From: Alister Toma §.22

To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)

Cc: John Tynan (jtynan@webstereng.ca); Stephen Sims (steve@sartorienv.com)

Subject: Re: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

Sent: 07/25/2023 18:46:27

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Jeff

Just following on this; I recall you gave VCH and SCRD 30 days to get back to you on the below, does that mean we should be getting an amended PLA this Friday? We need the amended PLA to give it to the RAPR team to satisfy this condition of the RAPR

Alister

On Jun 28, 2023, at 3:01 PM, Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca> wrote:

Good morning, Chris,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, ASCT
Provincial Approving Officer
BC Ministry of Transportation and Infrastructure
Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8
Telephone: (236) 468-1920

<2017-04710 SCRD Referral.pdf>

From: s.22

To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)

Cc: John Tynan (jtynan@webstereng.ca)

Subject: Re: SCRD and VCH Feedback re the amended PLA

Sent: 07/27/2023 02:12:41

Attachments: PastedGraphic-4.tiff

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Jeff

Can you please give us an update about the amended PLA and if it will be issued this Friday or early next week ...

Alister

Alister Toma

Director

Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

From: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
To: s.22
Cc: John Tynan (jtynan@webstereng.ca); Development Services LMD TRAN:EX (Development.Services.LMD@gov.bc.ca)
Subject: RE: SCRD and VCH Feedback re the amended PLA
Sent: 07/27/2023 16:35:26
Attachments: image001.png
Message Body:

Hello Alister,

We have not yet received replies from the SCRD and the VCHA. While we request that agencies reply within 30 days, they may require a longer time to complete their review. Where a reply has not been received, a reminder is sent. As the information coming from these two agencies is important for confirming the viability of the proposal, consideration of a PLR cannot occur until their replies have been received. I note that they have been requested to provide a copy of their response to you when it is submitted to MOTI.

With Brad's departure and ongoing efforts to fill the vacant Senior Development Officer position for the Sunshine Coast, your applicant has been assigned to MOTI's Housing group. Staff there will be reviewing the information from the SCRD and the VCHA when it is submitted and will make recommendations to me regarding the PLR for my consideration.

Any additional information that you wish the Housing group to include in your file should be submitted to Development.Services.LMD@gov.bc.ca.

Thanks.

Jeffrey Moore, ASCT

Provincial Approving Officer

BC Ministry of Transportation and Infrastructure

Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8

Telephone: (236) 468-1920

From: Alister Toma <s.22>
Sent: Wednesday, July 26, 2023 7:13 PM
To: Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca>

Cc: John Tynan <jtynan@webstereng.ca>

Subject: Re: SCRD and VCH Feedback re the amended PLA

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Jeff

Can you please give us an update about the amended PLA and if it will be issued this Friday or early next week ...

Alister

Alister Toma

Director
Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: +s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

From: Alister Toma^{s.22}

To: Jonathan Jackson (Jonathan.Jackson@scrd.ca); Chris Humphries (Chris.Humphries@scrd.ca)

Cc: Julie Clark (Julie.Clark@scrd.ca); Raph Shay (Raph.Shay@scrd.ca); John Tynan (jtynan@webstereng.ca); Stephen Sims (steve@sartorienv.com); Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)

Subject: Re: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

Sent: 07/28/2023 18:05:43

Attachments: PastedGraphic-7.tiff

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Dear SCRD Staff,

I hope this message finds you well. I am writing to follow up on Mr. Jeff Moore's email from last month concerning the referral for the revised subdivision. According to the timeline, today was the scheduled day to receive your response. Thus, I am sending this gentle reminder, hoping that there are no foreseeable issues with the referral.

I look forward to hearing from you soon and appreciate your attention to this matter.
Thank you,

Alister

Alister Toma

Operations Director
Cove Bay Developments

W: www.covebay.ca

T: s.22

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jun 28, 2023, at 3:01 PM, Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca> wrote:

Good morning, Chris,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, AScT
Provincial Approving Officer
BC Ministry of Transportation and Infrastructure
Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8
Telephone: (236) 468-1920

<2017-04710 SCRD Referral.pdf>

From: Molder, Darren [VCH] (Darren.Molder@vch.ca)
To: Alister Toma <s.22>
Cc: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca); John Tynan (jtynan@webstereng.ca)
Subject: RE: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.
Sent: 07/28/2023 20:12:31
Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Jeffrey ;

I will have VCH referral response to you next week.

Summer demand work has been pretty busy intense here...

Darren Molder

Senior Environmental Health Officer & Drinking Water Officer

Vancouver Coastal Health - Coastal Rural

office 604 885 8711

e-mail darren.molder@vch.ca

The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

From: Alister Toma <s.22>
Sent: Friday, July 28, 2023 10:57 AM
To: Molder, Darren [VCH] <Darren.Molder@vch.ca>
Cc: Jeff Jeffrey Moore <Jeffrey.Moore@gov.bc.ca>; John Tynan <jtynan@webstereng.ca>
Subject: Re: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

EXTERNAL SENDER. If you suspect this message is malicious, please forward to spam@phsa.ca and **do not** open attachments or click on links.

Good morning Darren

Just following up on this email from Jeff. I note the response to the Referral is due today so this is a gentle reminder and as we re anxiously waiting the updated PLR

Thanks in advance for your collaboration

Alister

On Jun 28, 2023, at 3:01 PM, Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca> wrote:

Good morning, Darren,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, ASCT

Provincial Approving Officer

BC Ministry of Transportation and Infrastructure

Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8

Telephone: (236) 468-1920

<2017-04710 VCHA Referral.pdf>

From: Jonathan Jackson (Jonathan.Jackson@scrd.ca)
To: Alister Toma (s.22 . Chris.Humphries@scrd.ca)
Cc: Julie Clark (Julie.Clark@scrd.ca); Raph Shay (Raph.Shay@scrd.ca); John Tynan (jtyan@webstereng.ca); Stephen Sims (steve@sartorienv.com); Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
Subject: RE: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.
Sent: 07/28/2023 20:44:48
Attachments: image001.png
Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Alister,

Thank-you for your email. Indeed, your SCRD file manager, Chris H. has provided me a Draft Requirements Letter for my review. I will be looking at that this afternoon with the intent of having our response back to MOTI either today or Monday.

Thank-you,

Jonathan Jackson, Manager, Planning & Development

Sunshine Coast Regional District

1975 Field Road, Sechelt, BC V0N 3A1

Phone: 604-885-6814

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Visit us: www.scrd.ca

Stay informed and get involved at www.scrd.ca/letstalk

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The Sunshine Coast Regional District is located on the territories of the shíshálh and Skwxwú7mesh Nations

From: Alister Toma <^{s.22}>
Sent: Friday, July 28, 2023 11:06 AM
To: Jonathan Jackson <Jonathan.Jackson@scrd.ca>; Chris Humphries <Chris.Humphries@scrd.ca>
Cc: Julie Clark <Julie.Clark@scrd.ca>; Raph Shay <Raph.Shay@scrd.ca>; John Tynan <jtynan@webstereng.ca>; Stephen Sims <steve@sartorienv.com>; Jeff Jeffrey Moore <Jeffrey.Moore@gov.bc.ca>
Subject: Re: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

External Message

Dear SCRD Staff,

I hope this message finds you well. I am writing to follow up on Mr. Jeff Moore's email from last month concerning the referral for the revised subdivision. According to the timeline, today was the scheduled day to receive your response. Thus, I am sending this gentle reminder, hoping that there are no foreseeable issues with the referral.

I look forward to hearing from you soon and appreciate your attention to this matter.

Thank you,

Alister

Alister Toma

Operations Director
Cove Bay Developments

W: www.covebay.ca

T: +s.22

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jun 28, 2023, at 3:01 PM, Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca> wrote:

Good morning, Chris,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, AScT

Provincial Approving Officer

BC Ministry of Transportation and Infrastructure

Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8

Telephone: (236) 468-1920

From: Alister Toma (s.22)
To: Jonathan Jackson (Jonathan.Jackson@scrd.ca)
Cc: Chris Humphries (Chris.Humphries@scrd.ca); Julie Clark (Julie.Clark@scrd.ca); Raph Shay (Raph.Shay@scrd.ca); John Tynan (jtynan@webstereng.ca); Stephen Sims (steve@sartorienv.com); Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca); Shane Walkey (Shane.Walkey@scrd.ca); Matt O'Rourke (Matt.ORourke@scrd.ca)
Subject: Re: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.
Sent: 07/28/2023 21:38:33
Attachments: PastedGraphic-4.tiff
Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Dear Jonathan,

Thank you for your quick response.

I'm happy to share some positive updates with you: John has successfully completed all the engineering drawings for the development, incorporating all of SCRD's comments and concerns. Even more exciting news: we have reached an agreement with the current owners of Parcel B, which is adjacent to Parcel A. The agreement allows us to build and install the proposed reservoir on Lot B. This reservoir will serve both Lot A's fire water and potable water requirements while meeting the minimum pressure standards. I believe this will greatly satisfy the water department at SCRD, as it eliminates the need for a temporary pump station and any complicated sprinkler covenants. With this progress, I am hopeful that we will soon receive our written development permit approval and the green light from MOTI and SCRD to move forward with constructing this project.

Thank you once again for your prompt attention to this matter.

Alister

Alister Toma

Director
Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jul 28, 2023, at 4:44 PM, Jonathan Jackson <Jonathan.Jackson@scrd.ca> wrote:

Hi Alister,

Thank-you for your email. Indeed, your SCRD file manager, Chris H. has provided me a Draft Requirements Letter for my review. I will be looking at that this afternoon with the intent of having our response back to MOTI either today or Monday.

Thank-you,

Jonathan Jackson, Manager, Planning & Development

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1
Phone: 604-885-6814

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The Sunshine Coast Regional District is located on the territories of the shíshálh and Skwxwú7mesh Nations

From: Alister Toma <alister.toma@scrd.ca>

Sent: Friday, July 28, 2023 11:06 AM

To: Jonathan Jackson <Jonathan.Jackson@scrd.ca>; Chris Humphries <Chris.Humphries@scrd.ca>

Cc: Julie Clark <Julie.Clark@scrd.ca>; Raph Shay <Raph.Shay@scrd.ca>; John Tynan <jtynan@webstereng.ca>; Stephen Sims <steve@sartorienv.com>; Jeff Jeffrey Moore <Jeffrey.Moore@gov.bc.ca>

Subject: Re: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

External Message

Dear SCRD Staff,

I hope this message finds you well. I am writing to follow up on Mr. Jeff Moore's email from last month concerning the referral for the revised subdivision. According to the timeline, today was the scheduled day to receive your response. Thus, I am sending this gentle reminder, hoping that there are no foreseeable issues with the referral.

I look forward to hearing from you soon and appreciate your attention to this matter.

Thank you,

Alister

Alister Toma

Operations Director
Cove Bay Developments

<image001.png>

W: www.covebay.ca
T: s.22

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jun 28, 2023, at 3:01 PM, Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca> wrote:

Good morning, Chris,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, ASCT
Provincial Approving Officer
BC Ministry of Transportation and Infrastructure
Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8
Telephone: (236) 468-1920

<2017-04710 SCRD Referral.pdf>

From: Alister Toma s.22

To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)

Cc: John Tynan (jtynan@webstereng.ca); Development Services LMD TRAN:EX (Development.Services.LMD@gov.bc.ca)

Subject: Re: SCRD and VCH Feedback re the amended PLA

Sent: 07/28/2023 23:22:21

Attachments: PastedGraphic-4.tiff

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Jeff,

Thank you for the update. I want to inform you that both SCRD and VCH have responded today, mentioning that they will be sending their responses shortly.

Regarding the approval to work on Priestland Road, do you know who is currently reviewing the drawings? It's crucial for us to obtain approval from MOTI before we can proceed with any earthwork on Priestland Road.

We are planning to submit a comprehensive and final package next week, with the hope that all the concerns will have been addressed. This should pave the way for an approval to commence work on Priestland Road shortly after.

I sincerely appreciate your support and collaboration in this matter.
Thank you in advance.

Alister Toma

Director
Bayview Hills at Halfmoon Bay

W: www.bvhills.com

T: +1.224.888.8888

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

On Jul 27, 2023, at 12:35 PM, Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca> wrote:

Hello Alister,

We have not yet received replies from the SCRD and the VCHA. While we request that agencies reply within 30 days, they may require a longer time to complete their review. Where a reply has not been received, a reminder is sent. As the information coming from these two agencies is important for confirming the viability of the proposal, consideration of a PLR cannot occur until their replies have been received. I note that they have been requested to provide a copy of their response to you when it is submitted to MOTI.

With Brad's departure and ongoing efforts to fill the vacant Senior Development Officer position for the Sunshine Coast, your applicant has been assigned to MOTI's Housing group. Staff there will be reviewing the information from the SCRD and the VCHA when it is submitted and will make recommendations to me regarding the PLR for my consideration.

Any additional information that you wish the Housing group to include in your file should be submitted to Development.Services.LMD@gov.bc.ca.

Thanks.

Jeffrey Moore, AScT
Provincial Approving Officer
BC Ministry of Transportation and Infrastructure
Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8
Telephone: (236) 468-1920

From: Alister Toma <s.22>

Sent: Wednesday, July 26, 2023 7:13 PM

To: Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca>

Cc: John Tynan <jtynan@webstereng.ca>

Subject: Re: SCRD and VCH Feedback re the amended PLA

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Jeff

Can you please give us an update about the amended PLA and if it will be issued this Friday or early next week ...

Alister

Alister Toma

Director
Bayview Hills at Halfmoon Bay

<image001.png>

W: www.bvhills.com

T: +1 s.22

IG: @bayviewhills

Suite 710, 939 Homer st
Vancouver BC V6B2W6

From: Randle, Susan J MOTI:EX (Susan.Randle@gov.bc.ca)
To: Development Services LMD TRAN:EX (Development.Services.LMD@gov.bc.ca)
Cc: Sun, Louis MOTI:EX (Louis.Sun@gov.bc.ca); Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
Subject: 2017-04710 Road Design
Sent: 07/31/2023 17:07:44
Message Body:

Hello,

I have been asked to provide feedback on the design drawings for the above mentioned subdivision.

As a total aside, I note that the three public roads proposed in this design all have similar names, with two roads being identically named (one being 'road' and one being 'close'). Preference is for all roads to have distinct names in order to facilitate emergency services and navigation.

Additional to this, I question why lots with strata road access are accessing to the public road (two via panhandles from a very long distance – why!). There are no Strata Road design drawings included in this package – I understand this is under purview of the PAO. **Jeff** – if you'd like my feedback on the Strata Road design, let me know and I'll be happy to review geometrics on that!

There are a number of design deficiencies in these roads, and I'm going to give some general feedback that applies to the whole design instead of each individual element (because I'd be repeating myself in many cases).

I offer the following feedback:

Design Criteria Sheet:

- We need a separate DCS for each road being constructed.
- DCS is required to use MOTI Functional and Design Classifications.
- Subdivision roads are not Low Volume Roads. Please revise classification.
- MOTI will not accept a 30km/h design speed. Roads may not be arbitrarily posted at a lowered speed than what is established through formal processes at MOTI.
- Approach to a stop sign is not a valid reason for reducing design values below design speed.
- Design vehicle designation should conform with TAC standards. BC Supplement recommends intersections and road designs accommodate, at minimum, an I-BUS. Conformance with this design vehicle should be confirmed.
- It looks like there will be further phases of this subdivision – with a lot of upslope area to be developed in future. This means it's more important that Priestland road operate as a collector, rather than a local. This includes ensuring design elements meet a 50km/h design speed to ensure safety.

Road Design:

- In various places, cut/fill slopes terminate outside of dedicated ROW. In most places, the cut/fill slope is too close to the property line. ROW should be expanded in locations to include top of cut/toe of fill plus 3m (per BC Supplement).
- Utilities need to be checked for conformance with the Utility Policy Manual. Most utilities are within the road, which is undesirable from MOTI's perspective.
- It appears that a stormwater detention pond is draining into the "South Priestland Road" ROW (again, road name needs to be distinct from Priestland Road). This is not acceptable. They need to find a way to discharge directly to the drainages on site.
- Construction notes cite MMCD. MOTI roads are required to be constructed to the Standard Specifications for Highway Construction.
- K values are too small in almost all cases, and do not meet 50km/h design speeds.
- Horizontal curves are too small for design speed. Design should not combine maximum grades with minimum horizontal curves. Grade should be reduced by 1% (from 10%) for each 30m of radius below 150m. Design currently proposed 50m radius curves within a 12% grade. MOTI will not accept this.
- Construction notes on geometric drawings reference SCRD general specifications and the need to meet approval by SCRD. MOTI is the approving authority, and construction must meet MOTI specifications.
- Dimensions for cul-de-sac aren't given. Cul-de-sac must be designed per figure 1420.G of the BC Supplement
- Given horizontal and vertical curves through intersections, sight triangles and sight distances need to be confirmed.
- South Priestland Road terminates with no turnaround... does it connect to a previously constructed stub? If not, the road needs to be constructed all the way to Red Roofs Road, OR a suitable to-standard turnaround needs to be provided.

Feel free to let me know if you'd like to call to discuss!

Susan Randle, P.Eng.

Senior Highway Design Engineer

Ministry of Transportation and Infrastructure

2100 Labieux Road, Nanaimo, BC, V9T 6E9

Phone: 250-734-4805 Email: Susan.Randle@gov.bc.ca

From: Chris Humphries (Chris.Humphries@scrd.ca)
To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
Cc: Jonathan Jackson (Jonathan.Jackson@scrd.ca); Julie Clark (Julie.Clark@scrd.ca); Newton, Brad MOTI:EX (Brad.Newton@gov.bc.ca); Alister Toma s.22) (Alister Toma (s.22); planning-redirected@contact.scrd.ca
Subject: RE: Updated Referral for Subdivision 2017-04710 - Alister Toma, Cove Bay Developments Inc.
Sent: 07/31/2023 21:06:09
Attachments: SD000022 Planning Application Requirements Letter.docx, 2023-July-31 SD000022 Planning Application Requirements Letter (Response to June 28, 2023 MoTI Referral 2017-04710).pdf
Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Jeffrey,

The SCRD Planning Department is providing you with SCRD Conditions in response to a subdivision application re-referral for file 2017-04710, which SCRD received on June 28, 2023. Staff are providing PDF and Word version (attached) of the conditions, the latter to be used by the applicant to document responses to the requirements outlined within. Staff will invite the applicant to provide this document to SCRD Planning once we are confident that the requirements outlined within are resolved or on the path to resolution.

If you have any questions, or require additional information, please let me know.

Thank you,

Chris Humphries, MScPI

Planner II

Sunshine Coast Regional District

1975 Field Road, Sechelt, BC V7Z 0A8

Phone: 604-885-6800

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Visit us:

www.scrd.ca

Stay informed and get involved at www.scrd.ca/letstalk

From: Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca>
Sent: Wednesday, June 28, 2023 12:01 PM
To: Chris Humphries <Chris.Humphries@scrd.ca>
Cc: Jonathan Jackson <Jonathan.Jackson@scrd.ca>; Julie Clark <Julie.Clark@scrd.ca>; Raph Shay <Raph.Shay@scrd.ca>; Newton, Brad MOTI:EX <Brad.Newton@gov.bc.ca>; Alister Tomass.22 <s.22>
Subject: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

External Message

Good morning, Chris,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, ASCT

Provincial Approving Officer

BC Ministry of Transportation and Infrastructure

Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8

Telephone: (236) 468-1920

This message originated outside the SCRD. Please be cautious before opening attachments or following links.



Requirements Letter

July 31, 2023

SCRD File(s): SD000022
REM00018
MoTI File(s): 2017-04710

SENT VIA EMAIL TO: jeffrey.moore@gov.bc.ca
EMAIL Cc TO: s.22

Dear Mr. Moore:

RE: Planning Project Application Requirements Letter – Proposed 29-Lot Subdivision at Priestland Road, PID 015-931-901 (Application # SD000022, 2017-04710)

Staff have completed the formal review of a second submission containing a revised plan for subdivision application SD000022, and comments are summarized in and/or attached to this letter. Comments are based on Ministry of Transportation and Infrastructure (MoTI) referral 2017-04710 from the applicant's revised subdivision proposal, received by SCR D June 28, 2023. The referral package included the following:

- Cover Letter from Jeffrey Moore, dated June 28, 2023
- Subdivision Plans (Webster Engineering) dated April 7, 2021;
- BCLS Survey Plans (Bennett Land Surveying Ltd.) dated June 14, 2023; and
- Project Details Sheet (included in referral package, no date)

The purpose of this Requirements Letter is to provide SCR D requirements to MOTI and the applicant in response to the referral package. SCR D notes that there are several issues with this resubmission, including bylaw non-conformance, parkland dedication requirements, and establishment of Kitchen Creek SPEA that should be resolved to inform subdivision design prior to re-issuance of a Preliminary Layout Review (PLR). To advance this proposal, SCR D requires a complete updated referral package (a single, full resubmission) that addresses the requirements contained in this letter.

Highlights of Key Issues

- A. Conformance with Zoning Bylaw 722 – Section 1.1
- B. Frontage Waiver Requirements – Section 1.2
- C. Development Permit and Site Design Issues –Section 1.3
- D. Parks dedication requirements – Section 2.1
- E. Protection of Adjacent SCR D Park Assets – Section 2.2
- F. SCR D Infrastructure comments cannot be finalized until a proposed subdivision plan is provided meeting all SCR D Zoning Bylaw 722 requirements and addressing Development Permit requirements related to Kitchen Creek SPEA.

Resubmission Requirements

A revised subdivision application referral package is required. A Response Letter is to be included, explaining how each of the items raised in this letter have been addressed. An editable MS Word version of this review letter will be provided for this purpose. An additional copy of the subdivision plan should also be provided, detailing the changes made to address the subject requirements, using red bubbling and callouts to identify changes and new information. Changes to professional reports should similarly be noted in the resubmission response letter with references to associated page numbers and sections. This will help expedite SCRD's review of the resubmission.

Once an amended application package, containing all required information, has been received by the Ministry of Transportation and Infrastructure, it will be redistributed to SCRD for confirmation that the revisions made address the issues and comments noted in this letter. Piecemeal or incomplete application package resubmissions will not be accepted.

Property Information

Property Legal Description:	Block A (Reference Plan 1657), District Lot 1427, Group 1, NWD, Except Portions in Plans 7134, 7360, 7481 and 7697		
Civic Address/ Location:	Priestland Road, PID: 015-931-901		
Electoral Area:	B - Halfmoon Bay	Subdivision District:	D
Land Use Zone:	R2	Minimum Parcel Size:	Minimum 2,800 m ² , with 3,500 m ² average parcel size.
Size of Parent Parcel(s):	10.93 Hectares	Parcels Proposed (incl. remainder):	29
Smallest Parcel Size:	2,803 square metres	Average Parcel Size:	3,538.8 square metres

SCRD Requirements:

1. Planning & Development

1.1. Zoning Bylaw 722 Review

(All noted sections, below, are from Zoning Bylaw 722)

- 1.1.1. Continuous Developable Area Requirements Not Demonstrated:** This parcel is zoned for Subdivision District D, whereas required by Section 4.2.1, a minimum parcel of 2800 m² is required and minimum average parcel size of 3500 m².

Further to Section, 4.2.1, Section 4.3.2 states in cases where a proposed parcel is equal to or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

And further to Section 4.2.1 and Section 4.3.2, Section 4.3.3 states in cases where a proposed parcel is less than 3500 m² (and in this case not less than 2800 m² per Subdivision District D), it shall have a minimum of 1000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

Action Required:

To demonstrate bylaw compliance, the applicant is required to provide:

- i. A copy of all proposed and any existing legal plans (easements, reference plans, rights-of-way, hazard and protection areas [i.e. Streamside Protection and Enhancement Area], etc.) required for this subdivision for review by the SCRD.
- ii. A subdivision plan that clearly displays total parcel area and continuous developable area (in square metres), to demonstrate compliance with the above noted Zoning Bylaw sections for minimum parcel size and continuous developable area. *Staff note establishment of the Streamside Protection and Enhancement Area (SPEA) must first be determined through the Provincial approval of riparian Condition and Impact Assessment and RAPR Report to demonstrate bylaw compliance.*

1.1.2. Hooked Parcels (parcels physically separated by a highway or another legal parcel) are **not permitted** per Section 4.4.1, unless the parcel falls under one of the following exemptions:

- a) Each physically separated portion has an area sufficient to satisfy the minimum and average parcel area requirements of the applicable subdivision district; or
- b) Each non-conforming part of the parcel is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a building or structure or further subdivision.

Action Required:

The proposed Subdivision Plan contains hooked parcels that are not in compliance with Section 4.4.1, as noted above, and the applicant is required to provide the following:

- i. A new submission is required that demonstrates conformance with Section 4.4.1.

1.2. Other Subdivision Requirements

1.2.1. Frontage Waivers per Section 512 of the *Local Government Act (LGA)*.

Section 512 of the *LGA* requires that when a parcel being created by subdivision fronts along a highway, the minimum frontage on the highway must be greater than 10% of the perimeter of the lot that fronts on the highway. It further states that a local government may consider an exemption to this statutory minimum frontage. SCRD's process for consideration of an exemption to this minimum statutory requirement is by means of a Frontage Waiver Application.

Based on the proposed Subdivision Plans, staff have identified several parcels that appear to require consideration of an exemption through a Frontage Waiver Application.

Action Required:

If the applicant wishes to have SCRD consider an exemption to the minimum statutory frontage, the following is required:

- i. A Frontage Waiver Application is required. This application would be presented to SCRD Board for consideration. If an application is made, the applicant is to provide a written rationale for each requested waiver to the minimum statutory frontage, along with a plan clearly identifying parcels subject to proposed frontage waivers and the proposed frontage, expressed in both metres and as a percent of the total parcel perimeter. Staff note the written rationales should speak to how each requested frontage waiver will comprehensively enhance the proposed subdivision layout (i.e. promote riparian enhancements, transportation safety).

1.3. Development Permit Areas

1.3.1. Remediation Pre-Application Process

Staff note this property has been subject to unauthorized land alterations, resulting in the requirements of SCRD's Remedial Pre-Application process, as well as the requirement for Provincial approval of a riparian Condition and Impact Assessment and *RAPR* Report. The outcome of these approval processes will inform ultimate subdivision layout design.

Action Required:

The applicant is required to complete the following:

- i. A Condition and Impact Assessment is required to determine remediation measures for unpermitted land alterations completed within the Riparian Assessment Area on the parcel, to the satisfaction of the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division;
- ii. A Streamside Protection and Enhancement Area (SPEA) must be established by a Qualified Environmental Professional, meeting the requirements of *Riparian Areas Protection Regulation (RAPR)*; and
- iii. A Remedial Pre-Application (REM00018) must be paid for and completed to determine the subdivision's compliance with SCRD DPA 2A and DPA 4 Guidelines, which will inform ultimate subdivision layout.

Staff recognize, some of the above may be in progress, but a comprehensive overview of requirements is provided for clarity.

1.3.2. DPA 2A (Creek Corridor) Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines

DPA 2A applies to all creeks extending 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area.

Action Required:

The applicant is to have their qualified Professional Engineer or Professional Geoscientist prepare a report addressing the following:

- i. Recommendations for the land located within the DPA, based on an analysis of the proposed subdivision, including, but not limited to, implications of future building footprint, septic fields, and land alteration, including tree removal. Given that trees were removed without authorization within this assessment area, the analysis must consider tree replanting in coordination with the Qualified Environmental Professional engaged for analysis of DPA 4.
- ii. Recommendations and hydrologic investigation related to risks of flooding and associated creek processes for the proposed subdivision and/ or land alterations. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.
- iii. Recommendations that ensure the proposed subdivision is safe based on an analysis of the estimated 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.
- iv. Compliance with Engineers and Geoscientists of BC (EGBC) Guidelines.

Staff recognize the applicant has submitted a report intended to address DPA 2A; however, this section has been provided for convenience and to ensure the report is updated to reflect consideration of tree replanting and risk threshold increase to the 200-year return period per EGBC, in coordination with RAPR and recommendations from the applicant's Qualified Environmental Professional.

1.3.3. DPA 4 Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines and *Riparian Areas Protection Regulations (RAPR)*.

DPA 4 requires establishment of a Streamside Protection and Enhancement Area (SPEA) for Kitchen Creek as part of the subdivision and further that the applicant's Qualified Environmental Professional (QEP) determine necessary measures to protect the SPEA both during and after construction, in compliance with RAPR and SCRD's DPA 4.

Staff note that the last time this application was officially referred to SCRD by MoTI for comment, the applicant's previous RAPR Assessment was rejected by the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division. A new QEP has since been retained and established that Kitchen Creek supports fish habitat and is a protected watercourse under RAPR. These updated preliminary comments reflect this new information and the change in required protection measures under DPA4 and RAPR.

Action Required:

The applicant is to complete the Condition and Impact Assessment process, and establish a SPEA acceptable under RAPR, which will collectively help inform revised subdivision layouts and protection, restoration and enhancements plans for Kitchen Creek in compliance with SCRD's DPA 4 guidelines. The guidelines require consideration of the following:

- i. Ensuring that areas of land related to the long-term protection of the Kitchen Creek SPEA must remain free of development;
- ii. Demonstration that specified natural features or areas are proposed to be preserved, protected, restored and enhanced;
- iii. Ensuring that required works are proposed to be constructed to preserve, protect, restore and enhance the Kitchen Creek SPEA or other specified natural features of the environment that contribute to the long-term health of Kitchen Creek;
- iv. Demonstration that protection measures will be followed, including retaining and planting of vegetation to preserve, protect, restore and enhance fish habitat/riparian areas, and to control drainage or erosion or to protect banks; and that
- v. A reference plan be prepared by a BC Land Surveyor, in conjunction with a subdivision plan to delineate the identified SPEA.

Staff note that in consideration of Development Permit approval, key considerations to meet the above noted DPA 4 Guidelines are as follows:

- i. Full restoration of the Kitchen Creek SPEA to pre-land alteration state, including replanting of native trees and vegetation to reflect its original natural biodiversity state;

-
- ii. Removal of invasive species;
 - iii. Replacement and Enhancement of culvert in the existing Priestland road allowance, in compliance with *RAPR* and *WSA* standards, and QEP recommendations;
 - iv. A revised subdivision design that informs protection, restoration and enhancement of Kitchen Creek with no new creek crossings for roadways or other SPEA encroachments proposed;
 - v. Consideration of removal of any existing built structures, barriers or non-native materials within Kitchen Creek or its SPEA, as determined appropriate by a QEP;
 - vi. Consideration of other restorative enhancements that facilitate betterment of fish habitat; and
 - vii. Fencing of the SPEA in compliance with *RAPR* standards.

2. SCRD Parks

2.1. Required Park Dedication under Section 510 of the *Local Government Act* (LGA)

2.1.1. SCRD Parks Department has determined that based on the updated information contained in this application package resubmission, specifically the environmental significance of Kitchen Creek and its surrounding area, statutory 5% parkland dedication will be required at time of subdivision. This parkland dedication will be subject to input from Halfmoon Bay Advisory Planning Commission, and SCRD Board endorsement. This requirement upholds SCRD policies, as follows:

Halfmoon Bay Official Community Plan:

- Policy 13.1: To recognize the need for park opportunities at neighbourhood, community, regional and provincial levels to fulfill the recreational needs of residents and visitors of all ages and abilities.
- Policy 13.4: To enhance public access and use of water resources in a manner that minimizes detrimental effect on the environment and adjacent land uses.
- Policy 13.13: Continue to provide for water-oriented recreation opportunities at Coopers Green Park and expand upland conservation opportunities.

Coopers Green Management Plan:

- Connect Coopers Green Park with the broader trails and recreation network east of the park boundary.

2.1.2. The estimated amount of parkland dedication is 5,463 m² or 1.35 acres, based on 5% of the parent parcel size. The area identified as candidate for parkland dedication includes lands southwest of the Kitchen Creek SPEA, connecting from Priestland Road to the crown parcel immediately east of the subject parcel. The northeast side of Kitchen Creek SPEA may alternatively be considered if trail grades and protection of environmental assets is proven more desirable. It is expected that the width of this linear park dedication along the SPEA will average 25 metres in width, using the entire 5% dedication. In keeping with SCRD's Parks and Recreation Master Plan, 5% parkland dedication acquisitions from subdivision should be suitable for active recreation and not normally include environmentally sensitive or hazard lands. Once the Kitchen Creek SPEA is approved and accepted under *RAPR*, SCRD can work with the applicant to determine the ultimate location and alignment of the linear parkland dedication.

2.2. Protection of Adjacent SCRD Park Assets

2.2.1. SCRD has concern over the portion of Priestland Road abutting SCRD lands forming part of Coopers Green Park, which contain sensitive ecosystems. SCRD anticipates numerous impacts on the property as Priestland Road undergoes road works and potential grading to meet highway standards, as well as ongoing impacts associated with vehicular traffic such as low-lying vehicle pollutants, and runoff from road surfacing. SCRD requests one of two measures be taken by the proponent and Ministry to mitigate impacts of road works and ongoing road usage on adjacent SCRD assets:

- i. **PREFERRED OPTION:** Convert the portion of Priestland Rd abutting SCRD property to a utility's corridor for electrical and water services, restricted to pedestrian and utility vehicle traffic only; or
- ii. Employ current best practices through hard and soft scaping to protect the SCRD amenity space and sensitive ecosystem from impacts of initial road works, water runoff, and ongoing vehicular traffic-related pollutants.

3. Infrastructure Services (Water & Liquid Waste)

3.1. SCRD Water Service

3.1.1. The subject property is located within the SCRD Regional Water Service Area and the SCRD is able to provide water for the proposed development. SCRD Utility Services Division will provide infrastructure related guidance and specifics only after a subdivision plan has been submitted that meets all requirements of Zoning Bylaw 722, any proposed frontage waivers have received approval or been adjusted to comply with Section 512 of the *LGA*, and all site layout issues related to the issuance of a Development Permit (refer to Section 1.3 of this letter) have been resolved.

3.1.2. In the interim, and in accordance with Subdivision Servicing Bylaw No. 320, SCRD Infrastructure can confirm the following preliminary requirements:

- i. The developer is responsible for any water infrastructure upgrades required to support the proposed development;
- ii. Any upgrades to existing or proposed water infrastructure required to support the proposed development is to be as per SCRD standards and approval and made at the developer's expense;
- iii. The developer shall work with the SCRD Utilities department to determine the best and most efficient overall method of upgrading the Halfmoon Bay water system to service the proposed development with final approval by the SCRD; and
- iv. Fire flow and residual pressures will need to be determined for the larger Halfmoon Bay water system to determine the impact of the proposed development. Fire flow credits cannot be considered when determining fire flow as per the FUS guidelines.
- v. Fire Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

3.2. Liquid Waste

3.2.1. Wastewater design must comply with SCRD infrastructure and planning regulations, as well as VCH and RAPR regulations.

4. Protective Services

4.1. Fire Services

4.1.1. Road Design

New roads must meet or exceed current best practices in road design for the movement of fire apparatuses, such as those recommended by the National Fire Protection Association. Currently, fire apparatuses in Halfmoon Bay are up to 32 feet (9.75 metres) long.

4.1.2. Fire Hydrants

Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

4.1.3. FireSmart Measures

Staff request the requirement that BC FireSmart measures be incorporated into further development and construction, enforced through covenant.

5. Other Considerations

5.1. Stormwater Management

Stormwater management is a concern on this parcel. SCRD requests that the applicant and MoTI give consideration to stormwater management in relation to water accumulation and runoff in and around parcels, roadway infrastructure, and existing wetlands. Efforts to mitigate the effects of land clearing, hardscaping, and road surfaces through mechanisms such as tree retention/replanting, vegetative planting and protective covenants should be considered to ensure the long-term management of stormwater.

Standard Fees, Charges, and/or Contributions

6.1. Estimated Application Fees :

6.1.1. Payment of Remediation Pre-Application Fee

- Estimated fee (2023 fees): \$2,500.00 (file REM00018) **Note: past due**

6.1.2. Development Permit Application

- Estimated fee (2023 fees): \$3,600.00. Note: due following completion of the Remediation Pre-Application stage, along with submittal of a complete DP Application.

6.1.3. Frontage Waiver Application

- Estimated application fee (2023 fees): \$2,200.00. Note: due if a frontage waiver application is pursued.

6.2. Development Cost Charges: The proposed development will be subject to SCRD Development Cost Charges (DCCs). The table below outlines the current rates per Bylaw No. 693, Schedule A. Note that these rates are subject to change and the final values are determined and payable at the time of subdivision approval, should your application proceed to this stage.

Charge	Rate	Credit
DCCs	\$3,632 per parcel	N/A

-
- 6.3. Subdivision Parkland Fees:** As noted above in Section 2.1, the provision of five percent parkland dedication is required prior to final approval of the proposed subdivision pursuant to Section 510 of the *Local Government Act*.

7. Construction Practices and Site Maintenance

7.1. Good Neighbour Development Policy:

The SCR D has a Good Neighbour Development Policy. Please review the policy and the SCR D Webpage to ensure that the expectations are understood. The policy can be found at the following hyperlink:

<https://www.scrd.ca/files/File/Administration/News/2019-SCRD-%20Good%20Neighbour%20Guidelines%20for%20web.pdf>

7.2. General Site Development Requirements:

The applicant must ensure that development sites are properly maintained to be clean, secure, and safe. All Development Permit Areas must be adhered to. Failure to do so could result in bylaw enforcement action from SCR D, as well as increased application fees. Photos of the development site may be requested to confirm that it is being maintained in good condition.

8. Guidelines: Landscaping

8.1. Drought Tolerant Planting:

Please design landscaping to be drought tolerant. The Regional District is currently facing a water supply deficit and annual drought. While there are several projects underway to increase the available supply of water, conservation measures are a key component of our water supply management plan. As such, the SCR D encourages all developments to consider low impact development landscaping principles, xeriscaping and rainwater harvesting, to mitigate demand for irrigation water.

8.2. Bear Attractants:

Please ensure that all proposed landscaping is non-bear attractant. Your assistance in using non-bear attractant plants will help reduce human-wildlife conflict in developed areas.

8.3. Invasive Species:

Please ensure that no invasive species are proposed.

- 9. Marketing:** Section 10 of the *Real Estate Development Marketing Act* only permits early marketing of a development if the developer has obtained both approval in principle to construct from the appropriate local government or ministry and has obtained permission to begin marketing from the Superintendent of Real Estate.

10. Changes in Legislation, Policies, Bylaws: Applicants are responsible for making themselves aware of changing legislation, bylaws and policies and how their applications are accordingly impacted. In most cases, there are legislated or bylaw requirements that guide how such changes impact different types of applications. When SCRD is aware of pending legislation, bylaw or policy changes during an ongoing application, reasonable effort will be made to communicate such regulation changes to applicants.

Once SCRD has received a complete resubmission package we will be able to advise on target timelines for consideration of approval

Comments valid for 1 year from issuance of PLR.

If you have any questions or wish to discuss your application with your file manager, please contact Chris Humphries at 604-885-6800 or chris.humphries@scrd.ca.

Sincerely,

Jonathan Jackson
Manager, Planning & Development

Attachments:

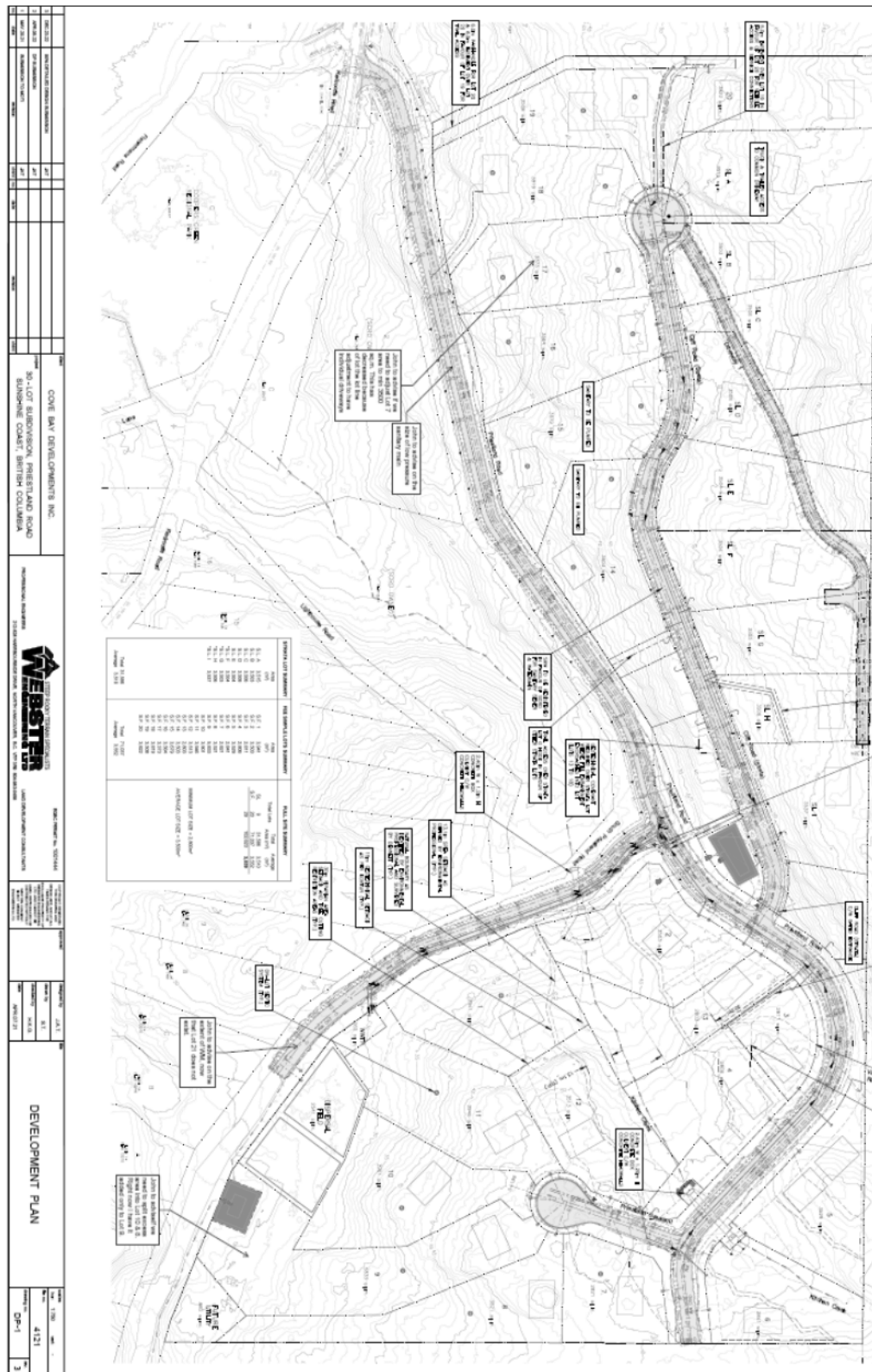
1. Subdivision Review Checklist
2. Subdivision Plans (Webster Engineering) dated April 7, 2021;

Attachment 1**SCRD Subdivision Review Checklist**

Checklist Item	Yes	No
Is the subdivision within the ALR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal complies with density requirement of zoning bylaw Note: The proposed hooked parcels are not permitted and as proposed skew minimum lot areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Zoning Land Use Designation:</i>	Residential 2	
Proposal complies with land use requirements of zoning bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum parcel size area exceptions apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frontage Waiver approval required (Sec. 512, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision proposal (res. For relative) as per Sec. 514, <i>Local Government Act</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Information Meeting required as per Sec. 24 of Bylaw 522	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of Park Land (Section 510, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community water system required (Schedule A, Bylaw 320)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional District water supply is available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water main extension required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water connection and meters required at time of subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Development Cost Charges Bylaw:</i>	Bylaw No. 693	
<i>Number of lots affected</i>	~29	
<i>Current Total DCC amount to be paid</i>	\$3,632.00 per parcel	
Latecomer's agreement for SCRD water servicing apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage Disposal method	On-site <input type="checkbox"/> Community System <input checked="" type="checkbox"/>	
Required off-street parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Within Official Community Plan boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>OCP Land Use Designation</i>	Residential B	
Proposed subdivision complies with OCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parcel fronting a major or main road as per OCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed subdivision within a Development Permit Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presence of Watercourses or waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Department comments/concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional drainage comments/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Archaeological Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment 2

Subdivision Plans (Webster Engineering) dated April 7, 2021





Requirements Letter

July 31, 2023

SCRD File(s): SD000022
REM00018
MoTI File(s): 2017-04710

SENT VIA EMAIL TO: jeffrey.moore@gov.bc.ca
EMAIL Cc TO: s.22

Dear Mr. Moore:

RE: Planning Project Application Requirements Letter – Proposed 29-Lot Subdivision at Priestland Road, PID 015-931-901 (Application # SD000022, 2017-04710)

Staff have completed the formal review of a second submission containing a revised plan for subdivision application SD000022, and comments are summarized in and/or attached to this letter. Comments are based on Ministry of Transportation and Infrastructure (MoTI) referral 2017-04710 from the applicant's revised subdivision proposal, received by SCR D June 28, 2023. The referral package included the following:

- Cover Letter from Jeffrey Moore, dated June 28, 2023
- Subdivision Plans (Webster Engineering) dated April 7, 2021;
- BCLS Survey Plans (Bennett Land Surveying Ltd.) dated June 14, 2023; and
- Project Details Sheet (included in referral package, no date)

The purpose of this Requirements Letter is to provide SCR D requirements to MOTI and the applicant in response to the referral package. SCR D notes that there are several issues with this resubmission, including bylaw non-conformance, parkland dedication requirements, and establishment of Kitchen Creek SPEA that should be resolved to inform subdivision design prior to re-issuance of a Preliminary Layout Review (PLR). To advance this proposal, SCR D requires a complete updated referral package (a single, full resubmission) that addresses the requirements contained in this letter.

Highlights of Key Issues

- A. Conformance with Zoning Bylaw 722 – Section 1.1
- B. Frontage Waiver Requirements – Section 1.2
- C. Development Permit and Site Design Issues –Section 1.3
- D. Parks dedication requirements – Section 2.1
- E. Protection of Adjacent SCR D Park Assets – Section 2.2
- F. SCR D Infrastructure comments cannot be finalized until a proposed subdivision plan is provided meeting all SCR D Zoning Bylaw 722 requirements and addressing Development Permit requirements related to Kitchen Creek SPEA.

Resubmission Requirements

A revised subdivision application referral package is required. A Response Letter is to be included, explaining how each of the items raised in this letter have been addressed. An editable MS Word version of this review letter will be provided for this purpose. An additional copy of the subdivision plan should also be provided, detailing the changes made to address the subject requirements, using red bubbling and callouts to identify changes and new information. Changes to professional reports should similarly be noted in the resubmission response letter with references to associated page numbers and sections. This will help expedite SCRD's review of the resubmission.

Once an amended application package, containing all required information, has been received by the Ministry of Transportation and Infrastructure, it will be redistributed to SCRD for confirmation that the revisions made address the issues and comments noted in this letter. Piecemeal or incomplete application package resubmissions will not be accepted.

Property Information

Property Legal Description:	Block A (Reference Plan 1657), District Lot 1427, Group 1, NWD, Except Portions in Plans 7134, 7360, 7481 and 7697		
Civic Address/ Location:	Priestland Road, PID: 015-931-901		
Electoral Area:	B - Halfmoon Bay	Subdivision District:	D
Land Use Zone:	R2	Minimum Parcel Size:	Minimum 2,800 m ² , with 3,500 m ² average parcel size.
Size of Parent Parcel(s):	10.93 Hectares	Parcels Proposed (incl. remainder):	29
Smallest Parcel Size:	2,803 square metres	Average Parcel Size:	3,538.8 square metres

SCRD Requirements:

1. Planning & Development

1.1. Zoning Bylaw 722 Review

(All noted sections, below, are from Zoning Bylaw 722)

- 1.1.1. Continuous Developable Area Requirements Not Demonstrated:** This parcel is zoned for Subdivision District D, whereas required by Section 4.2.1, a minimum parcel of 2800 m² is required and minimum average parcel size of 3500 m².

Further to Section, 4.2.1, Section 4.3.2 states in cases where a proposed parcel is equal to or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

And further to Section 4.2.1 and Section 4.3.2, Section 4.3.3 states in cases where a proposed parcel is less than 3500 m² (and in this case not less than 2800 m² per Subdivision District D), it shall have a minimum of 1000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

Action Required:

To demonstrate bylaw compliance, the applicant is required to provide:

- i. A copy of all proposed and any existing legal plans (easements, reference plans, rights-of-way, hazard and protection areas [i.e. Streamside Protection and Enhancement Area], etc.) required for this subdivision for review by the SCRD.
- ii. A subdivision plan that clearly displays total parcel area and continuous developable area (in square metres), to demonstrate compliance with the above noted Zoning Bylaw sections for minimum parcel size and continuous developable area. *Staff note establishment of the Streamside Protection and Enhancement Area (SPEA) must first be determined through the Provincial approval of riparian Condition and Impact Assessment and RAPR Report to demonstrate bylaw compliance.*

1.1.2. Hooked Parcels (parcels physically separated by a highway or another legal parcel) are **not permitted** per Section 4.4.1, unless the parcel falls under one of the following exemptions:

- a) Each physically separated portion has an area sufficient to satisfy the minimum and average parcel area requirements of the applicable subdivision district; or
- b) Each non-conforming part of the parcel is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a building or structure or further subdivision.

Action Required:

The proposed Subdivision Plan contains hooked parcels that are not in compliance with Section 4.4.1, as noted above, and the applicant is required to provide the following:

- i. A new submission is required that demonstrates conformance with Section 4.4.1.

1.2. Other Subdivision Requirements

1.2.1. Frontage Waivers per Section 512 of the *Local Government Act (LGA)*.

Section 512 of the *LGA* requires that when a parcel being created by subdivision fronts along a highway, the minimum frontage on the highway must be greater than 10% of the perimeter of the lot that fronts on the highway. It further states that a local government may consider an exemption to this statutory minimum frontage. SCRD's process for consideration of an exemption to this minimum statutory requirement is by means of a Frontage Waiver Application.

Based on the proposed Subdivision Plans, staff have identified several parcels that appear to require consideration of an exemption through a Frontage Waiver Application.

Action Required:

If the applicant wishes to have SCRD consider an exemption to the minimum statutory frontage, the following is required:

- i. A Frontage Waiver Application is required. This application would be presented to SCRD Board for consideration. If an application is made, the applicant is to provide a written rationale for each requested waiver to the minimum statutory frontage, along with a plan clearly identifying parcels subject to proposed frontage waivers and the proposed frontage, expressed in both metres and as a percent of the total parcel perimeter. Staff note the written rationales should speak to how each requested frontage waiver will comprehensively enhance the proposed subdivision layout (i.e. promote riparian enhancements, transportation safety).

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1.3.1. Remediation Pre-Application Process

Staff note this property has been subject to unauthorized land alterations, resulting in the requirements of SCRD's Remedial Pre-Application process, as well as the requirement for Provincial approval of a riparian Condition and Impact Assessment and *RAPR* Report. The outcome of these approval processes will inform ultimate subdivision layout design.

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Staff recognize, some of the above may be in progress, but a comprehensive overview of requirements is provided for clarity.

1.3.2. DPA 2A (Creek Corridor) Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines

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The applicant is to complete the Condition and Impact Assessment process, and establish a SPEA acceptable under RAPR, which will collectively help inform revised subdivision layouts and protection, restoration and enhancements plans for Kitchen Creek in compliance with SCRD's DPA 4 guidelines. The guidelines require consideration of the following:

- i. Ensuring that areas of land related to the long-term protection of the Kitchen Creek SPEA must remain free of development;
- ii. Demonstration that specified natural features or areas are proposed to be preserved, protected, restored and enhanced;
- iii. Ensuring that required works are proposed to be constructed to preserve, protect, restore and enhance the Kitchen Creek SPEA or other specified natural features of the environment that contribute to the long-term health of Kitchen Creek;
- iv. Demonstration that protection measures will be followed, including retaining and planting of vegetation to preserve, protect, restore and enhance fish habitat/riparian areas, and to control drainage or erosion or to protect banks; and that
- v. A reference plan be prepared by a BC Land Surveyor, in conjunction with a subdivision plan to delineate the identified SPEA.

Staff note that in consideration of Development Permit approval, key considerations to meet the above noted DPA 4 Guidelines are as follows:

- i. Full restoration of the Kitchen Creek SPEA to pre-land alteration state, including replanting of native trees and vegetation to reflect its original natural biodiversity state;

-
- ii. Removal of invasive species;
 - iii. Replacement and Enhancement of culvert in the existing Priestland road allowance, in compliance with *RAPR* and *WSA* standards, and QEP recommendations;
 - iv. A revised subdivision design that informs protection, restoration and enhancement of Kitchen Creek with no new creek crossings for roadways or other SPEA encroachments proposed;
 - v. Consideration of removal of any existing built structures, barriers or non-native materials within Kitchen Creek or its SPEA, as determined appropriate by a QEP;
 - vi. Consideration of other restorative enhancements that facilitate betterment of fish habitat; and
 - vii. Fencing of the SPEA in compliance with *RAPR* standards.

2. SCRD Parks

2.1. Required Park Dedication under Section 510 of the *Local Government Act* (LGA)

2.1.1. SCRD Parks Department has determined that based on the updated information contained in this application package resubmission, specifically the environmental significance of Kitchen Creek and its surrounding area, statutory 5% parkland dedication will be required at time of subdivision. This parkland dedication will be subject to input from Halfmoon Bay Advisory Planning Commission, and SCRD Board endorsement. This requirement upholds SCRD policies, as follows:

Halfmoon Bay Official Community Plan:

- Policy 13.1: To recognize the need for park opportunities at neighbourhood, community, regional and provincial levels to fulfill the recreational needs of residents and visitors of all ages and abilities.
- Policy 13.4: To enhance public access and use of water resources in a manner that minimizes detrimental effect on the environment and adjacent land uses.
- Policy 13.13: Continue to provide for water-oriented recreation opportunities at Coopers Green Park and expand upland conservation opportunities.

Coopers Green Management Plan:

- Connect Coopers Green Park with the broader trails and recreation network east of the park boundary.

2.1.2. The estimated amount of parkland dedication is 5,463 m² or 1.35 acres, based on 5% of the parent parcel size. The area identified as candidate for parkland dedication includes lands southwest of the Kitchen Creek SPEA, connecting from Priestland Road to the crown parcel immediately east of the subject parcel. The northeast side of Kitchen Creek SPEA may alternatively be considered if trail grades and protection of environmental assets is proven more desirable. It is expected that the width of this linear park dedication along the SPEA will average 25 metres in width, using the entire 5% dedication. In keeping with SCRD's Parks and Recreation Master Plan, 5% parkland dedication acquisitions from subdivision should be suitable for active recreation and not normally include environmentally sensitive or hazard lands. Once the Kitchen Creek SPEA is approved and accepted under *RAPR*, SCRD can work with the applicant to determine the ultimate location and alignment of the linear parkland dedication.

2.2. Protection of Adjacent SCRD Park Assets

2.2.1. SCRD has concern over the portion of Priestland Road abutting SCRD lands forming part of Coopers Green Park, which contain sensitive ecosystems. SCRD anticipates numerous impacts on the property as Priestland Road undergoes road works and potential grading to meet highway standards, as well as ongoing impacts associated with vehicular traffic such as low-lying vehicle pollutants, and runoff from road surfacing. SCRD requests one of two measures be taken by the proponent and Ministry to mitigate impacts of road works and ongoing road usage on adjacent SCRD assets:

- i. **PREFERRED OPTION:** Convert the portion of Priestland Rd abutting SCRD property to a utility's corridor for electrical and water services, restricted to pedestrian and utility vehicle traffic only; or
- ii. Employ current best practices through hard and soft scaping to protect the SCRD amenity space and sensitive ecosystem from impacts of initial road works, water runoff, and ongoing vehicular traffic-related pollutants.

3. Infrastructure Services (Water & Liquid Waste)

3.1. SCRD Water Service

3.1.1. The subject property is located within the SCRD Regional Water Service Area and the SCRD is able to provide water for the proposed development. SCRD Utility Services Division will provide infrastructure related guidance and specifics only after a subdivision plan has been submitted that meets all requirements of Zoning Bylaw 722, any proposed frontage waivers have received approval or been adjusted to comply with Section 512 of the *LGA*, and all site layout issues related to the issuance of a Development Permit (refer to Section 1.3 of this letter) have been resolved.

3.1.2. In the interim, and in accordance with Subdivision Servicing Bylaw No. 320, SCRD Infrastructure can confirm the following preliminary requirements:

- i. The developer is responsible for any water infrastructure upgrades required to support the proposed development;
- ii. Any upgrades to existing or proposed water infrastructure required to support the proposed development is to be as per SCRD standards and approval and made at the developer's expense;
- iii. The developer shall work with the SCRD Utilities department to determine the best and most efficient overall method of upgrading the Halfmoon Bay water system to service the proposed development with final approval by the SCRD; and
- iv. Fire flow and residual pressures will need to be determined for the larger Halfmoon Bay water system to determine the impact of the proposed development. Fire flow credits cannot be considered when determining fire flow as per the FUS guidelines.
- v. Fire Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

3.2. Liquid Waste

3.2.1. Wastewater design must comply with SCRD infrastructure and planning regulations, as well as VCH and RAPR regulations.

4. Protective Services

4.1. Fire Services

4.1.1. Road Design

New roads must meet or exceed current best practices in road design for the movement of fire apparatuses, such as those recommended by the National Fire Protection Association. Currently, fire apparatuses in Halfmoon Bay are up to 32 feet (9.75 metres) long.

4.1.2. Fire Hydrants

Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

4.1.3. FireSmart Measures

Staff request the requirement that BC FireSmart measures be incorporated into further development and construction, enforced through covenant.

5. Other Considerations

5.1. Stormwater Management

Stormwater management is a concern on this parcel. SCRD requests that the applicant and MoTI give consideration to stormwater management in relation to water accumulation and runoff in and around parcels, roadway infrastructure, and existing wetlands. Efforts to mitigate the effects of land clearing, hardscaping, and road surfaces through mechanisms such as tree retention/replanting, vegetative planting and protective covenants should be considered to ensure the long-term management of stormwater.

Standard Fees, Charges, and/or Contributions

6.1. Estimated Application Fees :

6.1.1. Payment of Remediation Pre-Application Fee

- Estimated fee (2023 fees): \$2,500.00 (file REM00018) **Note: past due**

6.1.2. Development Permit Application

- Estimated fee (2023 fees): \$3,600.00. Note: due following completion of the Remediation Pre-Application stage, along with submittal of a complete DP Application.

6.1.3. Frontage Waiver Application

- Estimated application fee (2023 fees): \$2,200.00. Note: due if a frontage waiver application is pursued.

6.2. Development Cost Charges: The proposed development will be subject to SCRD Development Cost Charges (DCCs). The table below outlines the current rates per Bylaw No. 693, Schedule A. Note that these rates are subject to change and the final values are determined and payable at the time of subdivision approval, should your application proceed to this stage.

Charge	Rate	Credit
DCCs	\$3,632 per parcel	N/A

-
- 6.3. Subdivision Parkland Fees:** As noted above in Section 2.1, the provision of five percent parkland dedication is required prior to final approval of the proposed subdivision pursuant to Section 510 of the *Local Government Act*.

7. Construction Practices and Site Maintenance

7.1. Good Neighbour Development Policy:

The SCRD has a Good Neighbour Development Policy. Please review the policy and the SCRD Webpage to ensure that the expectations are understood. The policy can be found at the following hyperlink:

<https://www.scrd.ca/files/File/Administration/News/2019-SCRD-%20Good%20Neighbour%20Guidelines%20for%20web.pdf>

7.2. General Site Development Requirements:

The applicant must ensure that development sites are properly maintained to be clean, secure, and safe. All Development Permit Areas must be adhered to. Failure to do so could result in bylaw enforcement action from SCRD, as well as increased application fees. Photos of the development site may be requested to confirm that it is being maintained in good condition.

8. Guidelines: Landscaping

8.1. Drought Tolerant Planting:

Please design landscaping to be drought tolerant. The Regional District is currently facing a water supply deficit and annual drought. While there are several projects underway to increase the available supply of water, conservation measures are a key component of our water supply management plan. As such, the SCRD encourages all developments to consider low impact development landscaping principles, xeriscaping and rainwater harvesting, to mitigate demand for irrigation water.

8.2. Bear Attractants:

Please ensure that all proposed landscaping is non-bear attractant. Your assistance in using non-bear attractant plants will help reduce human-wildlife conflict in developed areas.

8.3. Invasive Species:

Please ensure that no invasive species are proposed.

- 9. Marketing:** Section 10 of the *Real Estate Development Marketing Act* only permits early marketing of a development if the developer has obtained both approval in principle to construct from the appropriate local government or ministry and has obtained permission to begin marketing from the Superintendent of Real Estate.

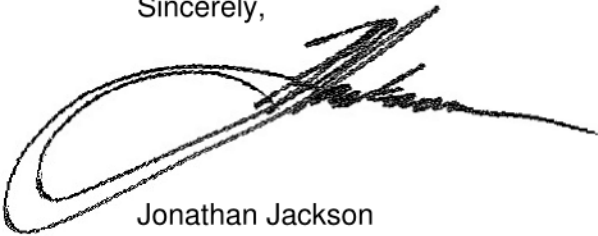
10. Changes in Legislation, Policies, Bylaws: Applicants are responsible for making themselves aware of changing legislation, bylaws and policies and how their applications are accordingly impacted. In most cases, there are legislated or bylaw requirements that guide how such changes impact different types of applications. When SCRD is aware of pending legislation, bylaw or policy changes during an ongoing application, reasonable effort will be made to communicate such regulation changes to applicants.

Once SCRD has received a complete resubmission package we will be able to advise on target timelines for consideration of approval

Comments valid for 1 year from issuance of PLR.

If you have any questions or wish to discuss your application with your file manager, please contact Chris Humphries at 604-885-6800 or chris.humphries@scrd.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Jackson', with a large, sweeping loop on the left side.

Jonathan Jackson
Manager, Planning & Development

Attachments:

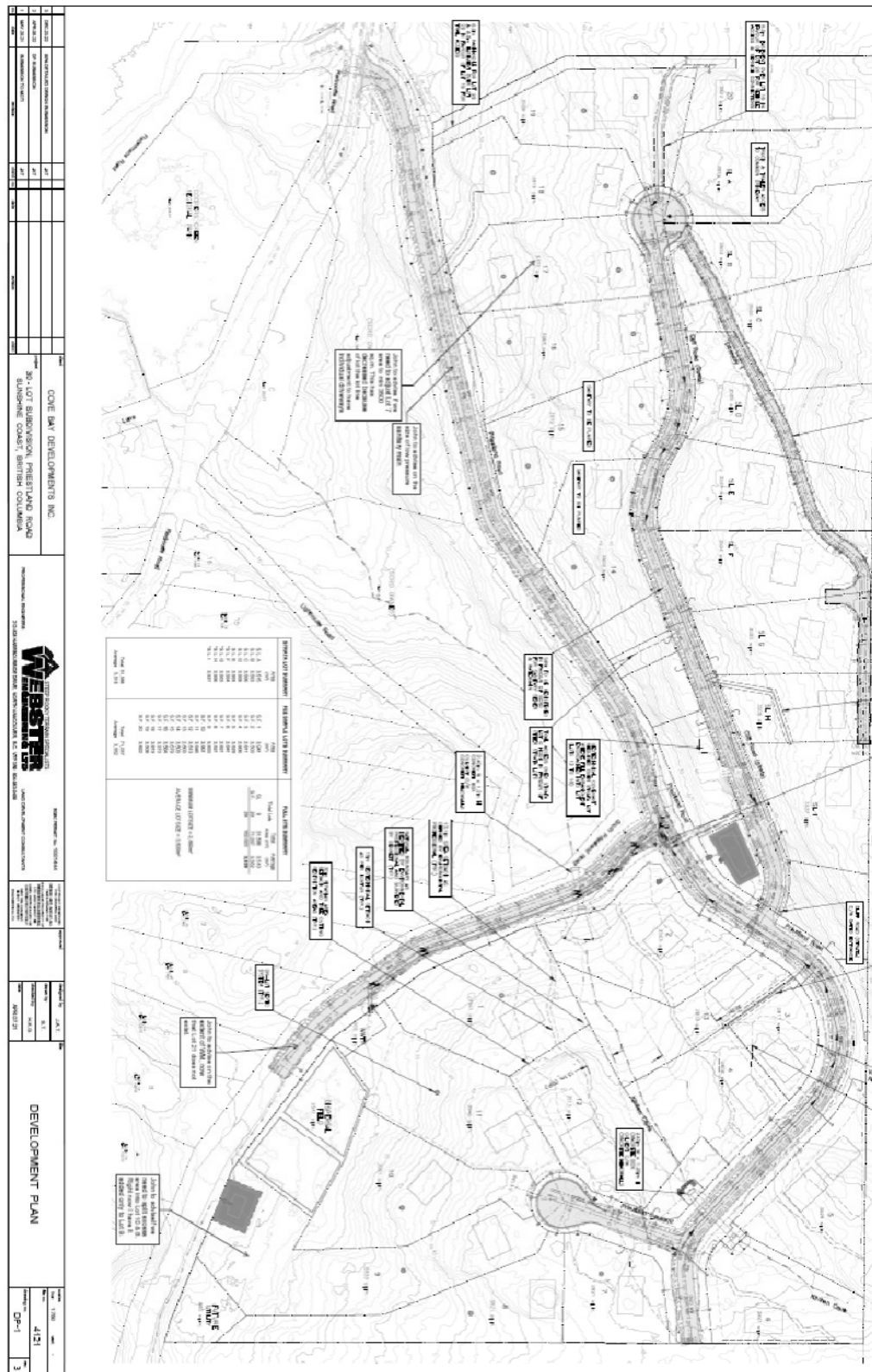
1. Subdivision Review Checklist
2. Subdivision Plans (Webster Engineering) dated April 7, 2021;

Attachment 1**SCRD Subdivision Review Checklist**

Checklist Item	Yes	No
Is the subdivision within the ALR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal complies with density requirement of zoning bylaw Note: The proposed hooked parcels are not permitted and as proposed skew minimum lot areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Zoning Land Use Designation:</i>	Residential 2	
Proposal complies with land use requirements of zoning bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum parcel size area exceptions apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frontage Waiver approval required (Sec. 512, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision proposal (res. For relative) as per Sec. 514, <i>Local Government Act</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Information Meeting required as per Sec. 24 of Bylaw 522	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of Park Land (Section 510, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community water system required (Schedule A, Bylaw 320)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional District water supply is available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water main extension required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water connection and meters required at time of subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Development Cost Charges Bylaw:</i>	Bylaw No. 693	
<i>Number of lots affected</i>	~29	
<i>Current Total DCC amount to be paid</i>	\$3,632.00 per parcel	
Latecomer's agreement for SCRD water servicing apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage Disposal method	<input checked="" type="checkbox"/> On-site <input type="checkbox"/> Community System	
Required off-street parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Within Official Community Plan boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>OCP Land Use Designation</i>	Residential B	
Proposed subdivision complies with OCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parcel fronting a major or main road as per OCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed subdivision within a Development Permit Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presence of Watercourses or waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Department comments/concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional drainage comments/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Archaeological Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment 2

Subdivision Plans (Webster Engineering) dated April 7, 2021



From: Chris Humphries (Chris.Humphries@scrd.ca)
To: Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca)
Cc: Jonathan Jackson (Jonathan.Jackson@scrd.ca); Alister Toma (s.22
Subject: SCRD Conditions - MOTI file 2017-04710
Sent: 07/31/2023 21:10:38
Attachments: SD000022 Planning Application Requirements Letter.docx, 2023-July-31 SD000022 Planning Application Requirements Letter (Response to June 28, 2023 MoTI Referral 2017-04710).pdf
Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Jeffrey,

The SCRD Planning Department is providing you with SCRD Conditions in response to a subdivision application re-referral for file 2017-04710, which SCRD received on June 28, 2023. Staff are providing PDF and Word version (attached) of the conditions, the latter to be used by the applicant to document responses to the requirements outlined within. Staff will invite the applicant to provide this document to SCRD Planning once we are confident that the requirements outlined within are resolved or on the path to resolution.

If you have any questions, or require additional information, please let me know.

Thank you,

Chris Humphries, MScPI

Planner II

Sunshine Coast Regional District

1975 Field Road, Sechelt, BC V7Z 0A8

Phone: 604-885-6800

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Requirements Letter

July 31, 2023

SCRD File(s): SD000022
REM00018
MoTI File(s): 2017-04710

SENT VIA EMAIL TO: jeffrey.moore@gov.bc.ca
EMAIL Cc TO: s.22

Dear Mr. Moore:

RE: Planning Project Application Requirements Letter – Proposed 29-Lot Subdivision at Priestland Road, PID 015-931-901 (Application # SD000022, 2017-04710)

Staff have completed the formal review of a second submission containing a revised plan for subdivision application SD000022, and comments are summarized in and/or attached to this letter. Comments are based on Ministry of Transportation and Infrastructure (MoTI) referral 2017-04710 from the applicant's revised subdivision proposal, received by SCR D June 28, 2023. The referral package included the following:

- Cover Letter from Jeffrey Moore, dated June 28, 2023
- Subdivision Plans (Webster Engineering) dated April 7, 2021;
- BCLS Survey Plans (Bennett Land Surveying Ltd.) dated June 14, 2023; and
- Project Details Sheet (included in referral package, no date)

The purpose of this Requirements Letter is to provide SCR D requirements to MOTI and the applicant in response to the referral package. SCR D notes that there are several issues with this resubmission, including bylaw non-conformance, parkland dedication requirements, and establishment of Kitchen Creek SPEA that should be resolved to inform subdivision design prior to re-issuance of a Preliminary Layout Review (PLR). To advance this proposal, SCR D requires a complete updated referral package (a single, full resubmission) that addresses the requirements contained in this letter.

Highlights of Key Issues

- A. Conformance with Zoning Bylaw 722 – Section 1.1
- B. Frontage Waiver Requirements – Section 1.2
- C. Development Permit and Site Design Issues –Section 1.3
- D. Parks dedication requirements – Section 2.1
- E. Protection of Adjacent SCR D Park Assets – Section 2.2
- F. SCR D Infrastructure comments cannot be finalized until a proposed subdivision plan is provided meeting all SCR D Zoning Bylaw 722 requirements and addressing Development Permit requirements related to Kitchen Creek SPEA.

Resubmission Requirements

A revised subdivision application referral package is required. A Response Letter is to be included, explaining how each of the items raised in this letter have been addressed. An editable MS Word version of this review letter will be provided for this purpose. An additional copy of the subdivision plan should also be provided, detailing the changes made to address the subject requirements, using red bubbling and callouts to identify changes and new information. Changes to professional reports should similarly be noted in the resubmission response letter with references to associated page numbers and sections. This will help expedite SCRD's review of the resubmission.

Once an amended application package, containing all required information, has been received by the Ministry of Transportation and Infrastructure, it will be redistributed to SCRD for confirmation that the revisions made address the issues and comments noted in this letter. Piecemeal or incomplete application package resubmissions will not be accepted.

Property Information

Property Legal Description:	Block A (Reference Plan 1657), District Lot 1427, Group 1, NWD, Except Portions in Plans 7134, 7360, 7481 and 7697		
Civic Address/ Location:	Priestland Road, PID: 015-931-901		
Electoral Area:	B - Halfmoon Bay	Subdivision District:	D
Land Use Zone:	R2	Minimum Parcel Size:	Minimum 2,800 m ² , with 3,500 m ² average parcel size.
Size of Parent Parcel(s):	10.93 Hectares	Parcels Proposed (incl. remainder):	29
Smallest Parcel Size:	2,803 square metres	Average Parcel Size:	3,538.8 square metres

SCRD Requirements:

1. Planning & Development

1.1. Zoning Bylaw 722 Review

(All noted sections, below, are from Zoning Bylaw 722)

- 1.1.1. Continuous Developable Area Requirements Not Demonstrated:** This parcel is zoned for Subdivision District D, whereas required by Section 4.2.1, a minimum parcel of 2800 m² is required and minimum average parcel size of 3500 m².

Further to Section, 4.2.1, Section 4.3.2 states in cases where a proposed parcel is equal to or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

And further to Section 4.2.1 and Section 4.3.2, Section 4.3.3 states in cases where a proposed parcel is less than 3500 m² (and in this case not less than 2800 m² per Subdivision District D), it shall have a minimum of 1000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

Action Required:

To demonstrate bylaw compliance, the applicant is required to provide:

- i. A copy of all proposed and any existing legal plans (easements, reference plans, rights-of-way, hazard and protection areas [i.e. Streamside Protection and Enhancement Area], etc.) required for this subdivision for review by the SCRD.
- ii. A subdivision plan that clearly displays total parcel area and continuous developable area (in square metres), to demonstrate compliance with the above noted Zoning Bylaw sections for minimum parcel size and continuous developable area. *Staff note establishment of the Streamside Protection and Enhancement Area (SPEA) must first be determined through the Provincial approval of riparian Condition and Impact Assessment and RAPR Report to demonstrate bylaw compliance.*

1.1.2. Hooked Parcels (parcels physically separated by a highway or another legal parcel) are **not permitted** per Section 4.4.1, unless the parcel falls under one of the following exemptions:

- a) Each physically separated portion has an area sufficient to satisfy the minimum and average parcel area requirements of the applicable subdivision district; or
- b) Each non-conforming part of the parcel is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a building or structure or further subdivision.

Action Required:

The proposed Subdivision Plan contains hooked parcels that are not in compliance with Section 4.4.1, as noted above, and the applicant is required to provide the following:

- i. A new submission is required that demonstrates conformance with Section 4.4.1.

1.2. Other Subdivision Requirements

1.2.1. Frontage Waivers per Section 512 of the *Local Government Act (LGA)*.

Section 512 of the *LGA* requires that when a parcel being created by subdivision fronts along a highway, the minimum frontage on the highway must be greater than 10% of the perimeter of the lot that fronts on the highway. It further states that a local government may consider an exemption to this statutory minimum frontage. SCRD's process for consideration of an exemption to this minimum statutory requirement is by means of a Frontage Waiver Application.

Based on the proposed Subdivision Plans, staff have identified several parcels that appear to require consideration of an exemption through a Frontage Waiver Application.

Action Required:

If the applicant wishes to have SCRD consider an exemption to the minimum statutory frontage, the following is required:

- i. A Frontage Waiver Application is required. This application would be presented to SCRD Board for consideration. If an application is made, the applicant is to provide a written rationale for each requested waiver to the minimum statutory frontage, along with a plan clearly identifying parcels subject to proposed frontage waivers and the proposed frontage, expressed in both metres and as a percent of the total parcel perimeter. Staff note the written rationales should speak to how each requested frontage waiver will comprehensively enhance the proposed subdivision layout (i.e. promote riparian enhancements, transportation safety).

1.3. Development Permit Areas

1.3.1. Remediation Pre-Application Process

Staff note this property has been subject to unauthorized land alterations, resulting in the requirements of SCRD's Remedial Pre-Application process, as well as the requirement for Provincial approval of a riparian Condition and Impact Assessment and *RAPR* Report. The outcome of these approval processes will inform ultimate subdivision layout design.

Action Required:

The applicant is required to complete the following:

- i. A Condition and Impact Assessment is required to determine remediation measures for unpermitted land alterations completed within the Riparian Assessment Area on the parcel, to the satisfaction of the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division;
- ii. A Streamside Protection and Enhancement Area (SPEA) must be established by a Qualified Environmental Professional, meeting the requirements of *Riparian Areas Protection Regulation (RAPR)*; and
- iii. A Remedial Pre-Application (REM00018) must be paid for and completed to determine the subdivision's compliance with SCRD DPA 2A and DPA 4 Guidelines, which will inform ultimate subdivision layout.

Staff recognize, some of the above may be in progress, but a comprehensive overview of requirements is provided for clarity.

1.3.2. DPA 2A (Creek Corridor) Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines

DPA 2A applies to all creeks extending 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area.

Action Required:

The applicant is to have their qualified Professional Engineer or Professional Geoscientist prepare a report addressing the following:

- i. Recommendations for the land located within the DPA, based on an analysis of the proposed subdivision, including, but not limited to, implications of future building footprint, septic fields, and land alteration, including tree removal. Given that trees were removed without authorization within this assessment area, the analysis must consider tree replanting in coordination with the Qualified Environmental Professional engaged for analysis of DPA 4.
- ii. Recommendations and hydrologic investigation related to risks of flooding and associated creek processes for the proposed subdivision and/ or land alterations. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.
- iii. Recommendations that ensure the proposed subdivision is safe based on an analysis of the estimated 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.
- iv. Compliance with Engineers and Geoscientists of BC (EGBC) Guidelines.

Staff recognize the applicant has submitted a report intended to address DPA 2A; however, this section has been provided for convenience and to ensure the report is updated to reflect consideration of tree replanting and risk threshold increase to the 200-year return period per EGBC, in coordination with RAPR and recommendations from the applicant's Qualified Environmental Professional.

1.3.3. DPA 4 Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines and *Riparian Areas Protection Regulations (RAPR)*.

DPA 4 requires establishment of a Streamside Protection and Enhancement Area (SPEA) for Kitchen Creek as part of the subdivision and further that the applicant's Qualified Environmental Professional (QEP) determine necessary measures to protect the SPEA both during and after construction, in compliance with RAPR and SCRD's DPA 4.

Staff note that the last time this application was officially referred to SCRD by MoTI for comment, the applicant's previous RAPR Assessment was rejected by the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division. A new QEP has since been retained and established that Kitchen Creek supports fish habitat and is a protected watercourse under RAPR. These updated preliminary comments reflect this new information and the change in required protection measures under DPA4 and RAPR.

Action Required:

The applicant is to complete the Condition and Impact Assessment process, and establish a SPEA acceptable under RAPR, which will collectively help inform revised subdivision layouts and protection, restoration and enhancements plans for Kitchen Creek in compliance with SCRD's DPA 4 guidelines. The guidelines require consideration of the following:

- i. Ensuring that areas of land related to the long-term protection of the Kitchen Creek SPEA must remain free of development;
- ii. Demonstration that specified natural features or areas are proposed to be preserved, protected, restored and enhanced;
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-
- ii. Removal of invasive species;
 - iii. Replacement and Enhancement of culvert in the existing Priestland road allowance, in compliance with *RAPR* and *WSA* standards, and QEP recommendations;
 - iv. A revised subdivision design that informs protection, restoration and enhancement of Kitchen Creek with no new creek crossings for roadways or other SPEA encroachments proposed;
 - v. Consideration of removal of any existing built structures, barriers or non-native materials within Kitchen Creek or its SPEA, as determined appropriate by a QEP;
 - vi. Consideration of other restorative enhancements that facilitate betterment of fish habitat; and
 - vii. Fencing of the SPEA in compliance with *RAPR* standards.

2. SCRD Parks

2.1. Required Park Dedication under Section 510 of the *Local Government Act* (LGA)

2.1.1. SCRD Parks Department has determined that based on the updated information contained in this application package resubmission, specifically the environmental significance of Kitchen Creek and its surrounding area, statutory 5% parkland dedication will be required at time of subdivision. This parkland dedication will be subject to input from Halfmoon Bay Advisory Planning Commission, and SCRD Board endorsement. This requirement upholds SCRD policies, as follows:

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Coopers Green Management Plan:

- Connect Coopers Green Park with the broader trails and recreation network east of the park boundary.

2.1.2. The estimated amount of parkland dedication is 5,463 m² or 1.35 acres, based on 5% of the parent parcel size. The area identified as candidate for parkland dedication includes lands southwest of the Kitchen Creek SPEA, connecting from Priestland Road to the crown parcel immediately east of the subject parcel. The northeast side of Kitchen Creek SPEA may alternatively be considered if trail grades and protection of environmental assets is proven more desirable. It is expected that the width of this linear park dedication along the SPEA will average 25 metres in width, using the entire 5% dedication. In keeping with SCRD's Parks and Recreation Master Plan, 5% parkland dedication acquisitions from subdivision should be suitable for active recreation and not normally include environmentally sensitive or hazard lands. Once the Kitchen Creek SPEA is approved and accepted under *RAPR*, SCRD can work with the applicant to determine the ultimate location and alignment of the linear parkland dedication.

2.2. Protection of Adjacent SCRD Park Assets

2.2.1. SCRD has concern over the portion of Priestland Road abutting SCRD lands forming part of Coopers Green Park, which contain sensitive ecosystems. SCRD anticipates numerous impacts on the property as Priestland Road undergoes road works and potential grading to meet highway standards, as well as ongoing impacts associated with vehicular traffic such as low-lying vehicle pollutants, and runoff from road surfacing. SCRD requests one of two measures be taken by the proponent and Ministry to mitigate impacts of road works and ongoing road usage on adjacent SCRD assets:

- i. **PREFERRED OPTION:** Convert the portion of Priestland Rd abutting SCRD property to a utility's corridor for electrical and water services, restricted to pedestrian and utility vehicle traffic only; or
- ii. Employ current best practices through hard and soft scaping to protect the SCRD amenity space and sensitive ecosystem from impacts of initial road works, water runoff, and ongoing vehicular traffic-related pollutants.

3. Infrastructure Services (Water & Liquid Waste)

3.1. SCRD Water Service

3.1.1. The subject property is located within the SCRD Regional Water Service Area and the SCRD is able to provide water for the proposed development. SCRD Utility Services Division will provide infrastructure related guidance and specifics only after a subdivision plan has been submitted that meets all requirements of Zoning Bylaw 722, any proposed frontage waivers have received approval or been adjusted to comply with Section 512 of the *LGA*, and all site layout issues related to the issuance of a Development Permit (refer to Section 1.3 of this letter) have been resolved.

3.1.2. In the interim, and in accordance with Subdivision Servicing Bylaw No. 320, SCRD Infrastructure can confirm the following preliminary requirements:

- i. The developer is responsible for any water infrastructure upgrades required to support the proposed development;
- ii. Any upgrades to existing or proposed water infrastructure required to support the proposed development is to be as per SCRD standards and approval and made at the developer's expense;
- iii. The developer shall work with the SCRD Utilities department to determine the best and most efficient overall method of upgrading the Halfmoon Bay water system to service the proposed development with final approval by the SCRD; and
- iv. Fire flow and residual pressures will need to be determined for the larger Halfmoon Bay water system to determine the impact of the proposed development. Fire flow credits cannot be considered when determining fire flow as per the FUS guidelines.
- v. Fire Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

3.2. Liquid Waste

3.2.1. Wastewater design must comply with SCRD infrastructure and planning regulations, as well as VCH and RAPR regulations.

4. Protective Services

4.1. Fire Services

4.1.1. Road Design

New roads must meet or exceed current best practices in road design for the movement of fire apparatuses, such as those recommended by the National Fire Protection Association. Currently, fire apparatuses in Halfmoon Bay are up to 32 feet (9.75 metres) long.

4.1.2. Fire Hydrants

Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

4.1.3. FireSmart Measures

Staff request the requirement that BC FireSmart measures be incorporated into further development and construction, enforced through covenant.

5. Other Considerations

5.1. Stormwater Management

Stormwater management is a concern on this parcel. SCRD requests that the applicant and MoTI give consideration to stormwater management in relation to water accumulation and runoff in and around parcels, roadway infrastructure, and existing wetlands. Efforts to mitigate the effects of land clearing, hardscaping, and road surfaces through mechanisms such as tree retention/replanting, vegetative planting and protective covenants should be considered to ensure the long-term management of stormwater.

Standard Fees, Charges, and/or Contributions

6.1. Estimated Application Fees :

6.1.1. Payment of Remediation Pre-Application Fee

- Estimated fee (2023 fees): \$2,500.00 (file REM00018) ls.21

6.1.2. Development Permit Application

- Estimated fee (2023 fees): \$3,600.00. Note: due following completion of the Remediation Pre-Application stage, along with submittal of a complete DP Application.

6.1.3. Frontage Waiver Application

- Estimated application fee (2023 fees): \$2,200.00. Note: due if a frontage waiver application is pursued.

6.2. Development Cost Charges: The proposed development will be subject to SCRD Development Cost Charges (DCCs). The table below outlines the current rates per Bylaw No. 693, Schedule A. Note that these rates are subject to change and the final values are determined and payable at the time of subdivision approval, should your application proceed to this stage.

Charge	Rate	Credit
DCCs	\$3,632 per parcel	N/A

-
- 6.3. Subdivision Parkland Fees:** As noted above in Section 2.1, the provision of five percent parkland dedication is required prior to final approval of the proposed subdivision pursuant to Section 510 of the *Local Government Act*.

7. Construction Practices and Site Maintenance

7.1. Good Neighbour Development Policy:

The SCRD has a Good Neighbour Development Policy. Please review the policy and the SCRD Webpage to ensure that the expectations are understood. The policy can be found at the following hyperlink:

<https://www.scrd.ca/files/File/Administration/News/2019-SCRD-%20Good%20Neighbour%20Guidelines%20for%20web.pdf>

7.2. General Site Development Requirements:

The applicant must ensure that development sites are properly maintained to be clean, secure, and safe. All Development Permit Areas must be adhered to. Failure to do so could result in bylaw enforcement action from SCRD, as well as increased application fees. Photos of the development site may be requested to confirm that it is being maintained in good condition.

8. Guidelines: Landscaping

8.1. Drought Tolerant Planting:

Please design landscaping to be drought tolerant. The Regional District is currently facing a water supply deficit and annual drought. While there are several projects underway to increase the available supply of water, conservation measures are a key component of our water supply management plan. As such, the SCRD encourages all developments to consider low impact development landscaping principles, xeriscaping and rainwater harvesting, to mitigate demand for irrigation water.

8.2. Bear Attractants:

Please ensure that all proposed landscaping is non-bear attractant. Your assistance in using non-bear attractant plants will help reduce human-wildlife conflict in developed areas.

8.3. Invasive Species:

Please ensure that no invasive species are proposed.

- 9. Marketing:** Section 10 of the *Real Estate Development Marketing Act* only permits early marketing of a development if the developer has obtained both approval in principle to construct from the appropriate local government or ministry and has obtained permission to begin marketing from the Superintendent of Real Estate.

10. Changes in Legislation, Policies, Bylaws: Applicants are responsible for making themselves aware of changing legislation, bylaws and policies and how their applications are accordingly impacted. In most cases, there are legislated or bylaw requirements that guide how such changes impact different types of applications. When SCRD is aware of pending legislation, bylaw or policy changes during an ongoing application, reasonable effort will be made to communicate such regulation changes to applicants.

Once SCRD has received a complete resubmission package we will be able to advise on target timelines for consideration of approval

Comments valid for 1 year from issuance of PLR.

If you have any questions or wish to discuss your application with your file manager, please contact Chris Humphries at 604-885-6800 or chris.humphries@scrd.ca.

Sincerely,

Jonathan Jackson
Manager, Planning & Development

Attachments:

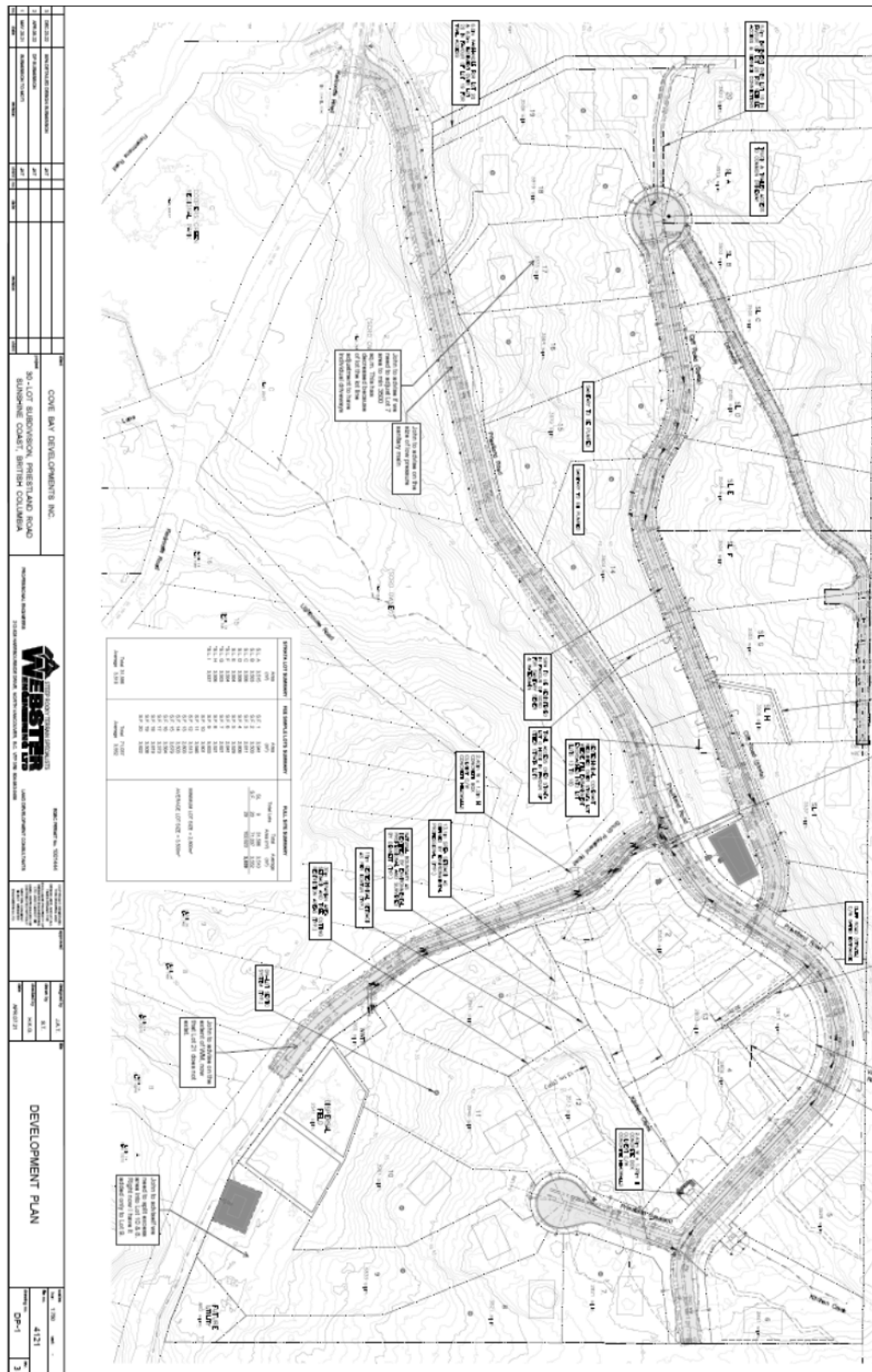
1. Subdivision Review Checklist
2. Subdivision Plans (Webster Engineering) dated April 7, 2021;

Attachment 1**SCRD Subdivision Review Checklist**

Checklist Item	Yes	No
Is the subdivision within the ALR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal complies with density requirement of zoning bylaw Note: The proposed hooked parcels are not permitted and as proposed skew minimum lot areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Zoning Land Use Designation:</i>	Residential 2	
Proposal complies with land use requirements of zoning bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum parcel size area exceptions apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frontage Waiver approval required (Sec. 512, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision proposal (res. For relative) as per Sec. 514, <i>Local Government Act</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Information Meeting required as per Sec. 24 of Bylaw 522	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of Park Land (Section 510, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community water system required (Schedule A, Bylaw 320)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional District water supply is available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water main extension required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water connection and meters required at time of subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Development Cost Charges Bylaw:</i>	Bylaw No. 693	
<i>Number of lots affected</i>	~29	
<i>Current Total DCC amount to be paid</i>	\$3,632.00 per parcel	
Latecomer's agreement for SCRD water servicing apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage Disposal method	On-site <input type="checkbox"/> Community System <input checked="" type="checkbox"/>	
Required off-street parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Within Official Community Plan boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>OCP Land Use Designation</i>	Residential B	
Proposed subdivision complies with OCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parcel fronting a major or main road as per OCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed subdivision within a Development Permit Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presence of Watercourses or waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Department comments/concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional drainage comments/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Archaeological Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment 2

Subdivision Plans (Webster Engineering) dated April 7, 2021





Requirements Letter

July 31, 2023

SCRD File(s): SD000022
REM00018
MoTI File(s): 2017-04710

SENT VIA EMAIL TO: jeffrey.moore@gov.bc.ca
EMAIL Cc TO: s.22

Dear Mr. Moore:

RE: Planning Project Application Requirements Letter – Proposed 29-Lot Subdivision at Priestland Road, PID 015-931-901 (Application # SD000022, 2017-04710)

Staff have completed the formal review of a second submission containing a revised plan for subdivision application SD000022, and comments are summarized in and/or attached to this letter. Comments are based on Ministry of Transportation and Infrastructure (MoTI) referral 2017-04710 from the applicant's revised subdivision proposal, received by SCR D June 28, 2023. The referral package included the following:

- Cover Letter from Jeffrey Moore, dated June 28, 2023
- Subdivision Plans (Webster Engineering) dated April 7, 2021;
- BCLS Survey Plans (Bennett Land Surveying Ltd.) dated June 14, 2023; and
- Project Details Sheet (included in referral package, no date)

The purpose of this Requirements Letter is to provide SCR D requirements to MOTI and the applicant in response to the referral package. SCR D notes that there are several issues with this resubmission, including bylaw non-conformance, parkland dedication requirements, and establishment of Kitchen Creek SPEA that should be resolved to inform subdivision design prior to re-issuance of a Preliminary Layout Review (PLR). To advance this proposal, SCR D requires a complete updated referral package (a single, full resubmission) that addresses the requirements contained in this letter.

Highlights of Key Issues

- A. Conformance with Zoning Bylaw 722 – Section 1.1
- B. Frontage Waiver Requirements – Section 1.2
- C. Development Permit and Site Design Issues –Section 1.3
- D. Parks dedication requirements – Section 2.1
- E. Protection of Adjacent SCR D Park Assets – Section 2.2
- F. SCR D Infrastructure comments cannot be finalized until a proposed subdivision plan is provided meeting all SCR D Zoning Bylaw 722 requirements and addressing Development Permit requirements related to Kitchen Creek SPEA.

Resubmission Requirements

A revised subdivision application referral package is required. A Response Letter is to be included, explaining how each of the items raised in this letter have been addressed. An editable MS Word version of this review letter will be provided for this purpose. An additional copy of the subdivision plan should also be provided, detailing the changes made to address the subject requirements, using red bubbling and callouts to identify changes and new information. Changes to professional reports should similarly be noted in the resubmission response letter with references to associated page numbers and sections. This will help expedite SCRD's review of the resubmission.

Once an amended application package, containing all required information, has been received by the Ministry of Transportation and Infrastructure, it will be redistributed to SCRD for confirmation that the revisions made address the issues and comments noted in this letter. Piecemeal or incomplete application package resubmissions will not be accepted.

Property Information

Property Legal Description:	Block A (Reference Plan 1657), District Lot 1427, Group 1, NWD, Except Portions in Plans 7134, 7360, 7481 and 7697		
Civic Address/ Location:	Priestland Road, PID: 015-931-901		
Electoral Area:	B - Halfmoon Bay	Subdivision District:	D
Land Use Zone:	R2	Minimum Parcel Size:	Minimum 2,800 m ² , with 3,500 m ² average parcel size.
Size of Parent Parcel(s):	10.93 Hectares	Parcels Proposed (incl. remainder):	29
Smallest Parcel Size:	2,803 square metres	Average Parcel Size:	3,538.8 square metres

SCRD Requirements:

1. Planning & Development

1.1. Zoning Bylaw 722 Review

(All noted sections, below, are from Zoning Bylaw 722)

- 1.1.1. Continuous Developable Area Requirements Not Demonstrated:** This parcel is zoned for Subdivision District D, whereas required by Section 4.2.1, a minimum parcel of 2800 m² is required and minimum average parcel size of 3500 m².

Further to Section, 4.2.1, Section 4.3.2 states in cases where a proposed parcel is equal to or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

And further to Section 4.2.1 and Section 4.3.2, Section 4.3.3 states in cases where a proposed parcel is less than 3500 m² (and in this case not less than 2800 m² per Subdivision District D), it shall have a minimum of 1000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

Action Required:

To demonstrate bylaw compliance, the applicant is required to provide:

- i. A copy of all proposed and any existing legal plans (easements, reference plans, rights-of-way, hazard and protection areas [i.e. Streamside Protection and Enhancement Area], etc.) required for this subdivision for review by the SCRD.
- ii. A subdivision plan that clearly displays total parcel area and continuous developable area (in square metres), to demonstrate compliance with the above noted Zoning Bylaw sections for minimum parcel size and continuous developable area. *Staff note establishment of the Streamside Protection and Enhancement Area (SPEA) must first be determined through the Provincial approval of riparian Condition and Impact Assessment and RAPR Report to demonstrate bylaw compliance.*

1.1.2. Hooked Parcels (parcels physically separated by a highway or another legal parcel) are **not permitted** per Section 4.4.1, unless the parcel falls under one of the following exemptions:

- a) Each physically separated portion has an area sufficient to satisfy the minimum and average parcel area requirements of the applicable subdivision district; or
- b) Each non-conforming part of the parcel is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a building or structure or further subdivision.

Action Required:

The proposed Subdivision Plan contains hooked parcels that are not in compliance with Section 4.4.1, as noted above, and the applicant is required to provide the following:

- i. A new submission is required that demonstrates conformance with Section 4.4.1.

1.2. Other Subdivision Requirements

1.2.1. Frontage Waivers per Section 512 of the *Local Government Act (LGA)*.

Section 512 of the *LGA* requires that when a parcel being created by subdivision fronts along a highway, the minimum frontage on the highway must be greater than 10% of the perimeter of the lot that fronts on the highway. It further states that a local government may consider an exemption to this statutory minimum frontage. SCRD's process for consideration of an exemption to this minimum statutory requirement is by means of a Frontage Waiver Application.

Based on the proposed Subdivision Plans, staff have identified several parcels that appear to require consideration of an exemption through a Frontage Waiver Application.

Action Required:

If the applicant wishes to have SCRD consider an exemption to the minimum statutory frontage, the following is required:

- i. A Frontage Waiver Application is required. This application would be presented to SCRD Board for consideration. If an application is made, the applicant is to provide a written rationale for each requested waiver to the minimum statutory frontage, along with a plan clearly identifying parcels subject to proposed frontage waivers and the proposed frontage, expressed in both metres and as a percent of the total parcel perimeter. Staff note the written rationales should speak to how each requested frontage waiver will comprehensively enhance the proposed subdivision layout (i.e. promote riparian enhancements, transportation safety).

1.3. Development Permit Areas

1.3.1. Remediation Pre-Application Process

Staff note this property has been subject to unauthorized land alterations, resulting in the requirements of SCRD's Remedial Pre-Application process, as well as the requirement for Provincial approval of a riparian Condition and Impact Assessment and *RAPR* Report. The outcome of these approval processes will inform ultimate subdivision layout design.

Action Required:

The applicant is required to complete the following:

- i. A Condition and Impact Assessment is required to determine remediation measures for unpermitted land alterations completed within the Riparian Assessment Area on the parcel, to the satisfaction of the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division;
- ii. A Streamside Protection and Enhancement Area (SPEA) must be established by a Qualified Environmental Professional, meeting the requirements of *Riparian Areas Protection Regulation (RAPR)*; and
- iii. A Remedial Pre-Application (REM00018) must be paid for and completed to determine the subdivision's compliance with SCRD DPA 2A and DPA 4 Guidelines, which will inform ultimate subdivision layout.

Staff recognize, some of the above may be in progress, but a comprehensive overview of requirements is provided for clarity.

1.3.2. DPA 2A (Creek Corridor) Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines

DPA 2A applies to all creeks extending 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area.

Action Required:

The applicant is to have their qualified Professional Engineer or Professional Geoscientist prepare a report addressing the following:

- i. Recommendations for the land located within the DPA, based on an analysis of the proposed subdivision, including, but not limited to, implications of future building footprint, septic fields, and land alteration, including tree removal. Given that trees were removed without authorization within this assessment area, the analysis must consider tree replanting in coordination with the Qualified Environmental Professional engaged for analysis of DPA 4.
- ii. Recommendations and hydrologic investigation related to risks of flooding and associated creek processes for the proposed subdivision and/ or land alterations. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.
- iii. Recommendations that ensure the proposed subdivision is safe based on an analysis of the estimated 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.
- iv. Compliance with Engineers and Geoscientists of BC (EGBC) Guidelines.

Staff recognize the applicant has submitted a report intended to address DPA 2A; however, this section has been provided for convenience and to ensure the report is updated to reflect consideration of tree replanting and risk threshold increase to the 200-year return period per EGBC, in coordination with RAPR and recommendations from the applicant's Qualified Environmental Professional.

1.3.3. DPA 4 Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines and *Riparian Areas Protection Regulations (RAPR)*.

DPA 4 requires establishment of a Streamside Protection and Enhancement Area (SPEA) for Kitchen Creek as part of the subdivision and further that the applicant's Qualified Environmental Professional (QEP) determine necessary measures to protect the SPEA both during and after construction, in compliance with RAPR and SCRD's DPA 4.

Staff note that the last time this application was officially referred to SCRD by MoTI for comment, the applicant's previous RAPR Assessment was rejected by the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division. A new QEP has since been retained and established that Kitchen Creek supports fish habitat and is a protected watercourse under RAPR. These updated preliminary comments reflect this new information and the change in required protection measures under DPA4 and RAPR.

Action Required:

The applicant is to complete the Condition and Impact Assessment process, and establish a SPEA acceptable under RAPR, which will collectively help inform revised subdivision layouts and protection, restoration and enhancements plans for Kitchen Creek in compliance with SCRD's DPA 4 guidelines. The guidelines require consideration of the following:

- i. Ensuring that areas of land related to the long-term protection of the Kitchen Creek SPEA must remain free of development;
- ii. Demonstration that specified natural features or areas are proposed to be preserved, protected, restored and enhanced;
- iii. Ensuring that required works are proposed to be constructed to preserve, protect, restore and enhance the Kitchen Creek SPEA or other specified natural features of the environment that contribute to the long-term health of Kitchen Creek;
- iv. Demonstration that protection measures will be followed, including retaining and planting of vegetation to preserve, protect, restore and enhance fish habitat/riparian areas, and to control drainage or erosion or to protect banks; and that
- v. A reference plan be prepared by a BC Land Surveyor, in conjunction with a subdivision plan to delineate the identified SPEA.

Staff note that in consideration of Development Permit approval, key considerations to meet the above noted DPA 4 Guidelines are as follows:

- i. Full restoration of the Kitchen Creek SPEA to pre-land alteration state, including replanting of native trees and vegetation to reflect its original natural biodiversity state;

-
- ii. Removal of invasive species;
 - iii. Replacement and Enhancement of culvert in the existing Priestland road allowance, in compliance with *RAPR* and *WSA* standards, and QEP recommendations;
 - iv. A revised subdivision design that informs protection, restoration and enhancement of Kitchen Creek with no new creek crossings for roadways or other SPEA encroachments proposed;
 - v. Consideration of removal of any existing built structures, barriers or non-native materials within Kitchen Creek or its SPEA, as determined appropriate by a QEP;
 - vi. Consideration of other restorative enhancements that facilitate betterment of fish habitat; and
 - vii. Fencing of the SPEA in compliance with *RAPR* standards.

2. SCRD Parks

2.1. Required Park Dedication under Section 510 of the *Local Government Act* (LGA)

2.1.1. SCRD Parks Department has determined that based on the updated information contained in this application package resubmission, specifically the environmental significance of Kitchen Creek and its surrounding area, statutory 5% parkland dedication will be required at time of subdivision. This parkland dedication will be subject to input from Halfmoon Bay Advisory Planning Commission, and SCRD Board endorsement. This requirement upholds SCRD policies, as follows:

Halfmoon Bay Official Community Plan:

- Policy 13.1: To recognize the need for park opportunities at neighbourhood, community, regional and provincial levels to fulfill the recreational needs of residents and visitors of all ages and abilities.
- Policy 13.4: To enhance public access and use of water resources in a manner that minimizes detrimental effect on the environment and adjacent land uses.
- Policy 13.13: Continue to provide for water-oriented recreation opportunities at Coopers Green Park and expand upland conservation opportunities.

Coopers Green Management Plan:

- Connect Coopers Green Park with the broader trails and recreation network east of the park boundary.

2.1.2. The estimated amount of parkland dedication is 5,463 m² or 1.35 acres, based on 5% of the parent parcel size. The area identified as candidate for parkland dedication includes lands southwest of the Kitchen Creek SPEA, connecting from Priestland Road to the crown parcel immediately east of the subject parcel. The northeast side of Kitchen Creek SPEA may alternatively be considered if trail grades and protection of environmental assets is proven more desirable. It is expected that the width of this linear park dedication along the SPEA will average 25 metres in width, using the entire 5% dedication. In keeping with SCRD's Parks and Recreation Master Plan, 5% parkland dedication acquisitions from subdivision should be suitable for active recreation and not normally include environmentally sensitive or hazard lands. Once the Kitchen Creek SPEA is approved and accepted under *RAPR*, SCRD can work with the applicant to determine the ultimate location and alignment of the linear parkland dedication.

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6.1.3. Frontage Waiver Application

- Estimated application fee (2023 fees): \$2,200.00. Note: due if a frontage waiver application is pursued.

6.2. Development Cost Charges: The proposed development will be subject to SCRD Development Cost Charges (DCCs). The table below outlines the current rates per Bylaw No. 693, Schedule A. Note that these rates are subject to change and the final values are determined and payable at the time of subdivision approval, should your application proceed to this stage.

Charge	Rate	Credit
DCCs	\$3,632 per parcel	N/A

-
- 6.3. Subdivision Parkland Fees:** As noted above in Section 2.1, the provision of five percent parkland dedication is required prior to final approval of the proposed subdivision pursuant to Section 510 of the *Local Government Act*.

7. Construction Practices and Site Maintenance

7.1. Good Neighbour Development Policy:

The SCRCD has a Good Neighbour Development Policy. Please review the policy and the SCRCD Webpage to ensure that the expectations are understood. The policy can be found at the following hyperlink:

<https://www.scrd.ca/files/File/Administration/News/2019-SCRCD-%20Good%20Neighbour%20Guidelines%20for%20web.pdf>

7.2. General Site Development Requirements:

The applicant must ensure that development sites are properly maintained to be clean, secure, and safe. All Development Permit Areas must be adhered to. Failure to do so could result in bylaw enforcement action from SCRCD, as well as increased application fees. Photos of the development site may be requested to confirm that it is being maintained in good condition.

8. Guidelines: Landscaping

8.1. Drought Tolerant Planting:

Please design landscaping to be drought tolerant. The Regional District is currently facing a water supply deficit and annual drought. While there are several projects underway to increase the available supply of water, conservation measures are a key component of our water supply management plan. As such, the SCRCD encourages all developments to consider low impact development landscaping principles, xeriscaping and rainwater harvesting, to mitigate demand for irrigation water.

8.2. Bear Attractants:

Please ensure that all proposed landscaping is non-bear attractant. Your assistance in using non-bear attractant plants will help reduce human-wildlife conflict in developed areas.

8.3. Invasive Species:

Please ensure that no invasive species are proposed.

- 9. Marketing:** Section 10 of the *Real Estate Development Marketing Act* only permits early marketing of a development if the developer has obtained both approval in principle to construct from the appropriate local government or ministry and has obtained permission to begin marketing from the Superintendent of Real Estate.

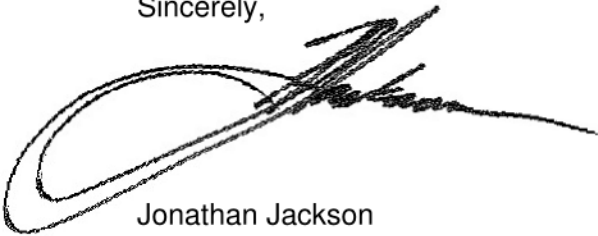
10. Changes in Legislation, Policies, Bylaws: Applicants are responsible for making themselves aware of changing legislation, bylaws and policies and how their applications are accordingly impacted. In most cases, there are legislated or bylaw requirements that guide how such changes impact different types of applications. When SCRD is aware of pending legislation, bylaw or policy changes during an ongoing application, reasonable effort will be made to communicate such regulation changes to applicants.

Once SCRD has received a complete resubmission package we will be able to advise on target timelines for consideration of approval

Comments valid for 1 year from issuance of PLR.

If you have any questions or wish to discuss your application with your file manager, please contact Chris Humphries at 604-885-6800 or chris.humphries@scrd.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Jackson', with a large, stylized loop at the beginning.

Jonathan Jackson
Manager, Planning & Development

Attachments:

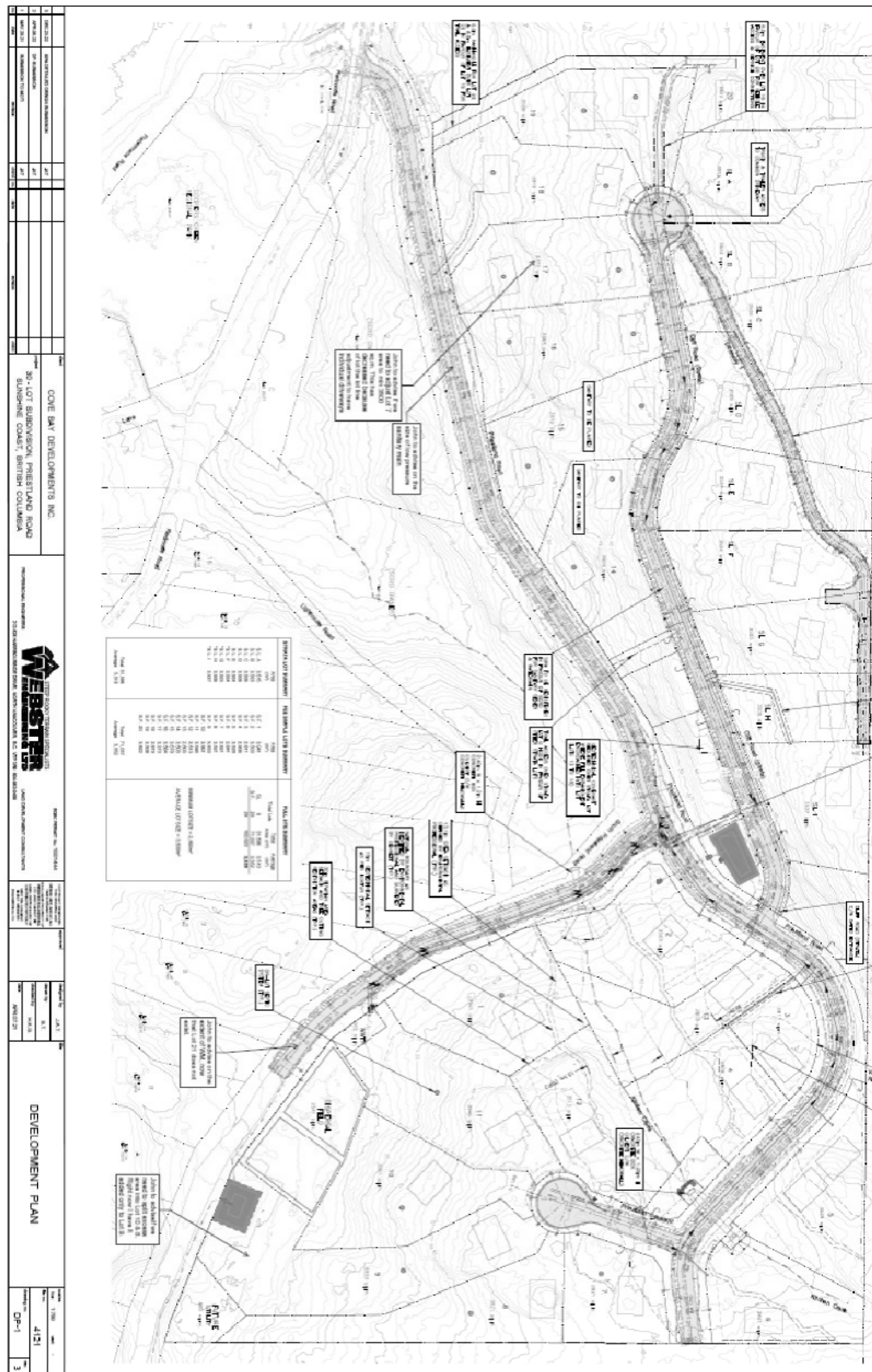
1. Subdivision Review Checklist
2. Subdivision Plans (Webster Engineering) dated April 7, 2021;

Attachment 1**SCRD Subdivision Review Checklist**

Checklist Item	Yes	No
Is the subdivision within the ALR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal complies with density requirement of zoning bylaw Note: The proposed hooked parcels are not permitted and as proposed skew minimum lot areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Zoning Land Use Designation:</i>	Residential 2	
Proposal complies with land use requirements of zoning bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum parcel size area exceptions apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frontage Waiver approval required (Sec. 512, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision proposal (res. For relative) as per Sec. 514, <i>Local Government Act</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Information Meeting required as per Sec. 24 of Bylaw 522	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of Park Land (Section 510, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community water system required (Schedule A, Bylaw 320)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional District water supply is available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water main extension required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water connection and meters required at time of subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Development Cost Charges Bylaw:</i>	Bylaw No. 693	
<i>Number of lots affected</i>	~29	
<i>Current Total DCC amount to be paid</i>	\$3,632.00 per parcel	
Latecomer's agreement for SCRD water servicing apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage Disposal method	On-site <input type="checkbox"/> Community System <input checked="" type="checkbox"/>	
Required off-street parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Within Official Community Plan boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>OCP Land Use Designation</i>	Residential B	
Proposed subdivision complies with OCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parcel fronting a major or main road as per OCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed subdivision within a Development Permit Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presence of Watercourses or waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Department comments/concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional drainage comments/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Archaeological Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment 2

Subdivision Plans (Webster Engineering) dated April 7, 2021



From: Alister Toma (s.22

To: John Tynan (jtynan@webstereng.ca); Stephen Sims (steve@sartorienv.com); Moore, Jeffrey MOTI:EX (Jeffrey.Moore@gov.bc.ca); Chris Humphries (Chris.Humphries@scrd.ca); Jonathan Jackson (Jonathan.Jackson@scrd.ca)

Cc: Thomas Hanson (thanson@watsongoepel.com)

Subject: Re: Updated Referral for Subdivision 2017-04710 - Alister Toma, Cove Bay Developments Inc.

Sent: 08/01/2023 19:12:05

Attachments: SCRD Conditions for PLA Dec-21-2017.pdf, SD000022 Planning Application Requirements Letter.docx, 2023-July-31 SD000022 Planning Application Requirements Letter (Response to June 28, 2023 MoTI Referral 2017-04710).pdf

Message Body:

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

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Hello,

After reviewing the response, I don't believe it complies with legal regulations. The SCRD's original conditions, as stated in the attached PLA, requested a 5% cash in lieu. We have a vested interest in the site based on that statement, and we already have pre-sales and committed buyers for parcels in the same area. Now, at the eleventh hour, the SCRD wants to take a different approach, which would require a complete redesign of the entire development at a substantial cost and would affect our pre-sales and commitments. This seems to be part of a recurring pattern where the SCRD is acting in bad faith and attempting to delay the construction of the project.

From: Chris Humphries <Chris.Humphries@scrd.ca>
Date: July 31, 2023 at 5:06:18 PM EDT
To: "Moore, Jeffrey MOTI:EX" <Jeffrey.Moore@gov.bc.ca>
Cc: Jonathan Jackson <Jonathan.Jackson@scrd.ca>, Julie Clark <Julie.Clark@scrd.ca>, "Newton, Brad MOTI:EX" <Brad.Newton@gov.bc.ca>, "Alister Toma (alistertoma@mac.com)" <s.22>, planning-redirected@contact.scrd.ca
Subject: RE: Updated Referral for Subdivision 2017-04710 - Alister Toma, Cove Bay Developments Inc.

?

Hello Jeffrey,

The SCR D Planning Department is providing you with SCR D Conditions in response to a subdivision application re-referral for file 2017-04710, which SCR D received on June 28, 2023. Staff are providing PDF and Word version (attached) of the conditions, the latter to be used by the applicant to document responses to the requirements outlined within. Staff will invite the applicant to provide this document to SCR D Planning once we are confident that the requirements outlined within are resolved or on the path to resolution.

If you have any questions, or require additional information, please let me know.

Thank you,

Chris Humphries, MScPI

Planner II

Sunshine Coast Regional District

1975 Field Road, Sechelt, BC V7Z 0A8

Phone: 604-885-6800

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Like us on Facebook

Visit us:

www.scrd.ca

Stay informed and get involved at

www.scrd.ca/letstalk

From: Moore, Jeffrey MOTI:EX <Jeffrey.Moore@gov.bc.ca>
Sent: Wednesday, June 28, 2023 12:01 PM
To: Chris Humphries <Chris.Humphries@scrd.ca>
Cc: Jonathan Jackson <Jonathan.Jackson@scrd.ca>; Julie Clark <Julie.Clark@scrd.ca>;
Raph Shay <Raph.Shay@scrd.ca>; Newton, Brad MOTI:EX <Brad.Newton@gov.bc.ca>;
Alister Toma s.22) <s.22 >
Subject: Updated Referral for Subdivision - Alister Toma, Cove Bay Developments Inc.

External Message

Good morning, Chris,

Attached please find a referral for the revised subdivision proposal.

If you have any questions, please contact me.

Thanks.

Jeffrey Moore, ASCT

Provincial Approving Officer

BC Ministry of Transportation and Infrastructure

Lower Mainland District

Address: 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8

Telephone: (236) 468-1920

This message originated outside the SCRD. Please be cautious before opening attachments or following links.



SCRD CONDITIONS FOR PRELIMINARY LAYOUT APPROVAL

MOTI File No. 2017-04710

Date: December 21, 2017

Legal Description: Block A (Reference Plan 1657) Group 1 New Westminster District Except Portions in Plans 7134, 7360, 7481 and 7697 District Lot 1427

Proposed Subdivision Plan prepared by: Peter M. Gordon, BCLS dated May 03, 2013.

Number of Proposed Lots: 25 + 1 for Sewerage

The following conditions must be satisfied before a letter of confirmation can be sent to the Approving Officer. Should the proposed subdivision layout change the SCRD will need to provide updated comments.

1. Zoning Bylaw No. 310 Compliance

a) Density

The proposed lots meet the minimum parcel size established by the D (2,800 square metre minimum) subdivision district. The applicant is to provide a copy of the final subdivision plan prepared by a BCLS to the SCRD to confirm that the final survey is in compliance with Section 406.4 regarding density requirements.

b) Useable Area

The applicant is required to provide a copy of all legal plans (easements, reference plans, right-of-ways etc.) required for this subdivision for review by the SCRD to confirm that all proposed lots 3,500 m² in area or larger have a minimum of 2,000 m² contiguous usable area or two sections of 1,000 m² or contiguous area, as per Section 402.2 of Bylaw 310 and all proposed lots 3,500 m² in area or less have a minimum of 1,000 m² contiguous usable area, as per Section 402.1 of Bylaw 310.

2. Public Information Meeting

The subdivision comprises of more than 10 new lots, therefore the Manager of Planning and Development Division has determined that a public information meeting is required per Bylaw 522. The applicant is requested to contact the Planning and Development Division for more information pertaining the meeting and advertising requirements.

3. Development Permit Areas

A Development Permit in accordance with Development Permit Area 2A (Creek Corridor) and Development Permit Area 4 (Riparian Assessment Areas) described in the Halfmoon Bay Official Community Plan must be issued prior to final subdivision approval. Flood, debris flow and debris flow hazard assessments will be required within this development permit area. A no-disturbance covenant and corresponding reference plan may be required to protect the streamside protection and enhancement area (SPEA). The developer may be required to install fencing and/or signage to demarcate the SPEA boundary.

4. Frontage Waiver

Per the Local Government Act, the minimum frontage along a highway must be 10% of the perimeter of the lot being created. Lots 19-21 do not appear to meet this requirement. A waiver of this requirement must be granted by the Sunshine Coast Regional District Board prior to final approval of the



subdivision. The applicant should apply for this waiver with the SCRD Planning and Development Division; a \$150 fee will apply.

5. Drainage Plan

The SCRD recommends that the Approving Officer require that a storm water management plan be provided to ensure that the proposed subdivision does not negatively affect properties located down slope of the development.

6. Infrastructure Department Comments

a) Availability of water service from the Sunshine Coast Regional District

Please be advised that Regional water is available to the subject property via Redrooffs Road. Based on the elevations included in the Proposed Subdivision, there may not be adequate pressure in the water main on Redrooffs Road to service the upper portions of the proposed development. See item c below for additional information.

b) Development Cost Charges

Per Sunshine Coast Regional District Bylaw No. 693, a Development Cost Charge (DCC) in the amount of \$90,800 is required to be paid in full to the SCRD prior to issuance of final subdivision approval.

c) Infrastructure Improvements

Water

In order to demonstrate that there will be adequate water pressure to service the proposed subdivision, water modelling will be required. The costs of the water modelling will be borne by the applicant.

Detailed water distribution infrastructure requirements will be determined based on the results of the water modelling.

A service connection and a water meter will be required for each lot in this development.

Wastewater

Design flow calculations from a qualified professional will be required prior to further comment on wastewater collection and treatment infrastructure. If the design daily flows into the proposed wastewater treatment plant exceed 22.7 m³/day, the treatment facility would fall under Ministry of Environment jurisdiction and ownership of the treatment facility would be turned over to the SCRD.

The system must be designed to sustain the total number of dwellings permitted by the zoning bylaw or the applicant must enter into a covenant to limit the number of total dwellings to the service capacity of the sewerage system.

7. Section 510 Local Government Act - Payment for Park Purposes

Per Section 510 of the Local Government Act, a 5% land dedication or money-in-lieu of park dedication is required, payable to the SCRD. The SCRD has determined that money in lieu of park lands is the preferred option. This payment is to be based on an appraisal of the property at the time of PLA and shall be commissioned by the applicant and conducted by a qualified appraiser certified by the Appraisal Institute of Canada.

Sunshine Coast Regional District

1975 Field Road
Sechelt, British Columbia
Canada V0N 3A1

P 604.885.6800
F 604.885.7909
Toll free 1.800.687.5753

info@scrd.ca
www.scrd.ca



8. Building Department Comments

If retaining walls or other earth retention measures are required for site grading or any other purposes, building permits and engineering may be required.

Sven Koberwitz, Planning Technician
Planning and Development Department

CC: Peter M. Gordon, BCLS, Applicant
Michael Braun, Ministry of Transportation and Infrastructure

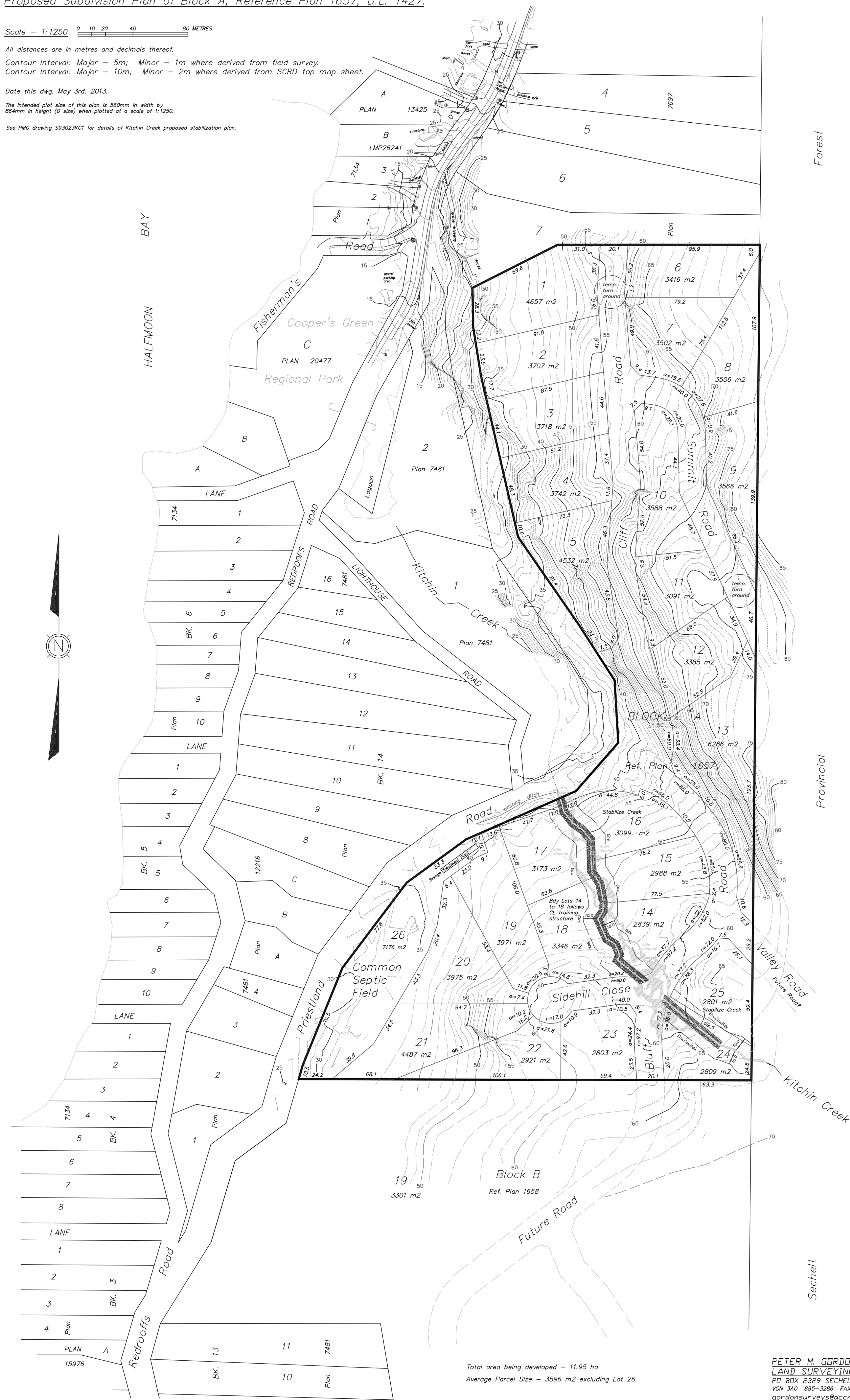
Scale - 1:1250

0 10 20 40 80 METRES

Contour Interval: Major – 5m; Minor – 1m where derived from field survey.
Contour Interval: Major – 10m; Minor – 2m where derived from SCRD top map sheet.

The intended plot size of this plan is 560mm in width by 864mm in height (D size) when plotted at a scale of 1:1250.

See PMG drawing S93023KC1 for details of Kitchin Creek proposed stabilization plan.



Total area being developed – 11.95 ha
Average Parcel Size – 3596 m² excluding Lot 26.

PETER M. GORDON
LAND SURVEYING INC.
PO BOX 2329 SECHLT B.C.
VON 3A0 885-3286 FAX 885-2505
gordonsurveys@dccnet.com



Requirements Letter

July 31, 2023

SCRD File(s): SD000022
REM00018
MoTI File(s): 2017-04710

SENT VIA EMAIL TO: jeffrey.moore@gov.bc.ca
EMAIL Cc TO: s.22

Dear Mr. Moore:

RE: Planning Project Application Requirements Letter – Proposed 29-Lot Subdivision at Priestland Road, PID 015-931-901 (Application # SD000022, 2017-04710)

Staff have completed the formal review of a second submission containing a revised plan for subdivision application SD000022, and comments are summarized in and/or attached to this letter. Comments are based on Ministry of Transportation and Infrastructure (MoTI) referral 2017-04710 from the applicant's revised subdivision proposal, received by SCR D June 28, 2023. The referral package included the following:

- Cover Letter from Jeffrey Moore, dated June 28, 2023
- Subdivision Plans (Webster Engineering) dated April 7, 2021;
- BCLS Survey Plans (Bennett Land Surveying Ltd.) dated June 14, 2023; and
- Project Details Sheet (included in referral package, no date)

The purpose of this Requirements Letter is to provide SCR D requirements to MOTI and the applicant in response to the referral package. SCR D notes that there are several issues with this resubmission, including bylaw non-conformance, parkland dedication requirements, and establishment of Kitchen Creek SPEA that should be resolved to inform subdivision design prior to re-issuance of a Preliminary Layout Review (PLR). To advance this proposal, SCR D requires a complete updated referral package (a single, full resubmission) that addresses the requirements contained in this letter.

Highlights of Key Issues

- A. Conformance with Zoning Bylaw 722 – Section 1.1
- B. Frontage Waiver Requirements – Section 1.2
- C. Development Permit and Site Design Issues –Section 1.3
- D. Parks dedication requirements – Section 2.1
- E. Protection of Adjacent SCR D Park Assets – Section 2.2
- F. SCR D Infrastructure comments cannot be finalized until a proposed subdivision plan is provided meeting all SCR D Zoning Bylaw 722 requirements and addressing Development Permit requirements related to Kitchen Creek SPEA.

Resubmission Requirements

A revised subdivision application referral package is required. A Response Letter is to be included, explaining how each of the items raised in this letter have been addressed. An editable MS Word version of this review letter will be provided for this purpose. An additional copy of the subdivision plan should also be provided, detailing the changes made to address the subject requirements, using red bubbling and callouts to identify changes and new information. Changes to professional reports should similarly be noted in the resubmission response letter with references to associated page numbers and sections. This will help expedite SCRD's review of the resubmission.

Once an amended application package, containing all required information, has been received by the Ministry of Transportation and Infrastructure, it will be redistributed to SCRD for confirmation that the revisions made address the issues and comments noted in this letter. Piecemeal or incomplete application package resubmissions will not be accepted.

Property Information

Property Legal Description:	Block A (Reference Plan 1657), District Lot 1427, Group 1, NWD, Except Portions in Plans 7134, 7360, 7481 and 7697		
Civic Address/ Location:	Priestland Road, PID: 015-931-901		
Electoral Area:	B - Halfmoon Bay	Subdivision District:	D
Land Use Zone:	R2	Minimum Parcel Size:	Minimum 2,800 m ² , with 3,500 m ² average parcel size.
Size of Parent Parcel(s):	10.93 Hectares	Parcels Proposed (incl. remainder):	29
Smallest Parcel Size:	2,803 square metres	Average Parcel Size:	3,538.8 square metres

SCRD Requirements:

1. Planning & Development

1.1. Zoning Bylaw 722 Review

(All noted sections, below, are from Zoning Bylaw 722)

- 1.1.1. Continuous Developable Area Requirements Not Demonstrated:** This parcel is zoned for Subdivision District D, whereas required by Section 4.2.1, a minimum parcel of 2800 m² is required and minimum average parcel size of 3500 m².

Further to Section, 4.2.1, Section 4.3.2 states in cases where a proposed parcel is equal to or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

And further to Section 4.2.1 and Section 4.3.2, Section 4.3.3 states in cases where a proposed parcel is less than 3500 m² (and in this case not less than 2800 m² per Subdivision District D), it shall have a minimum of 1000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

Action Required:

To demonstrate bylaw compliance, the applicant is required to provide:

- i. A copy of all proposed and any existing legal plans (easements, reference plans, rights-of-way, hazard and protection areas [i.e. Streamside Protection and Enhancement Area], etc.) required for this subdivision for review by the SCRD.
- ii. A subdivision plan that clearly displays total parcel area and continuous developable area (in square metres), to demonstrate compliance with the above noted Zoning Bylaw sections for minimum parcel size and continuous developable area. *Staff note establishment of the Streamside Protection and Enhancement Area (SPEA) must first be determined through the Provincial approval of riparian Condition and Impact Assessment and RAPR Report to demonstrate bylaw compliance.*

1.1.2. Hooked Parcels (parcels physically separated by a highway or another legal parcel) are **not permitted** per Section 4.4.1, unless the parcel falls under one of the following exemptions:

- a) Each physically separated portion has an area sufficient to satisfy the minimum and average parcel area requirements of the applicable subdivision district; or
- b) Each non-conforming part of the parcel is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a building or structure or further subdivision.

Action Required:

The proposed Subdivision Plan contains hooked parcels that are not in compliance with Section 4.4.1, as noted above, and the applicant is required to provide the following:

- i. A new submission is required that demonstrates conformance with Section 4.4.1.

1.2. Other Subdivision Requirements

1.2.1. Frontage Waivers per Section 512 of the *Local Government Act (LGA)*.

Section 512 of the *LGA* requires that when a parcel being created by subdivision fronts along a highway, the minimum frontage on the highway must be greater than 10% of the perimeter of the lot that fronts on the highway. It further states that a local government may consider an exemption to this statutory minimum frontage. SCRD's process for consideration of an exemption to this minimum statutory requirement is by means of a Frontage Waiver Application.

Based on the proposed Subdivision Plans, staff have identified several parcels that appear to require consideration of an exemption through a Frontage Waiver Application.

Action Required:

If the applicant wishes to have SCRD consider an exemption to the minimum statutory frontage, the following is required:

- i. A Frontage Waiver Application is required. This application would be presented to SCRD Board for consideration. If an application is made, the applicant is to provide a written rationale for each requested waiver to the minimum statutory frontage, along with a plan clearly identifying parcels subject to proposed frontage waivers and the proposed frontage, expressed in both metres and as a percent of the total parcel perimeter. Staff note the written rationales should speak to how each requested frontage waiver will comprehensively enhance the proposed subdivision layout (i.e. promote riparian enhancements, transportation safety).

1.3. Development Permit Areas

1.3.1. Remediation Pre-Application Process

Staff note this property has been subject to unauthorized land alterations, resulting in the requirements of SCRD's Remedial Pre-Application process, as well as the requirement for Provincial approval of a riparian Condition and Impact Assessment and *RAPR* Report. The outcome of these approval processes will inform ultimate subdivision layout design.

Action Required:

The applicant is required to complete the following:

- i. A Condition and Impact Assessment is required to determine remediation measures for unpermitted land alterations completed within the Riparian Assessment Area on the parcel, to the satisfaction of the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division;
- ii. A Streamside Protection and Enhancement Area (SPEA) must be established by a Qualified Environmental Professional, meeting the requirements of *Riparian Areas Protection Regulation (RAPR)*; and
- iii. A Remedial Pre-Application (REM00018) must be paid for and completed to determine the subdivision's compliance with SCRD DPA 2A and DPA 4 Guidelines, which will inform ultimate subdivision layout.

Staff recognize, some of the above may be in progress, but a comprehensive overview of requirements is provided for clarity.

1.3.2. DPA 2A (Creek Corridor) Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines

DPA 2A applies to all creeks extending 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area.

Action Required:

The applicant is to have their qualified Professional Engineer or Professional Geoscientist prepare a report addressing the following:

- i. Recommendations for the land located within the DPA, based on an analysis of the proposed subdivision, including, but not limited to, implications of future building footprint, septic fields, and land alteration, including tree removal. Given that trees were removed without authorization within this assessment area, the analysis must consider tree replanting in coordination with the Qualified Environmental Professional engaged for analysis of DPA 4.
- ii. Recommendations and hydrologic investigation related to risks of flooding and associated creek processes for the proposed subdivision and/ or land alterations. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.
- iii. Recommendations that ensure the proposed subdivision is safe based on an analysis of the estimated 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.
- iv. Compliance with Engineers and Geoscientists of BC (EGBC) Guidelines.

Staff recognize the applicant has submitted a report intended to address DPA 2A; however, this section has been provided for convenience and to ensure the report is updated to reflect consideration of tree replanting and risk threshold increase to the 200-year return period per EGBC, in coordination with RAPR and recommendations from the applicant's Qualified Environmental Professional.

1.3.3. DPA 4 Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines and *Riparian Areas Protection Regulations (RAPR)*.

DPA 4 requires establishment of a Streamside Protection and Enhancement Area (SPEA) for Kitchen Creek as part of the subdivision and further that the applicant's Qualified Environmental Professional (QEP) determine necessary measures to protect the SPEA both during and after construction, in compliance with RAPR and SCRD's DPA 4.

Staff note that the last time this application was officially referred to SCRD by MoTI for comment, the applicant's previous RAPR Assessment was rejected by the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division. A new QEP has since been retained and established that Kitchen Creek supports fish habitat and is a protected watercourse under RAPR. These updated preliminary comments reflect this new information and the change in required protection measures under DPA4 and RAPR.

Action Required:

The applicant is to complete the Condition and Impact Assessment process, and establish a SPEA acceptable under RAPR, which will collectively help inform revised subdivision layouts and protection, restoration and enhancements plans for Kitchen Creek in compliance with SCRD's DPA 4 guidelines. The guidelines require consideration of the following:

- i. Ensuring that areas of land related to the long-term protection of the Kitchen Creek SPEA must remain free of development;
- ii. Demonstration that specified natural features or areas are proposed to be preserved, protected, restored and enhanced;
- iii. Ensuring that required works are proposed to be constructed to preserve, protect, restore and enhance the Kitchen Creek SPEA or other specified natural features of the environment that contribute to the long-term health of Kitchen Creek;
- iv. Demonstration that protection measures will be followed, including retaining and planting of vegetation to preserve, protect, restore and enhance fish habitat/riparian areas, and to control drainage or erosion or to protect banks; and that
- v. A reference plan be prepared by a BC Land Surveyor, in conjunction with a subdivision plan to delineate the identified SPEA.

Staff note that in consideration of Development Permit approval, key considerations to meet the above noted DPA 4 Guidelines are as follows:

- i. Full restoration of the Kitchen Creek SPEA to pre-land alteration state, including replanting of native trees and vegetation to reflect its original natural biodiversity state;

-
- ii. Removal of invasive species;
 - iii. Replacement and Enhancement of culvert in the existing Priestland road allowance, in compliance with *RAPR* and *WSA* standards, and QEP recommendations;
 - iv. A revised subdivision design that informs protection, restoration and enhancement of Kitchen Creek with no new creek crossings for roadways or other SPEA encroachments proposed;
 - v. Consideration of removal of any existing built structures, barriers or non-native materials within Kitchen Creek or its SPEA, as determined appropriate by a QEP;
 - vi. Consideration of other restorative enhancements that facilitate betterment of fish habitat; and
 - vii. Fencing of the SPEA in compliance with *RAPR* standards.

2. SCRD Parks

2.1. Required Park Dedication under Section 510 of the *Local Government Act* (LGA)

2.1.1. SCRD Parks Department has determined that based on the updated information contained in this application package resubmission, specifically the environmental significance of Kitchen Creek and its surrounding area, statutory 5% parkland dedication will be required at time of subdivision. This parkland dedication will be subject to input from Halfmoon Bay Advisory Planning Commission, and SCRD Board endorsement. This requirement upholds SCRD policies, as follows:

Halfmoon Bay Official Community Plan:

- Policy 13.1: To recognize the need for park opportunities at neighbourhood, community, regional and provincial levels to fulfill the recreational needs of residents and visitors of all ages and abilities.
- Policy 13.4: To enhance public access and use of water resources in a manner that minimizes detrimental effect on the environment and adjacent land uses.
- Policy 13.13: Continue to provide for water-oriented recreation opportunities at Coopers Green Park and expand upland conservation opportunities.

Coopers Green Management Plan:

- Connect Coopers Green Park with the broader trails and recreation network east of the park boundary.

2.1.2. The estimated amount of parkland dedication is 5,463 m² or 1.35 acres, based on 5% of the parent parcel size. The area identified as candidate for parkland dedication includes lands southwest of the Kitchen Creek SPEA, connecting from Priestland Road to the crown parcel immediately east of the subject parcel. The northeast side of Kitchen Creek SPEA may alternatively be considered if trail grades and protection of environmental assets is proven more desirable. It is expected that the width of this linear park dedication along the SPEA will average 25 metres in width, using the entire 5% dedication. In keeping with SCRD's Parks and Recreation Master Plan, 5% parkland dedication acquisitions from subdivision should be suitable for active recreation and not normally include environmentally sensitive or hazard lands. Once the Kitchen Creek SPEA is approved and accepted under *RAPR*, SCRD can work with the applicant to determine the ultimate location and alignment of the linear parkland dedication.

2.2. Protection of Adjacent SCRD Park Assets

2.2.1. SCRD has concern over the portion of Priestland Road abutting SCRD lands forming part of Coopers Green Park, which contain sensitive ecosystems. SCRD anticipates numerous impacts on the property as Priestland Road undergoes road works and potential grading to meet highway standards, as well as ongoing impacts associated with vehicular traffic such as low-lying vehicle pollutants, and runoff from road surfacing. SCRD requests one of two measures be taken by the proponent and Ministry to mitigate impacts of road works and ongoing road usage on adjacent SCRD assets:

- i. **PREFERRED OPTION:** Convert the portion of Priestland Rd abutting SCRD property to a utility's corridor for electrical and water services, restricted to pedestrian and utility vehicle traffic only; or
- ii. Employ current best practices through hard and soft scaping to protect the SCRD amenity space and sensitive ecosystem from impacts of initial road works, water runoff, and ongoing vehicular traffic-related pollutants.

3. Infrastructure Services (Water & Liquid Waste)

3.1. SCRD Water Service

3.1.1. The subject property is located within the SCRD Regional Water Service Area and the SCRD is able to provide water for the proposed development. SCRD Utility Services Division will provide infrastructure related guidance and specifics only after a subdivision plan has been submitted that meets all requirements of Zoning Bylaw 722, any proposed frontage waivers have received approval or been adjusted to comply with Section 512 of the *LGA*, and all site layout issues related to the issuance of a Development Permit (refer to Section 1.3 of this letter) have been resolved.

3.1.2. In the interim, and in accordance with Subdivision Servicing Bylaw No. 320, SCRD Infrastructure can confirm the following preliminary requirements:

- i. The developer is responsible for any water infrastructure upgrades required to support the proposed development;
- ii. Any upgrades to existing or proposed water infrastructure required to support the proposed development is to be as per SCRD standards and approval and made at the developer's expense;
- iii. The developer shall work with the SCRD Utilities department to determine the best and most efficient overall method of upgrading the Halfmoon Bay water system to service the proposed development with final approval by the SCRD; and
- iv. Fire flow and residual pressures will need to be determined for the larger Halfmoon Bay water system to determine the impact of the proposed development. Fire flow credits cannot be considered when determining fire flow as per the FUS guidelines.
- v. Fire Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

3.2. Liquid Waste

3.2.1. Wastewater design must comply with SCRD infrastructure and planning regulations, as well as VCH and RAPR regulations.

4. Protective Services

4.1. Fire Services

4.1.1. Road Design

New roads must meet or exceed current best practices in road design for the movement of fire apparatuses, such as those recommended by the National Fire Protection Association. Currently, fire apparatuses in Halfmoon Bay are up to 32 feet (9.75 metres) long.

4.1.2. Fire Hydrants

Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

4.1.3. FireSmart Measures

Staff request the requirement that BC FireSmart measures be incorporated into further development and construction, enforced through covenant.

5. Other Considerations

5.1. Stormwater Management

Stormwater management is a concern on this parcel. SCRD requests that the applicant and MoTI give consideration to stormwater management in relation to water accumulation and runoff in and around parcels, roadway infrastructure, and existing wetlands. Efforts to mitigate the effects of land clearing, hardscaping, and road surfaces through mechanisms such as tree retention/replanting, vegetative planting and protective covenants should be considered to ensure the long-term management of stormwater.

Standard Fees, Charges, and/or Contributions

6.1. Estimated Application Fees :

6.1.1. Payment of Remediation Pre-Application Fee

- Estimated fee (2023 fees): \$2,500.00 (file REM00018)^{s.21}

6.1.2. Development Permit Application

- Estimated fee (2023 fees): \$3,600.00. Note: due following completion of the Remediation Pre-Application stage, along with submittal of a complete DP Application.

6.1.3. Frontage Waiver Application

- Estimated application fee (2023 fees): \$2,200.00. Note: due if a frontage waiver application is pursued.

6.2. Development Cost Charges: The proposed development will be subject to SCRD Development Cost Charges (DCCs). The table below outlines the current rates per Bylaw No. 693, Schedule A. Note that these rates are subject to change and the final values are determined and payable at the time of subdivision approval, should your application proceed to this stage.

Charge	Rate	Credit
DCCs	\$3,632 per parcel	N/A

-
- 6.3. Subdivision Parkland Fees:** As noted above in Section 2.1, the provision of five percent parkland dedication is required prior to final approval of the proposed subdivision pursuant to Section 510 of the *Local Government Act*.

7. Construction Practices and Site Maintenance

7.1. Good Neighbour Development Policy:

The SCR D has a Good Neighbour Development Policy. Please review the policy and the SCR D Webpage to ensure that the expectations are understood. The policy can be found at the following hyperlink:

<https://www.scrd.ca/files/File/Administration/News/2019-SCR D-%20Good%20Neighbour%20Guidelines%20for%20web.pdf>

7.2. General Site Development Requirements:

The applicant must ensure that development sites are properly maintained to be clean, secure, and safe. All Development Permit Areas must be adhered to. Failure to do so could result in bylaw enforcement action from SCR D, as well as increased application fees. Photos of the development site may be requested to confirm that it is being maintained in good condition.

8. Guidelines: Landscaping

8.1. Drought Tolerant Planting:

Please design landscaping to be drought tolerant. The Regional District is currently facing a water supply deficit and annual drought. While there are several projects underway to increase the available supply of water, conservation measures are a key component of our water supply management plan. As such, the SCR D encourages all developments to consider low impact development landscaping principles, xeriscaping and rainwater harvesting, to mitigate demand for irrigation water.

8.2. Bear Attractants:

Please ensure that all proposed landscaping is non-bear attractant. Your assistance in using non-bear attractant plants will help reduce human-wildlife conflict in developed areas.

8.3. Invasive Species:

Please ensure that no invasive species are proposed.

- 9. Marketing:** Section 10 of the *Real Estate Development Marketing Act* only permits early marketing of a development if the developer has obtained both approval in principle to construct from the appropriate local government or ministry and has obtained permission to begin marketing from the Superintendent of Real Estate.

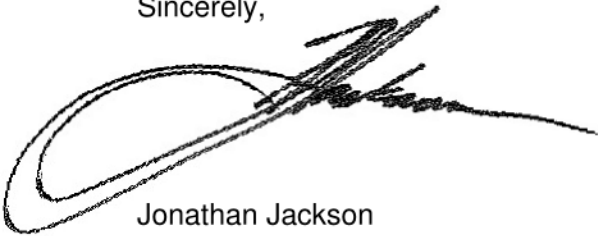
10. Changes in Legislation, Policies, Bylaws: Applicants are responsible for making themselves aware of changing legislation, bylaws and policies and how their applications are accordingly impacted. In most cases, there are legislated or bylaw requirements that guide how such changes impact different types of applications. When SCRD is aware of pending legislation, bylaw or policy changes during an ongoing application, reasonable effort will be made to communicate such regulation changes to applicants.

Once SCRD has received a complete resubmission package we will be able to advise on target timelines for consideration of approval

Comments valid for 1 year from issuance of PLR.

If you have any questions or wish to discuss your application with your file manager, please contact Chris Humphries at 604-885-6800 or chris.humphries@scrd.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Jackson', with a large, stylized loop at the beginning.

Jonathan Jackson
Manager, Planning & Development

Attachments:

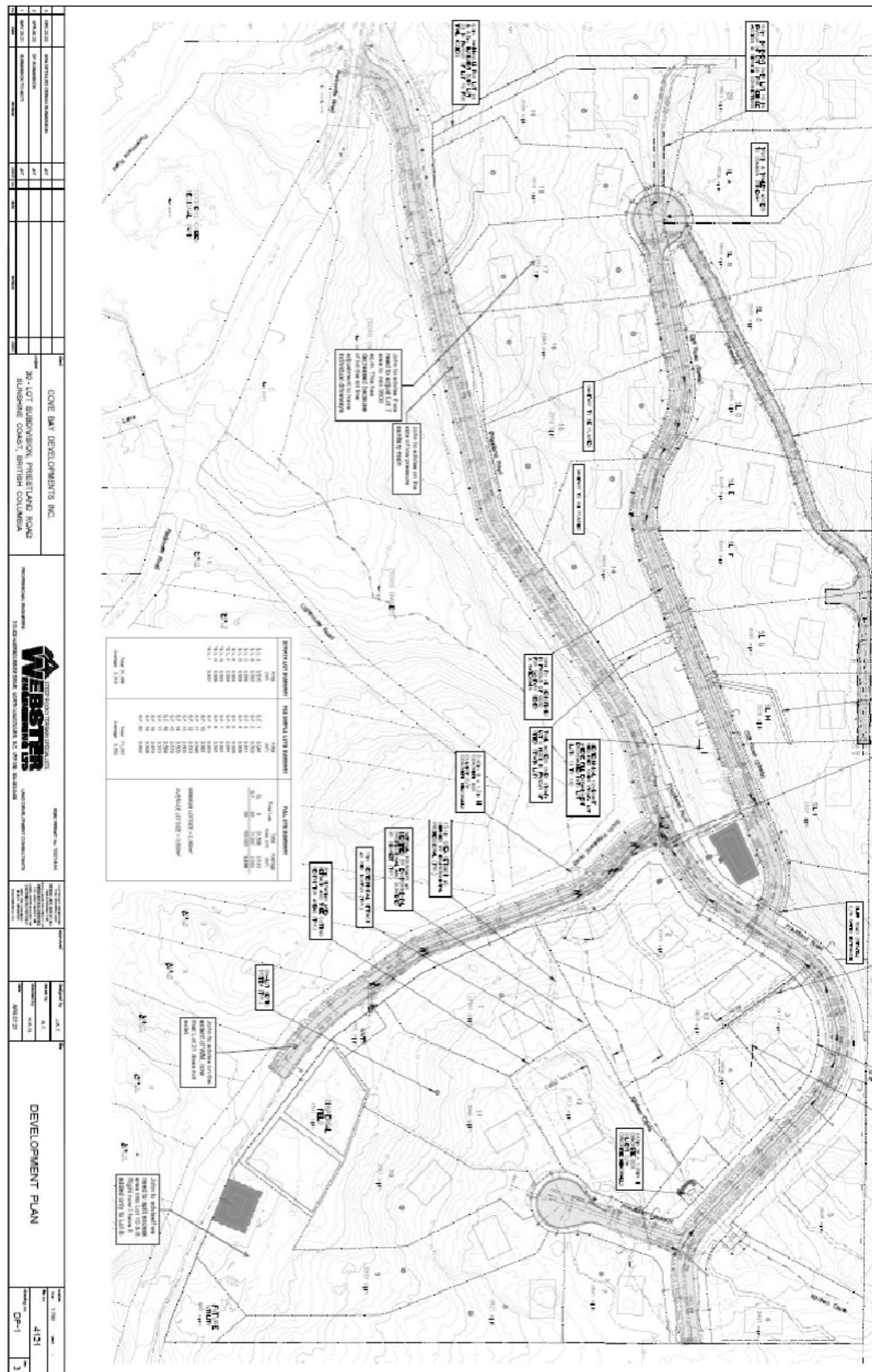
1. Subdivision Review Checklist
2. Subdivision Plans (Webster Engineering) dated April 7, 2021;

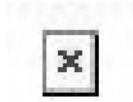
Attachment 1**SCRD Subdivision Review Checklist**

Checklist Item	Yes	No
Is the subdivision within the ALR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal complies with density requirement of zoning bylaw Note: The proposed hooked parcels are not permitted and as proposed skew minimum lot areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Zoning Land Use Designation:</i>	Residential 2	
Proposal complies with land use requirements of zoning bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum parcel size area exceptions apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frontage Waiver approval required (Sec. 512, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision proposal (res. For relative) as per Sec. 514, <i>Local Government Act</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Information Meeting required as per Sec. 24 of Bylaw 522	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of Park Land (Section 510, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community water system required (Schedule A, Bylaw 320)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional District water supply is available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water main extension required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water connection and meters required at time of subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Development Cost Charges Bylaw:</i>	Bylaw No. 693	
<i>Number of lots affected</i>	~29	
<i>Current Total DCC amount to be paid</i>	\$3,632.00 per parcel	
Latecomer's agreement for SCRD water servicing apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage Disposal method	On-site <input type="checkbox"/> Community System <input checked="" type="checkbox"/>	
Required off-street parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Within Official Community Plan boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>OCP Land Use Designation</i>	Residential B	
Proposed subdivision complies with OCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parcel fronting a major or main road as per OCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed subdivision within a Development Permit Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presence of Watercourses or waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Department comments/concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional drainage comments/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Archaeological Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment 2

Subdivision Plans (Webster Engineering) dated April 7, 2021





Requirements Letter

July 31, 2023

SCRD File(s): SD000022
REM00018
MoTI File(s): 2017-04710

SENT VIA EMAIL TO: jeffrey.moore@gov.bc.ca
EMAIL Cc TO: s.22

Dear Mr. Moore:

RE: Planning Project Application Requirements Letter – Proposed 29-Lot Subdivision at Priestland Road, PID 015-931-901 (Application # SD000022, 2017-04710)

Staff have completed the formal review of a second submission containing a revised plan for subdivision application SD000022, and comments are summarized in and/or attached to this letter. Comments are based on Ministry of Transportation and Infrastructure (MoTI) referral 2017-04710 from the applicant's revised subdivision proposal, received by SCR D June 28, 2023. The referral package included the following:

- Cover Letter from Jeffrey Moore, dated June 28, 2023
- Subdivision Plans (Webster Engineering) dated April 7, 2021;
- BCLS Survey Plans (Bennett Land Surveying Ltd.) dated June 14, 2023; and
- Project Details Sheet (included in referral package, no date)

The purpose of this Requirements Letter is to provide SCR D requirements to MOTI and the applicant in response to the referral package. SCR D notes that there are several issues with this resubmission, including bylaw non-conformance, parkland dedication requirements, and establishment of Kitchen Creek SPEA that should be resolved to inform subdivision design prior to re-issuance of a Preliminary Layout Review (PLR). To advance this proposal, SCR D requires a complete updated referral package (a single, full resubmission) that addresses the requirements contained in this letter.

Highlights of Key Issues

- A. Conformance with Zoning Bylaw 722 – Section 1.1
- B. Frontage Waiver Requirements – Section 1.2
- C. Development Permit and Site Design Issues –Section 1.3
- D. Parks dedication requirements – Section 2.1
- E. Protection of Adjacent SCR D Park Assets – Section 2.2
- F. SCR D Infrastructure comments cannot be finalized until a proposed subdivision plan is provided meeting all SCR D Zoning Bylaw 722 requirements and addressing Development Permit requirements related to Kitchen Creek SPEA.

Resubmission Requirements

A revised subdivision application referral package is required. A Response Letter is to be included, explaining how each of the items raised in this letter have been addressed. An editable MS Word version of this review letter will be provided for this purpose. An additional copy of the subdivision plan should also be provided, detailing the changes made to address the subject requirements, using red bubbling and callouts to identify changes and new information. Changes to professional reports should similarly be noted in the resubmission response letter with references to associated page numbers and sections. This will help expedite SCRD's review of the resubmission.

Once an amended application package, containing all required information, has been received by the Ministry of Transportation and Infrastructure, it will be redistributed to SCRD for confirmation that the revisions made address the issues and comments noted in this letter. Piecemeal or incomplete application package resubmissions will not be accepted.

Property Information

Property Legal Description:	Block A (Reference Plan 1657), District Lot 1427, Group 1, NWD, Except Portions in Plans 7134, 7360, 7481 and 7697		
Civic Address/ Location:	Priestland Road, PID: 015-931-901		
Electoral Area:	B - Halfmoon Bay	Subdivision District:	D
Land Use Zone:	R2	Minimum Parcel Size:	Minimum 2,800 m ² , with 3,500 m ² average parcel size.
Size of Parent Parcel(s):	10.93 Hectares	Parcels Proposed (incl. remainder):	29
Smallest Parcel Size:	2,803 square metres	Average Parcel Size:	3,538.8 square metres

SCRD Requirements:

1. Planning & Development

1.1. Zoning Bylaw 722 Review

(All noted sections, below, are from Zoning Bylaw 722)

- 1.1.1. Continuous Developable Area Requirements Not Demonstrated:** This parcel is zoned for Subdivision District D, whereas required by Section 4.2.1, a minimum parcel of 2800 m² is required and minimum average parcel size of 3500 m².

Further to Section, 4.2.1, Section 4.3.2 states in cases where a proposed parcel is equal to or greater than 3500 m² in area, it shall have a minimum of 2000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

And further to Section 4.2.1 and Section 4.3.2, Section 4.3.3 states in cases where a proposed parcel is less than 3500 m² (and in this case not less than 2800 m² per Subdivision District D), it shall have a minimum of 1000 m² of continuous developable area which is not included within:

- a) a panhandle; or
- b) a right-of-way, hydro transmission corridor or an area restricted by covenant where the effect of the restriction imposed by the right-of-way or covenant prohibits the placement of a structure; or
- c) a streamside protection and enhancement area where the effect of the restriction imposed by the streamside protection and enhancement area prohibits the placement of a structure.

Action Required:

To demonstrate bylaw compliance, the applicant is required to provide:

- i. A copy of all proposed and any existing legal plans (easements, reference plans, rights-of-way, hazard and protection areas [i.e. Streamside Protection and Enhancement Area], etc.) required for this subdivision for review by the SCRD.
- ii. A subdivision plan that clearly displays total parcel area and continuous developable area (in square metres), to demonstrate compliance with the above noted Zoning Bylaw sections for minimum parcel size and continuous developable area. *Staff note establishment of the Streamside Protection and Enhancement Area (SPEA) must first be determined through the Provincial approval of riparian Condition and Impact Assessment and RAPR Report to demonstrate bylaw compliance.*

1.1.2. Hooked Parcels (parcels physically separated by a highway or another legal parcel) are **not permitted** per Section 4.4.1, unless the parcel falls under one of the following exemptions:

- a) Each physically separated portion has an area sufficient to satisfy the minimum and average parcel area requirements of the applicable subdivision district; or
- b) Each non-conforming part of the parcel is restricted to uses that do not generate sewage, and a covenant is registered on title to restrict the uses and prohibit the construction of a building or structure or further subdivision.

Action Required:

The proposed Subdivision Plan contains hooked parcels that are not in compliance with Section 4.4.1, as noted above, and the applicant is required to provide the following:

- i. A new submission is required that demonstrates conformance with Section 4.4.1.

1.2. Other Subdivision Requirements

1.2.1. Frontage Waivers per Section 512 of the *Local Government Act (LGA)*.

Section 512 of the *LGA* requires that when a parcel being created by subdivision fronts along a highway, the minimum frontage on the highway must be greater than 10% of the perimeter of the lot that fronts on the highway. It further states that a local government may consider an exemption to this statutory minimum frontage. SCRD's process for consideration of an exemption to this minimum statutory requirement is by means of a Frontage Waiver Application.

Based on the proposed Subdivision Plans, staff have identified several parcels that appear to require consideration of an exemption through a Frontage Waiver Application.

Action Required:

If the applicant wishes to have SCRD consider an exemption to the minimum statutory frontage, the following is required:

- i. A Frontage Waiver Application is required. This application would be presented to SCRD Board for consideration. If an application is made, the applicant is to provide a written rationale for each requested waiver to the minimum statutory frontage, along with a plan clearly identifying parcels subject to proposed frontage waivers and the proposed frontage, expressed in both metres and as a percent of the total parcel perimeter. Staff note the written rationales should speak to how each requested frontage waiver will comprehensively enhance the proposed subdivision layout (i.e. promote riparian enhancements, transportation safety).

1.3. Development Permit Areas

1.3.1. Remediation Pre-Application Process

Staff note this property has been subject to unauthorized land alterations, resulting in the requirements of SCRD's Remedial Pre-Application process, as well as the requirement for Provincial approval of a riparian Condition and Impact Assessment and *RAPR* Report. The outcome of these approval processes will inform ultimate subdivision layout design.

Action Required:

The applicant is required to complete the following:

- i. A Condition and Impact Assessment is required to determine remediation measures for unpermitted land alterations completed within the Riparian Assessment Area on the parcel, to the satisfaction of the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division;
- ii. A Streamside Protection and Enhancement Area (SPEA) must be established by a Qualified Environmental Professional, meeting the requirements of *Riparian Areas Protection Regulation (RAPR)*; and
- iii. A Remedial Pre-Application (REM00018) must be paid for and completed to determine the subdivision's compliance with SCRD DPA 2A and DPA 4 Guidelines, which will inform ultimate subdivision layout.

Staff recognize, some of the above may be in progress, but a comprehensive overview of requirements is provided for clarity.

1.3.2. DPA 2A (Creek Corridor) Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines

DPA 2A applies to all creeks extending 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area.

Action Required:

The applicant is to have their qualified Professional Engineer or Professional Geoscientist prepare a report addressing the following:

- i. Recommendations for the land located within the DPA, based on an analysis of the proposed subdivision, including, but not limited to, implications of future building footprint, septic fields, and land alteration, including tree removal. Given that trees were removed without authorization within this assessment area, the analysis must consider tree replanting in coordination with the Qualified Environmental Professional engaged for analysis of DPA 4.
- ii. Recommendations and hydrologic investigation related to risks of flooding and associated creek processes for the proposed subdivision and/ or land alterations. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.
- iii. Recommendations that ensure the proposed subdivision is safe based on an analysis of the estimated 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.
- iv. Compliance with Engineers and Geoscientists of BC (EGBC) Guidelines.

Staff recognize the applicant has submitted a report intended to address DPA 2A; however, this section has been provided for convenience and to ensure the report is updated to reflect consideration of tree replanting and risk threshold increase to the 200-year return period per EGBC, in coordination with RAPR and recommendations from the applicant's Qualified Environmental Professional.

1.3.3. DPA 4 Requirements

See: Halfmoon Bay Official Community Plan, Part 29, Development Permit Guidelines and *Riparian Areas Protection Regulations (RAPR)*.

DPA 4 requires establishment of a Streamside Protection and Enhancement Area (SPEA) for Kitchen Creek as part of the subdivision and further that the applicant's Qualified Environmental Professional (QEP) determine necessary measures to protect the SPEA both during and after construction, in compliance with RAPR and SCRD's DPA 4.

Staff note that the last time this application was officially referred to SCRD by MoTI for comment, the applicant's previous RAPR Assessment was rejected by the Province's Ministry of Water, Land & Resource Stewardship, *RAPR* Division. A new QEP has since been retained and established that Kitchen Creek supports fish habitat and is a protected watercourse under RAPR. These updated preliminary comments reflect this new information and the change in required protection measures under DPA4 and RAPR.

Action Required:

The applicant is to complete the Condition and Impact Assessment process, and establish a SPEA acceptable under RAPR, which will collectively help inform revised subdivision layouts and protection, restoration and enhancements plans for Kitchen Creek in compliance with SCRD's DPA 4 guidelines. The guidelines require consideration of the following:

- i. Ensuring that areas of land related to the long-term protection of the Kitchen Creek SPEA must remain free of development;
- ii. Demonstration that specified natural features or areas are proposed to be preserved, protected, restored and enhanced;
- iii. Ensuring that required works are proposed to be constructed to preserve, protect, restore and enhance the Kitchen Creek SPEA or other specified natural features of the environment that contribute to the long-term health of Kitchen Creek;
- iv. Demonstration that protection measures will be followed, including retaining and planting of vegetation to preserve, protect, restore and enhance fish habitat/riparian areas, and to control drainage or erosion or to protect banks; and that
- v. A reference plan be prepared by a BC Land Surveyor, in conjunction with a subdivision plan to delineate the identified SPEA.

Staff note that in consideration of Development Permit approval, key considerations to meet the above noted DPA 4 Guidelines are as follows:

- i. Full restoration of the Kitchen Creek SPEA to pre-land alteration state, including replanting of native trees and vegetation to reflect its original natural biodiversity state;

-
- ii. Removal of invasive species;
 - iii. Replacement and Enhancement of culvert in the existing Priestland road allowance, in compliance with *RAPR* and *WSA* standards, and QEP recommendations;
 - iv. A revised subdivision design that informs protection, restoration and enhancement of Kitchen Creek with no new creek crossings for roadways or other SPEA encroachments proposed;
 - v. Consideration of removal of any existing built structures, barriers or non-native materials within Kitchen Creek or its SPEA, as determined appropriate by a QEP;
 - vi. Consideration of other restorative enhancements that facilitate betterment of fish habitat; and
 - vii. Fencing of the SPEA in compliance with *RAPR* standards.

2. SCRD Parks

2.1. Required Park Dedication under Section 510 of the *Local Government Act (LGA)*

2.1.1. SCRD Parks Department has determined that based on the updated information contained in this application package resubmission, specifically the environmental significance of Kitchen Creek and its surrounding area, statutory 5% parkland dedication will be required at time of subdivision. This parkland dedication will be subject to input from Halfmoon Bay Advisory Planning Commission, and SCRD Board endorsement. This requirement upholds SCRD policies, as follows:

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4.1.1. Road Design

New roads must meet or exceed current best practices in road design for the movement of fire apparatuses, such as those recommended by the National Fire Protection Association. Currently, fire apparatuses in Halfmoon Bay are up to 32 feet (9.75 metres) long.

4.1.2. Fire Hydrants

Hydrant distancing and water flow rates must meet current best practices, such as those recommended by the National Fire Protection Association.

4.1.3. FireSmart Measures

Staff request the requirement that BC FireSmart measures be incorporated into further development and construction, enforced through covenant.

5. Other Considerations

5.1. Stormwater Management

Stormwater management is a concern on this parcel. SCRD requests that the applicant and MoTI give consideration to stormwater management in relation to water accumulation and runoff in and around parcels, roadway infrastructure, and existing wetlands. Efforts to mitigate the effects of land clearing, hardscaping, and road surfaces through mechanisms such as tree retention/replanting, vegetative planting and protective covenants should be considered to ensure the long-term management of stormwater.

Standard Fees, Charges, and/or Contributions

6.1. Estimated Application Fees :

6.1.1. Payment of Remediation Pre-Application Fee

- Estimated fee (2023 fees): \$2,500.00 (file REM00018) ^{s.21}

6.1.2. Development Permit Application

- Estimated fee (2023 fees): \$3,600.00. Note: due following completion of the Remediation Pre-Application stage, along with submittal of a complete DP Application.

6.1.3. Frontage Waiver Application

- Estimated application fee (2023 fees): \$2,200.00. Note: due if a frontage waiver application is pursued.

6.2. Development Cost Charges: The proposed development will be subject to SCRD Development Cost Charges (DCCs). The table below outlines the current rates per Bylaw No. 693, Schedule A. Note that these rates are subject to change and the final values are determined and payable at the time of subdivision approval, should your application proceed to this stage.

Charge	Rate	Credit
DCCs	\$3,632 per parcel	N/A

-
- 6.3. Subdivision Parkland Fees:** As noted above in Section 2.1, the provision of five percent parkland dedication is required prior to final approval of the proposed subdivision pursuant to Section 510 of the *Local Government Act*.

7. Construction Practices and Site Maintenance

7.1. Good Neighbour Development Policy:

The SCRD has a Good Neighbour Development Policy. Please review the policy and the SCRD Webpage to ensure that the expectations are understood. The policy can be found at the following hyperlink:

<https://www.scrd.ca/files/File/Administration/News/2019-SCRD-%20Good%20Neighbour%20Guidelines%20for%20web.pdf>

7.2. General Site Development Requirements:

The applicant must ensure that development sites are properly maintained to be clean, secure, and safe. All Development Permit Areas must be adhered to. Failure to do so could result in bylaw enforcement action from SCRD, as well as increased application fees. Photos of the development site may be requested to confirm that it is being maintained in good condition.

8. Guidelines: Landscaping

8.1. Drought Tolerant Planting:

Please design landscaping to be drought tolerant. The Regional District is currently facing a water supply deficit and annual drought. While there are several projects underway to increase the available supply of water, conservation measures are a key component of our water supply management plan. As such, the SCRD encourages all developments to consider low impact development landscaping principles, xeriscaping and rainwater harvesting, to mitigate demand for irrigation water.

8.2. Bear Attractants:

Please ensure that all proposed landscaping is non-bear attractant. Your assistance in using non-bear attractant plants will help reduce human-wildlife conflict in developed areas.

8.3. Invasive Species:

Please ensure that no invasive species are proposed.

- 9. Marketing:** Section 10 of the *Real Estate Development Marketing Act* only permits early marketing of a development if the developer has obtained both approval in principle to construct from the appropriate local government or ministry and has obtained permission to begin marketing from the Superintendent of Real Estate.

10. Changes in Legislation, Policies, Bylaws: Applicants are responsible for making themselves aware of changing legislation, bylaws and policies and how their applications are accordingly impacted. In most cases, there are legislated or bylaw requirements that guide how such changes impact different types of applications. When SCRD is aware of pending legislation, bylaw or policy changes during an ongoing application, reasonable effort will be made to communicate such regulation changes to applicants.

Once SCRD has received a complete resubmission package we will be able to advise on target timelines for consideration of approval

Comments valid for 1 year from issuance of PLR.

If you have any questions or wish to discuss your application with your file manager, please contact Chris Humphries at 604-885-6800 or chris.humphries@scrd.ca.

Sincerely,

Jonathan Jackson
Manager, Planning & Development

Attachments:

1. Subdivision Review Checklist
2. Subdivision Plans (Webster Engineering) dated April 7, 2021;

Attachment 1**SCRD Subdivision Review Checklist**

Checklist Item	Yes	No
Is the subdivision within the ALR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal complies with density requirement of zoning bylaw Note: The proposed hooked parcels are not permitted and as proposed skew minimum lot areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Zoning Land Use Designation:</i>	Residential 2	
Proposal complies with land use requirements of zoning bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum parcel size area exceptions apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frontage Waiver approval required (Sec. 512, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision proposal (res. For relative) as per Sec. 514, <i>Local Government Act</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Information Meeting required as per Sec. 24 of Bylaw 522	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provision of Park Land (Section 510, <i>Local Government Act</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community water system required (Schedule A, Bylaw 320)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional District water supply is available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water main extension required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water connection and meters required at time of subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Development Cost Charges Bylaw:</i>	Bylaw No. 693	
<i>Number of lots affected</i>	~29	
<i>Current Total DCC amount to be paid</i>	\$3,632.00 per parcel	
Latecomer's agreement for SCRD water servicing apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage Disposal method	On-site <input type="checkbox"/> Community System <input checked="" type="checkbox"/>	
Required off-street parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Within Official Community Plan boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>OCP Land Use Designation</i>	Residential B	
Proposed subdivision complies with OCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parcel fronting a major or main road as per OCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed subdivision within a Development Permit Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presence of Watercourses or waterbodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Department comments/concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional drainage comments/concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Archaeological Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Subdivision Plans (Webster Engineering) dated April 7, 2021

