

March 10, 2021

File No. REZ00004

Carola Alder & Gaetan Royer (CityState Consulting Group)
200-2414 St. Johns Street, Port Moody, BC V3H 2B1
SENT VIA EMAIL: carola@citystate.ca

Dear Carola,

Re: Staff Comments – Small Lot Rezoning (Bare land Strata) and Subdivision at 1006 Westmount Street

City of Port Moody staff has reviewed the proposed development. The purpose of this letter is to provide staff comments and to outline a process to advance the application. The key priority requirements and the corresponding details that need to be addressed prior to the introduction of the rezoning bylaw for Council's consideration are outlined below.

Planning Comments

Project scope

It is understood that the application proposes to rezone the subject property at 1006 Westmount Drive from the RS1 zoning to the RS1-S zoning to facilitate a bare land strata subdivision to create two buildable lots.

The subject lot is eligible to be rezoned as it is designated as Single-Family Low Density in the Official Community Plan. The lot has rear lane access and could accommodate rear lot access.

It has been indicated to staff that the development will consist of one single family dwelling with a secondary suite on each proposed lot and a detached accessory dwelling unit (DADU) on lot 1 which fronts Westmount Drive

The intent of such a proposal is to create infill for lots with rear lane access in a front to back configuration while maintaining the form and character of the neighbourhood and the main use would be that of a Single Detached Residential.

Staff review

Staff have been working on a front and back zoning concept to be able to maintain the form and character of the neighbourhood while still allowing for the development of new housing to fit the needs of the growing community. Our comments on this application have been informed about staff's ideas for the zoning outline and staff have highlighted where your proposal differs from staff's tentative preferred approach.

Density

The proposal indicates that the development has a proposed FAR of 0.7, however, this may be too high for the Seaview neighbourhood where the goal is to find an alternative model that better fits with the existing neighbourhood character.

Staff are working on a front and back concept assuming an overall FAR of about 0.5, similar to existing development in the area (to maintain existing character).

Detached accessory dwelling units would not be permitted as the lot adjacent to the lane would allow for a second single family dwelling instead.

Setbacks

The proposed new zone would be similar to the existing RS1 and RS1-S setbacks. The lot fronting Westmount Drive requires a 6.0m setback from the front. The rear yard setback for the lot fronting Westmount would be a 6.0m setback from the proposed lot line which separates the two lots. The lot adjacent to the lane would require a 6.0m setback from the proposed lot line which separates the two lots and a 1.5m setback from the lane.

The minimum side yard setbacks would be 1.5m which is the same as the RS1 Zone, a combined setback of 4m is required to accommodate the utility easement on the portion of the lot that has the bare land strata access.

Off-Street Parking

The minimum number of off-street parking spaces for the proposed development will be calculated in accordance with Table 6.3.1 of the Zoning Bylaw. Specifically, two spaces will be required per principal dwelling, and one space will be required per secondary suite, if applicable these requirements are similar to the RS1, RS1-S and RT zoned lots.

Please demonstrate how your proposal can achieve the required parking spaces based on the proposed uses by submitting a parking plan.

Access

The intent of the common property area was to have this area completely unobstructed and have it used only for pedestrian and emergency access. After reviewing the current proposal, staff note that the driveway for the lot adjacent to Westmount Dr doubles as the pedestrian access. The driveway car access needs to be separate from the common property and a pedestrian pathway is required to clearly define the access to the rear lot from Westmount Drive.

Environment and Engineering comments

Staff appreciate the efforts to retain off-site trees OS 1-6, however, staff are concerned that the tree protection requirements outlined in the arborist report do not align with the requirements of the site servicing plan and the latter may need to be adjusted to achieve the desired tree retention. Please provide comment on how the proposed water service line and future building footprints may impact these trees, taking into consideration above and below ground constraints. Further details on what best management practices will need to be implemented to ensure the minimum protection zone and wide-spreading crown of these trees will not be damaged. The alignment of the onsite utilities may need to be reconsidered based on tree retention or impacts to adjacent properties.

Under the current bylaw direct road drainage to the ditch can only be done at the driveway crossing therefore the partially culverted drainage ditch on Grouse Lane shall be reinstated (daylight) and the storm service, connected to the proposed driveway. A maximum driveway width of 6m is permitted and the remainder of the ditch will be daylighted and reinstated to a standard ditch cross-section.

Given the watercourse classification (ditch) and the topography and grading of the site, the applicant's QEP recommends following an alternative top of bank. Following the top of ditch bank recommended by the QEP would require a variance to the Zoning Bylaw Setback. Staff are supportive of the variance given the rationale provided in the applicant's QEP report, the site context, and the ditch classification. Given the alternative top-of-bank definition proposed in the report, an RAPR Assessment Report should be formally submitted and approved by the Province.

Fees/Contributions

Community Amenity Contribution

In accordance with the City's Community Amenity Contribution (CAC) Program, the applicant is required to provide a CAC to the City in the amount of \$6,000 per new lot. The purpose of the CAC is to offset the financial burden that residential development imposes on the City to fund new facilities and/or amenities. Credit will be given for the existing parent parcel resulting in a net charge of \$6,000. Payment of the CAC would be collected prior to the adoption of the rezoning bylaw.

Development Cost Charges

The project will be subject to City, GVS&DD, and School Site Acquisition DCCs, at the following estimated rates (fees are subject to change):

City DCCs (subject to credits for the existing parent parcel)

- Roads: \$3,478.00 for each self-contained dwelling unit;
- Sanitary: \$54.44 for each self-contained dwelling unit;
- Parks: \$26,998.00 for each self-contained dwelling unit; and
- Drainage: \$2,924.00 for each self-contained dwelling unit;

Greater Vancouver Sewer (GVS) and Drainage District (DD) DCCs

- GVS & DD Sewerage Development Cost Charges: \$5,428 for each self-contained dwelling unit.

Coquitlam School District School Site Acquisition Charge

- School Site Acquisition Charge: Up to \$900.00 for each self-contained dwelling unit.

Regional Transportation Development Cost Charge

- Translink: \$2,975 for each self-contained dwelling unit.

All charges are subject to change and are dependent on the time of approval of the subdivision.

Next Steps

ITEMS TO BE ADDRESSED PRIOR TO COUNCIL CONSIDERATION OF ZONING CHANGE

Previously, the City had requested the following revisions and/or items for clarification of the rezoning application. Please submit the following:

While the subject lot is eligible to be rezoned to the RS1-S Zone, the key priority requirements that need to be addressed prior to staff preparing a report for Council are highlighted above. After the noted issues have been addressed, staff will prepare a report for a future Council meeting in regard to the rezoning, which will facilitate the subsequent subdivision of the property. The following items are required prior to rezoning:

1. Update the site plan to show the principal building footprint taking into account the envisioned setbacks for the proposed zone, all required parking spaces and a separated emergency access from the front lot to the back lot;
2. Submit updated arborist report;
3. Submit an updated servicing concept plan.

Final Comments

While every attempt has been made to provide comprehensive comments, the City reserves the right to provide additional comments. Please note that while the subject lot is eligible to be rezoned to the RS1-S zone (Bare land strata), the key priority requirements that need to be addressed prior to moving forward to Council are outlined in this letter. This spring staff are planning to bring forward to Council a front and back zone proposal, we would expect this application to comply to the development regulations which Council will approve.

Should you have any questions or wish to arrange a meeting to discuss the proposed development application, please contact me by telephone at 604-469-4740 or email at apop@portmoody.ca. We look forward to your revised submission.

Sincerely,



Andrei Pop BA, MPA
Development Planner (TACT)

Attachment 1 – Supplementary Comments

Please note that the comments contained within this attachment are generally intended for subdivision approval and do not need to be addressed at the rezoning stage.

Engineering Comments

The Engineering Department has conducted a review of the planning referral, and has provided the following servicing comments. **Please direct these comments directly to your engineering consultant for their review and response.**

General Requirements

- As Per the “City of Port Moody Works and Services Bylaw No. 1789, all plans and supporting information must demonstrate overall compliance with the requirements of the City of Port Moody Subdivision and Development Servicing Bylaw (SDSB) 2010, No. 2831, and applicable Engineering Standards as found on the City’s website and highlighted in the comments below.

- As outlined in Schedule C Part 2.5 of the SDSB, Engineering design drawings shall be submitted for each of the following:
 - Cover Sheet
 - Site Plan
 - Key Plan
 - Legal Plan
 - Storm Drainage Catchment/Servicing Plan
 - Sanitary Catchment/Servicing Plan
 - Lot Grading Plan
 - Storm Water Management Plan
 - Erosion Sediment Control Plan (separated into onsite and offsite construction phases)
 - Roadworks Plan and Profiles
 - Road Cross Sections
 - Waterworks Plan and Profiles
 - Sanitary Sewer Plan and Profiles
 - Storm Sewer Plan and Profiles
 - Street lighting, traffic signal and signage plan
 - Detail Sheets
 - Confirmation of 3rd party utilities
 - Others as Required

- All submittals shall have the datum used (CGVD29GVRD or CGVD2013) and the control monument (#H### and location) stated within the title block of each drawing as the Province is contemplating switching away from CGVD29.
- All plans and supporting information relating to this application must be prepared, signed and sealed by a Professional Engineer with a current EGBC permit to practice, certifying that all of the proposed works comply with the City's standards.
- The developer is responsible to extend servicing as necessary and constructing frontage improvements up to the centerline of the immediately adjacent roadways.
- The owner must contact private utilities (FortisBC, BC Hydro, Telus, and Shaw Cable) to identify any concerns those agencies may have with respect to the proposed development.
- All utility services required for the proposed development must be installed underground (SDSB, Table 1, Schedule B).

Servicing Requirements

Frontage improvements

Westmount Dr

- Westmount drive shall be constructed to a local standard in accordance with Standard Detail RD-9. Improvements shall include upgrading the existing curb to a standard barrier curb and gutter. Provide a minimum 50 mm mill and overlay to centreline of road and extended to the competent pavement as necessary, additional areas may require further evaluation in the field after milling is complete to determine the necessary level of restoration.
- Regrade the City boulevard to 2% sloped from the property to the roadway and include sidewalk, boulevard landscaping, street trees and street lighting.
- A maximum 6m wide driveway access to Westmount shall be permitted to minimize the environmental impacts to the ditch on Grouse Lane.

Grouse Lane

- a. Direct road drainage to the ditch where feasible and provide concrete banding along the west edge of the pavement. Provide a minimum 50 mm mill and overlay to the full lane width, additional areas may require further evaluation in the field after milling is complete to determine the necessary level of restoration.
- b. Minimum pavement width (including concrete banding) of 6 m is required. This will require approximately 0.5m of surface widening.
- c. Provide "No parking" signage in laneway from north property line to Mount Royal Drive
- d. A maximum driveway width of 6m shall be permitted the remainder of the ditch shall be daylighted and reinstated to a standard ditch cross-section.

- Street Lighting
 - Provide design information as to how the proposed development will conform to the City's Residential SF Use standard ([SDSB](#), Section 8.2).
 - Ensure all streetlights are LED

- Site Design

Lot 1 and Lot 2 are to be orientated to Westmount Drive, a shared common area shall be incorporated into the site plan to provide pedestrian access to Lot 2 from Westmount Drive for the purpose of deliveries and visitors and emergency services as there is to be no on-street parking permitted in the laneway.

The proposed driveway to Lot 1 must be shifted to the north and physically separated from the shared common area to prevent parking or other encumbrances of the shared common area. In addition, any vehicular access to the accessory building on Lot 1 must not encroach onto the shared common area.

The alignment of the onsite utilities may need to be reconsidered based on tree retention or impacts to adjacent properties.

- Sanitary Sewer
 - Multi-family properties (including bare land strata lots) are permitted a single gravity connection into the municipal system. The onsite servicing for the two properties shall be combined into a single sanitary service to the existing sewer on Grouse Lane. Each lot shall be provided with a private cleanout as per MMCD S7 upstream of the shared service connection.
 - All new sanitary sewer services and appurtenances will be to the Port Moody design standards and specifications; all existing sanitary services must be abandoned and disconnected at the main. All sanitary service connection work is to be completed at the developer's cost, under the supervision of the City of Port Moody (SDSB, Sch C, Part 3.6).
 - Update the servicing plan including easements to facilitate the sanitary connection to Grouse Lane.
- Waterworks
 - Multi-family properties (including bare land strata lots) are permitted a single water connection into the municipal system. The onsite servicing for the two properties shall be combined into a single water service to the existing water main on Westmount Drive. The water service shall be designed in accordance with City Water Meter Specifications. Water services bigger than 50 mm require the water meter to be inside the property as per City Water Meter Specifications Standard Detail WM-1
 - All new water services and appurtenances will be to the Port Moody design standards and specifications; all existing water services must be abandoned and

disconnected at the main. All water service connection work is to be completed at the developer's cost, under the supervision of the City of Port Moody (SDSB, Sch C, Part 4.9).

- Based upon the approved building designs and the emergency response evaluation by the Fire Department a new Hydrant may be required at the intersection of Grouse Lane and Mount Royal Drive as a condition of the building permit approval.
- Update the servicing plan including easements to facilitate the water connection to Westmount Drive.

- Storm Sewer

- Multi-family properties (including bare land strata lots) are permitted a single storm connection into the municipal drainage system. The onsite servicing for the two properties shall be combined into a single storm service to the existing drainage system on Grouse Lane. A storm service cleanout as per MMCD S8 shall be required for each lot upstream of the combined storm connection.
- The drainage ditch on Grouse Lane shall be reinstated (daylight) and the storm service connected to the proposed driveway.
- All new storm services and appurtenances will be to the Port Moody design standards and specifications; all existing storm services must be abandoned and removed and ditch reinstated as per direction from the environmental requirements. All storm service connection work is to be completed at the developer's cost, under the supervision of the City of Port Moody (SDSB, Sch C, Part 5.9).
- Stormwater management plan shall be provided that meets the requirements of the Chinese ISMP for stormwater quality and quantity.
- Update the servicing plan including easements to facilitate the storm connection to Grouse Lane.

- Street Tree's and Boulevards

- All landscaped areas within the City Boulevard shall have a minimum of 450mm of topsoil depth for standard landscaping and a minimum of 1.2m by 2.3m tree pits, unless additional volumes are specified under the landscape plans.
- Ensure the location of street trees reflect City of Port Moody standards, does not impede traffic sightlines, interfere with overhead utilities and consider the location of all underground infrastructure including third-party designs. It is the responsibility of the Engineer to coordinate the civil plans with other environmental or landscaping requirements.

- Environmental

- Erosion and sediment control plans shall be consistent with City of Port Moody Bylaw No.2407, "Stream and Drainage System Protection Bylaw." (Section 5.15.3 Schedule C)

- Erosion and sediment control plans for construction activities shall be in place prior to initiating construction activities. The ESC plans must provide details on arrangements made for site monitoring and reporting by a qualified professional.
- Install temporary safety fencing around the entire perimeter of the proposed development.
- Private Utilities (BC Hydro, FortisBC, Shaw, Telus)
 - Request all private utility companies such as FortisBC, BC Hydro, Telus and Shaw Cable evaluate their existing system capacity to service the proposed development.
 - Provide underground service connections for third-party utilities including BC Hydro, Telus, and Shaw Cable from the City's road right-of-way to the property. Provide pre-ducting and cash-in-lieu for future undergrounding of all overhead lines adjacent to the property (Table 1, Schedule B)

Environment Comments

Understanding of the site conditions

- The subject lot is currently serviced by a partly daylight class C ditch that meets the definition of a stream under the City's Zoning Bylaw and provincial *Riparian Areas Protection Regulation* and *Water Sustainability Act*.

Ditch

- The City's Zoning bylaw requires that the riparian protection and enhancement areas (RPEA) be measured from the top of the bank. The top of the bank is defined in the Zoning Bylaw as the point where a break in slope of the land occurs such that a grade beyond the break is flatter than 3:1 at any point for a minimum distance of 15 meters measured perpendicular from the break.
- Given the watercourse classification (ditch) and the topography and grading of the site, the applicant's QEP recommends following an alternative top of bank. Following the top of ditch bank recommended by the QEP would require a variance to the Zoning Bylaw Setback. Staff are supportive of the variance given the rationale provided in the applicant's QEP report, the site context, and the ditch classification. Given the alternative top-of-bank definition proposed in the report, an RAPR Assessment Report should be formally submitted and approved by the Province.
- The Key Plan shows the construction of stormwater infrastructure in the RPEA. As per section 5.4 of the Zoning Bylaw, the RPEA is intended to be a 'no-touch/no-disturb' area. Alternative locations for the stormwater infrastructure should be explored (e.g. below the driveway). Staff note that the installation of a new headwall in the ditch may require notification under the *Water Sustainability Act*.
- In future submissions, please ensure that all site plans and proposed changes in and around the ditch and ditch setback are reflected in the Environmental Report.

- Landscape plans for the ditch setback should incorporate the recommendations from the Environmental Report.

Urban Forest

- As per the Official Community Plan section 6.12, sub sec. 39, the City recognizes that trees on private lands make a significant contribution to the urban forest and wishes to encourage sound planning and management of all trees on private and public land.
- Staff appreciate the efforts to retain off-site trees OS 1-6, however, staff are concerned that the tree protection requirements outlined in the arborist report do not align with the requirements of the site servicing plan. Please provide comment on how the proposed water service line and future building footprints may impact these trees, taking into consideration above and below ground constraints. Further details on what best management practices will need to be implemented to ensure the minimum protection zone and wide-spreading crown of these trees will not be damaged.
- The arborist report site plan must be updated to include the following information:
 - Barrier layout – If changes throughout the project, show altered change;
 - Existing and proposed buildings;
 - Hardscaping such as driveways, sidewalks, retaining walls, fences;
 - Overhead & underground utilities such as storm, sanitary, water, sewer, gas, telecommunications, electrical, fibre;
 - Identify the proposed extents of excavation for structures;
- Staff request that a comfort letter for arborist presence at specified stages of construction signed by the developer and the project arborist be provided. The letter will include the following requirements of the arborist:
 - Provide guidance and supervise work within or near the critical root zone of trees to be retained on and offsite. To include but not be limited to – pruning, root pruning, excavation, etc.
 - Arrange for the specified growing medium to be placed in the excavation.
 - Ensure that barriers are installed or re-installed according to City specification after work in the critical root zone is completed, before City inspection/re-inspection.
 - Coordinate service installers for excavation for utility servicing, particularly when using a common trench.
- Please note that the City of Port Moody's Tree Protection Bylaw does not differentiate between hedges and trees, therefore it is requested that all woody perennial plants have a diameter at breast height of at least 10cm be included in the inventory.

Stormwater Management

- The proposed development will increase in impervious areas and falls within the Chines watershed. Future submissions should demonstrate how the proposed project intends to meet the recommendations of the Chines Integrated Stormwater Management Plan and demonstrate that stormwater quantity and quality are of equal or better quality than pre-development conditions.
- The applicant is encouraged to incorporate on and off-site green infrastructure features such as permeable pavement and absorbent landscaping.

Other Environmental Consideration

- Please review and incorporate the [City's Bear-Resistant Design Guidelines for Solid Waste, Organics, and Recycling enclosures and containers.](#)

Building Comments

- The Letter of Intent proposes a potential “coach house” in the rear of the lot fronting Westmount Drive, which does not conform with Section 5.5.2. of the current Zoning Bylaw stating,
5.5.2 A Detached Accessory Dwelling Unit is permitted only on lots with secondary access to the rear of the Lot via a Street or a Lane, except for Lots abutting Forest Park Way and North Road where a Detached Accessory Dwelling Unit is not permitted.
- Lot 2 principal building siting conflicts with proposed Tree Protect Fencing