PORT MOODY
CITY OF THE ARTS

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October 8, 2025 File: MDP000108

Khang Nguyen
Architrix Design Studio
270 1355 Parker Street
Vancouver BC V5L 2J9

Sent via email: khang@architrixstudio.com, cc: dawar@zadagroup.ca

Dear Khang,

**Re: Initial Staff Comments regarding the Minor Development Permit application for Form & Character (MDP000108) at 1006 Westmount Drive**

Staff have completed their initial review of your application for a 4-unit Small-Scale Multi-Unit Housing (SSMUH) development at 1006 Westmount Drive. The following comments are based on the review of the following submitted documents:

- Architectural drawing package, prepared by Architrix, dated July 2, 2025
- Arborist Report, prepared by Klimo & Associates, dated July 25, 2025
- Landscape Plan, prepared by Larry Fiddler, dated June 12, 2025
- Land Survey, prepared by Bennett Land Surveying Ltd, dated June 11, 2025

## 1.0 Planning Comments

Planning has reviewed the proposed SSMUH design against the Zoning Bylaw and the Guide to SSMUH (Small-Scale Multi-Unit Housing) Development to evaluate its consistency with the applicable municipal bylaws and policies. The purpose of this review was to confirm that the proposed project not only adheres to all regulatory requirements but also aligns with the broader design principles intended to guide SSMUH.

**General Comments**

1.1 The Site Plan on A1.2 contains the main information required for review. Include a full-size version on its own page in the resubmission for easier review.

1.2 A maximum of 4 parking stalls is permitted as per the Zoning Bylaw, section 6.3.1 for SSMUH outside the Prescribed Bus Stop 400m Radius. Revise parking to comply with the Zoning Bylaw which permits a maximum of 4 stalls (9 currently proposed).

1.3 Vehicle access will need to be redesigned to remove the two proposed driveways on Westmount Drive because vehicle access for the whole site must be from the lowest classified road which is Grouse Lane. The Zoning Bylaw permits a maximum driveway width of 6m with an additional 3m per additional dwelling unit. For your proposed four

units, vehicle access is permitted via one driveway, at a maximum width of 15m, from Grouse Lane.

1.4 Confirm the design and material of the waste collection structure at the rear, to ensure that the structure is permitted within the rear yard setback and abides by the guidelines provided by Environment (4.4 of this letter). Additionally, each unit should have space for its collection carts (space for 3 bins currently proposed).

1.5 Clearly label the distance between the rear face of Building 1 and 2 to the front face of Building 3 to illustrate that the 6.1m distance requirement set out in Zoning Bylaw section 8.4.4(g)(i) is met.

1.6 For each building, clearly label the building height measured in metric units from the average existing grade.

1.7 A centralized mail delivery system may be required to ensure the units in B3 can receive their mail. Refer to Canada Post's Delivery Planning Standards Manual for Builders and Developers and have development plans reviewed by a Canada Post delivery planner and update the architectural drawings

1.8 The entry porch for each unit is set within the central area of the lot. Sufficient lighting should be provided to illuminate the area and provide a safe path to the front door. Add exterior lighting to illuminate individual unit entries for ease of wayfinding from the street.

1.9 Include east and south elevations to the elevations provided on page A3.11.

**Trees and landscaping**

1.10 Explore options of offsetting the footprint of Building 1 or notching the rear corner outside of the critical root zone of #T4 to allow retention of this tree.

1.11 Ensure tree ID numbers are consistent between the architectural drawings and the Arborist Report.

1.12 The submitted Landscape Plan shows 2 vine maples proposed for the front yard. The Arborist Report states that 3 pagoda dogwood and 3 nootka cypress are proposed for replacement. The Landscape Plan and Site Plan need to be revised to be consistent with the recommendations from the Arborist Report.

1.13 Tree planting should be prioritized. See Urban Forestry comments in section 5.0 below for further details and requirements.

1.14 There is a high amount of proposed hardscaping; landscaping will need to be revised to increase permeable surfaces. Removal of the front driveways may allow for greater options for tree and landscaping locations.

1.15 Additional landscaping and/or planting beds should be incorporated into each private outdoor space.

1.16 Show the dimensions of each outdoor space to show that the minimum of $10m^2$ of outdoor space is provided for each unit.

**Retaining walls, fences and privacy**

1.17 Label the top and bottom elevations of the wall between the rear yards of B1 and B2 and the yard of B3. Walls greater than 1.2m in height are considered a retaining wall and require a Building Permit.

1.18 Include the proposed fence material in the Materials Board on pg A5.2. Fences sited in the rear of the front face of the building may be a maximum of 2m. Convert fence measurements on the Site Plan to metric.

1.19 The combination of a fence on top of the concrete wall creates a visual high screen. Redesign should be explored to adequately provide privacy while not creating extensive unsightly walls. Landscaping could be provided in place of the fence, or in combination with a lower fence to mitigate the visual impact and provide privacy screening.

1.20 The massing of B1 and B2, with the sloped roofs and higher foundation elevation, dominates over the flat roof and lower elevation of B3. A more balanced approach to the building massing of the site should be considered for the resubmission.

1.21 Enhance facade articulation for on B1 and B2 facing Westmount Drive and B3 facing Grouse Lane to eliminate design repetition.

1.22 Blank foundation walls should be avoided on the north elevation of B3.

1.23 Show a calculation on the site plan to show that no more than 75% of the lot area is composed of impermeable surfaces.

## 2.0 Building Comments

2.1 The “Theatre Rooms” in units 1,3,4 do not provide a secondary egress route. This limits the room’s use as there cannot be any sleeping allowed. A covenant is recommended to be added on Title so future owners/occupants are aware of this requirement. Alternatively, a design change to create additional egress (egress window) or addition of Fire Protection system to remove the need for an additional egress from sleeping rooms would also be acceptable.

2.2 No cooking appliances or rough in for future cooking appliances permitted in Theatre Rooms. A wet bar sink is acceptable.

2.3 Drawings required to conform with BCBC 2024, radon depressurization rough in and future solar details required for Building Permit application.

The above, based upon limited information from the application and does not constitute a complete code review of a proposed home at 1006 Westmount Dr.

## 3.0 Engineering Comments

### 3.1 General

- A Servicing Agreement is required through the Engineering department prior to Building Permit.The City of Port Moody Subdivision and Development Servicing Bylaw 2010, No. 2831, and guidelines for specifications, standard drawings, water meter specifications, reference studies, plans, other technical documents required for preparing servicing plans are available on the City website.
- All technical documentation, calculations and drawings submitted must be signed and sealed by a professional engineer, include a EGBC Permit to Practice Number, and meet the requirements listed in the Servicing Bylaw and Master Municipal Construction Document (2019 Edition), unless explicitly approved otherwise.

- City record drawings can be requested through the Engineering Department. This information is made available on the understanding that the City does not accept responsibility for the accuracy or completeness. Verification of this information must be made by the professional engineer responsible for the design and any variation in field conditions reported to the City prior to completion of designs.
- It is the responsibility of the applicant to ensure that development permit drawings and servicing plans are coordinated and achieve the minimum required level of service. Consultants are recommended to arrange for a pre-design meeting to ensure compliance with the latest municipal standards, specifications, and policies.
- As outlined in Schedule C Part 2.5, servicing plans shall be designed in accordance with Bylaw 2831 and submitted as a complete package including the following plans:
  a) Cover Sheet
  b) Site Plan
  c) Key Plan
  d) Legal/Subdivision Plan
  e) Lot Grading Plan
  f) Waterworks Plan and Profiles
  g) Sanitary Catchment/Servicing Plan
  h) Sanitary Sewer Plan and Profiles
  i) Storm Drainage Catchment/Servicing Plan
  j) Storm Sewer Plan and Profiles
  k) Storm Water Management Plan (refer to City ISMP's)
  l) Roadworks Plan and Profiles
  m) Road Cross Sections
  n) Street lighting plan, signage and road marking plan, and traffic signal plan as required
  o) Detail Sheets
  p) Confirmation of 3rd party utilities
  q) On-site and Off-site ESC Plan (to also be submitted to ESC portal for ESC permit)
  r) Others as Required
  s) Fire Department Access Plan
  t) Construction Management Plan
  u) Construction Traffic and Trades Parking Management Plan (Corporate Policy)
  v) Pre-construction infrastructure condition assessment

- All servicing plans shall specify datum (CGVD28 or CGVD2013) and control monument location and ID on all sheets (title block). Resubmissions shall clearly identify changes made to address City comments. Survey monuments shall be protected, and a security deposit is to be submitted to the City. Survey monuments disturbed shall be the responsibility of the developer to replace or provide replacement cost of $10,000 for High Precision Monuments and $3,750 for Integrated Survey Monuments. List of Port Moody monuments can be found on the Government of Canada website through MASCOT.
- Resubmissions shall clearly identify changes made to address City comments.

### 3.2 Water

- Age of pipe (63 years old) on Westmount Drive warrants inspection during construction phase to determine if upgrade or replacement is needed. The inspection and any upgrade and/or replacement required, to be done at developer's expense.
- All existing service connections are required to be permanently disconnected at the main and new service connections require City representative to witness, to be completed at the developer's expense.
- All water services and appurtenances must follow the City of Port Moody design standards and specifications (SDSB, Schedule C-Part 4).
- Water meter to be provided and installed as per City specifications and accessible from the street by City crews (see Part 5 in the Water Supply and Distribution Bylaw, No. 3026).
    - Water meter chamber to be outside of any buildings or structures.
- Stamped and sealed Design Flow and Pressure Model calculations must be provided to the City (SDSB, Schedule C-Part 4.2.2).
- A site specific Fire Underwriters Survey (FUS) required and is to be compared with the available fire flow from hydrants within 90m of project. Fire flow deficiencies are the responsibility of the applicant. Submit to the City for review.
- Certification required from Fraser Health for all water main works.

### 3.3 Sanitary

- Age of pipe (64 years old) on Grouse Lane warrants pipe inspection via CCTV to determine if condition of pipe requires upgrade or replacement, to be done at developer's expense. CCTV report to be submitted to City for review. Any upgrade and/or replacement required, to be done at developer's expense.
    - CCTV inspection and reporting to follow MMCD (Section 33 01 30.1), City of Port Moody CCTV Evaluation Form to be completed and submitted to the City.
- All existing service connections are required to be permanently disconnected at the main and new service connections require City representative to witness, to be completed at the developer's expense.
- All sanitary sewer services and appurtenances must follow the City of Port Moody design standards and specifications (SDSB, Schedule C-Part 3).
- If pumping is required, to be on-site and plans to be reviewed by the Operations Department of Port Moody.
- Provide the Sanitary Sewer Design Calculation Form (SDSB, Schedule C-Part 3, Table 3.1) with the proposed development incorporated into the existing catchment areas. Show pipe segments where upsizing is required. If no upsizing is required, provide an assurance from the EOR stating the proposed service connections have no impact on the existing downstream sanitary sewer system.
- Stamped and sealed Design Flow calculations must be provided to the City (SDSB, Schedule C-Part 3.2).

### 3.4 Drainage

- All existing service connections are required to be permanently disconnected at the main and new service connections require City representative to witness, to be completed at the developer's expense.
- All storm sewer services and appurtenances, including street-level drainage, must follow the City of Port Moody design standards and specifications (SDSB, Schedule C-Part 5).
- If pumping is required, to be on-site and plans to be reviewed by the Operations Department of Port Moody.
- Provide the Storm Sewer Design Calculations Form (SDSB, Schedule C-Part 5, Table 5.1) with the proposed development incorporated into the existing catchment areas for both Q10 and Q100 flows.
- Show pipe segments where upsizing is required. If no upsizing is required beyond the minimum, provide an assurance from the EOR stating the proposed service connections have no impact on the existing downstream storm sewer system.
- Existing ditch to be reinstated fronting the property and culvert installation required for the driveway access from Grouse Lane. For ditch requirements refer to SDSB, Schedule C-Part, Section 5.10. For culvert requirements refer to SDSB, Schedule C-Part 5, Section 5.12).

### 3.5 Road Classifications and Standard

Westmount Drive, SDSB, Schedule B, Table 2-Local Residential (Single-Family or Low Density). Schedule E, RD-9-Standard Local.

- Utilize MMCD 2019 Edition, Standard Drawings and City of Port Moody Schedule E Specifications and Standard Drawings.
- Boulevard to be graded at 2% down from property line and to include replacement of extruded curb with barrier curb and gutter fronting the development. 1.8m wide separated sidewalk to be incorporated into the design for both sides of the road, and developer is responsible for construction of the east sidewalk as per Local Road Standards. Street trees to be planted in the boulevard fronting the development to Urban Forestry requirements.
- Minimum 1/2 road width (from existing road centreline to curb & gutter) 50mm mill and overlay required. New asphalt to tie into competent asphalt. Benkelman beam test required to determine extents of road works design and construction, to be submitted to the City.
- Full depth road reconstruction for areas where mainline pipe was or will be upgraded/realigned and on service line tie-ins/removals.
- Existing driveway to be removed and replaced with curb and gutter. Reinstate boulevard to the standards described above. All driveway accesses to be from Grouse Lane

Grouse Lane, SDSB, Schedule E, RD-11 –Standard Lane Construction for Use In Sloping Ground

- Utilize MMCD 2019 Edition, Standard Drawings and City of Port Moody Schedule E Specifications and Standard Drawings.
- West boulevard to be graded at 2% down from property line and to include rollover curb and gutter fronting the development. Maintain minimum 6.0m wide pavement, which will require additional legal survey on the east side of Grouse Lane to confirm width.
- Minimum 1/2 road width (from existing road centreline to curb & gutter) 50mm mill and overlay required. New asphalt to tie into competent asphalt. Benkelman beam test required to determine extents of road works design and construction, to be submitted to the City.
- Full depth road reconstruction for areas where mainline pipe was or will be upgraded/realigned and on service line tie-ins/removals.
- Driveway access is required from Grouse Lane for the proposed development. As per the City of Port Moody Zoning Bylaw the driveway access to the property is to be from the lowest classified road, therefore a single access. (Zoning Bylaw, 2018, No. 2937, Section 6.8). As per zoning bylaw and SSMUH guidelines a maximum of 4 parking spaces is permitted, additional access to the “Car Wash” is not acceptable. Max driveway width is 6m plus additional 3m for additional units to a maximum of 15m. Preference for 10-12m. Remaining Lane frontage shall be retained as ditch.

### 3.6 Transportation

- Provide streetlight design, conforming to SDSB, Section 8.2. Design to include details for conduit installation for future streetlight wiring and placement of new streetlight/streetlights to suit illumination standards. Streetlights are to use NXT series cobra heads. The conceptual streetlight plan should identify either staggered or opposite arrangement for Westmount Drive between Valour Drive and Mount Royal Drive, which plans for future streetlight installations through anticipated developments on the street. Consider the location of existing watermain with the design of streetlight bases.
- Overhead utilities to go underground. The owner must contact third-party utilities (Fortis BC, BC Hydro, Rogers and Telus) to identify any concerns those agencies may have with respect to the proposed development. Drawings to be submitted to City for review and acceptance.
- Coordinate the proposed PMT currently shown with BC Hydro. City preference is for the PMT to be located on private property, and BC Hydro to have access to the location when completing maintenance.
- Remove the access to the proposed car wash space from City road allowances.

### 3.7 On-Site Servicing – Architectural Plans

- As per zoning bylaw and SSMUH guidelines access from Westmount will not be acceptable, all access to be from Grouse lane with a maximum of 4 parking spaces. Additional access from City road to the “Car Wash” is not acceptable. Max driveway width is 6m plus additional 3m for additional units (15m). Remaining lane frontage shall be retained as ditch.
- The existing ground and proposed ground elevations shown on drawing A1.2 should be revised so that their conversion from metric to imperial units are correct.

- The critical root zones on drawing A1.2 are hidden and the draw order should be revised to clearly show them.
- On drawing A1.2 the elevation should be provided at the interface between the two garages for the duplex.
- Engineering does not support paving the full width of Grouse Lane for the driveway access, with the infill of the entire length of the existing ditch.
- Ensure accessibility is shown clearly on the Architectural Plans for Units 1 to 4.
- Provide MBE calculations in subsequent submissions. Refer to SDSB, No. 2831, Section 5.15.2. Calculations must be submitted for Building Permit approval.

### 3.8 Landscape Plans

- Provide landscape plans for review as the project progresses. Ensure they are coordinated with the other consultants' drawings.

### 3.9 Geotechnical Report

- There was no Geotechnical Report submitted with the development for review. The project scope includes basements. Recommend that a Geotechnical Report is included with the application including information regarding groundwater conditions.

### 3.10 Stormwater Management Plan

- Provide On-Site Storm Water Management Plan that achieves the goals of the Moody Center Stormwater Management Plan, Chines ISMP and Metro Vancouver Stormwater Source Control Guideline 2023. The development shall include incorporation of best management practices for stormwater treatment including storage of minor rain events, as well as sediment/trash control. The incorporation of best management practices to provide filtration and temperature control prior to discharge into the City system shall be required.
- As per the Chines ISMP (2016), ensure that the SWMP demonstrates source controls that are designed to limit the 2-year post-development peak flow to 50% of the 2-year pre-development peak flow.
    - Ensure peak post-development and pre-development peak flows are shown for comparison.
- Review lot grades with the requirement to control all surface water on-site, and to drain to a storm sewer connection. No surface drainage is permitted to be directed to flow overland onto City property, or to flow overland in a manner which may impact neighboring properties.
- Groundwater shall not be pumped into the municipal sanitary sewer. Discharge of groundwater to storm sewer requires environmental review and approval. No catch basin is to collect a flow greater than 30L/s, calculation to be provided to City for approval. The impact of dewatering pre and post construction must be identified for the surrounding infrastructure and properties.

### 3.11 Solid Waste & Recycling

- Provision of solid waste service shall be in accordance with Bylaw No. 3058. Submit a solid waste plan that outlines the proposed private or municipal services for green waste, recycling, garbage and glass including both commercial and residential land uses. If the proposed service is not in accordance with Bylaw include a formal request for exclusion from the municipal solid waste bylaw.

- Where street parking limits the placement of carts, the City may determine that the proposed service cannot be efficiently serviced and shall be excluded from the Bylaw or require changes to the proposed frontages.
- Solid waste storage areas are required to be wildlife resistant.
- Garbage collection area shown on the architectural drawings appears small for all 4 units. If it is intended solely for the duplex there appears to be enough storage space. If the garbage area is intended for all 4 units, then there is not enough space. Alternatively, units could store waste collection carts in the garages. The applicant should note Westmount Drive and Grouse Lane are currently collection routes.

### 3.12 Fire Department Access Plan

A Fire Deparment Access Plan shall be submitted, clearly indicating:

- Fire Department (FD) access route
- FD response point
- FD Connection
- Hydrant location(s)
- Any adjacent above ground utility services
- Travel distances from:
    - Hydrant(s) to FD response point(s)
    - FD Connection to the hydrant
    - Response point to principal entrance

### 3.13 Construction Management Plan

A Construction Management Plan shall be submitted, clearly indicating:

- Trucking Routes
- Delivery staging
- Construction Staging Plan
- Pedestrian Safety Plan
- Construction Traffic and Trades Parking Management Plan (Corporate Policy)
- Temporary service connections

### 3.14 Preconstruction Infrastructure Condition

A Preconstruction Infrastructure Condition memo shall be submitted that indicates the preconstruction condition of the following infrastructure:

- Adjacent boulevards and properties
- Neighbourhood roads
- Underground infrastructure

## 4.0 Environment Comments

4.1 Knotweed is present at the adjacent property (1010 Westmount Dr). Under the Weed Control Act, property owners are required to control this noxious weed. Identification and confirmation of knotweed on the subject lot is required by a Qualified Environmental Professional (QEP) or qualified contractor (e.g., Industrial Vegetation and Noxious Weed Pesticide Applicator Certificate). If knotweed is found, a Knotweed Management Plan will be required. Any treatment of knotweed should begin prior to any development activity.

4.2 The proposed development will result in a significant increase in impervious area and falls within the area covered by the Chines Integrated Stormwater Management Plan. Stormwater from the proposed development will eventually drain into the nearby salmon-bearing South Schoolhouse Creek (West Tributary). Incorporate on and off-site green infrastructure features that support biodiversity and stormwater management objectives and ensure stormwater quantity and quality is of equal or better quality than pre-development conditions. Green infrastructure features include but are not limited to rain gardens, bioswales, green roofs, absorbent landscaping with a minimum 300mm absorbent growing medium for landscaping, integration of pervious spaces, permeable surfacing for walkways and driveways (e.g., porous asphalt, interlocking pavers, and grass pavers), tree trench swales, and/or space for a stand of trees to reach full maturity to reduce impervious areas.

4.3 Guidance can be found in Metro Vancouver's Stormwater Source Control Design Guidelines (2023), Vancouver's Green Infrastructure Standards (Drawing GI5.4) or Burnaby Town Centre Standards (Appendix A, TC-025 &; TC-026).

4.4 The Landscape Plan and Architectural Plan propose a designated garbage area off Grouse Ln (assumed to be for Building 3/duplex). As a certified Bear Smart Community, Port Moody is committed to wildlife-coexistence measures and best practices to keep people, pets, property, and wildlife safe. Waste containers should be stored indoors (e.g., a garage) wherever feasible. If all measures to store waste carts indoors have been explored and this is not feasible, please incorporate a permanent waste enclosure into the designs, per the City's Bear-Resistant Design Guidelines for Solid Waste, Organics, and Recycling enclosures and containers to reduce wildlife access to garbage and attractants.

4.5 Please include specifications for the permeable pavers proposed in the Landscape Plan.

4.6 The proposed development, particularly Building 3 balconies as shown in the Architectural Plan, will result in a significant increase in glass/reflective surfaces, which increases the risk of bird-window collisions. Per section 6.7 (20) of the Official Community Plan (OCP), the City recognises that the forested areas in Port Moody provide habitat for migratory birds and requires the use of mitigative design strategies to reduce the potential for bird-window collisions as a result of proposed developments. Staff request the use of mitigate design strategies to reduce the potential for bird-window collisions. The following links are useful guidance documents to help determine suitable solutions: the City of Toronto's Bird-friendly Development Guidelines - Best Practices for Glass; the City of Vancouver's Bird Friendly Design Guidelines; and the City of Ottawa's Bird-safe Design Guidelines.

4.7 Prior to Demolition/Building Permit issuance, an Erosion and Sediment Control (ESC) Permit is required. Streams and drainage systems are protected under the Stream and Drainage Bylaw No. 3426. Applicants of a single family or two-family development require an ESC Permit. As part of the ESC Permit application, Schedules A and B must be submitted to the City, the applicant must utilize and apply Schedule F (Simplified ESC Plan), and the applicant must comply with ESC Best Practices and water-quality requirements under the Bylaw. The applicant is exempt from providing the ESC permit fee, permit securities and a site-specific ESC Plan that is prepared by a Qualified Professional. Please submit your ESC Permit application and access relevant schedules

by following this link: www.portmoody.ca/esc. Should the applicant have any questions or require clarification, please contact escpermits@portmoody.ca.

## 5.0 Urban Forestry Comments

5.1 The applicant must explore opportunities to modify the building footprint—such as notching the building—or adjust the siting of Building 1 to support the preservation of Tree #T4. If a patio is proposed near this tree, low-impact construction techniques should be used to minimize disturbance. The Arborist Report and Tree Management Plan must include specific recommendations addressing these strategies and the preservation of Tree #T4.

5.2 A canopy coverage analysis that provides pre-development and post-development data is required. The post-development analysis should be based on a 20-year outlook and use the methodology found in the Sustainability Report Card. The post-development canopy coverage should meet the target of 35% coverage for mixed-use found in the Urban Forest Management Strategy. Please include these details in the Arborist Report or landscape plans.

5.3 An Arborist Report that complies with the City of Port Moody Arborist Terms of Reference is required. The Tree Management Plan must clearly indicate building footprints, utilities, hardscaping, and all other landscape features that could affect the trees. The tree locations should be accurately represented based on the site survey. Additionally, the plan must include the minimum protection zones for each tree, including those designated for removal, as well as the placement and sizes of tree protection fencing. Please ensure the project arborist reviews all relevant plans associated with the project and references for plans that have been reviewed in the Arborist Report.

5.4 Tree Management Plan, Site Plan and Landscape plans must show all trees, ID #'s, critical root zones and canopy spread for trees to be retained (trunk – scaled circle to represent the trunk where it meets the ground, minimum protected root zone (MPZ) – scaled solid bold circle, and canopy – scaled fine dotted-line circle). Trees proposed for removal shall be identified with a red 'X'.

5.5 For future submissions, please coordinate the site plan, landscape plan, tree management plan and civil plan to show existing and proposed service locations, preliminary third-party utilities (such as hydro, phone, cable, internet, gas), as well as public realm improvements, including widened boulevards, sidewalks, etc.

5.6 The number of trees planted on-site as part of a SSMUH development must be 55 trees/hectare (22 trees/acre) of lot area, and these trees must provide a canopy cover of at least 35% of lot area. Per tree, large trees provide 125 m² (1,345 ft²) of canopy cover (Douglas Fir, Deodor Cedar, Red Oak), medium trees provide 50 m² (540 ft²) of canopy cover (Evergreen Magnolia, Honey Locust), and small trees provide 25 m² (270 ft²) of canopy cover (Japanese Maple, Giant Dogwood). As canopy cover is dependent on size/species, the number of trees provided to meet the canopy cover requirement may exceed the number required to meet the density requirement.

5.7 Tree planting is to be prioritized in the front and rear yard setbacks as well as courtyard spaces in SSMUH development. Each tree requires a consolidated planting area of 35 m² (375 ft²), which can be reduced to 30 m² (325 ft²) where planting areas for multiple trees

are shared and connected. For large and medium trees the smallest dimension of the planting area should be at least 3 m (9.8'), for small trees it may be less than 3 m (9.8'). A minimum soil volume of 30 m3 (39 yd3) must also be provided for each tree.

5.8 Landscape plans must show details on soil volume quantities. Please ensure that all trees have access to at least 30 $m^3$ of soil. In zones with high paved surface coverage, use engineered solutions (i.e., soil cells, structural soil) to achieve soil volume under impervious surfaces or above a structure.

5.9 Tree plantings within close proximity of hardscape surfaces (2m or less) must install root barrier to reduce the probability of future root conflict and potential damage. Hardscape damage and replacement can lead to premature tree removal if root growth is not accounted for.

5.10 Include a diverse mix of coniferous and deciduous trees, ensuring adherence to the size distribution requirements. No more than 25% of the proposed replacement trees should be small at maturity, with at least 50% required to be large trees at maturity, and the remaining percentage composed of medium-sized trees

5.11 Include street trees along the Westmount frontage. All off-site landscaping, including street trees, must align with the following guidelines:

- All landscaping on city property must follow the City of Port Moody's Landscape Standards. Plans must clearly state that all materials and workmanship comply with these standards.
- Applicants must meet the minimum soil volume requirements for all street trees as outlined in the City of Port Moody's Landscape Standards. Landscape plans must clearly indicate soil depths and volumes. If minimum soil volumes cannot be met, alternative solutions—such as engineered soil systems—must be used to achieve compliance. Please include a note on the landscape plans that tree trenches will be continuous, with a soil depth of 1000mm.

## 6.0 Fire

6.1 Port Moody Fire Rescue request the dwellings to be sprinklered.

## 7.0 Sustainability Comments

### 7.1 Low Carbon Transportation

- Per the EV-ready bylaw, Building 3 also requires an energized Level 2 EV Charging infrastructure. The applicant should refer to the Zoning Bylaw and Technical Bulletin that outlines the requirements.
- Please label all energized stalls on the architectural drawings, as was done for Building 1 and Building 2.
- Load/power sharing systems can be used. Please make sure to abide by requirements through Technical Safety BC for the use of load management systems.

### 7.2 Low Carbon Performance

- The Application should be aware that it is required to design the project to comply with Step 4 of the Energy Step Code and **EL-4 of Zero Carbon Step Code**.
- Building permits received on or after January 1st, 2024, are subject to the new requirements. EL-4 Zero Carbon Ready = Space, water and cooking must be zero carbon. Energy Step Code and Zero Carbon Step Code requirements as per BC Building Code, Article 9.36.6 and 9.37.1.3 of Division B.
- Please use future weather files to perform energy modelling on the proposed new structure to simulate energy and comfort performance with climate change. Future weather files can be downloaded for free from the Pacific Climate Impacts Consortium.
- Consider the addition of low-carbon mechanical cooling or passive cooling strategies.
- A heat pump is recommended to consider as this system will meet low carbon requirements in addition to easily integrated cooling. When selecting a heat pump please be sure to use low global warming potential (GWP) refrigerants. Refer to Refrigerants & Environmental Impacts: A Best Practice Guide - Integral Group
- Applicant is encouraged to complete and submit a pre-construction lifecycle assessment (LCA) of the structures on site including estimated embodied emissions over the estimated lifespan of the buildings, and per kgCO2e/m2. There are free tools and resources to assist in LCA/embodied emissions estimations. Projects should aim to have total embodied carbon emissions below 500 $kgCO_2e/m^2$:
    - Life Cycle Assessment (LCA) Practice Guide [Carbon Leadership Forum]
    - Methodology to Calculate Embodied Carbon of Materials [RICS] (PDF)
    - Whole Building Life Cycle Assessment: Reference Building Structure and Strategies [ASCE]
    - Zero Code – Off-Site Procurement of Renewable Energy [Architecture 2030] (PDF)
    - Carbon Smart Materials Palette [Architecture 2030]
    - Athena Impact Estimator
    - Environment Agency's Carbon Calculator for Construction Activities
    - eTool
    - One Click LCA
    - Tally

## Final Comments

While every attempt has been made to provide comprehensive comments, the City reserves the right to provide additional comments. Please revise the drawing package to meet the requirements of the above departments.

Should you have questions or wish to arrange a meeting to discuss the proposed development application, please contact me by telephone at 604-469-4784 or email at cwickey@portmoody.ca. We look forward to your revised submission.

Sincerely,

Crystal Wickey

Crystal Wickey
Planning Analyst