



DEVELOPMENT PERMIT Application

APPLICANT

Name(s): JERRY ELLINS Phone: 250-247-8585 Email: ELLINSARCHITECT@SHAW.CA
Mailing Address: 50 HAIG ROAD City: GABRIOLA BC Postal Code: V0R 1X1

REGISTERED OWNER (if different from above)

Name(s): WOYWITKA'S BUILDING SUPPLIES LTD Phone: 250-748-5353 Email: INFO@NICON.CA
Mailing Address: 1747 WESTLOCK ROAD City: DUNCAN BC Postal Code: V9L 0B8

SUBJECT PROPERTY (see Note below)

Civic Address: 1027 COLLEGE STREET DUNCAN BC Postal Code: V9L 2E8
Legal Description: LOT A SECTION 19 RANGE 5 QUAMICHAN DISTRICT PLAN VIP62519 Parcel Identifier No: 023-302-437

Note: Please attach a current land title search and copies of all charges, covenants, easements, etc. on Title for this property. If more than one property is concerned with this proposal, please attach a list including all details as listed above.

DEVELOPMENT PERMIT APPLICATION TYPE

(check all that apply)

- ☒ Multi-Family Residential – DPA 1 ☐ Highway 1 Corridor – DPA 3 ☐ Natural Environment – DPA 5 ☐ Amendment
☐ Downtown – DPA 2 ☐ Other Commercial Areas – DPA 4 ☐ Hazard Lands – DPA 6 ☐ Cosmetic

PROJECT DESCRIPTION: Please provide a **Rationale Letter** along with your complete application describing your project in detail. The letter must reference relevant policies within the Official Community Plan, the Development Permit Area Guidelines and the Zoning Bylaw and describe how your project meets these goals, policies, and regulations. Please refer to the Guide to Development Permit Applications for other technical information and drawings required for your application. The City of Duncan reserves the right to reject or postpone the review of an incomplete application. The information in this application will only be used for the purpose for which it was obtained.

DECLARATION

I/We declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application.

Applicant's Signature:

Registered Owner(s) Signature:

JANUARY 01/2019

Date:

Date:

OFFICE USE ONLY

Date Received:

File No.: 3060-20

Folio No.:

Commercial

Minor - under \$50,000 (DP MAJOR) ☐ \$500
Major - over \$50,000 (DP MAJOR) ☐ \$1000
With Variance(s) (DVP) ☐ \$1000

Residential

4 or less units (DP RES) ☐ \$500
5 or more units (DP RES) ☐ \$1000
With Variance(s) (DVP) ☐ \$1000

Development Permit Amendment

Major (DP-MJ-A) ☐ \$100
Minor (DP-MN-A) ☐ \$50

Environmental/Hazard Area (ENVI HAZ) ☐ \$600
Cosmetic DP - paint, minor exterior (DP MINOR) ☐ \$50

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.



AUTHORIZATION OF AGENT Development Services

REGISTERED OWNER

Name(s): WOYWITKA'S BUILDING SUPPLIES LTD

Mailing Address: 1747 WESTLOCK ROAD City: DUNCAN BC Postal Code: V9L0B8

Phone: 250-748-5353 Email: INFO@NICON.CA

AGENT

Name(s): Jerry Ellins

Mailing Address: 50 Haig Road City: Gabriola Island B.C. Postal Code: V0R 1X1

Phone: 250-247-8585 Email: ellinsarchitect@shaw.ca

SUBJECT PROPERTY (please see Note below)

Complete Civic Address: 1027 College St. Duncan B.C.

Legal Description: Ref. plan of lots 2 & 3, plan 4459 & plan VIP62519 & south 1/2 lot 5 plan 1265A Parcel Identifier No: 023-302-437
~~all within section 10, range 5, Quamichan District~~

Note: Please attach a current land title search and copies of all charges, covenants, easements, etc. on Title for this property. If more than one property is concerned with this proposal, please attach a list including all details as listed above.

APPLICATION DETAILS (please check all applicable)

I/We, the Registered Owner(s) on title of the Land under Application, hereby grant permission to the Agent to act on my/our behalf in the following applications related to the said Land described above:

- | | |
|---|--|
| <input type="checkbox"/> Any/All Applications | <input type="checkbox"/> Official Community Plan Amendment |
| <input type="checkbox"/> Board of Variance | <input type="checkbox"/> Subdivision Application |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Temporary Use Permit |
| <input checked="" type="checkbox"/> Development Permit | <input type="checkbox"/> Zoning Bylaw Amendment |
| <input checked="" type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Property File Review |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Tree Cutting/Removal Permit Application |

In authorizing the above listed Agent to act as applicant on my behalf, I/we acknowledge and agree that the City of Duncan will maintain communication only with the Agent. I/we understand that any decisions by municipal staff or Council will be based on information provided by the Agent and that it is my/our responsibility to maintain a two-way communication with the Agent. I/we, the registered owner(s) of the Land under Application, do hereby agree to be bound by all decisions of the Agent in this matter.

Registered Owner Signature:

Registered Owner Signature:

Date:

JANUARY 01/2019

Note: In order to use an agent to work on the owners' behalf all owners registered on title must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

OFFICE USE ONLY

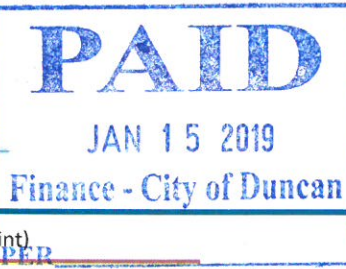
Date Received:

Folio No.

File No.:

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DP-2018-10



DEVELOPMENT VARIANCE PERMIT Application

REGISTERED OWNER (please print)

Name(s): WOYWITKA'S BUILDING SUPPLIES LTD

Mailing Address: 1747 WESTLOCK ROAD DUNCAN BC V9L 0B8

Phone: 250-748-5353

Email: INFO@NICON.CA

APPLICANT (please complete if different from above)

Name(s): JERRY ELLINS

Mailing Address: 50 HAIG ROAD GABRIOLA BC V0R 1X1

Phone: 250-248-8585

Email: ELLINSARCHITECT@SHAW.CA

SUBJECT PROPERTY (please see Note below)

Civic Address: 1027 COLLEGE STREET DUNCAN BC

Postal Code:

Legal Description: LOT A, SECTION 19, RANGE 5, QUAMICHAN DISTRICT PLAN VIP62519

Parcel Identifier No: 023-302-437

Folio No: 0978.00.50

Note: Please attach a current land title search and copies of all charges, covenants, easements, etc. on Title for this property. If more than one property is concerned with this proposal, please attach a list including all details as listed above.

DEVELOPMENT DETAILS

What Section of the Zoning Bylaw do you want to vary? SETBACKS - MDR

What is the variance you are seeking? POSTS IN FRONT YARD, REAR YARD 4m

Property Size (m² or ha): 0.27168 ha

Existing Use: UNDEVELOPED

Project Description: Please provide a Rationale Letter with your application describing your project in detail. The letter must reference relevant policies within the Official Community Plan, the Development Permit Area Guidelines and the Zoning Bylaw and describe how your project meets these goals, policies, and regulations. Please refer to the Guide to Development Variance Permit Applications for other technical information and drawings required for your application. The City of Duncan reserves the right to reject or postpone the review of an incomplete application. The information in this application will only be used for the purpose for which it was obtained.

AUTHORIZATION

I/We declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application.

Applicant's Signature:

Registered Owner(s) Signature:

Date:

Date: JANUARY 01/2019

OFFICE USE ONLY

Fees Paid: Development Variance Permit (DVP) ☐ \$1000

Date Received:

File No.: 3090-20

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DEVELOPMENT VARIANCE PERMIT APPLICATION

Checklist

ALL DEVELOPMENT VARIANCE PERMITS:



Completed Development Variance Permit Application Form



Application Fee(s)



Certificate of Title

Copy of the Certificate of Title for subject land(s), and a copy of all relevant notations (covenants, easements, statutory right of way), no older than 30 days at the time of application.



Site Plan

Show dimensions and setbacks of proposed and existing buildings, existing and proposed access points to site, off-street parking and loading areas, site area, site coverage, number of units, total floor area (gross and net), height of building based on average, natural or finished grade, floor area ratio, open space location and amenity area provided.



Proposed Elevations



Rationale Letter

A written rationale for all proposed variances.



Appointment of Agent Form

Required if the applicant is not the registered owner of the subject property.

Features		Points Achieved	Possible Points	Additional Notes/Comments
PRIORITY #1: A CARBON NEUTRAL COMMUNITY, APPROACHING ZERO-WASTE THAT HAS AFFORDABLE AND SAFE PUBLIC AND ACTIVE TRANSPORTATION OPTIONS. Key Areas: Energy & GHG Emissions, Waste Reduction, Transportation and Mobility				
Energy Conservation, GHG Emissions and Waste Reduction				
1.1	Provides onsite renewable energy generation such as solar energy or geothermal heating.		3	
1.2	Power Smart and <u>CFC</u> -reducing HVAC systems are used throughout the building.	2	2	NO AIR CONDITIONING
1.3	Achieves a new home energy labeling program standard that exceeds the BC Building Code (i.e. ASHRAE, EnerGuide, EnergyStar). Please provide detail in comment box.	4	4	APPLIANCES
1.4	Includes a passive Heat Recovery Ventilator (HRV, for 2 points) or an active Heat Recovery Ventilator/Energy Recovery Ventilator (HRV or ERV, 4 points) either centrally or in each unit.	4	4	
1.5	Includes the installation of an active solar hot water system sized for a minimum of 30% Domestic Hot Water .		2	
1.6	The development maintains an existing building.		2	
1.7	The development uses at least: i) 15% recycled or reused content in building materials; OR ii) 25% recycled or reused content in building materials.	2	2	
			3	
1.8	A comprehensive recycling program is utilized during construction: i) 25% of construction and demolition debris; OR ii) 50% of construction and demolition debris.	2	2	
			4	
1.9	The parking area in the development has: i) At least one Level 2 Electric Vehicle Charging Station ; OR ii) A Level 1 Electric Vehicle Charging Station in each residential stall.	3	3	1 IN EACH GARAGE

Features		Points Achieved	Possible Points	Additional Notes/Comments
1.10	Includes the following GHG reduction and air quality strategies: i) The use of low VOC emission materials (ex. paint, carpets). ii) Design maximizes exposure to natural light (passive solar light and heat through building orientation). iii) Allows passive ventilation of the building.	2	2	OPENING WINDOWS
			2	
		2	2	
1.11	Green Building Certification i) Achieves LEED/Built Green/Cascadia Living Building Challenge Silver (or equivalent rating); OR ii) Achieves LEED/Built Green/Cascadia Living Building Challenge Gold (or equivalent rating); OR iii) Achieves LEED/Built Green/Cascadia Living Building Challenge Platinum (or equivalent rating).		2	
		3	3	
			4	
TOTAL POINTS: ENERGY CONSERVATION		24	37	
Transportation and Mobility				
1.12	Provides covered and secure bicycle racks on site.	2	2	
1.13	Provides secure bicycle lockers on site.	2	2	
1.14	Provides change rooms and showers as end of trip cycling facilities.	3	3	IN INDIVIDUAL UNITS
1.15	Contributes to the creation or enhancement of a nearby bus shelter.		3	
TOTAL POINTS: TRANSPORTATION AND MOBILITY		7	10	
TOTAL POINTS: PRIORITY #1		31	47	

Features		Points Achieved	Points Possible	Additional Notes/Comments
PRIORITY #2: A HEALTHY, ACTIVE COMMUNITY WITH A STRONG SENSE OF CONNECTEDNESS. A COMMUNITY THAT SUPPORTS THE EDUCATIONAL SERVICE AND LEISURE NEEDS OF ITS CITIZENS AT ALL LIFE STAGES. Key Areas: Community & Individual Health, Recreation & Leisure				
Community Connections & Public Realm				
2.1	The development allocates opportunities/space for community gardens , urban agriculture, and/or fruit trees on or adjacent to the site.	4	4	FRUIT TREES + SHRUBS
2.2	Provides off-site planting and landscaping on adjacent boulevards.	4	4	
2.3	The development adds to or enhances publicly owned parkland, recreation areas, and/or trail systems.		4	
2.4	Improves the condition of or widens sidewalks or other pedestrian facilities.	2	2	
TOTAL POINTS: PRIORITY #2		10	14	

Features		Points Achieved	Points Possible	Additional Notes/Comments
PRIORITY #3: PROTECTED NATURAL RESOURCES AND ADEQUATE LOCAL FOOD SOURCES AND CLEAN WATER FOR FUTURE GENERATIONS				
Key Areas: Aquatic & Terrestrial Natural Systems, Food & Agriculture				
Aquatic and Terrestrial Natural Systems				
3.1	Retains mature trees and indigenous plant species onsite outside of the building envelope.	2	2	REAR PROPERTY
3.2	Rain gardens, detention ponds and other on-site stormwater management features are incorporated into the development.		4	
3.3	Impervious surfaces onsite are minimized and replaced with permeable surfaces.	1.5	3	SIDEWALKS
3.4	Green roof installed to a minimum of 50% of the total roof area.		5	
	Innovative wastewater technologies are used (low consumption fixtures, grey water systems, irrigation using harvested water). Provide details in Comment box.	4	4	LOW CONSUMPTION FIXTURES
3.5	Includes high-quality landscaping and contributes to a greener, more aesthetically pleasing public realm, beyond the requirements set in the Screening and Landscaping bylaw: i) A minimum of 30% of site is landscaped; AND ii) Utilizes drought tolerant or native plants		3	
		2	2	
Food and Agriculture				
3.6	The development allocates land toward local food production and private gardens: i) At least 5% of land is provided; OR ii) At least 10% of land is provided		2	
			3	
TOTAL POINTS: PRIORITY #3		9.5	26	

Features		Points Achieved	Points Possible	Additional Notes/Comments
PRIORITY #4: AN AFFORDABLE COMMUNITY WITH A STRONG AND DIVERSE ECONOMY, WELL KNOWN FOR ITS VIBRANT AND HISTORIC DOWNTOWN AND INNOVATIVE ARTS AND CULTURE COMMUNITY. Key Areas: Building and Sites, Economy and Employment				
Building and Sites				
4.1	Includes a mix of commercial and residential uses.	N/A	2	
4.2	Surface parking areas, utility and service areas are screened with landscaping from adjacent streets and properties (must meet or exceed landscaping regulations in the DPA Guidelines and Zoning Bylaw).	2	2	
4.3	A minimum of 80% of residential parking is located underground or within the principal structure.	4	4	80% UNITS HAVE GARAGES
Economy				
4.4	Supports or enhances existing businesses and producers by using at least 10% local materials from Vancouver Island.	2	2	
4.5	Creates live/work studios within the development.	3	3	
TOTAL POINTS: BUILDING AND SITES & ECONOMY		11	13	

BONUS: OTHER SUSTAINABILITY FEATURES

5.1	Development adds other unique or innovative features not addressed in the checklist criteria above. Provide detailed explanation.	*	5	
	*Points to be determined by Staff.			

TOTAL CHECKLIST POINTS ACHIEVED (To be completed by staff)

PRIORITY #1 TOTAL CHECKLIST POINTS ACHIEVED	/
PRIORITY #2 TOTAL CHECKLIST POINTS ACHIEVED	/
PRIORITY #3 TOTAL CHECKLIST POINTS ACHIEVED	/
PRIORITY #4 TOTAL CHECKLIST POINTS ACHIEVED	/
OTHER POINTS ACHIEVED	/
TOTAL CHECKLIST POINTS ACHIEVED	/
MINIMUM TARGET OF 70 POINTS ACHIEVED?	Y / N

NOTE:

Eligibility to receive a 25% reduction in Development Cost Charges requires a minimum of **70 points** on this checklist.

Representatives from the City of Duncan may conduct a random audit to ensure conformance.

CERTIFICATION BY REGISTERED PROFESSIONAL

BUILDING PERMIT STAGE

I _____ acknowledge that the development identified on page 2 of this form has been designed to and is capable of incorporating each of the proposed Sustainability Checklist criteria identified in the preceding pages of this form. This confirmation is provided only for the purpose of determining eligibility of the development for a waiver or reduction of Development Cost Charges.

Date

Signature of Registered Professional

Seal of Registered Professional

OCCUPANCY STAGE

I _____ acknowledge that the development identified on page 2 of this form, as constructed, incorporates each of the proposed Sustainability Checklist criteria identified in the preceding pages of this form. This confirmation is provided only for the purpose of determining eligibility of the development for a waiver or reduction of Development Cost Charges.

Date

Signature of Registered Professional

Seal of Registered Professional



Cowichan Engineering Services LTD.

6468 Norcross Road
Duncan BC
V9L 6C5
Phone 250-737-1440
Fax 250-737-1551
cowichanengineering@shaw.ca

February 8th, 2019

Our File: 1345-C

City of Duncan
200 Craig Street
Duncan BC
V9L 1W3

Attn: Danica Rice – Manager of Planning

RE: COLLEGE STREET - LOTS 2 & 3 PLAN 4489 & PLAN VIP62519 & SOUTH ½ OF LOT 5 PLAN 1265

We issue this letter and conceptual servicing plan to accompany the Development Permit application for the above noted property; below is a brief description of the site and the proposed servicing.

Site Description:

The site's topography is relatively flat with a slight rising grade from east to west. The application is for the construction of a twenty-one (21) unit multifamily development fronting College Street, with one access onto College Street

Site Servicing

Currently the property has an existing water service; which would be decommissioned as part of the development.

A new 100mm water service from the existing watermain on College Street would be installed by the City of Duncan (CoD) crews at the developer's expense. At this time the existing hydrant would provide fire protection although it's our understanding fire flows are to be reviewed as part of this application.

A 200mm sanitary sewer stub will be installed to the property line from a new manhole constructed on the existing main on College Street by CoD crews at the developer's expense. Again it's our understanding that a review of the downstream infrastructure for capacity will be completed as part of this application.



Cowichan Engineering Services LTD.

6468 Norcross Road
Duncan BC
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A 200mm storm sewer stub will be installed to the property line from a new 1200mm manhole placed on the existing main on College Street by CoD crews at the developer's expense. The developer will construct an on-site storm system to collect run-off from impervious areas such as roads, driveways and roofs. The design criteria will be to match pre and post development flows to the 1 in 5 year event, while achieving treatment requirements using Vertical Seepage Pits as shown on the conceptual servicing plan. The idea behind this method is to take advantage of the existing ground conditions noted in the geotechnical report prepared by Lewkowich Engineering.

Closing

Thus, we look forward to working with the City and bringing the development forward. Please contact me with any questions you might have as you begin to process this application. We would be happy to meet and review details of the proposal.

Sincerely,

A handwritten signature in black ink, appearing to be "Cam Williams", written in a cursive style.

Cam Williams, ASCT
Owner, Cowichan Engineering Services Ltd.



REVISED FEBRUARY 22, 2019

Design Rationale for College Street Multi-Family Development
Proposed 21 Unit Townhouse Development at
College Street, Duncan, BC

Project Overview:

The proposed development is located on existing bare land on the west side of College Street, one block north of Cairnsmore Street. The neighbouring property to the south is a C-3 commercial development (7-Eleven). To the north is a single family residential property. Across the road to the east is a large undeveloped P1 property. The zoning category has been designated by the Municipality as MDR (Medium Density Residential). The proposed development is a 21 unit townhouse development organized in 5 buildings, 3 triplexes and 3 sixplexes. All are three storey in height.

Project Siting and Organization:

The subject property is 2,716.88 square metres (29,245.3 sq. ft.), trapezoid in shape with the narrower side fronting on College Street. The property is relatively flat, sloping from College street up about 2 feet.

The development totals 3,215.5 square metres (34,613 square feet) in gross area and complies with the F.A.R. for the zoning which allows 3,260.3 square metres (35,094.36 square feet). Vehicular access to the development is from College Street entering the property centred on the development with an internal roadway that then “tee’s” and goes in two directions in the middle of the lot.

General orientation of the dwellings is facing toward College Street. This east / west alignment takes advantage of sun movement and also the best view towards “open space” across the road at the school.

A covered parking is provided for one car for 17 of the 21 units. The 4 ground floor units in the 6 plexes have parking dedicated off the internal spine road. The zoning requires 25 parking spots. The development provides only 22 and we are asking for a Variance. The site is close to bus routes. The 3 additional required spots will be purchased at 8,000.00 each

There is pedestrian and bicycle access from College Street along the north side of the entry roadway. Each unit has pedestrian access from a sidewalk leading to their door.

Each unit has enclosed bicycle storage. Those with garages have room there and the 4 without garages have a bike room under the stairs accessible from their private sidewalks. Secure and covered bicycle racks are provided against Building 2 in a central, easily visible location.

Garbage and recycling bins are provided in a screened area fenced to match the property line fencing, at the south end of the internal spine roadway against the 7/11 property.

Site lighting is achieved by use of 7 pole downlights, at the entry roadway, one at the north end of the internal spine roadway, two at the south end and two in the green spaces between the triplexes. Additionally, there are motion sensor lights mounted on the garages, one at each triplex and two at each sixplex. Each dwelling will also have its own exterior lighting adjacent its front door and at rear patio areas.

Building Design:

In keeping with the Cairnsmore Neighbourhood Plan, the concept is heritage in style, employing unique architectural character and details. Although there are 21 units in 5 buildings, the design is created to have the appearance of 5 large heritage-style single family buildings. Each has its own character created by changing up cladding and colour schemes. (Refer to “streetscapes”)

Each building is articulated to break up the massing of the building. Use of varied cladding materials also provide interest and minimize the scale. Each building has its own unique colour scheme as well. (Refer to coloured elevations and actual colourchips on finishes lists.)

The organization of the units is as follows:

3 storey townhouse style dwellings for the 3 triplex buildings. Building # 3 is a 3

bedroom and buildings 4 and 5 are 2 bedroom plus den.

In the 6plexes there are 2 ground floor suites in each building and then 4, 2-storey dwellings above.

Variances:

The front yard setback is 3 metres. We require a relaxation for the posts of the decks only. From 3m to 1.85m for 4 posts, to 1.95 m for 4 posts and to 2.8m for 6 posts.

The rear yard setback utilized is 4 metres. According to the bylaw, this is allowed when all of the required parking is covered. In our case 80% of the units have covered parking and 69% of the required (25) parking spots are covered. We are asking for a relaxation of the parking requirement for the 4 metre setback. OR a relaxation of the 10 metre setback to 4m for building 3 and to 5m for buildings 4 and 5.

The side yard setback on the south side is encroached by the fencing around the garbage and recycling bins only. This is the best location for this function, and abuts the adjacent commercial property. We ask that the enclosure be deemed fencing and not a "structure"

The City is requiring 2 accessible parking spots as per the bylaw, 3.38.2. We read the bylaw as 3.38.1 where it states that accessible parking be provided where the use is required to be accessible by the BC building code. And then further, 3.38.2. Not regardless, 3.38.2 Residential uses are not required to be accessible.

If indeed these are required we propose to provide 2 dedicated, marked accessible parking spots in the boulevard area of College Street in front of the project.