

**DISTRICT OF HIGHLANDS  
ADVISORY PLANNING COMMISSION**

**MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING HELD ON  
WEDNESDAY, OCTOBER 29, 2003 AT THE CALEB PIKE HOUSE, 1589 MILLSTREAM  
ROAD, COMMENCING 7:30 P.M.**

---

**APC:** Eleanor Rayner, Chair  
Colleen Robertson, Vice Chair  
Michael Bocking  
Sheila Taylor  
Derek Stone  
Rod Glover  
Councillor Joe Kadar

**Staff** Jay Bradley  
Laurie Taylor

**Applicant** Graham Terlson, Millstream Industrial Park  
Richard Irwin, Millstream Industrial Park

**Other:** Bill Vogel

**1. Call to order:**

The meeting was called to order by the Chair at 7:37 p.m.

**2. Adoption of 2003-August-13 Minutes:**

**MOVED BY C. ROBERTSON  
SECONDED BY R. GLOVER AND RESOLVED  
THAT: The minutes of the 2003-August-13 meeting of the APC be adopted.**

**CARRIED**

**3. Current Business:**

**A. Advisory Planning Commission Bylaw No. 209, 2003**

- The Chair invited L. Taylor to provide an overview of the draft bylaw and any changes being contemplated.
- L. Taylor reviewed the bylaw and advised that no changes would be prompted by the up coming Community Charter, in terms of the APC procedures.
- L. Taylor advised that the draft bylaw was referred to the APC for informational purposes.
- The Chair called for discussion by the APC. There were no major concerns with the content of the draft APC Bylaw.

**MOVED BY M. BOCKING  
SECONDED BY C. ROBERTSON  
THAT: The draft APC Bylaw No. 209, 2003 be received for information.**

**CARRIED**

**B. Millstream Industrial Park (RZ06-02). Proposed Zoning Standards and Development Permit Area Guidelines to Address Parking, Loading, Screening and Landscaping Design.**

- The Chair invited discussion from R. Irwin and staff to explain the background to the rezoning application, and how the Development Permit Area (DPA) guidelines and zoning standards were developed.
- J. Bradley indicated that the preliminary zoning proposal for the Millstream Industrial Park, which envisages rezoning the entire property to a new "M1" zone, was referred by Council to the APC for comment. At the meeting of 2003-August 13, the APC considered the overall zoning concept, including the proposed new M1 zone, and provided recommendations in this regard to Council at its 2003-August 18 meeting. In turn, Council resolved in part to host a Committee of the Whole meeting, which was held on 2003-September-11, to receive viewpoints on the merits of design standards for the industrial park, implemented through new DPA guidelines and additional zoning standards.
- At its meeting of 2003-September-15, Council directed staff to work with the consultant to prepare design standards which would address such items as parking, loading, landscaping and screening design for the MIP. Council requested that these design standards (DPA and Zoning) be referred back to the APC for a recommendation to Council at its 2003-November-03 meeting.
- J. Bradley explained that the focus of the APC for tonight's meeting is the new DPA Guidelines and additional zoning standards to address the form and character/design of landscaping, parking, loading and screening for the MIP.
- R. Irwin indicated that the new DPA and zoning standards were drafted by staff, but were referred to the MIP owners for comments. The MIP owners are agreeable to what has been drafted except for some details which will be discussed.
- With regards to the proposed on-site minimum parking requirements in "Part ZZZ", R. Irwin indicated that the parking for "service and repair" and for "retail" uses should be revised from "1 space per 10 sq. m. gross floor area" to "1 space per 25 sq. m. gross floor area".
- R. Glover indicated that, as in the case of the Vancouver Island Technology Park, "1 space per 10 sq. m. gross floor area" should be used for "Scientific/Technology Research" instead of the "1 space per 45 sq. m. gross floor area" shown.
- M. Bocking asked how the parking standards, and the zoning standards in general, were developed. He expressed concerns that sufficient on-site parking should be provided, so as to avoid administrative and enforcement issues later on.
- J. Bradley advised that the standards for industrial parks from many other municipalities, including Langford, Saanich, Nanaimo, and Victoria, were reviewed, however, few if any "rural" industrial park standards were found.

**MOVED BY R. GLOVER  
SECONDED BY C. ROBERTSON**

**THAT: Council direct staff to further research the minimum on-site parking requirements to ensure that, as the industrial park develops, there is adequate on-site parking provided.**

**CARRIED**

**MOVED BY R. GLOVER  
SECONDED BY M. BOCKING**

**THAT: With respect to Item 2 of "Part ZZZ", the first sentence, "All parking and loading spaces shall be located at the side or rear of buildings and structures," be removed.**

**CARRIED**

**MOVED BY R. GLOVER  
SECONDED BY C. ROBERTSON**

**THAT: The application for rezoning be revised by the applicant so as to provide for a "light" (M1) industrial and "medium" (M2) industrial zone, with the M1 zone accommodating "Area A" adjacent to Millstream Road, and the M2 zone accommodating the more intensive industrial uses in Areas B and C, towards the rear of the property.**

**CARRIED**

The APC members discussed the draft "Option 1" of the General Industrial (M1) zone, which was also previously discussed at their meeting of 2003-August-13.

**MOVED BY M. BOCKING  
SECONDED BY D. STONE**

**THAT: Acknowledging the changes to Section 11.1.1 that were recommended by the APC on 2003-August-13, that the new Light Industrial (M1) zone for "Area A" include all uses of "Option 1", Section 11.1.1, except for "asphalt and cement manufacturing and recycling" (K1), and "Industrial Extraction" (K4), and that "Industrial Use" (K7) be permitted in the M1 zone except for "wrecking and salvaging".**

**CARRIED**

It was briefly discussed that Option 1 includes a proposed auxiliary caretaker's residential use. J. Bradley advised that this would likely have implications for the owners in terms of meeting more stringent requirements for contaminated sites remediation under the *Waste Management Act*. APC members discussed that it would make better sense to accommodate any caretaker's units on a case-by-case basis, through subsequent rezoning applications. The owners of the MIP agreed to this proposal.

**MOVED BY M. BOCKING  
SECONDED BY R. GLOVER**

**THAT: The APC recommendation made at the 2003-August-13 meeting, with respect to the caretaker's residential use, be superceded by the recommendation that no residential uses be permitted in the proposed M1 and M2 zones.**

**CARRIED**

R. Irwin requested that Section 11.1.4(5) of "Option 1" be re-visited, so as to provide a maximum or combined height of storage containers to be 3.5 m in the M1 zone, and 25 meters in the M2 zone.

J. Bradley advised that the maximum height for any buildings, structures or containers placed on the lands is limited by ladder heights and fire flows.

**MOVED BY R. GLOVER  
SECONDED BY C. ROBERTSON**

**THAT: Section 11.1.4(5) of "Option 1" be amended to provide a maximum or combined height of storage containers as follows:**

- a) M1 Zone: 3.5 metres
- b) M2 Zone: 25 metres

**on the condition that adequate fire flows and protection be addressed to the satisfaction of the Highlands Fire Chief.**

**CARRIED**

**MOVED BY M. BOCKING  
SECONDED BY S. TAYLOR**

**THAT: Section 11.1.3, referring to density provisions for single family residential units, be removed from both the M1 and M2 zones.**

**CARRIED**

**MOVED BY C. ROBERTSON  
SECONDED BY M. BOCKING**

**THAT: Section 11.1.4(5), concerning the maximum height for storage containers, be relocated to Section 11.1.5, and that the Sections be renumbered accordingly.**

**CARRIED**

**MOVED BY M. BOCKING  
SECONDED BY C. ROBERTSON**

**THAT: With regards to Section 11.1.5(2) of "Option 1", the height of an accessory building not exceed 8 meters in either the M1 or M2 zones, except that a "silo" in M2 shall not exceed 25 meters in height.**

**CARRIED**

**MOVED BY R. GLOVER  
SECONDED BY D. STONE**

**THAT: Staff provide an appropriate definition for silo, as a recommendation to Council, with respect to Section 11.1.5(2).**

**CARRIED**

**MOVED BY R. GLOVER  
SECONDED BY C. ROBERTSON**

**THAT: Section 11.1.1(K) of "Option 1" be amended by deleting the clause "The following uses, ...any road abutting the property and from any adjacent property," and that the uses following "K" be re-lettered accordingly.**

**CARRIED**

**MOVED BY S. TAYLOR  
SECONDED BY C. ROBERTSON**

**THAT: With respect to "Part ZZZ Draft 1, October 28, 2003," Item 9(a) be amended to state "to accommodate surface to ground water infiltration where feasible."**

**CARRIED**

**MOVED BY M. BOCKING  
SECONDED BY C. ROBERTSON**

**THAT: Item 11 of "Part ZZZ" be reviewed further by staff to provide recommendations for options, to address handicap parking requirements as a ratio to the total number of parking spaces.**

**CARRIED**

**MOVED BY M. BOCKING  
SECONDED BY R. GLOVER**

**THAT: Item 20 of "Part ZZZ" be amended to state "outdoor storage is permitted provided that the materials are on an improved surface and screened from view from adjacent roads and abutting properties containing non-industrial uses".**

**CARRIED**

**MOVED BY R. GLOVER  
SECONDED BY M. BOCKING**

**THAT: With respect to the proposed Development Permit Area Guideline "j", wording be added to clarify that black chain link fencing may be used and shall be enhanced by vegetation, except where used as safety fencing along the northerly boundary (abutting Lot 1, Plan VIP70242) and easterly boundary (abutting Thetis Lake Park) of the site.**

**CARRIED**

**MOVED BY C. ROBERTSON  
SECONDED BY D. STONE**

**THAT: Draft Development Permit Area Guideline "v" be amended to delete the last sentence, "chain-link fencing is discouraged".**

**CARRIED**

**MOVED BY M. BOCKING  
SECONDED BY R. GLOVER**

**THAT: Guideline "x" of the draft Development Permit Area be amended to state "outdoor storage of equipment or materials shall be screened from surrounding roads and adjacent non-industrial uses by landscaped berming, solid screening or other acceptable design".**

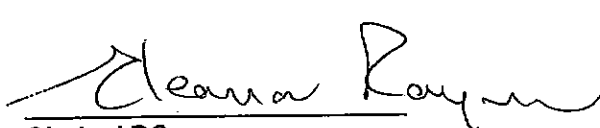
**CARRIED**

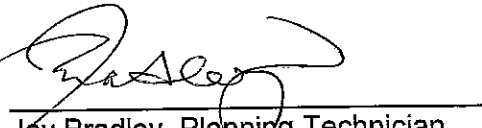
**4. Adjournment**

**MOVED by S. Taylor  
SECONDED BY R. GLOVER  
THAT: The APC meeting be adjourned**

**CARRIED**

The meeting was adjourned at 10:30 p.m.

  
\_\_\_\_\_  
Chair, APC

  
\_\_\_\_\_  
Jay Bradley, Planning Technician