



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## ADVISORY PLANNING COMMISSION MEETING

**Date:** Tuesday, July 23, 2019  
**Time:** 10:00 a.m.  
**Location:** Council Chambers, 495 Hot Springs Road  
 Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>	
Meeting called to order by the Chair.	
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. ADOPTION OF MINUTES</b>	
(a) THAT the Minutes of the Advisory Planning Commission Meeting held on July 4, 2018 be adopted.	Item 4(a) Page 1
<b>5. ITEMS FOR DISCUSSION</b>	
(a) Report of the Planning Consultant – July 18, 2019 Re: Panhandle Lot Considerations Policy	Item 5(a) Page 3
<b>6. ADJOURNMENT</b>	

VILLAGE OF HARRISON HOT SPRINGS  
ADVISORY PLANNING COMMISSION MEETING

DATE: July 4, 2018  
TIME: 10:00 a.m.  
PLACE: Council Chambers  
495 Hot Springs Road  
Harrison Hot Springs, BC

IN ATTENDANCE: Freddy Marks, Chair  
Frank Peters  
Terry Mitchell  
Brian Williams  
Donna Cooney

Planning Consultant, Ken Cossey

ABSENT:

*Recording Secretary: Nicole Sather*

1.

**CALL TO ORDER**

Chair Freddy Marks called the meeting to order at 10:00 a.m.

2.

**INTRODUCTION OF LATE ITEMS**

None

3.

**APPROVAL OF AGENDA**

**Moved by Brian Williams**  
**Seconded by Terry Mitchell**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
*APC-2018-07-01*

4.

**ADOPTION OF MINUTES**

**Moved by Brian Williams**  
**Seconded by Frank Peters**

THAT the Minutes of the Advisory Planning Commission Meeting held on  
March 16, 2018 be adopted.

**CARRIED  
UNANIMOUSLY**  
*APC-2018-07-02*

5.

**ITEMS FOR DISCUSSION**

(a) Zoning Bylaw Amendment No. 1125, 2018

Planning Consultant, Ken Cossey, provided a brief summary of the  
proposed Zoning Amendment Bylaw No. 1125, 2018.

Village of Harrison Hot Springs  
Minutes of the Advisory Planning Commission Meeting  
July 4, 2018

Commission members discussed the proposed Zoning Amendment Bylaw No. 1125, 2018 and asked whether the parking requirements would be met.

The Planning Consultant advised the members that all parking requirements will be met as per the Zoning Bylaw No. 1115, 2017.

**Moved by Donna Cooney**  
**Seconded by Terry Mitchell**

THAT the Zoning Bylaw Amendment No. 1125, 2018 be supported as proposed.

**CARRIED  
UNANIMOUSLY**  
APC-2018-07-03

6.

**ADJOURNMENT**

**Moved by Brian Williams**  
**Seconded by Donna Cooney**

THAT the meeting be adjourned at 10:05 a.m.

**CARRIED  
UNANIMOUSLY**  
APC-2018-07-04

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Freddy Marks  
Chair

\_\_\_\_\_  
Debra Key  
Corporate Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO ADVISORY PLANNING COMMISSION

**TO:** Advisory Planning Commission      **DATE:** July 18, 2019  
**FROM:** Ken Cossey, MCIP, RPP      **FILE:** 0340-50  
 Planning Consultant  
**SUBJECT:** Panhandle Lot Policy

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#### ISSUE:

Seeking Advisory Planning Commission input into the creation of this policy.

#### BACKGROUND:

Under the *Local Government Act*, specifically section 512, if a Lot is being created by a subdivision the minimum frontage along a highway, must be the greater of:

- 10% of the perimeter of the Lot that fronts the highway; and
- It must meet the minimum frontage requirement that the Village has adopted through Zoning Bylaw, 1115, 2017.

Council may exempt any Lot being created by subdivision from these requirements.

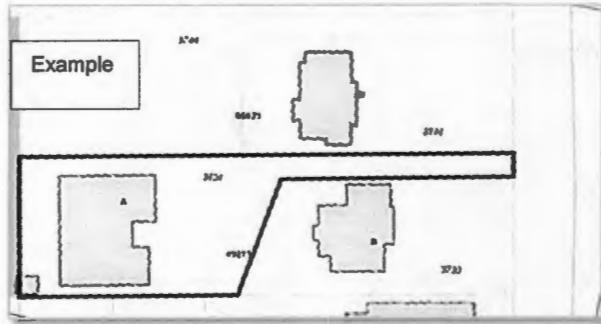
In order to assist the Council on whether or not the 10% requirement should be waived staff have created the attached policy. The guiding principle for this policy is the concept of "fair play", in that all the applicants seeking relief from this requirement are treated in the same manner. The guiding objectives for the creation of the attached policy was:

- Safety - Is the frontage reduction too restrictive for an emergency vehicle's access to the proposed dwelling?
- Impact analysis - Identification of the potential impacts of the reduced frontage.
- Servicing of the new dwelling - Can the dwelling unit still be properly serviced? Can the sewer and water lines or other utility lines be located under the access strip?
- Drainage - Will the access strip cause any additional surface water runoff discharge, if so, will it flow onto the adjacent owner's property?

When this policy is adopted this will provide direction to staff and every time an applicant is seeking relief on the frontage issue, this policy will guide the staff report that will be placed in front of Council, for their recommendation.

Under the Village's Zoning Bylaw, Panhandle Lot is defined as:

**Panhandle Lot** means any Lot, the Building Area of which is serviced and gains access or egress and has a Highway frontage by means of a narrow strip of Land or the "access strip". The access strip is not included in the Minimum Lot calculations;



Respectfully submitted;

Ken Cossey  
Ken Cossey, MCIP, RPP,  
Planning Consultant

REVIEWED BY and Concurrence  
with the RECOMMENDATIONS:

Madeline McDonald  
Madeline McDonald  
Chief Administrative Officer

Attachments (1) Panhandle Lot Considerations Policy No 1.31

COUNCIL	POLICY NO. 1.31
PANHANDLE LOT CONSIDERATIONS	DATE APPROVED:

## 1. PURPOSE

To guide the Council with respect to determining a position on waiving the requirements on subdivision applications that do not meet the minimum 10% highway frontage requirements of the *Local Government Act*, as amended from time to time.

## 2. POLICY

- (a) All panhandle Lots that do not provide the minimum 10% highway frontage requirement, as outlined in the *Local Government Act* as amended from time to time, must be submitted to Council for their consideration of waiving or relaxing this requirement.
- (b) Staff must process the request through the Development Variance Permit process.
- (c) When reviewing an application, Council must consider the following:
  - i. will the reduced frontage adversely affect the streetscape or result in a conflict with existing driveways, intersections, walkways, trails, sidewalks or any natural features; and
  - ii. will the reduced frontage affect any privacy issues for the neighbouring properties; and
  - iii. is the length of the panhandle excessive or is the width so restrictive with respect to the ability to access the proposed building site with emergency vehicles; and
  - iv. is the area and width of the Lot in accordance with the zoning bylaw. As per the definition of a Panhandle Lot in the Zoning Bylaw, the access strip portion is not to be included in the Minimum Lot size calculations; and
  - v. is the width of the Lot wide enough to place, any utility lines and the required community sewer and water lines down the proposed access strip. Access to community sewer and water lines must be through the applicant's access strip and not through any of the adjacent neighbouring properties; and
  - vi. will the access strip create any additional surface water runoff discharge, and will it flow onto any of the adjacent properties.