



# STAFF REPORT

**TO:** Council

**MEETING DATE:** July 15<sup>th</sup> 2014

**FROM:** Katie Thomas,  
Temporary Planning Assistant

**FILE NO:** 3220-GowerPoint-397

**SUBJECT:** Temporary Use Permit Process for 397 Gower Point Road

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## RECOMMENDATION

**THAT staff's report regarding the process of the Temporary Use Permit for 397 Gower Point Road be received.**

**AND THAT Council authorize the Mayor and Corporate Officer to issue Temporary Use Permit TUP-2014-01 for 397 Gower Point Road to allow an Information Centre and potential Sales Centre for the proposed George Hotel and Residences for a three year term.**

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## BACKGROUND/PURPOSE

This staff report explains the process of the Temporary Use Permit for 397 Gower Point Road. The notification process ensure neighbouring properties (by letter) and the community at large (through a newspaper ad) were informed about this application. As announced, Council can now consider the application at the Council July 15 meeting.

## DISCUSSION

The Town of Gibsons received an application for a Temporary Use Permit for 397 Gower Point Road on May 1<sup>st</sup>, 2014.

The intent of the Temporary Use Permit is to use the existing residential structure as an Information Centre for the proposed George Hotel and Residences. If the applications for the proposed George Hotel and Residences are approved, the Information Centre would turn into a Sales Centre for the development.

Staff sent referrals on May 5<sup>th</sup> to the Town of Gibsons Engineering Department, Town of Gibsons Building Department and the Gibsons Fire Department. The responses of the referrals were mailed to the applicant and the recommended conditions are included in the draft permit.

The application was presented at the Committee of the Whole on June 10<sup>th</sup>. On June 17<sup>th</sup> Council directed staff to proceed with the notification process and preparation of a permit for the consideration of issuance of the requested three-year Temporary Use Permit at the Council meeting on July 15<sup>th</sup>, 2014.

*Notification process and role of Council*

Pursuant to the Development Application Procedures and Fees Bylaw No. 1166, 2012, notice of the Temporary Use Permit Application and Council meeting were mailed or hand delivered to properties within fifty (50) metres of the subject property. In accordance with the Local Government Act, a single newspaper advertisement for the July 15<sup>th</sup> Council meeting was published in the July 4<sup>th</sup> edition of the Coast Reporter.

At the time of writing the report (July 9<sup>th</sup>) one submission has been received in opposition of the issuance of the Temporary Use Permit (see attached). Any other submissions will be provided to Council at the Council meeting.

For a Temporary Use Permit there is no requirement for a Public Hearing. Instead, Council receives any comments that are forwarded and then considers issuing the permit on the date that was indicated in the notification.

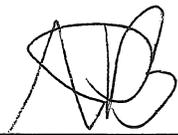
**RECOMMENDATIONS / ALTERNATIVES**

Staff's recommendations are listed on page 1. As outlined in the June 10 staff report (see attached), staff conclude that there are limited effects as a result of the proposed temporary use of 397 Gower Point Road, and thus recommend approval of the Temporary Use Permit.

Alternatively, if Council does not support the Temporary Use Permit Council can request changes to the application and draft permit, or Council can deny the request.

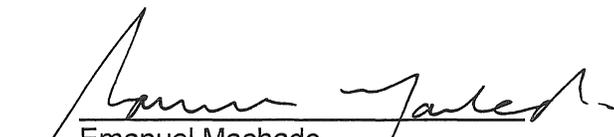
Respectfully Submitted,

  
\_\_\_\_\_  
Katie Thomas  
Temporary Planning Assistant

  
\_\_\_\_\_  
André Boel  
Director of Planning

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I have reviewed the report and support the recommendation.

  
\_\_\_\_\_  
Emanuel Machado  
Chief Administrative Officer

Attachments:        Staff Report June 10<sup>th</sup>  
                             Draft Temporary Use Permit  
                             Submission K. Vance



# STAFF REPORT

**TO:** Committee-of-the-Whole **MEETING DATE:** June 10, 2014  
**FROM:** Katie Thomas,  
Temporary Planning Assistant **FILE NO:** 3220-GowerPoint-397  
**SUBJECT:** Temporary Use Permit for an Information Centre for 397 Gower Point Road  
TUP-2014-01

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## RECOMMENDATION(S)

**THAT** the staff report regarding the application for a temporary use permit for 397 Gower Point Road be received;

**AND THAT** staff be directed to proceed with the notification process and preparation of a permit for the consideration of issuance of the requested three-year Temporary Use Permit at the Council meeting on July 15, 2014.

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## PURPOSE

The goal of this report is to present an application for a Temporary Use Permit, and to provide comment with staff recommendations.

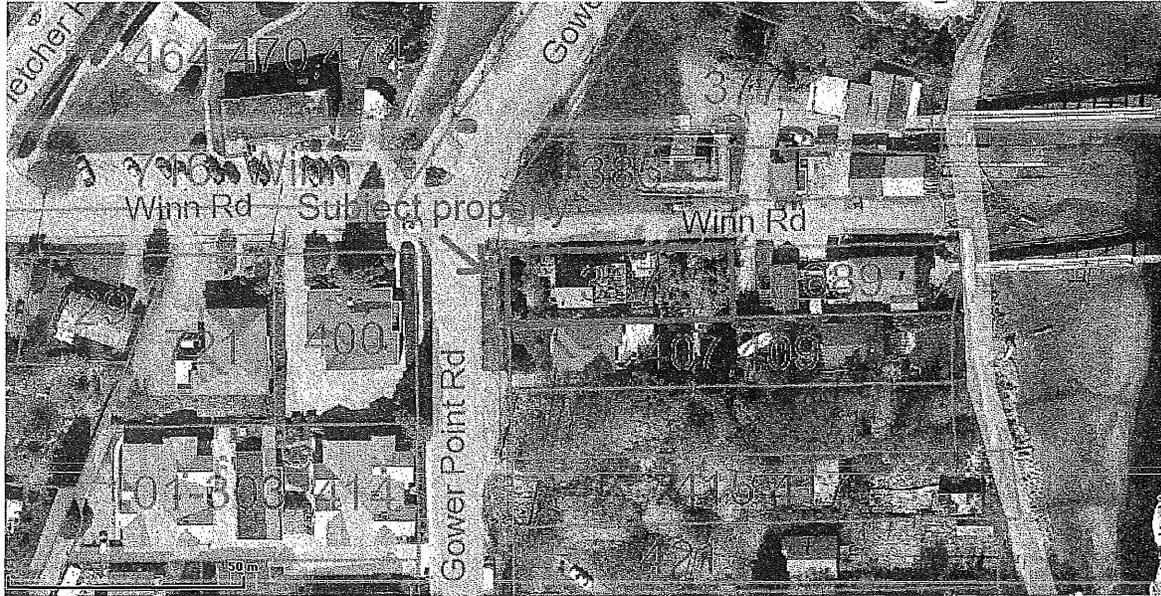
## DISCUSSION

Hyak Marine Services is applying for a Temporary Use Permit for 397 Gower Point Road, in order for the first floor of the property to become an information centre for the proposed George Hotel and Residences development. If the rezoning and development permits for the George Hotel and Residences are successful, the information centre would be turned into a sales centre, using the same internal building layout as the information centre, or alternatively, the use of the property would revert back to single-family residential use.

### Site and Surrounding Issues

The property is located at the intersection of Gower Point Road and Winn Road. A map is shown below. Currently the property is zoned Single-Family Residential Zone (R-2).

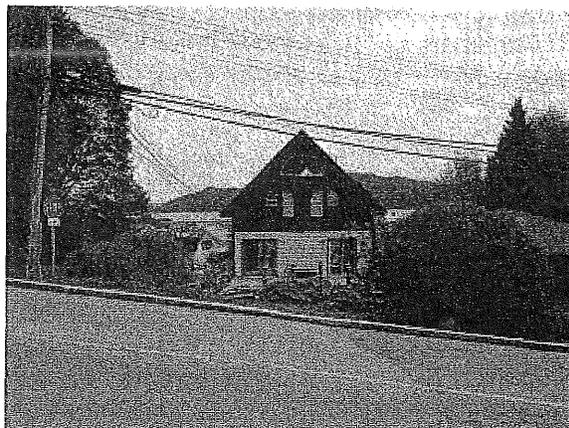
The site will remain largely the same from the exterior; however, the first floor interior is being renovated in order to provide facilities for the information centre. These renovations include: removing the kitchen, creating a larger accessible washroom, the creation of a small meeting room. Outside, a ramp is under construction to ensure the space is accessible to everyone. Seven (7) off-street parking spaces will be provided. These can be seen on the attached site plan. A plan of the internal layout has also been attached to this report.



**Figure 1:** Location of the subject property

	Existing Land Use	Existing Zoning	OCP Designation
<b>North</b>	Hyak Marine Services	Comprehensive Development Area Zone (CDA-1)	Residential/Tourist Accommodation
<b>South</b>	Residential properties	Single-family Residential Zone (R-2)	Residential/Tourist Accommodation
<b>East</b>	Residential Property	Single-family Residential Zone (R-2)	Residential/Tourist Accommodation
<b>West</b>	Post Office	Public Assembly Zone (PA)	Public/Community Uses

**Figure 2:** Adjacent land uses



**Figure 3:** Photos of the site

### **Potential impacts**

The only external change to the building is the addition of a wheelchair ramp. Internally, the first floor will be used for the information centre. The potential impacts include: increased traffic (both cars and pedestrians) in the area, and visual impacts of the proposed sign.

#### *Opening Times*

The applicant has stated that the information centre will be "open five out of seven days between the hours of 10am and 8pm". Specific days and times have yet to be decided. The centre will occasionally be open later during special events, such as Sea Cavalade.

#### *Parking*

The zoning bylaw requires two (2) off-street parking stalls for the proposed use. The applicants have provided a site plan to show seven (7) off-street parking spaces for visitors. The applicant believes that most visitors will arrive on foot. If additional parking is needed, there is adequate on-street parking in close proximity to the subject property.

#### *Signage*

The applicants are proposing to erect a freestanding sign on their property to state the purpose of the building and related information regarding opening times. The height of the proposed sign is 1.82m (72") and the area of the sign is 2.2m<sup>2</sup> (23.6ft<sup>2</sup>). This makes the sign comparable to what would be allowed in commercial zones in the sign bylaw, 526, 1985. A plan of the sign is attached to this report.

### **CONCLUSION**

Staff conclude that there are limited effects to the proposed Temporary Use of 397 Gower Point Road, and thus recommend proceeding with the notification process. The notification process will involve sending letters, informing property owners and tenants of the proposed Temporary Use Permit within a 50metre radius of the subject property.

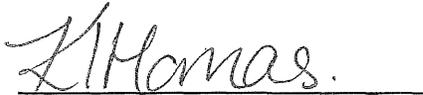
### **PLAN/POLICY IMPLICATIONS**

The Official Community plan states that an application seeking the approval of a Temporary Use Permit must obtain a supporting resolution of Council. An approved permit will contain specific guidelines and/or conditions of the use of the land, as well as the termination date of the permit.

**RECOMMENDATIONS / ALTERNATIVES**

Staff's recommendations are listed on page 1. Alternatively, Council can request changes to the proposal or deny the request.

Respectfully Submitted,



Katie Thomas  
Planning Assistant



André Boel, RPP  
Director of Planning

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

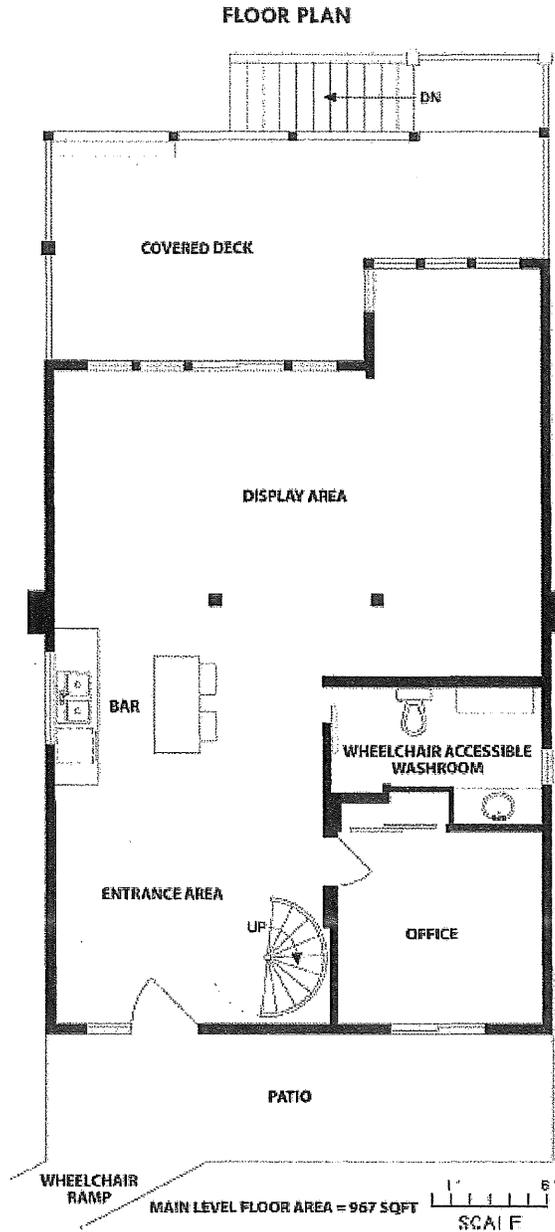
I have reviewed the report and support the recommendation(s).

  
Emanuel Machado  
Chief Administrative Officer

**Attachments:**

- Floor plan
- Site plan
- Display sign

# Hyak Marine Services Ltd.

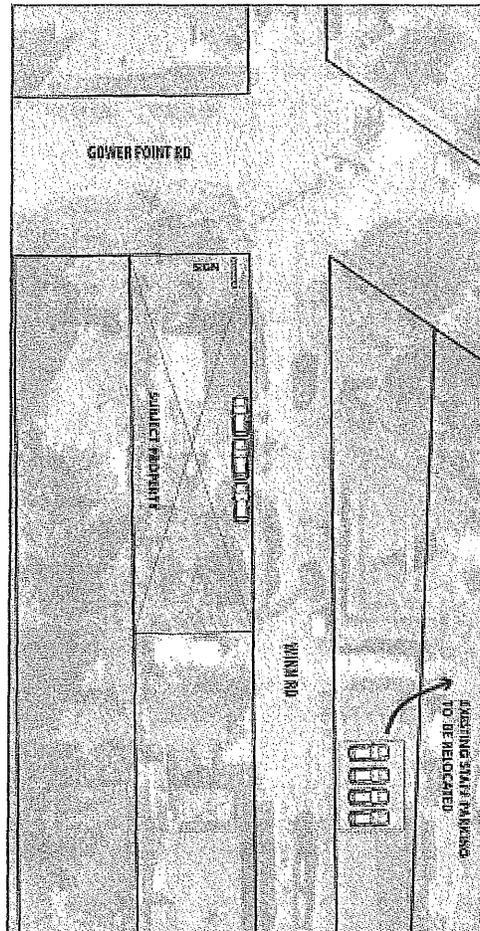


P.O. BOX 570, Gibsons, B.C. V0N 1V0  
Tel/Fax: (604) 886-2060

# Hyak Marine Services Ltd.

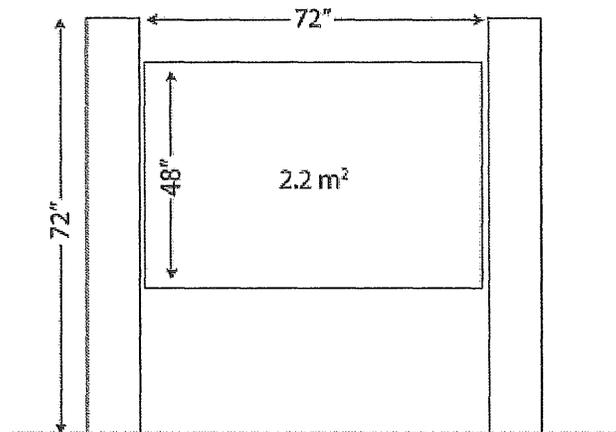
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## SITE PLAN



# Hyak Marine Services Ltd.

## DISPLAY SIGN





# DRAFT TEMPORARY USE PERMIT

NO. TUP-2012-01

TO: **Hyak Marine Services Ltd.**

ADDRESS: **PO Box 570**

**Gibsons, B.C. V0N 1V0**

(Permittee)

- 1) This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Town of Gibsons applicable thereto, except those specifically varied or supplemented by this Permit.
- 2) The Temporary Use Permit applies to those "lands" within the Town of Gibsons described below:

**Parcel Identifier: 011-118-202**

**Legal Description: Lot 1, Except the East 157 Feet, Block A, District Lot 685, Plan 5579.**

**Civic Address: 397 Gower Point Road**

- 3) The use authorized by this Permit may be carried out only in accordance with the terms and conditions set out herein.
- 4) Should the Permit Holder fail to adhere to and comply with all the terms and conditions set out herein, the Temporary Use Permit shall be void and no longer valid for the lands.
- 5) In addition to permitted uses in the Single-Family Residence Zone 2 (R-2 Zone), the lands may be used for:
  - An Information Centre for the George Hotel and Residences, open up to 5 days a week, limited to opening hours that fall between 10 am and 8 pm;
  - A Sales Centre for the George Hotel and Residences, pending the successful completion of a zoning bylaw amendment, open up to 5 days a week, limited to opening hours that fall between 10 am and 8 pm;
  - One freestanding sign of 2.2 m<sup>2</sup>;
  - Accessory uses customarily incidental to the above uses.

- 6) As a condition of the issuance of this Permit, the following items need to be addressed to the satisfaction of the Building Inspector and the Fire Chief:
- The Upstairs must be restricted to staff only and access prevented by the public to the spiral stairs;
  - Exit lighting and exit hardware to be provided;
  - A maximum capacity for functions to be determined and confirmed by Fire Safety Officer;
  - Ensure outdoor lighting is on during any event in the evening during darkness, capable of illuminating travel paths away from the building to public walkways;
  - Provide graspable handrails on all ramps and stairs to BCBC requirements.
- 7) This Temporary Use Permit shall expire on 15 July 2017.
- 8) This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION PASSED BY COUNCIL

THIS THE **15** DAY OF **July, 2014**.

ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

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Wayne Rowe  
Mayor

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Selina Williams  
Corporate Officer

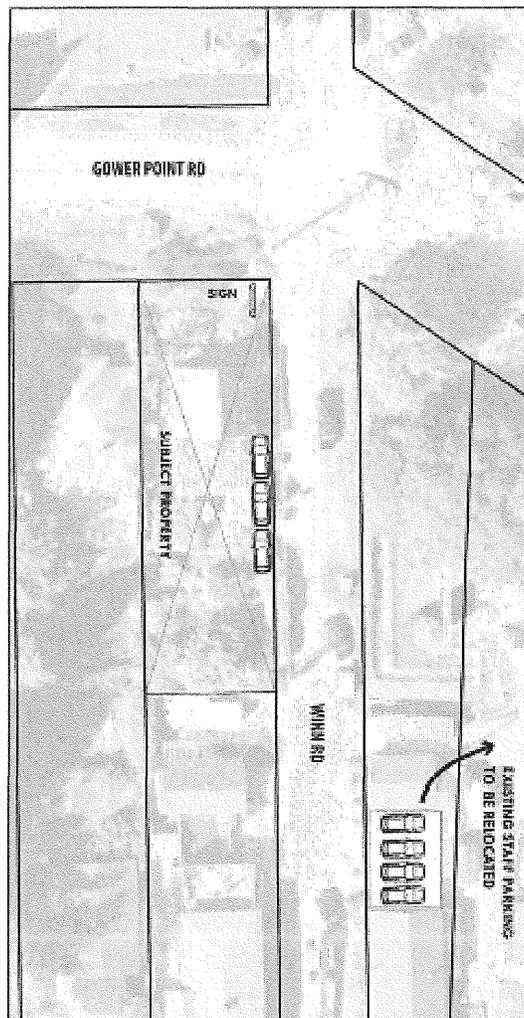
G:\3000-3699 Land Administration\3220 Properties - Individual\20 Individual Properties\Gower Point Road\397\TUP-2014-01

Attachments 3: Site Plan  
Display sign  
Floor Plan

# Hyak Marine Services Ltd.

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## SITE PLAN



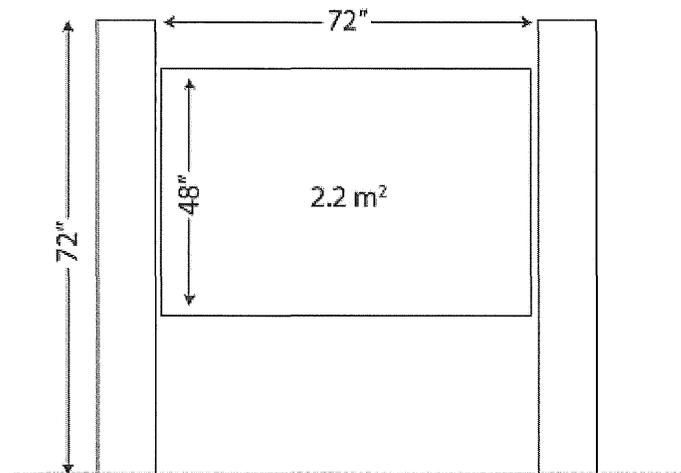
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# Hyak Marine Services Ltd.

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## DISPLAY SIGN



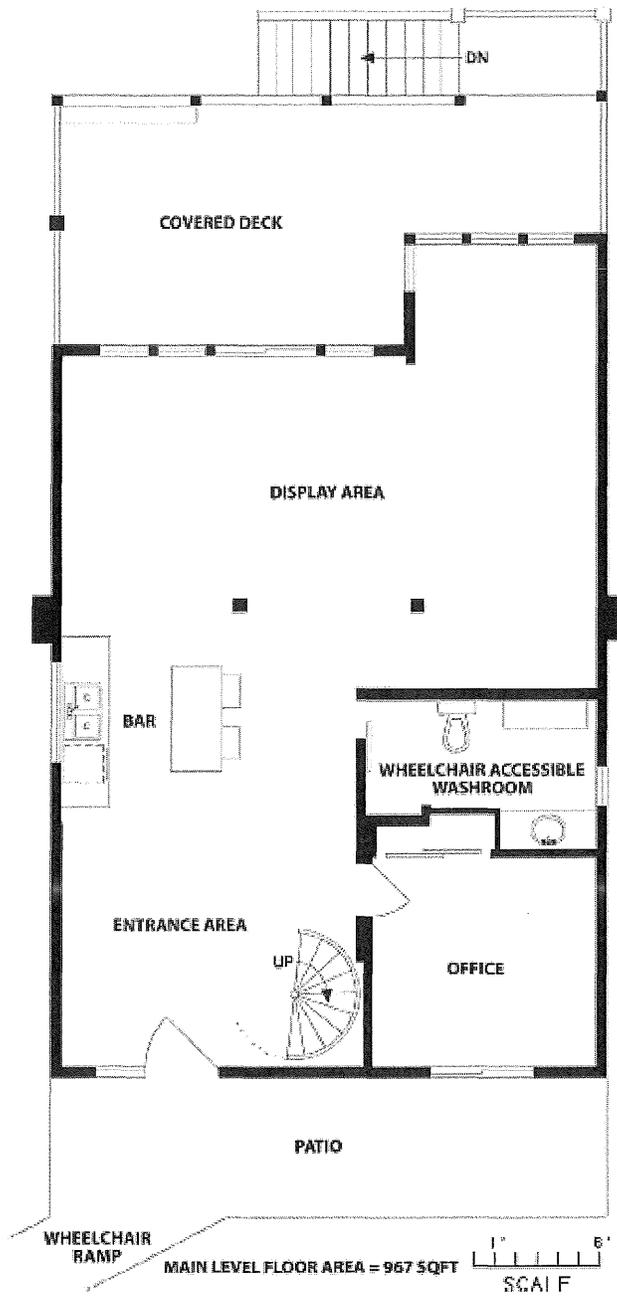
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P.O. BOX 570, Gibsons, B.C. V0N 1V0  
Tel/Fax: (604) 886-2060

# Hyak Marine Services Ltd.

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## FLOOR PLAN



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P.O. BOX 570, Gibsons, B.C. V0N 1V0  
Tel/Fax: (604) 886-2060

-----Original Message-----

From: [vanceis@telus.net](mailto:vanceis@telus.net) [mailto:[vanceis@telus.net](mailto:vanceis@telus.net)]

Sent: July-06-14 3:38 PM

To: Gibsons General Mailbox

Subject: Written Submission for Corporate Officer for Council - Temporary Use Permit Application

Corporate Officer for Council:

In regard to the notice that appeared in The Reporter on July 4, 2014, as a resident of the nearby area, I would be adversely affected by increased traffic and noise by the three-year use of what was a private home as an "Information Centre / Sales Centre" for the proposed George Hotel and Residences. The adjoining road is the detour route for the Gibsons sea walk and with the post office and the Gibsons market, the area is now at its maximum use in regard to parking and driver and pedestrian use. I also feel that the designation "Information Centre / Sales Centre" is a misnomer, and that given the fact that the people of Gibsons remain sharply divided over this development, the real function of the centre is to serve as lobbying headquarters for the development with a three-pronged thrust: 1) to serve as the only high-profile source of information on the development and thus gain a monopoly over all sources of information on the proposed development; 2) to provide a meeting place and other material, logistical and political support for those lobbying the Town for the development; and 3) to present the development as an accomplished fact so that those who might otherwise question or oppose the development will see it as a done deal. Given that the townspeople have been told that the economic impact information and the aquifer report are not yet finished so that no further decision on the development can be made at this time, it is extremely premature to grant a temporary use permit for an "Information / Sales Centre" for the site. As I recall, for example, the development at the top between the elementary school and the Petro station did not open its information / sales centre on site until the site was clear and construction was slated to begin, a timing which is more appropriate for a sales centre that has real units to sell and real information to provide. Thus, I am opposed to the Town granting the temporary use permit at this time.

Kathleen Vance  
Town of Gibsons Resident  
301 Headlands Road  
Gibsons, BC V0N 1V8