



NOTICE OF MEETING AND AGENDA ADVISORY PLANNING COMMISSION

Wednesday, October 2, 2024, 7:00 PM
 Village Office, 495 Hot Springs Road
 Harrison Hot Springs, BC V0M 1K0

THIS MEETING WILL BE CONDUCTED IN-PERSON AND VIA ZOOM VIDEO CONFERENCE

1. CALL TO ORDER	
Meeting called to order by Chair Strothotte. Acknowledgement of Sts'ailes traditional territory.	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF MINUTES	
(a) THAT the Advisory Planning Commission Meeting minutes of August 26, 2024 be adopted.	Page 1
5. ITEMS FOR DISCUSSION	
(a) Report of Planning Consultant dated October 2, 2024 Re: 260/270 Esplanade Avenue	Page 5
(b) Report of Corporate Officer dated October 2, 2024 Re: Terms of Reference and Reporting Procedure	Page 33
6. ADJOURNMENT	

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
ADVISORY PLANNING COMMISSION MEETING**

DATE: Monday, August 26, 2024
TIME: 9:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road
Harrison Hot Springs, BC

IN ATTENDANCE: Andy Strothotte (Chair)
Judy Duffus
Allan Garneau
Ron Logan

Corporate Officer, Amanda Graham
Planning Consultant, Ken Cossey

ABSENT: Julie Chamberlain
Robert Guimont
Kimbal Solar

1. CALL TO ORDER

The Corporate Officer called the meeting to order at 9:02 a.m.

Moved by Allan Garneau
Seconded by Judy Duffus

THAT Andy Strothotte be appointed as Chair of the Advisory Planning Commission.

**CARRIED
UNANIMOUSLY**
APC-2024-08-01

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Judy Duffus
Seconded by Chair Strothotte

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
APC-2024-08-02

4. ADOPTION OF MINUTES

Moved by Allan Garneau
Seconded by Judy Duffus

THAT the Advisory Planning Commission Meeting Minutes of December 7, 2023 be adopted.

5. ITEMS FOR DISCUSSION

- (a) Presentation from Ken Cossey, Planning Consultant
Re: APC Role and Function

The Planning Consultant presented a PowerPoint outlining the following:

- The creation and authority of the APC
- Development
- Amenity Cost Charges
- Meeting format and expectations
- Land use planning and planning tools
- Development approval information
- Recommendations the APC can make

The Planning Consultant and the APC engaged in a question and answer period to further clarify points made during the presentation, summarized as follows:

Q: Does the public hearing process include the APC recommendations?

A: Yes, APC comments are included in the public hearing package that is available online and at the Village Office.

Q: If Council accepts a development despite objections from different, does Council need to justify its position?

A: No, it does not.

There was a comment that the APC should be making a report to Council.

Q: Why is it that in order to effect a zoning amendment, the Village must pass a new bylaw to amend the original one? The original bylaw must then contain all the amendments to it.

A: A bylaw can only be amended by another bylaw. Consolidated versions of bylaws and all their amendments are created for convenience purposes.

Q: Are the Village's numbers for such things as setbacks and heights consistent with standards in other municipalities?

A: The Zoning Bylaw addresses Village-specific issues. The setbacks in our bylaws seek to address a fire break and ensure emergency vehicle access.

Q: It was previously stated that the reference to design schemes was being removed in the new Official Community Plan Bylaw and that there would be a separate creation of design guidelines. Is that correct and if so, where is the Village at in that process?

A: Correct, the policy has been created and will be before Council at the September 9, 2024 Regular Council Meeting.

3
Village of Harrison Hot Springs
Minutes of the Advisory Planning Commission
August 26, 2024

At 10:24 a.m. there was a short break due to lack of quorum as Ron Logan exited Council Chambers. The Commission reconvened at 10:26 a.m. upon his return.

Q: How would the Village impose form and character requirements?

A: This is imposed through the Development Permit process. There is a section in the Development Permit that requires the applicant to do the development based on the requirements of the design policies.

Q: Can we have the minutes earlier to ensure the recommendation is correct before it goes before Council?

A: The Corporate Officer will provide a set of draft minutes to the Chair for review once available.

Q: How will Terms of Reference be developed?

A: There is a previous Terms of Reference that can be updated. There is a motion of Council requesting that staff work with the APC to set up a reporting procedure. A draft of the Terms of Reference can be placed on the next agenda for the APC to discuss.

Next Meeting: October 2, 2024 at 7:00 p.m.

6. ADJOURNMENT

Moved by Judy Duffus

Seconded by Allan Garneau

THAT the meeting be adjourned at 10:41 a.m.

**CARRIED
UNANIMOUSLY**

APC-2024-08-04

Andy Strothotte
Chair

Amanda Graham
Corporate Officer

File No: 3360-20-Z02/24
Date: October 2, 2024

To: Chair and members
From: Ken Cossey, Planning Consultant
Subject: 260/270 Esplanade Avenue

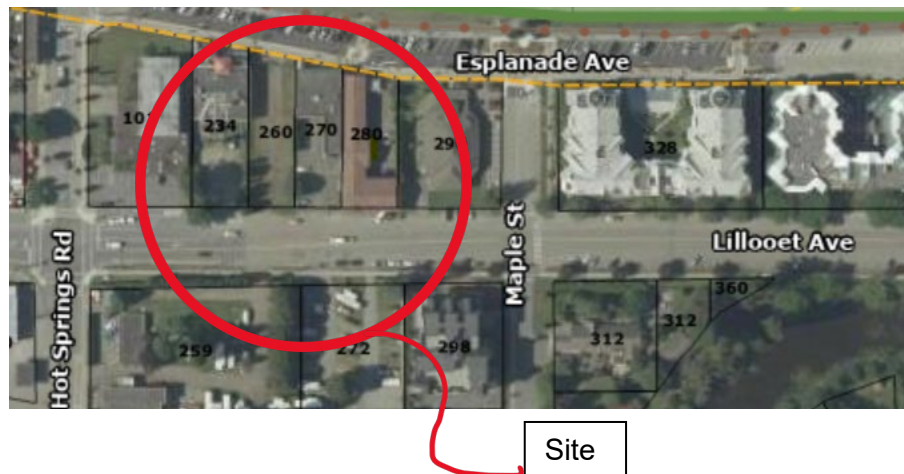
SUMMARY

The proponents have made an application to change various Zoning requirements for this site to accommodate a proposed 72-unit hotel and a 4000 ft² (approximately 372 M²) 33 seat restaurant. The required changes include the following: the Floor Area Ratio needs to be changed from 1.5 to 1.62, the building height from 15 M to 20 M, and the Lot coverage from 75% to 95%.

BACKGROUND

Site Location and Zoning Information

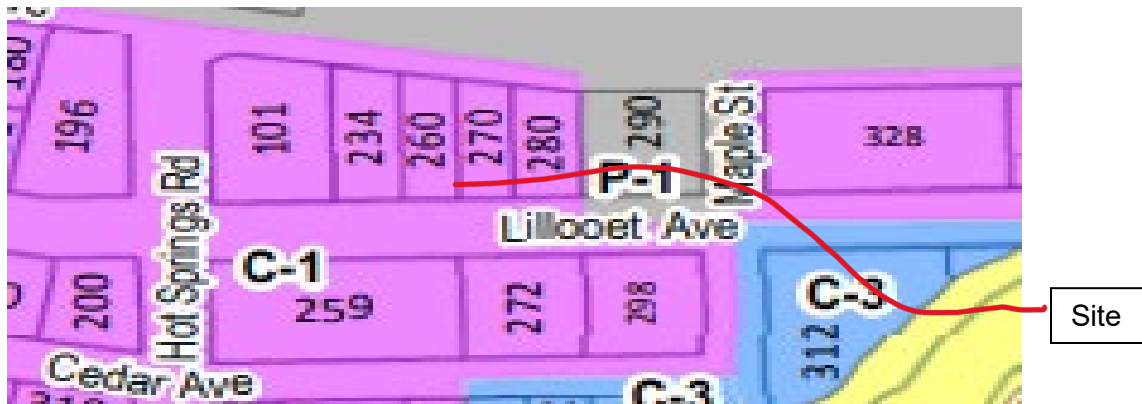
The site is located at 260 and 270 Esplanade Avenue. The site is currently serviced and is located adjacent to a major roadway that moves traffic in a west to east direction. The site consists of two parcels, one with the civic address of 260 Esplanade Avenue and the other with a civic address of 270 Esplanade Avenue.





260 Esplanade Avenue – vacant and currently used as a parking lot
270 Esplanade Avenue – hotel and restaurant

Zoning Information



The site is surrounded by commercial uses along the southern, western, and eastern boundaries. The southern portion of the site also abuts against Lillooet Avenue. To the north, and across the street from the two Lots are pay parking stalls and the Beach Front Park. Access to the site's parkade will be from Lillooet Avenue, with the main entrance to the hotel being from Esplanade Avenue.

OCP Designation

The site is currently designated as a Village-Centre area. If this application is to proceed, the site will not need an OCP redesignation as the proposed use is compatible with this designation. In addition to this, the site is in a form and character Development Permit area, as per the requirements of the Lakeshore Development Permit Area.

DISCUSSION

The proposed height change is due to the three-floor parkade that will be built. With the three-floor parkade, parking will be provided for 115 vehicles. For this scale of project, the number of required parking stalls would be 83. The first three floors of the hotel would consist of the parkade, with the hotel units being located on levels 4 to 6. The proposed restaurant would be located on the second floor.

Given that the proponents have increased the on-site parking requirements by 32 stalls, the suggested changes to the FAR, the Lot coverage and the Building Height have some merit to the proposed development.

Issues of Concern

At this time, staff have the following concerns with this application:

1. Impacts to the Village's sewer and water system
2. The creation of any potential shade areas

However, the APC can recommend, as per the new *Development Approval Information Bylaw, No. 1210, 2024* any additional studies that the APC determines will help the Council with their final decision. This would be subject to adoption of this bylaw.

POLICY CONSIDERATIONS

Official Community Plan Bylaw No. 1184, 2022
Zoning Bylaw No. 1115, 2017 – C1 permitted uses
Development Procedures Bylaw No. 1090, 2016

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

- Attachments (3):
1. Zoning Amendment Bylaw No. 1209, 2024
 2. Sheets A.000 to A.400
 3. Development Approval Information Bylaw No. 1210, 2024 (*not yet adopted*)



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1209, 2024**

**A bylaw to amend the Village of Harrison Hot Springs
Zoning Bylaw No. 1115, 2017**

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2018;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

CITATION

- 1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1209, 2024**".

- 2. **TEXT AMENDMENT**

That:

- (a) Under the C-1 Zone "Development Regulations for the Commercial Uses", the following number 12 is inserted in the Notes section;
- (b) Under the Notes section the following is inserted;
"12/. For land legally described as Parcel "B" (41267E) Except Part Subdivided by Plan 63660 of Lot 2, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 004-645-162), and Parcel "A" (118036E) Lot 3, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 011-535-105) the maximum allowable Floor Area Ratio must not exceed 1.62, the Lot Coverage must not exceed 95%, and the maximum height must not exceed 20 M.

READ A FIRST TIME THIS 9TH DAY OF SEPTEMBER 2024.

READ A SECOND TIME THIS 9TH DAY OF SEPTEMBER 2024.

A PUBLIC HEARING WAS HELD ON THE _____ DAY OF _____, 2024.

READ A THIRD TIME THIS _____ DAY OF _____, 2024.

Ministry of Transportation and
Infrastructure Approval provided on the _____ DAY OF _____, 2024.

ADOPTED THIS _____ DAY OF _____, 2024.

Mayor

Corporate Officer

DRAFT

SITE STATISTICS				
CIVIC ADDRESS:	260 / 270 Esplande Ave Harrison Hot Springs BC			
ZONING	RA TO CD BASED ON RF 70			
GROSS AREA	22816 ft2	2119 m2		
LOT COVERAGE				
	PROPOSED	96%		
DENISTY				
FSR	ALLOWED	1.5		
	PROPOSED	3447/2119 = 1.62		
BUILDING HEIGHT				
	HEIGHT	20.0 m		
AREA FOR FSR CALCULATIONS				
		FSR CALCULATIONS	BUILDING AREA	ROOMS
	LEVEL 1		5469 ft2 / 508 m2	
	LEVEL 2		700 ft2 / 65 m2	
	LEVEL 4	5015 ft2 / 266 m2	5727 ft2 / 532 m2	
	LEVEL 4	7820 ft2 / 727 m2	15437 ft2 / 1434 m2	16 ROOMS
	LEVEL 5	12137 ft2 / 1127 m2	15158 ft2 / 1408 m2	28 ROOMS
	LEVEL 6	12137 ft2 / 1127 m2	15158 ft2 / 1408 m2	28 ROOMS
	GRAND TOTAL	37109 ft2 / 3447 m2	57649 ft2 / 5355 m2	71 ROOMS
PARKING		REQUIRED	PROVIDED	
	MULTIPURPOSE RM		33 Stalls	
	RESTAURANT (33 SEATS)	11 Stalls	11 Stalls	
	HOTEL RMS (1 STALL PER UNIT)	71 Stalls	71 Stalls	
	GRAND TOTAL		115 Stalls	



Unit 209- 6321 King George Blvd
Surrey BC, V3X 1G1
www.flatarchitecture.ca
contact@flatarchitecture.ca

Ph: 604-503-4484

PROJECT INFO:
HOTEL DEVELOPMENT AT
260 / 270 EESPALANDE AVE
HARRISON HOT SPRINGS BC
CLIENT:

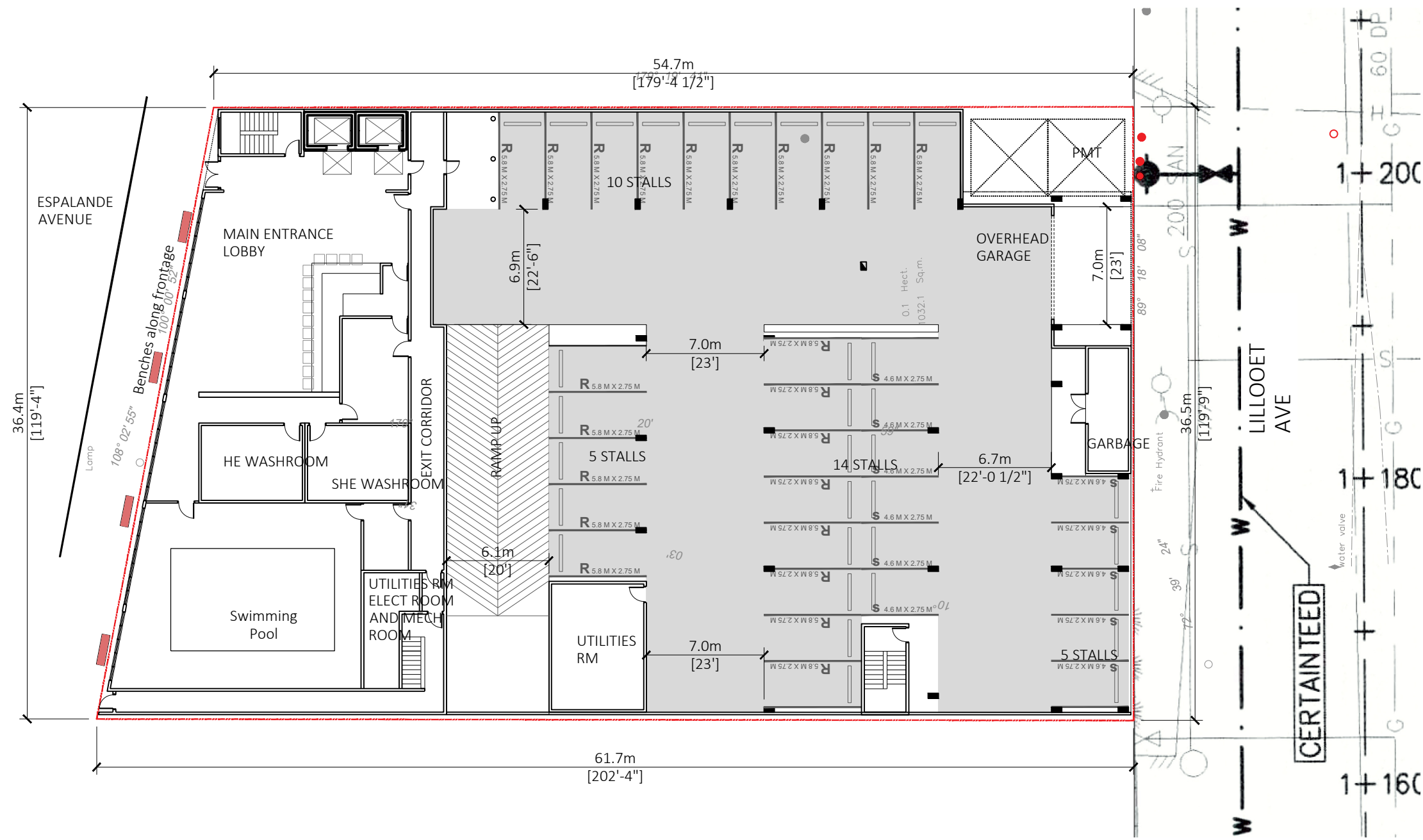
DATE
20.08.2024
PROJECT NO:

SCALE: 1/16"=1'
DRAWN BY: R.W

REV	DESCRIPTION	BY	DATE

DATA SHEET

10
A.000

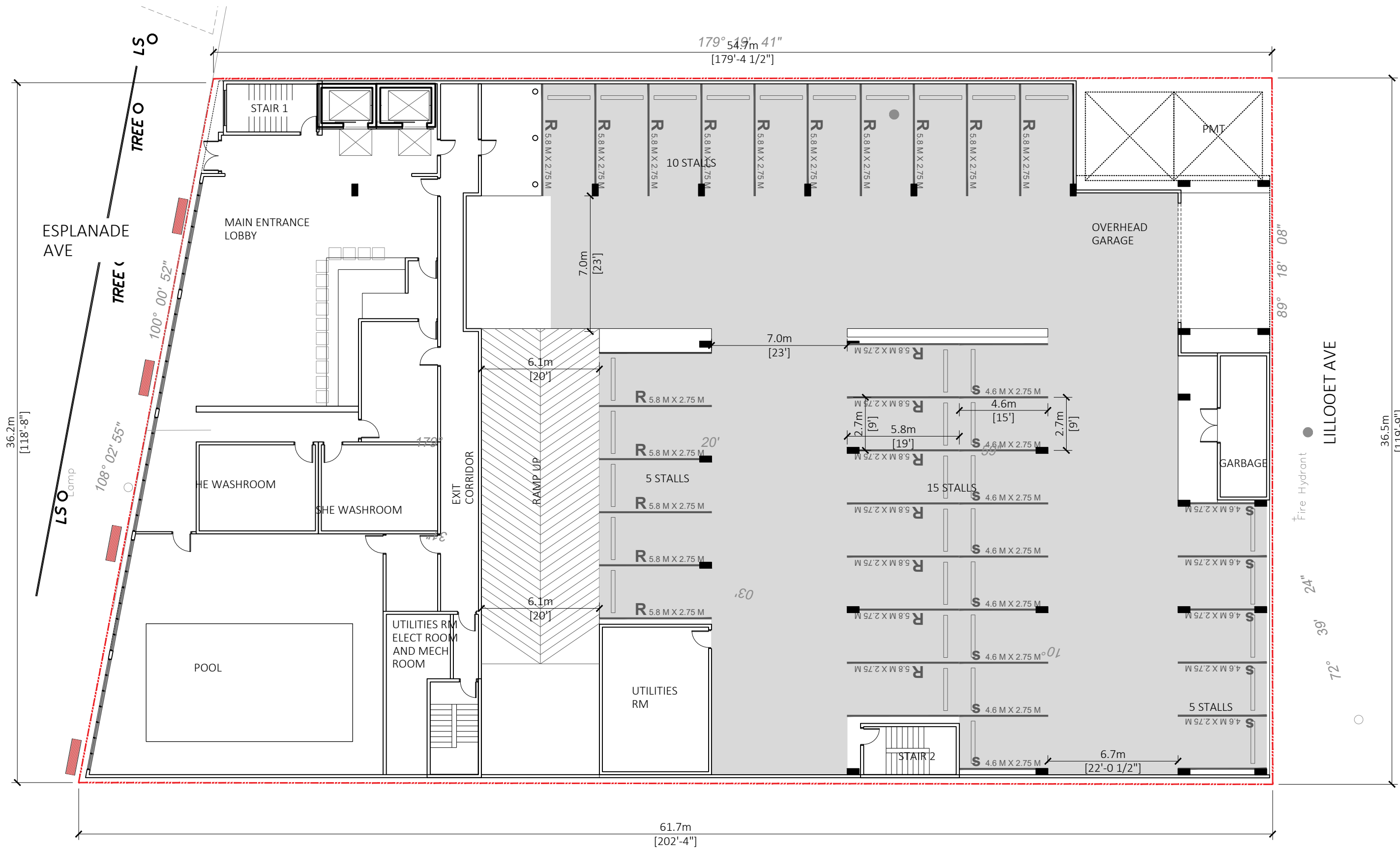


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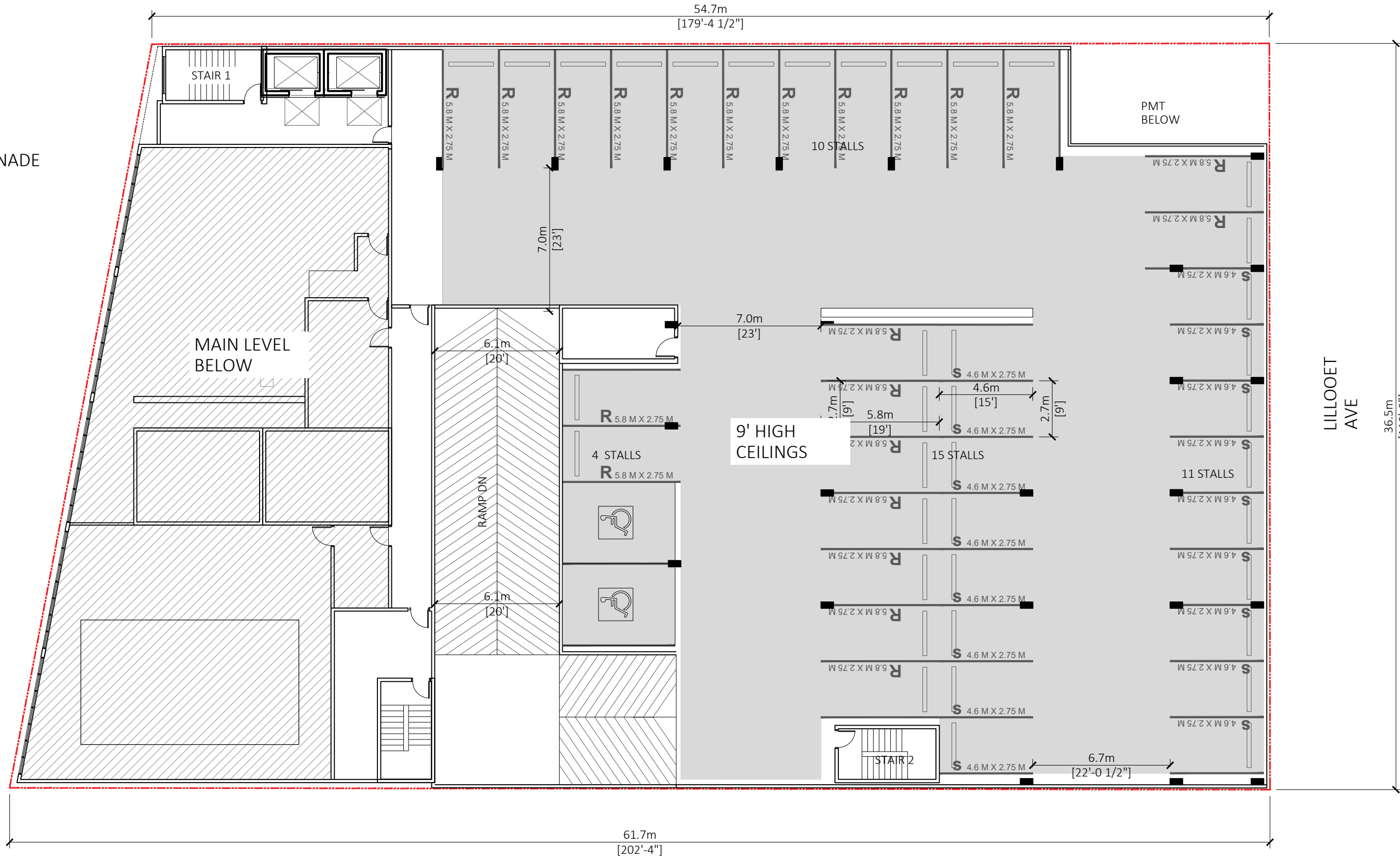
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REV	DESCRIPTION	BY	DATE



REV	DESCRIPTION	BY	DATE

ESPLANADE
AVE



LILLOOET
AVE



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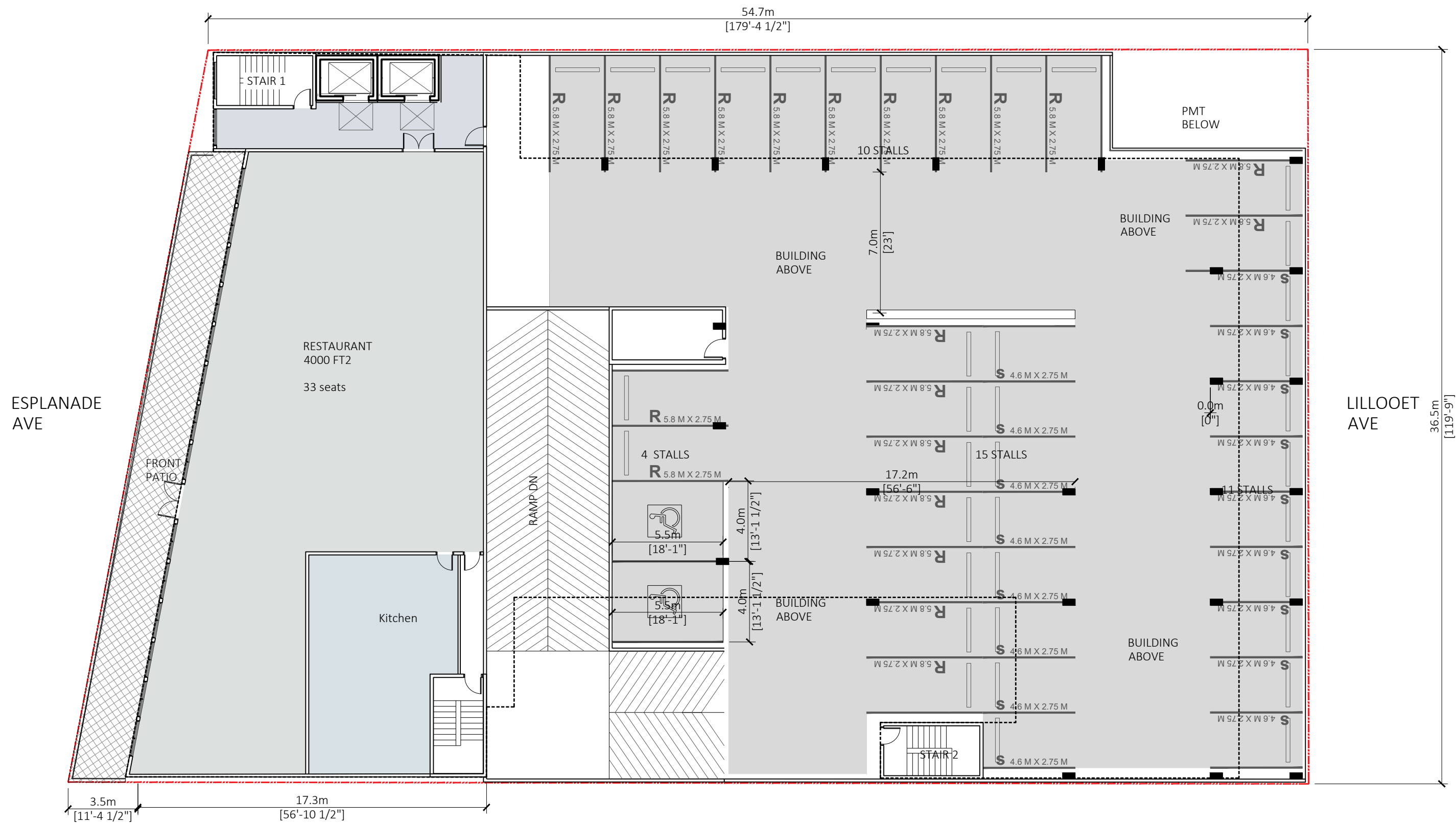
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REV	DESCRIPTION	BY	DATE

LEVEL 2

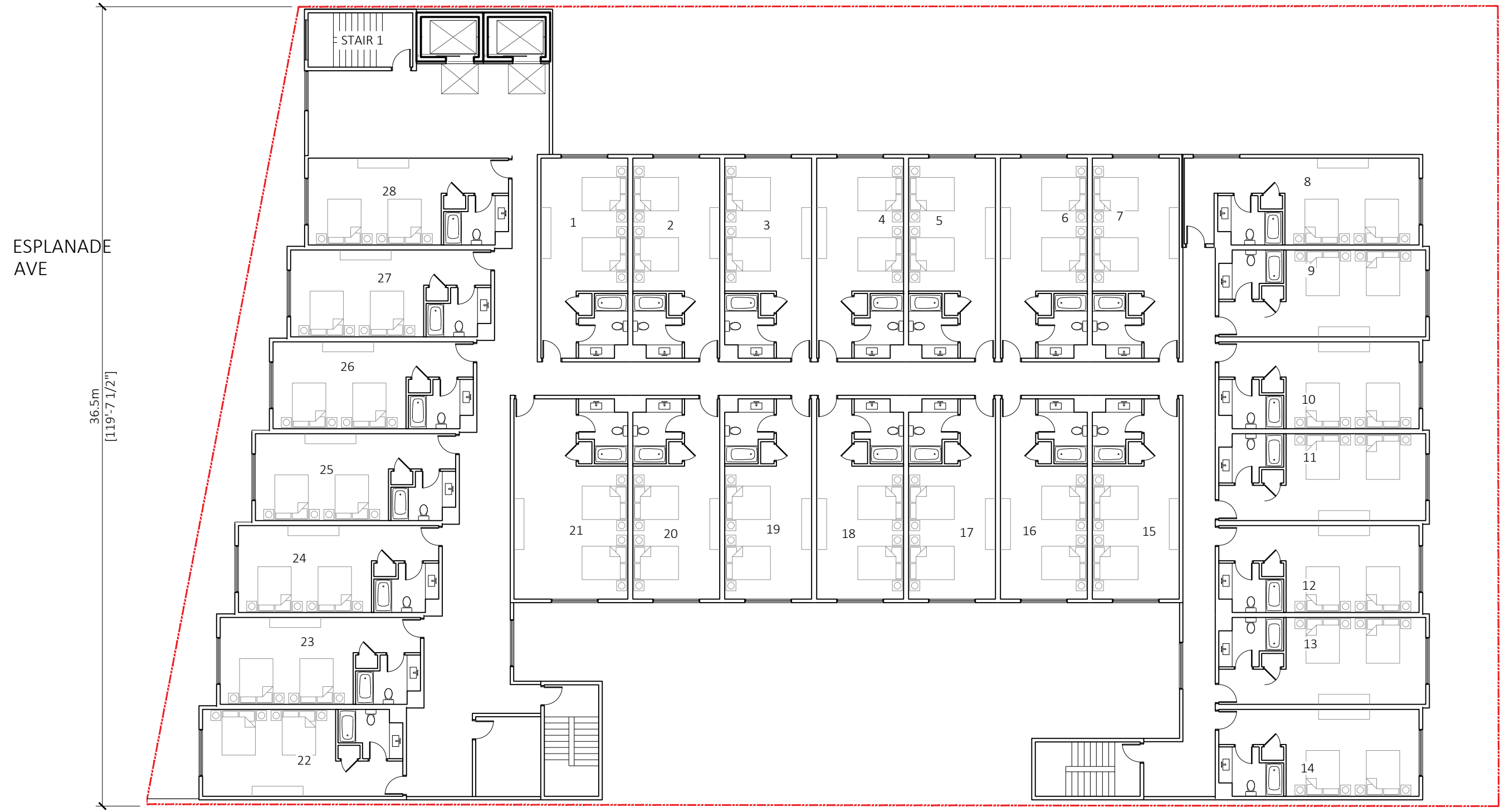
REV	DESCRIPTION	BY	DATE





REV.	DESCRIPTION	BY	DATE

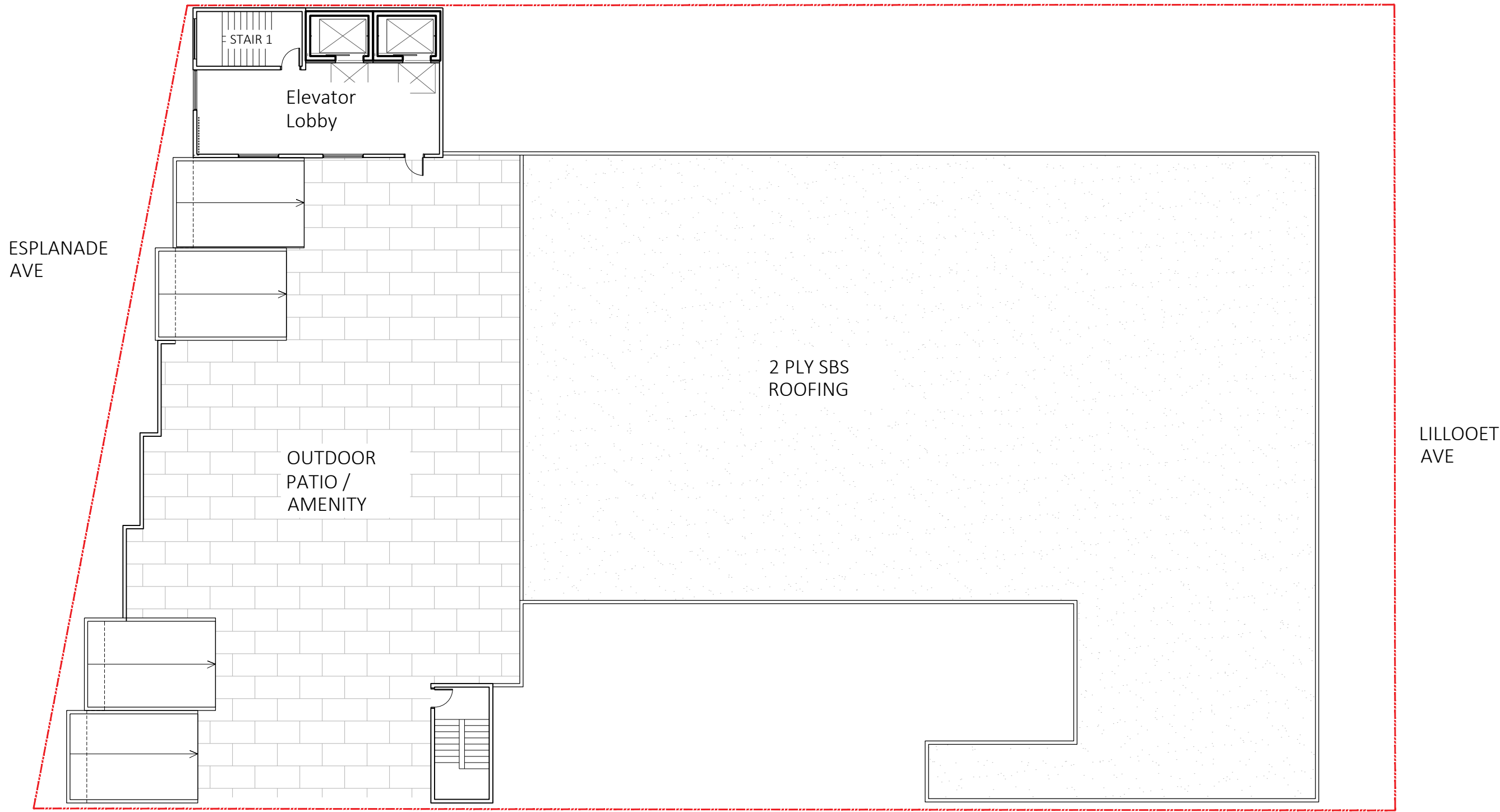
REV	DESCRIPTION	BY	DATE



LILLOOET
AVE

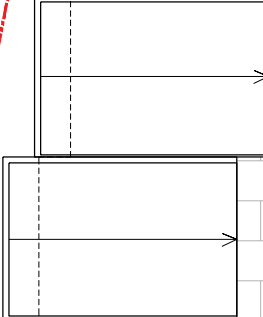
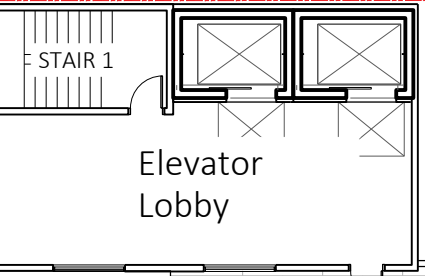
ESPLANADE
AVE

36.5m
[119'-7 1/2"]



ESPLANADE
AVE

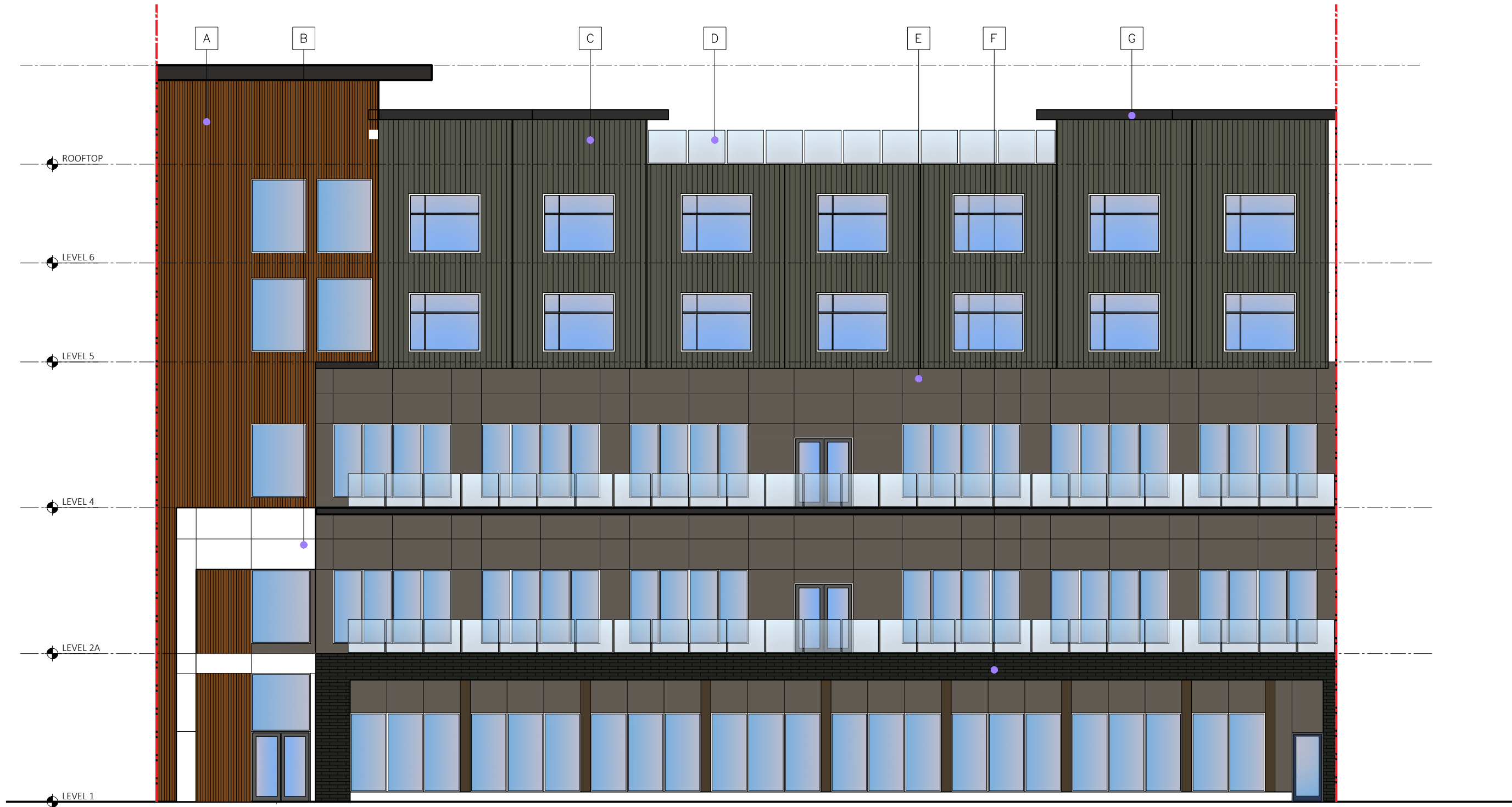
LILLOOET
AVE



2 PLY SBS
ROOFING

OUTDOOR
PATIO /
AMENITY

REV	DESCRIPTION	BY	DATE



A VERTICAL METAL SIDING- CEDAR FINISH	Corrugated Metal Siding \$ 15 +/- per sqft
B EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH- WHITE COLOR	\$13 +/-per sq ft
C VERTICAL METAL SIDING	Metal Siding \$ 15 +/- per sqft
D GLASS RAILING	60 to 70 k
E EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH - LIGHT GRAY	\$13 +/-per sq ft
F WIRE-CUT THIN BRICK - DARK FREY COLOR	\$18 +/-per sq ft
G DARK GRAY PAINT FINISH	
H CONC BLOCK WALL LIGHT GRAY FINISH	\$12 +/-per sq ft
J DARK METAL FINISH RAILING	

TOTAL COST OF THE MATERIAL ON EXTERIOR CLADDING = \$ 410,000.00



ELEVATION FROM ESPLANADE AVE

1/24"=1'-0"



FLAT
ARCHITECTURE

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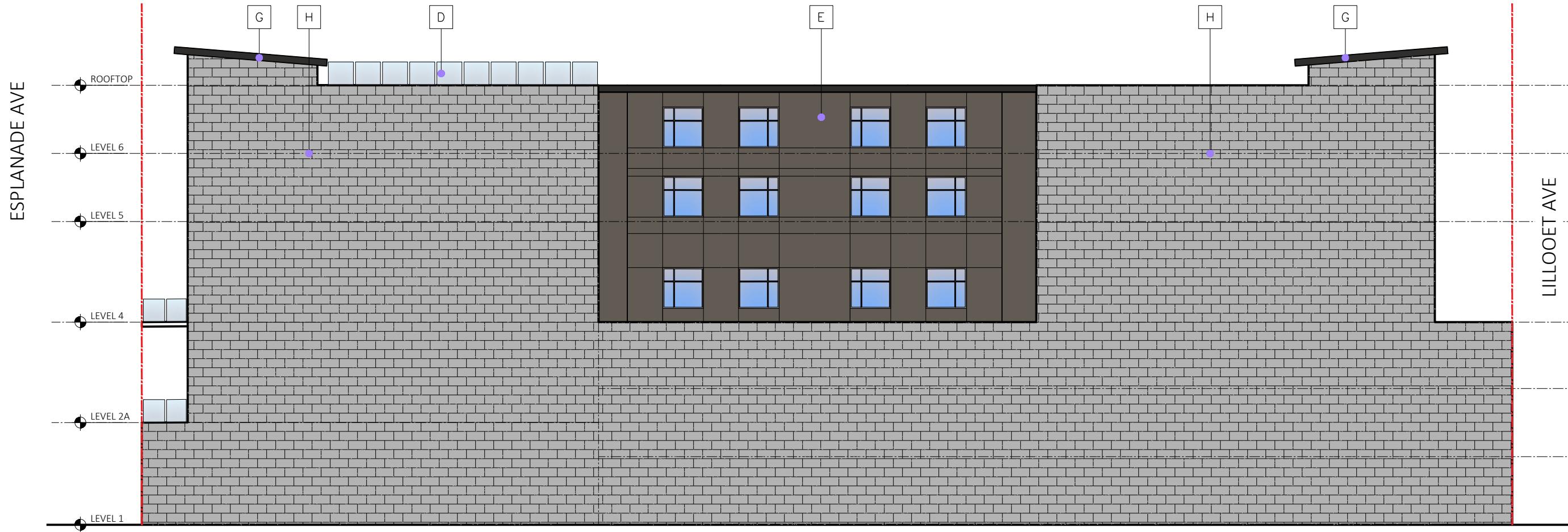
DATE
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PROJECT NO:

SCALE: 1/24"=1'
DRAWN BY: R.W

REV	DESCRIPTION	BY	DATE

ELEVATIONS

18
A.301



① SIDE ELEVATION FROM WEST SIDE
1/16"=1'-0"



② SIDE ELEVATION FROM EAST SIDE
1/16"=1'-0"

REV	DESCRIPTION	BY	DATE



A	VERTICAL METAL SIDING- CEDAR FINISH
B	EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH- WHITE COLOR
C	VERTICAL METAL SIDING
D	GLASS RAILING
E	EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH - LIGHT GRAY
F	WIRE-CUT THIN BRICK - DARK GREY COLOR
G	DARK GRAY PAINT FINISH
H	CONC BLOCK WALL LIGHT GRAY FINISH
J	DARK METAL FINISH RAILING

1 REAR ELEVATION FROM LILLOOET AVE
3/32"=1'-0"



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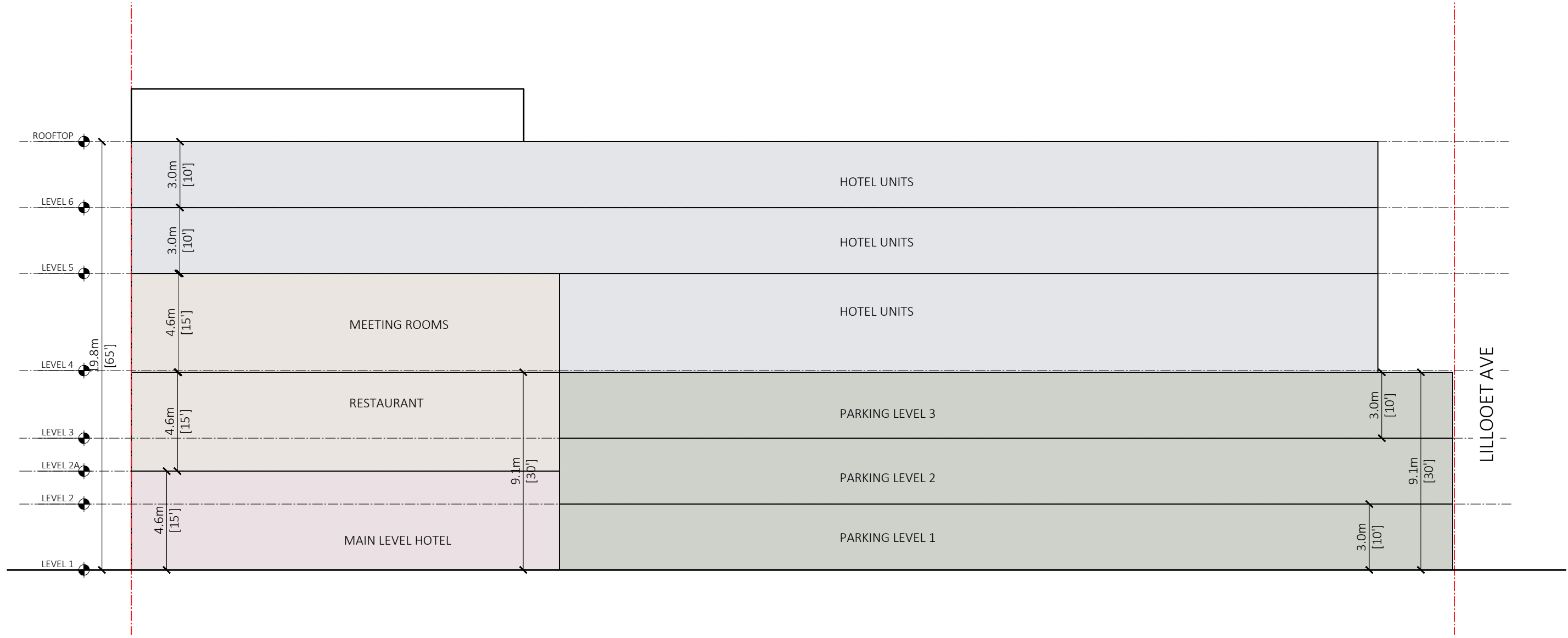
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REV	DESCRIPTION	BY	DATE

ELEVATIONS

ESPLANADE AVE



LILLOOET AVE



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SCALE:
1/16"=1'
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R.W

REV	DESCRIPTION	BY	DATE

TYP SECTIONS



DEVELOPMENT APPROVAL INFORMATION BYLAW

BYLAW No. 1210, 2024

**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1210, 2024**

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DEVELOPMENT APPROVAL INFORMATION 8

A bylaw to establish policies and procedures for requiring Development approval information

WHEREAS Council, pursuant to section 485 of the *Local Government Act*, as amended from time to time, has specified in the *Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022*, as amended from time to time, designated areas for which Development Approval Information may be required;

AND WHEREAS Section 486 of the *Local Government Act* requires Council to establish, by bylaw, procedures, and policies on the process for requiring Development Approval Information;

NOW THEREFORE in open meeting assembled, Council of the Village of Harrison Hot Springs enacts as follows:

PART 1.0 ADMINISTRATION

1.1 Citation

This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Development Approval Information Bylaw No. 1209, 2024*”.

1.2 Purpose

- a) The purpose of this Bylaw is to obtain information on the anticipated impact of a proposed activity or Development within the community; and
- b) Evaluate the impact of the proposed activity or Development on Harrison Hot Springs, if applicable.

1.3 Application of the Bylaw

This Bylaw applies to all Lands, as designated by the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time.

1.4 Definitions

- a) Unless otherwise defined below, the definitions in this Bylaw have the same meaning as outlined in the *Village of Harrison Hot Springs Zoning Bylaw 1115, 2017*, as amended from time to time.

- b) Within this Bylaw the following definitions also apply:

“Council” means Council of the Village of Harrison Hot Springs

“Development Application” means an application for:

- (i) an amendment to a zoning bylaw;
- (ii) a Development permit; or
- (iii) a temporary use permit

“Planner” means the individual assigned to process the Village’s Development applications

“Qualified Professional” means a professional engineer, geoscientist, architect, archaeologist, landscape architect, biologist, planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined by the Chief Administrative Officer, or their delegate, who is in good standing with the regulatory body for the individual’s profession

“Report” means a document containing Development approval information that fulfils the requirements of this Bylaw

“Terms of Reference” means a document prepared by the Chief Administrative Officer by reference to Schedule “A” of this bylaw that defines the scope of required Development approval information to be prepared by a Qualified Professional and delivered to the Village

“Village” means the Village of Harrison Hot Springs

1.5 Severability

If any part, section, subsection, paragraph, sentence, clause, phrase, or schedule of this Bylaw is for any reason found invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remainder of this Bylaw or the validity of the Bylaw as a whole.

PART 2.0 POLICIES AND PROCEDURES

- 2.1 The Planner must review a Development Application alongside the visions, goals, objectives, and policies of the Official Community Plan to determine whether any Development approval information is required.
- 2.2 Factors assessed by the Planner to determine whether any Development approval information is required may include any or all of the following factors:
 - a) The scale and type of the proposed activity or Development;
 - b) The anticipated impact of the proposed activity or Development on surrounding areas and land uses.
- 2.3 The Planner must notify an applicant in writing of any required Development approval information, by providing Terms of Reference prepared in accordance with Part 3 of this bylaw.
- 2.4 An applicant must, at their sole cost, provide the Development approval information in a Report that must be submitted to the Planner within sixty (60) business days of written notification or such greater period of time as the Planner may specify in notifying the Applicant of the requirements.
- 2.5 The Planner must decide if the Report is complete within 45 business days upon receipt of the Report.
- 2.6 If the Report is determined to be incomplete, the applicant must be notified in writing of the nature of the deficiencies.
- 2.7 An applicant may resubmit to the Planner a revised Report addressing the deficiencies within 45 business days of receiving the notification.
- 2.8 The Planner may, after receiving and reviewing a Report or a revised Report, require a peer review of the Report by one or more Qualified Professionals, at the expense of the applicant. The Planner may specify the Qualified Professionals who must be engaged to perform the peer review, or the particular qualifications that are required for the review.
- 2.9 An applicant may apply to Council in writing for reconsideration of a requirement for Development approval information within 30 business days of the date on which the Planner's decision is communicated in writing to the applicant.

PART 3.0 TERMS OF REFERENCE

- 3.1 The Planner may request that the applicant provide one or more Reports prepared by a Qualified Professional related to one of more of the subject areas identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.
- 3.2 The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.

PART 4.0 REPORT REQUIREMENTS

- 4.1 In addition to the information required as outlined in Schedule “A”, the Qualified Professional must include the following information in all Reports, unless exempted by the Planner who created the Terms of Reference:
 - a) The legal description and property identifier (PID) of the subject property;
 - b) A description of all relevant charges registered on title, including covenants, easements, and statutory-rights-of-way;
 - c) A site plan prepared by a BC Land Surveyor or other professional as approved by the Planner, drawn at an appropriate scale, and depicting the following information:
 - i) Existing and proposed buildings, structures, impervious surface, and associated features;
 - ii) Location of natural features and infrastructure;
 - iii) Existing property boundaries;
 - iv) Contours at site appropriate contour intervals;
 - v) Proposed site grading and post Development contours;
 - vi) Property boundary setbacks; and
 - vii) Scale and north arrow.
 - d) A description of the data, methodology, and assumptions used to prepare the Report including sufficient detail regarding the assessment and the methodology to facilitate a peer review;
 - e) A description of the context, interaction, scope, magnitude, and significance of the anticipated impact of the proposed activity or Development in respect of the matters set out in the Terms of Reference, including how the anticipated impact may cumulatively contribute to the impact of activities or Developments already approved or applied for;
 - f) Recommendations for conditions or requirements that Council or its delegate may impose to mitigate any anticipated impacts; and
 - g) A quality assurance statement with the signatures and seals of the involved Qualified Professionals.

PART 5.0 APPROPRIATE QUALIFIED PROFESSIONAL

TYPE OF INFORMATION REQUIRED	CONSULTANT REQUIREMENTS
Natural Environment – all or any of the following with the final Report signed by a Registered Professional Biologist (R.P. Bio). Input may be provided by other professionals, as noted, in the adjacent column that are not a Registered Professional Biologist.	Registered Professional Biologist (R.P. Bio) Hydrological Engineer (P. Eng.) Geotechnical Engineer (P. Eng.) Professional Geologist (P. Geo.) Member of Canadian Institute of Planners (MCIP, RPP) Registered Professional Forester (RPF) Architect (MAIBC) Landscape Architect (BCSLA) Professional Agrologist (P. Ag.)
Transportation	Traffic Engineer (P. Eng.)
Infrastructure	Civil Engineer (P. Eng.)
Public Facilities and Community Services – all or any the following with the final Report submitted being signed off by a Civil Engineer (P. Eng)	Member of Canadian Institute of Planners (MCIP) or Certified Member (RPP) Architect (MAIBC) Civil Engineer (P. Eng.)

PART 6.0 READINGS AND ADOPTION

INTRODUCED AND READ A FIRST TIME THIS 9th DAY OF SEPTEMBER, 2024

READ A SECOND TIME THIS 9th DAY OF SEPTEMBER, 2024

READ A THIRD TIME THIS 9th DAY OF SEPTEMBER, 2024

ADOPTED THIS _____ DAY OF _____, 20__

Mayor

Corporate Officer

SCHEDULE “A”

DEVELOPMENT APPROVAL INFORMATION

NATURAL ENVIRONMENT

If required, the Report must:

- a) Identify on the site plan of the proposed Development any of the following physical features, both surface and subsurface:
 - i. Wetlands and bogs;
 - ii. Streams, creeks, or rivers, either permanent or intermittent;
 - iii. Foreshore regions;
 - iv. Steep slopes;
 - v. Flora and fauna;
 - vi. Fish and wildlife habitat;
 - vii. Wildfire hazard interface areas;
 - viii. Soil conditions;
 - ix. Surface water drainage patterns; and
 - x. Bedrock;
- b) Estimate the volumes and quality of surface and sub-surface drainage waters that would be directed to watercourses and the methods to be used to ensure that contaminants are not released into these waters as a result of the proposed Development, and in the case of phased Development, each phase of the Development;
- c) Determine the discharge of surface drainage waters into fish habitat;
- d) Determine the effect building construction, installation of impervious areas and removal of trees/vegetation has on soils sand, or silt slipping/eroding into watercourses;
- e) Determine the impact the proposed Development has on the forest, if any, including the trees and understory and including the number and type of trees and type and extent of vegetation, which would be removed to accommodate the proposed Development;
- f) Determine the impact the proposed Development on Wildlife Habitat, if any, and alteration of the native fauna associated with such habitat;
- g) Determine the impact to the proposed road and bridge construction on the watercourses and the banks of such watercourses;
- h) Provide a plan of revegetation during and after construction of the proposed Development to preserve disturbed soils, prevent erosion and sloughing and restore native flora;
- i) Examine the site’s natural environmental features;
- j) Determine how the Development may impact the environment of the site and the adjacent properties;

- k) Determine how the Applicant proposes to mitigate any potential impacts on the environment;
- l) Identify how the Applicant intends to ensure that no foreign materials enter into any watercourses, including, without limitation, greases, oils, gasoline, sediments, and other contaminants during and after the construction phase of the Development; and
- m) Identify the capital works required for the proposed Development, for the protection of the natural environment waters and a cost estimate to perform the works and services.

TRANSPORTATION ISSUES AND PATTERNS

If required, the Report must:

- a) Estimate the number of additional vehicle trips per day generated by the proposed Development and, in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of the proposed Development impact on existing public Highways identified in land use planning documents or any other similar document receiving the increased traffic circulation, including vehicular capacity of the road, size, and configuration of intersections, turning lanes, merging lanes, traffic lights and pullout areas;
- c) Provide an analysis of the impact of the traffic to be generated by the proposed Development on the adjacent uses of the land;
- d) Provide an analysis of the impact of the traffic to be generated by the proposed Development on areas where there may be conflict with vehicles, including, without limitation, paths or walking trails and other intersection points;
- e) Provide onsite parking and loading requirements and identify internal circulation routes of the proposed Development;
- f) Provide a breakdown of traffic flows associated with the proposed Development as follows:
 - i. weekday and weekend traffic volumes;
 - ii. peak morning and evening traffic volumes;
 - iii. different volumes associated with different land use activities; and
 - iv. percentage of in and out flows.
- g) Identify any Highway upgrading, reconstruction, reconfiguration or expansion to the Highways that may be necessary in order to accommodate the current or any additional vehicle trips per day to be generated by the proposed Development, including the construction of or alterations to intersections, turning lanes, merge lanes, traffic lights and pullout area and a cost estimate to perform the works and services; and
- h) Provide solutions to possible traffic problems or opportunities for facilitating active transportation transit use and access by alternative Highways.

LOCAL INFRASTRUCTURE

If required, the Report must:

- a) Estimate the water demand to be generated by the proposed Development, and in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of existing public water systems and the options available for the supply and delivery of water to the proposed Development;
- c) Provide an analysis of existing systems for disposal and treatment of sewer waste and the options available for the treatment and disposal of sewage from the proposed Development;
- d) Estimate the amount of surface drainage waters that would be generated by the proposed Development and the options available for collection, storage, and disbursement of such drainage;
- e) Identify any possible deficiencies of the current water, sewer, and drainage systems in dealing with the proposed Development; and
- f) Identify any new capital works required for the proposed Development for water, sewer and drainage systems and a cost estimate to perform the works and services.

PUBLIC FACILITIES AND COMMUNITY SERVICES

If required, the Report must:

- a) Identify community services that would be affected by the Development including, without limitation, any of the following: the provision of school services, protective services such as fire and police, health care, and recreational services;
- b) Examine the potential financial impacts of the Development on the existing community services and public facilities;
- c) Examine the impact of the Development on the number of users of existing community services and public facilities;
- d) Outline any potential costs required for any works and services needed to address any issue and identify possible strategies to mitigate against the potential impacts, including an outline of the potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the Development.

Advisory Planning Commission

File No: 0360-20-01
Date: October 2, 2024

To: Advisory Planning Commission
From: Amanda Graham, Corporate Officer
Subject: Terms of Reference and Reporting Procedure

RECOMMENDATION

THAT the Corporate Officer's report dated October 2, 2024 regarding the Terms of Reference and reporting procedure be received for information.

SUMMARY

To provide the Advisory Planning Commission (APC) with information regarding its mandate, procedure and the process by which its recommendations are communicated to Council.

BACKGROUND

At the December 7, 2023 APC meeting, the APC introduced and then resolved to table a discussion relating to process to a subsequent meeting. After a letter from a member of the APC to Council, Council resolved at the July 8, 2024 Regular Council Meeting to direct staff to work with the APC to develop terms of reference to provide for proper operating rules and procedures.

DISCUSSION

Minutes vs. Recommendations

There has been some discussion that when Council receives the minutes of the APC on its consent agenda at a regular Council meeting, it is also receiving the APC's recommendation. While it is true that the APC's recommendations are contained within the minutes by virtue of the fact that the recommendation is made by resolution, it is important to make the distinction between the minutes and the APC's recommendations.

The minutes are a record of where and when a meeting took place, who was in attendance, what topics were discussed and what resolutions were passed. When the APC adopts its minutes, it is certifying that the minutes are a true and accurate reflection of what took place at the meeting. These minutes are forwarded to Council for informational purposes upon adoption by the APC.

Whenever there is a referral from Council to the APC, the ensuing recommendation is taken from the minutes and then forms part of the Planning Consultant's final report to Council. All

information from the various referral agencies is provided to Council in one report. The APC's recommendations also form part of any Public Hearing Information Package, if applicable.

When Council receives the minutes of the APC on the consent agenda, it is not adopting the recommendation contained therein. It is not agreeing to be bound by the decision made by the APC. It is confirming the fact that the APC met on that date and time, in that location and made the decision recorded in the minutes. The input from the APC is taken into consideration when the decision on the application itself is made by Council.

Frequency of Meetings

The APC needs only meet when there is a referral from Council regarding OCP or Zoning Bylaw amendments, neighbourhood plans, land use policy issues or any other matters referred to it by Council, as per section 2 of Advisory Planning Commission Bylaw No. 1006, 2012. In the absence of a referral, there are no items for the APC to discuss. In 2023, the APC met twice and has only met once previously in 2024. It is not uncommon for the APC to meet irregularly on an as-needed basis. Below is a table outlining the number of APC meetings per year between 2016 and 2022. 2020 is an anomaly likely due to the Covid-19 pandemic.

Year	Number of APC Meetings
2022	2
2021	1
2020	0
2019	2
2018	2
2017	2
2016	3

One issue with infrequent meetings is that by the time the APC meets again, it could be adopting minutes from a meeting held many months prior. This increases the chances for errors in the minutes. At the August 26, 2024 APC meeting, staff suggested that a draft of the minutes be sent, once available, to the Chair by email for a secondary review. This seems to be a feasible solution that will mitigate the risk of clerical errors or misinterpretation. If the APC would like to meet to adopt minutes before the recommendation they've made is integrated into a staff report to Council, the APC would be meeting for the sole purpose of adopting minutes unless there was another new referral from Council to discuss. Another factor to consider is that APC meetings are now live-streamed on Zoom with video recordings posted to the Village's YouTube channel. This further reduces the risk of inaccurate minutes as a secondary verbatim record of the meeting exists.

Commission Membership

The APC experienced issues in achieving quorum as a result of resignations and low membership earlier this year. Additional members were appointed in August of 2024 to remedy this. Despite a recent resignation, with a current membership of six (6) Commissioners, challenges in achieving quorum are expected to be resolved.

Automatic Referrals

Section 461(1) of the Local Government Act states:

“A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Division 4 to 14 of this Part and section 546 that are referred to the commission by the council.”

Automatic referrals of proposals to the APC are not provided for either by the legislation or the APC Bylaw. Both documents expressly state that the APC is to consider matters referred to it by Council. The fact that an application is made cannot be the sole factor that determines a referral to the APC. Council must consider the application before it and determine whether a matter should be referred to the APC. If an application is brought before Council via a staff report and there is no recommendation to refer it to the APC, Council can ask staff why that is the case. It may be that the application meets the requirements of the Village’s Zoning or OCP bylaws with no amendments needed. However, the decision to refer any matter related to the APC’s mandate rests with Council, not with staff.

Design Guidelines

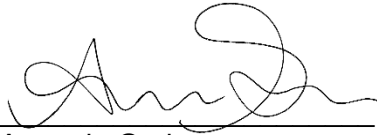
The distinction between land use and form and character/design elements is an important one to make with respect to the APC’s mandate. Acceptable building materials, paint colours, architectural features and design elements were previously addressed in Schedule 1-D of the now repealed Official Community Plan Bylaw No. 864, 2007. At the September 9, 2024 Regular Council Meeting, Council adopted a new Design Guidelines Policy 1.39 as an accompanying document to the new Official Community Plan Bylaw No. 1184, 2022. Attached to this report is a copy of the staff report and policy for the APC’s information. This new policy is the document that will guide design elements for new development permit applications.

Terms of Reference

Before undertaking the process of developing a separate Terms of Reference document, staff are requesting further direction from the APC with respect to what it would like the document to address. It is possible that the matters the APC would like to see clarified can be addressed adequately by amending Advisory Planning Commission Bylaw No. 1006, 2012 and/or Council Procedure Bylaw No. 1164, 2021 which is currently under review.

Previously, the APC was established by bylaw which was then repealed in favour of a Terms of Reference in 2009. This Terms of Reference is attached to this report the APC’s consideration. In 2012, the current APC bylaw was adopted as required by section 461 of the *Local Government Act*. The 2009 Terms of Reference and the 2012 Bylaw are very similar with significant overlap between the two documents.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

- Attachments (3):
1. Report to Council of Planning Consultant dated September 9, 2024 Re: Design Guidelines Policy 1.39
 2. 2009 APC Terms of Reference
 3. Advisory Planning Commission Bylaw No. 1006, 2012

File No: 0340-50
Date: September 9, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Design Guidelines Policy

RECOMMENDATION

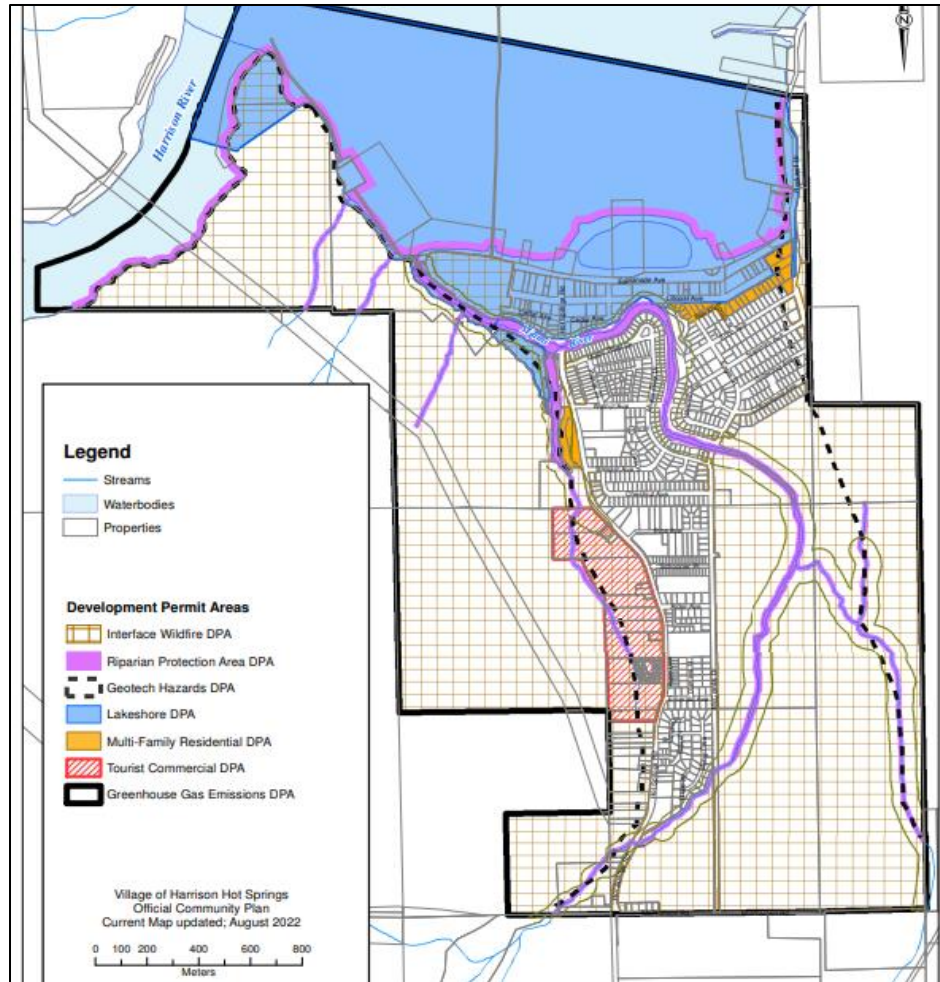
THAT Council adopt the attached Village of Harrison Hot Springs Design Guidelines Policy 1.39.

SUMMARY

To present a draft Design Guidelines Policy for Council's consideration.

BACKGROUND

With the update and adoption of the Village's Official Community Plan Bylaw No. 1184, 2022, (OCP) it was determined that the Design Guidelines section needed to be updated as well. The Design Guidelines section addresses the form and character requirements for three Development Permit Areas, the Lakeshore, Multi-Family, and the Tourist Commercial areas. The areas addressed are outlined below. The areas affected are coloured, blue, orange and red respectively.



DISCUSSION

The respective sections of the designated Development Permit, within the OCP contains the following wording:

“Development Permits issued in this area must be in accordance with the Village of Harrison Hot Springs Design Guidelines.”

The use of the word “must” requires developers to follow the policy requirements, as attached.

Policy Guideline Updates

The Design Guideline provides detailed design direction in the following categories:

1. The Architecture of the Building or Structure
2. Site Planning Issues
3. Signage

The overall purposes of the Design Guidelines are:

1. To provide clear descriptions and illustrated examples that will direct the form,

- character, and quality of future Development in Harrison Hot Springs;
2. To protect and enhance the visual connections between the Village, the adjacent mountains, and Harrison Lake;
 3. To define the Development's requirement, within the concept of a physical form, that to maintains and strengthens the functional linkage between the Village and its lakefront;
 4. To describe means of establishing or improving the relationship between the Buildings or Structures, and the streetscape;
 5. To determine a set of preferred architectural and site design treatments for new or retrofit Development, reflecting in particular the sensitive, high-quality character and aspects of the other successful architectural designs in the Village; and
 6. To enrich the pedestrian realm through supportive Buildings or Structures edges and furnishings as well as landscaping and streetscape details.

What Has Changed?

The new Design Guidelines have been updated by deleting repetitive requirements, conflicting requirements and issues that are not applicable for Design Guidelines. Additionally, new pictures and diagrams have been added to illustrate the requirement further or to provide clarification on a certain requirement.

Design Guideline Format

Each section starts with an outline of the design principles, for that section, that in turn leads to the required design guidelines.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Official Community Plan Bylaw No. 1184, 2022

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Draft Village of Harrison Hot Springs Design Guidelines Policy 1.39



Village of Harrison Hot Springs
DESIGN GUIDELINES POLICY 1.39

2024

HARRISON HOT SPRINGS

Naturally Refreshed

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DRAFT

1.0 INTRODUCTION

1.1 Policy Framework

Official Community Plan

The Village's Official Community Plan Bylaw No. 1184, 2022 (OCP), as amended from time to time, provides general policy direction for land use and Development in the Village. The OCP also identifies the need to provide more detailed design guidelines to maintain the quality of new Development in accordance with the vision defined in the plan. The detailed design guidelines contained in this document must be followed, as per direction provided in the OCP and form part of the implementation of the Village's OCP policy directions.

1.2 The Guideline Package

The guidelines provide detailed design direction in the following areas:

ARCHITECTURE

- Buildings or Structures Form and Massing
- Rooflines and Roofs
- Orientation and Relationship to the Streetscape
- Entrances
- Materials
- Detailing

SITE PLANNING

- Buildings or Structures Setbacks
- Streetscape and Landscape
- Parking

SIGNAGE

- Size and Mounting Options
- Materials
- Graphics and Style

2.0 VISION AND OBJECTIVES OF THE GUIDELINES

2.1 The Design Guideline Vision for Harrison Hot Springs

Harrison Hot Springs seeks to retain a “small Village” character within its specular natural setting while welcoming and managing high-quality Development. Development must reinforce the community’s balanced identity as both a lakefront resort to visitors and a place that residents can call home.

2.2 Objectives

The overall purposes of the Design Guidelines are:

1. To provide clear descriptions and illustrated examples that will direct the form, character, and quality of future Development in Harrison Hot Springs;
2. To protect and enhance the visual connections between the Village, the adjacent mountains, and Harrison Lake;
3. To define the Development’s requirement, within the concept of a physical form, that maintains and strengthens the functional linkage between the Village and its lakefront;
4. To describe means of establishing or improving the relationship between the Buildings or Structures, and the streetscape;
5. To determine a set of preferred architectural and site design treatments for new or retrofit Development, reflecting in particular the sensitive, high-quality character and aspects of the other successful architectural designs in the Village; and
6. To enrich the pedestrian realm through supportive Buildings or Structures edges and furnishings as well as landscaping and streetscape details.

3.0 DESIGN GUIDELINES

3.1 Lakeshore Development Permit Area

3.1.1 Design Principles

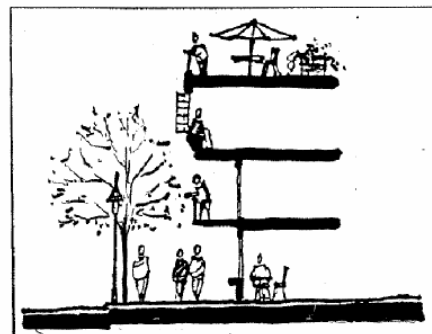
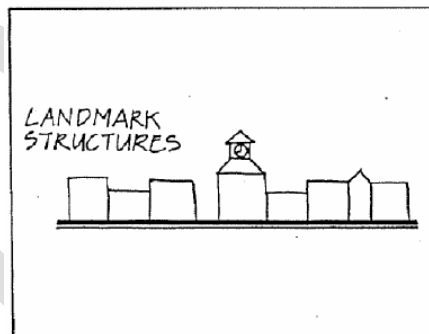
Within this Development Permit area, as outlined in the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time, the applicant must ensure that the following design principles have been addressed:

1. The proposed Development plan is an integrated architecture response to the current Buildings or Structures located within this area;
2. The Development site plan is based upon creating a continuous street-oriented edge and intensifying pedestrian activity within this area;
3. The Development plan must outline how it protects the view corridors within the Village towards Harrison Lake and the surrounding mountains;
4. The Development plan must have respect for the natural setting of the Village, and the natural setting must continue to dominate along the lakeshore region;
5. The use of variations that results in a balance between continuity and a healthy diversity, both with commercial, residential, or mixed-use Developments and throughout the Village.

3.1.2 Design Guidelines

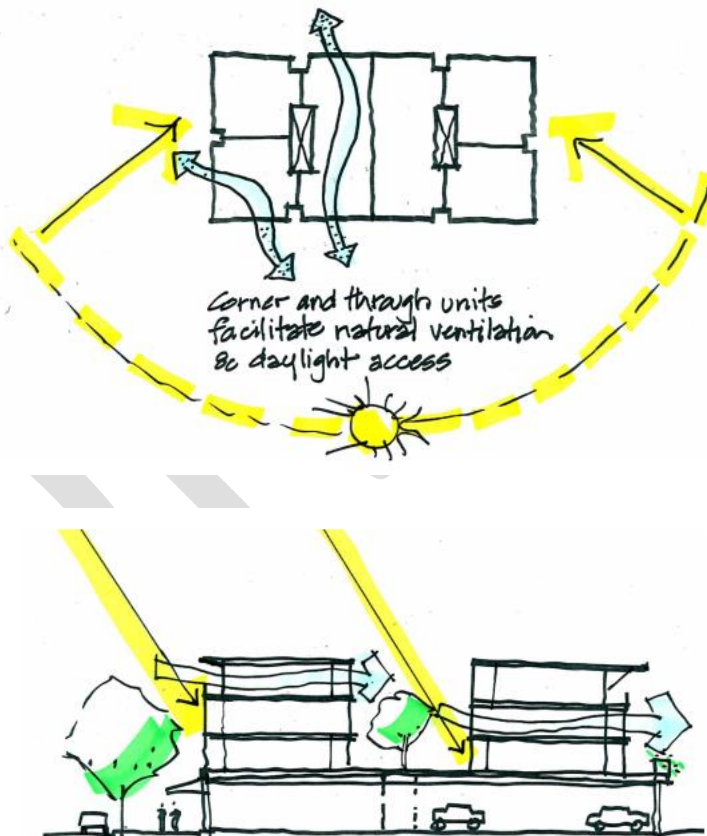
ARCHITECTURE

Buildings or Structures Form and Massing

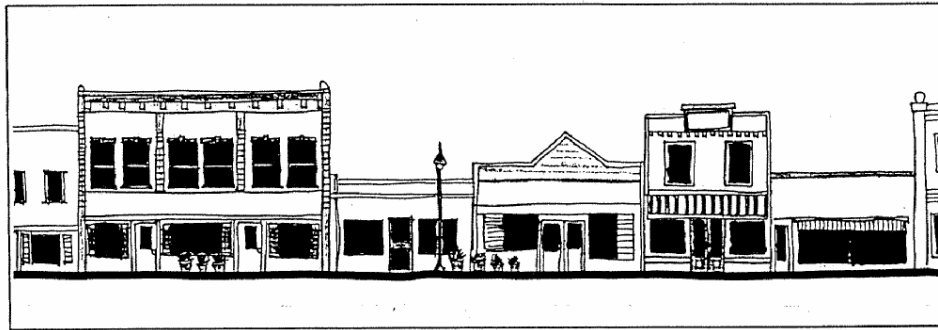


- The design of any Buildings or Structures in this area must orient towards and have a strong relationship with the fronting street, sidewalk, and any open space adjacent to the proposed Buildings or Structures.
- Attention must be paid to the length, proportions and architectural articulation that results from the variation of use, Buildings or Structures materials and aesthetic expression along facades that are continuously long.

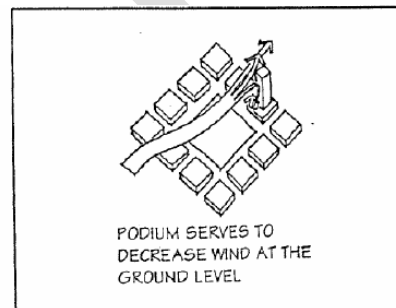
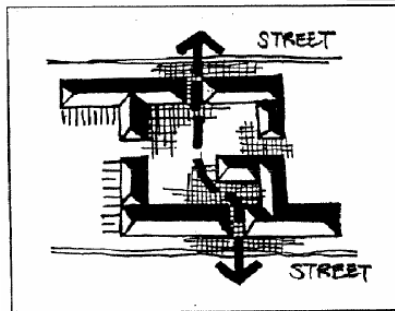
- Along Esplanade Avenue, a 2-storey facade is most appropriate as a general rule; third floors should be stepped back from the street edge to preserve a small-scale feel for pedestrians, and fourth floors should be avoided except as architectural punctuations. Variety is more important than actual heights.
- Where applicable, a view analysis and accurate rendering of the proposed Development in its real context is required to ensure that the new Development does not unreasonably block visual connections to the lake or the mountains.
- Where applicable, a sun/shade impact study may be required to prevent unwelcome shading of public or private uses. Once the study has been completed, the Village may require the applicant to consider the following strategies to ensure that sun access to the adjacent Lots occurs:
 - a) Reducing the massing in the upper storeys through the use of upper storey step-backs.
 - b) To continue with the use of the actual Buildings or Structures set-back requirements.
 - c) Orient the Buildings or Structures to reduce any privacy impacts, particularly for portions of the Development abutting the interior or exterior side setbacks.



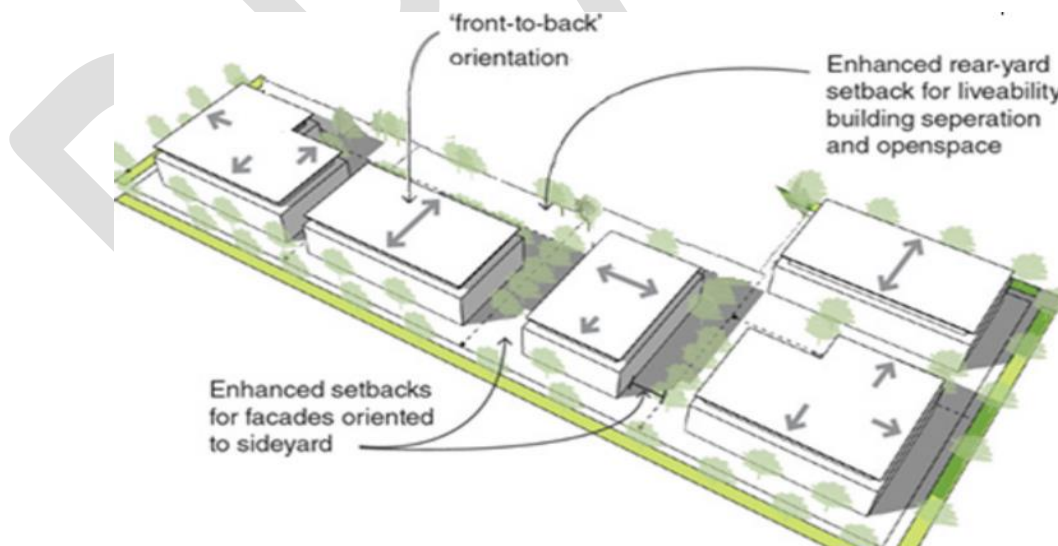
- Variation is the most critical characteristic, in terms of heights, facade relief, step-backs, colour and detailing; all of which should contribute to a traditional village character.
- Smaller architectural units should be prominent to prevent a homogeneous appearance.



- Multiple narrow units are preferred for both commercial and residential Development.
- Buildings or Structures should not occupy whole blocks between parallel streets. At least one midblock connection is required for each block, and a token gesture "tunnel" effect is not acceptable.

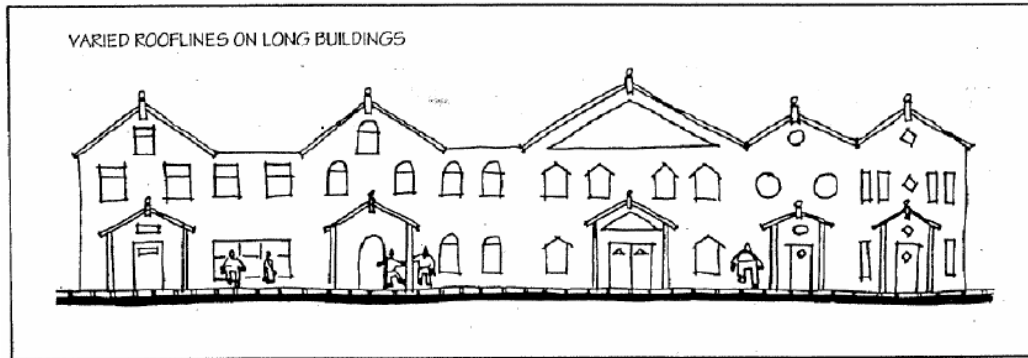


- Access to courtyards may be through gateways and care must be taken not to create wind tunnels.

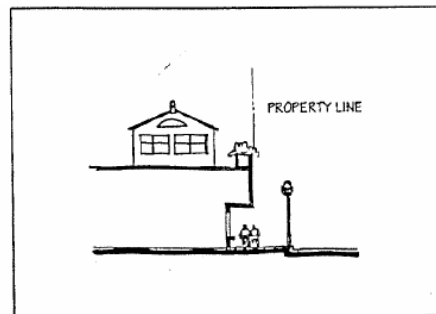
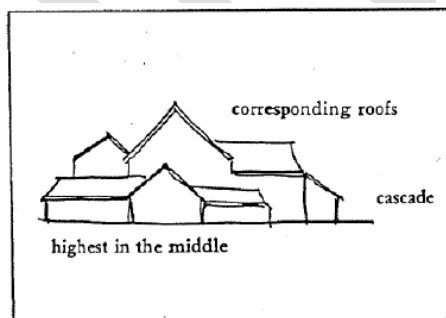


Rooflines and Roofs

- Pitched roofs are preferable to flat roofs. Sloping roofs are more compatible with the mountainous setting and people's associations of traditional architecture with such scenery.



- Contemporary sloped roofs may be used on the Buildings or Structures located adjacent to the shorelines to match the current streetscape without deviating from the height restrictions. The style of the roofs must respect the current village style roof concept.
- New Developments within the area are advised to uphold the existing rhythm and refrain from significantly disrupting the existing Buildings or Structures harmony and order.
- Flat rooflines may be used in combination with peaked profiles, but flat sections should not extend unbroken for more than fifteen (15) metres.
- Roofs of taller architectural units must be sensitively designed in view of their potential as highly visible landmarks.
- A “cascade” effect from the top floor and intermediate roofs down to awnings and canopies at the ground floor level is encouraged to add interest for the full height of the façade.
- Rooftop mechanical equipment must be screened or housed in enclosures integrated within the architecture of the Buildings or Structures.



- The integration of solar panels on roofs is encouraged to reduce dependency on traditional energy sources, as outlined in the diagrams below.



- Integration of a rainwater harvesting system into the roof design that captures and stores rainwater for reuse in irrigation or other non-potable water applications is encouraged.
- The roofline of a Buildings or Structures façade must be distinguished from its walls through features like the uses of cornice, projected overhang, decorative motif or other terminating elements and treatments.

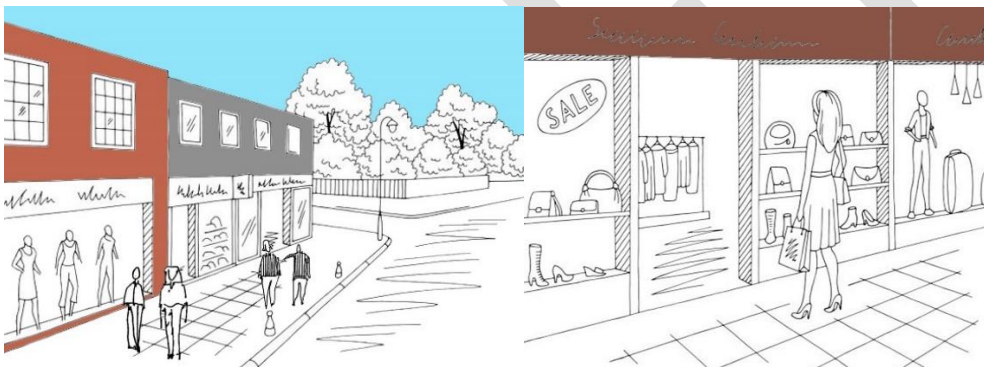


Orientation & Relationship to Streetscape

- Wherever possible, especially along Esplanade Avenue, interior uses should relate to, and be visible from, the sidewalks. Restaurant patios are an ideal example, but any configuration that facilitates interaction between inside and outside activities is encouraged.



- Public-oriented ground floor uses are preferred over those that require privacy.
- Buildings or Structures along streets must have large, tall windows or glass façades to create a visual connection between the indoor and outdoor space.

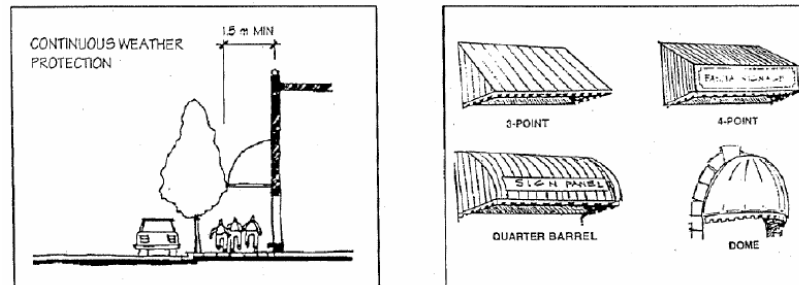


- Generous decks, balconies, and window openings on the second and third floors are encouraged to make residents feel they are part of the life of the street, and to make the public spaces safer.



- Walls and fences, especially those above one (1) metre in height, are discouraged along sidewalks in the Lakeshore Area, unless adjacent uses are visually undesirable.

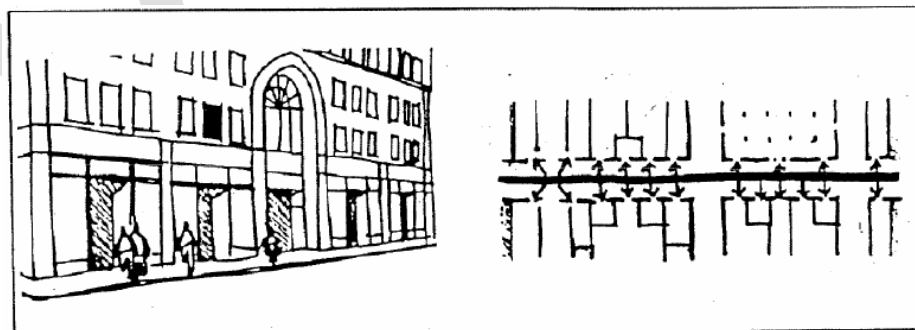
- For any awnings, a retractable canopy system can be incorporated into the Building's or Structure's façade. This retractable awning could be designed with flexible, lightweight materials such as high-tech fabrics or lightweight metal frames. The awning system could be automated or manually operated, allowing for adjustable coverage depending on weather conditions and desired shading levels. When extended, the canopy must create a welcoming outdoor space, providing shade and shelter for pedestrians, or an outdoor seating area.
- Canopies and awnings should not be continuous, but necessarily uniform in style or detailing. Where compatible with façades, they may extend 1.5 M out over the sidewalk. They can be customized with artistic detailing or branding elements to add character to the Village's overall visual appeal.



- Edges of the Buildings or Structures adjacent to sidewalks must be designed to support the use of the adjacent areas, such as sitting or other sidewalk activities.

Entrances

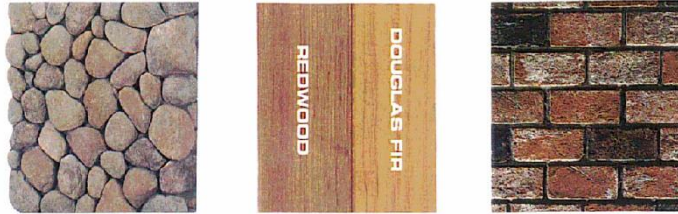
- Architectural and streetscape clues must be provided to alert individuals as to the locations of entrances. Examples of this could include but not be limited to canopies, columns, protruding bays, special materials, lighting, planting, and signs. Entry features must not block the flow of pedestrian traffic along the sidewalks.
- Sheltering structures are recommended at entrances for climate protection as well as orientation purposes.
- The placement of benches near entrances is recommended.



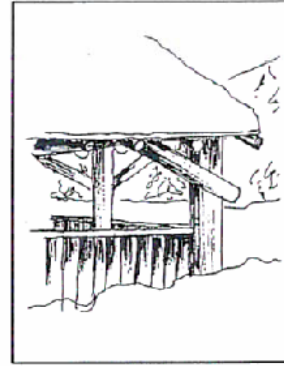
- Entrances to the Buildings or Structures must be emphasized with lighting, architectural detail, or other design strategies so they are clearly visible and have direct access to the Buildings or Structures from the sidewalks. Access or egress to an individual store from the street is preferred over the use of entrances off a communal lobby.

Materials

- Construction materials, for both the Buildings or Structures and streetscape features, should include as accents at least some rugged “earth” materials such as stone or wood. Other furnishings that complement these anchoring materials can include brick masonry, wood siding, glass and wood for window assemblies, and metal siding.



- The use of high quality and durable materials to withstand a range of environmental conditions, and for Buildings' or Structures' features and accents to provide visual interest, must be used. High quality Buildings' or Structures' materials must include but are not limited to:
 - a) Natural wood
 - b) Composite materials
 - c) Brick masonry
 - d) Glazed tile
 - e) Stone
 - f) Concrete
 - g) Flat profile “slate” concrete tile
 - h) Glass and wood for window assemblies
 - i) Standing seam metal roofing
 - j) Metal siding
- If you are constructing a multiple storey Buildings or Structure and you are using varied materials for the façades, the façades must complement one another.
- Sustainable and environmentally friendly materials such as but not limited to recycled glass, bamboo, or reclaimed wood can be used to minimize environmental impact and promote responsible Buildings or Structures practices.
- Glass can be used as a modern and transparent material to provide openness, natural light, and connectivity between the indoor and outdoor spaces.
- Variation in both the texture and the use of materials is recommended.



- Fibre cement siding is a durable and low-maintenance alternative to traditional wood siding.



- The exposed undersides of soffits, balconies and porches that are visible from the street must be clad with exterior materials that result in a finished appearance, and which complements the palette of the exterior materials used on the Buildings or Structures.

Colour

- The use of a creative color palette is encouraged but it should not vary much as it may alter the overall character of the streetscape.
- The use of fluorescent colours must be avoided.

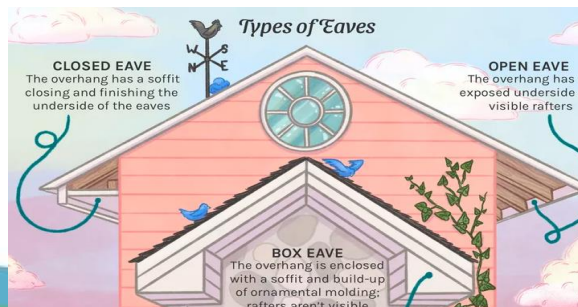
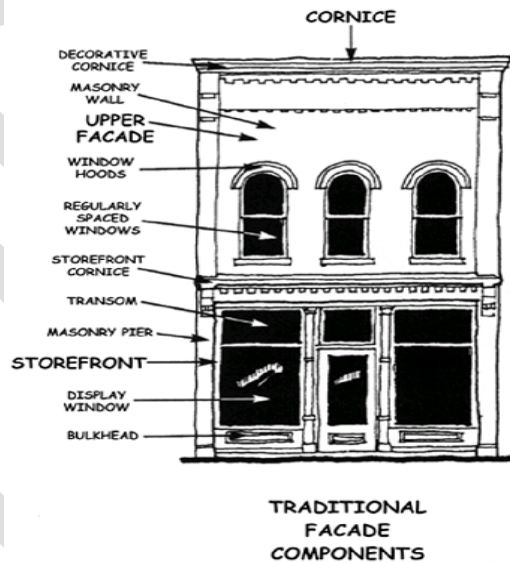
Detailing

- Details must never appear arbitrary but should reflect a function and an artistic style consistent with the overall style and architecture, of the Buildings or Structures.
- Detailing must be mindful of the neighbouring design aspects. An example of this, but not limited to this example, is carrying a cornice line forward or repeating a window design.
- The details must keep the connection and flow between the first and second stories in terms of color and texture, as illustrated below.



- Some suggested details to consider in your Buildings or Structures design includes but is not limited to the following:

- Window frames
- Small panes within large windows
- Window styles like arched windows, single-hung, or double-hung
- Shutters on windows
- Window box planters
- Doors
- Entrances
- Lighting
- Paving patterns
- Façade brickwork
- Façade aesthetic details
- Rooflines



- In general, detailing should be integral with the Buildings or Structures, and it should be proportionally scaled.
- Exposure of structural architectural elements is encouraged to give Buildings or Structures a sense of solidity and integrity, as well as adding interest.

SITE PLANNING

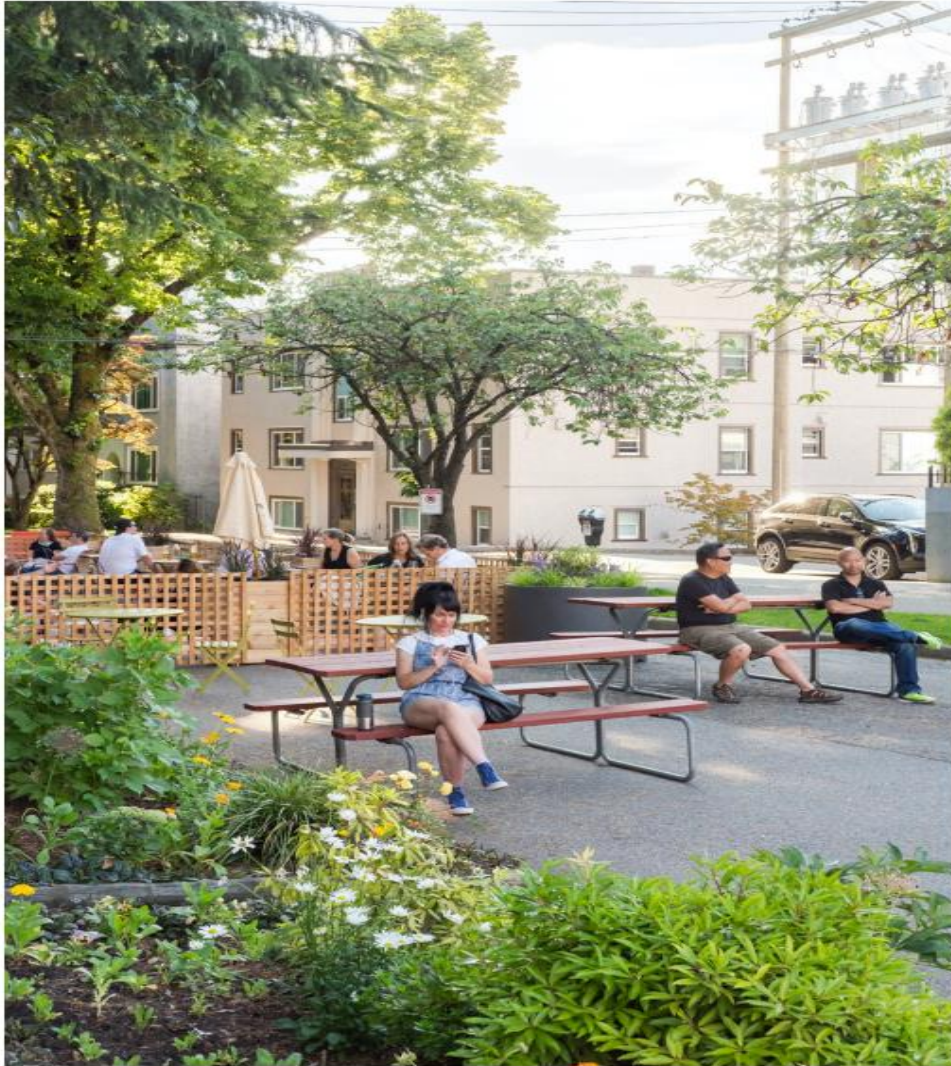
Buildings or Structures Setbacks

- As illustrated below, setbacks of 2.0 to 4.0 metres are encouraged to allow room for street trees, benches and other site furnishings, and decorative lighting. Surfacing in setbacks should be mostly soft materials, such as grass.

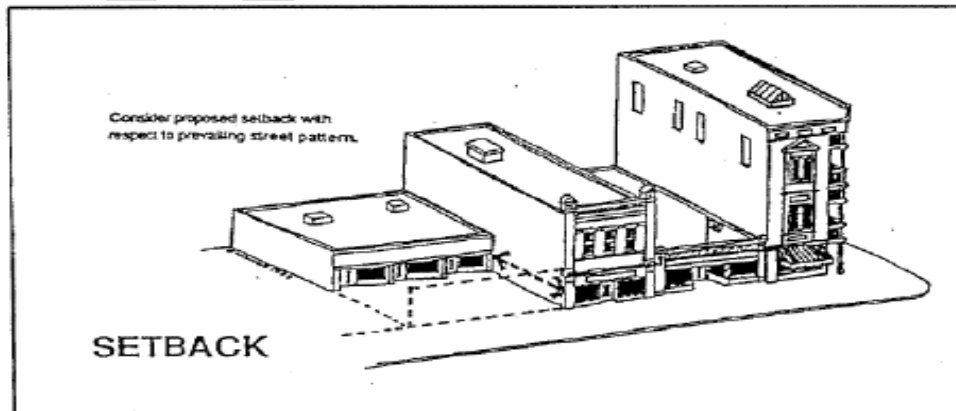


Ground floor setbacks incorporating patios, cafés and displays help animate the streets and public spaces.

- Corner setbacks are recommended to create areas that can be developed as plazas with seating and other pedestrian amenities.

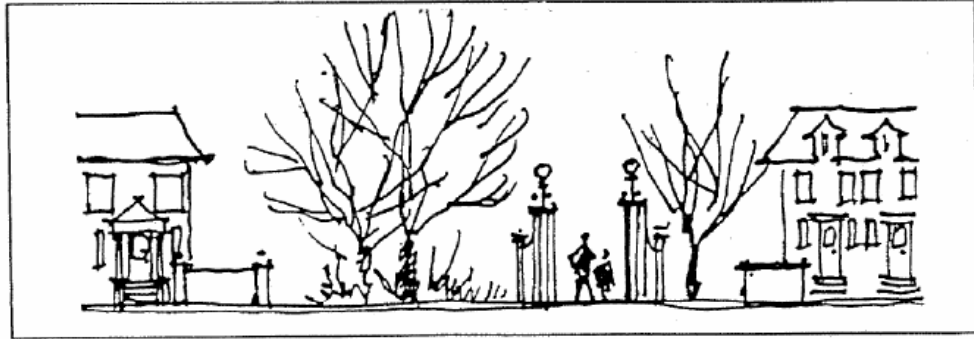


- In general, new Development should try to reflect existing setbacks.



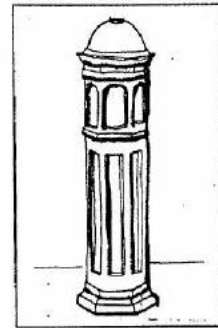
Street Furniture

- Street Furniture must reinforce the Building's or Structure's architectural style and be consistent with the existing street furniture currently in place.
- High quality street furniture is critical for any streetscape design and detailing. In general, a sturdy and rugged but classy look is desirable.



Lighting

- The use of the following styles of lights are recommended:
 - a) overhead decorative;
 - b) bollard lights; and
 - c) outdoor Buildings or Structures façade lights which must be shielded and concealed.



Benches

- A rugged style is preferred rather than a highly ornamental one.



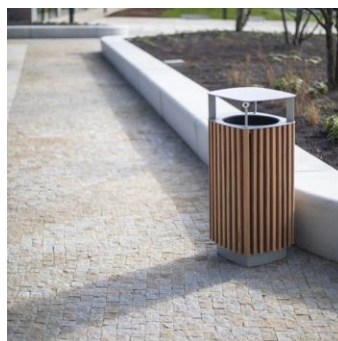


- Along Esplanade Avenue and the promenade, special benches could be constructed using wood slats on stone bases. The focus is a strong, consistent look for the whole waterfront region over the long term.
- Vector-type wooden with steel base benches could also be built to encourage social interaction in public places, especially in the waterfront area.



Garbage Cans

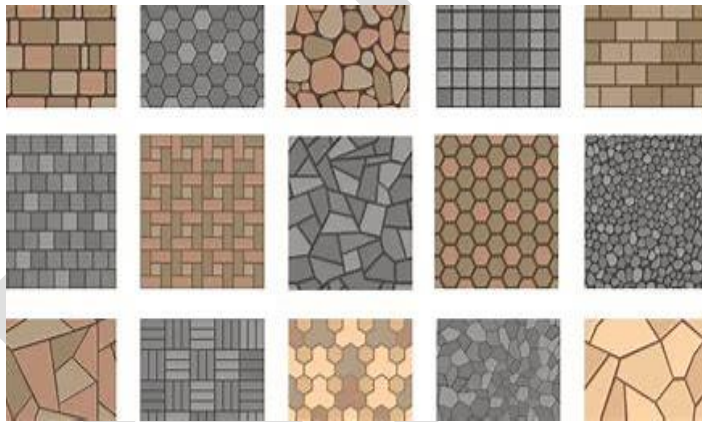
- Dual steel garbage cans with wooden strips on the body to match the seating benches for garbage and reusable waste must be utilized in public place.





Paving

- While concrete is acceptable as a basic material throughout the Village Centre, it is strongly recommended that details be incorporated with it, such as bands or sections of concrete unit pavers, flagstone accents, texturing, and or coloured concrete.
- Colours that are natural or neutral are advised.
- To distinguish between distinct lanes, it is advised to utilize assorted styles of pavements, as illustrated below:



- Incorporating permeable paving materials, such as permeable concrete or porous asphalt, will promote stormwater infiltration and reduce runoff.
- Inclusion of tactile paving along the lakeshore promenade will increase accessibility within the Village.
- Curb ramps must be included in pavements wherever necessary.
- Along the lakeshore promenade, natural surfaces are encouraged.

Tree Grates

- When tree planting is incorporated into sidewalks or plazas, wells must be large and surfaced in one of two ways:
 - i. with generously spaced flagstone pavers - ensure roughened non-slip surface
 - ii. with steel tree grates, coated with dark green plastisol

- Incorporating patterned steel graters will enhance the character and feel of the pavement.



Planters

- Natural materials are preferred and note the following:
 - a) along Esplanade Avenue, free-standing clay box-shaped pots or stone-faced planter walls are suggested, and
 - b) elsewhere in the village centre, box-shaped timber planters are also acceptable.

Parking

- Whenever possible, off-street parking should be at the side or rear of the Buildings or Structures, internal to the block rather than between the front of the Buildings or Structures, and the sidewalk. Vehicular access should be from secondary roads or rear lanes if practical, while frequent pedestrian access should be provided to sidewalks. It may be desirable to extend a short edge of parking lots to a sidewalk frontage for safety purposes.
- Where parking lots abut sidewalks, a 1.5-metre buffer strip is required. Within this buffer strip shrubs may be planted, provided they are no more than 1.0 m in height to leave a "window" for casual surveillance. Wooden fences are recommended as a visual barrier. Metal chain link fencing is not allowed.



An example of a surfaced parking area that is screened and softened with trees and landscaping

- Designated accessible parking spaces must be provided near any Building's or Structure's entrances in compliance with any accessibility regulations. These spaces must be clearly marked, well-lit, and easily accessible to individuals with disabilities.
- If applicable, any wheelchair ramps must be provided with appropriate pavers to the raised pedestrian platform accessible from the parking lot wherever any accessible parking spaces abut the pedestrian pathway.
- Access points to parking lots should be clearly identified with signage, lighting and breaks in the landscaping. Provisions should be made for pedestrians to walk around to the front of Buildings or Structures on curbed sidewalks.
- If possible, permanent parking lots must be broken up by planting islands separated by fifteen stalls or less. Tree species that do not drop fruit, seeds or branches should be used in this situation.
- Designated bicycle parking areas or racks should be provided near Buildings or Structures entrances to encourage alternative modes of transportation and promote sustainable commuting options.



- In general, the overall design of any parking access should minimize any potential pedestrian and vehicle conflicts.

3.2 Multi-Family Residential Development Permit Area

3.2.1 Design Principles

Within this Development Permit area, as outlined in the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time, the applicant must ensure that the following design principles have been addressed:

1. The Development is an architectural response to the site's adjacent physical features, and it is integrated with the site's natural features.
2. The overall site plan should be based on strengthening the overall sense of neighbourhood.
3. Emphasis on the natural scenic setting, particularly near any Watercourse or Wetlands.
4. Sensitivity to the requirements of any pedestrian movement through the area.

3.2.2 Design Guidelines

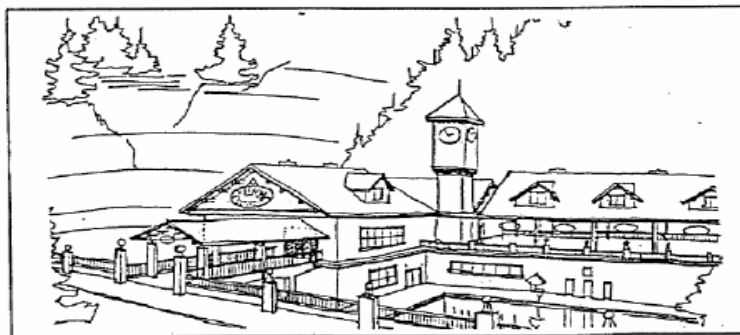
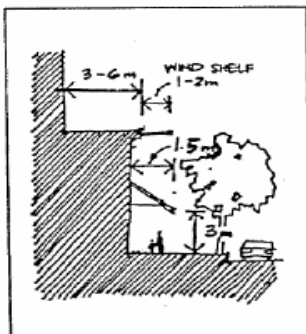
ARCHITECTURE

Buildings or Structures Form and Massing

- New Development must consider the building articulation to create visual breaks in the massing of large and long buildings to achieve human-scale proportions. Articulation can be achieved in several ways, including breaks in form, step-backs, projections, insets, balconies, bay windows, surface treatments, colours and textures, and building modulation.

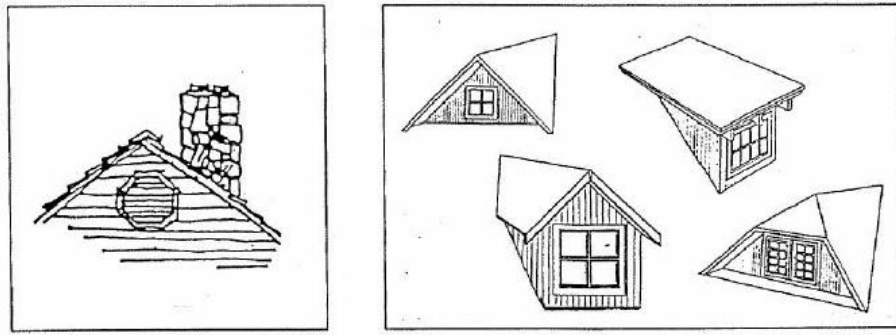


- New Development should incorporate building elements that are complementary to the existing context, such as street wall, facade rhythm, structural bays, rooflines and cornice lines, window placement and proportions, entryways, and canopies.
- Stepped-back forms, especially incorporating interesting intermediate roofs and or balconies, are encouraged.
- Architectural variation is required to ensure individuality to sub-components of connected blocks. As an example, this can be achieved through the use of differences in colour, the window style and framing, gable detailing, and roof styles.



Rooflines

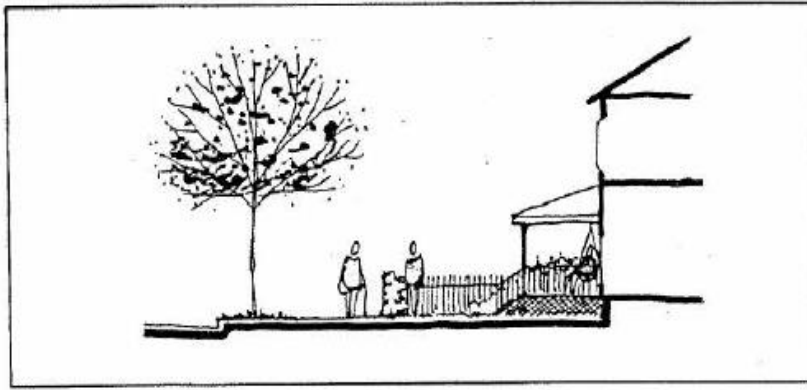
- Peaked roofs are preferred over flat roofs, but a combination of the two is acceptable.
- Dormers, turrets especially in a nautical or agricultural style, bay windows, and similar details are strongly encouraged to contribute to a sense of "home" for residents and to add architectural interest.



Orientation and its Relationship to the Street

- No side of the Building or Structure should present a blank face to visible neighbours. On the other hand, side lot façades should be designed to prevent unwelcome visual intrusion to existing Building or Structure.
- The ground floor of the multi-family residences should relate very strongly to its street frontage. It is partly for this reason that individual access to the units is preferred, because then each household has some semi-private space that contributes to the life of the street.
- Porch railings and low fences are useful for defining territory while not barring visual interaction between residents and passers-by.
- The front yard can be an open lawn or shrubs that can be used as a fence to demarcate the Parcel.





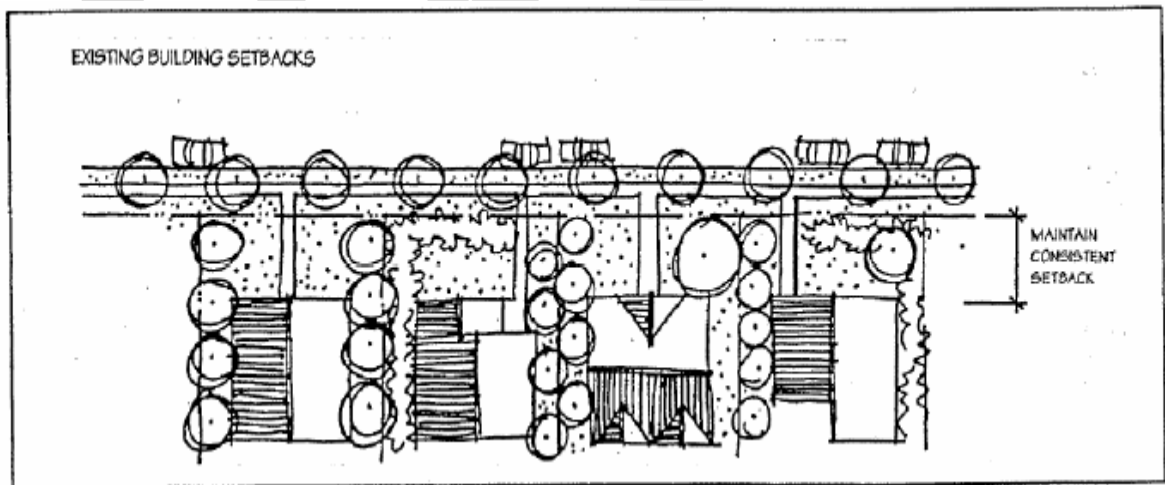
Entrances

- Whether entrances are to the lobby or direct to the individual units, they should be marked by architectural accents, lighting signage, and/or the use of other landscape cues.
- Pathways and access to the entrance should be demarcated with appropriate pavers or other landscape elements.

SITE PLANNING

Buildings or Structures Setbacks

- Front-lot setbacks should be sufficient to provide semi-private garden space for ground-floor residents but not far enough that the street feels unrelated to the Buildings or Structures.



- Side lot setbacks should be sufficient for semi-private garden space and or the placement of a plant buffer zone.

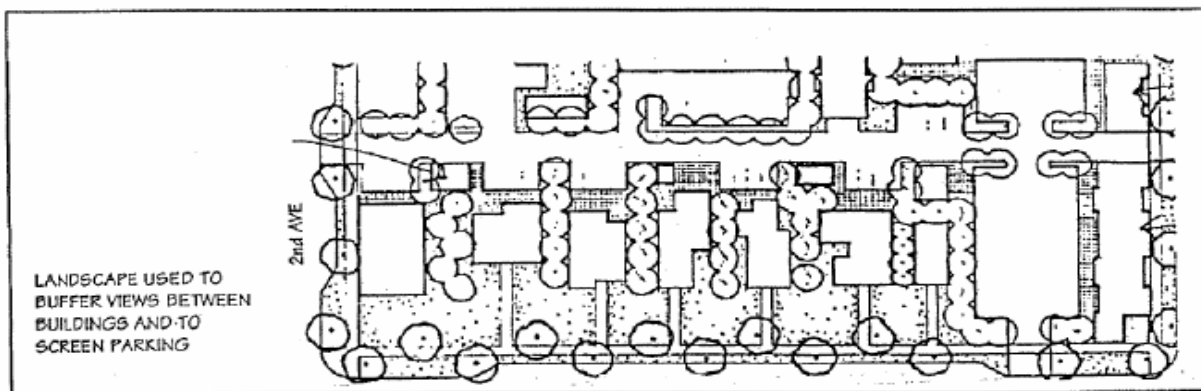
Streetscape

- A green concept is the desirable visual image for the frontages of multi-family residences. This could include, but not be limited to, the use of any or all of the following:

- a) Generous landscaping that includes as a minimum 70% of the soft surface within a setback area;
- b) Pedestrian-supportive amenities such as sheltering canopies at entrances, benches, shade trees, lighting either bollard or overhead, signage; or
- c) Fencing along gardens within the front lot setback is acceptable. The preferred material for the fences is wood, stone or metal. Chain link fencing is prohibited.

Parking

- Garages, whether individual or communal, should be accessed from rear lanes or infrequent driveways between blocks of units leading to parking in the rear. Buildings' or Structures' fronts must not be dominated by parking surfaces or structures.
- Visitor parking should be laid out in small clusters and broken up by landscaping or should be accommodated on-street.



- Signage for visitor parking wayfinding must be incorporated within the site.
- Accessible visitor parking must be provided.

3.3 Tourist Commercial Development Permit Area

3.3.1 Design Principles

Within this Development Permit area, as outlined in the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time, the applicant must ensure that the following design principles have been addressed:

1. The Development is an architectural response to the site's adjacent physical features, and it is integrated with the site's natural features.
2. The site planning focus is based upon strengthening the entry corridor through better-defined edges oriented towards the street.
3. Respect for the natural setting along the west side of Hot Springs Road.

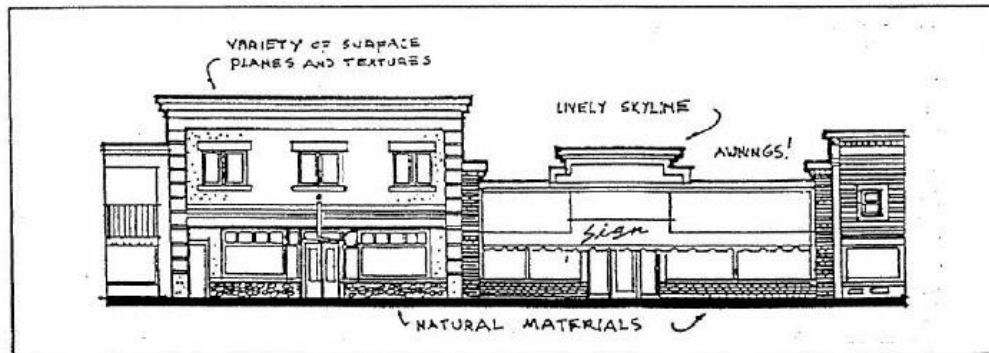
4. Variation on themes that results in a balance between continuity and healthy diversity, along Hot Springs Road with its mix of commercial and residential uses.
5. Sensitivity to the pedestrian experience, which should be well supported along Hot Springs Road.

3.3.2 Design Guidelines

ARCHITECTURE

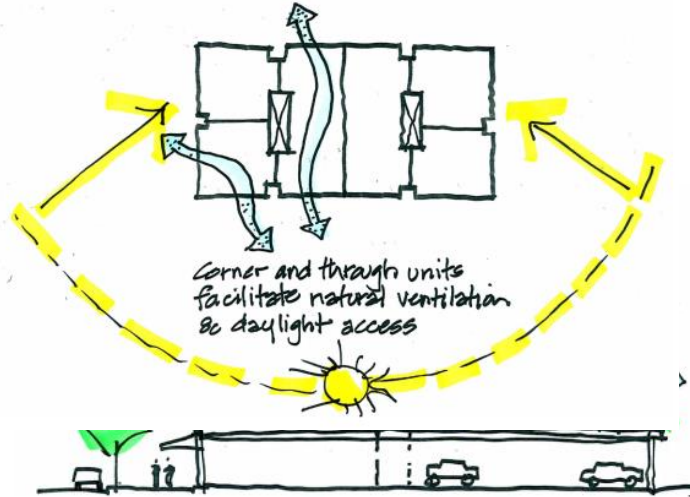
Buildings or Structures Form and Massing

- Strip-mall style Development will not be accepted. Any adjoined commercial Buildings or Structures must be differentiated from each other through a combination of or any of the following methods:
 - a) style;
 - b) materials and detailing;
 - c) variations in height and setback dimensions;
 - d) architectural colour; and
 - e) signage.



- Individual Buildings or Structures in a style appropriate to Harrison Hot Springs are acceptable, but they need to be integrated with the neighbouring properties through but not limited to landscaping, and/or shared parking.
- Buildings or Structures can be oriented perpendicular to Hot Springs Road as long as access is provided to the narrow end from the sidewalk, and that the street front façade is detailed to a high standard consistent with neighbouring front façades.
- Where applicable, a view analysis and accurate rendering of the proposed Development in its real context is required to ensure that the new Development does not unreasonably block visual connections to the lake or the mountains.
- Where applicable, a sun/shade impact study may be required to prevent unwelcome shading of public or private uses. Once the study has been completed, the Village may require the applicant to consider the following strategies to ensure that sun access to the adjacent Lots occurs:

- a) Reducing the massing in the upper storeys through the use of upper storey step-backs.
- b) The use of the actual Buildings or Structures set-back requirements.
- c) Orienting the Buildings or Structures to reduce any privacy impacts, particularly for portions of the Development abutting the interior or exterior side setbacks.



- Variation is the most critical characteristic, in terms of heights, facade relief, step-backs, colour, detailing, all of which should contribute to a traditional village character.
- Smaller architectural units should be apparent to prevent a homogeneous appearance.

Rooflines

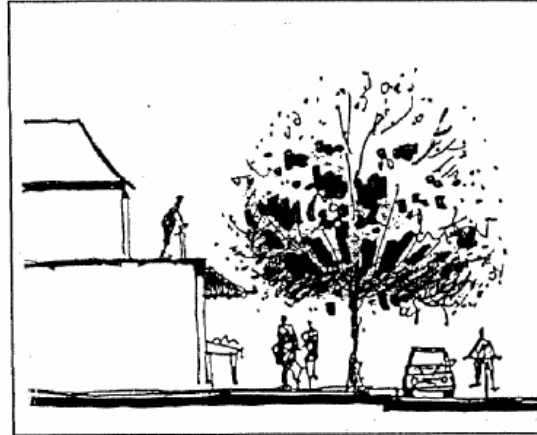
- Peaked roofs are preferable in a contemporary style, as flat roofs are very typical of strip malls and should be avoided.



- False façades above the height of a Building or Structure, to suggest upper floor uses, can be used to screen mechanical equipment, may be acceptable.

Orientation and Relationship to the Street

- Buildings or Structures will naturally be oriented primarily to the front street. If the rear façades of commercial Buildings or Structures are visible from residential areas, they should exhibit adequate detailing and architectural interest that incorporates the surrounding residential environment into the design.



- Ground floor commercial uses should be transparent to the sidewalks.

Entrances

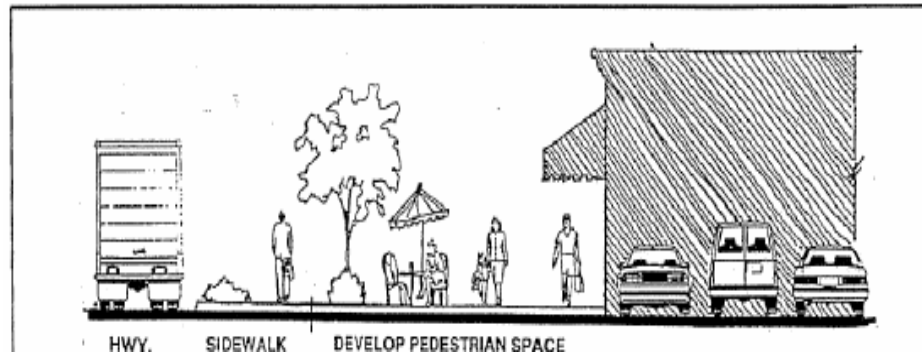
- Whether entrances are to a lobby or to individual commercial units, they should be marked by architectural accents, lighting signage and or landscape cues.
- Addresses should be very clearly visible to vehicular and pedestrian traffic.
- Pathways or other access points to the entrance should be clearly demarcated with appropriate pavers or landscape elements.

SITE PLANNING

Buildings or Structures Setbacks

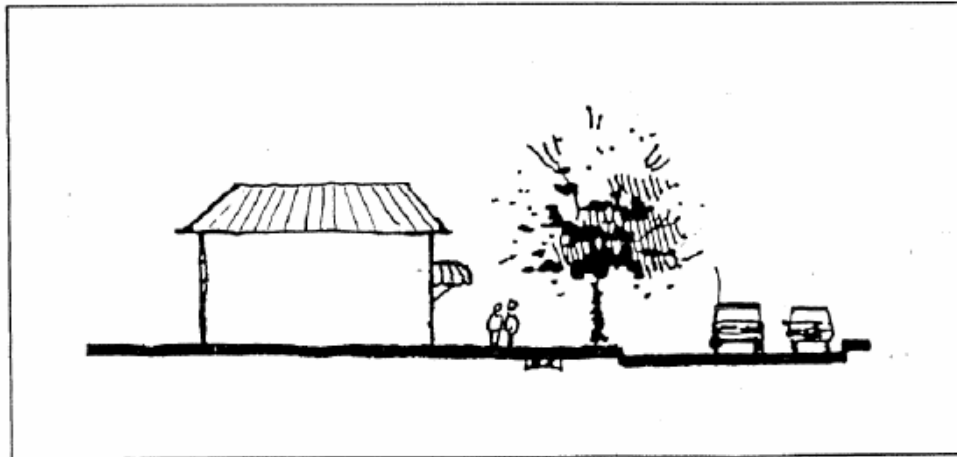
- Setbacks may not be used for head-in parking in front of commercial units.





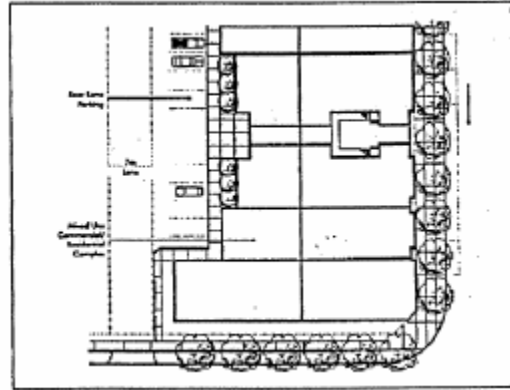
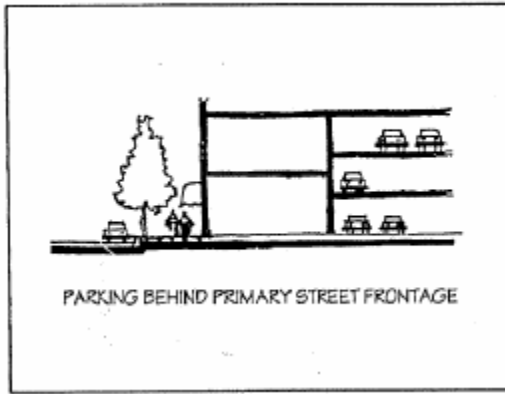
Streetscape

- The streetscape needs to be developed to a point where pedestrians feel safe, supported, and comfortable. Development should include the following:
 - a) Street trees in boulevards surfaced with a combination of grass, groundcovers and accent paving where required.
 - b) Overhead pedestrian light standards consistent with the style and colour of the village centre fixtures.
 - c) Benches should be clustered at or near the storefronts.



Parking

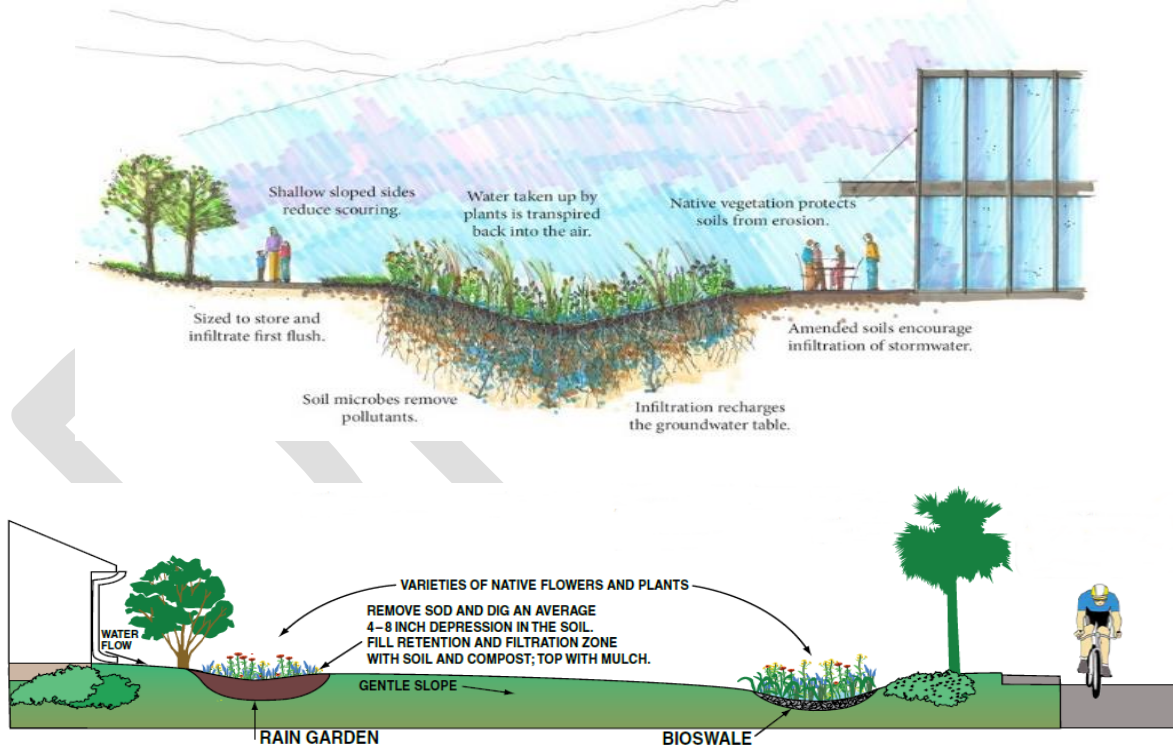
- Off-street parking should be provided beside or in the rear area of the commercial Building or Structure if parallel on-street parking is insufficient.
- Service and delivery access and garbage dumpsters should be in the rear of the Buildings or Structures and must be inside of a man-made structure.
- Access points to parking should be clearly identified with signage, lighting and breaks in landscaping. Driveways to parking in the rear should be shared between a number of properties. However, frequent provision should be made for pedestrians to walk around to the front of Buildings or Structures on curbed sidewalks, so they do not feel squeezed into the realm of the car.



4.0 GENERAL LANDSCAPING AND SIGNAGE REQUIREMENTS

4.1 Landscaping

- Existing trees are to be preserved wherever possible, as per Tree Management and Preservation Bylaw No. 1015, 2012.
- Bioswales and rain gardens are recommended in the landscape design to manage stormwater runoff effectively.



- Coniferous and broadleaf evergreens are encouraged as background or buffer plantings where they do not create safety hazards by interfering with the visibility of public spaces.
- Flowering deciduous trees are encouraged, but consideration must be given to falling fruit and Village maintenance.

- Community orchards or fruit-bearing trees in designated areas may be introduced to promote local food production, foster a sense of community, and provide residents with access to fresh, locally grown produce.
- Art installations or sculptures incorporated into the landscape design of a Building or Structure along Esplanade Avenue is encouraged to celebrate local artists, culture, or any historical aspects of the Village. These artistic elements can serve as focal points and contribute to the unique character of the Village.
- A combination of native fast-growing and slow-growing plants is recommended for each Development to achieve both short-term and long-term effects.
- Green parking design principles can be introduced such as permeable paving, vegetated swales, or rain gardens into parking lot layouts to mitigate stormwater runoff, improve water quality, and enhance the aesthetic appeal of parking areas.
- A pedestrian circulation route needs to be set up that minimizes wear and tear on areas not meant to be walked on. Shrubs and groundcovers, such as a mix of coniferous, broadleaf evergreen, and deciduous shrubs should be used to define circulation routes and balance hard-surfaced areas.



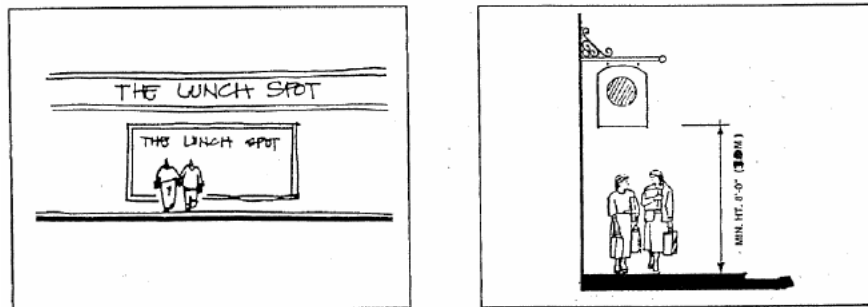
Example of a landscaped area

4.2 Signage

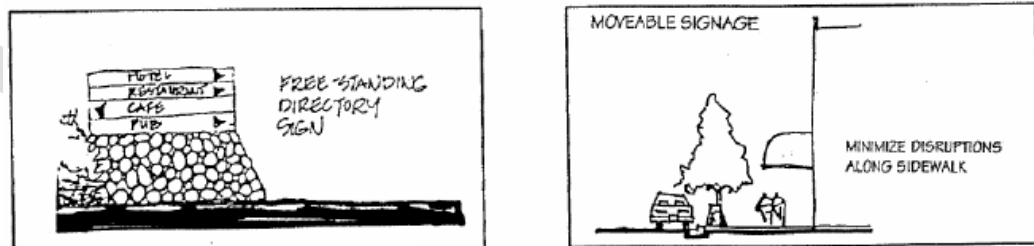
Note: Signage design must reflect the Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018, as amended from time to time, for aspects not covered by these guidelines.

Size and Mounting Options

- The size of the signs must be in proportion with the Buildings or Structures façade and scale of the streetscape.
- Façade mounted signs should be located above ground floor windows or beside the entrance at eye level.



- Awnings can serve as both signage and shelter and are encouraged.
- Lighting elements into signage design are encouraged to enhance visibility and legibility. LED illumination, external spotlights, or backlighting to highlight signage and create a focal point for pedestrian wayfinding.



Materials

- Natural materials should be incorporated in signs and supporting structures. The following themes or approaches are encouraged:
 - Wood background with painted or carved wood-burned lettering.
 - Sturdy wood posts, rough cut to suggest the forested natural setting
 - Natural stone bases.
 - Copper or metal accents can be used.



Graphics and Styles

- Quality is again the objective, with letters, logos, and graphics being clean, clear, and professional-looking.
- Culturally specialized businesses are encouraged to reflect their traditional style in their signage.





VILLAGE OF HARRISON HOT SPRINGS

TERMS OF REFERENCE

Advisory Planning Commission

15. STANDING AND SELECT COMMITTEES AND COMMISSIONS

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:
- (ii) A council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (iii) A council member is eligible to be a member of any other commission;
- (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
- (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the commission;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;



VILLAGE OF HARRISON HOT SPRINGS

TERMS OF REFERENCE

Advisory Planning Commission

- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

THEREFORE:

PURPOSE

The purpose of the Harrison Hot Springs Advisory Planning Commission is to advise Council on matters with respect to land use, planning and growth strategy issues and as referred to them by Council from time to time.

MEMBERSHIP

The Commission shall consist of a minimum of six (6) members and may operate without all positions being occupied. A quorum shall consist of four members.

PROCEDURES

1. The Commission shall elect a chairperson and a deputy chairperson at the first meeting.
2. The Commission may meet as required and will structure its activities to meet at least five times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to Council for information.
4. The mandate of the Harrison Hot Springs Advisory Planning Commission is:
 - a) to consider all matters referred to it by the Council and report thereon to the Council.



VILLAGE OF HARRISON HOT SPRINGS

TERMS OF REFERENCE

Advisory Planning Commission

- b) to report to the Council within a time designated by the Council. If the report is not provided within the time designated then the Council may:
 - 1. Extend the time within which the report is to be provided; or
 - 2. Determine the matter without the report.
 - c) The Commission shall have as its objective the growth of the Village in a systematic and orderly manner for the ultimate benefit of the community as a whole.
5. Save with respect to matters expressly dealt with or provided for, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the Procedural Bylaw No. 914.



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1006**

A bylaw for the purpose of establishing an Advisory Planning Commission

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw for an Advisory Planning Commission.

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

1. The Council of the Village of Harrison Hot Springs hereby establishes an Advisory Planning Commission which shall be known as the Harrison Hot Springs Advisory Planning Commission.
 - (a) Council may, by resolution, appoint up to 6 members and the Chair to the Commission who shall serve without remuneration.
 - (b) The members of the Commission will serve without remuneration, but may be remunerated for out of pocket expenses with the approval of Council
 - (c) The appointment of Commissioners remain in effect until revoked by Council or if the Commissioner is unable to serve.
 - (d) The Council shall not appoint to the Commission any person as a member:
 - (i) who is an elected representative of the Village of Harrison Hot Springs;
 - (ii) an employee or officer of the Village of Harrison Hot Springs; or
 - (iii) the Approving Officer of the Village of Harrison Hot Springs.
 - (e)
 - (i) If a member of the Commission fails to attend two consecutive meetings of the Commission, without leave of the Chair of the Commission, the member shall be deemed to have resigned and the Council shall appoint a replacement.
 - (ii) A member may apply for leave from the Chair of the Commission with respect to the member's non-attendance at a Commission meeting by notifying the Chair, within one week from the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.

- (iii) Where a member fails to apply for leave as set forth in sub-section (e)(ii) the non-attendance shall be deemed to be without leave and shall be noted as such in the minutes of the meeting.
 - (f) The Council shall provide the Commission with a secretary to perform such secretarial duties as are required.
 - (g) The Chief Administrative Officer and other staff approved by the Chief Administrative Officer will attend Commission meetings as a liaison and provide advice as requested.
2. The Harrison Hot Springs Advisory Planning Commission does not have delegated authority and is advisory to Council on:
 - (a) Official Community Plan, and proposed amendments
 - (b) Zoning Bylaw and proposed amendments
 - (c) Neighbourhood plans
 - (d) Land use policy issues; and
 - (e) any other land use issue as referred by Council from time to time.
 3. The Commission shall consider and report on all matters referred to it by the Council.
 4. The Commission shall report to the Council within the time designated by the Council. If the report is not provided within the time designated then the Council may:
 - (a) extend the time within which the report is to be provided; or
 - (b) determine the matter without the report
 5. In complying with the request of the Council for recommendations under Section 3, and in the general execution of its duties, the Commission shall have as its objective the systematic and orderly growth of the Village for the ultimate benefit of the community.
 6. The duties of the Secretary, appointed pursuant to Section 1(f), shall be:
 - (a) to provide notice of the meetings to the members of the Commission;
 - (b) to prepare the agendas for the Commission;
 - (c) to record the minutes of all meetings and forward to the Corporate officer for inclusion on the Council Agenda.
 7.
 - (a) The commission shall set its regular meeting dates and meeting times.
 - (b) In addition to regular meetings, the Commission may meet at any time at the call of its Chair to consider matters.
 - (c) Whenever the regularly scheduled meeting of the Commission falls upon a statutory holiday the Commission shall meet on the next following day which is not a holiday.

- (d) The Commission shall hold its meetings in the Municipal Offices, Harrison Hot Springs, unless otherwise duly directed by its Chair.
- 8. Four members shall constitute a quorum of the Commission.
- 9. (a) If the Chairperson is absent from a meeting, the members present shall choose a temporary Chairperson who shall preside at that meeting.
(b) The Chair shall maintain order at all times.
(c) The Chair shall determine all points of order as they arise.
(d) The Chair shall have the same right of vote as the other members of the Commission and in case of equality of the votes for or against a question, the question shall be negated and the Chair shall so declare.
- 10. The Commission shall keep minutes of its proceedings and shall read and adopt the minutes of each meeting at the next following meeting.
- 11. The Commission shall communicate its recommendation to the Council in writing.
- 12. The Commission shall decide all questions by a majority vote of those members present.
- 13. All points of procedure not provided for in this bylaw shall be decided in accordance with the provisions of the Village of Harrison Hot Springs Council Procedure Bylaw.

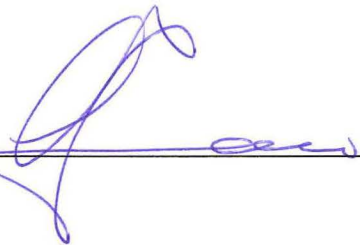
READINGS AND ADOPTION

READ A FIRST TIME THIS 7th DAY OF MAY, 2012

READ A SECOND TIME THIS 7th DAY OF MAY, 2012

READ A THIRD TIME THIS 7th DAY OF MAY, 2012

ADOPTED THIS 22nd DAY OF MAY, 2012



Mayor



Corporate Officer