



# ADRC AGENDA

## ADVISORY DESIGN REVIEW COMMISSION

**Agenda** for the Advisory Design Review Commission Meeting of the Village of Pemberton to be held Wednesday, September 27th, 2017 at 5:30pm at 7400 Prospect Street.

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### 1. CALL TO ORDER

### 2. MINUTES

- Minutes of the ADRC Meeting of May 23, 2017  
(Approved by Electronic Referral)

### 3. REVISED MAJOR DEVELOPMENT PERMIT APPLICATION (DPA008)-CRESTLINE

- Memo to ADRC – September 25, 2017

### 4. MAJOR DEVELOPMENT PERMIT APPLICATION (DPA 009) – SLRD

- Memo to ADRC – September 25, 2017

### 5. REVIEW OF DRAFT SIGN BYLAW

- Draft dated September 21, 2017 attached

### 6. NEW BUSINESS

### 7. NEXT MEETING

### 8. ADJOURNMENT

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**VILLAGE OF PEMBERTON  
ADVISORY DESIGN REVIEW COMMISSION MINUTES**

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**Minutes** for the Advisory Design Review Commission of the Village of Pemberton held May 23, 2017 at 5:00pm at 7400 Prospect Street.

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**MEMBER IN ATTENDANCE:** Caroline McBain  
Nicole Brink  
Tracy Napier  
Saad Hassan  
Bob Adams  
Julie Kelly (Chamber Representative-Alternate)

**STAFF IN ATTENDANCE:** Lisa Pedrini-Village Planner  
Suzanne Belanger-Operations & Development Services  
Coordinator

**PROJECT REPRESENTATIVES:** Brian Jansen, New Leaf Contracting (Agent)

**GENERAL PUBLIC:** 0

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**1) CALL TO ORDER**

At 5:10pm the meeting was called to order.

**2) MINUTES**

Moved/Seconded

**THAT** the minutes of the ADRC Meeting of April 04, 2017 be approved as circulated.

**CARRIED**

**3) MINORDEVELOPMENT PERMIT: DPm008-7433 Frontier Street**

Fish & Rice-Sushi & Beyond

The Village Planner provided a brief overview of the project regarding the proposed improvements:

- The Village has worked with the business owner and agent to facilitate the application for a minor development permit.
- The exterior changes proposed triggered the permit requirement as per our Official Community Plan (OCP) & Development Procedure Bylaw No. 725, 2013.
- As per the Development Procedure Bylaw, Council has delegated the authority to issue a Minor Development Permit to the Manager of Development Services.
- The improvements are inspired by Japanese design with strong emphasis on horizontal & vertical lines which includes:
  - Addition of fascia board; and
  - Vertical cedar rails
- The lower portion with stone work will remain
- One of the entrance doors will remain closed as per the previous tenancy and will be covered with the vertical rails.

The Commission members discussed the application:

- Some concerns were expressed with a small portion of the stone works which is isolated and discontinued by the door which will remain in closed. It was suggested that the doorway area could house a small planter or other similar feature to soften the transition area.
- This type of improvement is encouraged and it is unfortunate that a more cohesive plan for the building overall is not proposed. However, the commission members realized that this may not be possible as it may not be supported by the building owner(s) or the other tenancy holders.
- The commission members do not want to create any additional challenges to this type of improvements to encourage small businesses.

It was Moved/Seconded

**THAT** the Advisory Design Review Commission recommends that the Manger of Development Services support the application as proposed:

**CARRIED**

**4) SIGN BYLAW UPDATE**

Lisa Pedrini provided an update on the Sign Bylaw which is currently under development at the same time as the Zoning Bylaw. Both bylaws are outdated and require to be updated to meet some of the needs of nowadays best business practices. The Commissions Members will have the opportunity to view the draft bylaw this fall for their comments prior to the community open house.

**5) NEW BUSINESS**

The Development Services Department was advised by the Village Corporate Officer that the Commission can approve minutes by electronic means when a long period of time would lapse between meetings.

It was Moved/Seconded

**THAT** the Advisory Design Review Commission support that the minutes of Advisory Design Review Commission be approved by electronic means when the attending members all respond in favor of the minutes as presented.

**CARRIED**

**6) NEXT MEETING**

TBA

**7) ADJOURNMENT**

At 5:45pm p.m. the meeting was adjourned.

This is a true and correct copy of a meeting of the Advisory Design

Review Commission of the Village of  
Pemberton, held May 23, 2017

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Chair

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**Date:** September 27, 2017

**To:** Advisory Design Review Commission

**From:** Lisa Pedrini, Senior Planner  
James Klukas, Development Planner

**Subject:** Revision of Major Development Permit No. 008 – Crestline

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The purpose of this memo is to assist the Advisory Design Review Commission in its continued consideration of the Crestline townhouse project (1422, 1426 and 1430 Portage Road) Development Permit application.

## **BACKGROUND**

As earlier advised, the proposal is to develop five (5), three (3) storey residential stacked townhouse buildings containing a total of thirty-five (35) units on a 2,864 square metre (30,830 square foot) site. The Village of Pemberton completed an initial review of the Crestline Development Permit application received by the Village of Pemberton from Lovick Scott Architects on behalf of BC1057219 (Pemberton Landing GP Ltd) in the spring of 2017. A Project Information Sign was placed on the site as per Schedule G of the Village's *Development Procedures Bylaw No. 725, 2013*.

The application was reviewed by the Village's Advisory Design Review Commission (ADRC) meeting on April 4, 2017. After extensive review of the application, the ADRC passed the following recommendation:

***THAT*** the Advisory Design Review Commission support the application subject to the following:

- Clarification of Passive Certification
- Shadow Study
- Traffic Study
- Fire Department Concerns
- Loading & Moving Concerns
- Garbage Collection Concerns
- Confirmation of Storage for all units
- Bike Parking Strategy
- Snow Storage
- Revised Landscape Plan
- Lighting Scheme
- Any other concerns as per staff;

***AND THAT*** the above additional information be presented to the ADRC for further review prior to the report to Council;

***AND THAT*** the Commission request full colour presentation boards in the future to assist in the Commission's review of the Application.

### **CARRIED**

Following the ADRC meeting, the applicant amended their site plan and requested permission from MOTI for a variance from the MOTI structure setback to facilitate more space between the two rows of buildings on site, and permission to construct a loading bay within the highway right-of-way. Staff spoke with Jim Hegan, MOTI staff in July and was advised that MOTI has granted approval in principle and are continuing to work with the applicant on the details of the access permit. Given a favourable expected response from MOTI, the agent requested that a second ADRC meeting be held before final confirmation from MOTI to allow the Commission to review the revised site plan and parking plan submitted to the Village on August 17, and landscaping plan submitted August 25, 2017.

### **BRIEF DESCRIPTION OF THE REVISED PROPOSAL**

Staff has reviewed the new drawings for the Crestline townhouse project to assess compliance with previous comments from the ADRC. Updated drawings include the Site Plan and Streetscape Model (Drawings AS1 and AS2 rev 3 August 17, 2017) and Landscape Plan (No. 4 issued August 18, 2017).

The following displays all previous comments verbatim and includes new comments from staff (in **bold font**) that describe how the developer has addressed each item.

#### **Response to Advisory Design Review Commission Comments**

The Pemberton Advisory Design Review Commission (ADRC) met on April 4, 2017, to discuss the proposed Crestline development. As noted, the Advisory Design Review Commission indicated support for the application subject to the following conditions:

##### 1. Clarification of Passive House Certification

As proposed, the development requires lot coverage and setback variances, in part due to the need for thicker walls required for the passive house standard. The ADRC has requested further clarification about the design standards being used and the developers' intentions regarding potential passive house certification.

**The developer has indicated verbally that passive house design features will be used but they are not necessarily seeking passive house certification. The passive design is driving the need for variances on the site, but at this point the Village does not have any requirements for green/energy efficient buildings. However, the Village acknowledges that the use of passive house design principles goes over and above the design guidelines and is welcomed by the Village of Pemberton staff.**

##### 2. Shadow Study

There is now a proposed setback of 8 metres between the front row and rear row of buildings, although, the ADRC requested a shadow study to illustrate the amount of sunlight that could be expected to penetrate the site (e.g. at the equinoxes and solstices).

**Village staff has indicated to the developer that a shadow study would not be required on this basis given the increased distance between the two rows of buildings.**

### 3. Traffic Study

The Ministry of Transportation and Infrastructure (MOTI) has indicated that a traffic impact assessment is not necessary for this site. However, permits are required for access to a controlled access highway, road works, landscaping/sidewalks, and structure setbacks.

**Village staff has not asked for a Traffic Impact Assessment based on MOTI feedback.**

### 4. Fire Department Concerns

The fire department has indicated several concerns about the proposed development, relating primarily to the height of the buildings and the ability to fight fires at the rear of the site. An independent fire protection analysis should be completed to support this application.

**A fire safety review must be completed to the satisfaction of the Village of Pemberton Fire Chief.**

### 5. Loading and Moving Concerns

The ADRC noted concerns about providing space for loading and for moving trucks. The development application has been revised to indicate how these vehicles will be accommodated.

**A loading pull-out has been added along Portage Road. Staff does not see any benefit in combining the loading pull-out with a new transit stop and recommends leaving the transit stop where it is presently located.**

### 6. Garbage Collection Concerns

The ADRC noted concerns about the need to provide space for garbage collection vehicles. The revision shows the relocation of the garbage / recycling area. Carney's Waste Systems reviewed the site plan and assessed that it would generate approximately ten cubic yards of solid waste per week. Carney's also recommended that the garbage room previously identified as 13'6 by 13'6 be widened to at least 15' to ensure that there is room for two (2), three (3) cubic yard garbage containers and eight (8) 95-gallon recycling totes.

**The revised plans show a garbage room that is 19'4" by 13'10". The room is slightly larger than recommended, and it does have room for all the required containers. The room opens to the collection pull out along Portage Road and is situated at grade. The driveway for the access to the garbage room also has a letdown that could accommodate small delivery vehicles or vehicles of residents.**

### 7. Confirmation of Storage for all Units

It was noted that there are twenty-six (26) proposed storage lockers that are 10'x 20' in area. The ADRC requested that a revised plan include a storage space for each suite.

**There are now thirty-five (35) storage units, providing one (1) storage locker for each unit.**

#### 8. Bike Parking

The ADRC requested formal confirmation of the strategy for bike parking in the development that are accessible and secure, and potentially street level.

Staff recommend including bike racks along the front of the development and/or between the buildings for short term storage or visitor parking.

**A bike room has been added to the development in the north-west corner of the parking garage. There are twenty-six (26) secure bike parking stalls with the potential to have more bikes parked outside of the secure lockers. A bicycle storage area has been added outdoors near the front entrance to the development.**

#### 9. Outline Snow Clearing Areas / Storage Areas

The Village of Pemberton has guidelines for snow management on site as part of the general form and character guidelines that apply to Development Permit Areas 4, 5 and 6. The guidelines state that snow will be restricted from dumping on adjacent roads, sidewalks and rights-of-way. Roofs are to be designed to shed snow away from pedestrian areas, and the overall design is to mitigate the snow, ice and water accumulation that accompanies freeze-thaw cycles. The applicants were asked to indicate where snow cleared from walkways, roofs and driveways will be stored. Please also indicate where snow shedding from the roof or other parts of the building will fall in relation to pedestrian walkways.

**A new snow storage area is indicated on the western edge of the site.**

#### 10. Revised Landscape Plan

The applicants were asked to remove the huckleberry bushes from the landscape plan as they are a bear attractant. The ADRC indicated support for the rest of the landscape plan. The applicant was encouraged to review the plan for alignment with the Pemberton Plant List developed in 2011.

**A revised landscaping plan was provided, and is attached as Appendix B. As requested, the huckleberry bushes have been removed from the landscape plan and there have been further refinements to the plant list.**

**The revised plan accounts for the new loading pull-out, which impacts the depth of the landscaped area along between the pull-out and the walkway in front of Building C. The elevation difference between the street and the walkway appears to be approximately 1.5m in this location (dimension to be confirmed by the applicant) and a row of Skimmia shrubs is proposed. To the west (towards the entrance to the underground parking), the elevation difference between the street and the walkway appears to be 2.6m (dimension to be confirmed by the applicant). While there is a deeper landscaped area in this location, some terracing of the landscape features may be warranted due to the elevation difference.**

**Site plan changes such as the inclusion of a snow storage area and setback adjustments have also resulted in changes to the configuration of the proposed**

**landscaping (e.g. there is no landscaping at the rear of the property due to the proposed 3.0 m rear setback).**

### 11. Lighting Plan

The ADRC requested that the landscape plan be updated to illustrate where lights will be located and what areas will be illuminated, and to indicate how the buildings will be lit from the street/courtyards.

**The revised landscaping plan indicates where low-level bollard lighting will be installed. The type of light fixture is also indicated. However, the plan does not illustrate any additional lighting of the buildings from the street/courtyards.**

### **COMPLIANCE WITH ZONING BYLAW**

As advised earlier, the subject property is zoned Portage Road Commercial (C-3). The following is an assessment of the variances proposed in the context of the Zoning Bylaw requirements:

- a) The building would require a variance to comply with the 10.5-metre **maximum height** restriction based upon a calculation of average finished grade. The proposed maximum height is 37'1" (11.3.m) to mid of pitch.
- b) The building would require variances to comply with the front, rear, north interior and south interior **setback** requirements. Wider setbacks have been requested to compensate for wider walls that will be constructed to achieve passive house standards for insulation and to achieve more space between the two rows of buildings. New front, rear and side setbacks have been proposed according to the following table:

<b>C-3 Zone</b>	<b>Required</b>	<b>1<sup>st</sup> Proposed</b>	<b>Revision</b>	<b>Variance</b>
Min. Front Setback	4.5m (from nearest point of building)	4.34m (main building face)	3.65m (main bldg.) 2.3m (architectural feature)	-0.85m (main building face) -2.2 m (architectural feature)
Min. Rear Setback	4.5m	4.34m	3m	-1.5m
Min. Side Setback	3.0m	2.76m 3.0 m	same	-0.24m

- c) The building continues to cover 43.8% of the lot and therefore still requires a variance to comply with the 40% **maximum lot coverage** requirement.
- d) Based upon the requirement of 1.25 off-street parking spaces per each one (1) bedroom "townhouse" unit, 1.75 parking spaces per each two (2) bedroom "townhouse" unit, and 0.25 parking space per "townhouse" unit for visitors, sixty-eight

(68) residential parking spaces would be required and are included in the underground parking garage.

<u>SITE STATISTICS:</u>		
LEGAL DESCRIPTION: LOTS 1, 2 & 3, DP 12545, DL 203		
ADDRESS:	PORTAGE RD, PEMBERTON, B.C.	
ZONING:	EXISTING: C3 - PORTAGE ROAD COMMERCIAL	
SITE AREA:	30,830 Sq.Ft. (2,864 SM)	
BUILDING AREA (GROUND FLOOR):		
BUILDING C:	3,273 Sq.Ft. (304J Sq. M)	
BUILDING C (MIRROR):	3,273 Sq.Ft. (304J Sq. M)	
BUILDING B:	1,476 Sq.Ft. (133.6 Sq. M)	
BUILDING D:	3,005 Sq.Ft. (274.2 Sq. M)	
BUILDING E:	1,476 Sq.Ft. (133.6 Sq. M)	
TOTAL BUILDING:	13,503 Sq.Ft. (1,254.5 Sq. M)	
TOTAL UNITS:	35	
SITE COVERAGE		
ALLOWABLE:	40%	
PROPOSED:	$\frac{13,503 \text{ Sq. Ft.}}{30,830 \text{ Sq. Ft.}} \times 100 = 43.8\% *$	
* VARIANCE REQUIRED DUE TO PASSIVE HOUSING WALL THICKNESS		
BUILDING HEIGHT		
ALLOWABLE:	10.5m (34.5')	
PROPOSED:	11.3m (37.0') *	
* VARIANCE REQUIRED		
SETBACKS		
	REQUIRED	PROVIDED
FRONT (N)	14'-4" (4.5m)	11'-11 1/2" (3.65m) *
REAR (S)	14'-4" (4.5m)	9'-4" (3.00m) *
SIDE (E)	9'-10" (3.0m)	9'-0 3/4" (2.76m) *
SIDE (W)	9'-4" (3.0m)	9'-10 1/2" (3.01m)
* VARIANCE REQUIRED DUE TO PASSIVE HOUSING WALL THICKNESS WALLS EXTEND OVER SETBACK BY 6" & 4 1/4"		
PARKING		
CAR REQUIRED:	TOWNHOUSE:	
	1 BEDROOM = 1.25 STALLS PER UNIT	
	2 BEDROOM = 1.75 STALLS PER UNIT	
	3 BEDROOM = 2 STALLS PER UNIT	
	11 x 1.25 = 13.75	
	14 x 1.75 = 24.5	
	10 x 2.0 = 20	
	TOTAL = 58	
	VISITOR STALLS:	
	0.25 STALLS PER UNIT	
	35 UNITS x 0.25 = 9	
	TOTAL PARKING STALLS REQUIRED: 68	
PROPOSED:	UNDERGROUND P1	
	RESIDENTIAL STALLS	
	54 RESIDENTIAL STALLS (INCLUDING 2 HCAPP & 3 SMALL CAR)	
	4 VISITOR STALLS (INCLUDING 1 SMALL CAR)	
	TOTAL PARKING STALLS: 68	
	TOTAL STORAGE UNITS: 26	

### COMPLIANCE WITH DEVELOPMENT PERMIT GUIDELINES

The Design Review Committee shall review the revised proposal, and provide comments on compliance with the DPA No. 6 and DPA No. 2 guidelines.

## **I. DP Area No. 6— Multi-Family and/or Commercial Development**

### General and Specific Guidelines

#### **a) Siting**

Revisions to the siting of buildings have addressed the proximity of the front and rear buildings to each other (now 8 m apart, originally proposed as 6 m apart), but this may now cause considerations with the proposed variance to the rear setback, requested from 4.5 to 3m. Having only a 3 m rear setback from the adjacent property, zoned C-2, which also has a rear set back of 3 m does not impact the site separation required by the BC Building Code (our Chief Building Official has indicated that 6 m is sufficient).

#### **b) Building Form**

The buildings are all three stories and are designed with a quaint mountain rural aesthetic. The colours and building materials were chosen to mirror the theme and aesthetic portrayed by surrounding buildings to fit with the Portage Road area and reflect the Village's desire to have buildings that vary in visual appearance and have interesting street frontages.

The decision to build five smaller buildings rather than one large complex reflects the intention to keep the development at a small scale and to provide ample outdoor access for each unit. Units are also staggered to provide each unit with direct access to the outdoors.

The building has underground parking and three (3) above grade floors, with the first floor higher than street level; as a result, the apparent building height is slightly higher than three storeys. The Village defines height as the highest point on a flat roof or the mean height between the top of gable and the bottom of the roof eave. The top of the gable on the proposed building is 13.9 metres and the mean height is 11.3 metres (to mid of pitch), which requires a height variance since under current zoning the maximum height is 10.5 metres.

The height of the development initially triggered concerns from the Fire Department, as the Village's current ladder truck is 55 feet, which is not suitable for combatting fires in buildings over three storeys tall. Fortunately, there may be an opportunity for the Village to acquire a new ladder truck with a higher reach.

#### **c) Construction Materials**

Building materials were chosen to complement the surrounding neighbourhood character and to withstand weather in all seasons. Building materials for exterior cladding include stone, cedar and glass. Additional detail may be required in relation to the materials/design details for the wall adjacent to the landscaping along the frontage of the development.

The roof lines on the front buildings complement neighbouring buildings.

#### **d) Streetscape Improvements and Landscaping**

The revised landscaping plan includes a variety of common ornamental and local plants that are incorporated into the overall site plan. Pemberton adopted a Landscape Plant List in 2011 that prioritizes local plants. The applicant will be given the chance to explain the changes to the Landscape Plan at the ADRC meeting.

#### **e) Circulation and Parking**

Access to the site aligns with Cottonwood Road and the applicants have submitted an Access Permit to the Ministry of Transportation and Infrastructure. Since Portage Road is

designated as an Arterial Highway under Section 62 of the *Transportation Act*, the applicants are advised that no parking is permitted on Portage Road, including temporary parking for loading or unloading (except in the designated proposed loading pull-out). Consideration may be required for the provision of signage/lighting to assist in preventing pedestrian/vehicle conflicts at the vehicular access point to the site.

Most circulation around the site will be pedestrian and is accommodated by interconnected sidewalks and pathways. The main pedestrian access to the development is raised from the existing sidewalk level. A sloped access is proposed to reach the main on-site sidewalk. Due to the provision of the pull-out bay in the revised site plan, the pedestrian access is sloped on the west, while the access from the east now includes some stairs.

From a fire safety point of view, and the lack of rear lane access, the Fire Department may have difficulty reaching the rear buildings in case of emergency. The rear buildings are accessed via footpaths only. The applicants have noted that the building will be sprinklered but that the exact location of the standpipes will be determined by their code consultant at building permit stage.

**f) Snow management**

Vehicles access the parking garage directly from Portage Road. There will be a need to ensure that access to the parking garage is cleared from snow in the winter. Sidewalks and stairs that permeate and access the site will also need to be cleared to ensure access to all units. A new snow storage area has been proposed on the western portion of the site.

**g) Lighting**

The developer should provide a lighting plan for the site to illuminate all walkways through the site for safety. Adequate lighting will be especially important in between the buildings. Lighting should be down shielded to illuminate only desired areas and reduce light pollution and energy use.

**h) Crime Prevention Through Environmental Design**

The development has many sightlines through the property, and every unit has windows and doors that access and look on the shared spaces between buildings giving good coverage from an “eyes-on-the-street” perspective. However, there are spaces between the buildings that may not be visible from the street. Adequate lighting and surveillance will need to be ensured to discourage criminal behaviour.

**i) Open Spaces**

Each unit has its own decks, patios and/or yards. Patios/yards are provided on the ground floor, and rooftop patios are provided as well for some upper storey units. The developer has proposed reduced setback requirements to meet passive building requirements, which reduce the overall amount of open space at grade. The reduced setbacks to the rear have resulted in patios extended all of the way to the rear property line.

In the revised site plan, the buildings are placed further apart which increases the amount of open space available between the front and rear buildings on the site. The proposed Crestline project has a current proposed floor area ratio of 1.33 based on a gross floor area of 3,807 square metres (40,978 square feet) and a site area of 2,864 square metres (30,830 square feet).

**II. DP Area No. 2 – Land Constraints**



The proposed site does fall within the floodplain of the Lillooet River and Pemberton Creek. A flood covenant will need to be registered on title.

Professional reports and certification will be required that ensures that the development meets the flood construction level for the Lillooet River and Pemberton Creek and that the development will be able to compensate for debris from the Lillooet River and Pemberton Creek.

*Attachments:*

- A. *Revised Site Plan*
- B. *Revised Landscape Plan*

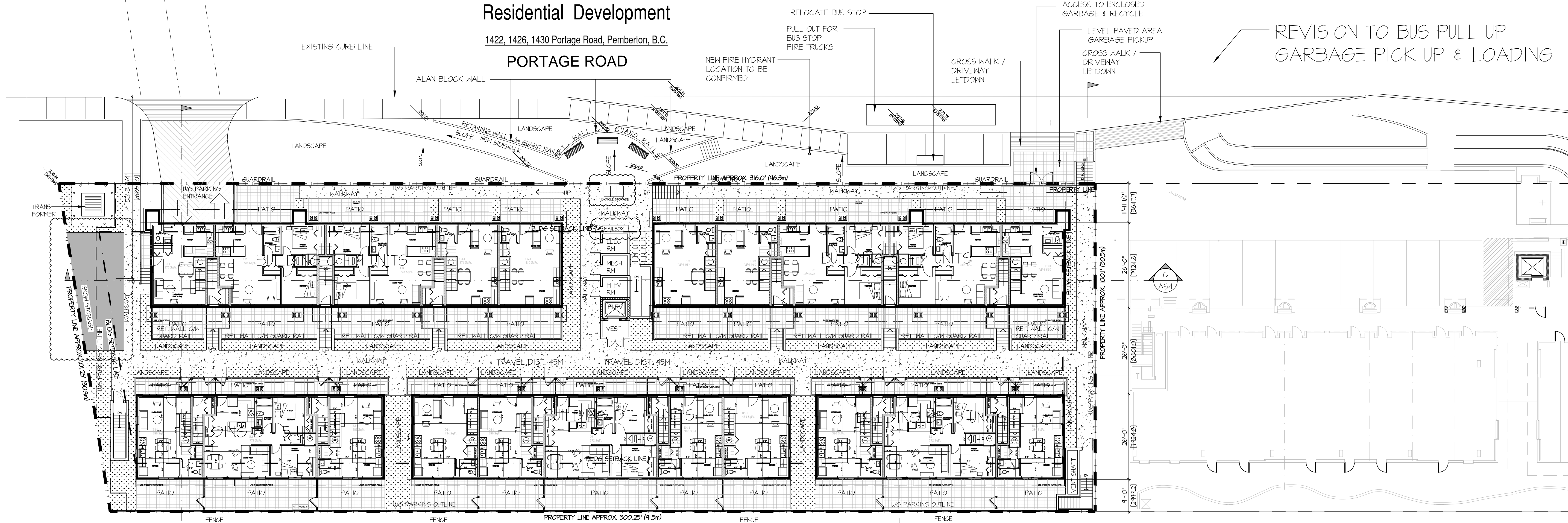
Lisa Pedrini, Senior Planner  
James Klukas, Development Planner

cc. Tim Harris, Manager of Operations and Development Services

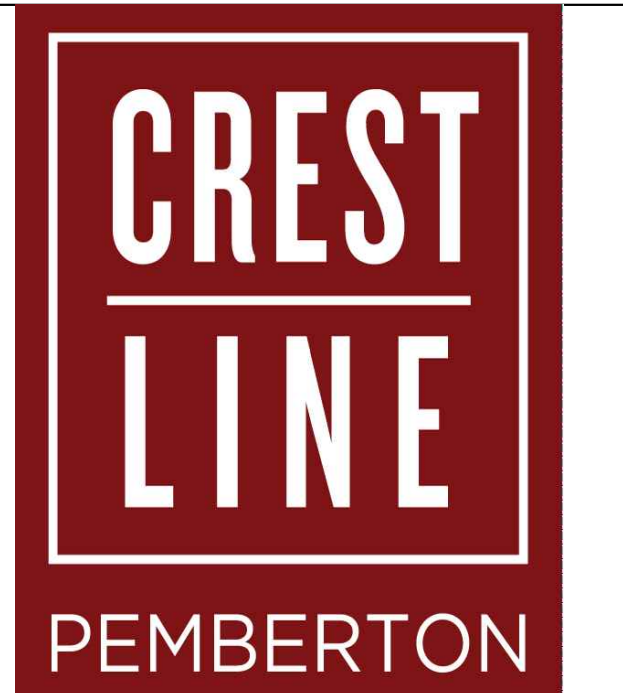
# Residential Development

1422, 1426, 1430 Portage Road, Pemberton, B.C.

## PORTAGE ROAD



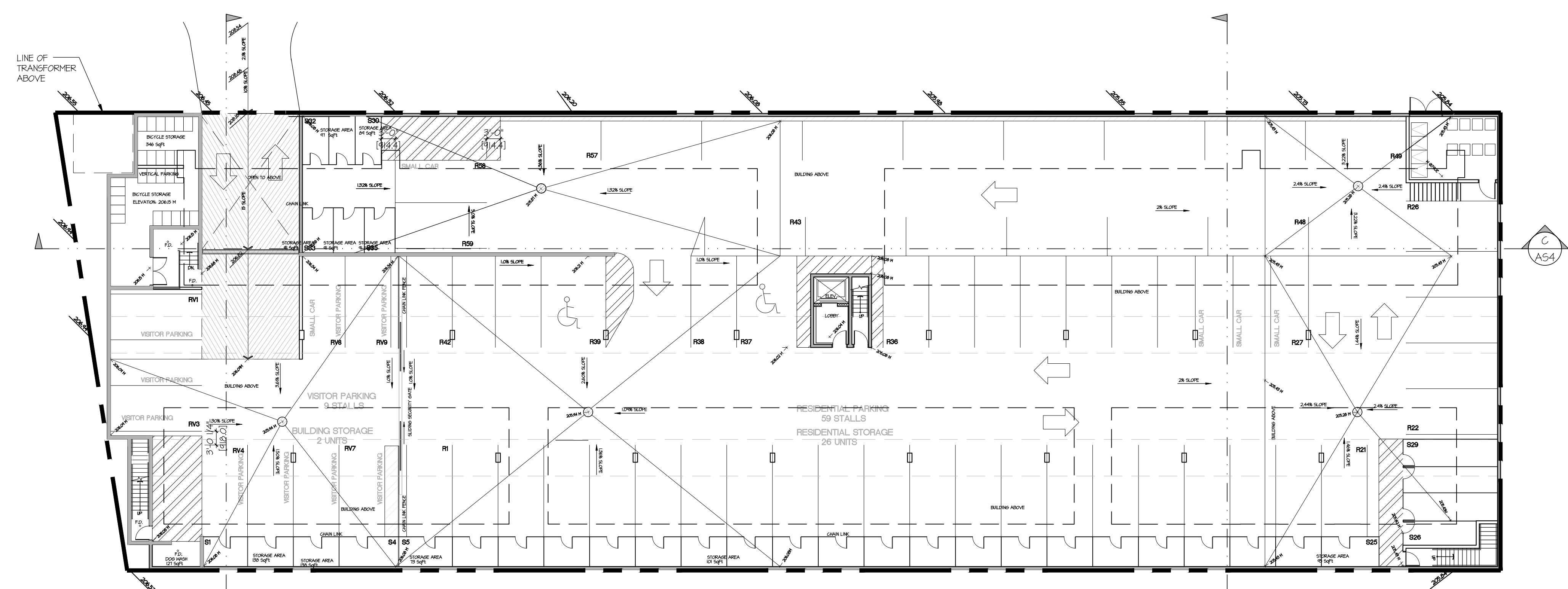
**SITE PLAN**  
SCALE: 1/16" = 1'-0"



REV	DATE	DESCRIPTION
02	11/08/11	ISSUED TO M.O.T.
01	01/31/11	ISSUED FOR DP

CONSULTANT

CONSULTANT SEAL



**UNDERGROUND PARKING PLAN**  
SCALE: 1/16" = 1'-0"

**SITE STATISTICS:**

LEGAL DESCRIPTION: LOTS 1, 2 & 3, DP 12945, CL 203

ADDRESS: PORTAGE RD, PEMBERTON, B.C.

ZONING: EXISTING: C3 - PORTAGE ROAD COMMERCIAL

SITE AREA: 30,870 sq ft (2,844 sq m)

**BUILDING AREA (GROUND FLOOR):**

BUILDING C	3,273 sq ft (302.4 sq m)
BUILDING C - ANNEX	3,273 sq ft (302.4 sq m)
BUILDING D	1,876 sq ft (173.6 sq m)
BUILDING E	3,509 sq ft (324.7 sq m)
BUILDING F	1,876 sq ft (173.6 sq m)
<b>TOTAL BUILDING</b>	<b>13,807 sq ft (1,277.3 sq m)</b>

TOTAL UNITS: 39

**SITE COVERAGE:**

ALLOWABLE	40%
PROPOSED	33.00% (33,000 sq ft / 100' x 430' x 1)

\* VARIANCE REQUIRED DUE TO PASSIVE FIREWORK WALL THICKNESS

**BUILDING HEIGHT:**

ALLOWABLE	10.5m (34.5')
PROPOSED	8.5m (28.0')

\* VARIANCE REQUIRED

**SETBACKS:**

REQUIRED	PROVIDED	
FRONT (F)	11'-0" (3.35m)	8'-11" (2.71m) *
REAR (R)	11'-0" (3.35m)	6'-0" (1.83m) *
SIDE (S)	11'-0" (3.35m)	10'-0" (3.05m) *
SIDE (S)	11'-0" (3.35m)	11'-0" (3.35m)

\* VARIANCE REQUIRED DUE TO PASSIVE FIREWORK WALL THICKNESS WALLS EXTEND OVER SETBACK BY 1' 4 1/4"

**PARKING:**

CAR REQUIRED: 10% HOUSE, 1 BEDROOM + 1.25 STALLS PER UNIT, 2 BEDROOM + 1.75 STALLS PER UNIT, 3 BEDROOM + 2 STALLS PER UNIT

4 x 12 = 48  
14 x 18 = 252  
8 x 20 = 160  
TOTAL = 500

VISITOR STALLS: 0.25 STALLS PER UNIT  
39 UNITS x 0.25 = 9.75  
TOTAL PARKING STALLS REQUIRED: 68

**PROPOSED:**

UNDERGROUND P1	RESIDENTIAL STALLS	54
	RESIDENTIAL STALLS (INCLUDING 2 HCARP)	4
	8 3/4 SMALL CARS	
	1 VISITOR STALL (INCLUDING 1 SMALL CAR)	
<b>TOTAL PARKING STALLS:</b>	<b>60</b>	
<b>TOTAL STORAGE UNITS:</b>	<b>28</b>	

CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE. DRAWINGS SHALL NOT BE SCALED.



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DRAWN BY: AS  
PROJECT: CRESTLINE  
1422, 1426, 1430 PORTAGE ROAD  
PEMBERTON, B.C.

DRAWING: SITE PLAN  
UNDERGROUND PARKING PLAN

PROJECT NUMBER: 14-89	DRAWING NUMBER: ASI
SCALE: 1/16" = 1'-0"	REVISION: 17 AUG 2011
DATE: OCT 2014	

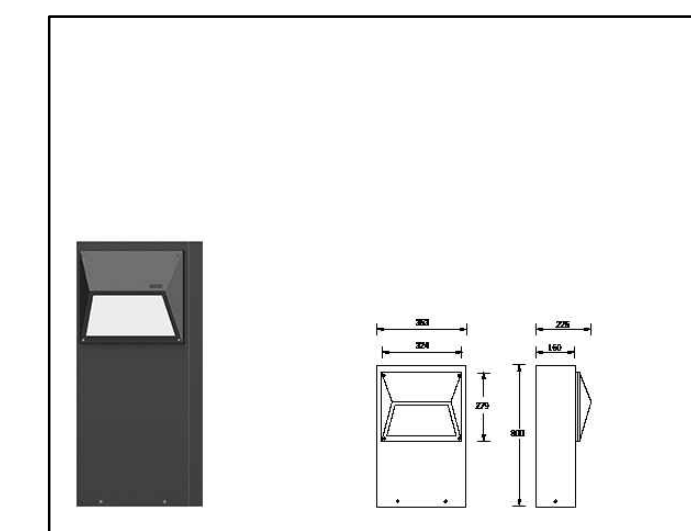
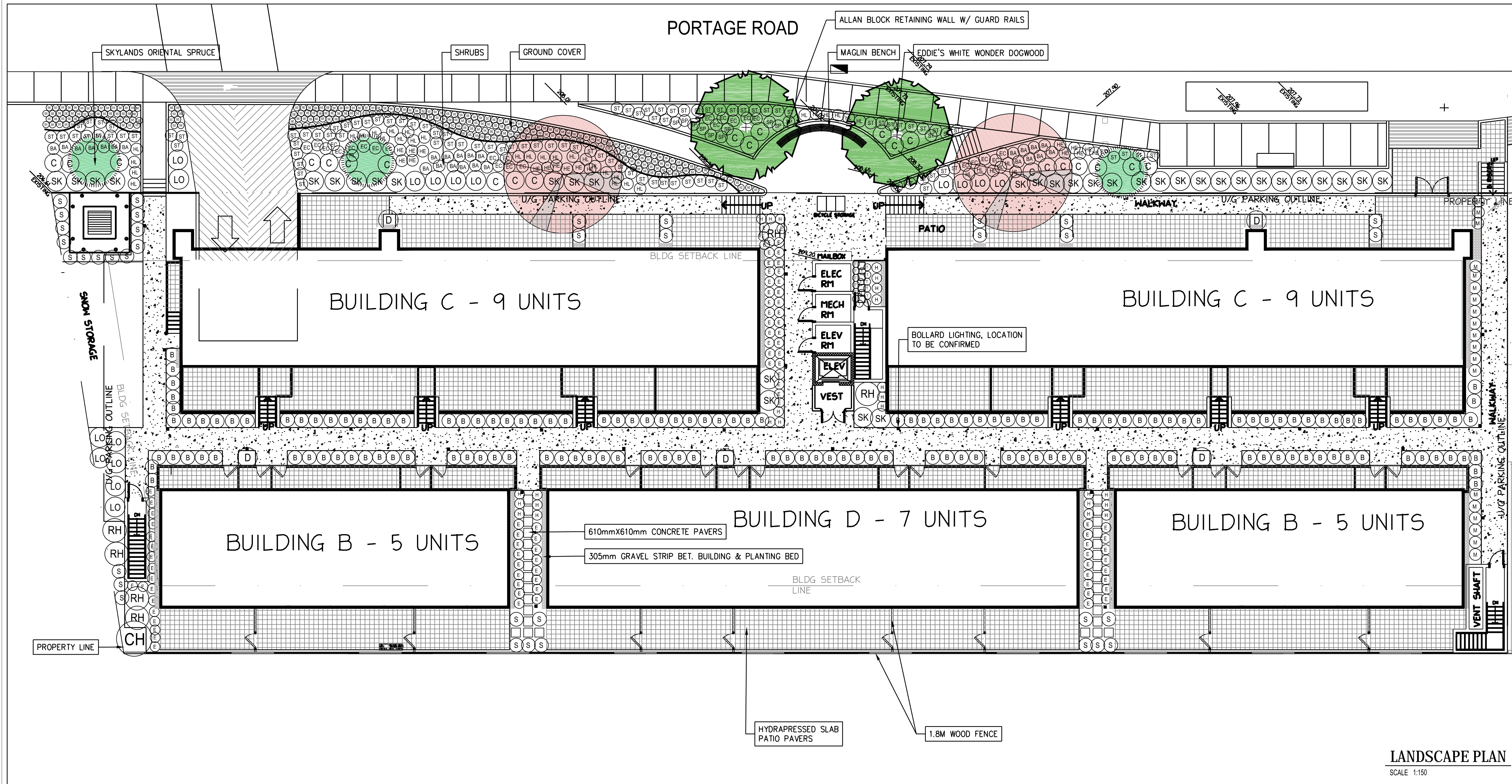


PLANT LIST

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	REMARKS
<b>TREE</b>						
(P)	2	CERCIS CANADENSIS 'FOREST PANSY'	PURPLE LEAF EASTERN REDBUD	6CM GAL	SEE PLAN	B-B WIRE BASKET
(D)	2	CORNUS NUTTALLII	PACIFIC DOGWOOD	2.5m HT.	SEE PLAN	B-B WIRE BASKET
(S)	4	PICEA ORIENTALIS 'SKYLANDS'	SKYLANDS ORIENTAL SPRUCE	2.5m HT.	SEE PLAN	B-B WIRE BASKET
<b>SHRUBS</b>						
(B)	151	BUXUS SEMPERVIRENS	BOXWOOD	#3 POT	700mm	CONTAINER
(C)	23	CORNUS SERICEA	REDOSIER DOGWOOD	#3 POT	700mm	CONTAINER
(E)	1	CHAENOMELES JAPONICA 'ORANGE DELIGHT'	ORANGE FLOWERING QUINCE	#5 POT	SEE PLAN	CONTAINER
(D)	5	DAPHNE TRANSATLANTICA 'SUMMER ICE'	SUMMER ICE DAPHNE	#3 POT	700mm	CONTAINER
(H)	16	LONICERA NITIDA 'BAGGESEN'S GOLD'	HONEY-SUCKLE BAGGESEN'S GOLD	#3 POT	700mm	CONTAINER
(M)	6	RHODODENDRON CATAWBIENSE 'BOURSAULT'	RHODODENDRON: PURPLE	#7 POT	1200mm	CONTAINER
(C)	3	SARCOCOOKA RUSCIFOLIA	FRAGRANT SWEET BOX	#3 POT	700mm	CONTAINER
(S)	35	SKIMMIA KALEISCOPE	JAPANESE SKIMMIA	#3 POT	700mm	CONTAINER
(D)	10	SPIRAEA BUMALDA 'GOLDFLAME'	GOLDFLAME SPIRAEA	#2 POT	700mm	CONTAINER
<b>GROUND COVER</b>						
(E)	86	EPIMEDIUM PERRALCHICUM 'FROHNLEITEN'	BARRENWORT	#4 POT	700mm	CONTAINER
(M)	19	MAHONIA NERVOSA	DWARF OREGON GRAPE	#2 POT	700mm	CONTAINER
(S)	256	SAGINA SUBULATA	SCOTCH MOSS	#4 POT	350mm	CONTAINER
<b>GRASS</b>						
(H)	38	HELICTOTRICHON SEMPERVIRENS	BLUE OAT GRASS	#2POT	800mm	CONTAINER
(H)	102	STIPA TENUISSIMA	MEXICAN FEATHER GRASS	#2POT	800mm	CONTAINER
<b>PERENNIAL</b>						
(B)	26	BAPTISIA 'PURPLE SMOKE'	WILD INDIGO	#1POT	800mm	CONTAINER
(E)	25	ECHINACEA MAMA MIA	MAMA MIA CONEFLOWER	#2POT	800mm	CONTAINER
(H)	25	HOSTA JUNE FEVER	JUNE FEVER PLANTAIN LILY	#2POT	800mm	CONTAINER
(H)	17	HEMEROCALLIS 'INWOOD'	INWOOD DAYLILY	#1POT	800mm	CONTAINER
(T)	16	THYMUS SERPYLLUM 'PINK CHINTZ'	PINK CHINTZ THYME	#4 POT	450mm	CONTAINER



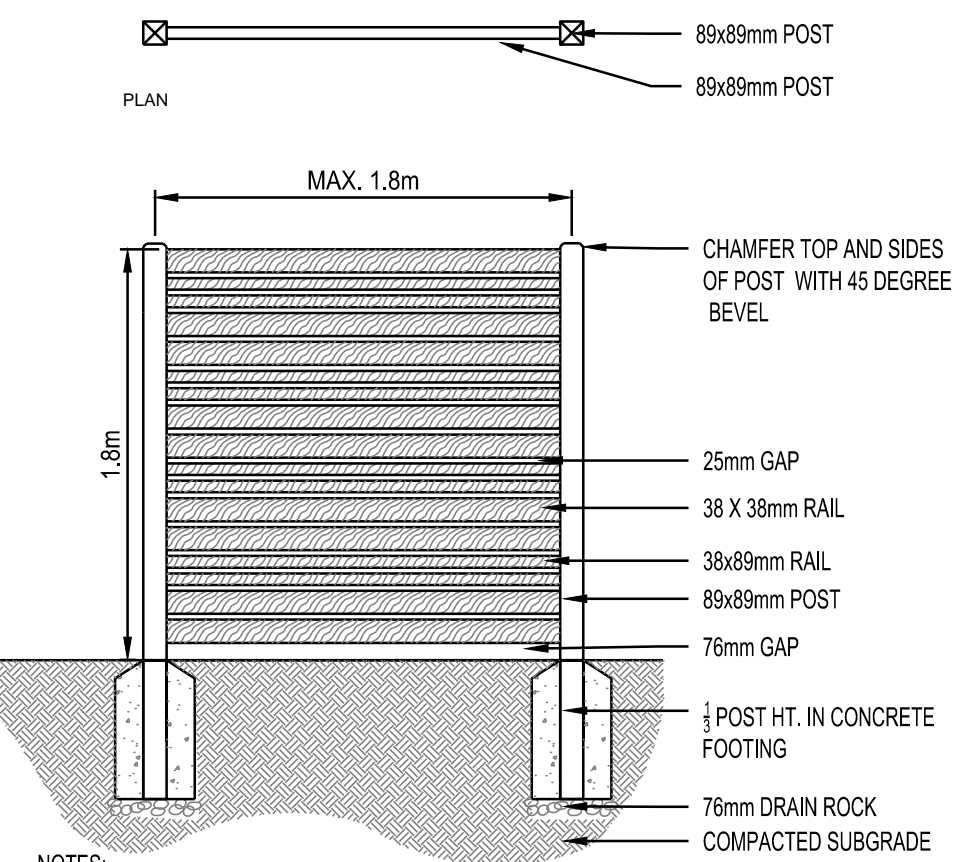
PLANT IMAGES



ECO BOLLARD  
N.T.S.  
REFER TO LIGMAN LIGHTING



MAGLIN BENCH OGM1900-00016  
N.T.S.  
REFER TO MAGLIN SITE FURNITURE



- NOTES:
1. ALL POSTS PRESSURE TREATED TO CSA STANDARDS AND END CUTS TREATED WITH PRESERVATIVE.
  2. ALL OTHER MEMBERS TO BE CEDAR #2 (CONSTRUCTION) GRADE MINIMUM.
  3. ALL HARDWARE TO BE HOT DIPPED GALVANIZED.
  4. APPLY 2 COATS EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
  5. ALL FENCES TO BE LEVEL. CHANGES IN GRADE TO BE IN 300-457mm STEPS. GAPS TO GRADE TO FOLLOW FINISH GRADE. GAP TO BE 76 TO 152mm.
- 1.8M WOOD FENCE  
N.T.S.

No.	DESCRIPTION	DATE	BY
4	NEW SITE PLAN AND PLANT SUBS.	21/08/2017	RH
3	RE-ISSUED FOR DP	18/07/2017	RH
2	ISSUED FOR DP	25/01/2017	RH
1	ISSUED FOR REVIEW	03/11/2016	RH

DESTROY ALL PRINTS BEARING PREVIOUS No. This drawing must not be reproduced without the written permission of R.F. Binnie & Associates Ltd. This drawing is not to be used for construction unless it is stamped "ISSUED FOR CONSTRUCTION" and signed by R.F. Binnie & Associates Ltd. It is the contractor's responsibility to ensure that they are in possession of the latest revision of this drawing.

Rev / A

DESIGN CREW	SEAL
surveyed by	
drawn by	RH
designed by	RH
checked by	BA

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Burnaby, BC V5G 4H7  
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LANDSCAPE ARCHITECTS  
SPORTS FACILITY DESIGNERS

DRAWING TITLE  
**LANDSCAPE PLAN**

AS SHOWN

project no.	16-853	L1 / 1
date	November 3, 2016	
scale	AS SHOWN	

ISSUED FOR REVIEW

LANDSCAPE PLAN  
SCALE 1:150

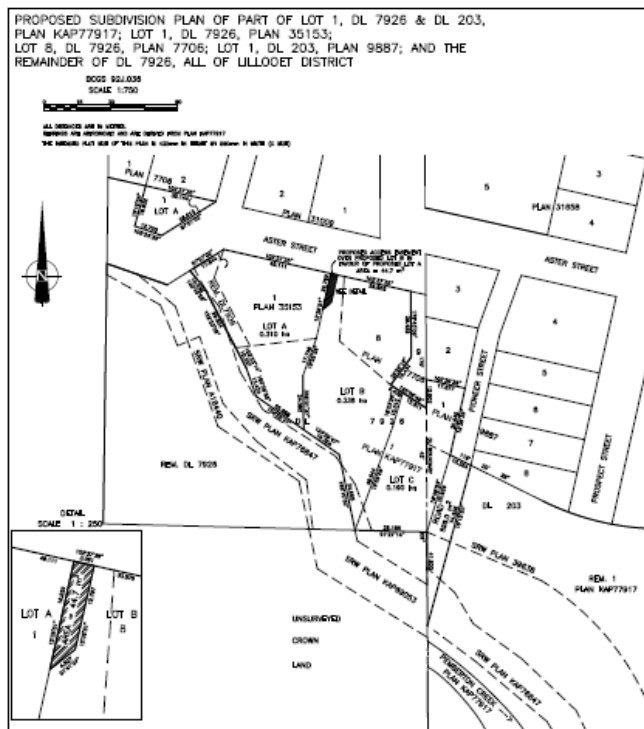


**Date:** September 27, 2017  
**To:** Advisory Design Review Commission  
**From:** Lisa Pedrini, Senior Planner  
**Subject:** Major Development Permit No. 009 – SLRD

The purpose of this memo is to assist the Advisory Design Review Commission in its consideration of the SLRD Office Renovation Form and Character Development Permit (DP) and variance application.

**BACKGROUND**

The subject property is located at 1350 Aster Street and is jointly owned by the Village of Pemberton (72%) and the Squamish-Lillooet Regional District (SLRD) (28%). A location map is attached as **Appendix A**. A recent subdivision application was made to the Village of Pemberton from the VoP/SLRD in 2016 in order to consolidate adjacent property previously owned by BC Rail Properties with its adjacent holding. The additional land was purchased to allow for an extension of the SLRD office building and for additional SLRD staff parking. The subdivision is in the final stages of approval and the new parcel will measure 310 m<sup>2</sup>.



Lynda Flynn, CAO of the SLRD is acting as agent for the two landowners and Graham Haywood, Project and Research Coordinator for the SLRD is assisting in the application process. A Notice of Development Permit sign will be placed on the property shortly.

**DEVELOPMENT PERMIT - DPA009**  
Lot 1, DL 7926, LLD, Plan KAP35153 &  
Lot A, DL 203, LLD, Unregistered Plan EPP66105

Village of **PEMBERTON**

Lynda Flynn, Agent for the Village of Pemberton/Squamish-Lillooet Regional District, has applied for permission to expand and renovate the existing building for civic uses:

**Land Use:** Civic (Regional District Offices)  
**Additional Floor Area:** 2210.88 sq. ft. / 205.4 m<sup>2</sup>  
**Parking Spaces:** 26  
**Architectural Character:** As existing

**WANT MORE INFO?** Contact Lisa Pedrini, Senior Planner  
Phone: 604.894.6135 x234  
Email: lpedrini@pemberton.ca

[www.pemberton.ca](http://www.pemberton.ca)

## BRIEF DESCRIPTION OF THE PROPOSAL

The proposal is to expand and renovate the SLRD office component of the building located on the second floor above the Fire Hall. The SLRD has “outgrown” the space and therefore the expansion is being proposed in order to improve the overall function and activities. The building will be expanded in three areas:

1. Upper floor expansion of the south east side to add several more office spaces;
2. Lobby reception area on the west side main entrance;
3. New permanent storage component at grade below the new upper floor expansion area.

The site drawings are attached as **Appendix B**. The submission notes that this proposal will add a new dimension of efficiency to the Regional District facility, function and operations; extending the lifecycle of the existing building which will continue to serve and benefit the community for the years to come.

## COMPLIANCE WITH ZONING BYLAW

The subject property is split zoned P-1 (Public) and C-1 (Town Centre Commercial). The existing parcel containing the building is zoned P-1; the portion that was recently purchased from BCR Properties is zoned C-1. The Village will be amending the zoning map with respect to the entire property to P-1 as part of the Zoning Bylaw Review.

The following is an assessment of the proposal in the context of the Zoning Bylaw requirements:

- a) The use of the building (Civic) complies with the list of Permitted Land Uses of both the C-1 Zone and the P-1 Zone. The P-1 Zone also permits Assembly, which complies with that portion of the building housing the Board Room.
- b) The height of the new additions will be in keeping with the existing building (7.19 m) and therefore complies with the 10.5-metre **maximum height** restriction.
- c) The new additions comply with the front, rear, exterior and interior **setback** requirements of the applicable zones.

Zoning Provision	C-1 Required	Provided	P-1 Required	Provided
Min. Front Setback	0 m	<i>n/a</i>	5 m	No Change
Min. Rear Setback	4.5m	28.6 m	3 m	<i>n/a</i>
Min. Side Setback	0 m	0 m	3 m (Exterior) 3 m (Interior)	3.67 m 12.31 m

- d) The building will cover 33% of the lot and therefore complies with the 50% **maximum lot coverage** requirement.
- e) Based upon the requirement noted in Section 500 Off-Street Parking Spaces for Public Use, one (1) space per 37 m<sup>2</sup> of gross floor area, nineteen (19) **parking spaces** would be required and the proposal provides twenty-six (26).

**COMPLIANCE WITH DEVELOPMENT PERMIT GUIDELINES**

The Design Review Committee shall review the revised proposal, and provide comments on compliance with the DPA No. 4 guidelines.

**I. DP Area No. 4– Downtown Revitalization**

General and Specific Guidelines

**a) Siting**

No changes to siting, solar exposure, site circulation or view corridors are anticipated.

**b) Building Form**

The proposed development will provide a cohesive design, with critical integration of all structural, mechanical and electrical components. Blank walls will be avoided, replaced with open windows, clean lines and matching detail and finishing to existing. The front lobby addition (approximately 171 sq. ft.) will be accommodated by a surrounding deck, providing a pleasant patio for staff and guest to enjoy outdoor space. The roof lines on the new buildings will match existing.

**c) Construction Materials**

The proposal states that exterior materials, finishes and detailings will be constructed out of wood, matching the existing building in all respects, but will comply with new building codes

for energy conservation and efficiencies, including rain screen concepts and details. Building materials were chosen to be sufficiently durable to withstand the variable climate and match the existing building and will comply with the OCP's requirements for nature's spectrum of earth hues and natural colours; basically the finishing will be indistinguishable from the existing form.

**d) Streetscape Improvements and Landscaping**

Streetscape improvements and new landscaping is not a significant component of the project. The application states that most natural and landscaped features will be either preserved or matched, and that approximately six (6) trees will be removed to accommodate an enlarged parking area. A proposed front-lobby addition will affect existing landscaping out the front entrance of the existing building, but the building's front deck will be reconstructed and landscaped to match the existing configuration. The existing flag pole and building signage will be preserved. Sheltered bicycle parking will be added along the south wall extent of the existing (preserved) undercover parking area.

**e) Circulation and Parking**

Access to the site will remain off Aster Street. Vehicular circulation through the site has not changed. The parking area has been enlarged by approximately 75 m<sup>2</sup> which will change the topography of the site (levelled). A concrete or dry-stack retaining wall of approximately 1.2 m by 25 m will line a portion of the property's east boundary. Consideration may be required for the provision of signage/lighting to assist in preventing pedestrian/vehicle conflicts at the vehicular access point to the site.

A **variance** is being requested from Section 509 Zoning Bylaw No. 466, 2001 – Parking Design Criteria. The applicants are requesting to maintain the current asphalt and gravel wear surfaces rather than be required to surface the area with a permanent hard surface of asphalt, interlocking paving stone or similar pavements as to provide a surface that is durable and dust-free for the purpose intended. Currently, the parking area is a mix of asphalt and crushed rock/gravel which the applicant contends provides a perfectly adequate wear surfaces which maintains the existing installation and which has not posed dust or erosion nuisance issues affecting neighbouring property owners. Moreover, the applicants state that the gravel surface assists with storm water management and will not introduce the same tar, resin and oil residue contaminants in the surface or ground water that may be expected from a new asphalt surface. The applicant also states that the layout proposed on the attached drawing will be configured with wheel stops and curbs in such a way as the user will understand the configuration and parking and movement patterns.

Pedestrian circulation through the parking area of the site is not specified. Currently, the main pedestrian access to the development is raised from the existing street level and is accessed through two sets of stairs and a wheelchair accessible ramp. The plans note that the existing wheelchair access will be upgraded to comply with BC Building (BCBC) Code 2012.

**f) Snow management**

The existing snow management program will be maintained. Snow will be cleared to the outer edge of the parking area and removed by machine/truck if it begins to encroach onto a prominent amount of provided parking. Snow piling will avoid all access points onto/off-of property.

**g) Lighting**

No major changes to lighting are anticipated; however, some motion-detected lighting improvements will be added along the south east office-space addition to provide a sufficiently and safely well-lit parking area and walking corridors to vehicles and property access points.

**h) Crime Prevention Through Environmental Design**

Current features of the building will not be altered. Access to the building is limited to two major frontage points on a primary commercial street with sufficient street lighting.

**i) Open Spaces**

No new open spaces are planned. The existing front deck will be reconstructed. The proposal states that the new front lobby will provide a much more pleasant and welcoming frontage for visitors and pedestrians and will provide a greatly improved sheltered area from weather elements.

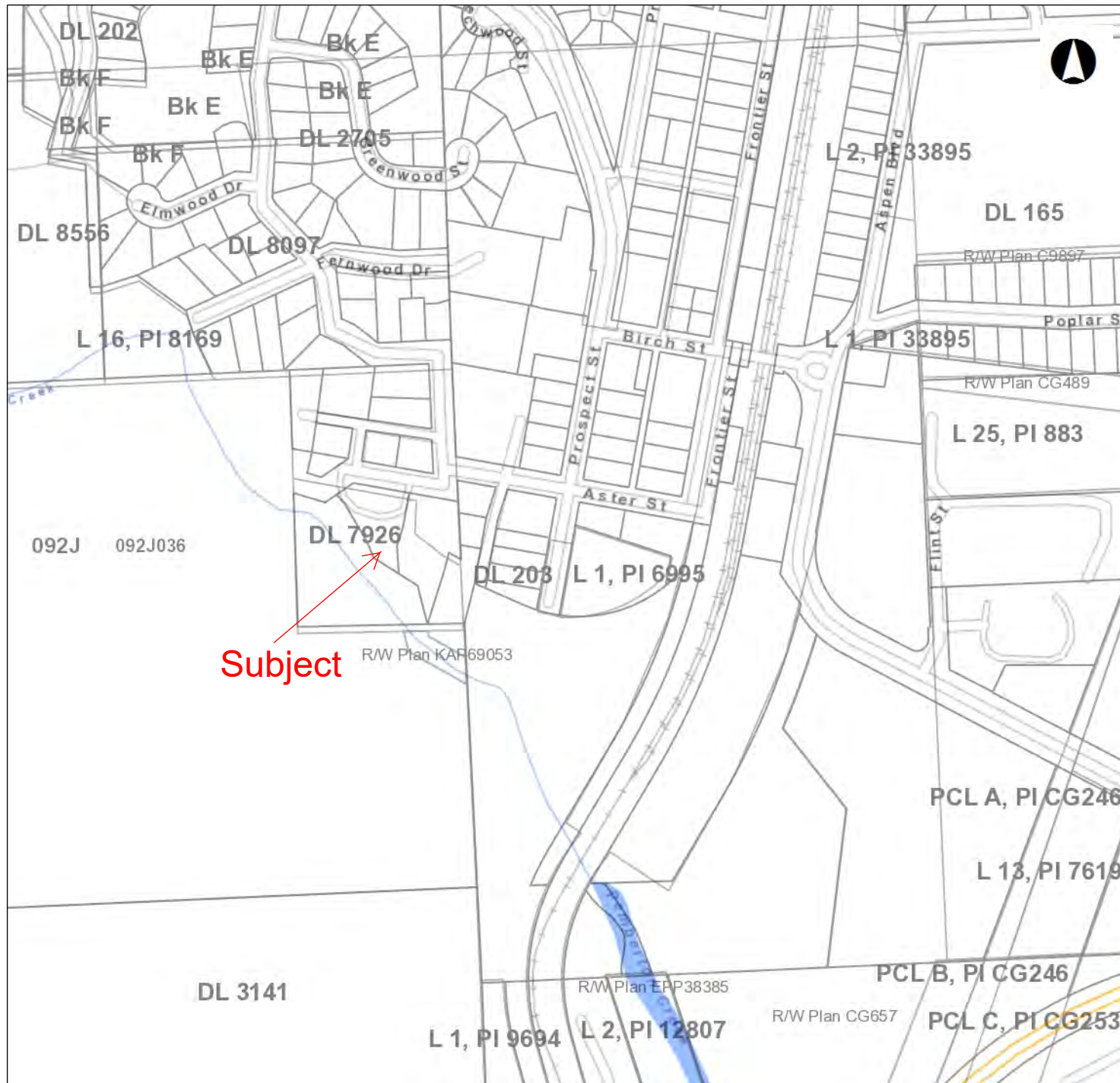
*Attachments:*

- A. *Location Map*
- B. *Site Plans*
- C. *Photographs*

Lisa Pedrini, Senior Planner

cc. Tim Harris, Manager of Operations and Development Services





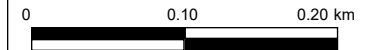
Subject



Online Cadastre

**Legend**

- Integrated Cadastral Fabric
- Provincial Parks - Tantalus -
- National Parks - Colour Fille
- Mapsheet Grid (1:250,000)
- Mapsheet Grid (1:20,000)
- Land Act Surveyed Rights o Tantalus - Outlined
- Transportation Corridors - O
- Land Act Survey Parcels



1: 5,000

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Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

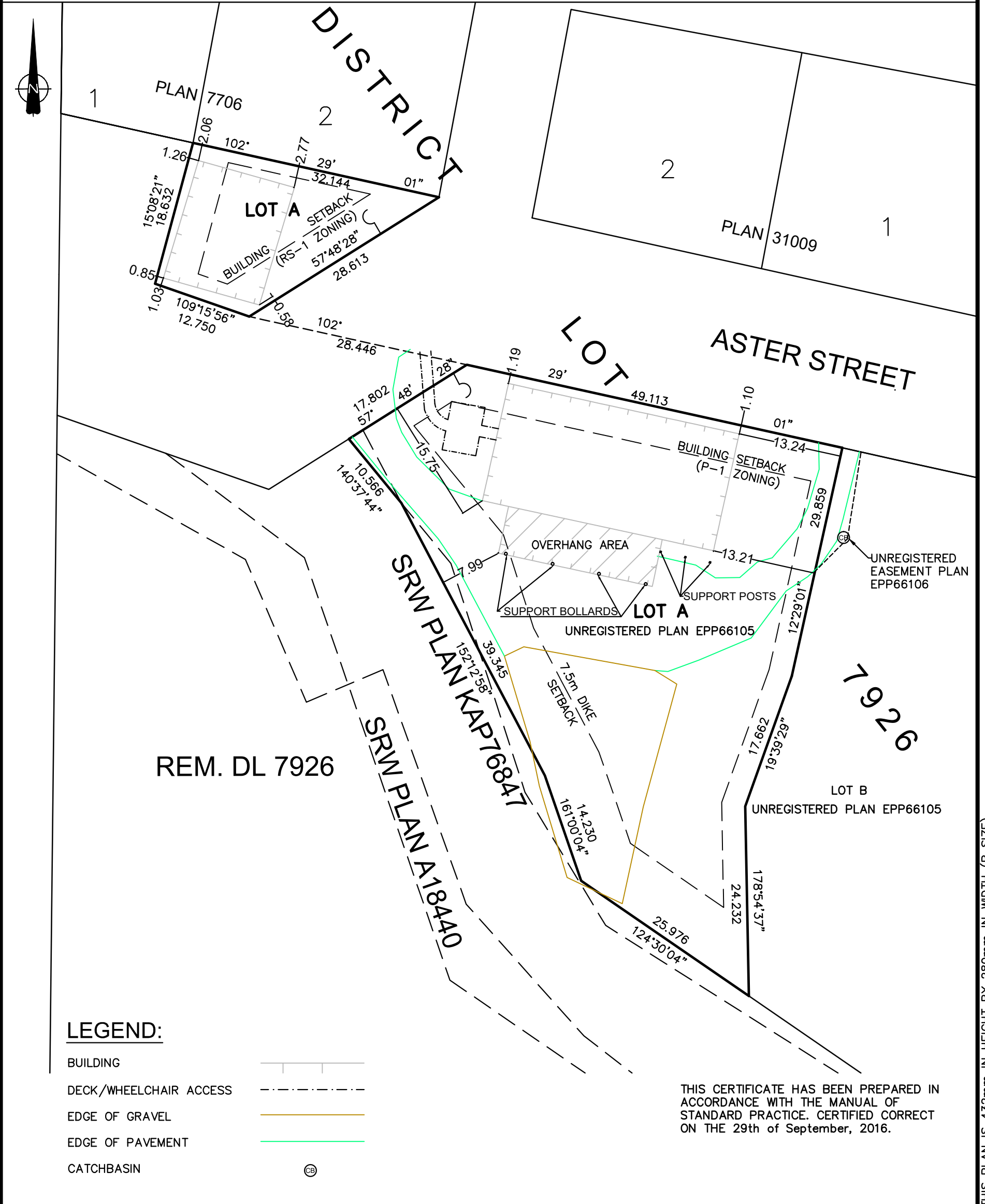
**Key Map of British Columbia**



**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE ON LOT A, DL 7926, LILLOOET DISTRICT, UNREGISTERED PLAN EPP66105.**



All Distances are in Metres.  
Bearings and Distances are derived from Unregistered Plan EPP66105



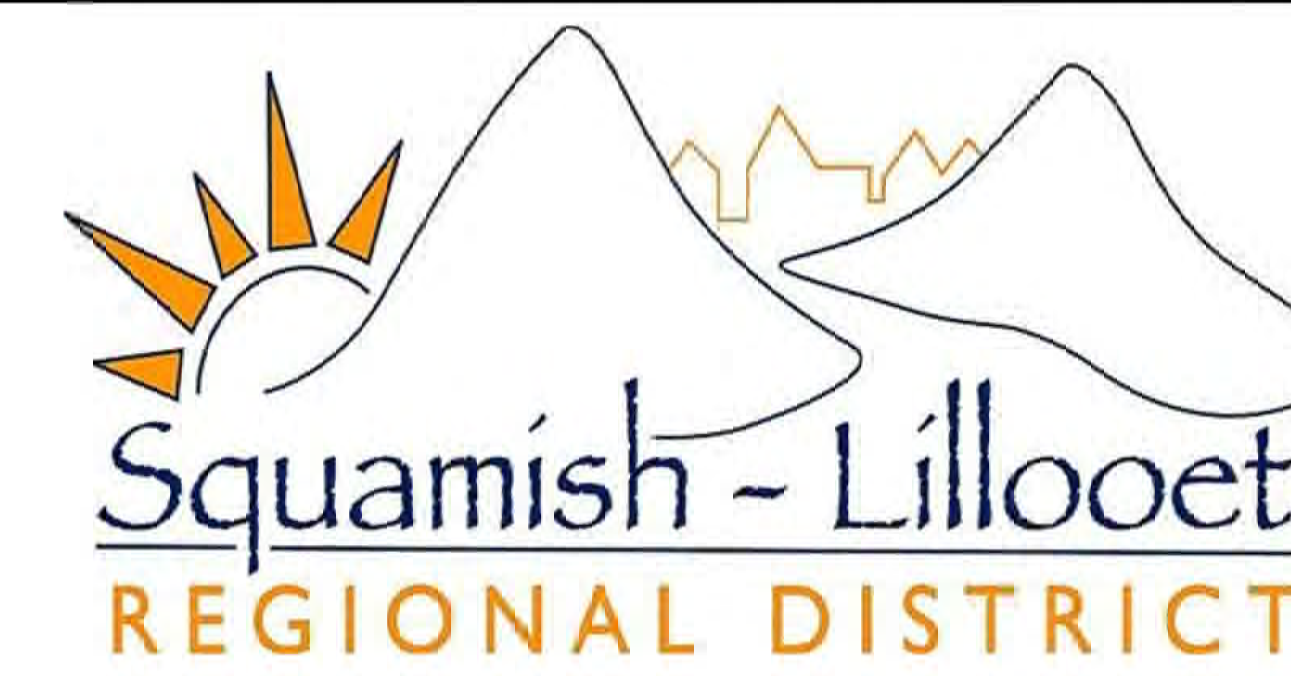
ISSUED TO:  
SQUAMISH LILLOOET REGIONAL DISTRICT  
PO. BOX 219, PEMBERTON, BC, V0N 2L0  
HIGHMARK SURVEY AND ENGINEERING LTD.  
Phone: 604-966-3733  
Email: info@hmse.ca Web: www.hmse.ca

NOTES:  
FIELD WORK WAS COMPLETED ON 18 SEPTEMBER, 2016

CIVIC ADDRESS: 1350 ASTER STREET, PEMBERTON, B.C.  
PID: NOT YET REGISTERED  
CHARGES, LIENS, AND INTERESTS: N/A  
NO RESPONSIBILITY, LIABILITY, OR DAMAGES ARE ACCEPTED FOR UNAUTHORIZED USE OF THIS DOCUMENT BY THIRD PARTIES OR FOR USES OTHER THAN MUNICIPAL PURPOSES. IT MUST NOT BE USED FOR THE LOCATION OF BOUNDARIES OR ANY OTHER USE.  
Pg. 19

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN HEIGHT BY 280mm IN WIDTH (B SIZE)





SQUAMISH-LILLOOET REGIONAL DISTRICT  
MUNICIPAL OFFICE

# DEVELOPMENT PERMIT DRAWING SET

ISSUED FOR DEVELOPMENT PERMIT - JULY 31, 2017



**SOUTH ELEVATION**



**CONTEXT PLAN**



**DRAWING LIST**

- ARCHITECTURAL:**  
 A0.0 COVER PAGE  
 A1.1 SITE PLAN  
 A1.2 SITE PLAN AT 1ST LEVEL  
 A2.1 1ST FLOOR PLAN  
 A2.2 2ND FLOOR PLAN  
 A3.1 ELEVATIONS

**SURVEY:**  
 REFER TO SURVEY DRAWINGS

**ZONING BYLAW REQUIREMENT:**

**SITE AREA: 2659.44 sq.m ( 28628.93 sf )**

MAXIMUM DENSITY :	REQUIRED	PROVIDED
	N/A	43.88 %

MAXIMUM HEIGHT:	REQUIRED	PROVIDED
	10.5 m	7.19 m ( NO CHANGE )

**PROJECT DIRECTORY**

- CLIENT/OWNER** SQUAMISH-LILLOOET REGIONAL DISTRICT  
 1350 ASTER STREET  
 PEMBERTON, B.C.  
 V0N 2L0  
 CONTACT: GRAHAM HAYWOOD  
 TEL: (604)-894-6371 x229  
 FAX: (604)-894-6526  
 E-MAIL: GHaywood@sird.bc.ca
- ARCHITECT** ABBARCH ARCHITECTURE INC.  
 SUITE 500 - 505 BURRARD STREET  
 VANCOUVER, BC  
 V7X 1M4  
 CONTACT: DAVID O'SHEEHAN  
 CONTACT: RICHARD LIN  
 TEL: (604)-669-4041  
 FAX: (604)-683-5338  
 E-MAIL: DOSheehan@abbarch.com  
 E-MAIL: RLin@abbarch.com
- SURVEY** HIGHMARK SURVEY AND ENGINEERING LTD.  
 P.O. BOX 1490  
 WHISTLER, BC  
 V0N 1B0  
 CONTACT: JOHNATHAN LUNN  
 TEL: (604)-968-3733  
 E-MAIL: jln@hms.ca

**MINIMUM BUILDING SETBACKS:**

	REQUIRED	PROVIDED
FRONT	5 m	NO CHANGE
REAR	3 m	28.58 m ( NEW EXPANSION )
EXTERIOR	3 m	3.67 m ( NEW EXPANSION )
INTERIOR	3 m	12.31 m ( NEW EXPANSION )
DIKE SETBACK	7.5 m	7.5 m ( NO CHANGE )

**MAXIMUM LOT COVERAGE:**

	REQUIRED	PROVIDED
	50 %	30.16 %

**OFF-STREET PARKING: (DIVISION 500)**

PUBLIC USE (PER ZONING BYLAW 508 (4)) : 1 SPACE PER 37 sqm OF GROSS FLOOR AREA TOTAL GROSS FLOOR AREA : 702.16 sqm (NOT INCLUDE THE AREA OF FIRE HALL)  
 702.16 sqm / 37 sqm = 19

	REQUIRED	PROVIDED
	19	26

**PROJECT INFORMATION**

- CIVIC ADDRESS:**  
 1350 ASTER STREET, PEMBERTON, B.C., V0N 2L0
- LEGAL DESCRIPTION:**  
 LOT A, DL 7926 LILLOOET DISTRICT, UNREGISTERED PLAN EPP66105
- ABBARCH PROJECT No. 2626**
- AUTHORITY HAVING JURISDICTION:**  
 VILLAGE OF PEMBERTON
- SITE ZONING:**  
 VILLAGE OF PEMBERTON ZONING BYLAW NO. 466, 2001 (OFFICE CONSOLIDATION : AUGUST 20, 2014)  
 (P-1) PUBLIC

**PARKING STALL NUMBERS AND DIMENSIONS:**

	REQUIRED	PROVIDED
STANDARD 3.05 m (W) x 6.1 m (L)	19	21
SMALL 2.5 m (W) x 5.3 m (L)	MAX. 15 %	3 ( 11.5% )
DISABLE 4 m (W) x 6.1 m (L)	2	2

**AISLE DIMENSIONS:**

	REQUIRED	PROVIDED
AISLE (2-WAY)	6.5 m	6.5 m

**SITE DEVELOPMENT STATISTICS:**

- PROPOSED USE BY LOCATION:**  
 OFFICE
- GROSS FLOOR AREA:**
- | EXISTING :  | EXISTING :                  | EXISTING :           |
|-------------|-----------------------------|----------------------|
| 1ST FLOOR : | 464.88 sq.m ( 5003.95 sf )  | - EXISTING FIRE HALL |
| 2ND FLOOR : | 496.76 sq.m ( 5347.13 sf )  | - EXISTING OFFICE    |
| SUBTOTAL :  | 961.64 sq.m ( 10351.08 sf ) |                      |
- 
- | EXPANSION : | EXPANSION :                | EXPANSION :   |
|-------------|----------------------------|---------------|
| 1ST FLOOR : | 44.12 sq.m ( 474.88 sf )   | - NEW STORAGE |
| 2ND FLOOR : | 161.28 sq.m ( 1736 sf )    | - NEW OFFICE  |
| SUBTOTAL :  | 205.40 sq.m ( 2210.88 sf ) |               |
- TOTAL GROSS FLOOR AREA : 1167.04 sq.m ( 12561.96 sf)

**FLOOR SPACE RATION:**  
 0.44

**BUILDING COVERAGE:**  
 0.30

**BUILDING HEIGHT:**  
 7.19 m



VANCOUVER, BC 604.669.4041  
 TORONTO, ON 416.340.8441







Dimensioned Site Plan (2)



NOTE:  
 1. ALL LANDSCAPE ( TREES AND SHRUBS ) ARE EXISTING AND NOT PART OF THE DP APPLICATION.

2. ALL PAVING, PARKING, AND CURB ARE NOTIONAL ONLY.

LEGEND :  
 E.G. : EXISTING GRADE  
 F.G. : FINISHED GRADE  
 T.R. : TOP OF RETAINING WALL

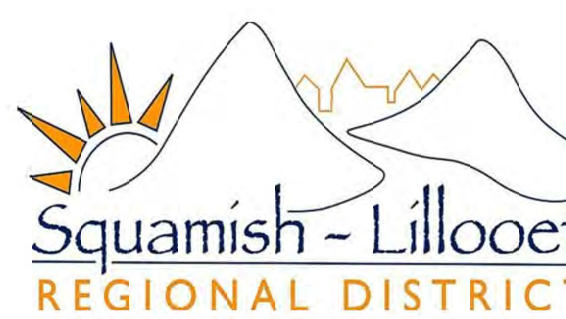
DIAGONAL HATCHING DENOTES EXTENT OF THE REQUIRED INFILL REFER TO GEOTECHNICAL REPORT.

**1 SITE PLAN AT 1ST LEVEL**  
 SCALE : 3/32" = 1'-0"

THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BALCONY, CEILING, EQUIPMENT, FIXING AND OTHER EQUIPPED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE RESPECTIVE CONTRACTOR AND SUB-CONTRACTOR. DESIGN SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE, SIGN AND SEAL DRAWINGS AND CERTIFY THE COMPLETED INSTALLATION TO SCHEDULES S-8 AND S-9 OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

NO	DATE	ISSUE / ADDENDUM / REVISION
1	31 JUL 2017	ISSUED FOR DP
1	06 JUL 2017	ISSUED FOR CLIENT REVIEW
1	05 JUL 2017	ISSUED FOR CLIENT REVIEW



SQUAMISH-LILLOOET REGIONAL DISTRICT MUNICIPAL OFFICE

1330 ASTER ST.  
 PEMBERTON BC



Engaging Design™  
 VANCOUVER, BC 604.669.4041  
 TORONTO, ON 416.340.8441

SEAL:

SHEET TITLE:  
**PROPOSED SITE PLAN AT 1ST LEVEL**

PROJECT NO:	2626
DRAWN BY:	RL & SB
CHECKED BY:	
DATE:	July 05 2017
SCALE:	3/32"=1'-0"
SHEET:	

**A1.2** Pg. 26

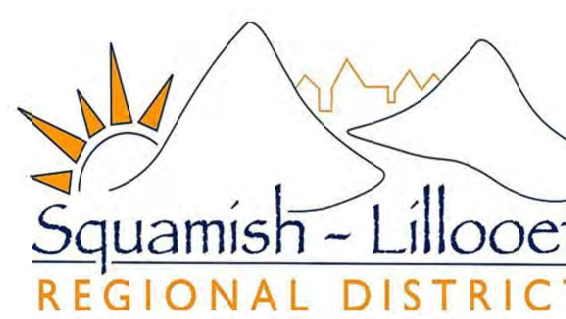
Jul 31, 2017 - 1:45pm - USER:Richard.L\BBS\570\Working Projects\2626\Squamish-Lillooet Regional District Bldg - Pemberton\Drawings\Sheet\DP\2626-01-A1.2 Site Plan at 1st Floor.dwg



THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BALCONIES, CEILING, EQUIPMENT, FIXING AND OTHER EQUIPPED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE REGISTERED CONTRACTOR AND SUB-CONTRACTOR. DESIGN SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE, SIGN AND SEAL DRAWINGS AND CERTIFY THE COMPLETED INSTALLATION TO THE SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

NO.	DATE	ISSUE / ADDENDUM / REVISION
1	31 JUL 2017	ISSUED FOR DP
1	26 JUL 2017	ISSUED FOR CLIENT REVIEW
1	25 JUL 2017	ISSUED FOR CLIENT REVIEW



SQUAMISH-LILLOOET REGIONAL DISTRICT MUNICIPAL OFFICE  
1350 ASTER ST.

PEMBERTON BC

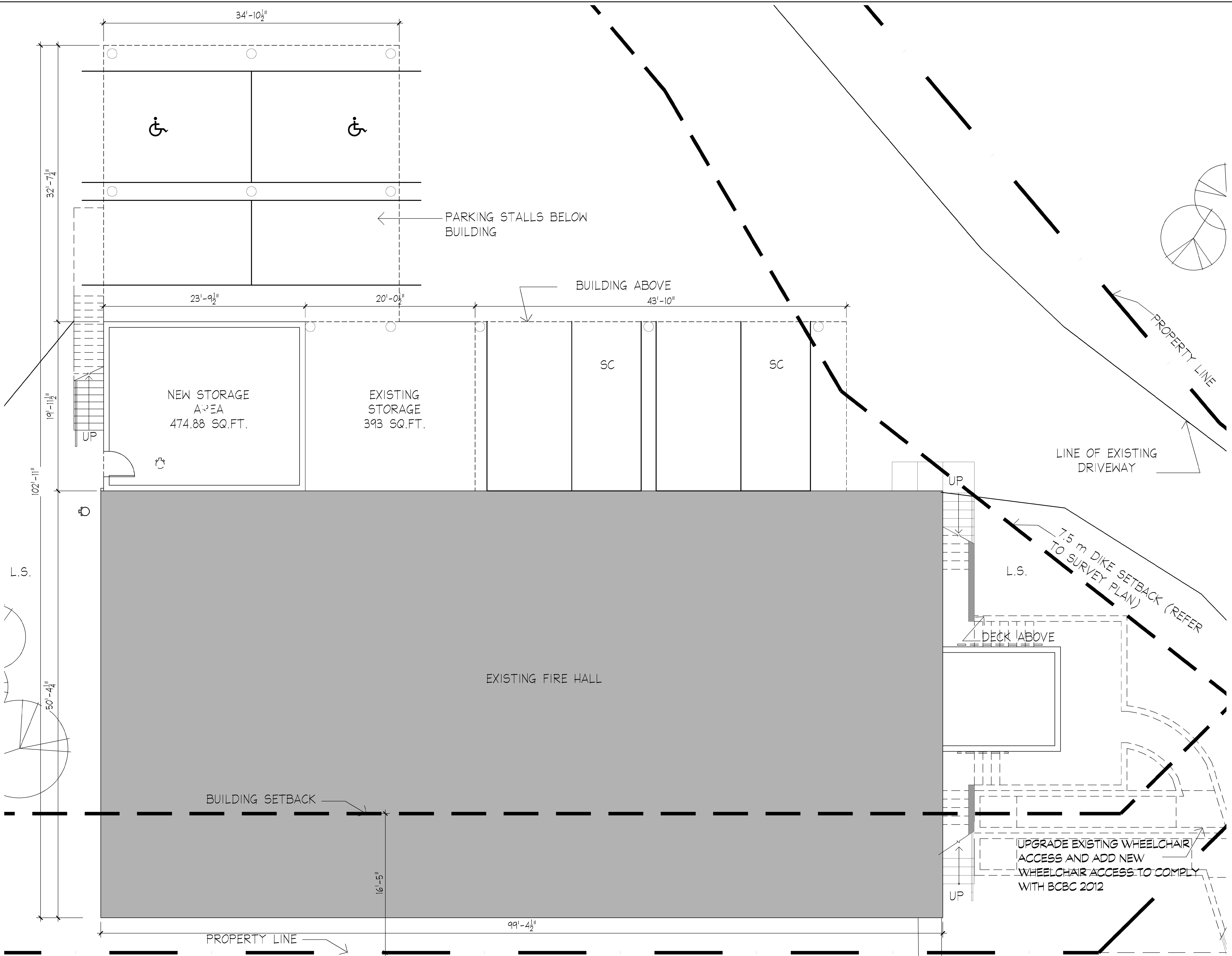


VANCOUVER, BC 604.959.4041  
TORONTO, ON 416.340.8441

SCALE:

SHEET TITLE:  
PROPOSED 1ST FLOOR PLAN

PROJECT NO: 2626  
DRAWN BY: RL & SB  
CHECKED BY:  
DATE: July 05, 2017  
SCALE: 1/4" = 1'-0"  
SHEET:



1 1ST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

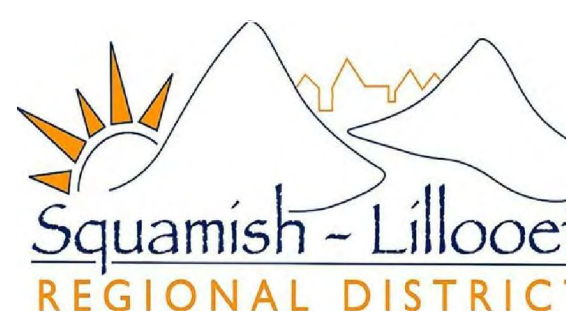
Jul 31, 2017 - 1:50pm - USER:Richard.L  
\\ABBARCH\Projects\2626\Squamish-Lillooet Regional District Bldg - Pemberton\Drawings\Sheet\DP\2626 DP-A2.1 1st Floor Plan.dwg



THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BALUSTRADES, CEILING, EQUIPMENT, TRIMS AND OTHER SUSPENDED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE RESPECTIVE CONTRACTOR AND SUB-CONTRACTOR. DESIGN SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE, SIGN AND SEAL DRAWINGS AND CERTIFY THE CORRECT INSTALLATION. DRAWINGS SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO STABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

1	31 JUL 2017	ISSUED FOR DP
1	05 JUL 2017	ISSUED FOR CLIENT REVIEW
1	05 JUL 2017	ISSUED FOR CLIENT REVIEW
NO	DATE	ISSUE / ADDENDUM / REVISION



SQUAMISH-LILLOOET REGIONAL DISTRICT MUNICIPAL OFFICE

1350 ASTER ST. PEMBERTON BC

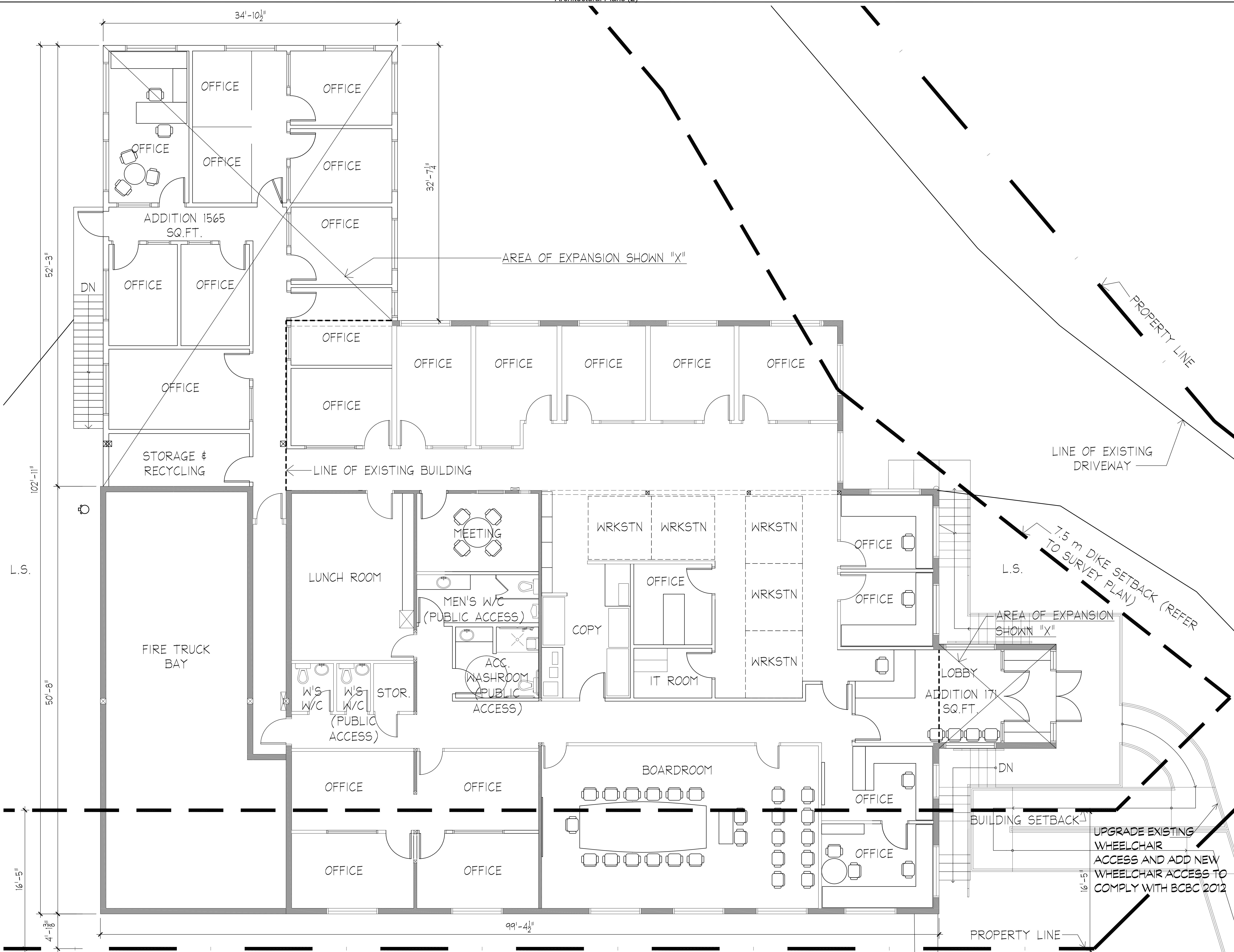
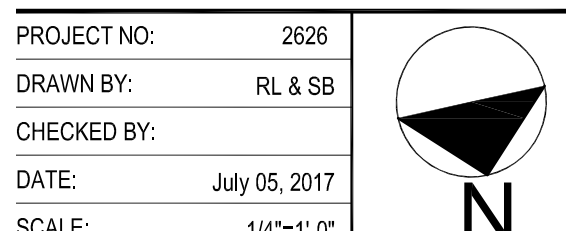


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SEAL:

SHEET TITLE:  
PROPOSED 2ND FLOOR PLAN

PROJECT NO: 2626  
DRAWN BY: RL & SB  
CHECKED BY:  
DATE: July 05, 2017  
SCALE: 1/4" = 1'-0"  
SHEET:



1 2ND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

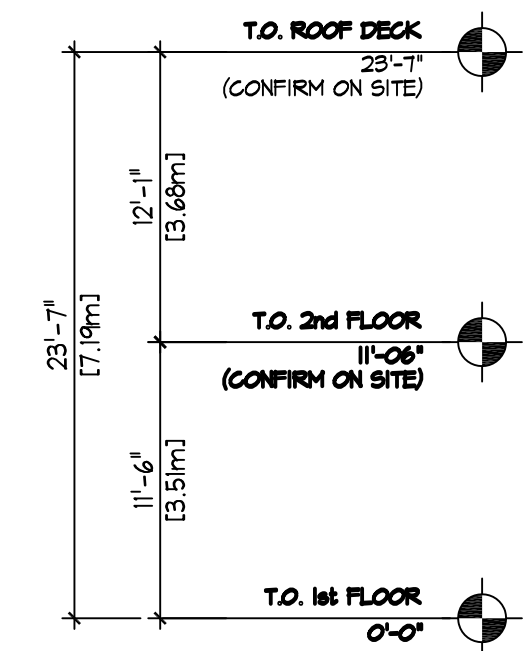
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EXISTING ← → NEW



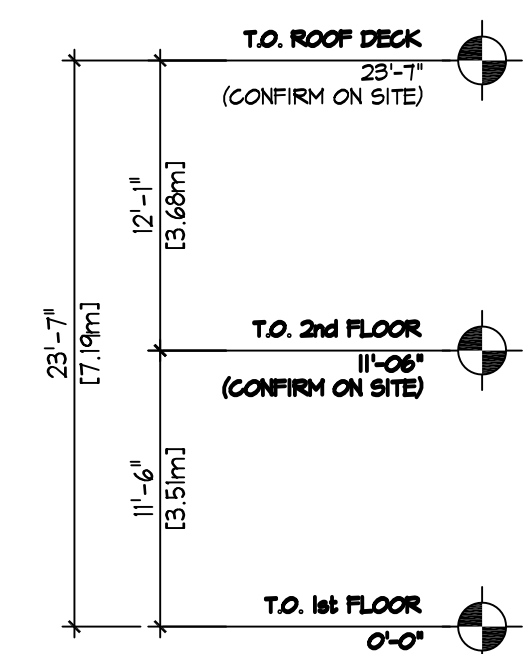
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NEW ← → EXISTING



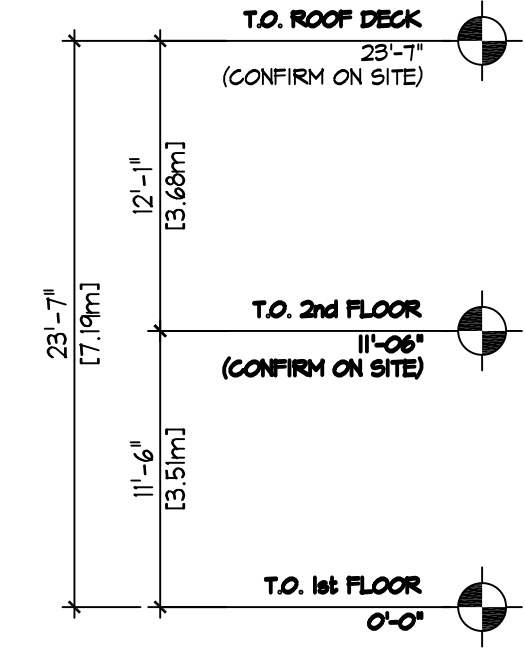
**2 EAST ELEVATION**  
SCALE : 1/8" = 1'-0"



NEW ← → EXISTING ← → NEW



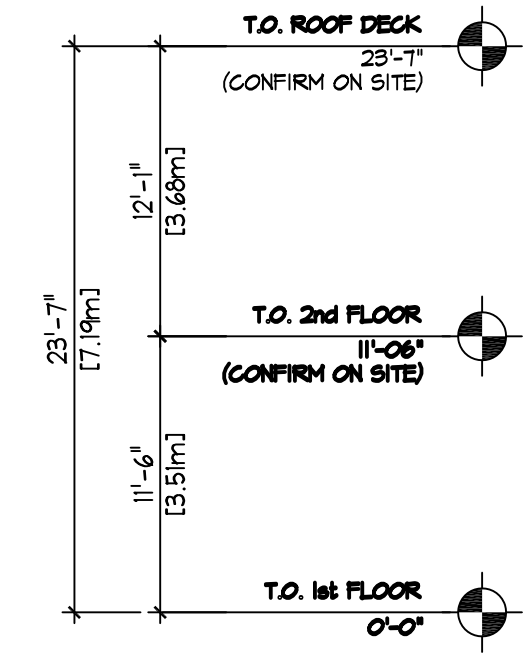
**3 SOUTH ELEVATION**  
SCALE : 1/8" = 1'-0"



EXISTING ← → NEW ← → EXISTING ← → NEW



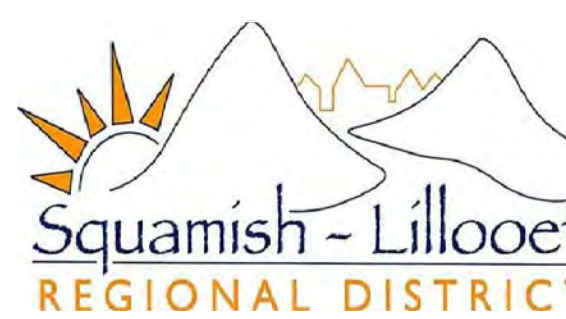
**4 WEST ELEVATION**  
SCALE : 1/8" = 1'-0"



THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BALCONIES, CEILING, EQUIPMENT, TRIMS AND OTHER SUSPENDED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE RESPECTIVE CONTRACTOR AND SUB-CONTRACTOR. DESIGN SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE BRONED AND SEALED DRAWINGS AND CERTIFY THE CORRECT INSTALLATION. CONSULT SCHEDULES S-6 AND S-7 OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGN IS ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

**SHEET NOTES**

NO	DATE	ISSUE / ADDENDUM / REVISION
1	31 JUL 2017	ISSUED FOR DP
1	05 JUL 2017	ISSUED FOR CLIENT REVIEW
1	05 JUL 2017	ISSUED FOR CLIENT REVIEW



**SQUAMISH-LILLOOET REGIONAL DISTRICT MUNICIPAL OFFICE**

1350 ASTER ST.  
PEMBERTON BC



SEAL:

SHEET TITLE:  
**PROPOSED ELEVATIONS**

PROJECT NO:	2626
DRAWN BY:	RL & SB
CHECKED BY:	
DATE:	July 05, 2017
SCALE:	1/8"=1'-0"
SHEET:	

Jul 31, 2017 - 12:42pm - USER: Richard.L... \ABBARCH\1\Architectural\Projects\Squamish-Lillooet\Regional District\Bldg - Pemberton\Drawings\Sheet\DP\2626-DP-A3.1 Elevation.dwg



## Photographs of Property for 2017 Development Permit Application



Front Entrance



Building Frontage



-2-  
Property Photographs



Building Side View



Building Rear Side View (proposed addition location)



# Property Photographs



Property Rear View

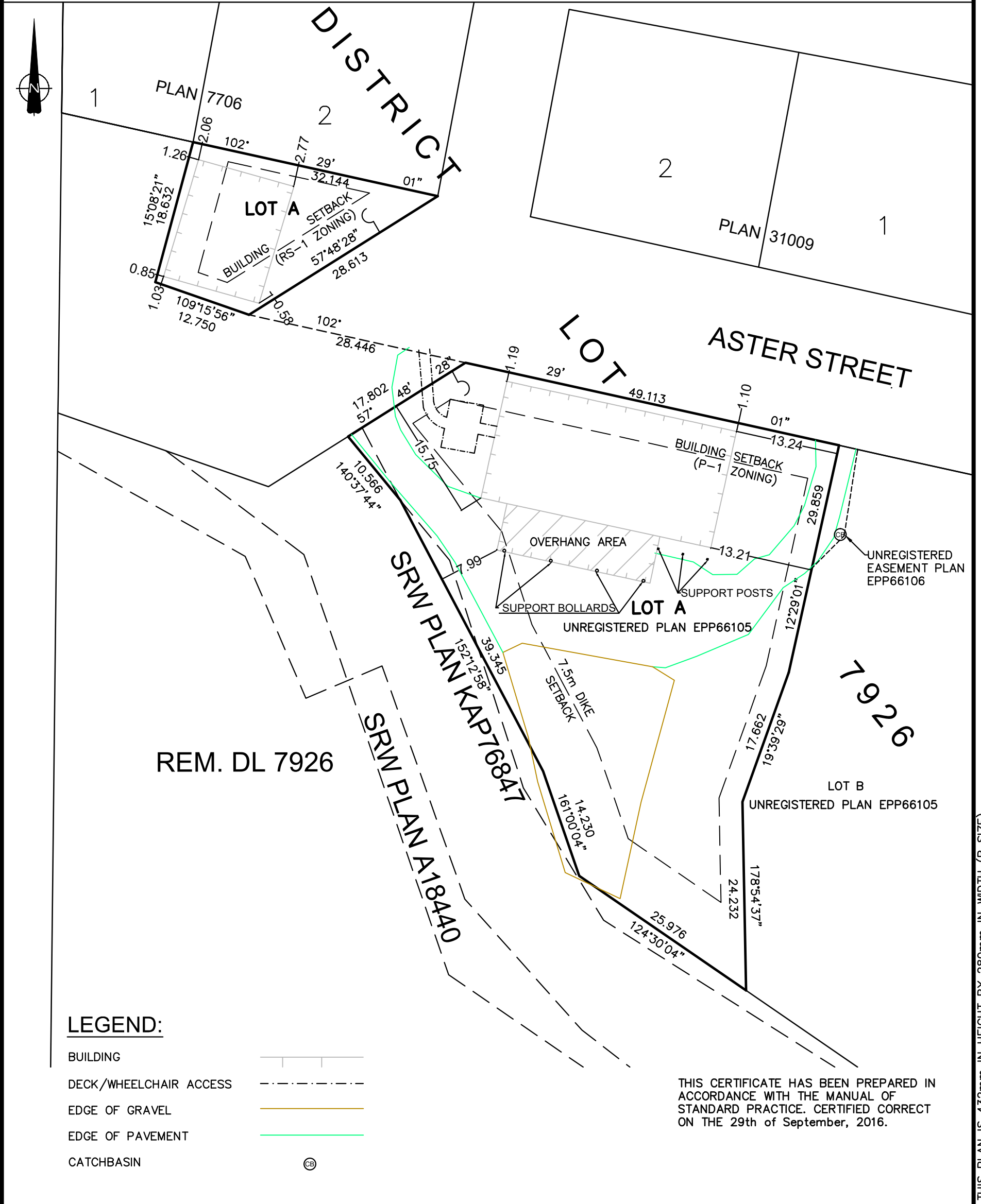


Parking Side View (Winter)

**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE ON LOT A, DL 7926, LILLOOET DISTRICT, UNREGISTERED PLAN EPP66105.**



All Distances are in Metres.  
Bearings and Distances are derived from Unregistered Plan EPP66105



**LEGEND:**

- BUILDING
- DECK/WHEELCHAIR ACCESS
- EDGE OF GRAVEL
- EDGE OF PAVEMENT
- CATCHBASIN Ⓢ

THIS CERTIFICATE HAS BEEN PREPARED IN ACCORDANCE WITH THE MANUAL OF STANDARD PRACTICE. CERTIFIED CORRECT ON THE 29th of September, 2016.

ISSUED TO:  
SQUAMISH LILLOOET REGIONAL DISTRICT  
PO. BOX 219, PEMBERTON, BC, V0N 2L0  
HIGHMARK SURVEY AND ENGINEERING LTD.  
Phone: 604-966-3733  
Email: info@hmse.ca Web: www.hmse.ca

NOTES:  
FIELD WORK WAS COMPLETED ON 18 SEPTEMBER, 2016

CIVIC ADDRESS: 1350 ASTER STREET, PEMBERTON, B.C.  
PID: NOT YET REGISTERED  
CHARGES, LIENS, AND INTERESTS: N/A

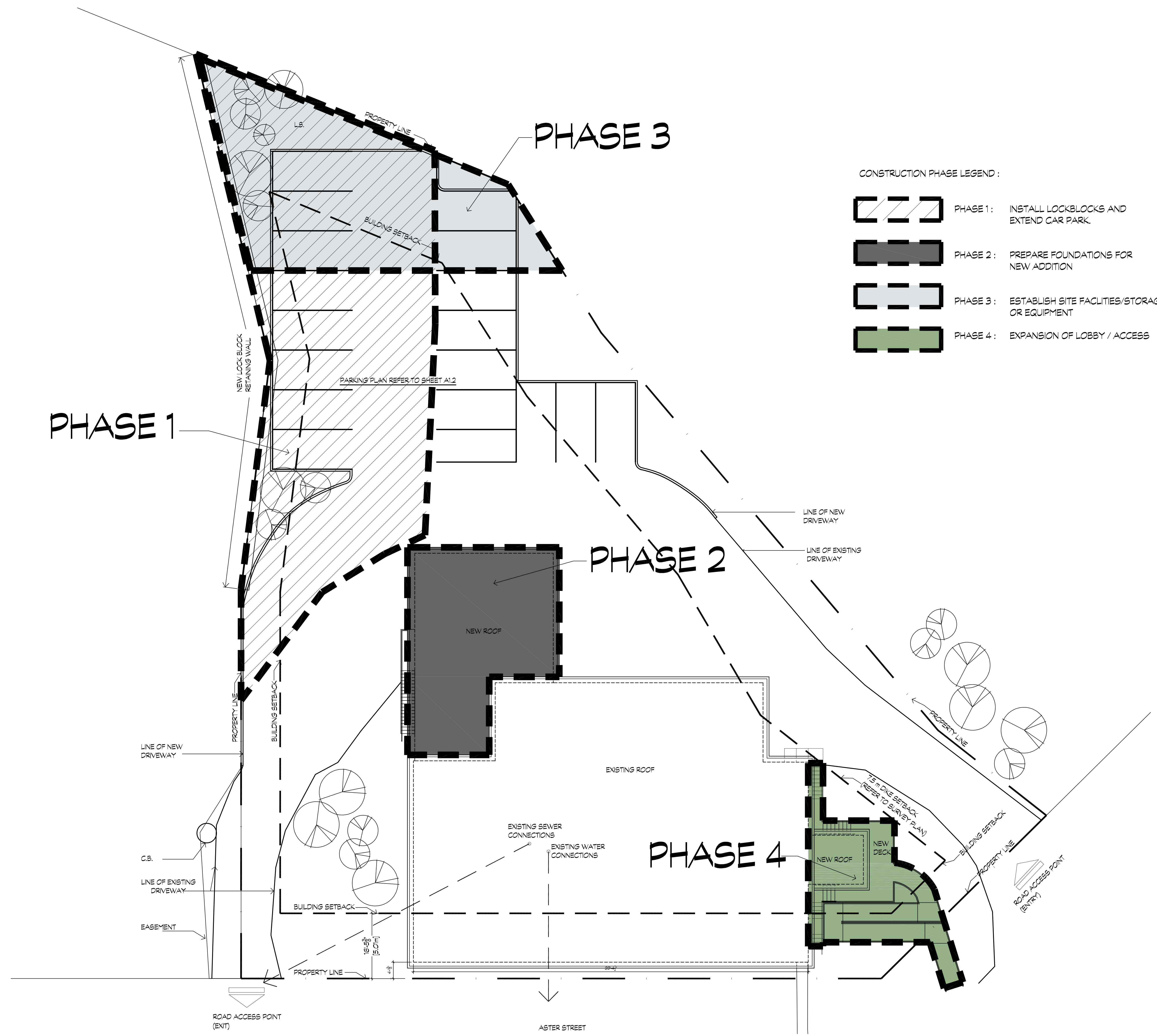
NO RESPONSIBILITY, LIABILITY, OR DAMAGES ARE ACCEPTED FOR UNAUTHORIZED USE OF THIS DOCUMENT BY THIRD PARTIES OR FOR USES OTHER THAN MUNICIPAL PURPOSES. IT MUST NOT BE USED FOR THE LOCATION OF BOUNDARIES OR ANY OTHER USE.  
Pg. 46

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN HEIGHT BY 280mm IN WIDTH (B SIZE)

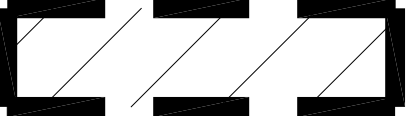
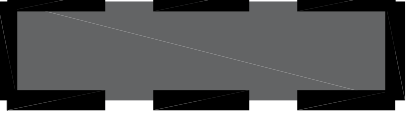

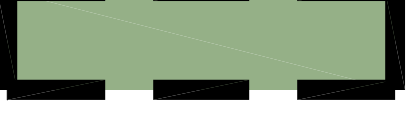


THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BALCONIES, CEILING, EQUIPMENT, TRIMS AND OTHER SUSPENDED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS, REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE REGISTERED CONTRACTOR AND SUB-CONTRACTOR. DESIGN SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE SIGNED AND SEALED DRAWINGS AND CERTIFY THE CORRECT INSTALLATION. CEILING SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGN IS ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO STABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

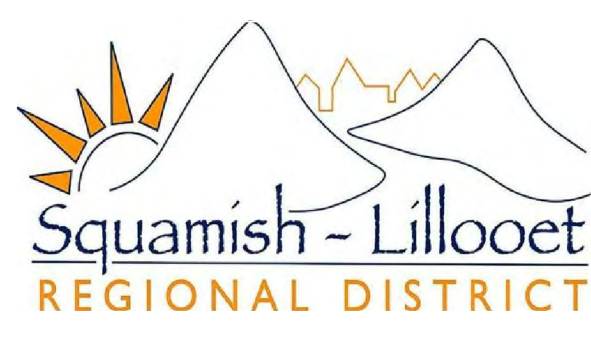
SHEET NOTES



**CONSTRUCTION PHASE LEGEND :**

-  PHASE 1 : INSTALL LOCKBLOCKS AND EXTEND CAR PARK.
-  PHASE 2 : PREPARE FOUNDATIONS FOR NEW ADDITION
-  PHASE 3 : ESTABLISH SITE FACILITIES/STORAGE OR EQUIPMENT
-  PHASE 4 : EXPANSION OF LOBBY / ACCESS

NO	DATE	ISSUE / ADDENDUM / REVISION
5	28 AUG 2017	ISSUED FOR DP
4	23 AUG 2017	ISSUED FOR DP
3	31 JUL 2017	ISSUED FOR DP
2	06 JUL 2017	ISSUED FOR CLIENT REVIEW
1	05 JUL 2017	ISSUED FOR CLIENT REVIEW



SQUAMISH-LILLOOET REGIONAL DISTRICT MUNICIPAL OFFICE

1350 ASTER ST. PEMBERTON BC

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SEAL:

SHEET TITLE:  
**PROPOSED CONSTRUCTION PLAN & SITE SERVICING PLAN**

PROJECT NO:	2626
DRAWN BY:	RL
CHECKED BY:	
DATE:	Aug. 28, 2017
SCALE:	3/32"=1'-0"
SHEET:	

**1 PROPOSED CONSTRUCTION PLAN & SITE SERVICING PLAN**  
SCALE : 3/32" = 1'-0"

Aug 28, 2017 - 3:39pm - USER: Richard.L... Pemberton\Drawings\7 Sheets\DP2626 DP-A1.3 Construction Plan.rvt





**SIGN BYLAW**  
FOR THE  
**VILLAGE OF PEMBERTON**

BYLAW No. XXXX, 2017



(Draft #3 – September 21, 2017)

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**Village of Pemberton  
Sign Bylaw No. XXXX**

**A BYLAW TO REGULATE SIGNS  
WITHIN THE VILLAGE OF PEMBERTON**

---

**WHEREAS** section 526 of the *Local Government Act* authorizes a local government to enact a Bylaw respecting the regulation of signs, including the:

- number;
- size;
- type;
- form;
- appearance; and
- location of the signs.

**AND WHEREAS** section 8(4) of the *Community Charter*, allows for a Council to make regulations and other requirements in relation to the erection, placing, alteration, maintenance, demolition and removal of a sign, sign board, advertisement, advertising devise or structure, or any class of them;

**NOW THEREFORE** the Municipal Council of the Village of Pemberton in open meeting assembled enacts as follows:

**PART 1.0      Application and Administration**

---

**1.1      Title**

This Bylaw may be cited for all purposes as the “Village of Pemberton Sign Bylaw No. XXXX, 2017”.

**1.2      Purpose**

- a) The principal purpose of this Bylaw is to encourage the effective use of signs as a means of communication within the Village of Pemberton for the benefit of the residents;
- b) To minimize the adverse effect of signs on nearby public and private property; and to enable the fair and consistent enforcement of these sign regulations.

**1.3      Application of Bylaw**

This Bylaw applies to all Lands, Buildings and Structures located within the boundaries of the Village of Pemberton, as amended from time to time, and as shown on Schedule “A”, the Zoning Map of Zoning Bylaw XXXX, 2017 as amended from time to time.

**1.4      Severability**

If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remaining portions of this Bylaw.

## 1.5 Definitions

The definitions contained in the Village of Pemberton Zoning Bylaw XXXX, 2017, as amended from time to time plus the following definitions apply to this Bylaw;

### **Abandoned Sign**

means any Sign or any sign support structure that directs attention to an activity, business, product or service that is no longer being conducted or available on the Lot. In addition, it also addresses Signs that have not been maintained as required by this Bylaw. For the purposes of this Bylaw any Sign which are not in use for a period of 1 month or longer must be considered Abandoned;

### **Address Sign**

means a permanent Sign displaying in letters and/or numbers the civic address of, and/or the name of the owner or occupant of any Land, Building or Structure, located on the same Lot as the Sign;

### **Animated Sign**

means all Signs that move or depict movement by any means including intermittent, strobe, flashing, or oscillating lights, or mechanical rotation or movement, but does not include any Electronic Message Board Signs;

### **Awning**

means a shelter supported entirely from the exterior wall of a Building or Structure and composed of non-rigid materials except for the supporting framework;

### **Awning Sign**

means a Sign painted on, affixed flat to, constructed on or attached to the surface of an Awning, does not extend beyond the limits of such Awning;

### **Banner Sign**

means a sign composed of lightweight, non-rigid material such as but not limited to; vinyl, cloth, canvas or similar fabric whether affixed to a Building or Structure face, suspended above the Building or Structure face or attached on a pole or draped between two buildings or pole or any combination thereof;

### **Billboard Sign**

means a Sign structure upon which one or more messages is placed for the purposes of advertising or calling attention to any person, matter, thing or event that is not directly related to the Lot, upon which it is located;

**Building Directory Sign**

means a style of Sign affixed to a Building or Structure face near any entranceway which lists only the names and location of individual business premises located within a multi-tenanted Building or Structure;

**Building or Structure Face Area**

means all individual wall areas of a Building or Structure in one plane or elevation;

**Bus Shelter Sign**

means a Sign on a shelter structure or bench intended to serve bus patrons;

**Business**

means that part of a Building, Structure or Lot owned or occupied for the conducting of a business or service;

**Canopy**

means a permanent hood, cover or shelter projecting from a Building or Structure face and which is supported wholly from the Building or Structure;

**Canopy Sign**

means a Sign that is part of or attached to a canopy, or other structural protective element installed over a window, door, entrance, outdoor service area or other similar type of entranceway;

**Changeable Copy Sign**

means a Sign that facilitates the manual changing of attachable letters and numbers to compose new messages;

**Clearance**

means the vertical distance between the underside of a Sign and finished Grade immediately below;

**Commercial Promotional Sign, temporary**

means a temporary Sign advertising a special event including a sale, business opening, business closing or change in ownership;

**Community Event Sign**

means a Sign advertising a community event which is carried on by either a community organization or business for the betterment of the community;

**Community Organization Sign**

means a Sign directing attention to a religious, community, service club or similar organization;

**Comprehensive Sign Plan**

means a plan that combines text, drawings and outlines the specifications and description of the design elements. These elements may include sign type or design, colour, illumination, location and height;

**Construction Project Sign**

means a temporary Sign identifying any or all of the following; the nature of the project, owner, general contractor, architects, engineers, sub-trades and others associated with the planning, design, development and financing of the project;

**Contractor Sign**

means a temporary Sign identifying individual contractors or sub-contractors relating to the construction, renovation, or demolition occurring on a parcel.

**Copy**

means the letters, characters, numbers or graphics that make up the message on a Sign, but does not include background colour.

**Directional Sign**

means a permanent Sign that communicates information regarding vehicular or pedestrian movement on the Lot on which it is located or a permanent Sign designed to direct pedestrian or vehicular traffic to hospitals, schools, parks, downtown Pemberton or Pemberton's tourist attractions;

**Election Sign**

means a Sign that is used to identify a potential candidate for an election held under a respective Federal or Provincial statute or a Sign containing only messages relating to an election or referendum authorized under a respective Federal or Provincial statute;

**Electronic Message Board**

means a Sign, or portion of a Sign, on which the message Copy is displayed by means of electronically controlled illumination of lamps, tubes, light emitting diodes (LEDs) or other electronic technology which can be changed through computer programming;

**Facade Sign**

means a Sign affixed on and parallel to the building face on which it is displayed and includes a Canopy Sign but does not include any Banner Signs;

**Facia Sign**

means a Sign mounted, displayed or painted parallel to the face of a Building or Structure on which it is located;

**Farm Product Sign**

means a Sign advertising a farm product for sale but does not contain any other advertising;

**Fast Food Menu Board**

means a Sign associated with drive-through facilities to provide menu options;

**Freestanding Sign**

means a permanent Sign standing apart from a Building or Structure supported by an independent structure affixed to the ground;

**Grade**

means the average natural ground surface elevation or Highway surface, at the Sign location;

**Halo Lit Sign**

means a Sign comprised of individually mounted opaque raised letters or symbols, incorporating rear lighting from a light source that is not directly visible;

**Height**

means the vertical distance measured from the highest point of a Sign or supporting structure to the elevation of the grade directly below the Sign. Where the Sign has been located on a berm, the berm will be included as part of the Sign for the purposes of determining the Height;

**Home Occupation Sign**

means a Sign identifying a home occupation as permitted under the Zoning Bylaw XXXX, 2017, as amended from time to time;

**Illuminated Sign**

means a Sign with an internal light source or designed to reflect light from an external source intentionally directed at it;

**Mural Sign**

means an artistic rendering or drawing painted or otherwise applied to a building face which is primarily intended as a public display but may have limited text, identification, information or advertising content and is not a Facade Sign;

**Neon Sign**

means a Sign that uses exposed neon tubing as the principal illumination method;

**Portable Sign**

means a Sign not permanently affixed to the ground or a building and can be readily transported;

**Projecting Sign**

means a sign which is attached to and projects, more than 300mm generally perpendicular, from a building, structure or wall face;

**Real Estate Sign**

means a Sign indicating that the Lot or business premise on which it is located is for sale, rent or lease;

**Roofline**

means the line formed by the intersection of the exterior walls of a Building or Structure, with the roof, including a false roof to a maximum of 2.0 metres above the main Roofline;

**Roof Sign**

means a Sign erected and constructed wholly or partially on or over the roof of a Building or Structure, supported by the roof structure and extending vertically above any portion of the roof;

**Sandwich Board Sign**

means a portable sign consisting of two rigid surfaces or panels attached together at one edge and is not permanently attached to a Building, Structure or the ground;

**Sign**

means any structure, device or visual display which communicates information or attracts the attention of the public to a product, place, activity, person, service, institution, or business;

**Sign Area**

means the total area within the outer edge of the frame or border of a Sign, but where a Sign has no frame or border or background, means the area contained within the shortest line surrounding the copy. Where a Sign has more than one side, the Sign Area is the total of the Sign Area on all sides, unless otherwise specified. In the case of an irregularly shaped Sign, the Sign Area shall be the sum of the area of the smallest group of rectangles, triangles or circles within which all letters and other corporate graphics would fit;

**Sign Permit**

means a permit that is issued by the Village of Pemberton that authorizes the placement or erection of a Sign;

**Suspended Sign**

means a Sign that is suspended from the underside of a horizontal Building or Structure's surface;

**Temporary Sign**

means a Sign that is displayed for a limited period of time to advertise any of the following:

- i. sales,
- ii. change in ownership,
- iii. community events, or
- iv. a special event.

**Window Sign**

means a Sign painted on or affixed to the interior or exterior of a window; and

**Zone**

means an area designated for certain uses according to the Village of Pemberton Zoning Bylaw No. XXXX, 2017" and all amendments thereto.

## **PART 2.0 General Regulations and Comprehensive Sign Requirements**

---

**2.1 General Requirements**

- a) No person must erect, place, construct, or alter any Sign without first obtaining the necessary permit, as provided under this Bylaw;
- b) No person must maintain or allow any Sign to remain on, or be affixed to, the lands or premises of which that person is the owner or occupier unless a permit in respect of the Sign has been issued pursuant to this Bylaw;
- c) Notwithstanding the above, the following Sign types do not require a permit:
  - i. No Trespassing Signs that do not exceed a Sign Area of 0.4 m<sup>2</sup>;
  - ii. Real Estate Signs;
  - iii. **Election Signs; (further direction from the Village is pending)**
  - iv. Signs or notices exhibited by the authority of the Government of Canada, the Province of British Columbia or any municipal authority;
  - v. Construction Project Signs;
  - vi. Memorial plaques, cornerstones, historical tablets and similar Signs;
  - vii. On-site Directional Signs,
  - viii. garage sale signs,
  - ix. Farm Product Signs, and

- x. Temporary Signs.
- d) Notwithstanding subsection (c), a Sign may, subject to approval by a Sign Permit as provided under this bylaw, be placed on premises that does not contain the business to which it directs attention as long as it pertains to the subject business and provided that the business is situated on a Lot that does not abut a Highway, the sign is placed on a Lot that is adjacent to the Lot on which the business is situated, and written approval of the owner of the Lot on which the sign is to be placed is provided with the permit application;
  - e) Signs must be located on the premises containing the business to which they direct attention;
  - f) Signs projecting over a pedestrian area must have a minimum clearance to the underside of the projection of 2.5m above the finished grade or sidewalk and must have an easement agreement with the Municipality;
  - g) Signs projecting over an area used by vehicular traffic must have a minimum clearance to the underside of the projection of 4.5m above the finished grade and must have an easement agreement with the Municipality;
  - h) No sign must be located, erected or lighted in such a manner as to interfere with the visibility of a traffic control device or to interfere with visibility at an access to or egress from a Highway with the exception of a Sign located entirely within the portion of a Lot on which the Zoning Bylaw permits the siting of a Building, Structure other than a fence;
  - i) No Facade Sign must project more than 15 cm from the Building or Structure face or wall to which the Sign is attached, with the exception of illuminated Facade Sign which may project up to 0.6m from the Building, Structure face or wall to which the Sign is attached;
  - j) No individual must affix any Sign to a fence, with the exception of the following:
    - i. Signs for Home Occupation uses;
    - ii. No Trespassing Signs and Directional Signs;
    - iii. Signs affixed to fences enclosing outdoor sports fields; and
    - iv. Construction Project Signs.
  - k) Election Signs must:
    - i. be removed within seven (7) days following the election or referendum to which they pertain, if placed on public property; and
    - ii. not be erected on public property so as to interfere with pedestrian or traffic safety.
  - l) The following persons are hereby appointed by Council to administer this Bylaw, the;
    - i) Chief Administrative Officer or his/her delegate;
  - m) Notwithstanding section 2.1(c) above, all other Signs will require a permit from the Municipality;
  - n) The obstruction of a doorway, window or sidewalk by a Sign must not be allowed; and
  - o) The Applicant must pay the required fees as outlined in Schedule "A", which is attached to and forms a part of this Bylaw.



## 2.2 Comprehensive Sign Plan Requirements

- a) A Comprehensive Sign Plan application may be required, by Council or the Approving Officer, for the following type of Land Use Developments projects:
  - i. any shopping, commercial business centres, multi-building strata complexes, office and industrial complex applications;
  - ii. as a condition of Subdivision Approval; or as
  - iii. a condition of rezoning approval.
  
- b) If required, any Comprehensive Sign Plan application must be submitted to the Municipality on a form provided by the Planning Department. Information submitted from the applicant must include;
  - i. a completed application form, signed by the registered owner together with the application fee;
  - ii. if applicable, written authority for an agent to act on behalf of the registered owner of the subject property;
  - iii. legal description and civic address of any property included in the application;
  - iv. a site plan drawn at the appropriate scale showing the existing Buildings, Structures and Signs on the property in relation to legal property boundaries;
  - v. the Building or Structure elevations showing proposed signs; and
  - vi. the number, location, type, size, Height, illumination and design of all the proposed Signs.

## **PART 3.0 Prohibited Signs**

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- a) No person must erect, construct, place, alter, or maintain any of the following Signs on any premises, Lot or any area of the Municipality:
  - i. Abandoned Sign. An abandoned Sign must not remain in place for more than 30 days, after a written notice has been provide by the Municipality to the applicable owner;
  - ii. Animated Sign;
  - iii. pennants or bunting;
  - iv. Billboard;
  - v. Copy Sign;
  - vi. Portable Signs except as permitted by this Bylaw
  - vii. Roof Sign;
  - viii. wind activated devices designed to attract the attention;
  - ix. all Animated Signs other than variable electronic signs;
  - x. the use of a trailer unit as a Sign;
  - xi. Neon Signs or Halo Lit Signs except as Window Signs,
  - xii. The Sign must not be attached to a tree, light pole, Provincially regulated Highway Signs or utility pole, and
  - xiii. No Sign can contain any holographic image or projection of any type of image.

## **PART 4.0 Sign Zones and Types of Permits Required**

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### **4.1 Sign Zones**

- a) For the purposes of this Bylaw, the area within the boundaries of the Municipality is divided into five Sign zones as follows:
- i. Sign Zone A comprising the zones designated by Zoning Bylaw No. XXXX, 2017, as amended from time to time as, any Residential zone;
  - ii. Sign Zone B comprising the zones designated by Zoning Bylaw No. XXXX, 2017, as amended from time to time as Town Commercial, Highway Commercial and Portage Road Commercial;
  - iii. Sign Zone C comprising the zones designated by Zoning Bylaw No. XXXX, 2017, as amended from time to time, as Industrial and Airport;
  - iv. Sign Zone D comprising the zones designated by Zoning Bylaw XXXX, 2017, as amended from time to time, as Comprehensive Development, and
  - v. Sign Zone E comprising the zones designated by Zoning Bylaw XXXX, 2017, as amended from time to time, as Agricultural.

### **4.2 Sign Permits**

A Sign Permit may be issued for the following sign types in their respective sign zones as follows:

- i. Sign Zone A - Residential:
  - Home Occupation Sign.
- ii. Sign Zone B - Town Commercial, Highway Commercial and Portage Road Commercial;
  - Awning Sign,
  - Building Directional Sign,
  - Banner Sign,
  - Canopy Sign,
  - Electronic Message Board,
  - Facade Sign,
  - Facia Sign,
  - Freestanding Sign,
  - Halo Lit Sign,
  - Home Occupation Sign,
  - Illuminated Sign,
  - Mural Sign,
  - Projecting Sign,
  - Sandwich Board Sign,
  - Suspended Sign, and

- Window Sign.

iii. Sign Zone C - Industrial and Airport

- Awning Sign,
- Building Directional Sign,
- Banner Sign,
- Canopy Sign,
- Electronic Message Board,
- Facade Sign,
- Facia Sign,
- Freestanding Sign,
- Halo Lit Sign,
- Illuminated Sign,
- Mural Sign,
- Projecting Sign,
- Sandwich Board Sign,
- Suspended Sign, and
- Window Sign.

iv. Sign Zone D - Comprehensive Development

- Awning Sign,
- Building Directional Sign,
- Banner Sign,
- Canopy Sign,
- Facade Sign,
- Facia Sign,
- Freestanding Sign,
- Halo Lit Sign,
- Home Occupation Sign,
- Projecting Sign,
- Sandwich Board Sign,
- Suspended Sign, and
- Window Sign.

v. Sign Zone E – Agricultural

- Home Occupation Sign, and
- Sandwich Board Sign.

## **PART 5.0 Specific Sign Type Regulations**

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### **5.1 Illuminated Signs**

- a) Lighting for illuminated Signs must be downcast or shielded to minimize reflective impact on the night sky by being ground oriented;

- b) Lighting for illuminated Signs must not shine directly onto neighbouring premises or into the direction of oncoming traffic;
- c) All light fixtures required and all wiring and conduits must be installed within Building or Structure walls, located underground or otherwise concealed from view; and
- d) Must be located within a minimum of 3.0 M from an energized power source.

## **5.2 Temporary Signs**

- a) Must not be of a Sign type that is not permitted by this Bylaw;
- b) Must not remain in place for more than 60 days, unless the Sign Permit is renewed for a second 60-day period, for which the applicant must pay the fee specified in Schedule "A" of this Bylaw, which is attached to and forms a part of this Bylaw;
- c) Must be removed by the owner of the Sign, upon expiry of the permit;
- d) Unless some sort of placement waiver is in place with the Municipality, the placement of this Type of Sign within or on any Municipal right-of-way or property must be performed by a Municipal contractor with all costs of the placement paid in full by the applicant prior to the placement;
- e) Temporary Real Estate signs must not exceed a Sign Area of 1 M<sup>2</sup> per side;
- f) If the owner does not remove a temporary sign from public or private property when the permit expires, the Municipality may remove the sign at the owner's expense.
- g) If any sign is placed on a municipal boulevard or highway contrary to this Bylaw, or without permit, may be removed by the Municipality. Impounded signs will be held for a period of 30 days, at which time they will become the property of the Municipality unless returned to their owner upon payment of the fee specified in Schedule "A" of this Bylaw, which is attached to and forms a part of this Bylaw.

## **5.3 Directional Signs**

A Directional Sign must:

- a) Not exceed 3 M in Height if a Freestanding Sign;
- b) Be limited to one Sign per Lot;
- c) Not exceed 0.2 M<sup>2</sup> in Sign Area, per side per business premise located on the Lot, to a maximum Sign Area of 2 M<sup>2</sup> per Lot,
- d) May be either a Freestanding or Suspended Sign, and
- e) Be designed with the intention to facilitate the movement of pedestrians and vehicles within the site upon which the Sign is located.

## **5.4 Facade Signs**

Facade signs must:

- a) Not have a Sign Area greater than 25 M<sup>2</sup> or 15 percent of the area of the facade of the Building or Structure to which it is attached, whichever is less, except that for a business with a Gross Floor Area of more than 3700 M<sup>2</sup>, a Facade Sign may exceed 25 M<sup>2</sup>, but must not exceed 15 percent of the area of the facade of the Building or Structure to which it is attached;

- b) If applicable, any Canopy Sign Areas must be included in the total allowable Facade Sign Area;
- c) Only be placed on those Building or Structure facades facing a Highway or internal access route, and for this purpose a building facade is deemed to face a street or access route if the angle formed by the facade and the street or access route is 45 degrees or less;
- d) Be located not less than 2.5 M above the finished grade or sidewalk immediately adjacent to the Building or Structure;
- e) Not extend horizontally beyond the wall of the Building or Structure to which it is attached;
- f) Not be erected on any part of the roof of the Building or Structure to which it is attached or extend above the Roofline including any parapet; and
- g) Be located in the middle one-third (1/3) of the business frontage.

### **5.5 Freestanding Signs**

A Freestanding Sign must:

- a) Be limited to one per Highway frontage on any Lot;
- b) Have no more than two sides displaying Copy;
- c) In Sign Zone D, Comprehensive Development, have a maximum Height of 3.5 M, and a maximum Sign Area must be 4.5 M<sup>2</sup> per side;
- d) Be restricted to business premises having a street Frontage of at least 10 M;
- e) Have a maximum Height of 7 M above the adjacent finished grade of the sidewalk, or where there is no sidewalk, the adjacent street grade;
- f) Have a maximum Sign Area of 9 M<sup>2</sup> per side in the case of business premises with a Gross Floor Area less than or equal to 3,700 M<sup>2</sup>;
- g) Have a maximum sign area of 8 M<sup>2</sup> per side in the case of business premises with a Gross Floor Area greater than 3,700 M<sup>2</sup> on a single Lot;
- h) Have a maximum Sign Area of 2 M<sup>2</sup> and a maximum Height of 3 M from grade, in the case of a Sign placed on Lots that do not front a Provincially Controlled Highway. The total Sign Area must be 3 M<sup>2</sup> or less which includes all the supporting structures and framework;
- i) Be set back a minimum of 0.3 M from the any Lot Line that abuts a Highway or an adjacent Lot;
- j) Have a maximum Sign Area of 3 M<sup>2</sup> and a maximum Height of 3 M on Lots fronting onto Provincially Controlled Highways. The total Sign Area must be 4 M<sup>2</sup> or less which includes all the supporting structures and framework; and
- k) Must be located in a landscaped area or planter that is a minimum of twice as large of the permitted Sign Area.

### **5.6 Home Occupation and Short-Term Vacation Accommodation (name change?)**

A Home Occupation and a Short-Term Vacation Accommodation Sign must:

- a) Be limited to one sign per home;
- b) Not be internally illuminated or be composed of neon;
- c) Have a maximum Sign Area of 0.4 M<sup>2</sup> per side;
- d) Have a maximum Height of 2 M above the finished grade; and
- e) Be one of the following sign types:

- i. Facade Sign, attached to the Residential Dwelling or Accessory Building or Structure containing the home occupation use or to a Fence enclosing the Lot;
- ii. Window Sign; or
- iii. Freestanding Sign.

### 5.7 Projected Signs

A Projected Sign must:

- a) Not be more than 0.9 m from the face of a Building or Structure;
- b) Have a maximum Sign Area of 0.6 M<sup>2</sup>;
- c) Be attached to the first storey of a Building or Structure;
- d) Have a minimum clearance of 2.4 M above Grade; and
- e) Be mounted in the middle one-third (1/3) of the frontage of the Building or Structure.

### 5.8 Sandwich Board Signs

A Sandwich Board Sign must:

- a) Only be displayed during the posted business hours for the associated business use of the Building or Structure;
- b) Not have a Sign Area greater than 0.6 M<sup>2</sup> per face and not exceed a total Height of 1.0 M;
- c) Be located on the same Lot as the business and it may be placed on a sidewalk, subject to the Sandwich Board Sign being located along the street edge; and
- d) Have an unobstructed walkway, a minimum of 1.8 M, between the Building or Structure face and the placement of the Sign. (**Are sidewalks wide enough?**)

### 5.9 Suspended Signs

A Suspended Sign must:

- a) Be limited to one per business;
- b) Be two-sided, with Sign Copy on both sides;
- c) Have a maximum Sign Area of 0.6 M<sup>2</sup>;
- d) Be attached to the first storey of a Building or Structure;
- e) Have a minimum clearance of 2.4 M above Grade, and
- f) Be mounted in the middle one-third (1/3) of the frontage of the Building or Structure.

### 5.10 Window Signs

A Window Sign must:

- a) Be limited to the lesser of 1 M<sup>2</sup> in Sign Area or 15-percent of the total window area;
- b) Be located on the first or second storey of a Building or Structure;
- c) Be installed in either the bottom or top one-third (1/3) of window of the Building or Structure; and
- d) Be excluded from the requirements of this Bylaw, if the artwork or the stained

glass does not include any lettering or advertising message.

### 5.11 Electronic Message Board

An Electronic Message Board must:

- a) Not have a Sign Area that exceeds 3 m<sup>2</sup> per side;
- b) Be in three colours, red, green and blue;
- c) Be installed on the same floor and Building or Structure as to the business located on this Lot; and
- d) Be limited to one per business.

### 5.12 Banner Signs

A Banner Sign must

- a) Be mounted perpendicular to the Building or Structure face on rigid poles or rods attached to the upper portion of the Building or Structure face with a minimum clearance of 3.0 M from either the sidewalk or grade if no sidewalk;
- b) Not project above the Roofline;
- c) Have a Sign Area that does not exceed 20-percent of the Building or Structure's face or 9.0 M<sup>2</sup>, whichever is less;
- d) Be affixed to a fame on all four corners; and
- e) Be permitted for a total of 30 days only.

### 5.13 Halo Lit Signs

A Halo-Lit Sign must:

- a) Be restricted to displaying either the name of the business or the name of the Building or Structure, but not both;
- b) Be limited to one per business or Building or Structure; and
- c) Have an aluminum faceplate on all of the letters.

## PART 6.0 SIGN CONSTRUCTION AND MAINTENANCE STANDARDS

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- a) All signage must comply with the requirements of the BC Building Code, as amended from time to time;
- b) All Signs shall be securely attached to the ground or Building or Structure surface upon which they are placed;
- c) Where a Sign is attached to a Building, Structure or portion thereof, the portion of the Building or Structure to which the Sign is attached must be structurally sound and must be structurally adequate to support any additional loads;
- d) Signs must be anchored to prevent any lateral movement that could cause wear on supporting members or connections;
- e) All Signs including any supporting structures and any related electrical equipment must be kept fully operable, in good repair, and maintained in a safe, neat, clean, and attractive condition; and
- f) Where the Building Inspector deems it necessary, the design and construction of

a Sign must be certified by a professional engineer.

## **PART 7.0 SIGN PERMIT APPLICATION REQUIREMENTS**

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- a) Any person wishing to construct, alter, or relocate a Sign for which this Bylaw requires a permit must make an application to the Municipality in a form prescribed by the Municipality, unless the construction, alteration or relocation of the sign has been authorized by the issuance of a development permit;
- b) An application must include:
  - i. the civic address of the Lot, premises, Building or Structure on which the Sign is to be placed, erected or altered;
  - ii. the written authorization of the owner of the Lot;
  - iii. a statement of the number and type of Signs that are already affixed or placed on the Lot or premises;
  - iv. one copy of a scaled drawing for each side of the Sign, giving all dimensions and areas and showing colours and materials used; and
  - v. one copy of a drawing showing the position of the proposed Sign as it will appear attached to the Building or Structure and showing the method of attachment, or in the case of a Freestanding Sign, the location of the Sign on the Lot and the method of installation.
- c) Every applicant for a Sign Permit must pay to the Municipality, at the time of application, a fee based on the type of Sign listed in Schedule "A" of this Bylaw; and
- d) No person must proceed with the placing, erection, or altering of any Sign until the permit has been issued. In the event that any Sign is placed, erected or altered without a permit having previously been obtained, the fee for the permit must be double the amount which would have been payable had the permit been obtained before commencement of the work and the original Sign must be removed and a new application submitted.

## **PART 8.0 ENFORCEMENT**

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The provisions of this bylaw may be enforced by a designated Village Official as identified in 2.1 (l) of this Bylaw.

## **PART 9.0 REPEAL AND EFFECTIVE DATE**

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The Village of Pemberton Sign Bylaw, 380, 1995, and all amendments, are repealed upon adoption of this Bylaw.

### **9.1 Effective Date**

**READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017**

**READ A SECOND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017**

**READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017**



ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**Schedule "A" to Bylaw XXXX, 2017.**

**A.1 Fees**

<b>Type of Sign</b>	<b>Fee – Base fee of \$100 plus</b>
Awning	\$50 per Sign
Banner	\$50 per Sign
Canopy	\$50 per Sign
Directional	\$50 per Sign
Electronic Messaging Board	\$50 per Sign
Freestanding	\$50 per Sign
Halo-Lit	\$25 per Sign
Home Occupation	\$25 per Sign
Illuminated	\$50 per Sign
Mural	\$50 per Sign
Projecting	\$50 per Sign
Sandwich Board	\$50 per Sign
Suspended	\$50 per Sign
Temporary	\$50 per Sign and a \$250 refundable deposit
Window	\$25 per Sign