



## MINUTES

### PLANNING & TRANSPORTATION ADVISORY COMMITTEE MEETING

Tuesday, 2015-OCT-20 at 5:00 p.m.,

Boardroom, 411 Dunsmuir Street Nanaimo BC V9R 0E4

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- PRESENT:** Leo Boon, Acting Chair  
Councillor Kipp (5:20 p.m.)  
Councillor Hong  
Mike Plavetic  
Richard Finnegan  
Sean Herold (5:28 p.m.)
- REGRETS:** Mayor McKay  
Bill Forbes  
Carey Avender  
Sean Mahon
- STAFF:** Bruce Anderson, Manager, Planning & Design  
Dave Stewart, Planner, Planning & Design  
Tamera Rogers, Planning Assistant, Planning & Design  
Shelley Matthewman, Steno, Planning & Design
- GUEST:** Kim Smythe, Chamber of Commerce
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1. **Call to Order**  
Acting Chair, Leo Boon, called the meeting to order at 5:20 p.m.
2. **Adoption of Minutes:**  
It was moved and seconded that the minutes of the Nanaimo Planning & Transportation Advisory Committee meeting held 2015-SEP-15 be adopted as presented. The motion carried unanimously.
3. **Approval of Agenda:**  
It was moved and seconded that the agenda be adopted as presented. The motion carried unanimously.
4. **Information Items:**  
Doug Kalcsics resigned from Planning & Transportation Advisory Committee.
5. **New Business:**
  - a) **General Amendments to Zoning Bylaw 4500** – (Dave Stewart)
    - o To present a set of proposed general text and mapping amendments to Zoning Bylaw 4500.

**Presentation: Dave Stewart - Staff**

- The proposed bylaw, if adopted, will result in 12 text and 11 mapping amendments to the Zoning Bylaw. The majority of the proposed text amendments are intended to provide further clarity and allow for a more user-friendly and consistent bylaw. A number of mapping changes are also recommended in order to rezone recently acquired parkland and recognize existing land uses. A summary of the proposed amendments is attached

(Attachment A).

- Mr. Stewart commented that the biggest change was to increase density for a number of properties in the Woodgrove Urban node where we typically see shopping and strip malls, to encourage high density residential development in urban areas. There were also a couple of amendments suggested by BC Hydro in support of energy efficiency.

Mr. Anderson said the policy is trying to encourage residential around shopping areas.

Mr. Plavetic asked is that how DCCs are calculated (regarding energy efficiency)?

Mr. Stewart replied that DCCs are calculated by the gross floor area ratio and as such amendment #1 will reduce DCCs where building walls exceed 165cm.

It was moved and seconded to recommend that Council approve the general amendments to Zoning Bylaw No. 4500.

The motion was carried. All in favour.

**b) Food Truck Licensing Process – (Tamera Rogers)**

- To establish a comprehensive, coordinated food truck licensing process to allow food trucks in specified on-street, City parking lot, and City park locations.
- To present the proposed food truck licensing process to the Planning and Transportation Advisory Committee and request that the Committee endorse and recommend Council approval.

**Presentation: Tamera Rogers - Staff**

Proposed approach for Nanaimo that we have been working on for a year. Our process developing this approach:

- Researched approach used by other municipalities.
- Worked with City Staff.
- Met with DNBI, Chamber of Commerce, and Food Truck Industry.
- Prepared draft policy for review.
- Presented to Parks & Recreation Commission; received endorsement.
- Current Situation for food trucks in Nanaimo; food trucks & trailers are permitted:
  - on private property (in zones that allow Restaurant)
  - in select parks with Park Licence Use Agreement
  - during special events
  - they are not permitted on City streets

The purpose of the proposed approach is to create a food truck licensing process to allow food trucks in specified on-street, City park, and City parking lot locations.

The objectives of the proposed approach:

- Comprehensive - addresses different food vendor and location types.
- Simple - one licence for all location types.
- Flexible- ability for vendors to be at different locations.

The application process of the proposed approach:

- Apply for Food Truck Licence.
- Application review and approval.
- Receive login info for online scheduling app.
- Sign up for park/parking lot locations online.

Proposed locations for City parks:

- One food vendor at each of the following locations:
  - Brechin Boat Ramp
  - Departure Bay
  - Harewood Centennial Park
  - Merle Logan Field
  - Pipers Lagoon Park

- Westwood Lake Park
- Up to 4 food vendors at Maffeo Sutton Park, we will need to wait for results of the Park Plan Review.

Proposed on street food truck locations are Downtown, Hospital and Duke Point areas as shown on attached maps (Attachment B).

Councillor Hong asked why we haven't used Stewart Avenue. This could be a prime location during peak season with the ferry line-ups.

Mr. Anderson replied that we are proposing some locations to start, as the number of food trucks are limited in the industry, mostly food trailers. We did speak to the Parks and Recreation Commission, will review at the end of the season and see if we need more locations added the following year to help grow this industry.

Ms. Rogers said our IT staff can create the app with rules associated so the food truck operators are not able to block out prime locations for the entire season. They would not be able to sign in to the app without a business licence.

Councillor Kipp commented that the Health Authority would be involved with the City. Would it be better if the food truck operators came with the appropriate paperwork from the Health Authority saying it is ok to operate? We should include this process with the policy to provide correct paperwork at the time of application.

Ms. Rogers said we would send the application to Vancouver Island Health Authority (VIHA) for approval as part of our business licence process.

Mr. Anderson said some businesses will already have VIHA approval, and they will then provide us with what is required.

Mr. Herold asked will they issue a permit without a business licence?

Ms. Rogers said they would still have to get a business licence. This would not be included in the inter municipal licence.

Councillor Kipp asked if anyone has discussed this with the food truck operators.

Ms. Rogers responded that they have been included in discussions. The food truck operators that were included checked out the proposed sites and gave feedback with their operating perspective.

Mr. Boon asked if we received any feedback from the restaurants?

Mr. Anderson said we have discussed with a DNBIA representative and we will seek feedback from the DNBIA to determine whether we need to provide more information or host a meeting.

Mr. Anderson said Staff's recommendation is for PTAC to endorse the proposed food truck licensing process and take to Council to seek direction on how to proceed.

Mr. Boon commented that more work needs to be done.

Councillor Hong asked how many are we expecting the first year?

Mr. Anderson replied there may be about five food trucks potentially for the first year. Our prime motive is scheduling so we can manage the locations. The bonus is for customers to be able to use app to locate food trucks. We already have special events in our database, and we can add more information as required.

Mr. Plavetic asked if this has been discussed with the Port Authority? Do they allow any on their properties or by the cruise ship terminal? Maybe we can work with them as well.

Mr. Herold asked if there had been any negative feedback from the other municipalities?

Ms. Rogers said that Kamloops had a pilot project with fixed locations. The restaurant owners complained, and flexibility was the biggest issue so the food truck operators couldn't make a go of it all year.

Ms. Rogers said that food trucks do not have to be at the same location every day.

Mr. Herold commented that variety will be key.

Mr. Plavetic asked if the food trucks will be in any areas late at night? Are there locations by any bars?

Ms. Rogers said our thought is to get this started, we can review this later. Have spoken with the RCMP.

It was moved and seconded to endorse the proposed food truck licensing process and recommend Council approval.  
The motion was carried. All in favour.


6. **NEXT MEETING:**

The next regularly scheduled meeting of the PTAC is scheduled for 2015-NOV-17.

7. **ADJOURNMENT:**

The meeting adjourned at 6:26 p.m.

**APPROVED BY:**

Leo Boon  
  
\_\_\_\_\_  
**CHAIR**

November 17, 2015  
\_\_\_\_\_  
**DATE**

**CONCURRENCE BY:**

  
\_\_\_\_\_  
**STAFF LIASON**

**CERTIFIED CORRECT:**

  
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**CORPORATE OFFICER**

# ATTACHMENT A

## Proposed General Amendments to Zoning Bylaw 4500

#	Section of Bylaw	Proposed Amendment	Rationale
1	Definitions	Amend definition of Gross Floor Area to exclude exterior wall assemblies (excluding cladding) thicker than 165cm and up to 9.29m <sup>2</sup> for space exclusively dedicated for green building systems.	Suggested by BC Hydro in support of energy efficiency. Green building system to include an airtight mechanical room, rainwater collection systems, sustainable building technologies.
2	Definitions	Add definition of 'Brewpub' and amend definition of 'Neighbourhood Pub' to include a Brew Pub.	Current definition of Neighbourhood Pub does not allow for a Brewpub. If someone wants to do a Brewpub in Nanaimo they require zoning that allows for both a Microbrewery and Neighbourhood Pub. Amendment will allow a limited scale Brewpub anywhere a Neighbourhood Pub is permitted.
3	6.5	Add front and side yard setback projections for cantilevered solar shading devices, photovoltaic panels, and green walls in order to allow such features to project up to 0.6m into the side and front yard.	Green feature projections suggested by BC Hydro and adopted by the City of Vancouver in order to encourage such green energy features.
4	6.12/ 6.20.6	Move wording regarding the number of commercial vehicles permitted on a residential lot from home based business regulations to vehicle restrictions section.	Existing restriction is tied to home based businesses only and doesn't apply to commercial vehicle for other business parked within a residential area. Amendment required in order to prevent business operators from parking their commercial vehicles at home.
5	6.22.5	Amend the subsection to clarify that a boundary adjustment of 10% is permitted.	Current wording permits a boundary adjustment where the change does not result in the reduction of either parcel by 10% or more of its original parcel size. Wording technically does not permit a boundary adjustment of exactly 10% although this is not the intent.
6	7.2.2	Revise condition of use requiring front door to be on a different street to specify one front door must be on the flanking and other one on the front street.	Current wording technically allows doors to not be facing a street. Term "same street" is also confusing in cases where the same street name is given to the front and the flanking yards. Intent is to have door on front and flanking sides.

7	7.3.1	Amend R13 density to allow two detached units.	Two detached units are permitted in all other zones (R1, R4) that allow duplexes. Amendment required for clarity and consistency.
8	7.6.6	Amend perimeter wall height requirements to include the outside face of a shed roof within the calculation.	Based on a 2008 amendment we currently measure to wall plate, as such shed roofs are able to add what appears as blank wall face, but is actually an attic truss above the wall plate.
9	10.2.5	Add a liquor store as a site specific use for the property located at 4750 Rutherford Road (North Nanaimo Town Centre)	A liquor store was previously permitted as a site specific use within the C-7 zone within Bylaw 4000, but was not carried over to Bylaw 4500. Amendment to recognize existing liquor store.
10	10.3	Increase the maximum allowable floor area ratio (base density) within the Woodgrove Urban Centre (CC4) from 0.45 to 1.25.	The 0.45 floor area ratio limits residential use buildings to a lower density patio home form and does not support higher density building forms supported within the OCP. The OCP supports residential densities of medium density 10-50 units per hectare, and >150 units per hectare in high rise building forms, in this zone. The 1.25 FAR supports a four storey apartment/condo building.
11	16.5.2	Amend the density section of Comprehensive District Zone Five (CD5) to clarify density is the same as that within the Mixed Use Corridor Zone (COR2).	Current CD5 zone states "Density shall be set out in the regulations of Part 9-Corridor" but does not specify which zone. The COR2 zone best fits the existing uses and density within the existing CD5 development (Metral Station).
12	16.9.9	Amendment CD9 zone to remove the phrase from "within the yard setbacks" from lot coverage.	Existing wording is confusing and makes it sound like the setback areas are not included towards lot coverage. Intent is simply to allow lot coverage of 40% maximum.
<b>Map Amendments</b>			
1	Map	Rezone a portion of 5784 Linley Valley Drive from PRC1 to PRC2, as shown on Map A.	Local residents have requested a neighbourhood playground; amendment required to permit a playground within the existing park.
2	Map	Rezone 3518 Hillside Avenue from AR2 to PRC1, as shown on Map B.	Rezoning required in order to recognize recently acquired parkland.
3	Map	Rezone 3665 Rock City Road from AR2 to PRC1, as shown on Map C.	Rezoning required in order to recognize recently acquired parkland.

4	Map	Rezone 3840 Stronach Drive from R10 to PRC1, as shown on Map D.	Rezoning required in order to recognize recently acquired parkland.
5	Map	Rezone 310 Arbot Road from R10 to PRC2, as shown on Map E.	Rezoning required in order to recognize recently acquired parkland.
6	Map	Rezone 5020 Laguna Way from R10 to PRC1, as shown on Map F.	Rezoning required in order to recognize recently acquired parkland.
7	Map	Rezone 2570 Kenworth Road from I2 to PRC1 as shown on Map G.	Rezoning required in order to recognize recently acquired parkland.
8	Map	Rezone 5649 and 5650 Linley Valley Drive from R10 to PRC1, as shown on Map H.	Rezoning required in order to recognize recently acquired parkland.
9	Map	Rezone 5781 Linley Valley Drive from R10 to PRC1, as shown on Map I.	Rezoning required in order to recognize recently acquired parkland.
10	Map	Rezone 5338 Smokey Crescent from R10 to PRC1, as shown Map J.	Rezoning required in order to recognize recently acquired parkland.
11	Map	Rezone 2103 Bowen Road from R7 to COR1, as shown on Map K.	Property rezoned to R7 in 2011 in order to create the R7 zone and apply it to a property. We now have other properties that have been successfully rezoned R7 so the R7 zone is no longer needed on this lot.

# ATTACHMENT B



Proposed Food Truck Locations



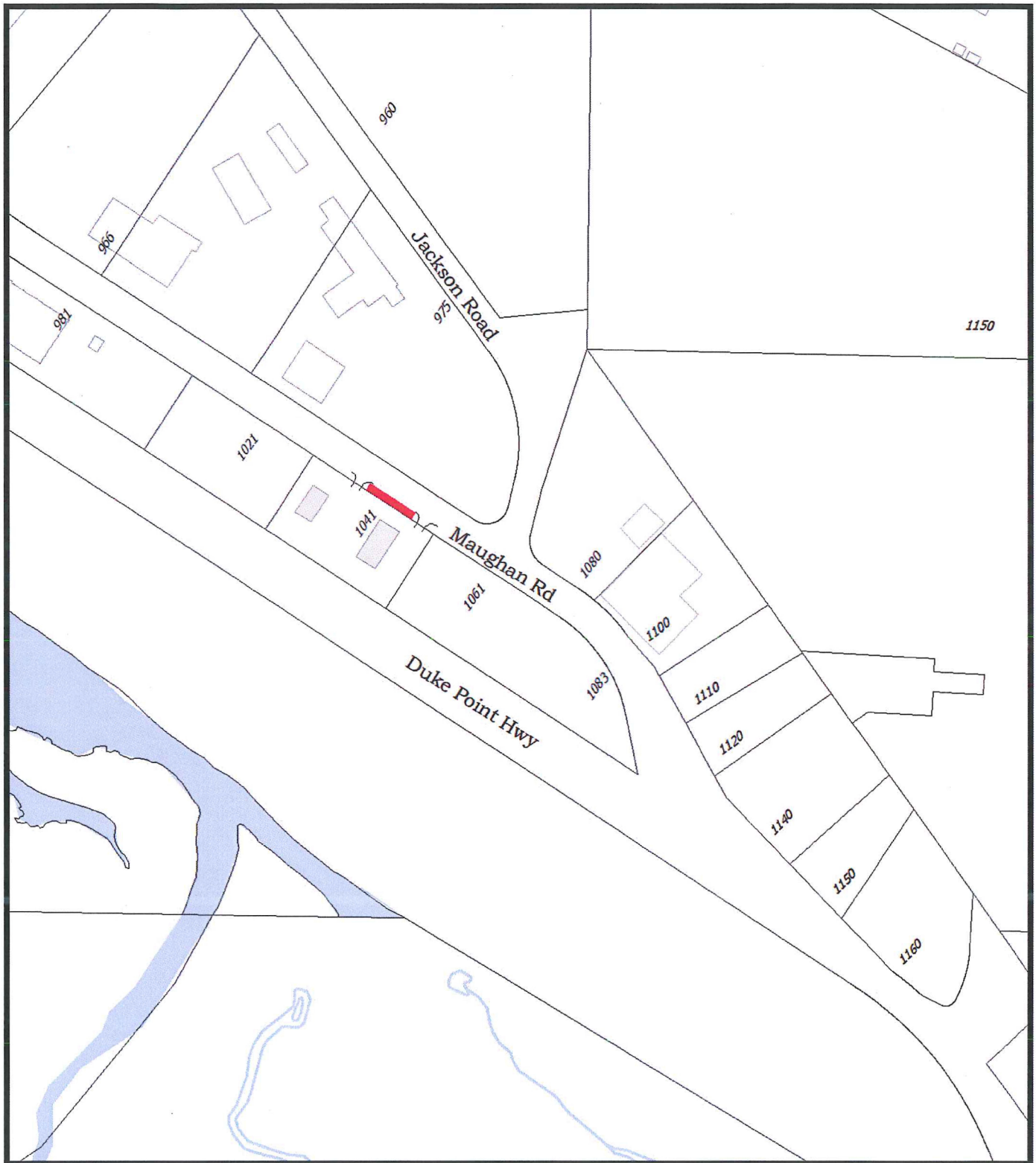
- ★ Proposed Food Truck Locations
- ▨ 25 m Restaurant Buffer



## Proposed Food Truck Locations



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