



Developers Forum

January 13, 2025

2025-01-07



TOWN OF
COMOX

Agenda

- 1 Home Suite Home ADU Incentive Program
- 2 SSMFH Guide
- 3 OCP Update
- 4 Subdivision and Development Servicing Bylaw Update
- 5 Development Application Process Improvements
- 6 Development and Amenity Cost Charge Review





TOWN OF
COMOX

1. Home Suite Home

The Accessory Dwelling Unit Incentive Program (Home Suite Home) will assist property owners in constructing or upgrading secondary suites and coach houses.





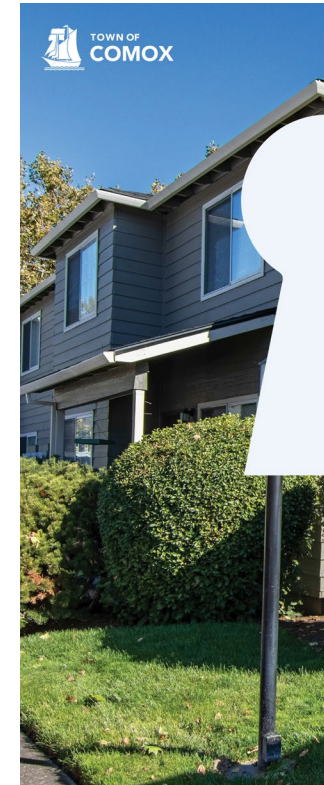
Program Overview

- **Purpose:** To assist property owners in constructing or upgrading unregistered secondary suites and coach houses.
- **Grant Amount:** \$3000 per property, funded by the Housing Accelerator Fund.
- **Eligibility:** Available for existing residences, not newly constructed dwellings that include a secondary suite. See website for full eligibility details.
- **Funding Limit:** Total program funding is \$75,000, covering up to 25 grants.
- **Application Deadline:** Program ends upon fund exhaustion or by December 1, 2027.

Why Provide Incentives?

Promotional Campaign

- To spread awareness of the program the Town will be utilizing social media channels, a webpage on comox.ca and information boards within the community.



Thinking of building an **accessory dwelling unit** in 2025?





TOWN OF
COMOX

2. SSMFH Guide

SSMFH Guide

- Informs property owners of SSMFH Bylaws in Comox
- Guides through process of site analysis to understand what is possible on different parcels
- Outlines the fees and applications required to build SSMFH



SMALL SCALE MULTI FAMILY HOUSING (SSMFH)

A GUIDE TO SSMFH



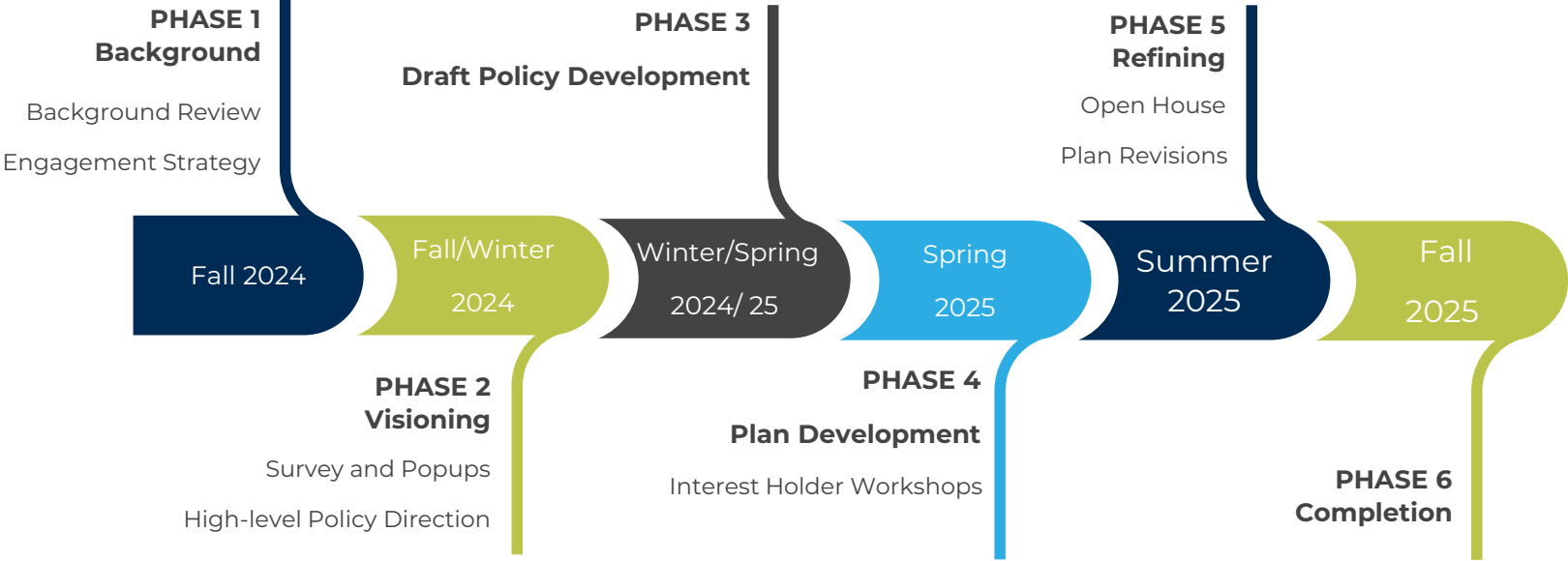
TOWN OF
COMOX

3. OCP Update

2024 - 2025

Timeline

Project Timeline



Engagement

- Survey and pop-ups took place in November and December
- Focus on:
 - Vision & Values
 - Policy priorities
 - Land use scenarios



**422 Survey
Responses Received**



What we heard: Values

- Existing values:
 - **Small town charm:** Many respondents appreciate that Comox still has a small-town feel, sharing that it is easy to get around, build a sense of community, and access local businesses in a compact downtown core.
 - **Safe and quiet:** Safety was a top theme shared by respondents. They value Comox as a peaceful, relaxed, and family-friendly town with low levels of crime.
 - **Proximity to nature / the ocean:** Comox's location, surrounded by the ocean and natural areas, is a big advantage according to survey participants. Specific areas that were mentioned include Fillberg Park, Macdonald Wood, Mack Laing Park, Goose Spit, Northeast Woods, and Brooklyn Creek.
 - **Walkability and trails:** 76 respondents mentioned Comox's walkability and easy access to many daily needs, including schools and essential services.
 - **Amenities:** Survey respondents appreciate that Comox is close to many important amenities, both within the community or just outside. The library, community centre, golf course, and Marina Park were the most referenced local amenities.

What we heard: Top Issues

What are three things you would like to see improved or changed within Comox now or in the future?

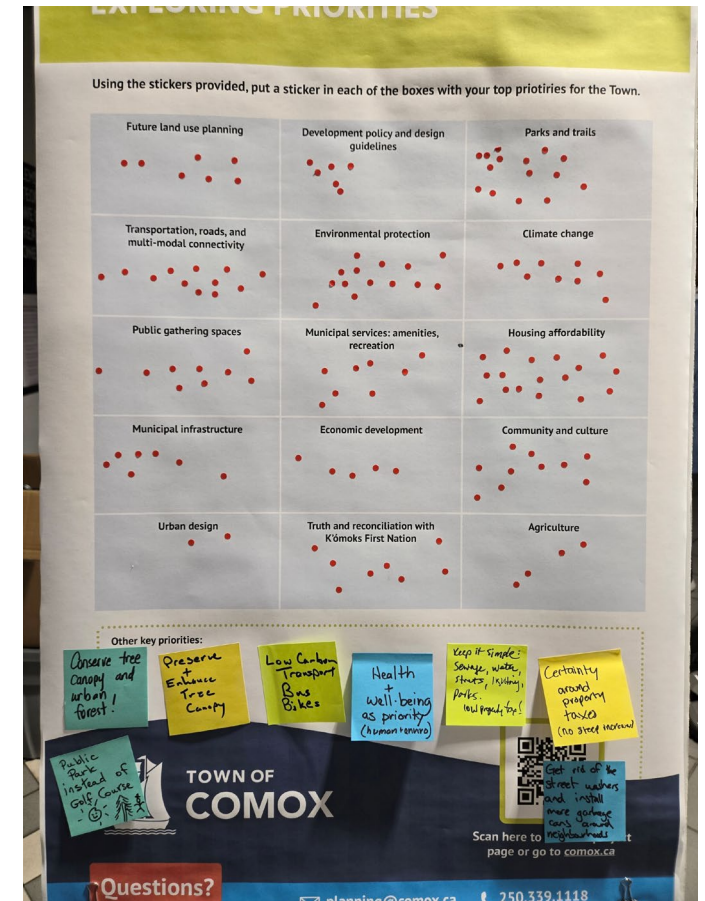
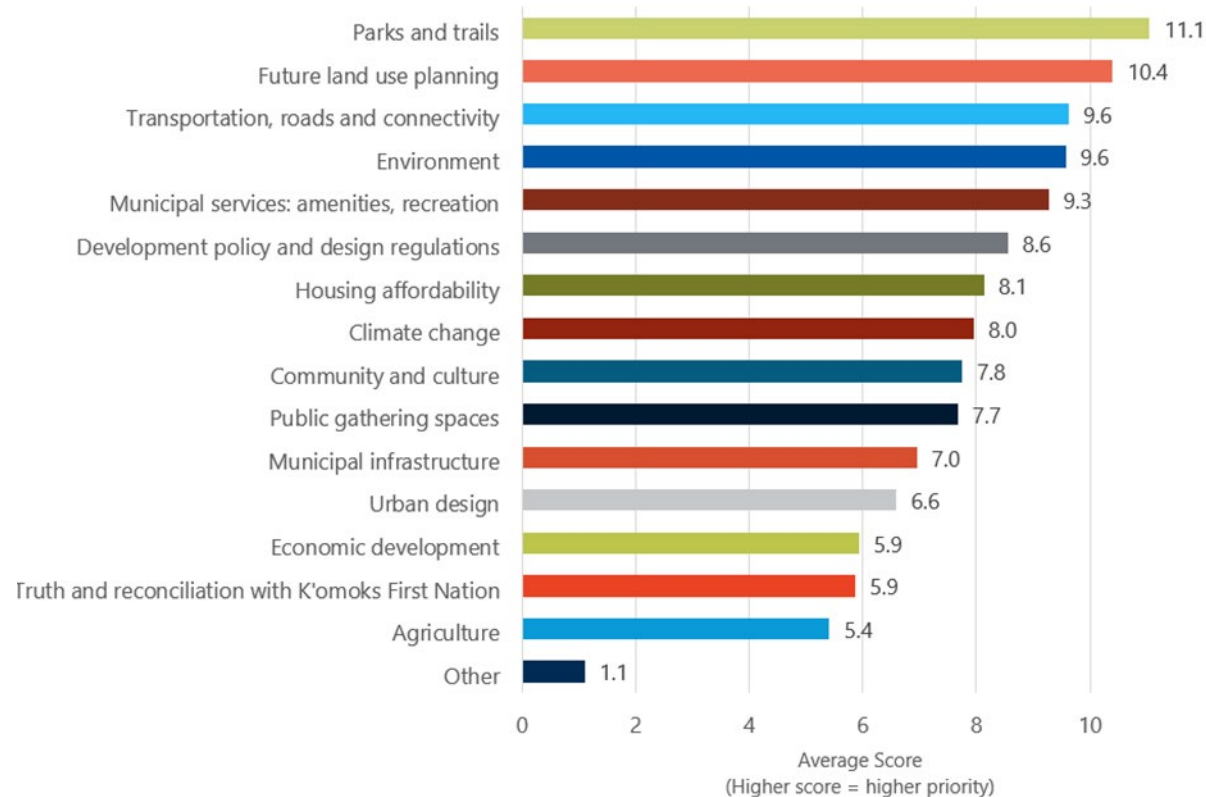
Most frequent responses include:

- Road infrastructure, traffic and parking
- Improved transit and connectivity
- Downtown vibrancy
- Environmental preservation
- Housing availability

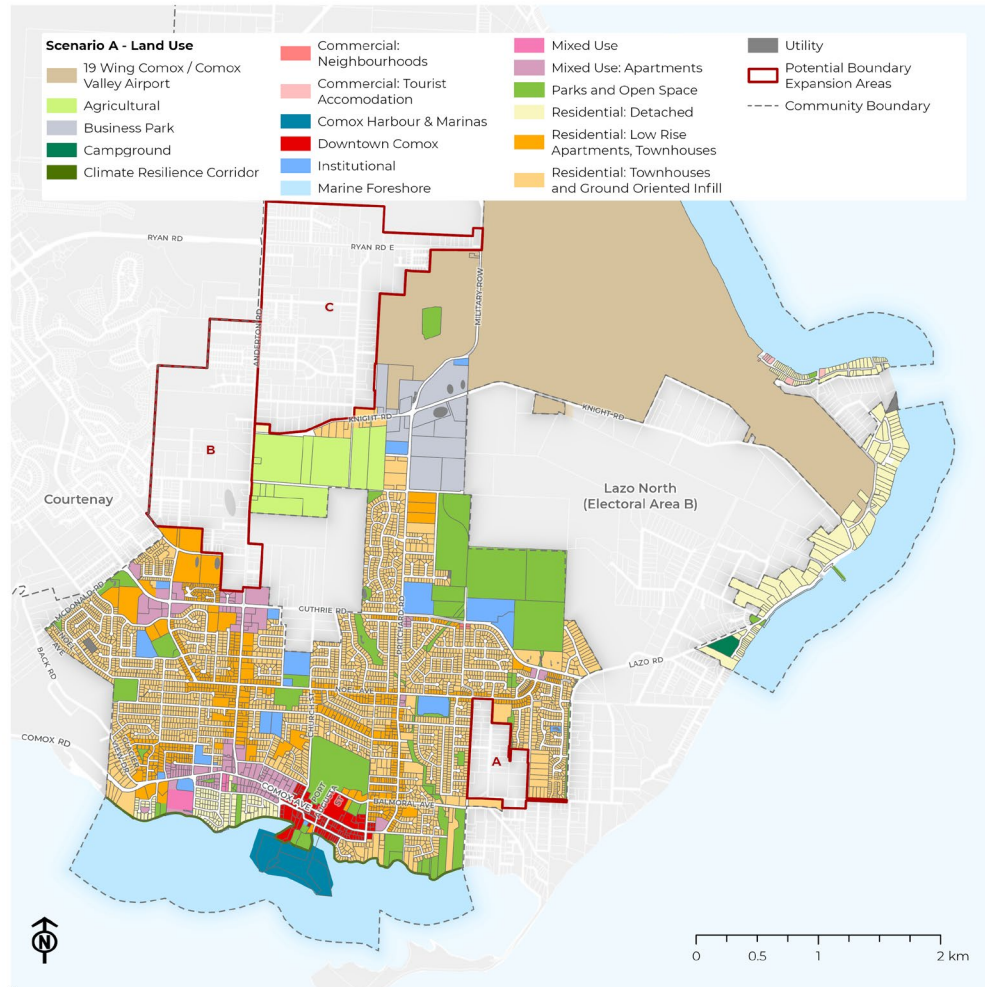


What we heard: Top Issues

Please prioritize the issues below by ranking them in the order of importance to you.



What we heard: Land Use Scenario A



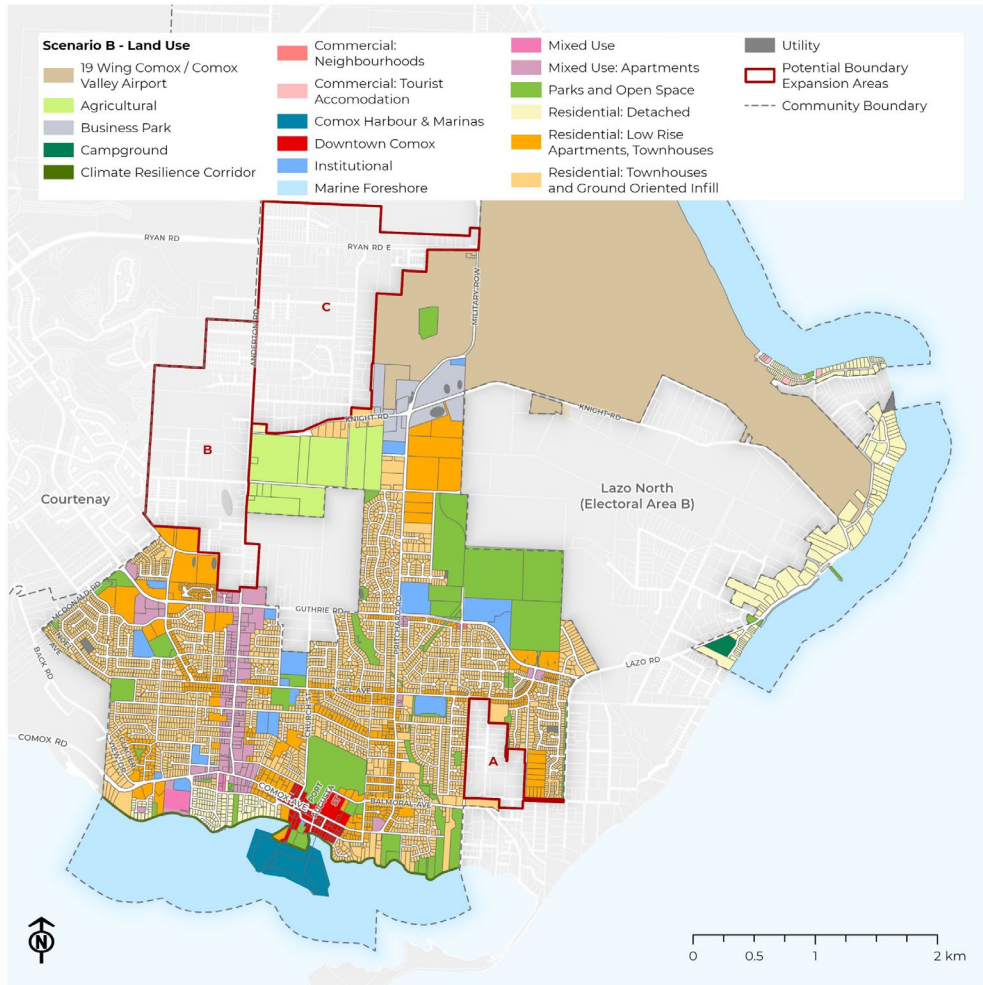
Support

- Multi-family close to key transportation corridors supported by mixed-use nodes.
- Accommodating growth in built-up areas and preserving natural areas.
- Downtown expansion providing greater variety of shops and housing units within Downtown.
- Business park providing more local jobs, diversifying tax revenue, and being separated from majority of residential.

Concerns

- Traffic impacts on Anderton
- Noise and truck traffic related to business park
- Impacts to current Downtown character
- Demand to support Downtown expansion

What we heard: Land Use Scenario B



Support

- Increased housing option in North Comox
- Smaller Downtown could maintain character and limit parking concerns
- Anderton “shopping street” could accommodate more commercial needs in the community and draw more people from the region

Concerns

- “Strip commercial” effect and commercial sprawl
- Diversion from Downtown
- Lack of services and amenities in North Comox to support increase residential density

Next Steps – Land Use & Development

- Streamline development permit area framework and guidelines
- Use engagement findings to develop draft land use designation map and policies
- Interest holder workshop on land use and development map, policies, DPA guidelines in spring 2025

OCP Next Steps – Engagement Strategy

- Engage organizations, agencies and development community in focused meetings on key policy areas (e.g. transportation, education and childcare, infrastructure servicing, land use etc.)
- Four interest holder workshops on key policy themes in spring 2025
- Community Open House on Draft OCP in summer 2025
- K'omox Nation engagement
- Council touchpoints in spring and summer



TOWN OF
COMOX

4. Subdivision and Development Servicing Bylaw Updates

What is a Subdivision and Development Servicing Bylaw

- Current bylaw (Bylaw 733/1261) was originally created in 1983, and major updates have been done in 1998, 2007 and 2021.
- The bylaw establishes which services are to be provided and where (ie: levels of service standards) with respect to subdivision and development or land in the Town.
- Establishes Engineering standards for municipal services required as part of development.
- Outlines application and approval processes for development of land.

Bylaw Update Goals

- To provide consistent, clear and easy to use standards for development in the Town.
- Subdivision application procedural streamlining and processing improvements.
- Updates to address growth and density needs that align with new provincial legislation and Town zoning changes.

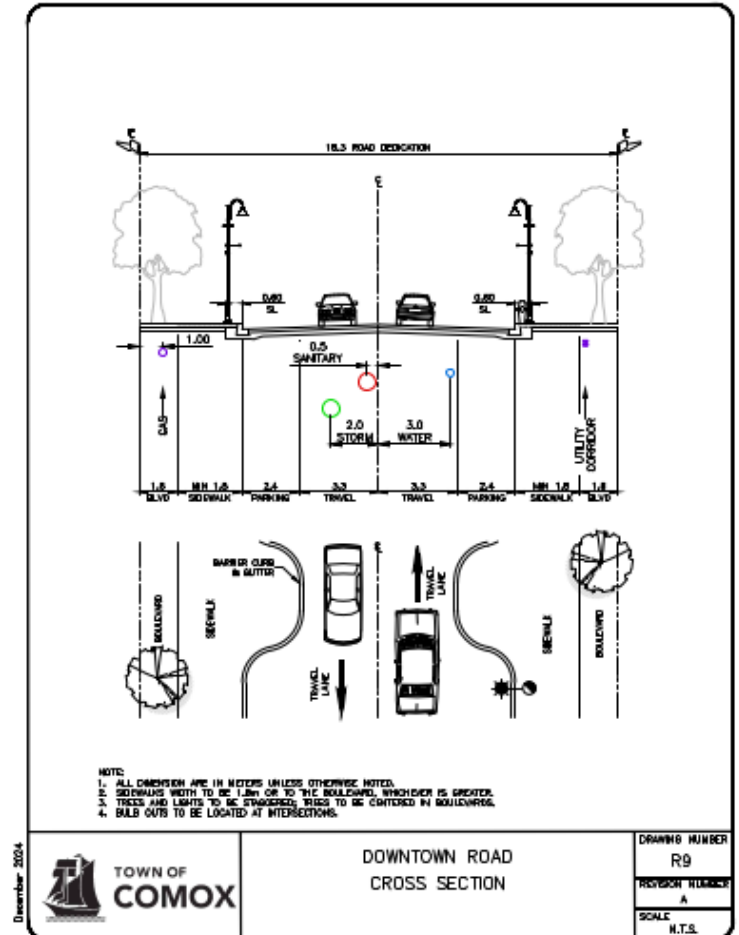


Bylaw Updates – Front End

- Subdivision application procedural streamlining and processing improvements
- Research into opportunities presented by changes introduced in new legislation (Bill 16) as they related to road acquisition and transportation demand management frontage improvements;
- Description of opportunities for collecting frontage improvement fees in areas experiencing infill development
- Recommendations for specific changes to the Bylaw respecting water supply standards, road dedication and opportunities presented by Bill 16.

Bylaw Updates – Standards and Specifications

- The Town will be adopting MMCD Design Guidelines and Specifications with supplementals (specifications, detail drawings, guidelines).
- Most of the current bylaw detailed engineering drawings will be carried forward into the updated bylaw.
- Road standards and cross sections have updated to reflect existing vehicle, cyclist and pedestrian needs, with localized options for areas likely to be most impacted by Bill 44 density.
- Northeast Comox Stormwater Management guidelines and specifications to be moved into updated bylaw.
- Considerations have been made for Bill 44 impacts, such as implications on stormwater management due to densification.



Why MMCD?

- The Master Municipal Construction Documents are a standard for construction specifications, contracts, and engineering design guidelines for municipal infrastructure projects.
- These standards were created in British Columbia, widely used across the Island and province and are familiar to developers, engineers, and contractors.
- Municipalities generally adopt the standard MMCD specifications and design guidelines as part of their SDS bylaw but create and include custom supplementals for specific community needs.



Seeking Feedback



- Draft standards and design guidelines have been updated, and the Town would like to now seek feedback from the development community.
- The draft standards and design guidelines will be posted on the Town's website in Jan 2025.
- The front end of the bylaw is being updated to reflect new legislation and will be provided for review and comment once drafted.



TOWN OF
COMOX

5. Development Application Process Improvements

Improving Application Submissions


- Consistent communication at inquiry stage
- Expand clear and consistent messaging – communication materials
- Pre-application meetings
- Outline responsibilities of applicant
- Pre-application checklists
- Encourage professional and complete submissions

What's Completed to Date

- Internal Staff Procedures Manuals
- Pre-Application Process Streamlining
- Agency Referral Forms
- Development Team Review Process
- Application Review Letter Template
- Applicant Guides
- Various other internal process changes to improve processing time, communication, consistency, and customer service

Pre-Application Meeting Example

Pre-App Meeting Guide



PRE-APPLICATION GUIDE AND REQUEST FORM

A Pre-Application meeting is a helpful step for anyone submitting a development application. During this meeting, the Development Services staff carefully look at an initial application and provide feedback to the person applying before they submit a complete application.

General, land use policy and zoning regulation questions can be addressed directly by front counter or over the phone without a formal meeting.

Pre-application meetings are required for the following applications:

- Official Community Plan Amendments
- Zoning Bylaw Amendments
- Development Permits
- Development Variance Permits
- Temporary Use Permits
- Subdivisions

For less complex applications (as determined by Development Services Staff), a pre-application meeting may be conducted with a short phone call and email follow-up.


BENEFITS OF A PRE-APPLICATION MEETING

The purpose of the pre-application meeting is to help applicants figure out if there are any significant changes needed to your development plan before you officially apply. The feedback you receive during this meeting is meant to guide you in making improvements and ultimately save you time and money. However, it's essential to understand that the pre-application review doesn't mean the Town has made a decision to approve or reject your final application. This process is especially useful for big or complex projects.

TOWN OF COMOX
Pre-Application Guide and Form
Page | 1

INTERNAL PROCEDURES

Pre-App Meeting Scheduling Form




PRE-APPLICATION SCHEDULING FORM

PROPERTY INFORMATION	
Legal Address:	Click or tap here to enter text.
PID:	Click or tap here to enter text.
Civic Address:	Click or tap here to enter text.
Official Community Plan Future Land Use Designation:	Click or tap here to enter text.
Development Permit Area:	Click or tap here to enter text.
Zoning Designation:	Click or tap here to enter text.
APPLICANT INFORMATION	
Registered Owner Full Name:	Click or tap here to enter text.
Applicant Full Name (if different from Owner):	Click or tap here to enter text.
Applicant is:	<input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Other (Specify) Click or tap here to enter text.
Mailing Address:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
PROPOSAL DESCRIPTION	
Provide a <u>detailed description</u> of your proposed development and/or land use including details of any proposed Development Variances, Official Community Plan Amendments (or deviations from the Development Permit Area Guidelines listed in the OCP), and Zoning Amendments. Ensure your description includes the <u>long-term vision</u> for your development (attach additional pages if you require more space for your description).	
Click or tap here to enter text.	
<input type="checkbox"/> I understand that I must submit my form with site plan(s) before my meeting can be scheduled with the Town of Comox. <input type="checkbox"/> I have read the Town of Comox Official Community Plan to ensure my proposal is in line with these guidelines, and if not, I understand the deviations that will be reviewed during the Pre-Application Meeting.	
The information on this form is collected under the authority of the Planning Procedures Bylaw and is used to process your Pre-Application Meeting Request. If you have any questions about the collection and use of this information, please contact planning@comox.ca .	

TOWN OF COMOX
Pre-Application Guide and Form
Page | 4

INTERNAL PROCEDURES

Pre-App Meeting Checklist



PRE-APPLICATION CHECKLIST

This agreement outlines the requirements identified during the pre-application meeting for a complete **Official Community Plan and/or Zoning Amendment application**.

REQUIRED FOR SUBMISSION	APPLICATION	DETAILS
<input type="checkbox"/>	Completed Application Form	
<input type="checkbox"/>	Charges registered on title	Town staff will provide a Title Search with this pre-application checklist. Any additional covenants or documents can be obtained by Town staff for an additional fee.
<input type="checkbox"/>	Project Summary	An outline of the proposed development or land use for the site, including: <ul style="list-style-type: none"> <input type="checkbox"/> A rationale for proposed land use change; <input type="checkbox"/> If applicable, the number of lots, units and/or gross floor area; <input type="checkbox"/> An explanation and discussion of benefits and impacts on the existing neighbourhood.
<input type="checkbox"/>	Agency Authorization Form	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes associated to the application.
<input type="checkbox"/>	Application Fee	Estimated fee is based on the application at the time of the pre-application meeting. If any application details change prior to submission of the application, this may affect the application fee.

TOWN OF COMOX
Pre-Application Checklist
Page | 1

INTERNAL PROCEDURES

Application Review Letter

Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9
www.comox.ca



File: XX XX-X

May 3, 2025

Applicant Name

Company
Address
Comox, BC V4T 2H7

Via email and mail

Re: Comprehensive Review Letter, Rezoning Application Address

A comprehensive review has been completed for your rezoning application. The application proposes to rezone the subject property from A2 Rural (Non-ALR) to R1 Single Detached Residential. The application proposes to rezone the 9.1-hectare site, located in the Trepanier Bench area, to facilitate a [42 lot](#) single family subdivision.¹

The following technical reports were reviewed and may be referenced throughout this letter:

- XXXXX
- XXXXX
- XXXXX

This letter has been separated into five sections:

- Land Use Review
- Preliminary Servicing and Technical Review
- Referral Agency Comments
- Next Steps

Land Use Review

The comments in this section relate to the change of land use from agricultural to residential. Preliminary/advisory comments on the subdivision layout are provided in the next section. Be advised that staff support of the proposed rezoning does not indicate approval of the proposed

¹ See Zoning Bylaw Review section: The maximum density of the site under the proposed R1 zone exceeds the proposed 42 lots, which may present servicing capacity issues.



subdivision layout. Should Council adopt the proposed rezoning, a detailed subdivision review will be completed by the Town's Approving Officer once the formal subdivision application has been submitted to the Town.

Official Community Plan Review

The property is designated Low Density Residential (LDR) and is located within hillside and wildfire development permit areas. The proposed R1 zone is consistent with the OCP land use designation. The submitted wildfire hazard and geotechnical reports confirm that the properties can be safely used for the intended use if the recommendations in the report are followed. A technical development permit application will be required concurrently with the future subdivision application. The technical development permit must be approved prior to issuance of the Preliminary Layout Review (PLR) letter.

Zoning Bylaw Review

As the maximum density of the property under the proposed R1 zone may exceed 42 lots, the applicant must:

- Update the Engineering Design Brief to assess servicing capacities based on the maximum build out of the site as an R1-zoned parcel; or
- Register a density-restricting covenant on title to restrict the maximum number of lots achievable through subdivision to 42 (note: the Town could discharge the covenant should future infrastructure/servicing review determine existing systems can accommodate the additional burden or the developer constructs the necessary off-site improvements); or
- Provide an updated Engineering Design Brief or commitment to register covenant as a condition of zoning.

Parkland Dedication

As discussed at the pre-application meeting on [date], due to topographic challenges and liability concerns, the Town does not accept the proposed park land dedication at the southern portion of the subject property adjacent to Park.

Revise the proposed site plan to illustrate the required park land dedication in an area that is central to the new neighbourhood and is comprised of useable and accessible land.

Subdivision and Development Servicing Bylaw No. Compliance

The Engineering Design Brief submitted with the application states that "due to topography, meeting the SDS Bylaw will not always be possible. Where these situations occur, detailed explanation, rationale and validation will be included in the future detailed engineering design brief."

- Provide additional information and further explanation on the anticipated areas of non-conformance with the SDS Bylaw prior to the application being brought forward for Council consideration.

Next Steps

- Finalize internal staff procedures manuals
- Finalize applicant guides and supporting materials and launch on website
- Develop subdivision process guides

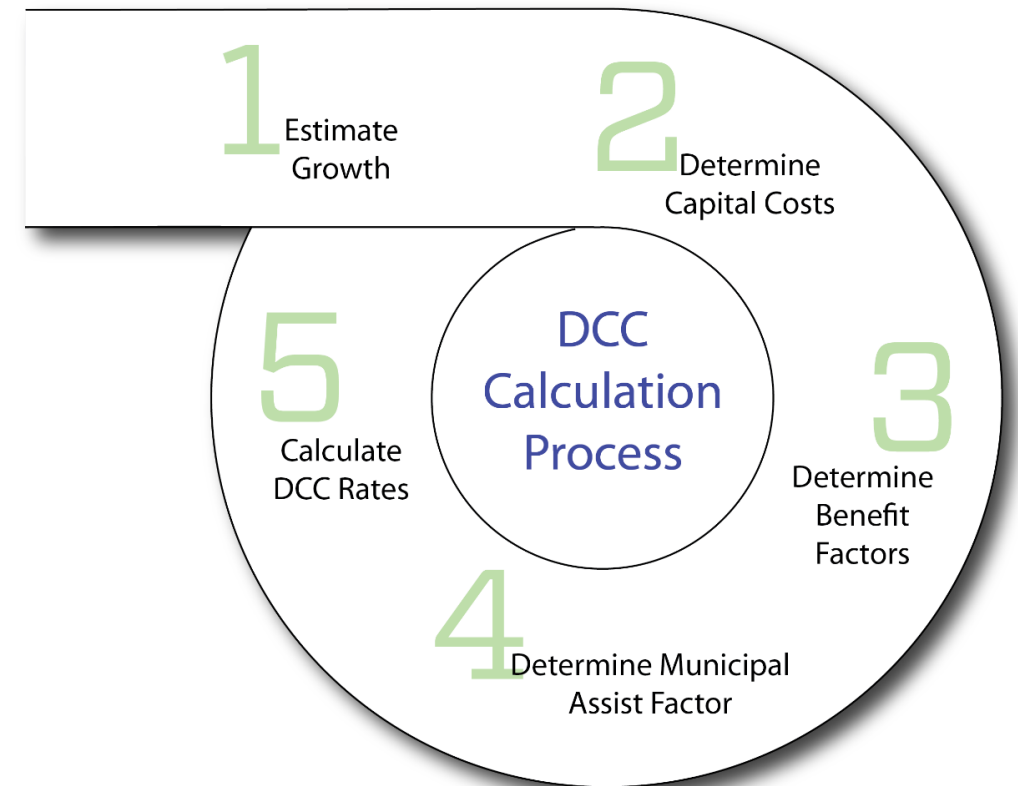


TOWN OF
COMOX

6. Development and Amenity Cost Charge Review

DCC and ACC Review and Update

- **Best practice** for reviewing the ACC/DCC program is to conduct a major update every 3 to 5 years. Last update was in **2016**.
- Update ensures ACCs/DCCs effectively and sustainably fund essential infrastructure, parks, fire and police services and amenities needed for **growth**.
- Recent **changes to Provincial Legislation** provides a wider scope of services and amenities to be cost shared (Bill 46)
 - Police, fire, waste
 - Amenity Cost Charge
- Development community **engagement** will take place once rates have been drafted





TOWN OF
COMOX

Thank you

Questions?