



# City of Port Moody

## Report/Recommendation to Council

Date: November 15, 2019  
Submitted by: Planning and Development Department – Development Planning Division  
Subject: Temporary Use Permit Application – 300 Princeton Avenue

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### Purpose

To present for consideration a Temporary Use Permit (TUP) application by School Board 43 (Coquitlam) for the temporary parking of vehicles. As the temporary use is presently occurring a temporary use permit is required to allow the existing use to continue operating at 300 Princeton Avenue in the City of Port Moody.

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### Recommended Resolution(s)

**THAT the requirement to refer Temporary Use Permit 3080-20-10 to the Community Planning Advisory Committee be waived as recommended in the report dated November 12, 2019 from the Planning and Development Department – Development Planning Division regarding Temporary Use Application – 300 Princeton Avenue;**

**AND THAT Temporary Use Permit 3080-20-10 be issued;**

**AND THAT the Mayor and Corporate Officer be authorized to execute the necessary legal documents required in support of this application.**

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### Background

School District 43 is the registered owner of property located on the west side of Princeton Avenue, abutting Westhill Park. The subject property previously operated as a public school but has been permanently closed for a number of years. The property contains the original building which is often rented out to police and fire departments for training exercises. A Location Map is included as **Attachment 1**.

The subject property contains an all-weather field which is being used as a temporary parking lot for Suncor contractors. The use has been occurring on-site since May 2019 and is scheduled to be finished by December 2019. A site plan showing the property is included as **Attachment 2**.

Under the City's Development Procedure Bylaw, No. 2918, a Temporary Use Permit (TUP) application would be presented at a Community Planning Advisory Committee (CPAC) meeting.

Given the limited timeline, scope, and impact of the project, staff recommend that this requirement would be waived.

## Discussion

### Temporary Use Permit (TUP)

A TUP is required to allow for temporary uses that do not conform to the Zoning Bylaw. A TUP does not officially amend the land use of a property, but allows for a specified activity to be conducted on a property for a limited time. A temporary use permit may be issued for a period of up to three years and may be renewed once, at the discretion of Council, for an additional period of up to three years.

### Official Community Plan (OCP)

The OCP states that TUPs will be considered by Council on a case-by-case basis within areas designated as Multi-family Residential, Mixed Use, Mixed Employment, General Industrial, Parks and Open Space, and Public and Institutional. The OCP designates the subject property as Public and Institutional. The property also falls within Development Permit Area 1: Neighbourhood Residential

### Zoning

The current P1 Zone of the subject property permits several uses including: child care, civic use, fish hatchery and park. A caretaker dwelling unit, liquor primary establishment, restaurant, retail food service and retail use are permitted as temporary uses. Parking on the all-weather field is not a permitted use. Therefore, a TUP is required.

### Site Conditions

The subject property is located at 300 Princeton Avenue adjacent Westhill Park. The temporary parking use is located on the all-weather field at the north end of the property. The all-weather field contains two soccer nets and is comprised predominantly of gravel.

A site visit was conducted on November 14<sup>th</sup>, 2019 to confirm the site conditions. The site was generally well maintained and consisted of 4 organized rows of parked cars and two drive aisles. The property was free of any garbage or debris and a fence denoting the pipeline easement was in place. Photographs from the site visit are included in **Attachment 3**.

### Temporary Use and Operations

The arrangement between Suncor and SD43 is to provide temporary parking for Suncor contractors while their parking area is inaccessible due to construction. In order to avoid having a significant number of vehicles parked on residential streets Suncor approached the SD43 to use their all-weather field for temporary parking between May to December of 2019.

In order to minimize impacts on the surrounding neighbourhood and reduce the number of vehicles on the road a shuttle bus service was implemented. Employees are picked up from the school at 6:30 a.m. and returned back to the school at 5:30 p.m. A map showing the shuttle route is included in **Attachment 4**.

SD43 also provides regular site maintenance to ensure the cleanliness of the property is maintained. This clean-up occurs once a week and is not related to the temporary use, the clean-up will continue to occur once the temporary use is finished.

SD43 has also indicated that in their contemplating this rental they believed that the overall community good was being served by reducing the number of vehicles parked on residential streets. SD43 further states that any net rental proceeds from the TUP would be re-invested back into College Park for general maintenance and upkeep.

Given the commitment to upkeep and maintain the property, and the short duration of the TUP SD43 have requested that the TUP fee of \$3,875.00 be waived. This request is contained in the letter of intent which is included as **Attachment 5**.

#### Commenting Departments

This application was circulated to the City's Building, Engineering, Fire and Environment and Parks Department(s). The departments do not have any objections or comments to provide towards the TUP.

#### Public Input

At the time this report was written, two residents provided comments regarding this application. Comments received as well as the City's response is included in **Attachment 6**. Prior to this application being brought forward SD43 had been dealing directly with the College Park School Watch Committee (CPSWC). A copy of the August 1<sup>st</sup>, 2019 letter sent from SD43 to the School Watch Committee is included as **Attachment 7**.

#### Concluding Comments

Staff are supportive of the TUP for the following reasons:

- It is in line with OCP policy that permits Council to consider such applications on a case by case basis in areas designated Public and Institutional; and
- The proposed temporary use does not appear to have the potential to become a permanent fixture and it does not prejudice the lands from being developed as a Public and Institutional area as designated in the City of Port Moody Official Community Plan.

A copy of the draft TUP is included as **Attachment 8**. Prior to permit issuance, a refundable security in the amount of \$5,000 will ensure the removal of the temporary use once the permit has expired.

#### **Other Options**

1. THAT the application for Temporary Use Permit 3080-20-10 be denied.
2. THAT the Temporary Use Permit application be referred to the December 3, 2019 Community Planning Advisory Committee for further advice and recommendation.
3. THAT the Temporary Use Permit application be issued with a refund in the amount of \$3,875.00 representing the paid application fee.

#### **Financial Implications**

There are no financial implications to the City.

## Communications / Civic Engagement

In accordance with the City's Development Approval Procedures Bylaw, 2011, No. 2918, a notification sign was posted on the property and notification of TUP consideration at the November 26, 2019 Regular Council meeting was mailed to all owners and occupants within 140m of the subject property. Advertisements of the Council meeting were placed in the November 14, 2019 and November 21, 2019 editions of the Tri-City News.

As part of the recommendation is to waive the CPAC meeting requirement for this application, advertising for CPAC was not prepared. Should Council wish to refer this application to CPAC at a future meeting, the date will be advertised on the notification sign that is currently posted on the property.

## Council Strategic Plan Objectives

Council's consideration of this request could take into account the goals of the 2019-2022 Council Strategic Plan as they relate to Community Planning and the creation of a livable, vibrant, sustainable, orderly, and coordinated community.

## Attachment(s)

1. Attachment 1 – Location Map
2. Attachment 2 – Site Plan
3. Attachment 3 – Site Photographs
4. Attachment 4 – Shuttle Route
5. Attachment 5 – Letter of Intent
6. Attachment 6 – Resident Correspondence
7. Attachment 7 – Letter to CPSWC
8. Attachment 8 – Draft Temporary Use Permit

## Report Author

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## Report Approval Details

Document Title:	300 Princeton Avenue Temporary Use Permit.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 - Location Map.pdf</li><li>- Attachment 2 - Site Plan.pdf</li><li>- Attachment 3 - Site Photographs.docx</li><li>- Attachment 4 - Shuttle Route.pdf</li><li>- Attachment 5 - Letter of Intent.pdf</li><li>- Attachment 6 - Resident Correspondence.docx</li><li>- Attachment 7 - Letter to CPSWC.pdf</li><li>- Attachment 8 - Draft Temporary Use Permit.docx</li></ul>
Final Approval Date:	Nov 19, 2019

This report and all of its attachments were approved and signed as outlined below:

**Rosemary Lodge, Manager of Communications and Engagement - Nov 18, 2019 - 11:16 AM**

**Paul Rockwood, General Manager of Finance and Technology - Nov 18, 2019 - 12:45 PM**

**André Boel, General Manager of Planning and Development - Nov 18, 2019 - 2:03 PM**

**Tim Savoie, City Manager - Nov 19, 2019 - 11:59 AM**