



December 19, 2018  
Our File: 08-3010-02/18 122343 XX/1  
Doc #: 3174809.v1

Alton Su  
3520 Baycrest Avenue  
Coquitlam BC V3B 2W7

Dear Mr. Su,

**RE: Preliminary Review Summary Letter – Pre-Application 18 122343 XX for a Proposed Subdivision at 3520 Baycrest Avenue**

The preliminary review of the proposed development at the above address is now complete and staff comments are summarized in this letter. A more detailed review will be completed once OCP Amendment, Rezoning and Subdivision applications are received. These comments are preliminary only and are being provided to help with the completion and submittal of a full application package. Comments are also subject to change depending on the timing of a subsequent application submittal and / or any further changes to the proposal not reflected in the pre-application package.

**Development Planning:**

1. The site is designated Baycrest Low Density Residential and Open Space in the Partington Creek Neighbourhood Plan. The proposed rezoning to RS-7 and RS-8 is not consistent with the Open Space land use designation. Should a full application be submitted, an Official Community Plan (OCP) amendment application would be required, in which the merits of the application, including community benefits, would be assessed. Please refer to the attached OCP amendment criteria from Section 8.2.1 of the Official Community Plan.
2. The site is partially designated Open Space in part because of a planned trail below the BC Hydro right-of-way. Should an Official Community Plan amendment application be submitted, an amendment would be considered on the basis of the trail being designed and constructed by the applicant and the provision of a public statutory right-of-way as per the requirements of the Parks, Recreation, and Culture Department.
3. Housing Choices zones (RT-1 Two-Family Residential & RT-3 Triplex and Quadruplex Residential) are corresponding zones to the Baycrest Low Density Residential land use designation. Note that Development Permit applications are required for duplexes, triplexes and quadruplexes. The following link provides an overview of the Housing Choices zones - [https://www.coquitlam.ca/docs/default-source/community-planning-documents/housing\\_choices\\_zoning\\_summary\\_guide\\_august\\_2015.pdf?sfvrsn=2](https://www.coquitlam.ca/docs/default-source/community-planning-documents/housing_choices_zoning_summary_guide_august_2015.pdf?sfvrsn=2).
4. Consider the incorporation of 3540 Baycrest Avenue into the development proposal in order to maximize the development potential of both 3520 and 3540 Baycrest Avenue.
5. Upon submission of a full application, provide the following:
  - A revised BCLS survey, showing the dimensions of the proposed lots and elevation points;

**Development Planning:** cont'd/

- An additional BCCLS survey, showing setbacks and building envelopes within the proposed lots. Note that the minimum building envelope is 100 m<sup>2</sup>;
- A lot grading plan that shows elevation points, contours, any proposed retaining walls, in both plan view and sections; and
- A letter from BC Hydro stating their 'approval in principle' for your development proposal.

A complete plan review will be conducted when the full development application package is received.

**Transportation Planning, Development Servicing, and Engineering and Public Works:**

See attached Works and Services Requirements memo.

**Parks, Recreation, and Culture:**

See attached Trail right-of-way details specification, which includes the trail and owner-maintained landscape buffer on each side of the trail. Direct access gates from the proposed lots to the trail would be supported.

Trail design requirements are as follows:

1. 3 m wide trail granular trail;
2. 1 m sodded verge swale on either side of trail;
3. 5 m public statutory right-of-way that the City will maintain;
4. Beyond the 5 m statutory right-of-way will be owned and maintained by future residents;
5. Maximum 1.2 m high fence adjacent to trail. Alternate is a planted buffer;
6. Granular trail material is 9 mm minus;
7. Max slope 8%;
8. Show existing contours and proposed contours;
9. Show trail slopes; and
10. To be designed by the project landscape architect for review by Park Planning and Design.

**Urban Forestry:**

See attached memo from Urban Forestry. An Arborist Report is recommended upon submission of a full application, which should include a Tree Clearing and Risk Management Plan. Please refer to the following resource for guidelines -  
[https://www.coquitlam.ca/docs/default-source/city-hall-files/Standards\\_for\\_Tree\\_Cutting\\_Permit\\_Applicants](https://www.coquitlam.ca/docs/default-source/city-hall-files/Standards_for_Tree_Cutting_Permit_Applicants)

**Environmental Services:**

The subject site falls within a Watercourse Protection Development Permit area for Baycrest Creek. It has been confirmed that the ditch along Baycrest Avenue is not fish-bearing, therefore the Development Permit area shown in the north of the property does not apply.

A Watercourse Protection Development Permit application must be provided when a full application is submitted. An Riparian Areas Regulation detailed assessment is only required if works are proposed within the triangle outlined in red in the below map, located at the southeast corner of the site.

**Environmental Services: cont'd/**

If the trees located in the southwest corner of the property are proposed to be removed, they should be inspected by a Qualified Environmental Professional.



**Subdivision:**

5% parkland financial payment will be required for the proposed subdivision, as it is in excess of three lots.

These comments should be incorporated in your future full application for the subject site. Addressing these comments and providing the requested material will help facilitate the review of your application and reduce application review times.

If you have any questions or wish to discuss your application in person, contact me at 604-927-3469 or e-mail [jdallmeyer@coquitlam.ca](mailto:jdallmeyer@coquitlam.ca).

Yours truly,

A handwritten signature in black ink that reads "Jenna Dallmeyer".

Jenna Dallmeyer  
Planning Technician 2

JD/eb  
Attach.

### **8.2.1 Plan Amendment Criteria<sup>1</sup>**

The CWOCP is intended to provide a flexible framework to guide development over the next 20 to 25 years. Recognizing that areas evolve and change over time, proposed plan amendments may be considered, provided they address the following evaluation criteria:

- a) Provide a comprehensive planning rationale;
- b) Provide a property size / assembly rationale;
- c) Further implement the vision, principles, and policies of the CWOCP;
- d) Further implement the policies of another City of Coquitlam plan or strategy;
- e) Secure additional community benefit;
- f) Secure a housing affordability component;
- g) Facilitate an improved land use transition between building forms;
- h) Consider the impact on transportation and infrastructure;
- i) Consider community consultation outcomes;
- j) Lack of capacity for the proposed form of development in the local area; and
- k) Where the amendment is to facilitate increased density, the proposed site shall meet at least one of the following location criteria:
  - i. Be located directly adjacent to an existing area of the proposed designation;
  - ii. Be located within a designated Municipal Town Centre or Frequent Transit Development Area as defined in the Regional Context Statement;
  - iii. Be within 400 m of the Frequent Transit Network (FTN); and
  - iv. Be located on an arterial or collector street.



MEMO

Development Servicing | Works &amp; Services Requirements

December 19, 2018

Our File: 08-3330-20/18 123255 DEVS/1

Doc #: 3119516.v1

To: **Jenna Dallmeyer, Planning Technician 2**  
From: **Gary Grewal, Development Technologist 2**

Subject: **Works and Services Requirements for 3520 Baycrest Avenue, (18-122343 – XX | 18-123254 – DEVS)**

Contact **Gary Grewal, Development Technologist 2** at [GGrewal@coquitlam.ca](mailto:GGrewal@coquitlam.ca)

These comments and requirements assist with the PLANNING STAGE. Extents related to the comments and requirements will be affected by site and infrastructure conditions and capacities.

Submitted conceptual, site plan and design drawings have been used for reference only. Development is required to adhere to City bylaws, policies and servicing plans.

Detailed review of design drawings is at the DESIGN PHASE after third reading or PLA issuance. Civil drawings submitted for applications are only reviewed for civil items specific to that application.

The requirements for this application may deviate from below listed, depending on the works and requirements to be completed by the subdivision directly to the West of the subject property.

## 1. APPLICATION SPECIFIC COMMENTS

### 1.1. *Rezoning*

Required prior to fourth reading of Rezoning:

- An accepted detailed design incorporating the requirements of this memo;
- Construction of, or security for, those works;
- Payment of all financials; and
- Execution of legal documents.

### 1.2. *Subdivision*

Application is Technically Feasible.

Required prior to Preliminary Layout Approval:

- Servicing Key Plan; and
- Stormwater Management Plan, Phase 1.

Required prior to Final Approval of Subdivision issuance:

- An accepted detailed design incorporating the requirements of this memo;
- Construction of, or security for, those works;
- Payment of all financials; and
- Execution of legal documents.

## **2. TRANSPORTATION**

### **2.1. Roads**

- Construct the south half of Baycrest Avenue to the Local - Higher Density and Greenways standard along the frontage of the development, including:
  - Installation of concrete barrier curb and gutter;
  - Installation of tapers as per City of Coquitlam design criteria standard;
  - Installation of 1.8 m separated sidewalk with boulevard;
  - Installation of street trees; and
  - Installation of streetlights;
- Provide restoration of adjacent areas as disturbed by construction;
- Mill and repave the entire asphalt surface (50 mm depth) curb to curb after underground work has been completed;
- Intersection of Baycrest Avenue and Mounce Drive to be provided to ensure Transportation Association of Canada sight distance guidelines are met or exceeded; and
- Construct Mounce Drive to the Local - Low Density (including Housing Choices) standard along the frontage of the development, including:
  - Installation of 1.5 m separated sidewalk with boulevard;
  - Provide at least 6 m of structurally sound pavement for travel lane;
  - Installation of street trees;
  - Installation of streetlights; and
  - Provisions for drainage.

### **2.2. On-Street Parking**

- Pair driveways to maximize on-street parking.

### **2.3. Dedications & SRWs**

- Dedicate 3 m x 3 m corner clearance at the intersection of Baycrest Avenue and Mounce Drive.

### **2.4. Streetlighting**

- Prepare streetlighting design and construct necessary infrastructure;

### **2.5. Boulevards**

Provide street trees for the frontage of the development. Submissions of landscaping plans to be prepared by a professional landscape architect regarding street tree planting, boulevard landscaping, restoration and tree protection for all the frontages of the property. Letters of Undertaking for Field Review will also be needed from the landscape architect. The species of street trees shall be in accordance with the list as outlined in the Supplementary Specifications, to the satisfaction of the City's Parks, Recreational and Culture Department.

- Boulevard retention (COQ-SW3)

## **2. TRANSPORTATION cont'd/**

### **2.6. Access**

- Driveway access to be from Mounce Drive or Baycrest Avenue.

### **3. STORMWATER MANAGEMENT**

#### ***3.1. Construction***

- Construct storm sewer system along the full frontage of the development along Mounce Drive.

#### ***3.2. Service Connections***

- Each parcel to be restricted to one storm service connection; and
- All unused storm service connections are to be permanently capped at the storm sewer.

#### ***3.3. Plans and Reports***

- Provide a Stormwater Management Plan prior to site design.

#### ***3.4. Integrated Watershed Management Plan***

##### **1. Single-Family Developments**

- Provide 300 mm of topsoil in landscaped areas;
- Hard surfaces graded to landscape areas;
- Encourage the use of permeable paving material and rain barrels;
- Construct water quality ponds;
- Provide a Hydrology report to demonstrate that the development meets the Rainwater Management criteria; and
- On-site detention / retention works not required.

##### **2. City Roadways**

- Provide 300 mm of topsoil in landscaped areas;
- Construct infiltration trenches in medians and boulevards;
- Provide a Phase 1 Stormwater Management Plan with application; and
- Provide geotechnical reports addressing:
  - Variable soil and groundwater conditions.

#### ***3.5. Other***

- Provide storm water capacity calculations; and
- Upgrade downstream sewers that are undersized.

### **4. SANITARY**

#### ***4.1. Construction***

- Construct sanitary sewer system along the full frontage of the development along Mounce Drive.

#### ***4.2. Service Connections***

- Each parcel to be restricted to one sanitary service connection; and
- All unused sanitary service connections are to be permanently capped at the sanitary sewer.

## 5. WATERWORKS

### 5.1. Construction

- Construct water main along the full frontage of the development along Mounce Drive.

### 5.2. Service Connections

- Each parcel restricted to one water service connection; and

## 6. SITE MANAGEMENT

### 6.1. Tree Management

If tree cutting is proposed during the period of March 1 to August 31, it is the responsibility of the applicant to comply with the nesting bird protection provisions under the provincial *Wildlife Act* and the federal *Migratory Birds Convention Act*. It is recommended that the applicant retain a qualified environmental professional to guide the tree clearing during this time to ensure compliance with the *BC Wildlife Act* and the *Migratory Birds Convention Act*, and copies of nesting bird assessment reports are to be provided to Environmental Services prior to the start of clearing activities.

### 6.2. Site Grading

- Ensure grading is compatible with:
  - Tree protection requirements;

### 6.3. Erosion & Sediment Control

The Stream and Drainage System Protection Bylaw No. 4403 requires the design and construction of all erosion and sediment control (ESC) work, measures, facilities and methods constructed, installed or employed to reduce the likelihood of sediment and sediment-laden water reaching the drainage system during all stages of development. Additionally, a monitoring program, maintenance and inspection program for the sediment control works will be required to be prepared by a qualified professional. The attached ESC Submission Form must be completed with the declarations signed by the developer and the ESC supervisor.

## 7. GAS, POWER & COMMUNICATIONS

- Utility designs must be reviewed and accepted by the City;
- Provide underground gas, power & communications distribution and services, including removal of poles;
- Relocate underground gas, power & communications;
- Provide pre-ducting to allow for the future removal of the overhead system;
- Obtain outside utility approvals as needed for works within close proximity (i.e., Trans Mountain pipeline, Hydro transmission lines); and
- Applicant to coordinate with Hydro regarding anything related to the existing BC Hydro SRW.

## **7. GAS, POWER & COMMUNICATIONS cont'd/**

It is the owner's responsibility to contact power, telephone, cable and gas companies directly regarding the provision of their services for the proposed subdivision or development as necessary, noting all works will need to be underground and completed at the owner's expense. We recommend that this consultation be made as soon as possible to establish requirements and avoid conflicts. Outside utility construction drawings, approved by the utility company, must be submitted to the Customer Service Section of Engineering and Public Works Department for review and City approval, prior to subdivision approval.

## **8. PROJECT MANAGEMENT**

### ***8.1. Construction Design***

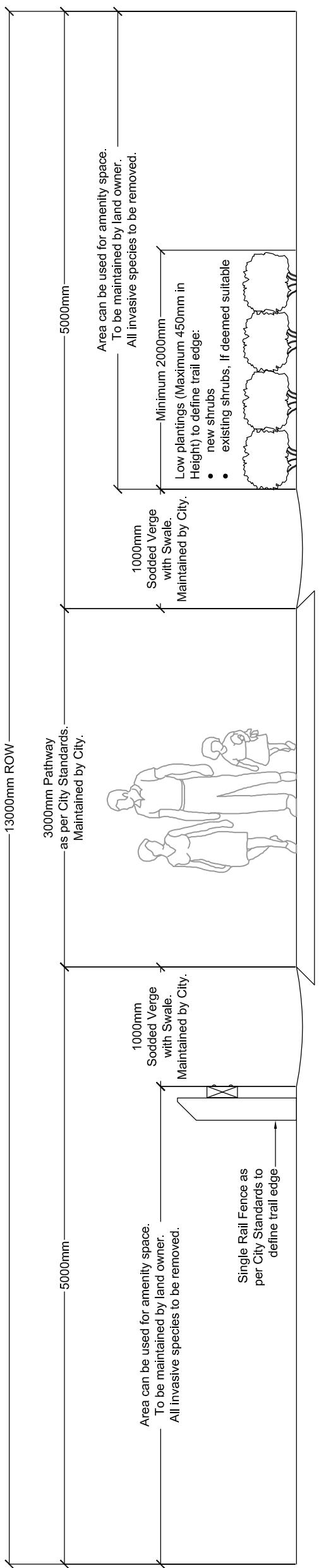
After third Reading OR 'Preliminary Layout Approval', submit a complete set of design drawings that incorporate the requirements of this memo and appropriate bylaws, MMCD including City's Supplementary Specifications, policies, plans and good engineering practice for review and acceptance.

Provide an electronic PDF of all the civil drawings and a separate PDF of any street lighting and Landscaping drawings to Qfile.coquitlam.ca, care of [DevelopmentServicing@coquitlam.ca](mailto:DevelopmentServicing@coquitlam.ca).

All plans will be reviewed electronically and comments will be provided directly onto the drawings and returned to the Engineer. If the drawings can be approved, additional information and instructions will be provided.

### ***8.2. Plans & Reports***

- Provide a geotechnical report;
- Provide arborist report;
- Provide servicing concept plan; and
- Provide phase 1 Stormwater management plan.



Designed: <b>RS &amp; AM</b>	Project Title: <b>TRAIL ROW</b>	Scale: <b>1:40</b>
Drawn: <b>RS</b>	Sheet: <b>1 OF 1</b>	Drawing Number <b>SK-01</b>
Checked: <b>RS &amp; AM</b>		
Approved: <b>RS &amp; AM</b>		
<b>Coquitlam PARK PLANNING AND DESIGN</b>		
No.: 1	Date: July 29, 2014	Comments: CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT FOR CORRECTION. ALL DRAWINGS AND SPECIFICATIONS ARE THE EXCLUSIVE PROPERTY OF THE OWNER AND MUST BE RETRIED AT THE COMPLETION OF THE WORK.
REVISIONS TABLE FOR DRAWINGS © City of Coquitlam and they may not be reproduced or used for other projects without permission.		

**Coquitlam****Memo**

December 19, 2018

Our file: 08-3010-02/18 122343 XX/1  
3520 Baycrest Ave  
Doc #: 3131478.v1

To: Jenna Dallmeyer, Planning Technician  
From: Matthew Huk, Forest Management Technician  
Subject: **Urban Forestry Comments on 3520 Baycrest Pre-application**

Urban Forestry has reviewed the pre-application documents and aerial photos of the site and provides the following comments:

Urban Forestry recommends the applicant submit an arborist assessment of the properties as per Section 2.5.2 of Schedule A of Bylaw No. 4295 (mature tree retention). The arborist assessment should not be a tree-by-tree assessment; rather, it should look at the entire site from the perspective of recommending candidate trees or groups of trees for retention. Tree or tree groups should be in good health and windfirm in the case of the rest of the site being cleared. The assessment should include tree retention details, like size of the protection zone and fencing requirements.

Additionally, the arborist assessment should include a tree clearing and risk management plan (see attachment) for any locations where site clearing will take place next to a treed boundary, including for offsite trees that may be affected.

Since the property is within an approved neighbourhood plan area, it will not require a tree cutting permit prior to site clearing. The applicant should be aware that site clearing between March 1 and August 31 should only be done in conjunction with a bird survey.

Matthew Huk

Attach: Standards for Tree Cutting Permit Applicants