

# REQUEST FOR PROPOSALS

## UPLAND PORTION OF CLUTESI HAVEN MARINA

RFP 031-15



5104 River Road  
Highway 4

CITY OF PORT ALBERNI

Issued December 1, 2015

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## **1.0 INTRODUCTION**

The Port Alberni Port Authority (PAPA) and the City of Port Alberni are jointly marketing 1.3 acres of the upland area of Clutesi Haven Marina in Port Alberni to interested developers. The site is a prime location for the development and operation of a mid-upper market-focused food & beverage and / or a location-compatible attraction.

PAPA holds a 25-year lease with the City of Port Alberni to manage the entire facility of the marina basin and upland area. The lease was renewed in August 2015. This RFP is being issued by the City but the successful respondent will negotiate a lease directly with PAPA who has been delegated subletting authority from the City under the terms of its lease.

Both the City and PAPA are committed to supporting the development of a portion of the upland to reach its commercial potential. This commitment is being backed by a financial arrangement between the two organizations that allows an investment incentive of matching up to \$500,000 in capital costs to be offered.

## **1.1 SITE DESCRIPTION**

### **Zoning**

The existing zoning of the Clutesi Haven Marina property is W1 Waterfront Commercial. The full description for this zoning with all permitted uses is attached.

The general purpose of the W1 zoning is to establish and maintain areas for commercial and retail operations, especially those serving marine-based or tourist-oriented activities.

### **Attributes of the Property**

The Clutesi Haven Marina property is one of the most visible and attractive development sites in Port Alberni at this time.

The property is at 5104 River Road which is also Highway 4, the only vehicle route to the Resort Municipalities of Tofino and Ucluelet and Pacific Rim National Park (Long Beach). Estimates by tourism-related operators are that the west coast hosts between 800,000 – 1,000,000 visitors annually with 94% arriving by personal, rented or recreational vehicle via Highway 4 through Port Alberni; each of whom pass by the facility both going to and returning from the Tofino area.

The subject portion of the upland parcel available for this development opportunity is approximately 1.3 acres. Consideration will be given to a change in this size should the

potential developer need more than this area or a different configuration for the proposed development.

The property is on the Somass River near its estuary. This river has been cited as one of the most important salmon rivers in BC by 'Living Rivers'.

The Lower Johnston Road (also Highway 4) business district is near this property and consists of a mix of retail, services, restaurants and other commercial uses.

Much of the upland property is currently used to facilitate boat launching and parking (~170 vehicle capacity). The marina itself has 4 boat launches and approximately 250 permanent berths that are fully subscribed with a long wait list.

Current uses of the site include:

- a seasonal year-to-year agreement for the location of a mobile food vendor
- storage / distribution container for sales of fishing ice from a private commercial operator and as a site for offload of First Nations' caught fish under commercial fisheries agreements
- the traditional location of the annual Port Alberni Salmon Festival that is held each Labour Day long weekend

These uses may or will be subject to relocation pending results of the proposed development needs.

All municipal services are on the site however new connections are likely required for a new building.

### **Additional Factors to be Considered in Response**

- i. The property is in the City's (Commercial) Development Permit Area 2. The intent of this area is to ensure high quality development in highly visible locations. The guidelines are attached.
- ii. The property is subject to the provisions of the Floodplain Bylaw (attached).
- iii. Public washrooms must form part of the proposal.
- iv. No geotechnical survey of the site has been done.
- v. A Commercial Revitalization Tax Exemption Bylaw for the site is being considered.
- vi. No appraisal of the property has been done and none is contemplated.
- vii. Uses for the property were contemplated in the 'Waterfront North Study - 2014'. This study may be found on the City's website in the document library: <http://www.portalberni.ca/document-library>
- viii. City staff members are available to assist the potential developers understanding of all of the aforementioned.
- ix. Should the potential developer wish to propose a use that is not currently permitted within the zoning, City staff members are ready to discuss the process for a zoning amendment.

## **Investment Incentive**

PAPA, through an arrangement with the City of Port Alberni will match the successful respondent's capital investment up to \$500,000.

## **2.0 OBJECTIVES IN ISSUING THE RFP**

- a) Maximize the public benefit from this waterfront land.
- b) Obtain the highest possible economic benefit for the community in terms of job creation and capital investment.
- c) Realize a development that will have more people stop in the community.
- d) Have a development that will complement the continued operation of Clutesi Haven Marina.
- e) Directly and indirectly lead to growth of the local economy
- f) Provide an opportunity for private sector growth

## **3.0 OUR COMMUNITY**

Port Alberni is a community of 17,500 people located on the Alberni Inlet and Highway 4 which runs between the east and west coasts of Vancouver Island. The immediately adjacent rural areas in the Alberni Valley add another 7,500 people.

Approximately 15% of the community's labour force works in the forest industry. A small marine industry serves the commercial and sports fishing fleets and the aquaculture industry. The City is diversifying into other sectors of the economy including tourism, post-secondary education, healthcare, the retirement industry and the arts. Major employers include Western Forest Products, the Island Health Authority, School District 70, Catalyst Paper Inc., and the Coulson Group of Companies.

Over the last 5 years a significant number of investments in the community totaling more than \$100 million have been made by the School District, the Port Alberni Port Authority, several First Nations, many private sector companies and the City.

Port Alberni has among the most affordable properties of any community on Vancouver Island, a modern hospital, a new high school, a deep sea port, an airport which is being expanded, unparalleled parks & recreation facilities for a community of its size, and three post-secondary institutions offering courses.

The market catchment area often extends to the resident population of Tofino and Ucluelet and supports a wide variety of local small businesses throughout all commercial sectors – including a diverse and growing number of offers in tourism, hospitality and

retail – and a number of national brands such as Boston Pizza, Wal-Mart, Canadian Tire, The Brick and Home Hardware as examples.

Other relevant resident and visitor key indicators\* include:

- ✓ One-third of local population is aged between 20-54 years old
- ✓ 22% of population over 15 years old earns more than \$50,000 per year
- ✓ Average family income \$83,898
- ✓ 66% of visitors surveyed indicate they are seeking food-related activities as important to their trip
- ✓ Room revenue in Ucluelet has quadrupled while it has doubled in Tofino in the years 2000-2010, thus showing strength and growth in the tourism sector
- ✓ Average Tofino visitor party spending per day \$637.56; \$125.42 of that amount spent on meals
- ✓ 71% of visitors to Tofino travel in pairs
- ✓ 89% of all visitors are Canadians with 61% of total visitors from British Columbia
- ✓ 55% of visitors to Tofino are aged between 20-49 years
- ✓ Feedback from all visitors to the market catchment area is that they are looking for increased options for dining, accommodations and attractions

\*Data sources include Stats Canada, Vann Struth Consulting and Vancouver Island University

## 4.0 RFP PROCESS

### 4.1 Timetable Summarized

Tue Dec 1, 2015	RFP Issued
Wed Dec 2, 2015	Start of Viewings of Site w/ City & Port Authority by Appointment
Mon Jan 25, 2016	End of Viewings of Site w/ City & Port Authority by Appointment
Thur Jan 28, 2016	Deadline for Owner to Issue Written Addenda Changing RFP
Mon Feb 8, 2016	Deadline for Respondents to Submit Questions in Writing (4 PM)
Wed Feb 10, 2016	Deadline for Owner to Issue Written Responses to Questions
Fri Feb 26, 2016	Deadline for Responses to RFP (4 PM)
Mon Feb 29, 2016	Start of Evaluation Team Review of Responses If Necessary, Follow Up Questions of Proponents If Necessary, Meetings with Shortlisted Proponents
Mon Mar 14, 2016	End of Evaluation Team Review of Responses
Wed Mar 16, 2016	Evaluation Team Recommendation to Council & Port Authority
Mon Mar 28, 2016	Council and Port Authority Decision on RFP

#### Notes:

- *Every Effort Will Be Made To Adhere To This Schedule*
- *Any Schedule Adjustments That Have To Be Made Will Be Communicated*
- *The RFP process from February 29, 2016 onwards may be shortened for a proposal that meets or exceeds City and Port Authority objectives*



## 4.2 Questions about the Request for Proposal

If a Proponent has any questions about the content of this RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this Request for Proposals), the question must be directed in writing, and not verbally, to Pat Deakin, Economic Development Manager before **4:00 p.m. local time on Monday, February 8, 2016.**

Patrick Deakin, Economic Development Manager  
City of Port Alberni,  
4850 Argyle Street, Port Alberni, B.C. V9Y 1V8  
Direct Line: (250) 720-2527  
Fax: (250) 723-3402  
E-mail: [patrick\\_deakin@portalberni.ca](mailto:patrick_deakin@portalberni.ca)

The Economic Development Manager will be the City of Port Alberni (Owner's) representative for this RFP and is authorized to communicate and officially deal with Proponents and all Proponents must communicate and officially deal with Mr. Deakin only.

The Owner's representative may involve other City and Port Authority staff and resource people in meetings and discussions with proponents and in evaluations of submissions received. Proposals along with evaluations will be considered by City Council and the Port Authority Board.

## 4.3 Request for Proposal Clarification

The Owner's representative will answer all questions in writing, and will provide a copy of all questions and their answers, on the City's website and by email to any parties who have indicated they will be submitting a response to the RFP no later than **Tuesday, February 2, 2016.**

## 4.4 Addenda

The Owner is entitled to issue written addenda changing this RFP at any time prior to **Thursday, January 28, 2016.** Addenda may be issued only by the Owner's representative. Addenda will only be issued to Proponents who have advised the Owner as having an intention to respond. No change to this RFP is effective unless undertaken by an addendum issued under this section.

## 4.5 Proponent Representative

Each Proponent must advise Pat Deakin by email and by letter or fax of the name, business address, email address, telephone and fax number for an individual who is

designated as the Proponent's representative for the purposes of this RFP. The Proponent's representative is the only person authorized to communicate with the Owner for the purposes of this RFP and the owner is not required to communicate or otherwise deal with any other person on behalf of the Proponent. If the Proponent fails to provide Mr. Deakin the name of their representative, the Owner assumes no responsibility for providing RFP Clarifications or Addenda.

#### **4.6 Access to the Property**

The Proponent is welcome to visit the property at any time. If the Proponent wishes to have an Owner representative present at the time of their visit, a request must be made of Pat Deakin, during business hours between **Monday, December 7, 2015 and Monday, January 25, 2016**. The Owner's representative is entitled to impose terms as a condition of agreeing to such access, as are considered necessary or desirable and will be or will have someone else available to attend all site visits as arranged. Any questions asked at the site visit and any answers provided, will be noted and directed to other registered Proponents in writing.

#### **4.7 Deadline for Submissions**

Proposal submissions will be accepted until **4:00 p.m. Friday February 26, 2016**. Proposals received after this time and date may be subject to not being considered.



## 5.0 REQUIRED FORMAT OF PROPOSALS

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Proposals must be submitted in the format described below and shall contain all of the information required by this Request for Proposals (RFP) to facilitate comparison and evaluation of the proposals.

- i) **Letters of Transmittal:*** (signed by the principals of the firms included in the proponent's team).
- ii) **Table of Contents:*** (and list of figures and appendices if applicable).
- iii) **Executive Summary:*** (describing the nature and components of the proposed business and how it meets the objectives of the City and Port Authority as set out in Section 2.0 of this Request for Proposals).
- iv) **Proponent Identification:*** (description of owners, members, firms or individuals, to be involved in the proposed operation along with the proposed legal structure).
- v) **Details of the Qualifications and Experience of the Proponents***
- vi) **Proposed Business / Operation Plan***
- vii) **Proposed Improvement Plans (and Sketches)***
- viii) **Evidence of Financing Capacity***
- ix) **Assessment of the Economic Benefits for the Proposed Development***
- x) **Specific Requests of the City of Port Alberni Being Made by the Proponent***

Two (2) copies of the proposal in hard copy, bound form (with any architectural renderings, plans or sketches in a form no larger than 11" x 17" paper) and one (1) complete copy of the proposal in electronic "PDF" form must be submitted to:

Pat Deakin, Economic Development Manager  
City of Port Alberni,  
4850 Argyle Street, Port Alberni, BC, V9Y 1V8  
Phone: 250-720-2527; Fax 250.723.3402  
Email: [patrick\\_deakin@portalberni.ca](mailto:patrick_deakin@portalberni.ca)

All submissions should be clearly marked as follows:

"Response to Request for Proposals for Upland Portion of the Clutesi Haven Marina"

## **6.0 EVALUATION OF PROPOSALS**

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### **6.1 Evaluation Process**

Submissions in response to this Request for Proposals will be evaluated by a team of senior City and Port Alberni Port Authority Managers.

### **6.2 Evaluation Criteria**

- Extent to which development proposal is envisioned to create a 'marquee attraction' / destination point in its own right to capitalize on significant local and tourism traffic
- Comprehensiveness of the development proposal.
- Level of capital investment.
- Evidence of completion of similar projects such as is being proposed
- Other economic benefits to the community.
- Understanding of and commitment to developer's responsibilities for on-site services and construction.
- Time line for development and operation.
- Experience and qualifications of key members of the Proponent's team.
- Evidence of financial capacity of the Proponent to fund the development.
- Demonstrated financial commitment to the development.
- Acknowledgement of importance of ongoing functioning of marina.

### **6.3 Weighting of Responses**

The City and Port Authority may give such weight to these evaluation criteria as they see fit. Selection of the preferred proposal will be the decision of City Council and the Board of the Port Authority. A proposal deemed at Council and the Port Authority's discretion to be the most advantageous to the community may be selected. City Council and the Board of the Port Authority may choose to negotiate with one (or more) proponents with the intent of achieving a greater public benefit for the community. City Council and the Board of the Port Authority may choose to reject all proposals. The ultimate selection of a successful proponent will be subject to concluding a lease with the Port Alberni Port Authority.

## **7.0 GENERAL CONDITIONS**

### **7.1 Legal Relationship Created by and Nature of this Request for Proposals**

Neither this Request for Proposals nor the submission of a proposal by a Proponent is intended to create a legal relationship between, or any duties or obligations on the part of the City, Port Authority or a Proponent.

This Request for Proposals is an invitation to treat, and if the City and Port Authority decide upon receipt and review of proposals to explore, negotiate or otherwise treat with any Proponents, it may do so, and until a written offer is made and accepted, no contractual relationship of any kind will exist.

In considering any proposals received whether compliant to this Request for Proposals or not, the City and Port Authority may treat further and negotiate with anyone or all of the Proponents or none of the Proponents as it sees fit and may ultimately contract with one or more of the Proponents, or with none of the Proponents as in its unfettered discretion it considers desirable.

This Request for Proposals does not impose on the City and Port Authority any duty of fairness or natural justice to any or all respondents with respect to this Request for Proposals or the process it creates. Unless the Owner is expressly permitted or required by this Request for Proposals to “act reasonably”, the Owner is entitled to act in its sole, absolute and unfettered discretion.

## **7.2 Confidentiality of Proposals**

The City and Port Authority are subject to the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the City and Port Authority respectively, subject to the specific exceptions in the right set out in the Act. The City and Port Authority will receive all proposals submitted in response to this Request for Proposals in confidence, including for the purposes of S.21 of the Act. Because of the right of access to information created by that Act, the City and Port Authority do not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.

## **7.3 Proprietary Information**

If a Proponent considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

## **7.4 Responsibility or Liability**

The Owner accepts no responsibility or liability for the accuracy or completeness of this Request for Proposals (including any schedules or appendices to it) or of any recorded or verbal information communicated or made available for inspection by the Owner (including through the Owner’s representative of any other individual) and no representation or warranty, either expressed or implied, is made or given by the Owner with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person

on the Request for Proposals or any other such information as is described in this paragraph is solely that of each Proponent.

Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of the Request for Proposals or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Owner is deemed to have released the Owner from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of the Request for Proposals or any such information as it described in this paragraph.

Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable to understand the requirements of the Request for Proposals and to prepare and submit its proposal.

### **7.5 Compliance with Regulations**

The successful Proponent/s will be responsible for complying with all municipal, provincial, and federal statutes, regulations, bylaws, and permits.

## **8.0 TERMS OF AGREEMENT**

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### **8.1 Further Process Leading to Contract**

The Port Authority may negotiate and treat with any of the Proponents whose proposals best meets the objectives of the City and Port Authority. The Port Authority may, but is not obligated to make an offer for the lease of a portion of the Upland at the Clutesi Haven property to any Proponent. Acceptance by a Proponent or Proponents in writing of that offer according to its terms will create legal relations.

8.1.1 The land is offered, “as is” and the City and the Port Authority make no representation and will take no responsibility with respect to the condition of the property.

8.1.2 All Proponents are advised that an agreement will not be signed until and unless:

The successful Proponent submits, within two weeks of the City and Port Authority’s acceptance of the offer, a Letter of Commitment from a

recognized financial institution acceptable to the Port Authority. This letter shall confirm that the Proponent has funds necessary or has approval for borrowing funds necessary, to carry the proposed development and operation through to completion.

- 8.1.3 The City of Port Alberni and the Port Alberni Port Authority reserve to right to reject or negotiate any or all offers.

***The successful proponent must be able to post a construction bond based on the value of the proposed development until all improvements identified in the proposal are completed and any other conditions of the award of the RFP are satisfied.***

## APPENDICES:

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9.1 Location Plan

9.2 W1 Zoning Bylaw

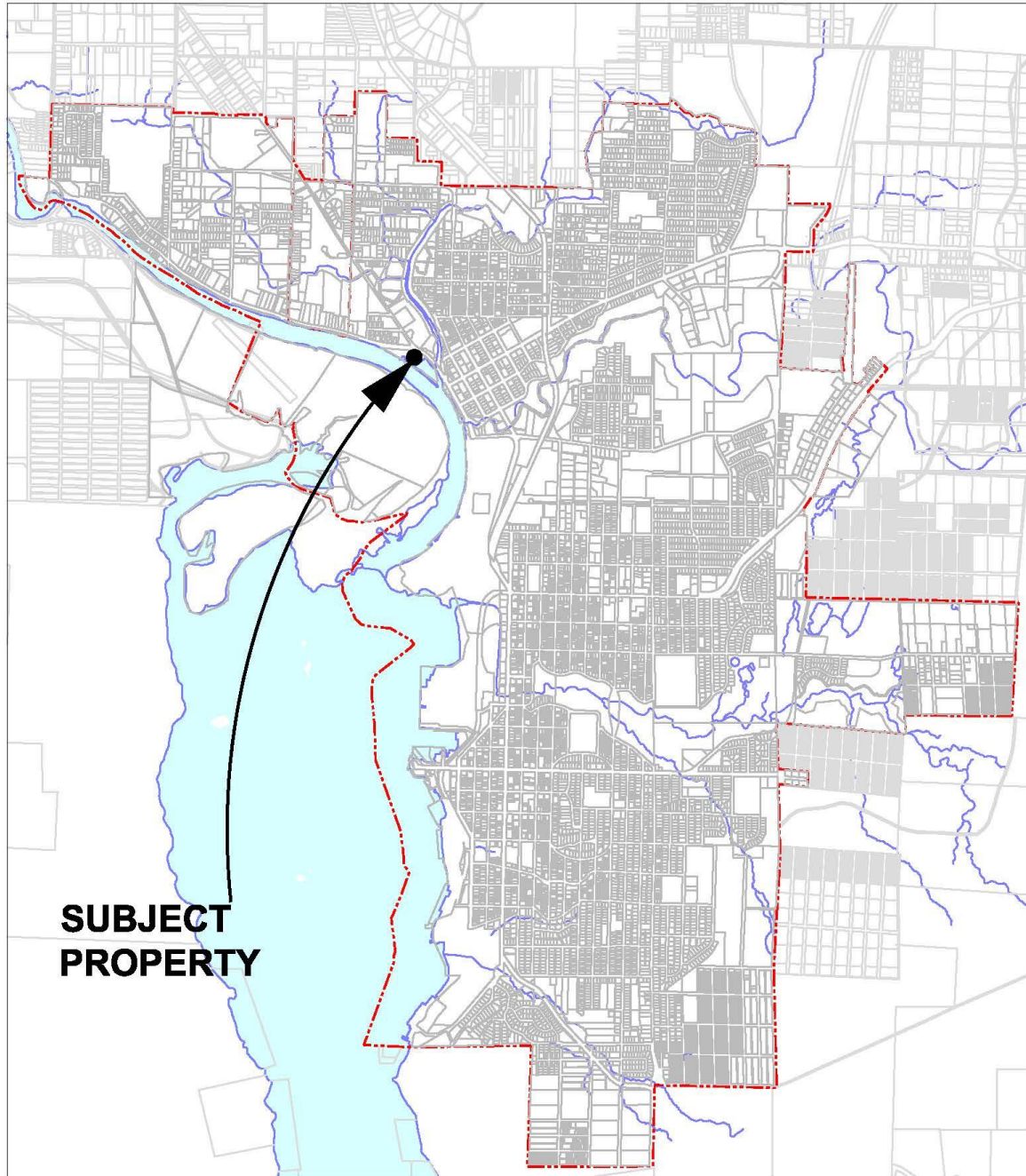
9.3 Floodplain Bylaw

9.4 Development Permit Area (Extract)





## CITY OF PORT ALBERNI LOCATION MAP



5104 River Road

## **W1 – WATERFRONT COMMERCIAL**

5.33 The purpose of this *zone* is to establish and maintain areas for commercial and *retail* operations, especially those serving marine-based or tourist-oriented activities.

### 5.33.1 Permitted uses

<u>Principal Uses</u>	<u>Accessory Uses</u>
Boat rental operations	Loading facility
Boat tour and charter operations Commercial mooring facilities	<i>Office</i>
Docks, Wharves, and Floats for the <i>use</i> of water taxis, ferries, float planes and amphibious vessels	Permanent residence on one boat or vessel by one member or employee of any other <i>use</i> permitted within this <i>zone</i> for purposes of security and fire protection
Fish product industry Marina	Private floats and wharves
Marine fuelling operations	Storage
Marine-oriented clubs such as yacht clubs Microbrewery	Temporary boat storage Temporary or seasonal residence on a boat or vessel for commercial fishing purposes
Nightclub, Cabaret, Bar and Pub Observation Tower	
<i>Public market</i>	
Restaurant, excluding <i>drive-in or drive-through</i>	
<i>Retail</i>	

### 5.33.2 Site Development Regulations

Maximum Height, Principal <i>Building</i>	8 m	(26.2 ft)
Maximum Number of Principal <i>Building Storeys</i>	2	

### 5.33.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.33.1,
- (i) Temporary or seasonal boat residence is permitted, provided that the boat or vessel is wharfed at a location where the following on-shore facilities are provided, at a minimum, in separate rooms for females and males:
- one water-closet;
  - one wash-basin; and
  - one bathtub or shower
- (ii) Private Floats and Wharves are permitted only where necessary for practical access by boats to commercial enterprises primarily oriented to water *uses* and water traffic.
- (b) Where associated with *retail* sales of live or fresh seafood in the same

*building, fish product industry activity is limited to a maximum gross floor area of 235 m<sup>2</sup> (2530 ft<sup>2</sup>).*

- (c) Marine fuelling operations shall be located not less than 60 m (196.8 ft) from any R or RM zone.

## **CITY OF PORT ALBERNI BYLAW NO. 4288**

A BYLAW TO DESIGNATE FLOODPLAINS, SET LEVELS FOR CONSTRUCTION AND DEVELOPMENT ON FLOODPLAINS AND TO REGULATE LAND SUBJECT TO FLOOD HAZARDS.

### **WHEREAS:**

- A. The Council may pursuant to S. 969 of the Municipal Act, R.S.B.C. 1979, c. 290, designate floodplains within the City and set levels for development on such floodplains;
- B. The Council may regulate the development of land situate in areas designated as floodplain;
- C. Council considers it desirable to regulate development on a floodplain to reduce risk of injury to person and damage to property.

### 1. Title

This Bylaw may be cited as "Floodplain Bylaw".

### Interpretation In this Bylaw:

- (A) "Building Inspector" means the Building Inspector for the City of Port Alberni".
- (B) "Existing Building or Structure" means a building or structure existing as of the date of the adoption of this Bylaw;
- (C) "Flood Construction Level" means the minimum elevation expressed in metres determined by reference to the G.S.C., below which no underside of any floor system, nor the top of any pad, supporting a Habitable Area shall be placed, constructed or located;
- (D) "ft" means foot or feet;
- (E) "G.S.C." means Geodetic Survey of Canada;

Bylaw No. 4288

- (F) "Habitable Area" means any room in a building or structure (including a manufactured building) designed, intended or used for dwelling, living, sleeping, eating or food preparation, or for the display or storage of goods and things susceptible to flood damage including display or storage as aforesaid for commercial, industrial or any other purposes;
- (G) "m" means metre(s).

## 2. Building Restrictions in the Floodplain Area

- 3.1 This Bylaw shall apply to all lands bounded on the south by the Somass River, on the east by Kitsuksis Creek Floodway and Gertrude Street north thereof, on the north by Compton Road, Golden Street and Georgia Road and on the west by the City boundary.
- 3.2
  - a) No building other than a garage, carport or accessory building shall be erected, constructed or located at a flood construction level lower than elevation 3.65m (12.0 ft) G.S.C..
  - b) In addition to the foregoing:
    - (i) unless the building is situated on lands the natural elevation of which is 3.65m (12 ft) G.S.C. or greater, any basement, cellar or crawl space shall not exceed 1.2m (4 ft) in height to the underside of the floor joists;
    - (ii) such cellar, basement or crawl space shall not be used for the storage of goods or containment of a heating unit; and
    - (iii) on ground above elevation 2.75m (9.0 ft) G.S.C. any fill placed within the area covered by the building shall not extend more than 6.1m (20 ft) from the building periphery, nor so as to impair the drainage of any adjoining parcel or public allowance.
- 3.3 On any land described in this Bylaw no excavation for a basement, cellar or crawl space shall be permitted which provides for a finished floor level of the basement, cellar or crawl space below elevation 3.65m (12.0 ft) G.S.C..

Bylaw No. 4288

- 3.4 If any existing building erected on the lands herein described which is now in contravention of Section 3.2 hereof is destroyed or damaged to the extent of 75% or more of its value above foundations as determined by the Building Inspector, it shall be lawful for the owner thereof to rebuild or replace the said building, provided that when constructed, the building shall conform to the provisions of Section 3.2.

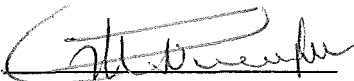
**READ A FIRST TIME THIS 27TH DAY OF MAY, 1996.**

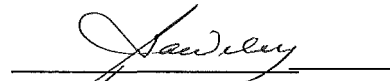
**READ A SECOND TIME THIS 12TH DAY OF AUGUST**

**1996. READ A THIRD TIME THIS 12TH DAY OF AUGUST**

**1996.**

**FINALLY ADOPTED THIS 26TH DAY OF AUGUST 1996.**

  
MAYOR

  
CLERK



## **Section E: Implementation**

### **1.0 DEVELOPMENT PERMIT AREAS**

**[EXTRACT]**

#### **1.2 Development Permit Area No: 2 Commercial Development**

**Area**

That area marked Development Permit Area No. 2 as shown on Schedule “B” to this Bylaw is hereby designated as a development permit area.

**Justification**

The justification for the designation of this Development Permit Area is the highly visible location of the areas within the City with its implications for community image. The intent of this Development Permit Area is to ensure high quality development.

## **Guidelines**

### **i) Scale, Form and Character**

1. A “box-like” appearance or a horizontal emphasis in building design shall be avoided. Building massing, walls, facades and roof lines shall be varied, articulated, stepped or indented. Except for Highway Commercial (HCO), building massing should be close to the street to unify the street elevation as a whole, and architectural detailing shall reflect appropriate scale, proportion and arrangement to enhance the pedestrian quality of the streetscape.
2. Buildings at road intersections should reinforce the corner definition and highlight entrance ways. Buildings should front both roads.
3. Building materials shall be of a high standard to convey quality and permanence.
4. Variations in the use of facade finishes shall be used to create a varied and attractive appearance. The use of wood as an architectural feature is encouraged.
5. Entrances and windows should be highlighted through vertical facade articulation including roof line or cornice accents or other architectural features.
6. Continuous weather protection shall be provided over pedestrian focal points on exterior building walls.
7. All roof top mechanical equipment shall be screened from view and should blend in with the roof line.
8. Loading areas, garbage and recycling bins shall be completely screened.
9. The design of buildings, parking lots, lighting and open space shall take into consideration the principles of CPTED (Crime Prevention through Environmental Design).

### **ii) Signage, Landscaping, and Parking**

1. The size, location and design of signage shall be architecturally integrated with the overall design of the buildings and landscaping and should be at a pedestrian scale. Signs shall comply with the City of Port Alberni Sign Bylaw.
2. On-site lighting shall be designed to minimize light spillage onto adjacent properties.
3. Parking areas that are visible from the street shall be screened through the use of landscaping.
4. Landscaping shall be used to define public space and to create an enhanced streetscape image, and to soften a land use transition.

**iii) Highway Commercial (HCO) – Additional guidelines**

1. A perimeter landscaping buffer area of an average width of 4 metres shall be provided along the inside of the property frontage where it borders a public street (excluding lanes) or adjacent lands containing a residential use. Boulevards of adjacent streets shall be landscaped and maintained by the adjacent developments. The perimeter landscaping buffer and boulevards may contain a combination of trees, shrubs, flower beds, grass, pavers and solid decorative fencing. All landscaped areas shall be serviced by an underground irrigation system.
2. A sidewalk 1.9 metres in width shall be provided along road frontages. A trail system can be used as an alternative to traditional sidewalks. However, a surface treatment shall be required that provides clean and stable footing at all times. Internal pedestrian walkways shall be provided from the public sidewalks to the principal customer entrance of all principal buildings on the site.
3. Parking areas shall avoid large expanses of uninterrupted paved surfaces. Parking lots should be broken down into smaller parking areas evenly dispersed throughout the development. Parking areas shall include landscaped areas designed to avoid conflict with automobiles and automobile occupants.

**Development Permit Not Required**

Development Permits shall not be required in the following instances:

1. for construction that is undertaken within the exterior walls of a principal building or structure,
2. construction of a value less than \$25,000; and
3. alteration of the message and/or graphic on signs, awnings or canopies where the size, area, shape, lighting and physical structure of the signs, awnings or canopies are not changed.

**[END OF EXTRACT]**