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**Minutes of a Meeting of the Otter Point Advisory Planning Commission**  
**Held September 25, 2017 at Juan de Fuca Local Area Services Building, 3-7450 Butler Road,**  
**Otter Point, BC**

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**PRESENT:** Sid Jorna (Vice Chair), Bud Gibbons, Anne Miller, Stephen Smith  
**Staff:** Iain Lawrence, Local Area Planning Manager; Wendy Miller, Recorder  
**ABSENT:** Al Wickheim (Chair)  
**PUBLIC:** 5

The meeting was called to order at 7:00 p.m.

The Vice Chair welcomed everyone to the meeting and provided a brief overview of the role of the Advisory Planning Commission (APC) noting that the APC is an advisory body to the Juan de Fuca Land Use Committee (LUC). The LUC makes recommendations to the CRD Board.

**1. Approval of the Agenda**

**MOVED** by Bud Gibbons, **SECONDED** by Anne Miller that the agenda be approved.

**CARRIED**

**2. Approval of Supplementary Agenda**

No supplementary items.

**3. Adoption of the Minutes of July 17, 2017**

**MOVED** by Stephen Smith, **SECONDED** by Anne Miller that the minutes of the meeting of July 17, 2017, be adopted.

**CARRIED**

**4. Planner's Report**

No report.

**5. Rezoning Applications**

**a) RZ000247 and RZ000249 - Strata Lots 6, 11, 18, 19, and 20, Section 16, Otter District, Plan VIS7096 (Butler Road – Sooke Business Park)**

Iain Lawrence reported that the APC considered the request to rezone five properties (RZ000247) at its July 17, 2017, meeting. It was advised that the rezoning proposal has been revised to reflect an application (RZ000249) from another property owner to rezone four properties. At its meeting of September 19, 2017, the LUC supported a request from the original applicant to add Strata Lot 6 to the rezoning proposal. It was reported that comments from this evening's meeting will be brought forward directly to the CRD Board.

APC comments included:

- concern that the term "caretaker" is not defined by Bylaw No. 2040 or by proposed Bylaw No. 4187
- it is not clear if the dwelling unit permitted for use by a caretaker intends that the caretaker is the owner/operator or an employee of the owner/operator or if the structure can be used for residential/rental purposes
- a question of whether all the lots within the Sooke Business Park should have this zone applied to them

Iain Lawrence reported that rezoning of all the lots in the Sooke Business Park and review of the definition of caretaker can be considered at such time that the Juan de Fuca Land Use Bylaw, Bylaw No. 2040 undergoes review.

**MOVED** by Bud Gibbons, **SECONDED** by Stephen Smith that the Otter Point APC supports proposed Bylaw No. 4179, as amended to reflect rezoning of a total of ten properties, and that Otter Point APC supports considering rezoning of all the lots in the Sooke Business Park and review of the definition of caretaker at such time that the Juan de Fuca Land Use Bylaw, Bylaw No. 2040 undergoes review.

**CARRIED**

## 6. Adjournment

**MOVED** by Anne Miller, **SECONDED** by Sid Jorna that the meeting adjourn.

**CARRIED**

The meeting adjourned at 7:11 p.m.

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Chair