



February 12, 2025

LONG BEACH ADVISORY PLANNING COMMISSION

A meeting has been scheduled for **Tuesday, February 18, 2025 at 5:30 pm** via Zoom.

Please find enclosed the following application for your review and consideration:

- TUP24012 – 245 Albion Crescent (Flynn)

Your recommendations will be provided to the Board of Directors at the February 26, 2025 Board meeting.

The following items will be presented and discussed from 6:00 to 7:00 pm:

- Area C (South Long Beach) Official Community Plan Update Project
 - Update on Discussion Guide & Handbook
 - Open House + Workshop
 - Pop-up Event

If you have any questions or need additional information, please reach out to the ACRD Planning Department.

Phone: 250-720-2700

Email: planning@acrd.bc.ca



To: ACRD Board of Directors

Meeting Date: February 26, 2025

From: Brooke Eschuk, Planner I

File #: PL20240098/TUP24012

Electoral Area: C - Long Beach

Voting Structure: Electoral Area Directors

Subject: Temporary Use Permit TUP24012 – 245 Albion Crescent (Flynn)

Recommendation:

- THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP24012 subject to:**
- a. Completion of a health and life safety inspection by the ACRD Building Inspector.**
 - b. Neighbour notification according to s. 494 of the Local Government Act.**

Development Proposal: The property owner is applying for a Temporary Use Permit to allow the operation of a short-term rental in a secondary suite located in the applicant’s primary residence.

Advisory Planning Commission Recommendation: That the Long Beach Advisory Planning Commission review the application at their February 18, 2025 meeting and provide a recommendation to the ACRD Board of Directors.

Property Owner(s): Shawna Flynn

Property Information:

Civic Address:	245 Albion Crescent, Ucluelet		
Legal Description:	LOT 10, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 23318		
PID:	000-945-234	Folio:	770-03449.020
		ALR? (Y/N)	N
		Lot Size (ha):	0.17 (0.41 ac)

Current Zoning	R2 - Two Family Residential District	Proposed Zoning	n/a
Current OCP	South Long Beach, Residential Use	Proposed OCP	n/a
Development Permit Area(s)	DPA IV – Natural Hazard Areas Protection Flood Risk: Tsunami 20 m a.s.l.		
Current Use & Description	The parcel is located in a residential neighbourhood containing a single family dwelling. The SFD contains a secondary suite located within the lower level of the SFD (applicant’s primary residence).		

Surrounding Zoning and Land Use			
North	R2 - Two Family Residential District	South	R2 - Two Family Residential District
East	R2 - Two Family Residential District	West	R2 - Two Family Residential District

Services:

- a) **Sewage Disposal:** On-site Sewage disposal system. An inspection was completed December 16, 2024 with satisfactory findings.
- b) **Water Supply:** Community Water system.
- c) **Fire Protection:** The parcel is protected by the Ucluelet Volunteer Fire Department.
- d) **Access:** Access to the parcel is from a driveway on Albion Crescent.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as 'Residential Use'. This designation is intended to respond to rural housing needs with a focus on rural lot sizes and densities. The OCP supports the consideration of temporary use permits in all land use designations for a period of up to three years.

This proposal is in compliance with the South Long Beach Official Community Plan.

- b) **Zoning:** Two Family Residential (R2) District.

	Current: R2
Minimum Lot Area (ha)	0.05
Minimum Lot Width (m)	15
Principal & Accessory Front Yard Setback (m)	7.6
Principal Side Yard Setback (m)	1.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

This proposal is not in compliance with the R2 Zone set out in the ACRD Zoning Bylaw. The property owner is applying for a temporary use permit to utilize the self-contained secondary suite within the lower level of their home as a short-term rental.

1. This permit is issued to allow a self-contained secondary suite located within the lower level of the existing single family dwelling at 245 Albion Crescent to be operated as a short-term vacation rental (STR) unit.
2. A maximum occupancy of two (2) persons per bedroom for a maximum of four (4) guests shall be permitted when the secondary suite is being occupied as an STR.
3. The short-term rental use is limited to the existing 945 square foot, two-bedroom secondary suite.
4. The short-term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
5. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
6. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
7. Information regarding Tsunami Evacuation Routes must be posted in a visible location within the secondary suite.
8. This permit is valid for three (3) years from the date of execution.
9. At the time this permit expires, the property owner may apply to the Regional District to re-issue

the TUP or return the property to the original use permitted under the zoning.

10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments: The property owner resides in the home and they intend to rent a two-bedroom one-bathroom secondary suite located within the lower level of the house. There are parking facilities provided and the septic system was assessed in December 2024 confirming that the system is operating effectively. The applicant has provided a letter, site plan, and floor layout to support their application.

The Province has enacted the *Short-Term Rental Accommodation Act* which requires short-term rental operators to register their rental with the Province by May 1, 2025. The purpose of the act is to help more people find a place to live and give local governments stronger tools to enforce short-term rental bylaws. The applicant must confirm their rental is registered prior to TUP approval and issuance.

It is recommended that the Board consider Temporary Use Permit TUP24012, subject to neighbouring properties being notified as per *Local Government Act Section 494* and subject to a health and life safety inspection by the ACRD Building Inspector.

Submitted by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: _____
Cynthia Dick, General Manager of Administrative Services

Approved by: _____
Daniel Sailland, MBA, Chief Administrative Officer

245 ALBION CRESCENT, UCLUELET

December 17, 2024

Planning and Development

Alberni-Clayoquot Regional District

3008 Fifth Avenue, Port Alberni, BC

I am the owner and full time resident of 245 Albion Crescent, Lot 10, Plan 23318, District Lot 469, Clayoquot Land District, P.I.D # 000-945-243 and I'm writing to submit my Temporary Use Permit Application for a short term vacation rental that will use the lower floor of my home totalling 945sq ft. The two bedroom, one bath and full kitchen/living room is 850sq ft and will be used by a max of 4 STR guests and the other 95sq ft is a locked mechanical/ laundry room guests will not have access to. There is parking for a total of 9 vehicles in the driveway for both residence and guests.

The suite has a low flush toilet and guests have no access to laundry to reduce water usage. There will be a "reduce water whenever possible" and a septic system "do's and dont's" write up for guests in the house rules.

There will be an 11pm quiet time and "please respect neighbours in regards to noise" rule

There are 2 fire extinguishers in the suite and a smoke detector that is hard wired in/ attached to the one upstairs, so both go off if the one in the suite is tripped.

Garbage/recycling is in the fully enclosed garage in bear proof containers. There will be written in the rules that absolutely no recycling, food or garbage is to be left in cars or outside the suite.

Attached is the site plan for 245 Albion Crescent, Ucluelet with dimensions of property, location of building on property, main water shut off, septic system location, driveway/ parking, pathways, fencing, privacy landscape plantings, and floor plan of short term vacation rental.

The Septic Inspection Report that was completed on Dec 16th, 2024 is also attached

Sincerely yours,

Shawna Flynn





for Any Plumbing or Drainage Failure!

24 Hour Sewer and Drain Cleaning Service
817 Allsbrook Road, Parksville, B.C. V9P 2A9
Nanaimo 250-758-8582 • Parksville 250-248-8743
Ladysmith 250-245-5666 • Port Alberni 250-723-8774

ASSURANCE OF COMPLIANCE

Date: December 16, 2024

Name: Shawna Flynn
Address: 245 Albion Crescent, Ucluelet, BC

Re: Letter of Compliance

I have conducted an inspection of sufficient thoroughness according to ASTTBC guidelines for the inspection of on-site wastewater systems to determine that the onsite sewage disposal system at the above-noted address, was built (at the time) in the matter of the applicable requirements for a building permit and should not be negatively affected by the additional 2 bed BNB to this property.

The system is not malfunctioning and has been appropriately constructed and installed given the size and projected demand on the system to be placed by any buildings or improvements that are served or are to be served by the system.

I have set out the following requirements:

- *The daily sewage flow shall not exceed 1,818 Litres per day for the current residence.
- *Following set maintenance requirements on septic inspection.
- *No alteration filings are required.



Sincerely,

Terry Kelloway
ROWP # 0157



for Any Plumbing or Drainage Failure!

24 Hour Sewer and Drain Cleaning Service
817 Allsbrook Road, Parksville, B.C. V9P 2A9
Nanaimo 250-758-8562 • Parksville 250-248-8743
Ladysmith 250-245-5666 • Port Alberni 250-723-8774

Date: December 16, 2024
Inspection #: 2255
Inspector's name: Terry Kelloway
Address: 817 Allsbrook Road, Parksville, BC
Phone number: 250-248-8743
Email address: [REDACTED]

Customer's name: Shawna Flynn
Address: 245 Albion Crescent, Ucluelet, BC
Phone number: [REDACTED]
Email address: [REDACTED]

DISCLAIMER

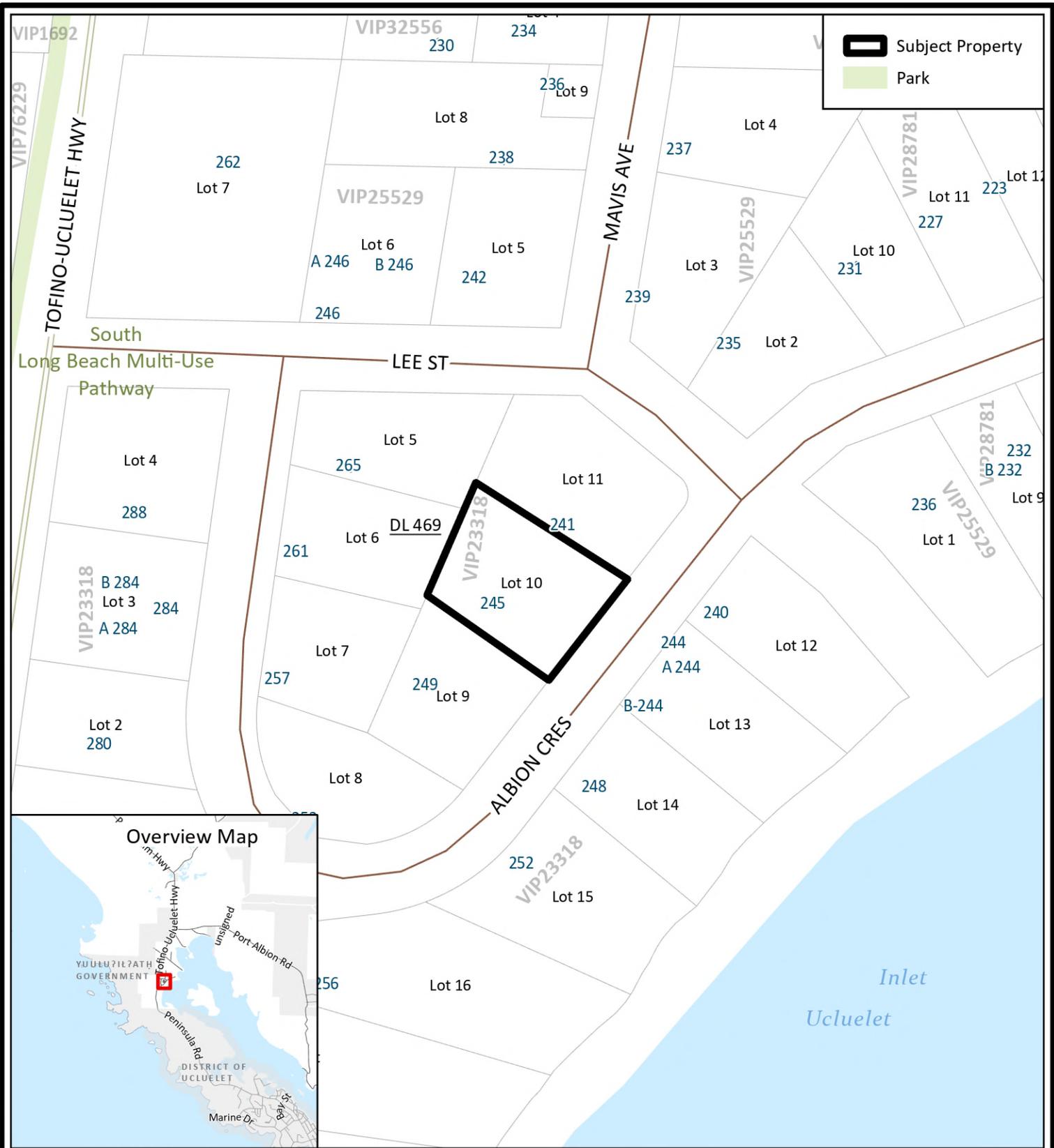
Based upon what we were able to observe, as well as our experience with onsite wastewater technology, we submit this report based upon the present condition of the onsite sewage disposal system. Roto-Rooter Plumbers, has not been retained to warrant, guarantee, or certify the proper functioning of the system for any period of time in the future. Because of the numerous factors (usage, soil characteristics, previous failures, etc.) which may affect the proper operation of a septic system, as well as the inability of our company to monitor the use or maintenance of the system, this report shall not be constructed as a warranty by our company that the system will function properly for any particular buyer. Roto-Rooter Plumbers disclaims any warranty, ascertaining the impact the system is having on the ground water.

This inspection report, drawing, and recommendations are true to the best of my knowledge on the date. Report is valid for 60 days.

Date: DEC 18 / 2024 Signature of Inspector: 

Civic Address: 245 Albion Crescent, Ucluelet, BC

Legal Address: LOT 10, PLAN VIP23318, DISTRICT LOT 469, CLAYOQUOT LAND DISTRICT



 Subject Property
 Park

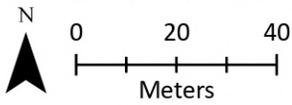


Overview Map

 Civic Address: 245 Albion Crescent
 Legal Description: LOT 10, DISTRICT LOT 469, CLAYOQUOT DISTRICT,
 PLAN 23318



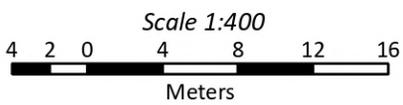
ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT





245 Albion Crescent
 LOT 10, DISTRICT LOT 469, CLAYOQUOT DISTRICT,
 PLAN 23318

-  Subject Property
-  Parcels



Prepared 2025-02-06
 Sources: © OpenStreetMap
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 LidarBC (DEM, Hillshade) 2019,
 ParcelMapBC; ACRD

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