



## NOTICE OF TEMPORARY USE PERMIT

The Alberni-Clayoquot Regional District's Board of Directors will consider issuing a Temporary Use Permit at their next meeting.

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### MEETING DETAILS

**When:** Wednesday, August 28, 2024 at 1:30 pm

**Where:** Alberni-Clayoquot Regional District (ACRD) office located at 3008 Fifth Avenue, Port Alberni, BC. Electronic or in-person attendance options are available.

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### WHAT'S THIS ABOUT?

**File #:** TUP19020R

**Property Owners/Applicants:** Ross and Loraine Curtis

**The subject property** is located at 8279 Dickson Drive and is legally described as AMENDED LOT 16, (D.D. 93068N), BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018.

**The property owners have applied to renew their temporary use permit (TUP) to continue using their two bedroom, single family home as a short term rental.**

### HOW CAN I LEARN MORE?

All related information, including background documents, report and permit, is available at the ACRD office and linked as supplementary information on the ACRD website at [www.acrd.bc.ca/events/28-8-2024/](http://www.acrd.bc.ca/events/28-8-2024/).

Planning staff can answer questions in person, through email, or by phone during regular office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays.

If you would like to attend the Board of Directors Meeting, you can do so in person at the ACRD

office, or electronically on our website at [www.acrd.bc.ca/events/28-8-2024/](http://www.acrd.bc.ca/events/28-8-2024/).

### PROVIDE INPUT!

Providing an opportunity for public input is a top priority for the ACRD. Written correspondence can be submitted by:

- Hard copy delivered to the ACRD office in person or by mail
- Email sent to [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca)

Email submissions will only be considered received if receipt confirmation is provided by ACRD staff.

Written submissions must be received by **4:30 pm on Tuesday, August 27, 2024.**

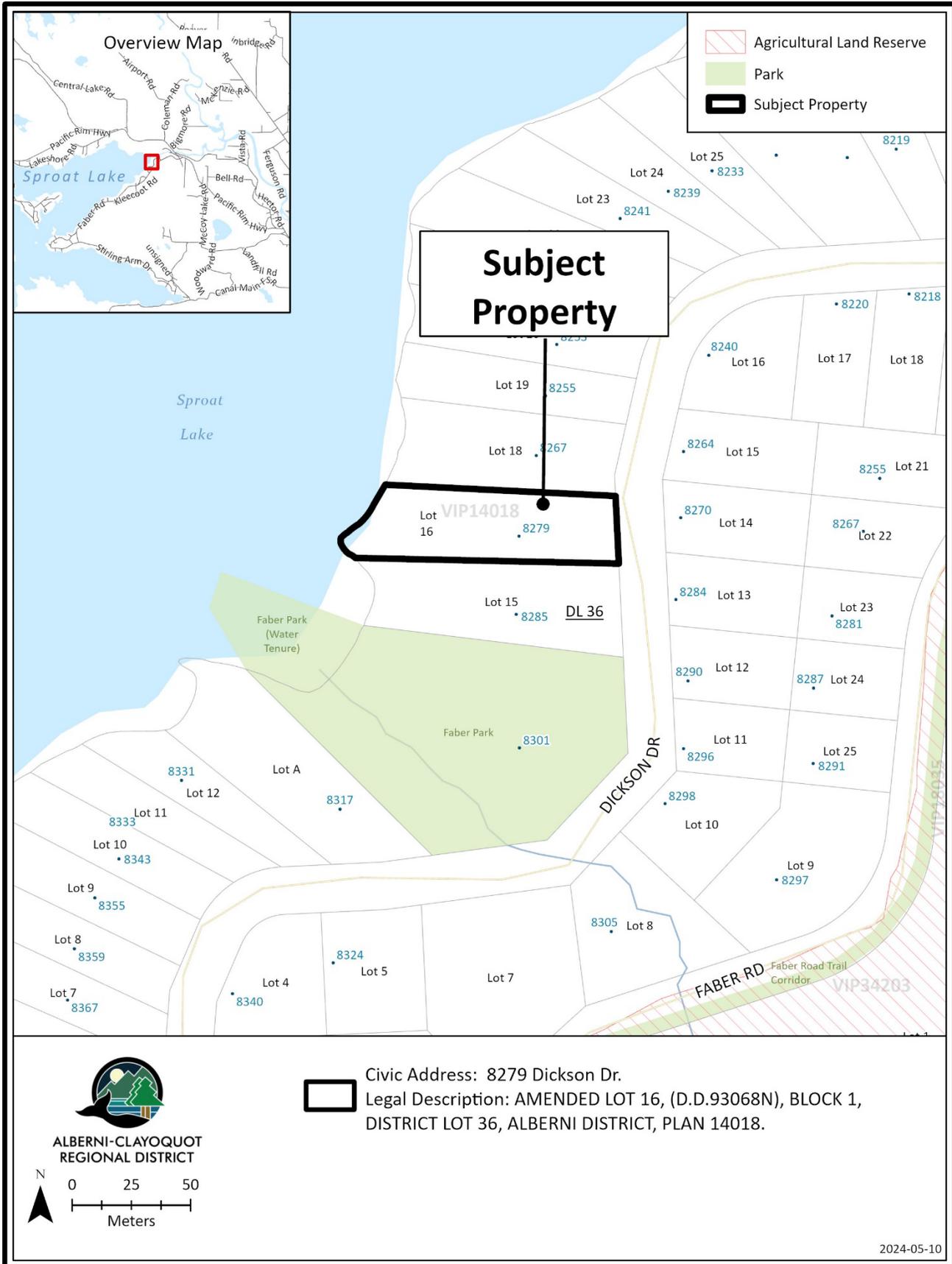
Alternatively, if you wish to appear as a delegation to present your views to the Board in person, please fill out the Delegation Request Form on the ACRD website at [www.acrd.bc.ca/delegation](http://www.acrd.bc.ca/delegation) and submit the completed form by **12:00 pm on Thursday, August 22, 2024.** For further information or assistance with the Delegation Request Form contact us at 250-720-2700.

### ASK US!

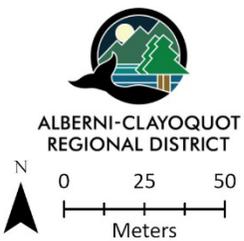
If you have questions or experience technical difficulties with website access, Planning staff are available to provide assistance during regular office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays. We can be reached at:

**Alberni-Clayoquot Regional District**  
Planning Department  
3008 Fifth Ave, Port Alberni, BC V9Y 2E3  
Phone: 250-720-2700  
Email: [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca)

# SUBJECT PROPERTY MAP



 Civic Address: 8279 Dickson Dr.  
Legal Description: AMENDED LOT 16, (D.D.93068N), BLOCK 1,  
DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018.



2024-05-10



**To:** ACRD Board of Directors

**Meeting Date:** July 24th, 2024

**From:** Brooke Eschuk, Jr. Planner

**File #:** PL20240042 / TUP19020R

**Application Type:** Temporary Use Permit

**Voting Structure:** Electoral Area Directors

**Electoral Area:** 'D' Sproat Lake

**Subject:** Temporary Use Permit Application TUP19020R – 8279 Dickson Drive (Curtis)

**Recommendation:**

**THAT the Board of Directors consider Temporary Use Permit application TUP19020R subject to the following:**

- **Neighbourhood notification as per Local Government Act s. 494.**

**Development Proposal:** The property owners are applying to renew their Temporary Use Permit (TUP19020) which allows them to rent their home on a short term basis to visitors. The single family house is not the primary residence of the applicants but is typically used by the home owners throughout the year and then is available as a Short Term Rental (STR) June, July and August. The applicants rent the home for longer periods during the remainder of the year.

**Advisory Planning Commission (APC) Recommendation:** The Sproat Lake APC considered this application at their July 15<sup>th</sup>, 2024 meeting. The APC members present at the meeting passed a recommendation to support the TUP application.

**Property Owner(s)/Applicant(s):** Ross and Lorraine Curtis

**Property Information:**

Civic Address	8279 Dickson Dr.						
Legal Description	AMENDED LOT 16, (DD 93068N), BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018						
PID	004-469-381	Folio	0712.030	ALR? (Y/N)	N	Lot Size (ha)	0.32

Current Zoning	Small Holdings (A1) District	Proposed Zoning	N/A
Current OCP	Residential Use	Proposed OCP	N/A
Development Permit Area(s)	DPA – I Foreshore and Riparian Areas Protection		

Current Use & Description	The applicants have a two bedroom home located on a 0.32 ha (0.79 ac) property accessed from Dickson Road. The parcel is mostly treed and fronts onto Sproat Lake. The single family house is used by the applicants for short stays throughout the year, and is rented for longer periods over the winter and fall and spring. The applicants rent the home on a short term basis throughout the months of June, July and August. The appearance of the property is not inconsistent with neighbouring single family dwellings.
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**PL20240042 / TUP19020R**

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**Surrounding Zoning and Land Use**

North	Small Holdings (A1) District	South	Small Holdings (A1) District
East	Small Holdings (A1) District	West	Waterfront (WF1)

**Services:**

- a) **Sewage Disposal:** Onsite sewage wastewater disposal system. A septic performance assessment was completed in 2020 confirming that the system was in working order and that it is capable of accommodating sewage disposal for a two-bedroom house.
- b) **Water Supply:** Onsite water system.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from Dickson Drive.

**Planning Policy Discussion:**

- a) **Official Community Plan:** The parcel is designated as Residential Use in the Sproat Lake Official Community Plan (OCP). This designation provides for a range of residential uses and housing types including vacation rentals, recreational properties, small lots, and acreages.

Although the property owners do not utilize the home as their primary residence, they have continued to adhere to the ACRD short term rental rules by obtaining a temporary use permit. The current application seeks to renew TUP19020 which was originally issued in August 2020. No development is planned for the property and a development permit to satisfy the requirements of DPA I will not be required as part of the TUP renewal application.

***This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.***

**b) Zoning:**

The parcel is zoned Small Holdings (A1) District. This district supports rural residential and agricultural uses. The parcels on this section of Dickson Drive are generally more consistent with the RA3 district when comparing lot sizes. Setbacks in the RA3 zone are slightly larger than those of A1.

	Current: A1
Minimum Lot Area (ha)	0.8 ha
Minimum Lot Width (m)	50.2
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

***The short term rental use is not consistent with the ACRD Zoning Bylaw. The applicant is applying to renew their Temporary Use Permit to continue renting their single family dwelling on a short term basis.***

**Temporary Use Permit Conditions:**

The Temporary Use Permit to allow the short term rental of the property located at 8279 Dickson Drive may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued to allow the short term rental (STR) of a two (2) bedroom single family house with a maximum of four (4) guests at any one time located at 8279 Dickson Drive.
2. The STR use of the property shall not change the residential appearance of the single family dwelling.
3. The property owner must indicate that a caretaker can attend the property within 20 minutes.
4. The contact information of the owner or caretaker and a copy of the TUP must be posted in a location visible to the public.
5. This permit is valid for a term of three (3) years from the date of execution.
6. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the original use permitted under the current zoning bylaw.
7. 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 applicants have provided staff with the required documentation to support their renewal application. This is an application to renew the TUP that was originally issued in August 2020. The applicants previously supplied their renter welcome package which includes safety information, rental etiquette, contact information, and visitor information. To date, Planning staff are not aware of any complaints regarding the operation of the STR.

Staff recommend that the ACRD Board consider renewing Temporary Use Permit TUP24003, subject to neighbouring properties being notified as per *Local Government Act Section 494*.

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

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

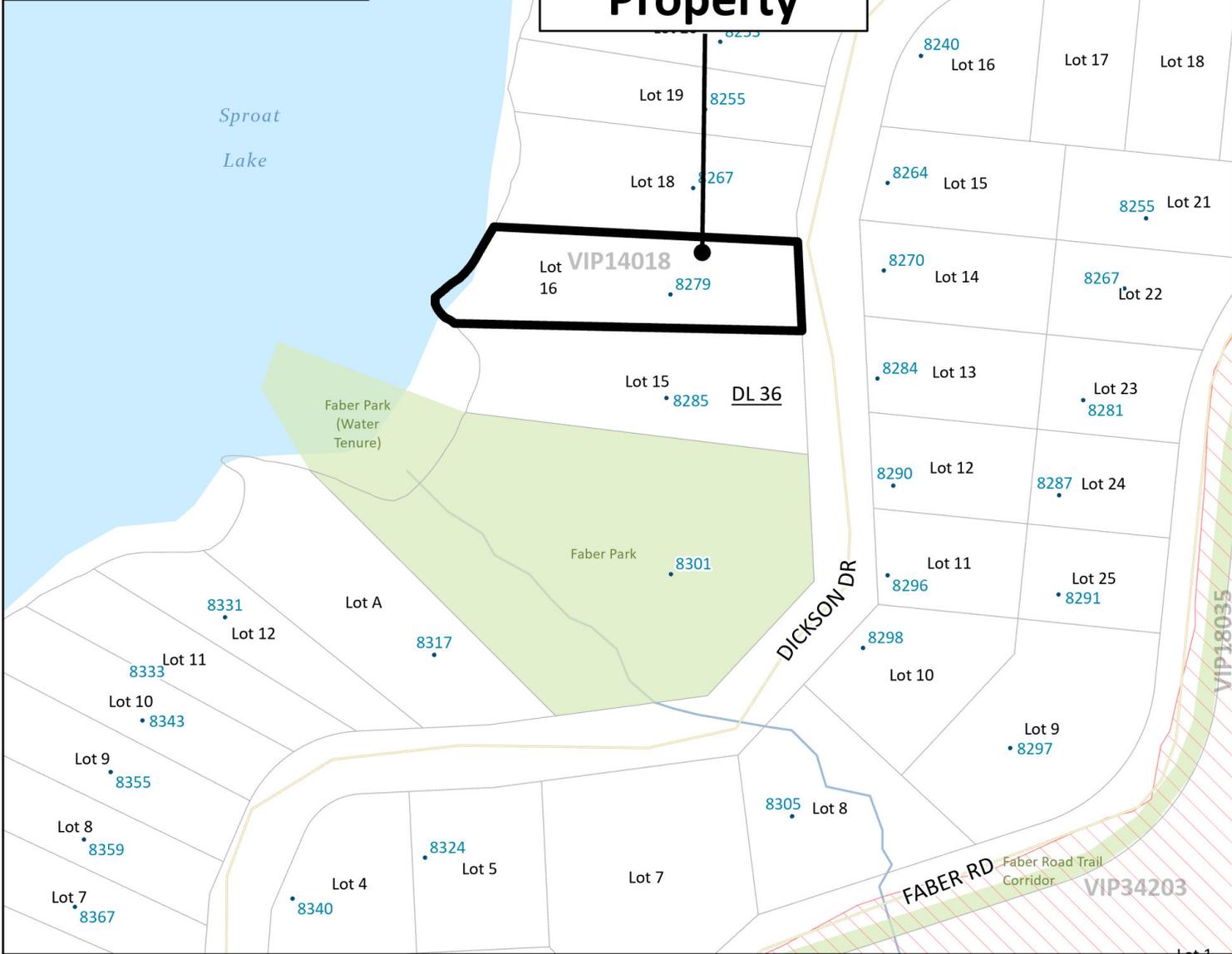
Reviewed by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



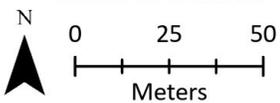


-  Agricultural Land Reserve
-  Park
-  Subject Property

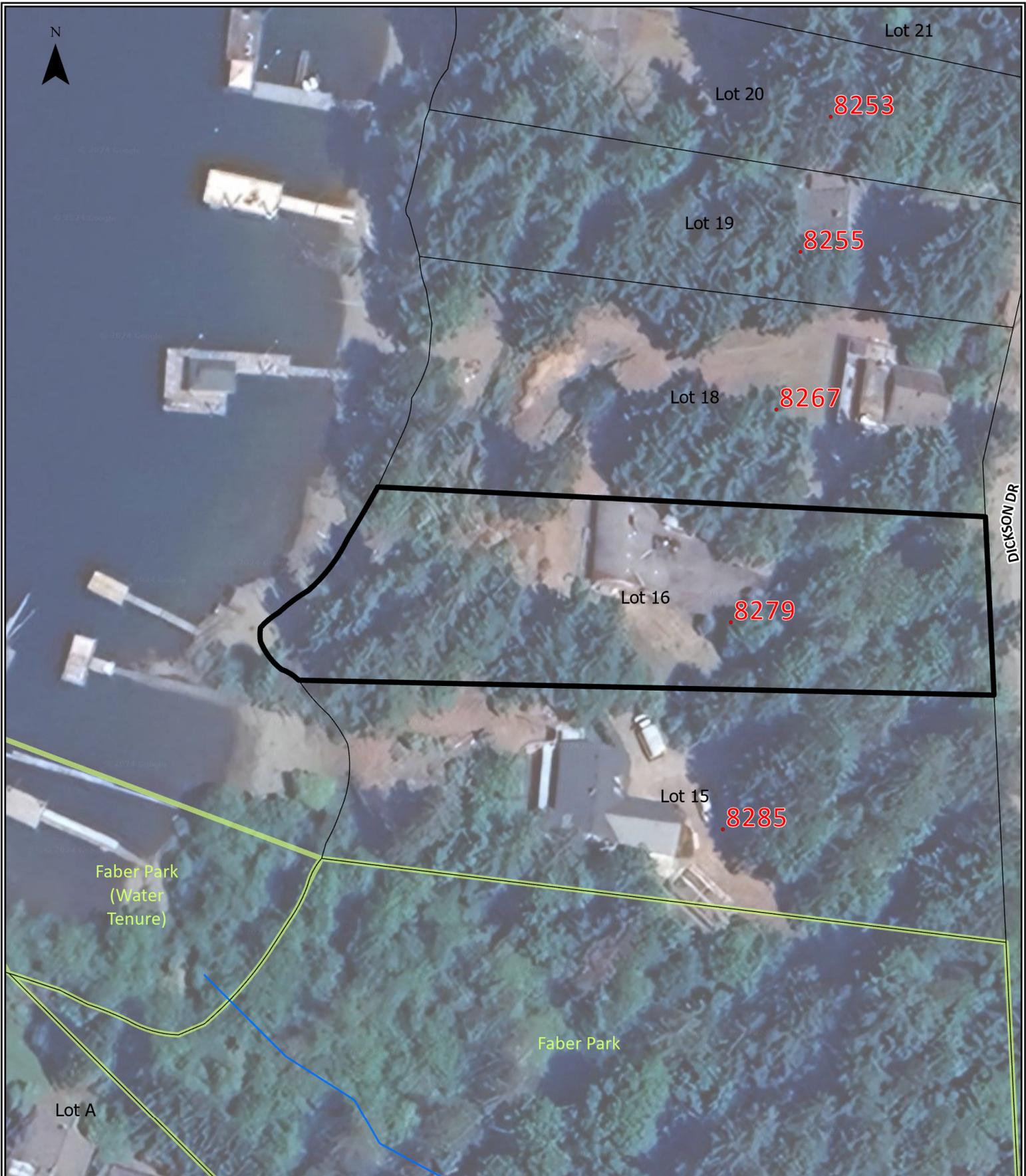
**Subject  
Property**



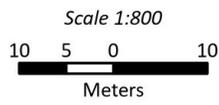
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



Civic Address: 8279 Dickson Dr.  
 Legal Description: AMENDED LOT 16, (D.D.93068N), BLOCK 1,  
 DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018.



8279 Dickson Dr.  
 AMENDED LOT 16, (D.D.93068n), BLOCK 1, DISTRICT  
 LOT 36, ALBERNI DISTRICT, PLAN 14018



-  Subject Property
-  AV Stream Atlas
-  Parcels
-  Park



Prepared 2024-05-10  
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