



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.

MEETING DETAILS

When: Wednesday, November 12, 2025 at 1:30 pm
Where: Alberni-Clayoquot Regional District (ACRD) office located at 3008 Fifth Avenue, Port Alberni, BC. Electronic, call-in, or in-person attendance options are available.

WHAT'S THIS ABOUT?

File #: TUP25012

Property Owners/Applicants: John Dirocco

The subject property is located at 3640 Fletcher Road and is legally described as LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 18675.

The property owners have applied for a temporary use permit (TUP) to allow for the use of one (1) recreational vehicle (RV) as a temporary residence on the property. The RV must be connected to community water and adequate on-site sewage disposal and the TUP would be valid for up to three (3) years.

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/12-11-2025/.

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/12-11-2025/.

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

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, November 11, 2025.**

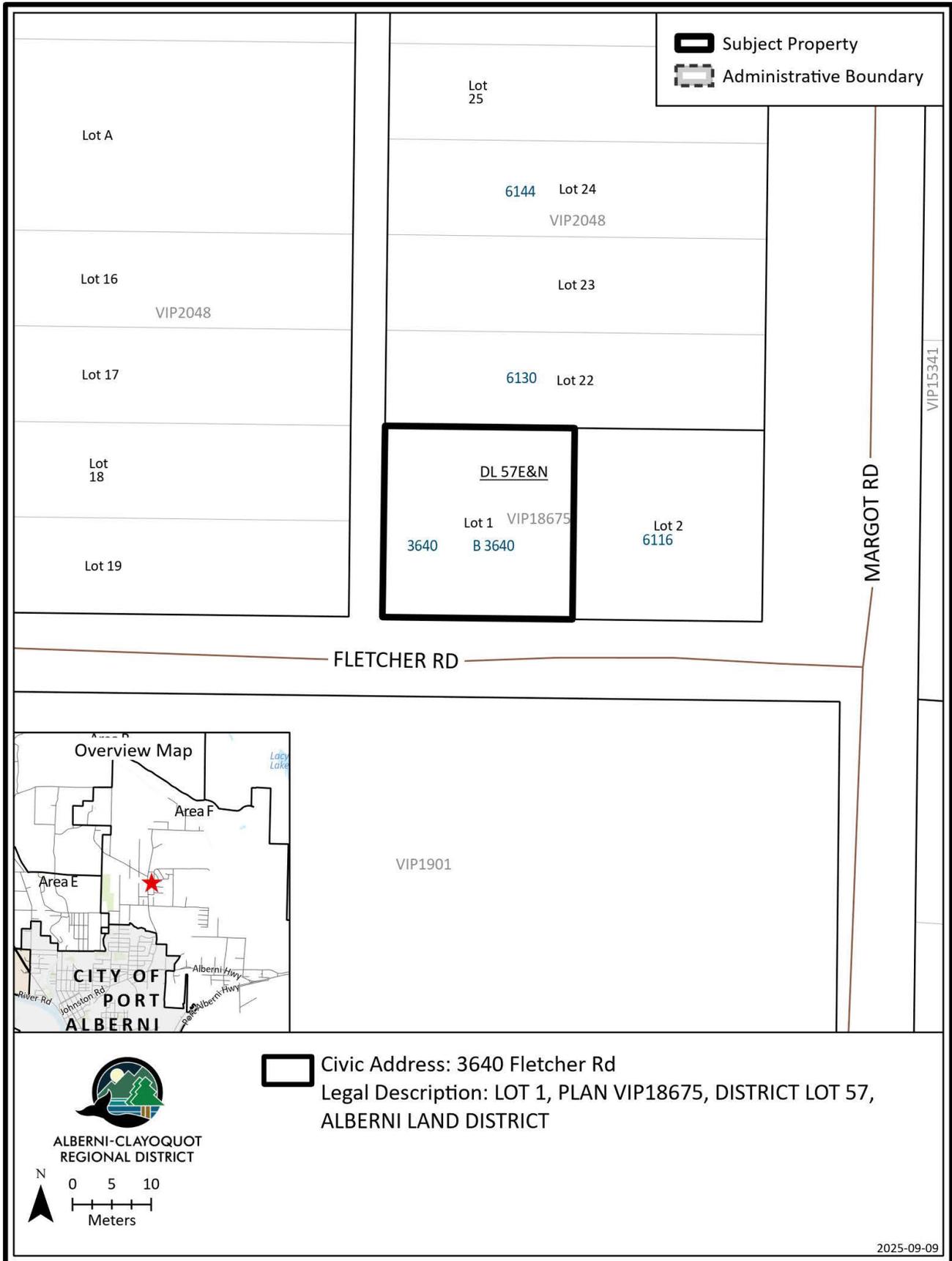
Alternatively, if you wish to appear as a delegation to present your views to the Board in person, please fill out the Delegation Request Form on the ACRD website at www.acrd.bc.ca/delegation and submit the completed form by **12:00 pm on Thursday, November 6, 2025.** For further information or assistance with the Delegation Request Form contact us at 250-720-2700.

ASK US!

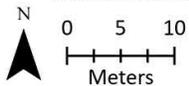
If you have questions or experience technical difficulties with website access, Planning staff are available to provide assistance during regular office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays. We can be reached at:

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

SUBJECT PROPERTY MAP



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Civic Address: 3640 Fletcher Rd
Legal Description: LOT 1, PLAN VIP18675, DISTRICT LOT 57,
ALBERNI LAND DISTRICT

2025-09-09



To: ACRD Board of Directors

Meeting Date: October 8, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: F - Cherry Creek

Subject: Temporary Use Permit TUP25012 - 3640 FLETCHER RD (Dirocco)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25012 subject to the following:

- *Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the existing duplex and recreational vehicle.*
- *Neighbourhood notification as per Local Government Act s.494.*

Development Proposal: The property owner is applying for a Temporary Use Permit (TUP) to allow the use of a recreational vehicle (RV) as a temporary residence on the property. The attached letter from the applicant elaborates that the owner is trying to help an elderly friend with a housing solution that is connected to services and set up by qualified contractors.

Advisory Planning Commission (APC) Recommendation: The Cherry Creek APC reviewed the application at their September 16, 2025 meeting. The APC members present passed a recommendation to support the TUP application as presented.

Property Owner(s): JOHN DIROCCO

Applicant/Primary Contact: JOHN DIROCCO

Property Information:

Civic Address:	3640 FLETCHER RD						
Legal Description:	LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 18675						
PID:	003-780-881	Folio:	770-00936.008	ALR? (Y/N)	N	Lot Size (ha):	0.06 (0.15 ac)
Current Zoning:	Two Family Residential (R2) District	Proposed Zoning:	n/a				
Current OCP:	Cherry Creek, Residential Use	Proposed OCP:	n/a				
Development Permit Area(s):	n/a						

Current Use & Description: The property contains a duplex (two 1Bed/1Bath units), garage in the north east corner, and RV in the north west corner of the 79.08 foot by 79.85 foot parcel. The owner lives in one of the duplex suites about 10 days out of the month and the RV is set up at the rear of the duplex structure. The surrounding neighbourhood is zoned for Two Family Residential (R2) District. The property is accessed from Fletcher Road. The South (Front)

and the West of the property face the road and alley accesses and treed areas whereas the North and the East of the property face 8 foot and 7 foot high fences respectively along shared lot lines with neighbouring residential uses.

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

Services:

- a) **Sewage Disposal:** On-site sewage disposal system. On-site sewage disposal system is 3 years old. The applicant has submitted an Island Health septic filing and a letter from a Registered On-site Wastewater Practitioner (ROWP) confirming that the sewage system can accommodate the existing duplex and RV use.
- b) **Water Supply:** Cherry Creek Waterworks System.
- c) **Fire Protection:** The parcel is protected by Cherry Creek Volunteer Fire Department.
- d) **Access:** The parcel is accessed from Fletcher Road and a 4.25-metre-wide laneway alley access located to the west of the property.

Planning Policy Discussion:

- a) **Official Community Plan:** The Cherry Creek Official Community Plan (OCP) designates the property as Residential Use. This designation intends to support a range of housing options within the community.

Property owners may apply to the ACRD for a Temporary Use Permit to allow a specified use under set conditions. Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.12 allows the ACRD Board of Directors to consider issuing Temporary Use Permits for a period of up to three years in accordance with s. 493 of the *Local Government Act*.

This proposal generally complies with the objectives of the Cherry Creek 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 Two Family Residential (R2) District. The R2 zone generally permits single family and two-family residential uses and accessory uses. The zoning does not allow dwelling in a recreational vehicle for a period longer than twenty-four hours.

	Current: R2
Minimum Lot Area (ha)	0.07
Minimum Lot Width (m)	20.11
Principal & Accessory Front Yard Setback (m)	7.62
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 does not meet the requirement of the ACRD zoning bylaw. To allow the proposed use, the issuance of a Temporary Use Permit is required. If the applicant is successful, the TUP can be granted under certain conditions.

Temporary Use Permit Condition: The Temporary Use Permit to allow to stay in RV may be subject to the following conditions and any other conditions that the ACRD Board of Directors deems appropriate at the time of issuance.

1. This permit is issued to allow the use of one (1) recreational vehicle (RV) located on the property as a temporary housing unit.
2. The on-site management of any sewage and grey water from the RV must be accommodated within the on-site sewage disposal system and must comply with Island Health's *Sewerage System Regulation*.
3. The RV must be connected to the community water system in compliance with the requirements of the Cherry Creek Waterworks District.
4. No additional RVs shall be parked on the property.
5. A minimum of one (1) off-street parking space shall be provided for the parking of a personal vehicle associated with the use of the RV.
6. The owner or a caretaker for the property must be available to attend the property within 20 minutes.
7. Short-term vacation rental, or any commercial use, of the RV is not permitted.
8. This permit is valid for three (3) years from the date of execution.
9. 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.
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 applicant has submitted a letter stating willingness in helping a friend in need to stay in their RV for a short-term period. The septic field is three years old and a new pole with a 200 amp electrical panel was installed two years ago with dedicated service to the RV.

To ensure long-term safety and compliance, any structure intended for long-term residence must adhere to the appropriate CSA standards. Recreational vehicles are not designed for long-term habitation as they are built for temporary use and mobility. Homes built to CSA Z240 (Mobile Homes) and CSA A277 (Manufactured Homes) standards are specifically designed for long-term living and must be CSA certified to ensure they meet requirements for structural integrity, energy efficiency, and safety. RVs are built to a different standard and are not certified as a structure for long-term occupancy. The TUP would allow for the RV to be used as a temporary housing unit for a period of up to three years and subject to the conditions outlined in the permit.

The applicant has submitted a letter from a Registered Onsite Wastewater Practitioner (ROWP) confirming that the existing three-year old sewage disposal system can accommodate the duplex and RV use.

It is recommended that the Board consider issuing the Temporary Use Permit subject to the neighbour notification and public advertising process.

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

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

Site photos:



View of subject property from Fletcher Road looking North.



View of subject property from West alley looking East, showing telephone pole with 200 AMP panel.



View of the North property boundary showing RV and 8' high fence.



View of the East property boundary showing 7' high fence.



Access to the subject property via Fletcher Rd.

May 21/25.

First of all, the intent to allow a long time friend, to stay in my R.V. was purely a decision from the heart. Helping a friend, who's health, has caused a major downturn in his life, and on a modest disability pension, has found it very difficult to move forward.

The property is "Zoned R2" Duplex Lot.

I stay in suite "A", about 10 days out of the month. The septic field is 3 years old. never had an issue. There is a new Telephone Pole with a 200 AMP Panel. installed Two years ago. only power from the 200 AMP is 30 AMP BREAKER for the R.V.

All the work - SEPTIC SYSTEM. -
- TELEPHONE POLE -
- ALL ELECTRICAL -

done by qualified contractors, to present codes and specs

██████ is a quite, ██████ year old man with 2 cats, there is no noise, or disruption of any kind, for the neighborhood, I'm hoping that, in the near future, ██████ can move on to something a little larger, and suitable for him, If ██████ hadn't asked me to help him out, I wouldn't be writing this letter. I hope we can come to some agreement, for the near future

Thank you
John DeRocco



NEW POWER POLE, 200A BOX; 30A DISCONNECT₂₁



LOOKING WEST



LOOKING SOUTH



LOOKING NORTH

R.N. ACRES LAND SURVEYING LTD.,
R.N. ACRES, B.C.L.S.,
RES. PHONE - 250-724-3754

D.M. POLLOCK LAND SURVEYING LTD.,
D.M. POLLOCK, B.A., B.C.L.S.,
RES. PHONE - 250-723-7760,
e-mail address - dpollock@cedar.atberni.net

SITE CERTIFICATE

ACRES & POLLOCK

BRITISH COLUMBIA LAND SURVEYORS
SUB-DIVISION DESIGN
LEGAL, TOPOGRAPHICAL, RIGHT-OF-WAY AND FORESHORE SURVEYS

4710 ROGER STREET,
PORT ALBERNI, B.C.
V8Y 3Z2

250-723-5412 (phone)
250-723-1500 (fax)

CIBC,
2995 THIRD AVENUE,
PORT ALBERNI, B.C.

Zoned R-2

DEAR MADAM:

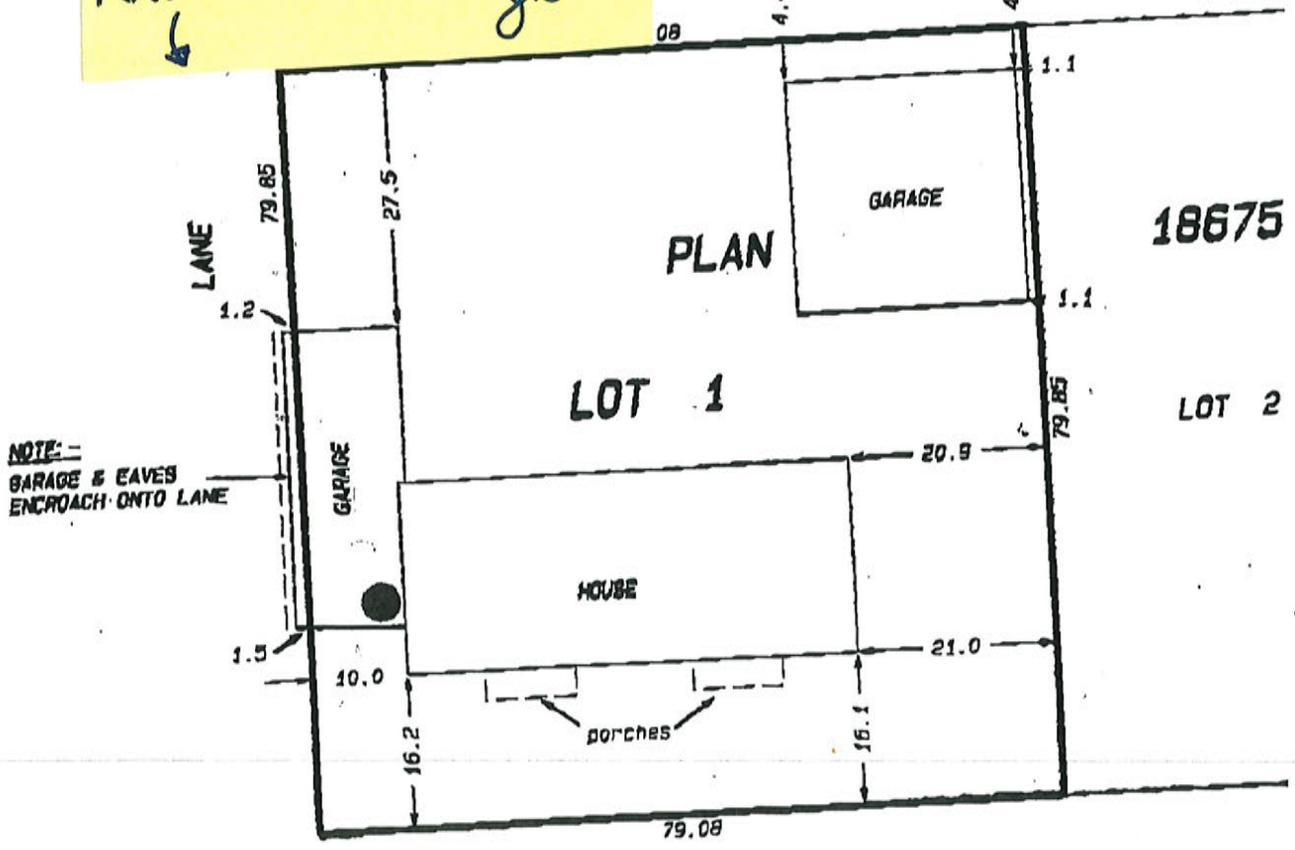
RE: HOUSE CONSTRUCTED ON LOT 1, D.L. 57, ALBERNI DIST., PLAN 18675.
3640 FLETCHER ROAD (DIROCCO)
OUR FILE NO. :- 12, 608.

SCALE: - 1" = 20'



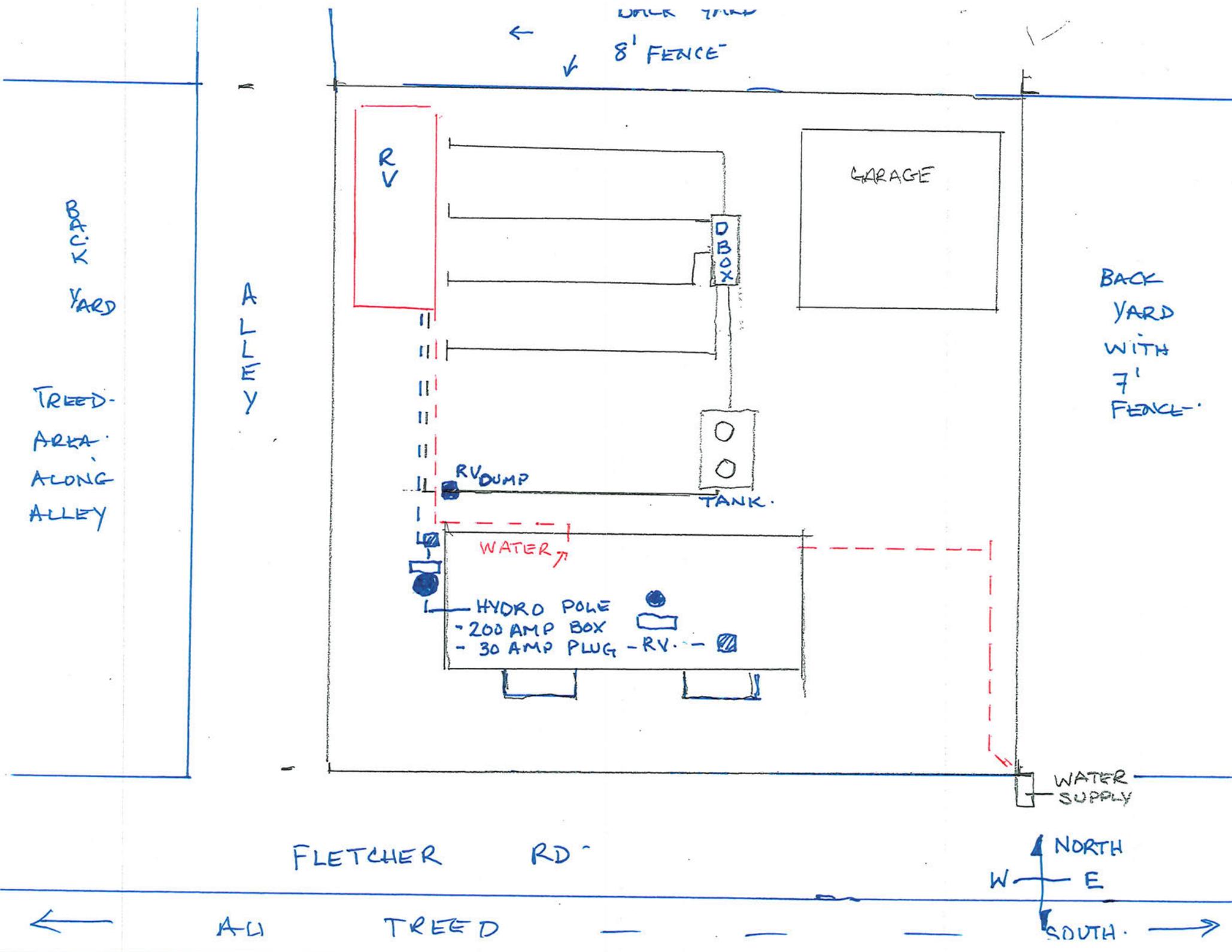
GARAGE ON WEST
SIDE OF BUILDING
WAS TORN DOWN
AROUND 2018 JD.

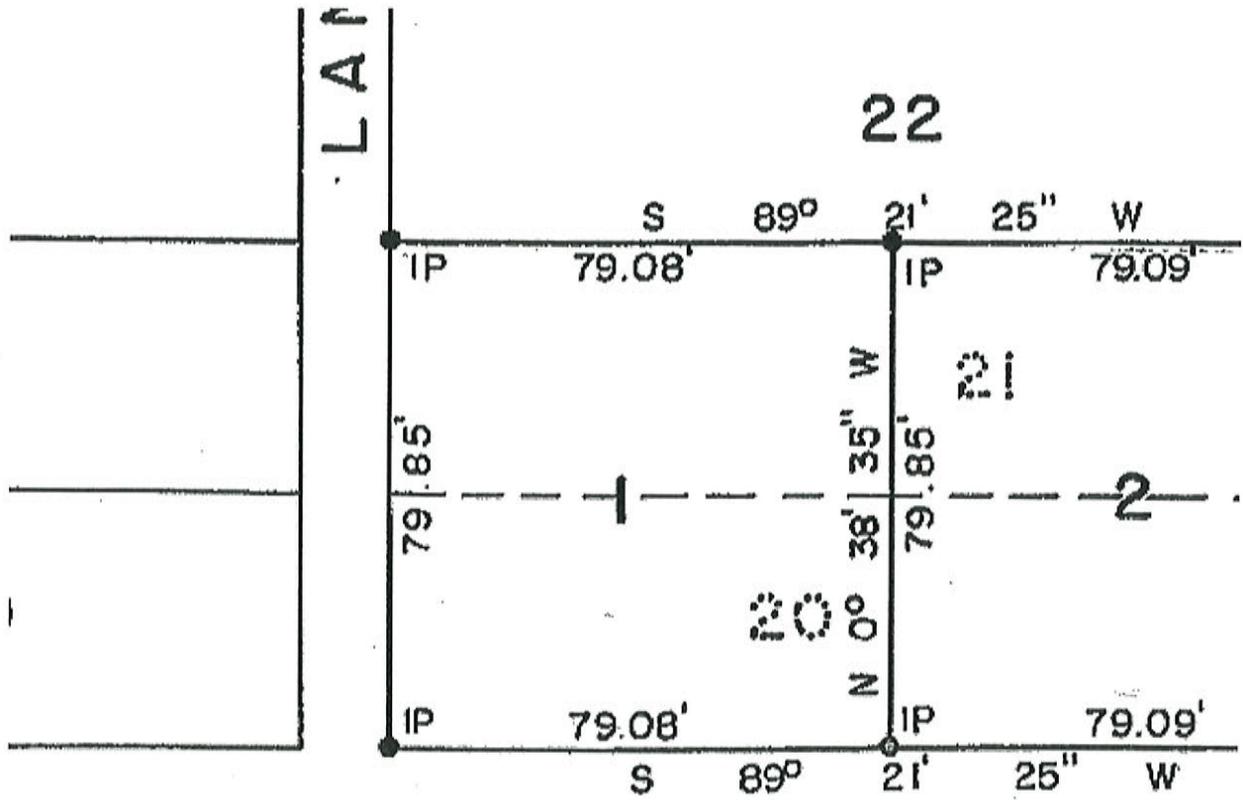
LOT 22
PLAN 2048



NOTE:-
GARAGE & EAVES
ENCROACH ONTO LANE

FLETCHER ROAD



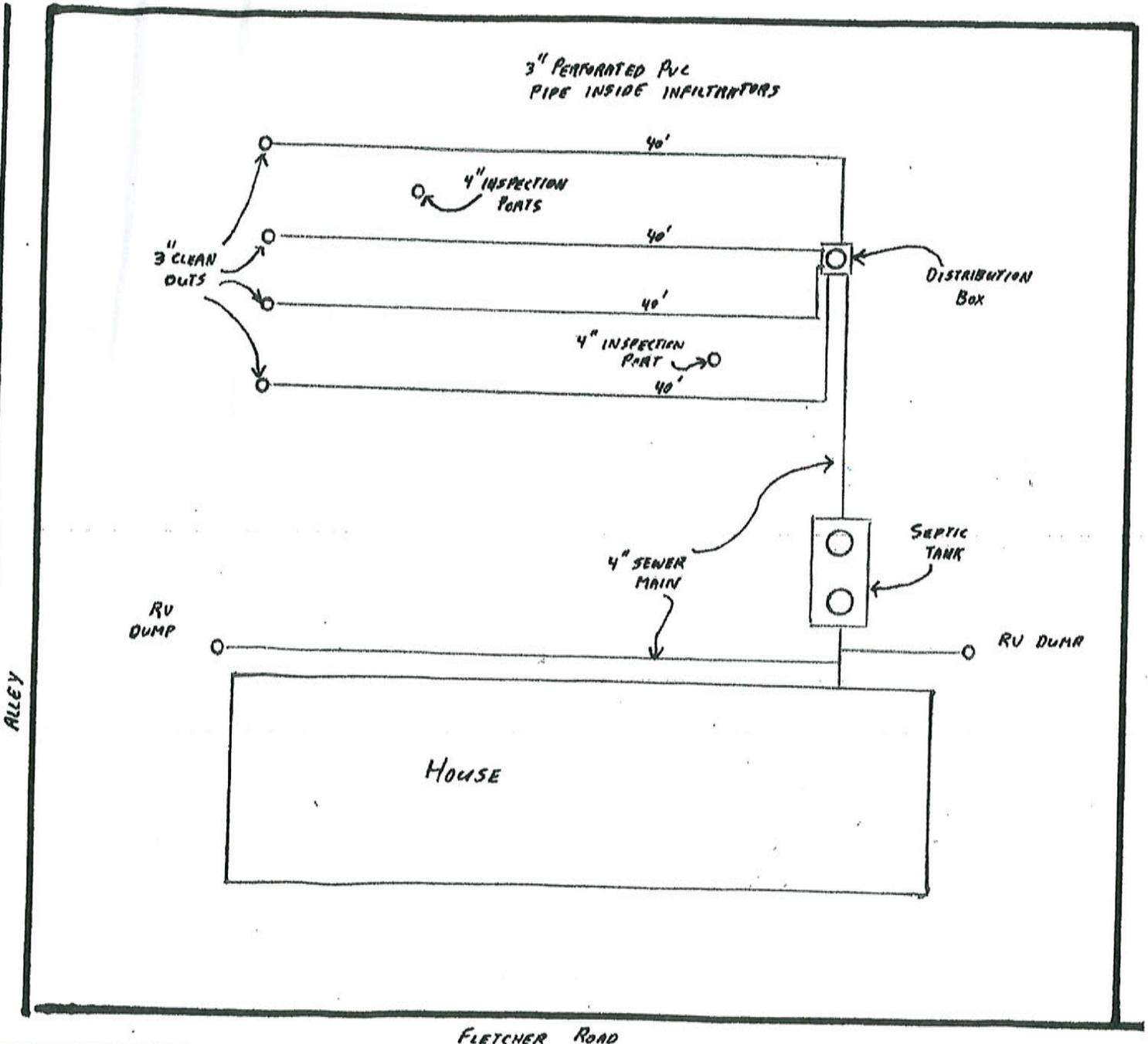


FLETCHER ROAD

FINAL



As Built Plan: John DiRocco
3640 Fletcher Road
Port Alberni, BC





This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.

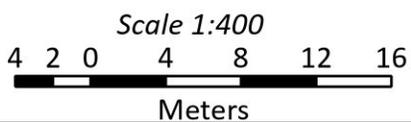
3640 Fletcher Rd
 LOT 1, PLAN VIP18675, DISTRICT LOT 57,
 ALBERNI LAND DISTRICT

-  Subject Property
-  Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-09-09
 Sources: Maxar, Microsoft, Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, ParcelMapBC; ACRD



-  Subject Property
-  Administrative Boundary



FLETCHER RD

MARGOT RD

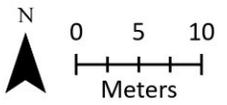
VIP15341



VIP1901



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



 Civic Address: 3640 Fletcher Rd
 Legal Description: LOT 1, PLAN VIP18675, DISTRICT LOT 57,
 ALBERNI LAND DISTRICT



TUP25012

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: JOHN DIROCCO,
Address: 3640 FLETCHER RD, Port Alberni, BC

With respect to:

Legal Description: LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN VIP18675
PID: 003-780-881

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued to allow the use of one (1) recreational vehicle (RV) located on the property as a temporary housing unit.
2. The on-site management of any sewage and grey water from the RV must be accommodated within the on-site sewage disposal system and must comply with Island Health's *Sewerage System Regulation*.
3. The RV must be connected to the community water system in compliance with the requirements of the Cherry Creek Waterworks District.
4. No additional RVs shall be parked on the property.
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7. Short-term vacation rental, or any commercial use, of the RV is not permitted.
8. This permit is valid for three (3) years from the date of execution.
9. 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.
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.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on _____.

This permit was issued this _____ of _____,

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors