



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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: November 12, 2026, at 1:30pm

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 #: TUP26005

Property Owners/Applicants: S. Macdonald

The subject property is located at 70 Sutton Road and is legally described as LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN VIP57050

The property owners have applied for a temporary use permit (TUP) to allow the continued operation of a short-term rental (STR) within their two-bedroom Accessory Dwelling Unit (ADU) with approximately 800 ft² of floor area. The ADU is attached to their primary residence, and the applicants are available on-site during the STR use. This is a year-round STR with a private entrance and fenced property.

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/development-applications. 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/12-11-2026/.

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 **4:30pm on November 11, 2026**.

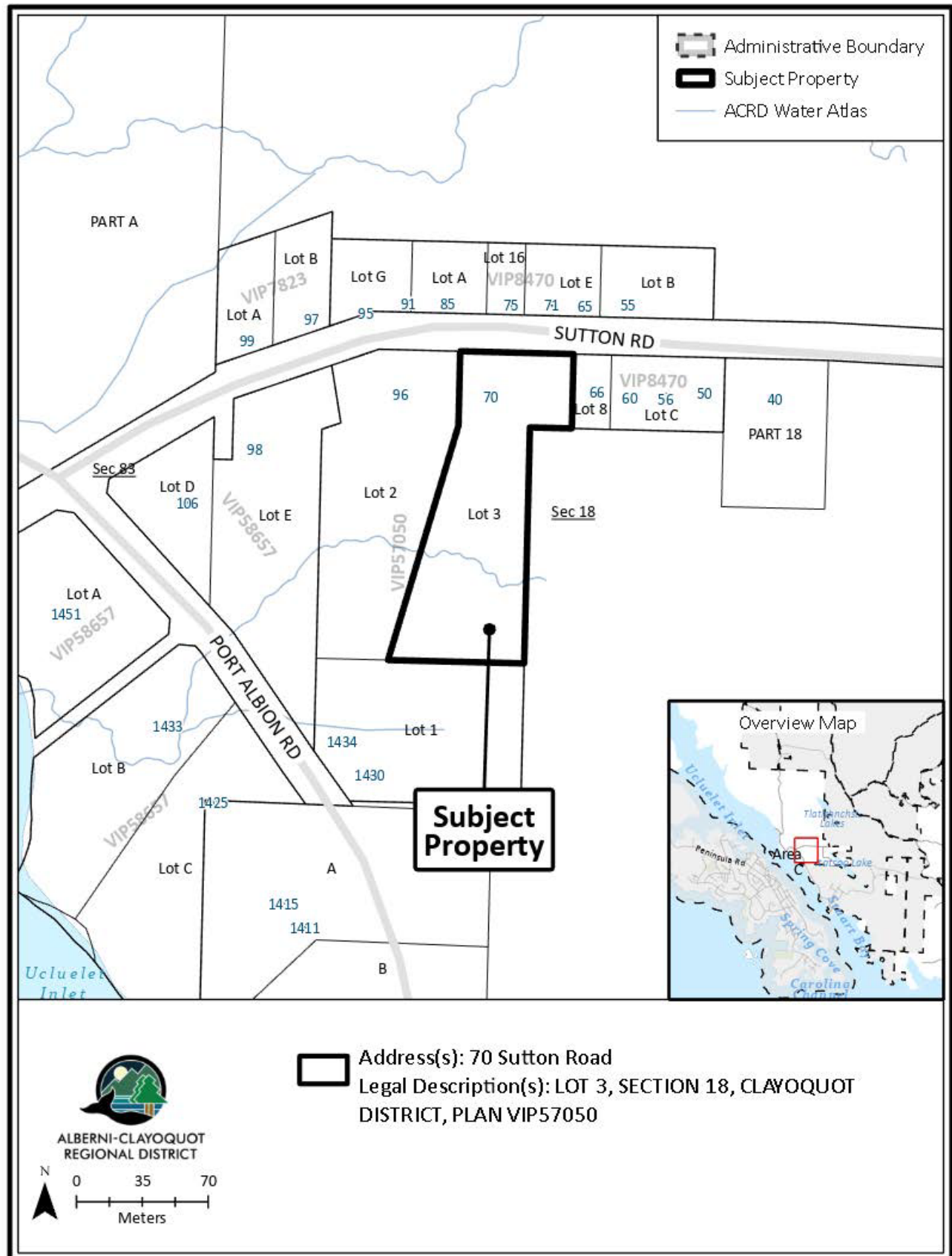
Alternatively, if you wish to appear as a delegation to present your views to the Board in person, please fill out the Delegation Request Form on the ACRD website at www.acrd.bc.ca/delegation and submit the completed form by **12:00 pm on Thursday, November 5, 2026**. For further information or assistance 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





To: ACRD Board of Directors

Meeting Date: September 23, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: C - Long Beach

Subject: Temporary Use Permit TUP26005 - 70 Sutton Road (Macdonald)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP26005 subject to:

- a. Completion of a health and life safety inspection by the ACRD Building Official.**
- b. Neighbour notification according to s. 494 of the Local Government Act.**

Development Proposal: The applicants are applying for a Temporary Use Permit (TUP) to allow the continued operation of a short-term rental (STR) within their two-bedroom Accessory Dwelling Unit (ADU) approximately 800 ft² of floor area. The ADU unit is attached to their primary residence, and the applicants are available onsite during STR use. This is a year-round STR with a private entrance and fenced property. The applicants previously received Temporary Use Permits, TUP18019 in March 2019 and TUP18019R in July 2023. No neighbourhood issues have been raised with the ACRD during the time this STR has been operating and the ACRD Board has the ability under the *Local Government Act* to issue a new TUP to allow for the continued use under conditions set by the Board.

Advisory Planning Commission Recommendation: The Long Beach Advisory Planning Commission (APC) reviewed the application at their September 10, 2026 meeting and passed a motion to support the application as presented.

Applicants / Property Owner(s): Michelle/Scott Macdonald

Property Information:

Civic Address:	70 Sutton Road						
Legal Description:	LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN VIP57050						
PID:	018-359-141	Folio:	770-03182.013	ALR? (Y/N):	N	Lot Area (ha):	0.93 (2.30 ac)
Current Zoning:	A1 - Small Holdings District			Proposed Zoning:	N/A		
Current OCP:	South Long Beach, Residential Use			Proposed OCP:	N/A		
Development Permit Area(s):	DPA I – Environmental Protection (major:30m)						
Current Use & Description:	The parcel is in a residential neighbourhood. The property is mostly flat, and treed except for the area around the existing house, shop, and driveway. The						

PL20260043 / TUP26005

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓'ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

property consists of a dwelling unit with an existing ADU attached to the primary residence, a shop and a shed structure. The parcel is subject to DPA I – Environmental Protection (major:30m). A creek runs through the southern portion of the subject property in an east-west direction. The associated DPA I area extends across a significant portion of the rear half of the parcel.

Surrounding Zoning and Land Use

North:	Small Holdings (A1) District	South:	Small Holdings (A1) District
East:	Small Holdings (A1) District/ Forest Rural (A3) District	West:	Small Holdings (A1) District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal. The applicant has submitted an assessment letter provided by Registered Onsite Wastewater Practitioner (ROWP) dated December 17, 2018 confirming adequate septic capacity.
- b) **Water Supply:** Onsite water.
- c) **Fire Protection:** The property is not within a fire protection area.
- d) **Access:** Access to the parcel is from Sutton Road.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as Residential in the Area “C” Official Community Plan (OCP). This designation supports Low-density residential uses, secondary suites and accessory dwelling units; and home occupations. It also supports limited short-term rentals by a TUP.

The property is affected by DPA I – Environmental Protection (major:30m). There is no additional development associated with this application that would require a development permit.

This proposal is in compliance with the Area “C” Official Community Plan.

- b) **Zoning:** The property is zoned Small Holdings (A1) District.

	Current:
Minimum Lot Area (ha)	0.81
Minimum Lot Width (m)	50.29
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.52
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	4.6
Accessory Rear Yard Setback (m)	4.6
Watercourse Setback (m)	30

This proposal is not in compliance with the permitted uses in the A1 District set out in the ACRD Zoning Bylaw. A Temporary Use Permit is required to operate a short-term rental.

Temporary Use Permit Conditions: A TUP to allow for the short-term rental within an existing ADU attached to the principal residence at 70 Sutton Rd 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 operation of a short-term rental (STR) within an existing two-bedroom accessory dwelling unit (ADU) attached to the principal residence at 70 Sutton Road.
2. A maximum occupancy of two (2) persons per bedroom for a maximum of four (4) guests shall be permitted at any one time.
3. The short-term rental use is limited to the existing attached ADU approximate 800 ft² of floor area.
4. The STR shall accommodate a minimum of two (2) off-street parking spaces on the property.
5. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
6. Operation of the STR must comply with all health and life safety requirements identified by the ACRD Building Inspector.
7. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
8. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
9. This permit is valid for three (3) years from the date of execution.
10. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP or return the property to the original use permitted under the zoning.
11. 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 previously received Temporary Use Permits, TUP18019 in March 2019 and TUP18019R in July 2023. No neighbourhood issues have been raised with the ACRD during the time this STR has been operating. The applicant wishes to continue the operation of the short-term rental within an existing ADU attached to the principal residence and the ACRD Board has the ability to issue a new TUP to allow for the proposed use. The applicant resides in the primary residence on full-time basis. The current zoning does not permit short-term rentals, and the TUP application would facilitate the continued STR use on a temporary basis. The applicant has submitted an assessment letter provided by Registered Onsite Wastewater Practitioner (ROWP) dated December 17, 2018 confirming adequate septic capacity.

It is recommended that the Board consider Temporary Use Permit TUP26005, subject to neighbouring properties being notified as per *Local Government Act s. 494* and subject to a health and life safety inspection by the ACRD Building Official.

Submitted by: Alex Dyer
Alex Dyer, MCIP, RPP, General Manager of Planning & Development

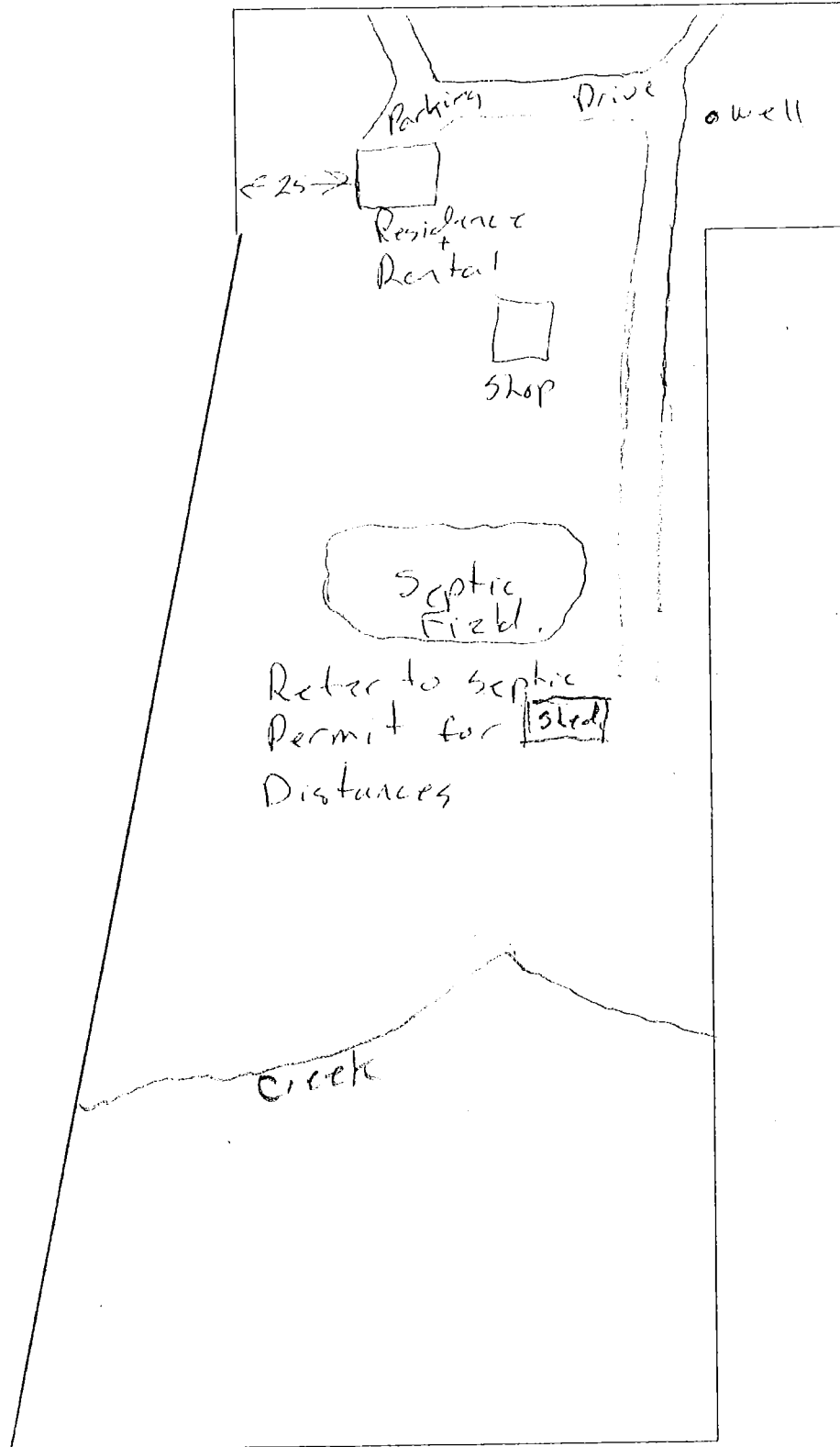
Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

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

Lot 3, Plan VIP57050
Sec. 18
Clayoquot Land Dist.

0.933 HA

70 Sutton Road
Port Albion



2 story building; 2200 square feet
above crawlspace

Rental

Rental; approx 800 square feet

Residence

Residence approx; 1400 square feet

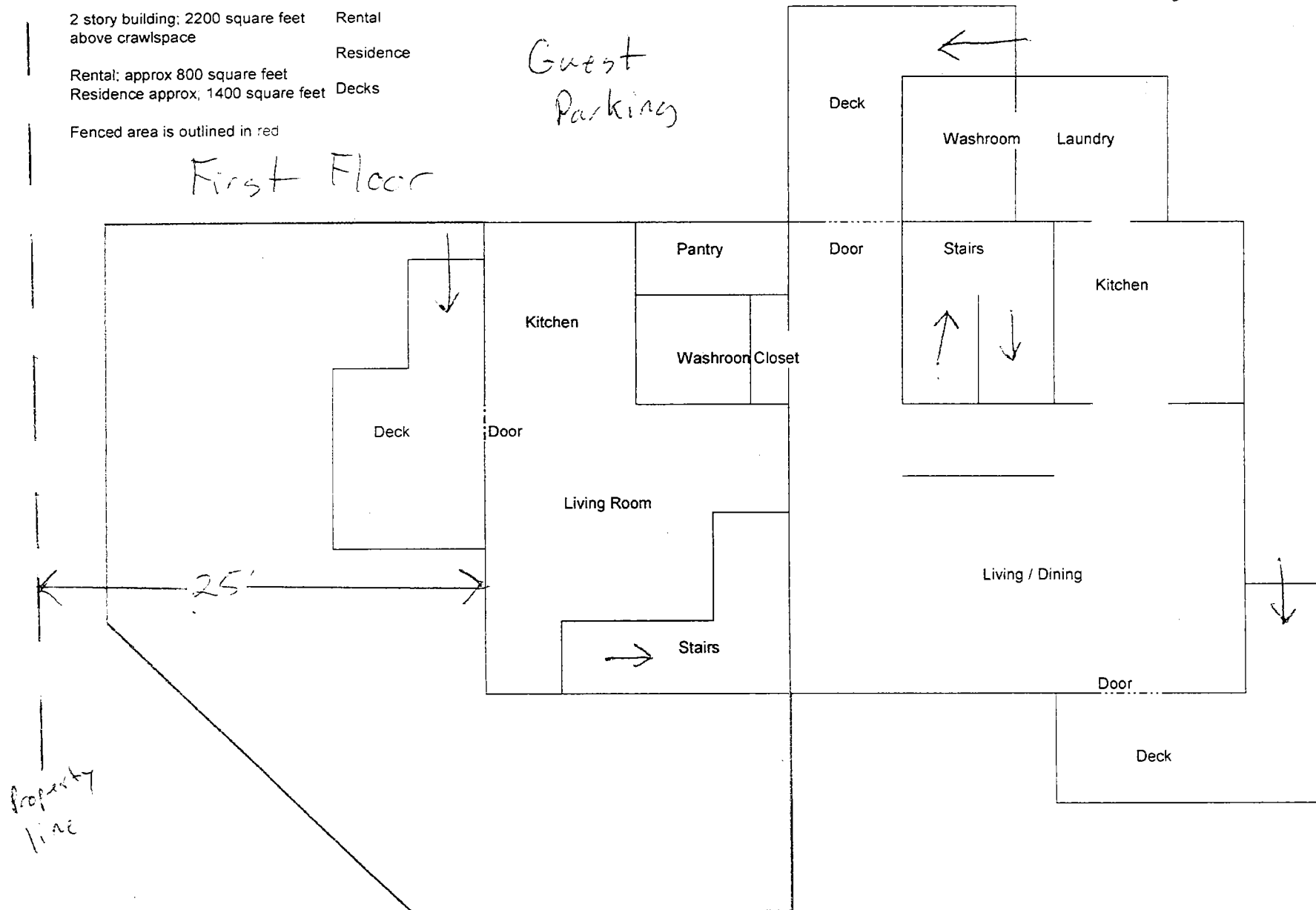
Decks

Fenced area is outlined in red

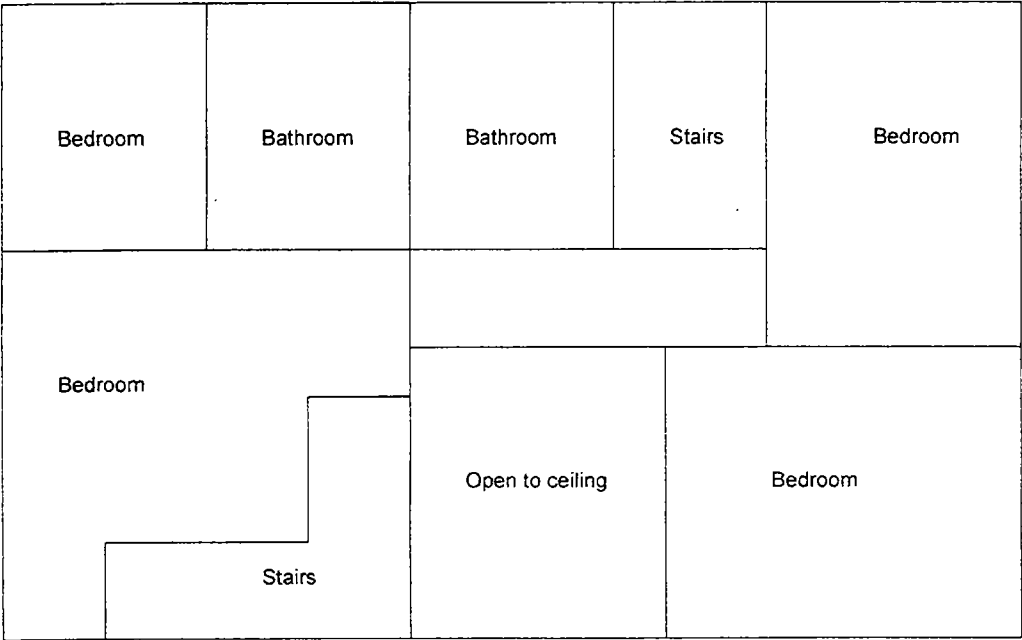
First Floor

Guest
Parking

Resident
Parking.



2nd Floor 40' x 26' Rental
Residence



DENIS FRANCOEUR BACKHOEING LTD.

6614 ANDREWS LANE

PORT ALBERNI, B.C. V9Y 8T5

250 724 1789 or 250 720 7757

denifran@shaw.ca

SEPTIC INSPECTION REPORT

December 17, 2018

John Scott MacDonald

PO Box 718

Ucluelet, B.C. V0R 3A0

Upon request by the homeowner to perform a septic tank and field inspection at #70 Sutton Road in Ucluelet, B.C. I arrived on December 6, 2018 to assess the septic system and check the systems ability to handle the proposed rental unit on the property.

The septic tank is a 4542 Litre ABC Concrete tank with a 1135 Litre Concrete Pump Chamber Tank. The septic field consisting of 3 runs of infiltrators x 25.4 meters totalling 76.2 meters of field. The septic tanks and field are in good working order.

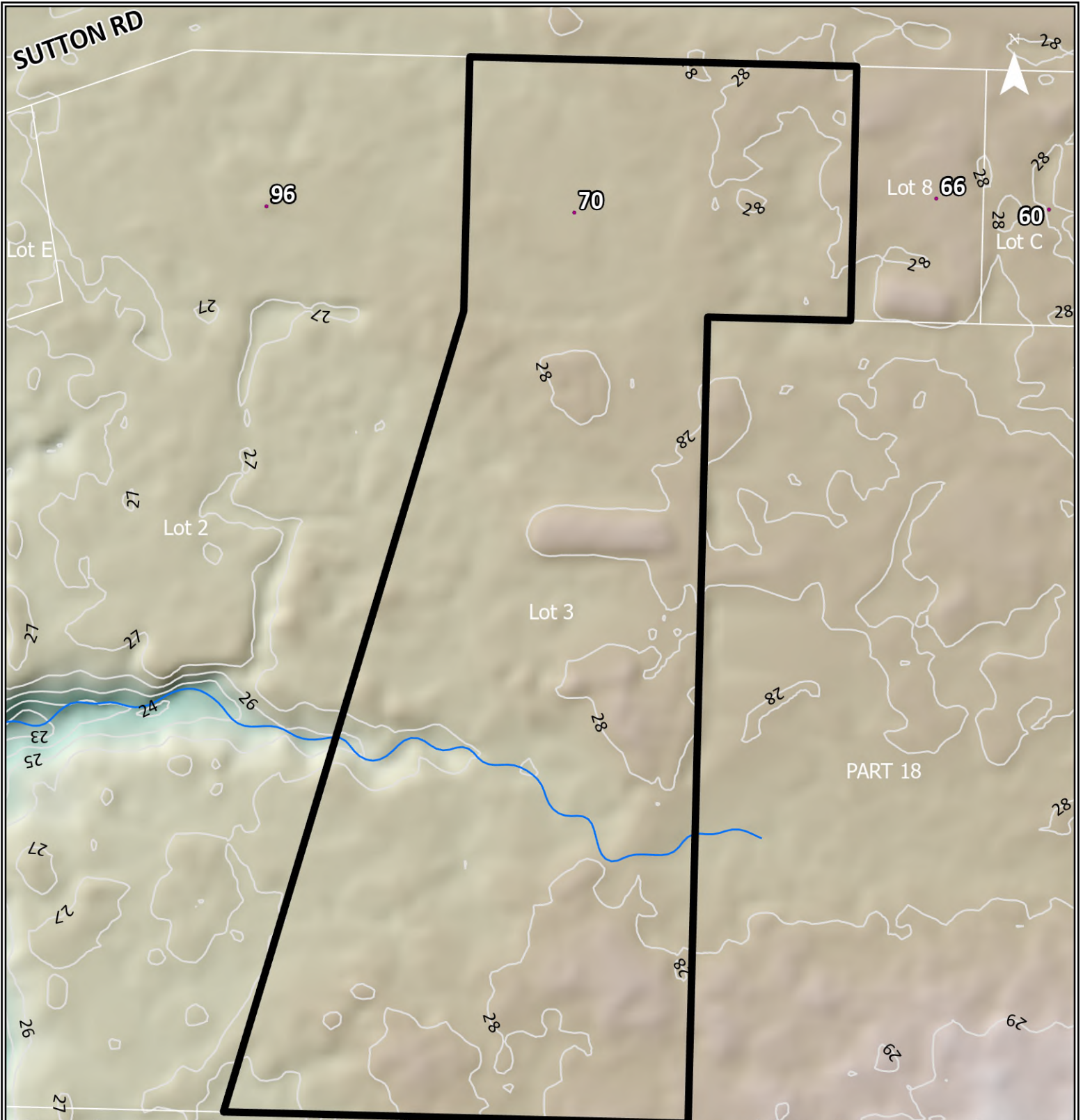
After completing the inspection and adding some minor upgrades such as installing flushing valves and caps, adding access garden boxes for maintenance, and adding a high-level alarm on the pump chamber I can confirm that the system is fully functioning and able to accept the proposed rental unit.

If you have any other questions or concerns, please contact me at the above listed numbers.

Sincerely,


Denis Francoeur





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.

LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN
VIP57050

 Subject Property

 ACRD Water Atlas

Elevation (m)

 30.137

 22.094

Scale 1:820
0 10 20 40

Meters



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Prepared 2026-08-20
Sources: Prov. BC, ParcelMapBC; ACRD



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.

LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN
VIP57050

 Subject Property
 ACRD Water Atlas



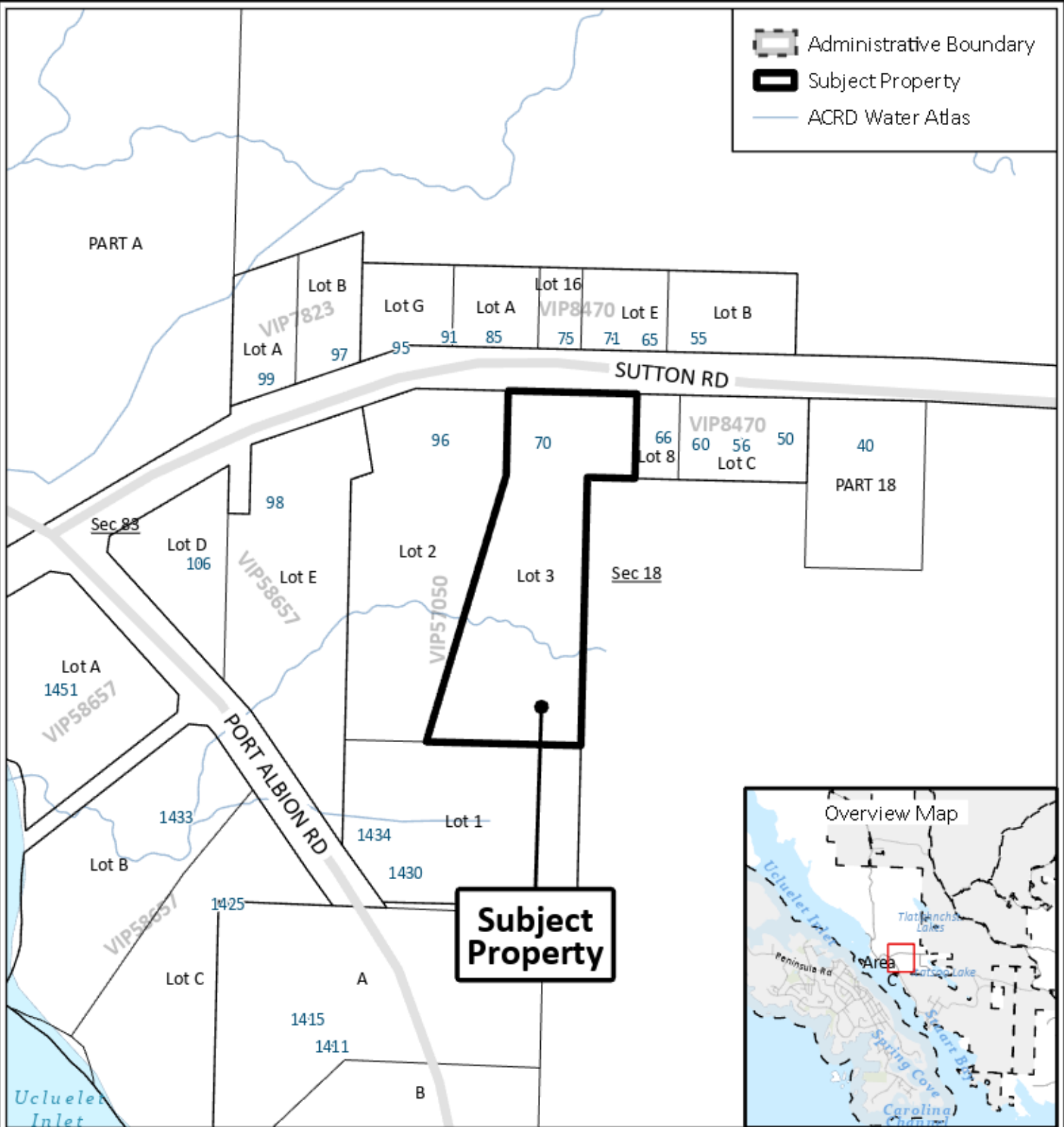
**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Prepared 2026-08-20
Sources: Esri, Vantor, Earthstar
Geographics, and the GIS User
CommunityProv. BC, ParcelMapBC;
ACRD

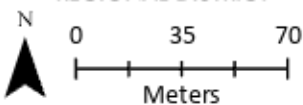
Scale 1:1,000
0 12.5 25 50

Meters

-  Administrative Boundary
-  Subject Property
-  ACRD Water Atlas



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



 Address(s): 70 Sutton Road
Legal Description(s): LOT 3, SECTION 18, CLAYOQUOT
DISTRICT, PLAN VIP57050



TUP26005

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: MICHELLE E MACDONALD, JOHN S MACDONALD

Address: 70 SUTTON RD, PORT ALBION, BC

With respect to:

Legal Description: LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN VIP57050

PID: 018-359-141

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 operation of a short-term rental (STR) within an existing two-bedroom accessory dwelling unit (ADU) attached to the principal residence at 70 Sutton Road.
2. A maximum occupancy of two (2) persons per bedroom for a maximum of four (4) guests shall be permitted at any one time.
3. The short-term rental use is limited to the existing attached ADU approximate 800 ft² of floor area.
4. The STR shall accommodate a minimum of two (2) off-street parking spaces on the property.
5. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
6. Operation of the STR must comply with all health and life safety requirements identified by the ACRD Building Inspector.
7. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
8. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
9. This permit is valid for three (3) years from the date of execution.
10. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP or return the property to the original use permitted under the zoning.
11. 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 "[INSERT DATE]" .

This permit was issued this [DAY] of [MONTH], [YEAR].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors