



AGENDA

Community Planning Advisory Committee

Wednesday, Aug 4, 2021 at 7:00 p.m.
via Zoom

Mandate: *The mandate of the committee is to provide feedback to applicants and advice to Council on land use applications, policies, regulations and initiatives referred either directly by Council or through the Development Approval Procedures Bylaw.*

1. **ACKNOWLEDGEMENT (7:00pm)**
The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.
2. **ELECTION OF CHAIR (7:00pm)**
3. **AGENDA APPROVAL (7:15pm)**
4. **ADOPTION OF JUNE 2. 2021 MINUTES* (7:15pm)**
5. **NEW BUSINESS**
Orientation (7:15pm)
 - a) **Introductions and Role of CPAC (30 minutes)**
Councillor McKay and Christina Hovey
 - b) **CPAC Binder Review (15 minutes)**
Christina Hovey
6. **COUNCIL REFERRALS (8:00pm)**
 - a. **Façade Development Permit application 3060-21-13 – 32 High Street***
7. **MONTHLY BRIEFING (8:20pm)**
File Updates
8. **NEXT MEETING - TBD**
9. **ADJOURNMENT (8:30pm)**

*Attachments



MINUTES

Community Planning Advisory Committee

Wednesday, June 2, 2021 at 7:00 p.m.
via Zoom

PRESENT: Chair – Jason Harrison; Members – Abbas Farahbakhsh, Brian Childs, Tamara Hutchinson; Council Liaison – Tricia McKay; Director of Development Services – Jake Belobaba; Senior Planner & Recorder – Christina Hovey;

ABSENT: Members – Jennifer Sibbald, Tony Beckett, Steve Frankel

GUESTS: None

The meeting was called to order at 7:06 p.m., the Chair acknowledged with gratitude that he was chairing the meeting from the traditional unceded territories of the Snuneymuxw First Nation and that Ladysmith and most participants were on the traditional territories of the Stz'uminus People.

1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of June 2, 2021 be approved.

2. ADOPTION OF MAY 5, 2021 MINUTES

It was moved, seconded and carried that the Minutes of May 5, 2021 be approved.

3. NEW BUSINESS

a. Building Schemes and Building Design Guidelines

Director of Development Services Jake Belobaba provided an overview of the topic of Statutory Building Schemes and design controls that are available to local government.

In the past, local governments would sometimes require Statutory Building Schemes for new development, however this is no longer common, as Statutory Building Schemes cannot be enforced by local governments.

The following tools are more commonly used by local government:

- Section 219 Covenants:
 - Agreement between the local government and property owner. Flexible and broad in scope. Subject to contract law and rules of the Land Titles Office.
 - Generally easy to enforce, as the local government will not issue a Building Permit until the conditions are met.
 - Not as powerful as regulations such as zoning bylaws.

- The property owner must agree to the covenant (except in certain cases for safety issues) so usually they are only imposed as part of a discretionary decision of Council (e.g. a rezoning).
- Development Permit Guidelines:
 - Can be quite prescriptive for form and character.
 - Can only be used for certain types of development as laid out in the *Local Government Act*.
 - The legislation generally does not allow regulation of form and character of single detached houses through development permit area guidelines.
- Phased Development Agreements:
 - Newer tool
 - A flexible tool, can be used to specify features of development, amenity provisions, etc.
 - Needs agreement from property owner.
- Zoning Bylaw:
 - Significant control of building size and shape.
 - Cannot control finishing materials/colours etc.
- Form-based codes:
 - “Form based codes” include illustrations showing what you want buildings to look like.
 - They are not very common in Canada but are possible under the legislation and a very useful tool.

CPAC had a lengthy discussion on the appearance of the downtown and newer residential suburbs. Some comments included:

- Council has flagged for discussion through the OCP about maintaining the “look” of the community in new subdivisions.
- Committee members would like to see more attention to design standards and building quality in new subdivisions.
- Affordability in housing is also an important factor.
- Council should not be afraid to impose stringent conditions on developers, it will not “scare them away”.
- The Town should consider adopting the BC Energy Step Code The province has mandated building “Step Code” Level 5 by 2032.
- Some Committee members would like an expanded scope to review more development proposals for form and character.

Abbas Farahbakhsh departed the meeting at 8pm

b. CPAC Membership Update - Council appointments for the next term

Senior Planner Christina Hovey provided an update on the new term of CPAC. This is the last meeting of the Council reviewed the new appointments on June 1, 2021. Julie Tierney will contact members to confirm appointments and Council will make the information public on June 15th.

July 7, 2021 will be the first meeting of the new CPAC Term. Staff will refresh/provide new CPAC Binders and it is an opportunity to review meeting procedures and consider new procedures.

4. MONTHLY BRIEFING

File Updates:

The following files that CPAC previously reviewed have been to Council since the last meeting:

- 630 Farrell Road (File No. 3360-20-05);
 - 336 Belaire Street (File No. 3360-20-09);
 - 1130 Rocky Creek Road (File No. 3360-20-02); and
 - 201/203 Dogwood Drive (File No. 3360-20-04).
- Council also received a referral for a liquor licence for the “Bayview Brewing Co.” on Dogwood Drive.

CPAC members can review the Council Agendas and Minutes or call Staff for further details.

5. NEXT MEETING – July 7, 2021

6. ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

Chair (J. Harrison)

RECEIVED:

Corporate Officer (D. Smith)

CPAC REFERRAL

Report Prepared By: Christina Hovey, RPP, MCIP, Senior Planner
Date: August 4, 2021
File No: DP 3060-21-13
Re: Façade DP for 32 High Street (Temperance Hotel)

Introduction:

32 High Street is a two-storey wood-framed building at the corner of 1st Avenue and High Street. The building has commercial units on the main-storey with residential units above. The building was constructed in 1900 and is listed on the Town of Ladysmith's Community Heritage Register.

The applicant is proposing to repaint the building and to replace the windows and doors. The applicant is also proposing to replace the deteriorated foam lettering that spells out "The Temperance Hotel" with hand painted/stenciled lettering which is consistent with early photos of the building.



The applicant has been referencing historic photos and materials to help with their decisions. The applicant is open to hearing the suggestions from CPAC, for example, the applicant has not finalized their selection for paint colour. The applicant has not yet decided

what to do with the awnings. If they decide to replace them, a separate application will be required.

Development Permit Area 2 – Downtown:

32 High Street is within Development Permit Area 2 – Downtown (DPA 2) therefore a development permit (DP) must be issued prior to the proposed work being done on the building.

The objective of DPA 2 is to strengthen the historic downtown as the Town’s primary commercial area. New development in the downtown (including façade improvements) should make a positive contribution to revitalization of the area and to the greater whole of the Ladysmith experience. Where buildings have been altered, the guidelines support restoring historic/character defining elements.

According to the Community Heritage Register, the Temperance Hotel’s character defining elements include:

- All the elements of an early commercial building as expressed in the simple form and massing, modest scale, wood construction and cladding and overall lack of ornamentation;
- The building’s location in the commercial core within a larger group of heritage buildings; and
- The signage that indicates the building’s association with the Temperance Movement.

The following guidelines are relevant to the proposal:

- Windows & Doors (Guideline 5, page 14);
- Materials & Colours (Guideline 8, page 16); and
- Preservation, Rehabilitation & Restoration of Heritage Buildings (Guideline 20, page 21).



CPAC Referral:

In accordance with CPAC’s Terms of Reference, the committee is asked to provide feedback on any development or redevelopment of lands, buildings and structures that are on the Community Heritage

Register. Since 32 High Street is on the Community Heritage Register, this file has been referred to CPAC for comment.

CPAC is asked to review the proposed façade changes in the context of the DPA 2 – Downtown guidelines and the description of the building in the Community Heritage Register.

Please note that the DP for 32 High Street is a façade DP and façade DPs are delegated to the Director of Development Services for approval (rather than approved by Council).

Attachments:

- A. Paint Colour Options
- B. Proposed Windows & Doors



ATTACHMENT A: PAINT COLOUR OPTIONS

Figure 1: Options for paint colour for main siding. Boards were found on building and matched to available paint colours (top: Southfield Green, bottom: Mill Springs Blue, both Benjamin Moore).



Figure 2: Proposed colour for trim and option for doors (Distant Gray from Benjamin Moore)

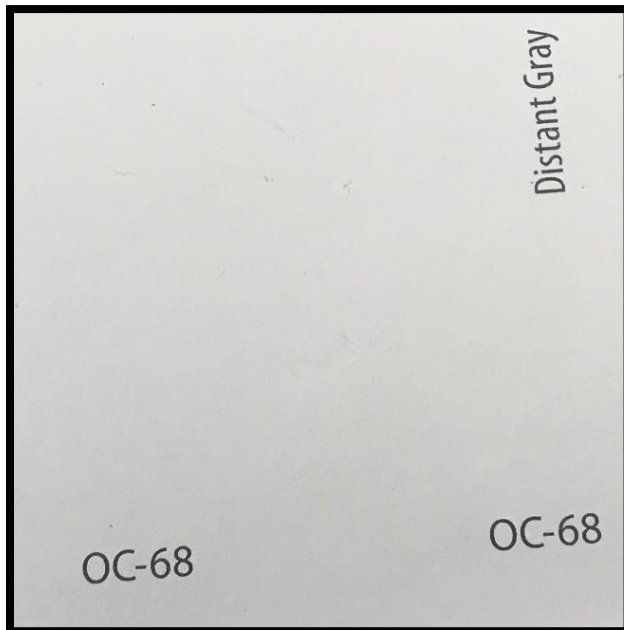
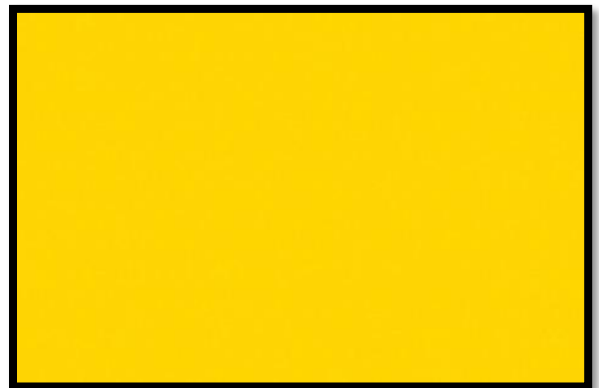


Figure 3: Second option for doors (yellow 2022-10 from Benjamin Moore)



ATTACHMENT B: PROPOSED WINDOWS AND DOORS

Residential Windows and Doors (Upper storey and main storey on 1st Avenue)

Figure 4: Door proposed for both doors on 1st Avenue (residential). Proposed to have a "transom" window above each door.



Figure 5: Proposed window for all upper storey and 1st Avenue windows



Figure 6: Privacy glass proposed for residential doors



Commercial Windows and Doors (Main storey on High Street)

Figure 7: Commercial windows: A to be replaced/expanded to match C. B to be replaced/expanded as a double window to match residential windows (Figure 5). C to be replaced as existing.

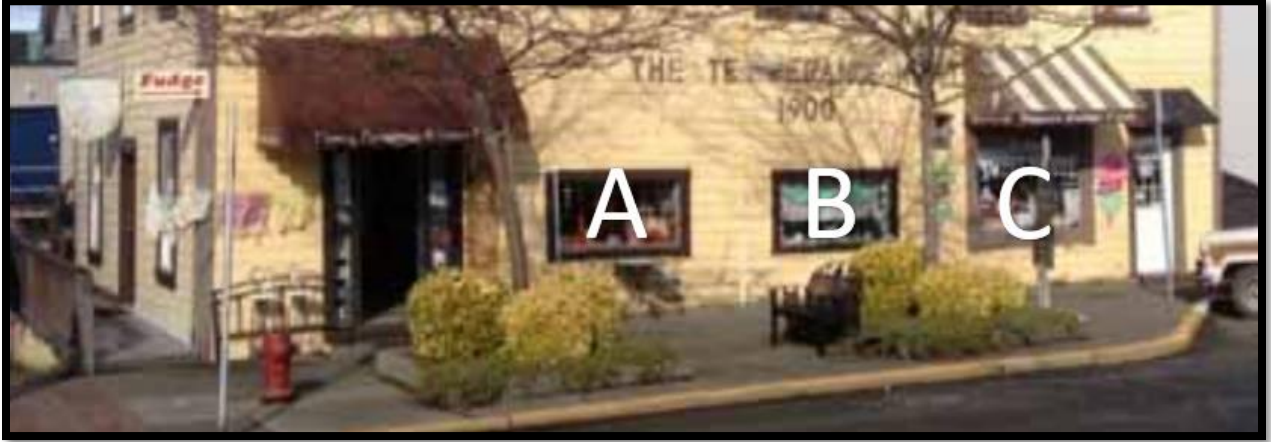


Figure 8: Proposed door for (two) commercial units facing High Street. Clear Glass is proposed.

