



# MINUTES

## Community Planning Advisory Committee

Wednesday, May 3, 2023 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

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**PRESENT:** Chair - Jason Harrison; Members – Steve Frankel, Tamara Hutchinson, Jason Robertson; Council Liaison – Marsh Stevens; Director of Development Services – Jake Belobaba; Planner/Recorder – Andrew Wilson

**ABSENT:** Members – Brian Childs, Abbas Farahbakhsh, Jennifer Sibbald

**GUESTS:**

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Jason Harrison called the meeting to order at 7:05 PM, acknowledging with gratitude that Ladysmith is located on the traditional unceded territories of the Stz'uminus First Nation.

**1. AGENDA APPROVAL**

It was moved, seconded, and carried that the Agenda of May 3, 2023, Community Planning Advisory Committee meeting be approved.

**2. ADOPTION OF MINUTES**

It was moved, seconded, and carried that the Minutes of March 15, 2023, Community Planning Advisory Committee meeting be approved.

**3. NEW BUSINESS**

None.

**4. COUNCIL REFERRALS**

a. Zoning Bylaw Amendment 3360-22-09 – 624 John Wilson Place

Planner Andrew Wilson provided an overview of the proposal for a secondary suite in a newly constructed two-storey single family dwelling in the Holland Creek area. Committee members asked staff about the rationale behind only allowing secondary suites on certain sized parcels. Staff explained that minimum lot sizes are largely arbitrary, and that there is a historical assumption that more dwellings require larger size lots.

Committee members questioned if there is enough room for parking on the parcel and if it will impact on-street parking. Staff commented that there is a clause in the Business Regulations and Licensing (Rental Units) Bylaw, (Bylaw No. 2093) that tenants shall not be required to park on the street where on-site parking is available, and contravention of this bylaw can result in a fine. Committee members made comments that the number of available parking spots on the property is adequate, and the tandem parking configuration seems suitable.

Committee members made comments about the potential for more rezoning and variance applications to permit secondary suites in this subdivision. Committee members discussed the need for Council to have a broader discussion about secondary suite requirements in all zones.

**It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw Amendment 3360-22-09 (624 John Wilson Place) as presented, and that Council investigate current prerequisites for secondary suites, specifically for minimum lot size and minimum frontage.**

**5. MONTHLY BRIEFING**

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

- 11 & 17 Warren Street (3360-21-12)
- 1141 Cloke Road (3360-22-05)
- Official Community Plan Bylaw 2022, No. 2200

**6. NEXT MEETING – TBD**

**7. ADJOURNMENT**

**It was moved, seconded, and carried that the meeting be adjourned at 7:47 PM.**

*Jason Robertson*  
Jason Robertson (Sep 11, 2023 17:14 PDT)

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Chair (J. Robertson)

**RECEIVED:**

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Corporate Officer (M. O'Halloran)