



AGENDA

Community Planning Advisory Committee

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

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. CALL TO ORDER AND 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.
- 1.1 INFORMATION ON HOW TO VIEW/ATTEND THE MEETING

Residents are welcome to attend in person at City Hall Chambers at 410 Esplanade or "electronically" attend the meeting using the meeting link below:
<https://us06web.zoom.us/j/6814540178?pwd=RjAxdHFCaU1RzNtQ0FnZk4zY1hidz09>
2. AGENDA APPROVAL (7:05pm)
3. ADOPTION OF March 15, 2023 MINUTES* (7:05pm)
4. NEW BUSINESS
None.
5. COUNCIL REFERRALS
 - a. Zoning Bylaw Amendment Application 3360-22-09 - 624 John Wilson Place*
(30 minutes)
6. MONTHLY BRIEFING (7:35 pm)
File Updates (10 minutes)
7. NEXT MEETING - TBD
8. ADJOURNMENT (7:45 pm)

*Attachments



MINUTES

Community Planning Advisory Committee

Wednesday, March 15, 2023 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Chair - Jason Harrison; Members - Brian Childs, Tamara Hutchinson, Jason Robertson; Council Liaison - Marsh Stevens; Director of Development Services - Jake Belobaba; Senior Planner/Recorder - Julie Thompson

ABSENT: Members - Steve Frankel, Jennifer Sibbald, Abbas Farahbakhsh

GUESTS: Applicants - Michael Nygren & Jessica Tempesta (File No. 3360-22-07),
Applicants - Stefan Queitsch & Denise Bergquist (File No. 3060-23-03)

Jason Harrison called the meeting to order at 7:02 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 March 15, 2023, Community Planning Advisory Committee meeting be approved.

2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of December 7, 2022, Community Planning Advisory Committee meeting be approved.

3. NEW BUSINESS

None.

4. COUNCIL REFERRALS

- a. Official Community Plan & Zoning Bylaw Amendment 3360-22-07 - West Lot A Holland Creek

Director of Development Services, Jake Belobaba, provided an overview of the proposal for a multi-family development on two parcels of land, with remainder of land to be designated as park. The applicants provided a brief introduction of their company, District Group, and an overview of the proposed project and where they are at in the rezoning application process. Committee members made comments and asked about the protection of greenspace, provision of a small commercial area, and pedestrian connectivity within the project area and to existing trails and parks. The applicants explained their proposal for greenspace protection on areas with challenging topography, that they plan to incorporate tree protection into their landscaping plans and provide for pedestrian interconnectivity, and are open to providing a small local commercial area if the community wants it.

Committee members discussed the need for greenspace, removal of invasive species (scotch broom), provision of a commercial area, the road layout, and the importance of interconnectivity for active transportation (cyclists and pedestrians). Committee members discussed concerns about building quality and potential issues with costly repairs down the road and asked staff questions about building strata

development and rental tenure. Staff explained that new legislation has higher standards for strata building maintenance and due diligence.

It was moved, seconded, and carried that the Community Planning Advisory Committee supports Official Community Plan & Zoning Bylaw Amendment Application 3360-22-07 (West Lot A Holland Creek) in principle and recommends that Council consider the following:

- Ground water management.
- Tree retention.
- Commercial amenities.
- Scotch broom removal.
- Cycling and pedestrian interconnectivity.

b. Facade Development Permit 3060-23-03 – 32 High Street (Temperance Hotel)

Senior Planner, Julie Thompson, provided an overview of the proposed changes to the façade at the Temperance Hotel including enlargement of the awnings along the High Street frontage, adding Juliet balconies along the 1st Avenue frontage, and remodeling the exterior staircases. Committee members noted that the proposed changes to the building look great and they are supportive.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommend that Council approve Development Permit Application 3060-23-03 (32 High Street) as presented.

5. MONTHLY BRIEFING

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

- 1144 Rocky Creek Road (3360-22-04)
- 1152 Rocky Creek Road (3360-22-02)
- 1141 Cloke Road (3360-22-05)
- 11 & 17 Warren Street (3360-21-12)
- 440 1st Avenue (3360-22-06)

6. NEXT MEETING – TBD

7. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 8:05 PM.

Chair (J. Harrison)

RECEIVED:

Corporate Officer (M. O'Halloran)

CPAC REFERRAL REPORT

Report Prepared By: Andrew Wilson, Planner
 Meeting Date: May 3, 2023
 File No: ZBL 3360-22-09
 RE: Zoning Bylaw Amendment Application for a Secondary Suite at 624 John Wilson Place

EXECUTIVE SUMMARY:

A zoning bylaw amendment application has been received for 624 John Wilson Place for the purpose of building a secondary suite in the basement floor of a two-storey single family dwelling. The Community Planning Advisory Committee (CPAC) is being asked to provide feedback regarding the application in accordance with the CPAC Terms of Reference.

BACKGROUND/PROPOSAL

The subject property (see Figure 1) is located at 624 John Wilson Place within a residential neighbourhood in the Holland Creek area consisting of a mix of single-family residential uses (with some secondary suites) and multi-family residential.

The subject property contains a newly constructed two-storey single family dwelling with an attached two-car garage. The applicant is proposing to add a 58m² secondary suite on the ground level of the dwelling near the rear.

The subject property is in the Single Dwelling Residential – Holland Creek Area (R-1-HCA) Zone of the Town of Ladysmith Zoning Bylaw 2014, No. 1860. The R-1-HCA Zone permits secondary suites on parcels that have a minimum parcel area of 668m² and a minimum frontage of 18.28 metres. The subject property has a parcel area of 499m² and a frontage of 14.5m which does not meet the minimum requirements to allow a secondary suite, therefore a zoning bylaw amendment is required to permit the proposed suite.

Figure 1: Subject property map.



The applicant has provided the following documents to support the rezoning application (Attached):

- Cover letter
- Proposed site plan

DISCUSSION

Official Community Plan Bylaw 2022, No. 2200:

At time of writing, the new Official Community Plan (OCP) Bylaw 2022, No. 2200 is expected to be adopted on Tuesday, May 2, 2023. The subject property is located in the Neighbourhood Residential land use designation in the new OCP and within the General Infill Growth Area. Neighbourhood Residential supports many housing choices, with diverse residential types, tenures, and densities. General Infill Areas enable and encourage intensification. The subject property also falls within the Holland Creek Local Area Plan (HCLAP) in which it is designated as Single-Family.

The following OCP policies are relevant to the proposal:

Policy 2.3 Land Use Designation Policies:

- q. The built form of this designation should be single-detached dwellings, duplexes, triplexes, fourplexes, townhouses, and multi-family housing up to three storeys.
- r. Coach houses and secondary suites are supported.

Policy 2.4 General Land Use Policies:

- j. Support the provision of a range of housing types, tenures, densities – as well as affordable and attainable housing opportunities – to meet the diverse needs of individuals and families of varying needs and levels of incomes, in all neighbourhoods.
- k. Encourage secondary suites in new and existing single-detached dwellings, duplexes, and townhouses in accordance with the BC Building Code.

The following HCLAP policies are relevant to the proposal:

- 7.2.3 Secondary suites shall be permitted on larger single family residential lots where on-site parking can be accommodated.
- 7.2.5 Single-Family designated areas may have a density of 20 units per hectare of land, depending on site conditions and other criteria, such as including secondary suites and as a way to secure the protection of environmentally sensitive areas and other natural features.

The subject property is part of the 41-lot Phase 3 of the Holland Creek development. 23 of the 41 lots meet the minimum lot and frontage requirements for secondary suites (see

Figure 2). The current density of the neighbourhood (as shown in Figure 2) is approximately 15.2 units per hectare. Increasing the dwelling by one additional secondary suite effectively increases the density of this neighbourhood to 15.5 units per hectare.

The development is supported with the Neighbourhood Residential designation and is consistent with the OCP policies noted above. The subject property does not fall within a Development Permit Area. An OCP amendment is not required.

Figure 2 Map of secondary suite potential in Holland Creek Area Phase 3.



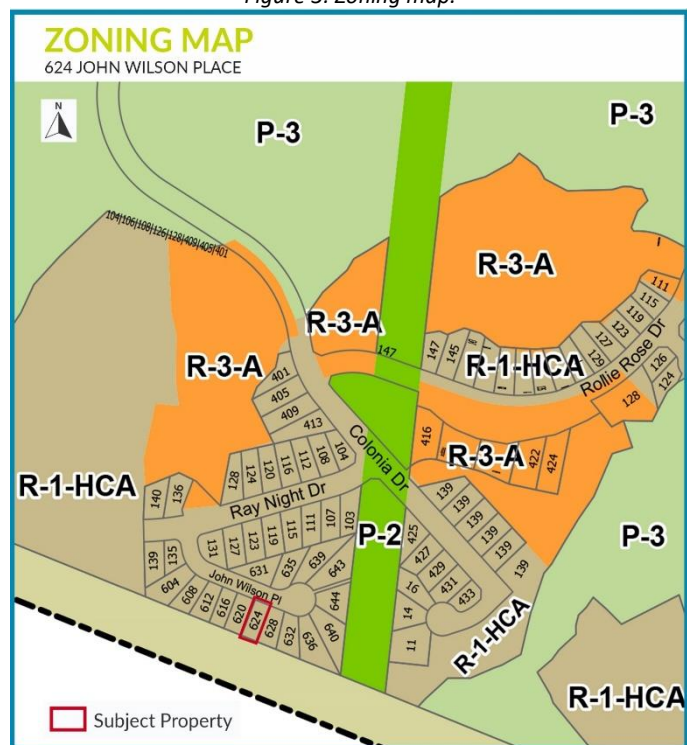
Zoning Bylaw:

The subject property is zoned R-1-HCA in Zoning Bylaw 2014, No. 1860 (see Figure 2). The R-1-HCA Zone is intended to accommodate residential development on a range of parcel sizes while respecting riparian ecosystems and park and open space amenities. Secondary suites are not permitted on parcels less than 668 square metres with frontages less than 18.28m in the R-1-HCA zone.

To facilitate the addition of the proposed secondary suite, a site specific amendment to the R-1-HCA Zone is proposed that will:

- Decrease the minimum parcel area for secondary suite from 668m² to 499m²; and
- Decrease the minimum frontage for a secondary suite from 18.28m to 14.5m.

Figure 3: Zoning map.



All other regulations of the Zoning Bylaw are being met by this proposal including maximum gross floor area for a secondary suite, parcel coverage, setbacks, and parking requirements.

Parking:

The Zoning Bylaw requires one space per dwelling unit; one for the principal dwelling and one for the suite. Tandem parking (i.e. one space in front of the other) is permitted on single family parcels. The single unit dwelling on the subject property contains a two-car garage and a 5.9m wide by 8.9m long driveway which can accommodate 2 parking spaces (see Figure 4).

Figure 4 Site photo of 624 John Wilson Place



**INTERDEPARTMENTAL
INVOLVEMENT/IMPLICATIONS:**

The application will be forwarded to Engineering, the Fire Chief, and Building Inspection as part of the application process.

NEXT STEPS:

Following the referral period, the application will proceed to Council for consideration of first and second reading.

ATTACHMENTS:

- A. Applicant cover letter
- B. Site Plan

ATTACHMENT A

November 23, 2022

Nar Parhar

Re: Rationale Letter for Application to Change Zoning

To Whom it May Concern:

I am the builder/owner of 624 John Wilson Place. I have built a new constructed residential home in Holland Creek Estates. This development currently accommodates residential homes with and without legal suites as well as multi family homes. I am looking to change the zoning on this property to accommodate a legal suite.

Regards,

Naranjan Singh Parhar

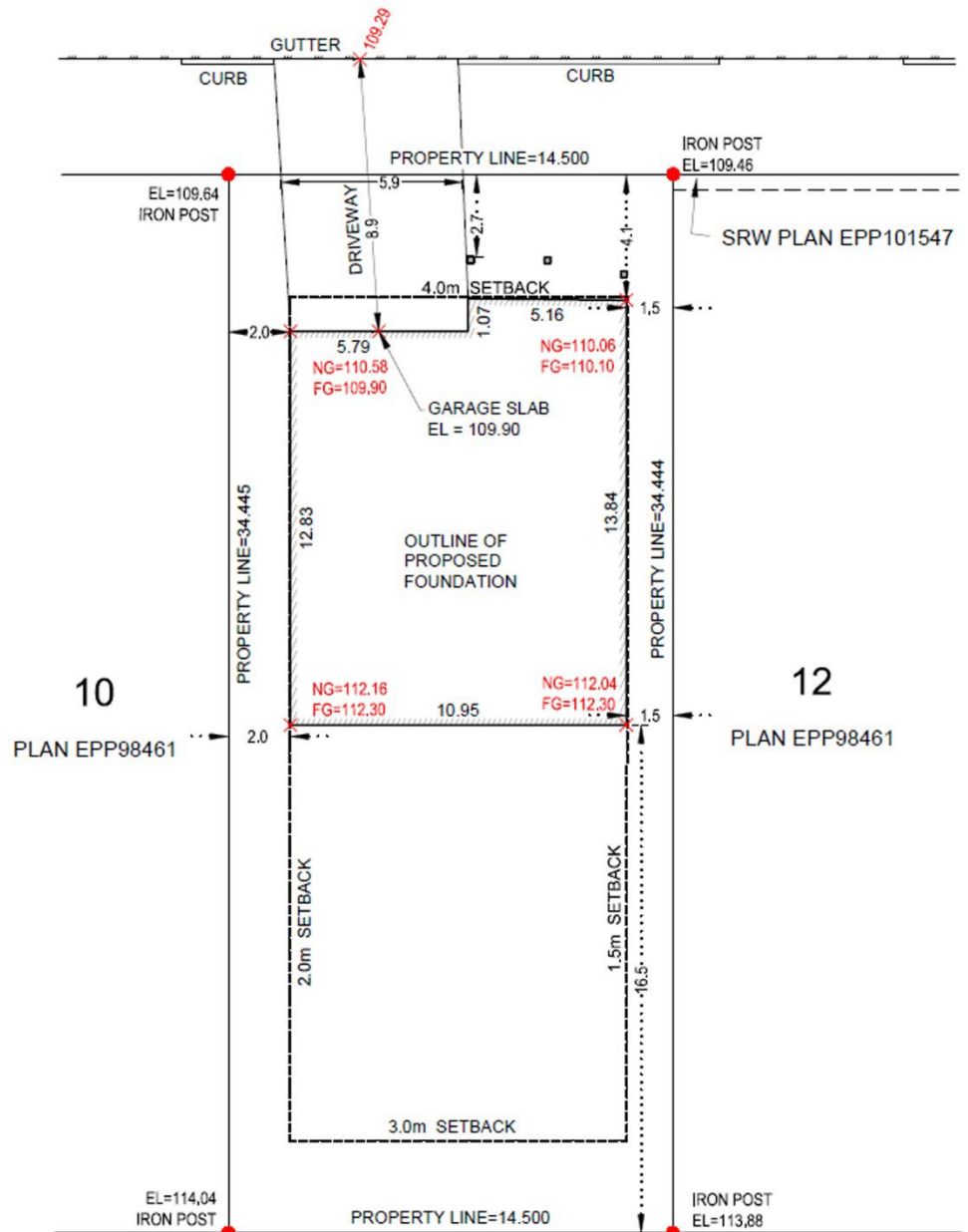
ATTACHMENT B – Site Plan

5 0 5 10
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

THE INTENDED PLOT SIZE OF THIS PLAN IS 280mm IN WIDTH BY 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:200



JOHN WILSON PLACE



BUILDING AND HEIGHT CALCULATIONS	
Zone*	R-1-HCA
Parcel Size	449.4m ²
Parcel Coverage	32%
Average Natural Grade (NG)	111.21
Average Finished Grade (FG)	111.15
Maximum Permitted Building Height	8.00
Maximum Roof Peak Elevation	119.15
Proposed Roof Peak Elevation	119.05
Minimum Basement Elevation (MBE)**	108.03
Proposed Basement Slab Elevation	110.30

*Town of Ladysmith Bylaw 2014, No. 1860 Mar 20, 2019

**MBE from Final Lots Grades Plan

LEGEND:

- +104.25 - DENOTES SPOT ELEVATION
- EL - DENOTES ELEVATION
- SRW - DENOTES STATUTORY RIGHT OF WAY

Rem DL 103

PLAN 991 RW