



MINUTES

Community Planning Advisory Committee

Wednesday, February 7, 2024 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Chair – Jason Robertson; Members - John Scott, Tonya Soules, Keona Wiley, Julika Pape, Anthony Price; Alt. Council Liaison – Amanda Jacobson; Senior Planner - Julie Thompson; Recorder – Cassandra Taylor

ABSENT: Members – Jennifer Aker; Council Liaison – Marsh Stevens

Jason Robertson called the meeting to order at 7:02pm, acknowledging with gratitude that Ladysmith is located on the unceded territories of the Stz'uminus First Nation.

1. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of February 7, 2024, Community Planning Advisory Committee meeting be approved. CPAC welcomed new member, Anthony Price.

2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of November 1, 2023, Community Planning Advisory Committee meeting be approved.

3. NEW BUSINESS

a. Update on the Provincial Housing Legislation Changes

Senior Planner Julie Thompson provided an information handout to Committee members outlining the new Provincial Small Scale Multi-Unit Housing (SSMUH) legislation. The handout will also be posted on the Town's website as an information bulletin to the public. Committee members were advised that the new legislation is posted on the Province's website for viewing.

Committee members were given the opportunity to ask questions to which J. Thompson provided answers to.

b. Terms of Reference Review

Senior Planner J. Thompson provided an overview of the CPAC Terms of Reference, outlining items such as the CPAC mandate and the Committee's scope of work. This included what types of applications the Committee will be reviewing, meeting management, the roles of each Committee member, and Committee meeting dates and notices. Ms. Thompson provided a CPAC member cheat sheet which outlined the roles and responsibilities of each committee member, applicants and staff.

Committee members asked questions regarding clarification of their roles on the Committee, which J. Thompson clarified.

c. **Mock Council Referral – Zoning Bylaw and OCP Amendment Application 3060-22-05 – Coach House at 1141 Cloke Road**

Senior Planner J. Thompson provided an annotated agenda to assist with the mock referral.

Mock Referral

Senior Planner J. Thompson provided a brief overview of the mock proposal for the Rezoning and OCP Amendment application at 1141 Cloke Road to allow a coach house on the subject property and bring the property into Development Permit Area 10 – Coach House Intensive Residential

Ms. Thompson, acting as the applicants, provided a brief presentation to the Committee outlining their rationale for the proposed coach house.

Committee members had questions for the applicant and staff, including who the tenants might be, why a bigger footprint is being proposed, and clarification on how the upper storey would be separated from the lower storey.

Committee members discussed the application and provided the following mock resolutions:

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw and OCP Amendment application 3060-22-05 (1141 Cloke Road) as presented.

It was moved, seconded and carried that CPAC recommends that Council direct staff to amend the R-1 Zone to allow Coach Houses.

End of Mock Referral

4. **COUNCIL REFERRALS**
None

5. **MONTHLY BRIEFING**

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

- 3360-23-01 (19 Gatacre St.) – adopted by Council on December 19, 2023.

Senior Planner J. Thompson provided an update on a previous CPAC and Council recommendation to investigate allowing secondary suites in the R-1-HCA zone.

Ms. Thompson explained that the new legislation changes for SSMUH requires that suites are to be permitted in all single-family residential zones, including R-1-HCA.

6. **NEXT MEETING – TBD**

7. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 8:58 PM.

Chair (J. Robertson)

RECEIVED:

Corporate Officer (S. Bouma)

Subject to Adoption