



# AGENDA

## Community Planning Advisory Committee

Wednesday, February 7, 2024 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 unceded territory of the Stz'uminus First Nation.
- 1.1 **INFORMATION ON HOW TO ATTEND THE MEETING**  
Residents are welcome to attend in person at City Hall Chambers at 410 Esplanade.
2. **AGENDA APPROVAL (7:05pm)**
3. **ADOPTION OF November 1, 2023 MINUTES\* (7:05pm)**
4. **NEW BUSINESS (7:05pm)**
  - a. **Update on the Provincial Housing Legislation Changes (10 minutes)**
  - b. **Terms of Reference Review (20 minutes)**  
The Senior Planner will provide an overview/refresher of CPAC's Terms of Reference, including reviewing the roles and responsibilities of meeting participants.
  - c. **Mock Council Referral - Zoning Bylaw and OCP Amendment Application 3060-22-05 - Coach House at 1141 Cloke Road (30 minutes)**  
NOTE: This referral is for practice only and resolutions will not proceed to Council. This application was previously considered by CPAC in 2022 and the bylaw amendments were adopted by Council in 2023.
5. **COUNCIL REFERRALS (8:05pm)**  
None.
6. **MONTHLY BRIEFING (8:05pm)**  
File Updates (10 minutes)
7. **NEXT MEETING - TBD**
8. **ADJOURNMENT (8:15 pm)**

\*Attachments





# MINUTES

## Community Planning Advisory Committee

Wednesday, November 1, 2023 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

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**PRESENT:** Acting Chair - John Scott; Members - Jennifer Aker, Tonya Soules, Keona Wiley; Council Liaison - Marsh Stevens; Senior Planner - Julie Thompson; Recorder – Cassandra Taylor

**ABSENT:** Members - Julika Pape and Jason Robertson

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Senior Planner Julie Thompson called the meeting to order at 7:00pm.

It was moved, seconded and carried that John Scott be the acting chair for the meeting. Acting Chair John Scott acknowledged 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 November 1, 2023, Community Planning Advisory Committee meeting be approved.

### 2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of September 6, 2023, Community Planning Advisory Committee meeting be approved.

### 3. NEW BUSINES

#### a. Terms of Reference Review

Senior Planner Julie Thompson gave an overview of the CPAC Terms of Reference mentioning items such as the purpose of the committee and meeting management. All primary roles of the committee were reviewed which included the role of the Chair, committee members, applicants and staff. Specific roles and expectations mentioned included agenda review and facilitation of the meetings by the Chair, coming to meetings prepared by reviewing the agenda and preparing questions. Also mentioned was the importance of not imposing personal agenda while discussing applications. During the discussion, committee members asked questions which were answered by Ms. Thompson.

#### b. Mock Council Referral – Façade Development Permit 3060-21-16 – 431 1<sup>st</sup> Avenue

Senior Planner J. Thompson explained the procedure of the mock referral. Advice was given by Ms. Thompson throughout the mock referral on how the referral process should proceed.

#### **Mock Referral**

Senior Planner J. Thompson provided a brief overview of the mock proposal for changes to the exterior façade of the building at 431 1<sup>st</sup> Avenue to accommodate a

fourth dwelling unit in the attic space of the building. Ms. Thompson provided some background information including the existing uses in the building and other building characteristics.

Ms. Thompson, acting as the applicant, provided a brief presentation of the proposal from the applicant's perspective and noted that the proposed changes fit with the heritage character of the building.

Committee members discussed the application and made positive comments about the proposal, noting colour palette choice, the look of the dormers, and how this proposal would help revitalize the downtown core.

Committee members raised concerns around parking as a fourth unit is proposed in the building. Ms. Thompson explained the existing parking and reminded committee members that the focus of their review in this façade DP application is for exterior changes to a heritage building in the downtown, rather than the use of the building.

Committee members were also concerned of the age of the building and the safety of the structure. Ms. Thompson noted that all aspects of the renovation will also require a building permit and will need to meet the BC Building Code, which will address building safety.

Committee members discussed the recommendation and provided the following mock resolution:

*"It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council support DP 3060-21-16 (431 1<sup>st</sup> Avenue) in principle, and recommends the following conditions:*

- *That the colour palette of black and white as proposed be specified in the Development Permit.*

*Motion carried"*

#### **End of Mock Referral**

The committee discussed the mock referral and asked questions about making and amending resolutions, which were answered by J. Thompson and Council Liaison, Marsh Stevens. Committee members agreed that the mock referral was a great idea and appreciated the review.

#### **4. COUNCIL REFERRALS** None

#### **5. MONTHLY BRIEFING**

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

- 19 Gatacre (3360-23-01) - went to Council for 1st and 2nd reading. A Public Hearing is scheduled for Nov 21, 2023.

#### **6. NEXT MEETING – TBD**

**7. ADJOURNMENT**

It was moved, seconded, and carried that the meeting be adjourned at 8:17 PM.

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Acting Chair (J. Scott)

**RECEIVED:**

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Acting Corporate Officer (S. Bouma)

Subject to Adoption



**COMMUNITY PLANNING ADVISORY COMMITTEE****Type**

- Council Committee  Task Force

**Mandate**

The Community Planning Advisory Committee is a Select Committee of Council pursuant to section 142 of the Community Charter.

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.

The Community Planning Advisory Committee (the Committee) will provide:

- (a) Feedback to applicants and recommendations to Council on the following types of development applications, using the principles set out in Schedule A:
- Amendments to the Official Community Plan (OCP) where a change in land use designation is proposed.
  - Amendments to the Zoning Bylaw where change in zone, land use and/or density is proposed.
  - Issuance of a Development Permit where new construction is proposed in accordance with the guidelines for the Downtown (DPA 2).
  - Development or redevelopment of land, buildings or structures that are on the Community Heritage Register.
- (b) Advice to Council or participate on a project advisory committee or task force on behalf of the Committee for Town-initiated land use initiatives, policies or plans, such as new OCP policies, a major review of the OCP, a new area plan, or significant amendments to the Zoning Bylaw.

**Authority**

This is an advisory committee. The Committee will review matters as outlined within the Committee Mandate, and make recommendations to Council.

**Membership and Terms**

The Committee will be comprised of the following:

- Seven citizen members
- One Council liaison to facilitate ongoing communication between Council and the Committee on matters referred by Council (This is an *ex-officio* or non-voting role)
- One alternate Council liaison (This is an *ex-officio* or non-voting role)

Each member appointed by Council shall serve a two year term. A member appointed by Council shall serve a maximum of six consecutive years.

**Membership Requirements/Qualifications**

Members of the Committee will represent the diversity of the community.

The seven citizen members of the Committee will represent a broad range of skills and/or experience in economic and social development, housing, design, and the environment, in areas such as:

- Development economics
- Ladysmith's social issues, including housing
- Preservation and restoration of heritage buildings
- Architecture, urban design or landscape architecture
- Environmental protection and climate change.

**Staff Support**

The Committee will be supported by one Development Services Department staff liaison (This is an *ex-officio* or non-voting role.)

**Reporting**

Committee recommendations related to development applications will be conveyed to Council through the established development review process, and generally contained in staff reports to Council. Committee minutes will be provided to Council on a regular basis.

**Meeting Management****(a) Chairperson**

- The Chairperson will be elected annually by the members.
- The first Chairperson will be elected at the first meeting of the Committee, and annually thereafter at the first meeting following July 1st.
- If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.
- An ex-officio member may not serve as Chairperson of the Committee.

**(b) Meeting Times and Procedures**

- The Committee will meet once per month, if there are referrals to consider.
- The meeting location will be published in the meeting agenda.
- The Council Procedure Bylaw of the Town applies to meetings of the Committee.
- Meetings of the Committee will be open meetings pursuant to section 93 of the *Community Charter*.

### (c) Agendas and Minutes

- Staff in the Development Services Department, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Committee one week prior to the meeting date.
- Recording of meeting minutes will be assigned by the Director of Development Services. Draft minutes will be reviewed by the Chairperson.
- Draft minutes will be distributed with the meeting agenda package.
- Recommendations from the Committee will be included in the Staff Report to Council on the referred matter.
- Minutes of the Committee meetings will be posted on the Town of Ladysmith website and included in Council agenda packages.

#### **Alignment with Council Strategic Priorities**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Employment & Tax Diversity   | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships                   |
| <input checked="" type="checkbox"/> Communications & Engagement  | <input type="checkbox"/> Not Applicable                 |

**Amended:** September 21, 2021

**Schedule A****1. Application Review Process Principles****(a) OCP or Zoning Bylaw Application Review**

- Staff will provide a report outlining the general proposal which will be included in the meeting agenda package.
- The Community Planning Advisory Committee will:
  - Refer to the Official Community Plan and Council's strategic priorities in the review of the proposal
  - Hear from the applicant and its consulting team through a brief presentation to summarize the proposal.
  - Consider each proposal on its own merits.
  - Provide its advice to Council in the form of a motion

**(b) Development Permit Application Review**

- Staff will provide a report outlining the general proposal which will be included in the meeting agenda package.
- The Community Planning Advisory Committee will:
  - Use the design guidelines contained within the Official Community Plan in the review of development permit proposals.
  - Hear from the applicant's design team through a brief presentation to summarize their design criteria and proposal.
  - Consider each proposal as an expression of the evolution of the streetscape of the Downtown and aim for the highest standard of excellence in the built environment.
  - Consider each proposal on its own merits.
  - Provide its advice to Council in the form of a motion or statement of review.

**CPAC MOCK REFERRAL REPORT**

**Report Prepared By:** Julie Thompson, Senior Planner  
**Meeting Date:** February 7, 2024  
**File No:** ZBL 3060-22-05  
**RE:** Zoning Bylaw Amendment Application for a Coach House at 1141 Cloke Road

**EXECUTIVE SUMMARY:**

A zoning bylaw amendment application has been received for 1141 Cloke Road for the purpose of building a 2-storey coach house with ground floor garage and dwelling unit above.<sup>1</sup> The Community Planning Advisory Committee (CPAC) is being asked to provide feedback regarding the application in accordance with the CPAC Terms of Reference.<sup>2</sup>

**PROPOSAL:**

The applicant is proposing to build a 2-storey coach house containing a 70m<sup>2</sup> dwelling located in the second storey above a 2-car garage at 1141 Cloke Road. The proposed coach house has a footprint of 82.5m<sup>2</sup>. The proposed height is approximately 7.6m.

The subject property is in the Single Dwelling Residential (R-1) zone of the Town of Ladysmith Zoning Bylaw 2014, No. 1860. The R-1 zone does not permit coach houses and the proposed coach house is larger than is permitted under the Coach House Regulations in the Zoning Bylaw. Therefore, a Zoning Bylaw amendment is required to permit the proposed coach house.

<sup>1</sup> This application was previously considered by CPAC on December 7, 2022. Bylaws No. 2134 and 2135 to amend the OCP and Zoning Bylaw to facilitate the proposal were adopted by Council on May 2, 2023 and June 6, 2023, respectively.

<sup>2</sup> This report is meant for practice only and has been modified from the original CPAC report from Dec. 7, 2022.



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

- Cover letter
- Proposed coach house plan

**BACKGROUND/DISCUSSION:**

The subject property (see Figure 1) is 0.112 hectares (1112 m<sup>2</sup>) in size and is located on Cloke Road, in a predominantly single-family residential neighbourhood. The subject property contains a 2-storey single dwelling home at the front of the lot with attached single-car garage and small 7.4m<sup>2</sup> shed. The backyard contains mature trees along the west property line and hedges along the north and east property lines creating privacy screening to all adjacent properties.

The current parcel coverage of all buildings is approximately 15% and the R-1 zone permits up to 33%. Site permeability is not a concern.

*Figure 2: Rendering of proposed coach house*



The surrounding zoning consists mainly of R-1 zoned parcels, with a multi-family zoned parcel adjacent to the north of the property as shown in Figure 2, below.

**Official Community Plan (OCP)**

The subject property is located in the Neighbourhood Residential land use designation in Official Community Plan Bylaw 2022, No. 2200. The Neighbourhood Residential designation applies to large, predominantly residential areas situated outside of the Priority Growth Areas, and supports coach houses and secondary suites, as well as other low-density housing types (duplexes, triplexes, fourplexes, townhouses, limited multi-family). The subject property is located within the general infill area where intensification is enabled and encouraged.

Other policies in the OCP support this application:

- 2.4 (b) – Concentrate new residential development in existing developed areas, with priority given to Priority Growth Areas and Strategic Infill Areas.

- 2.4 (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 levels of incomes, in all neighbourhoods.
- 2.4 (l) – Encourage coach houses on existing single-detached lots.

The development is consistent with the Neighbourhood Residential designation and is consistent with the OCP policies noted above. However, the subject property is not located within a Development Permit Area. An OCP amendment is required to add the property to the Development Permit Area 10 – Coach House Intensive Residential (DPA 10) so that the DPA 10 guidelines, such as for form and character, can be applied through issuance of a development permit (DP) prior to construction.

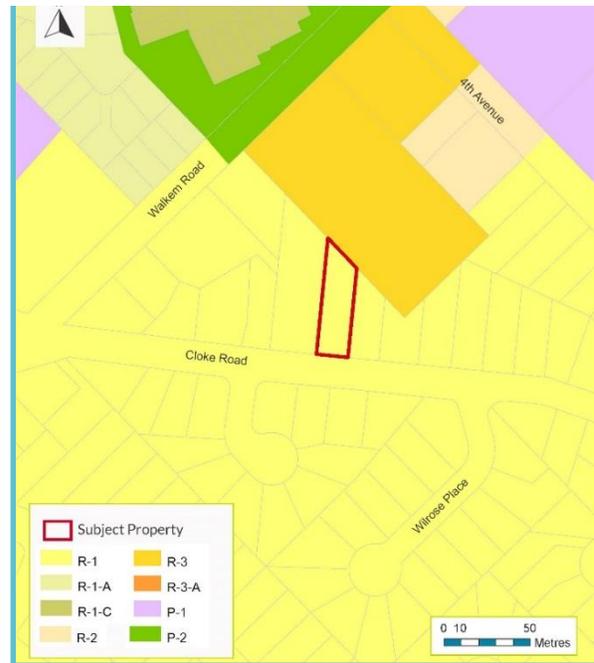
**Zoning Bylaw:**

The subject property is currently zoned Single Dwelling Residential (R-1) in Zoning Bylaw 2014, No. 1860 (see Figure 2). The R-1 Zone does not permit coach houses.

To facilitate construction of the proposed coach house, a site specific amendment to the R-1 zone is proposed to address the following:

- Permit a coach house as an accessory use;
- Increase the maximum gross floor area (GFA) for the self-contained “accessory space” (the proposed workshop) on the first storey from 60m<sup>2</sup> to 82.5m<sup>2</sup>;
- Increase the maximum GFA for the coach house dwelling unit on the second storey from 60m<sup>2</sup> to 70m<sup>2</sup>; and
- Increase the maximum height for a coach house from 6.6m to 7.6m.

Figure 2: Zoning map



All other regulations of the Zoning Bylaw are being met by this proposal including parcel coverage, setbacks, and parking requirements.

**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.

### **SAMPLE RESOLUTIONS:**<sup>3</sup>

1. 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.
2. It was moved, seconded and carried that CPAC supports Zoning Bylaw and OCP Amendment application 3060-22-05 (1141 Cloke Road) in principle, and recommends the following conditions:
  - a. That the building height be limited to 7.0m; and,
  - b. That the floor area of the accessory space on the first storey be limited to 70.0m<sup>2</sup>.
3. It was moved, seconded and carried that CPAC recommends that Zoning Bylaw and OCP Amendment application 3060-22-05 for a coach house at 1141 Cloke Road be denied as the parcel is not located on a laneway and would be an inappropriate location for a coach house.
4. It was moved, seconded and carried that CPAC recommends that Zoning Bylaw and OCP Amendment application 3060-22-05 be approved but that consideration be given to not putting the property within Development Permit Area 10 – Coach House Intensive Residential (DPA 10) since the property is screened from view of the neighbouring lots.

### **ATTACHMENTS:**

- A. Applicant cover letter
- B. Proposed coach house plan
- C. Bylaw No. 2134
- D. Bylaw No. 2135

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<sup>3</sup> These are sample resolutions only, to provide an idea of the types of recommendations that CPAC can make.

Attachment A

Colin and Andrea Blake  
1141 Cloke Road

Ladysmith  
BC  
V9G 1A2

March 15<sup>th</sup> 2022

We are writing to seek a variance on our property at the above address.

We would like to put this application in to seek a variance to build a Garage/Carriage House to get more storage and offer rental accommodation.

As the town grows and more people are moving here, there does seem to be a shortage of rental accommodation.

We have included details of the design and it is in keeping with the current house that is on the property and the surroundings properties.

Access to the Garage/Carriage House will be a laneway/driveway parallel to the adjacent properties driveway.

We feel it would be a great addition to the property and would enhance what is already there.

Yours Sincerely,



Colin and Andrea Blake.

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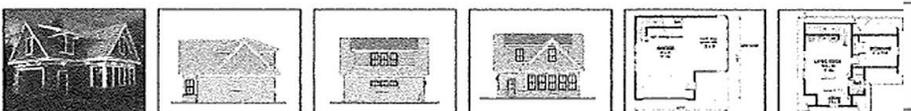


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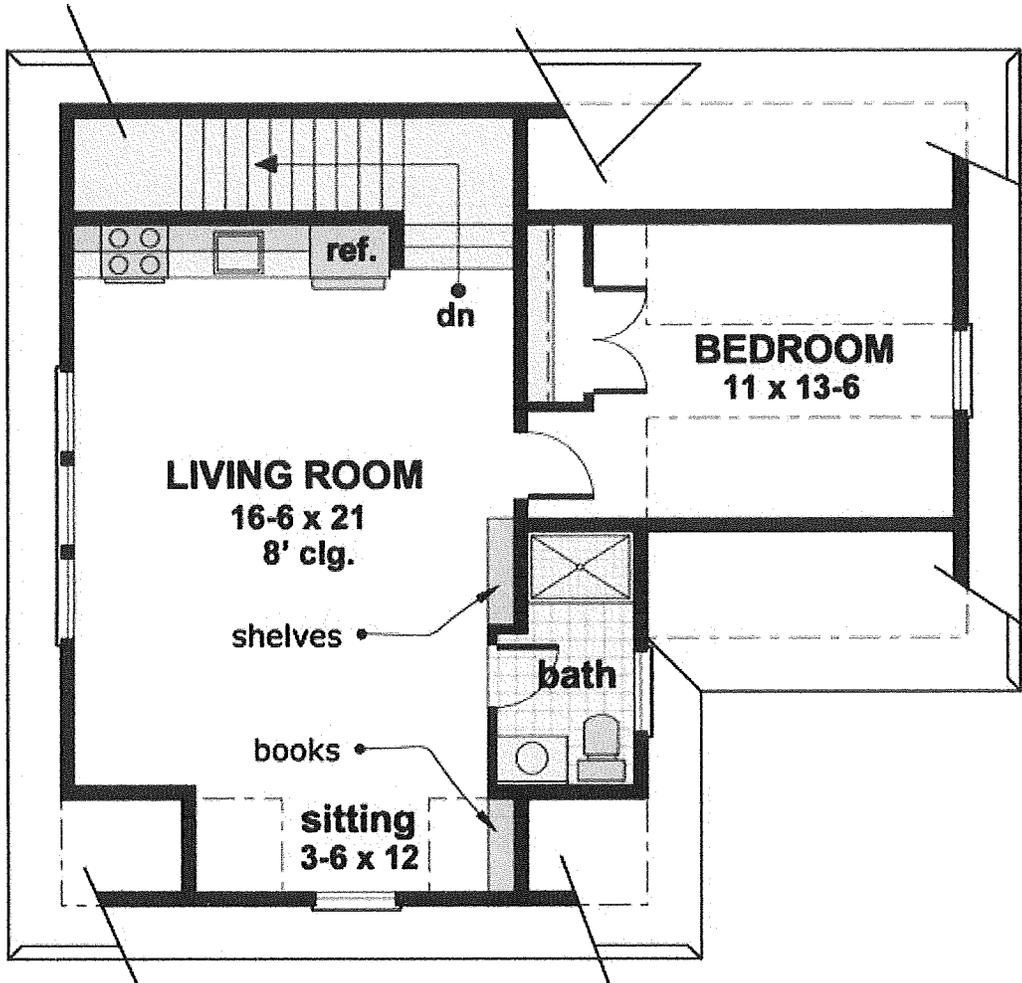
**Carriage House Plan, 023G-0003**

**Plan 023G-0003**

*Click to enlarge. Views may vary slightly from working drawings. Refer to floor plan for actual layout.*



SEARCH (/SEARCH-PLANS.PHP)

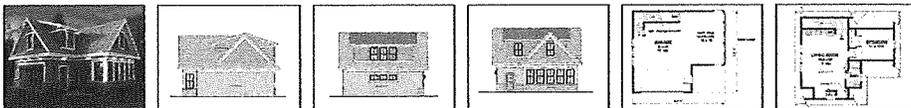


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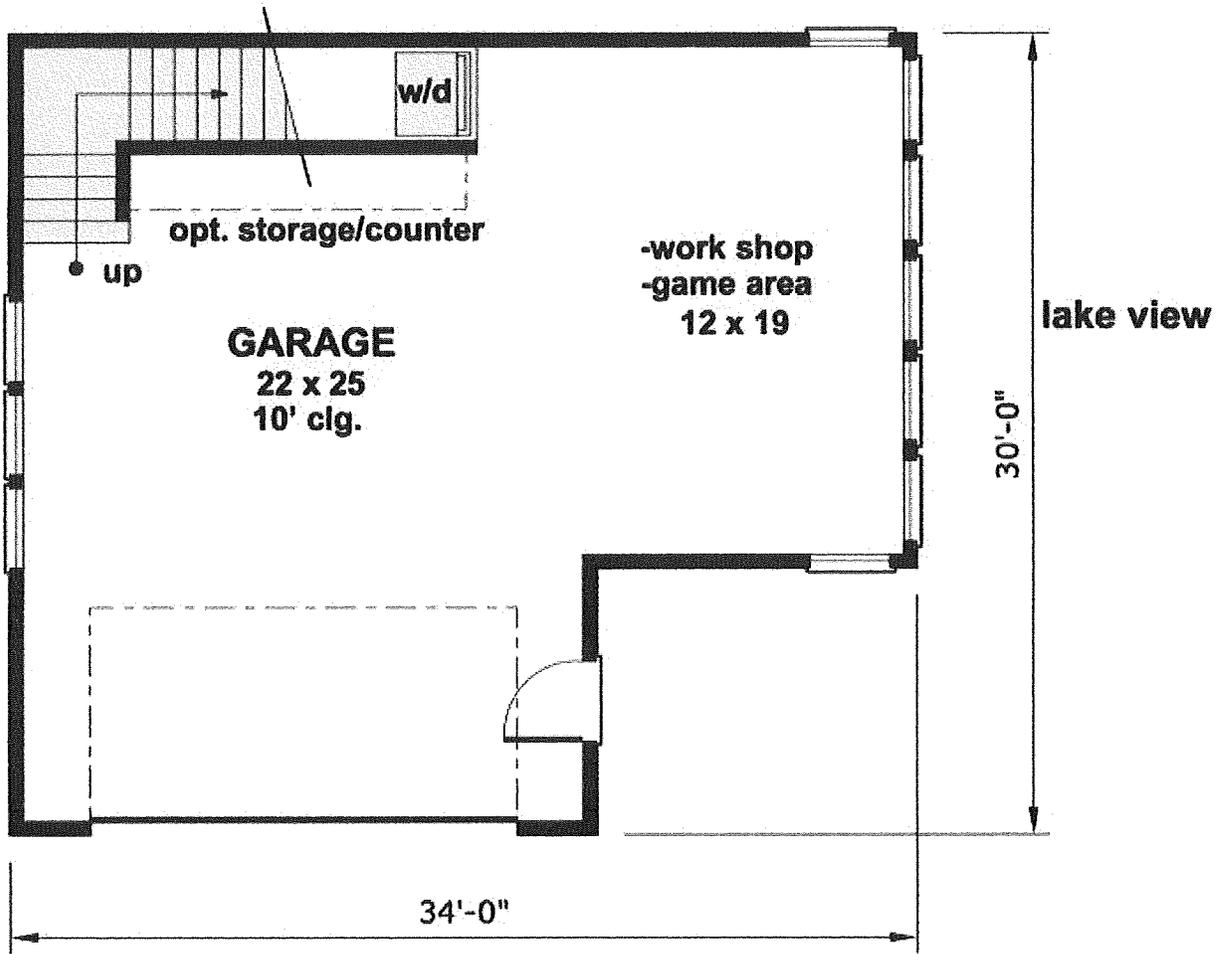
### 2nd Floor Plan, 023G-0003

## Plan 023G-0003

Click to enlarge. Views may vary slightly from working drawings. Refer to floor plan for actual layout.



SEARCH (/SEARCH-PLANS.PHP)

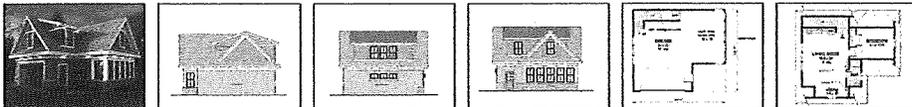


(/userfiles/floorplans/large/12772612935725fb72f2112.jpg)

1st Floor Plan, 023G-0003

### Plan 023G-0003

Click to enlarge. Views may vary slightly from working drawings. Refer to floor plan for actual layout.



ADD TO CART 🛒 (/023G-0003.PHP#ORDER)

MODIFY PLAN ✎ (/90/CONTENT/HOW-TO-MODIFY-YOUR-GARAGE-PLAN-.PHP)

ADD TO FAVORITES ❤️ (MY-PLANS.PHP?GO=FAVORITE.ADD&ID=10342)

MORE BY THIS DESIGNER 🕹️ (HOUSE-PLANS.PHP?DESIGNER\_ID=29&TYPE=G)

Click large image to zoom.

## Plan Details

### Heated Sq. Ft.

Second Floor	754 sq. ft.
Total	754 sq. ft.

### Unheated Sq. Ft.

Garage	900 sq. ft.
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### Bedrooms

1

### Full Baths

1

### Dimensions

Width	34 ft. 0 in.
Depth	30 ft. 0 in.
Approx. Height	25 ft. 0 in.

### Ceiling Heights

First Floor	10 ft. 0 in.
Second Floor	8 ft. 0 in.

### Roof Pitch

12/12 Main

### Garage Door Size(s)

16x8

### Roof Framing

Truss

### Exterior Wall

2x6

### Foundation

Slab

## Plan Features

### Interior Features

Laundry

## Plan Description

Detached two-car garage apartment plan with Craftsman flair

Main level offers a double garage plus a workshop for the family handyman or game area for the kids

Second floor apartment offers a comfortable bedroom, a full bath and an open living area

Space for a stackable washer/dryer unit is under the stairs and accessed from the garage

Floor plan was designed for a lake view and is suitable for use as a vacation home

## Order Plan

**TOWN OF LADYSMITH**

**BYLAW NO. 2134**

**A Bylaw to amend "Official Community Plan Bylaw 2003, No. 1488"**

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The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to "Official Community Plan Bylaw 2003, 1488":

1. Official Community Plan Map 2 - Development Permit Areas is amended to apply the Development Permit Area 10 - Coach House Intensive Residential to the property legally described as Lot A, District Lot 129, Oyster District, Plan VIP56439 (1141 Cloke Road) as shown in Schedule 1 which is attached to and forms a part of this Bylaw.

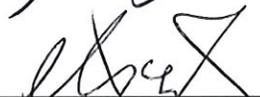
**Citation**

2. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2134".

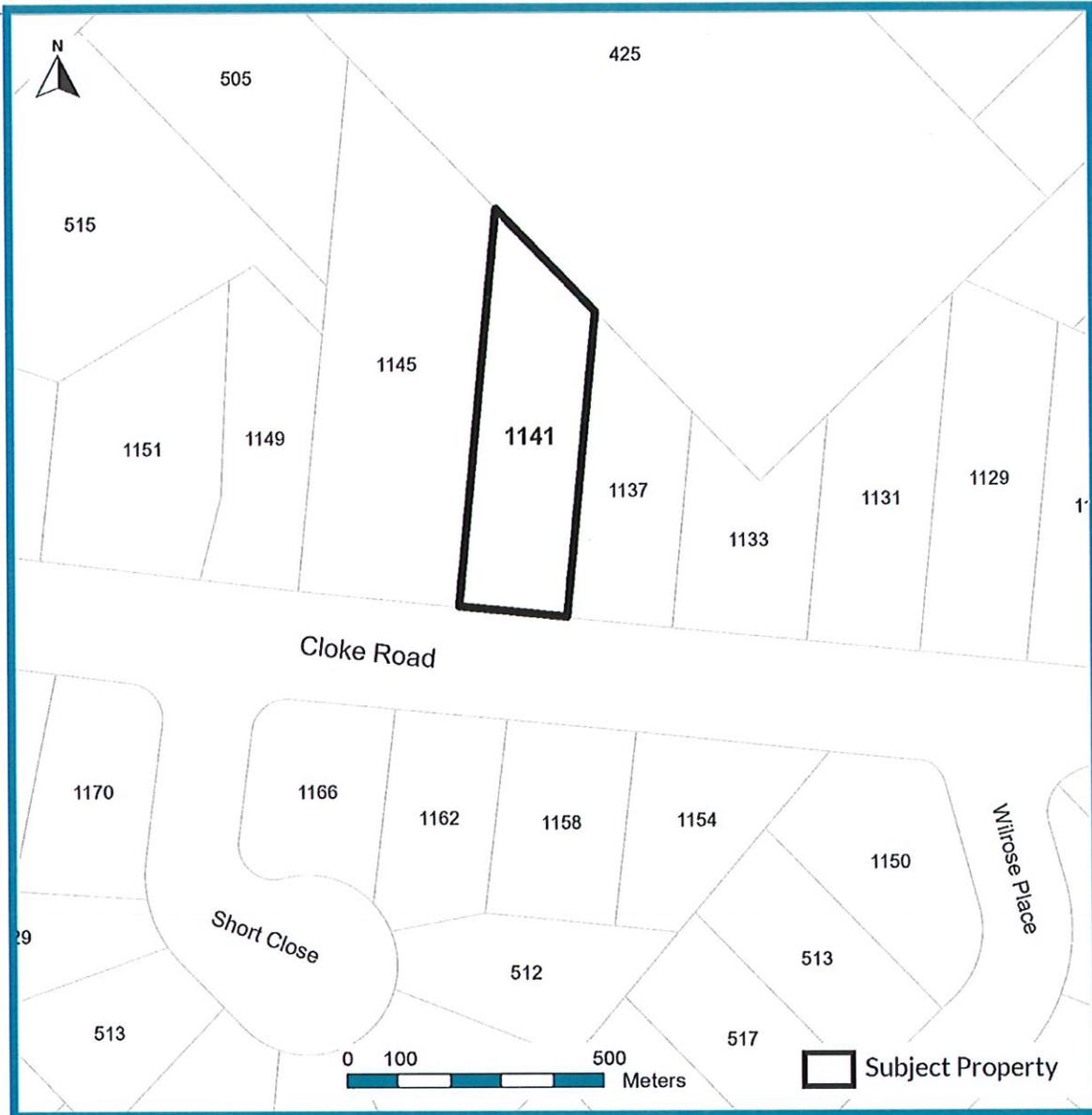
**READ A FIRST TIME** on the 7<sup>th</sup> day of March, 2023  
**READ A SECOND TIME** on the 7<sup>th</sup> day of March, 2023  
**PUBLIC HEARING HELD** on the 2<sup>nd</sup> day of May, 2023  
**READ A THIRD TIME** on the 2<sup>nd</sup> day of May, 2023  
**ADOPTED** on the 2<sup>nd</sup> day of May, 2023



  
\_\_\_\_\_  
Mayor (A. Stone)

  
\_\_\_\_\_  
Corporate Officer (M. O'Halloran)

### Schedule 1



TOWN OF LADYSMITH

BYLAW NO. 2135

A Bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

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The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to "Town of Ladysmith Zoning Bylaw 2014, No. 1860":

1. Schedule A – Zoning Bylaw Text is amended by adding new site specific regulations to Section 10.2 Single Dwelling Residential (R-1), as follows:

- a. The following is added to the end of Section 10.2(7):

"(d) For the *Parcel*/legally described as Lot A, District Lot 129, Oyster District, Plan VIP56439 (1141 Cloke Road) the following site specific regulations shall apply:

- i) *Coach House Dwelling* is permitted as an *Accessory Use* subject to Part 6, Section 6.5.
- ii) Despite Section 5.14(d)(ii) the *Gross Floor Area* of a self-contained *Accessory* space on the *First Storey* of a *Coach House Dwelling* shall have a maximum exclusion of 84.0 square metres.
- iii) Despite Section 6.5(b)(iii) the *Gross Floor Area* of a *Coach House Dwelling* shall not exceed 70.0 square metres.
- iv) Despite Section 6.5(b)(iv)(1) the *Height* of a two *Storey Coach House Dwelling* shall not exceed 7.6 metres."

**Citation**

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2135".

**READ A FIRST TIME** on the 7<sup>th</sup> day of March 7, 2023

**READ A SECOND TIME** on the 7<sup>th</sup> day of March 7, 2023

**PUBLIC HEARING HELD** on the 2<sup>nd</sup> day of May, 2023

**READ A THIRD TIME** on the 2<sup>nd</sup> day of May, 2023

**APPROVED BY MINISTRY OF TRANSPORTATION**

on the 2<sup>nd</sup> day of June, 2023

**ADOPTED** on the 6<sup>th</sup> day of June, 2023



  
\_\_\_\_\_  
Mayor (A. Stone)

  
\_\_\_\_\_  
Corporate Officer (M. O'Halloran)



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Mayor (A. Stone)

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Corporate Officer (M. O'Halloran)

Approved pursuant to section 52(3)(a) of  
the *Transportation Act*

this 2<sup>nd</sup> day of June 2023  
Ministry of Transportation and Infrastructure



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Derek Atchison  
Development Services