



AGENDA

Community Planning Advisory Committee

Wednesday, December 3, 2025 at 7:00 p.m.
City Hall Council Chambers

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.
- 1.2 **THANK YOU FROM MAYOR BEESTON (15 minutes)**
2. **AGENDA APPROVAL (7:15pm)**
3. **ADOPTION OF OCTOBER 1, 2025 MINUTES* (7:15pm)**
4. **COUNCIL REFERRALS (7:15pm)**
 - a. **Development Permit Application 3060-25-12 – 12 Roberts St**
(30 minutes)
5. **File Updates (10 minutes)**
6. **NEXT MEETING – TBD**
7. **ADJOURNMENT (8:00pm)**

*Attachments



MINUTES

Community Planning Advisory Committee

Wednesday, October 1, 2025 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Chair – Anthony Price; Members – Tonya Soules, Stefan Crucil, Julika Pape, Keona Wiley, John Scott; Council Liaison – Jeff Virtanen; Planners – Andrew Wilson, Rahul Parameswaran; Recorder – Cassandra Taylor

ABSENT: Member – Robert Reddekopp

GUESTS: Applicant – Angela Quek (file no. 3060-25-10)

Chair Anthony Price called the meeting to order at 7:00 pm.

Anthony Price acknowledged with gratitude that Ladysmith is located on the unceded territory of the Stz'uminus First Nation.

1. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of the October 1, 2025, Community Planning Advisory Committee meeting be approved.

2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of the September 3, 2025, Community Planning Advisory Committee meeting be approved.

3. COUNCIL REFERRALS

Facade Development Permit Application 3060-25-10 – 621 1st Avenue

Planner Andrew Wilson provided a brief overview of the application noting that the proposed upgrades include the construction of a new elevator addition and new metal staircase on the northwest corner of the building to improve accessibility.

Applicant Angela Quek spoke to the application and was available to answer questions from the Committee.

Questions from the Committee were raised regarding the width of the staircase, fire safety concerns and evacuation in the event of a fire. It was mentioned by the applicant that the plans meet the BC Building Code requirements. The Committee noted that these concerns would be addressed during the building permit stage.

CPAC members moved into discussion and expressed general support for the application. They acknowledged that the current stair lift is outdated and that the proposed elevator would be a significant upgrade.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that the Director of Development Services approve Facade Development Permit application 3060-25-10 for 621 1st Avenue with the following considerations:

- That bird safe treatments (collision prevention window treatments) be installed on the plexi-glass elevator.

4. MONTHLY BRIEFING

The Committee was provided a brief update on the following files:

- 3360-23-10 Lot A Malone Rd
- 3060-24-21 Eastern Lot A

5. NEXT MEETING – TBD

6. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 7:29 PM.

Chair (Anthony Price)

RECEIVED:

Corporate Officer (S. Bouma)

CPAC REFERRAL

Report Prepared By: Sampreet Singh Sidhu, Planning Technician
Meeting Date: December 3, 2025
File No: DP 3060-25-12
Re: DPA 2 - Downtown – 12 Roberts Street

EXECUTIVE SUMMARY:

A Development Permit application has been received for 12 Roberts Street for construction of a two-storey addition to the rear of an existing single-storey building on the subject property. The Community Planning Advisory Committee (CPAC) is being asked to provide feedback regarding the application in accordance with the CPAC Terms of Reference.



Figure 1: Subject Property

BACKGROUND/PROPOSAL:

The existing single-storey building on the subject property has a gross floor area of 116m² and is currently occupied by Active Solutions Health & Sport, a multi-disciplinary healthcare clinic. The building contains a reception space, treatment rooms, and ancillary spaces. The site is in Ladysmith's downtown core and is surrounded by other commercial buildings. City Hall is located southeast of the subject property.

The applicant is proposing to construct a 262m² two-storey addition at the rear of the existing building. The 136m² lower floor of the addition will contain treatment rooms and ancillary spaces, while the 126m² upper floor will provide staff areas and a large studio-style exercise room. The proposed development includes the following elements:

- Six treatment rooms, storage and waiting area, lift and stairs at the back on the lower floor.
- A studio, washroom, kitchen and covered deck on the upper floor.
- A combination of brick and lapped fiber is proposed for the exterior cladding with the removal of stucco finish on the existing building.

12 Roberts Street is within Development Permit Area 2 – Downtown (DPA 2), therefore a Development Permit (DP) must be issued for the proposed development. 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 within DPA 2. The application has therefore been referred to CPAC for feedback in the context of the DPA 2 guidelines.

ZONING BYLAW:

The subject property 12 Roberts Street, is zoned Downtown Commercial (C-2). The proposed building addition meets the zoning bylaw requirements. It is noted that the existing building encroaches minimally (0.06m to 0.15m) onto Town property along Roberts Street and laneway frontages. As such, the applicant will be required to update their existing encroachment agreement with the Town to accommodate the building encroachment. The existing encroachment agreement is for the existing awnings and lighting over the sidewalk and laneway, as seen in Figure 2.



Figure 2: Existing building

Development Permit Area 2 - Downtown

The objective of DPA 2 is to strengthen the historic downtown as the Town's primary commercial area. New development in the downtown should contribute to, and enhance, the historic, cultural, and architectural value of the area. The proposal appears to be generally consistent with the character of the existing building, however, the application will be reviewed in detail in the context of the DPA 2 guidelines prior to issuance of the permit.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was forwarded to Engineering and Building Inspection as part of the application process. Comments were received from Building Inspection and will be addressed at the building permit stage. The Building Inspector recommended referral to the Fire Chief, who will be sent a copy of the application for comment.

NEXT STEPS:

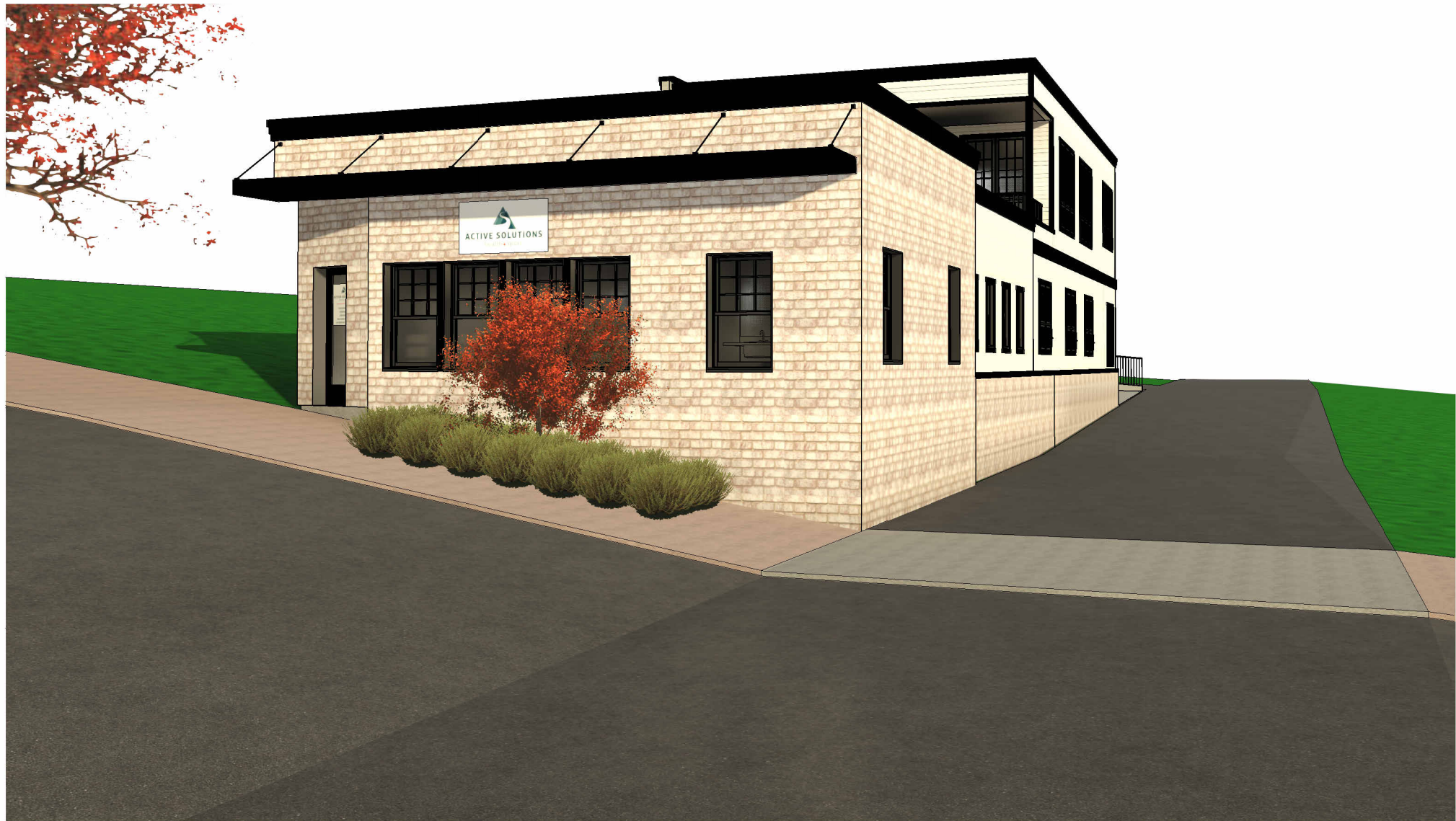
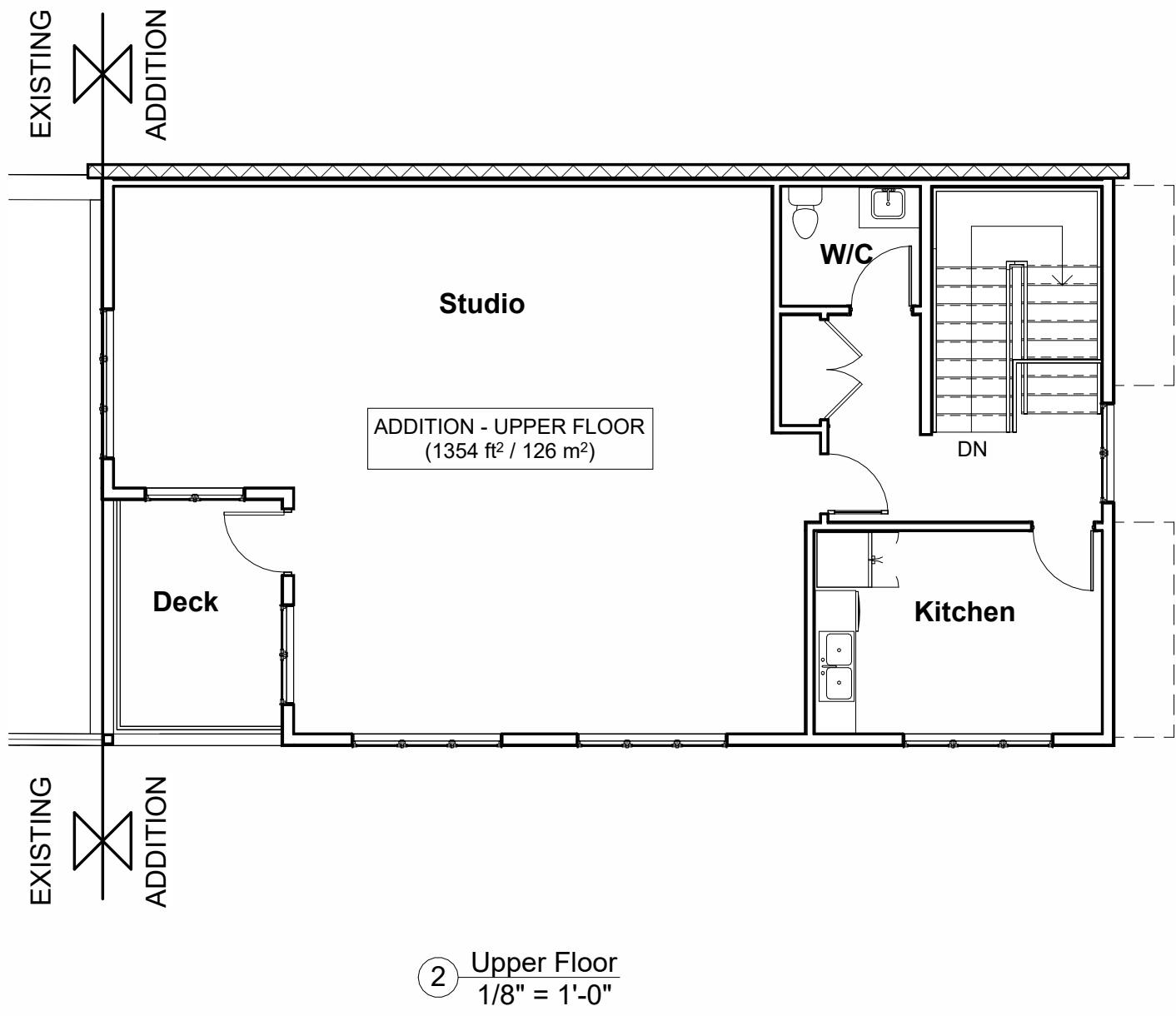
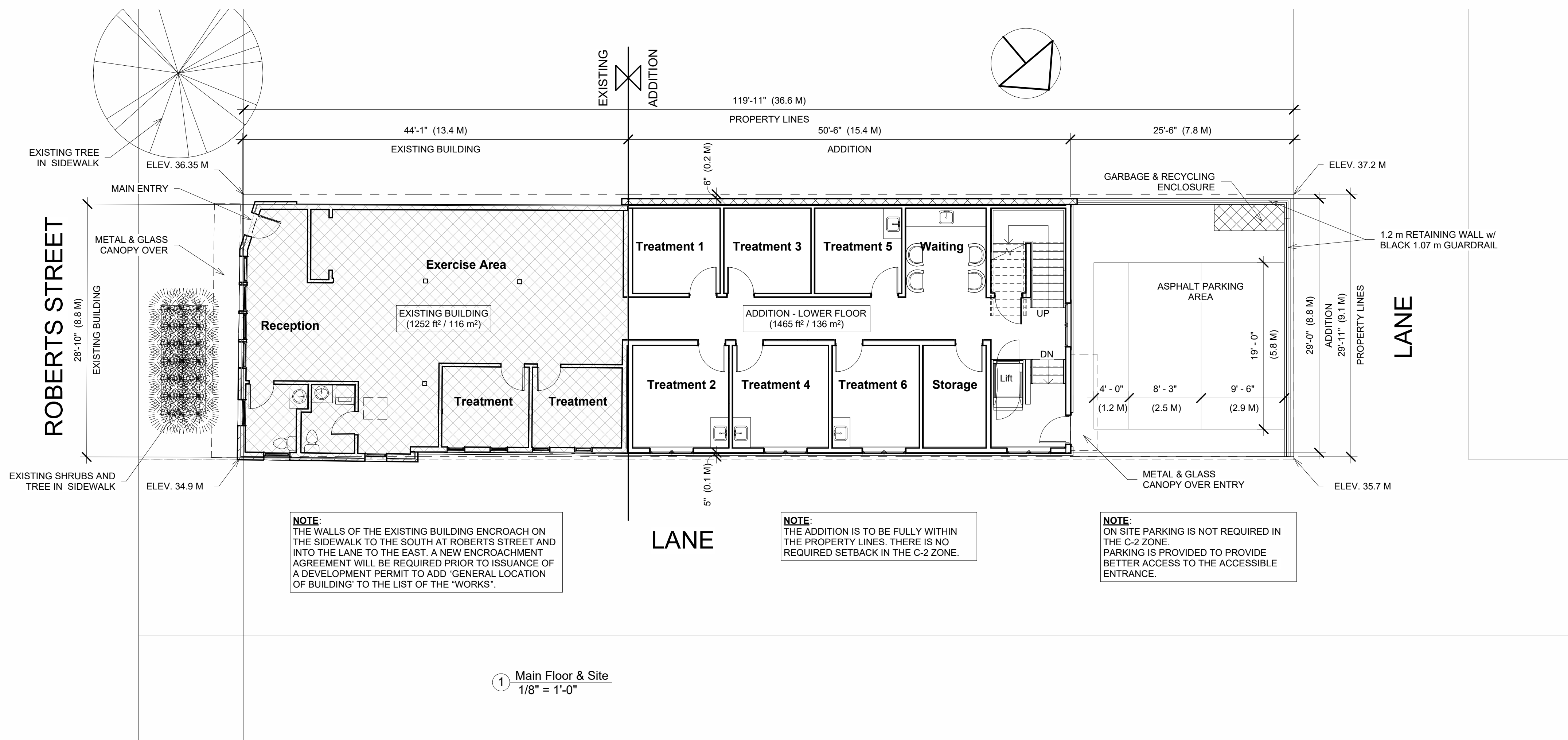
Following the referral period, the application will proceed to Council for consideration.

ATTACHMENT:

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

- A. Architectural drawings
- B. Letter of Rationale
- C. Site Survey

Attachment A - Architectural Drawings
DP 3060-25-12
2 pages



Project Data / Information

Business/Owner: Active Solutions Health & Sport (Arsenault + Huggins Health Inc.)

Civic Address: 12 Roberts Street, Ladysmith, BC

Legal Address: NE 1/2 of Lot 14, Block 10, District Lot 56, Oyster District, Plan 703 (PID: 008-548-528)

Zoning: Downtown Commercial (C-2)

Development Permit Area: DPA 2 Downtown

Site Area: 3,592 ft² (334 m²)

Building Area: Treatment / Reception (Existing): 1,252 ft² (116 m²)
Treatment - Lower Floor (New): 1,465 ft² (136 m²)
Staff / Studio - Upper Floor (New): 1,354 ft² (126 m²)
Total: 4,071 ft² (378 m²)

Floor Space Ratio: 1.13 (3.3 Allowable)

Parcel Coverage: 75.6% (100% Allowable)

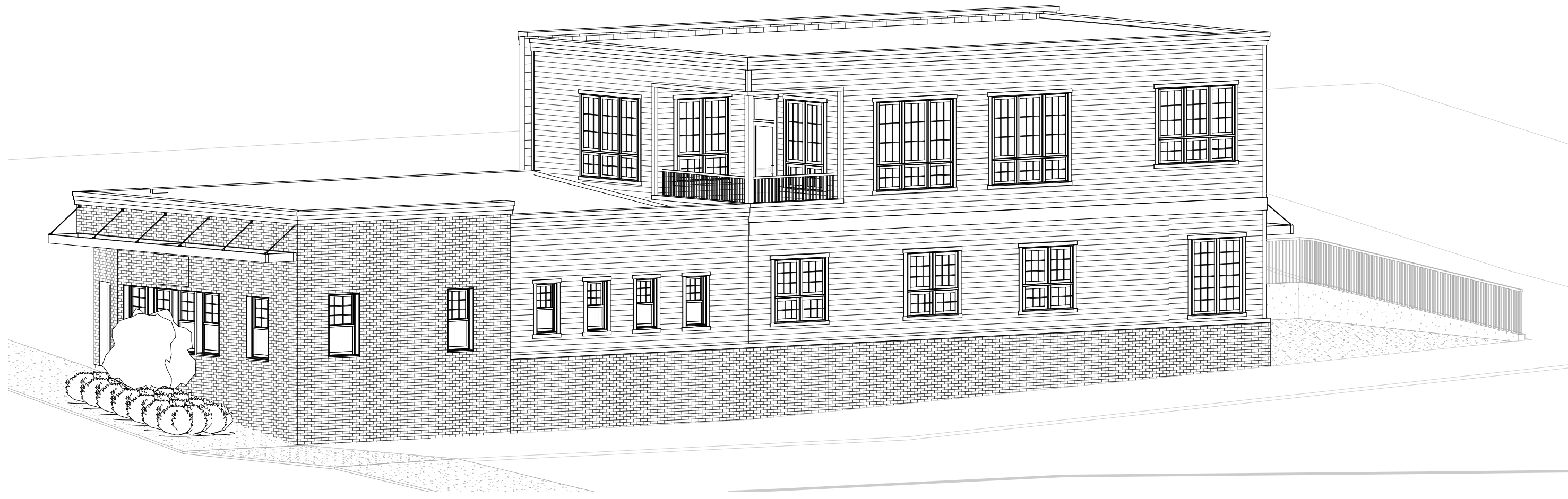
Building Height: Actual: 28 ft (8.5 m) - 2 storeys
Allowable: 69 ft (21.0 m) - 6 storeys

Setbacks: North/Rear/Lane (New): 25 ft (7.6 m) (0.0 m Allowable)
East/Side/Lane (New): 0.3 ft (0.1 m) (0.0 m Allowable)
East/Side/Lane (Existing): - 0.36 ft (- 0.11 m) (0.0 m Allowable)
South/Front/Lane (Existing): - 0.49 ft (- 0.15 m) (0.0 m Allowable)
West/Side/Interior (New): 0.42 (0.13 m) (0.0 m Allowable)

Note: The walls of the existing building encroach on the sidewalk to the south at Roberts Street and into the lane to the east. A new encroachment agreement will be required prior to issuance of a Development Permit to add "General Location of Building" to the list of the "Works".

Parking: Required: 0 spaces of off-street parking in non-residential uses.
Provided: 1 accessible & 1 standard

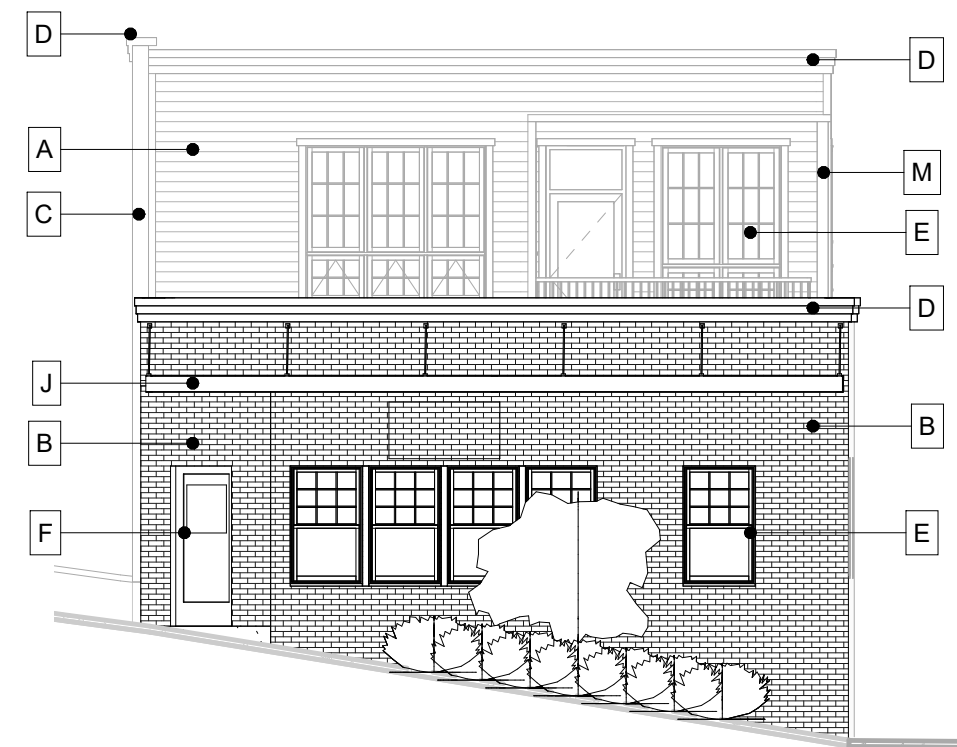
1	25-10-20	DP Submittal
NO.	DATE	DESCRIPTION
REVISIONS		
 Kevin Lamont Project Facilitator Ltd. Ladysmith, B.C. Phone: (250) 416-9050 Email: facsup@shaw.ca		
PROJECT NAME: Active Solutions Health + Sport 12 Roberts Street		
SHEET NAME: Floor Plans		
DRAWN BY: KL		
DATE: 2025-10-20		
A101		
SCALE: As indicated		



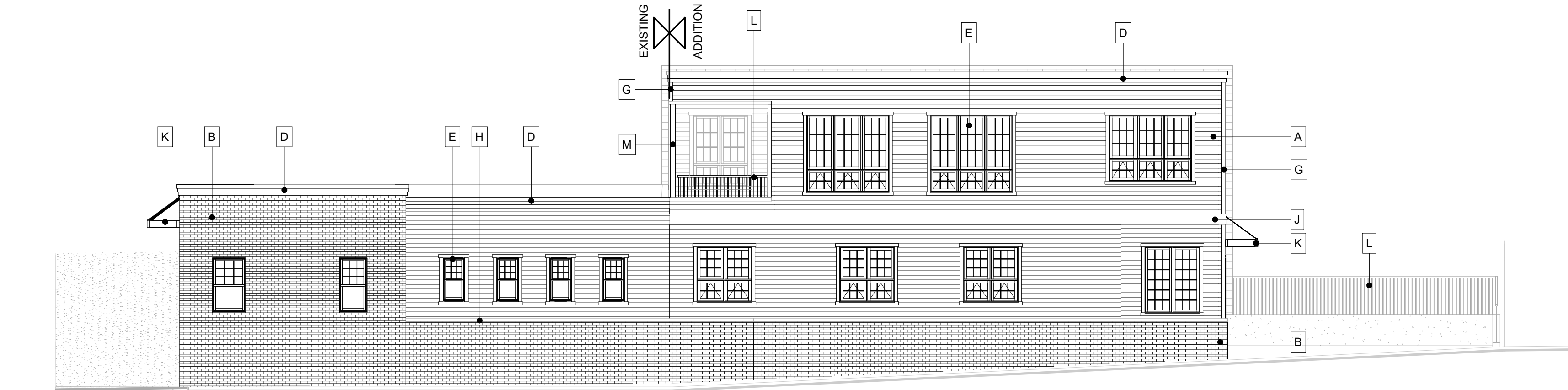
4 Southeast View



5 Northeast View

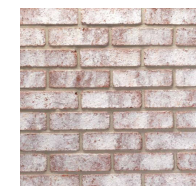


1 South
1/8" = 1'-0"

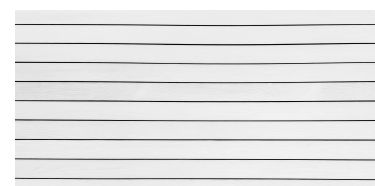


2 East
1/8" = 1'-0"

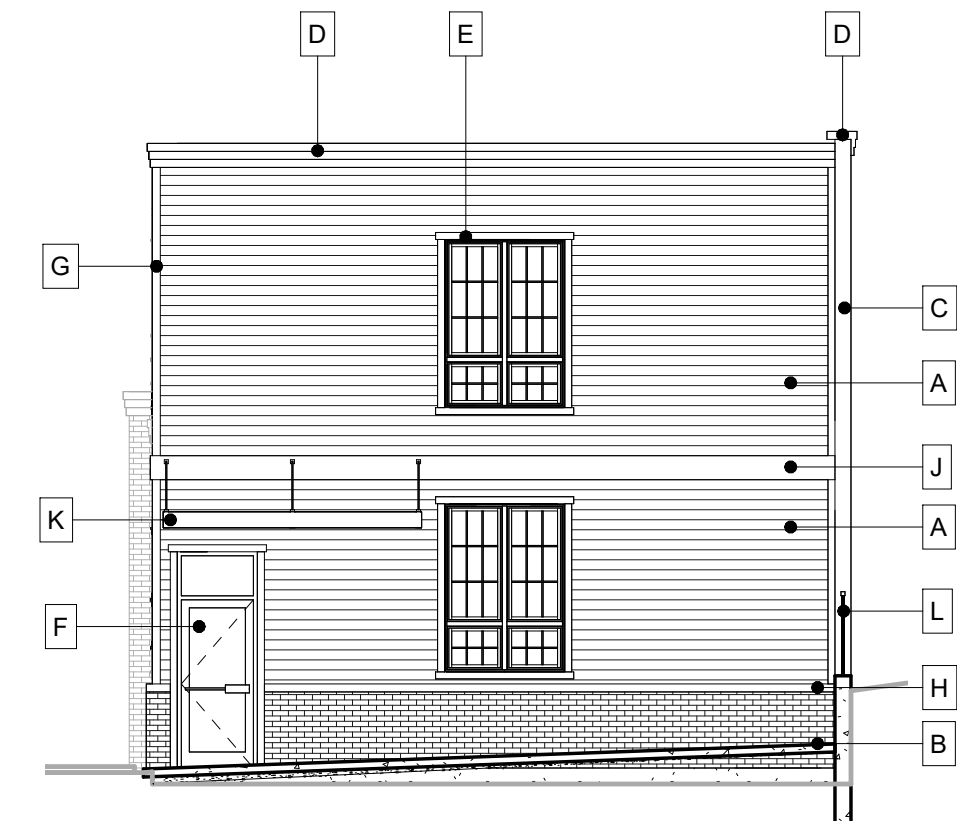
- A - HORIZONTAL CEMENTITIOUS 'HARDIE' LAP SIDING
B - BRICK FACING (COUNTRY COVENTRY)
C - SPLIT FACE CONCRETE MASONRY WALL (LIGHT CONCRETE)
D - WALL CAP CORNICE DETAIL (BLACK)
E - VINYL FRAMED WINDOW w/ COMBED FACE CEDAR TRIM (BLACK)
F - ALUMINUM STORE FRONT DOOR w/ COMBED FACE CEDAR TRIM (BLACK)
G - COMBED FACE CEDAR TRIM (BLACK)
H - ALUMINUM CAP FLASHING (BLACK)
K - METAL & GLASS AWNING (BLACK)
L - 42" HIGH ALUMINUM GUARDRAIL (BLACK)
M - HEAVY TIMBER POST (BLACK)



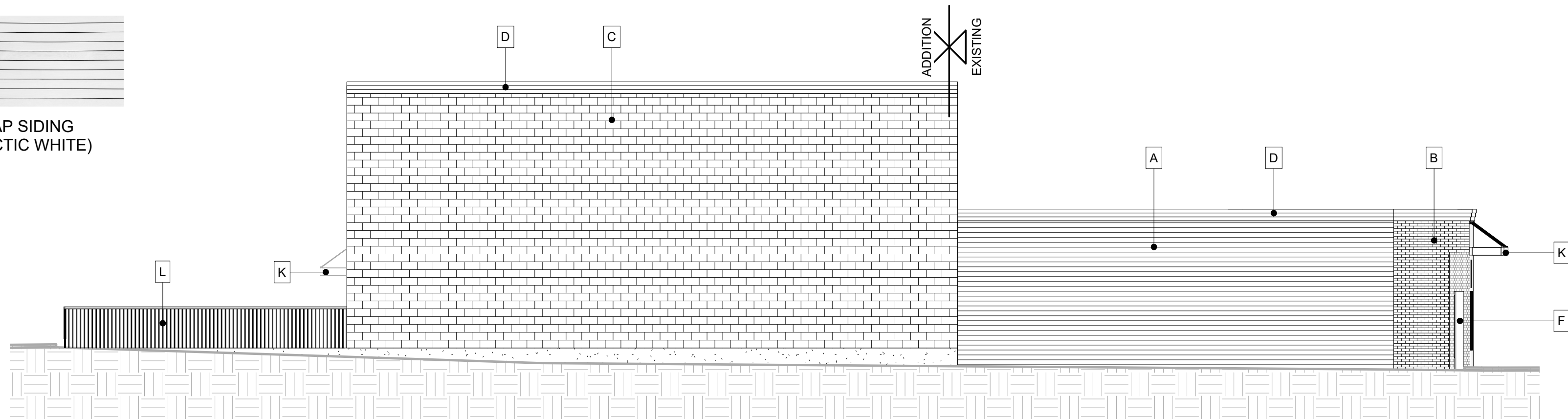
BRICK FACING
(COVENTRY COTTAGE)



LAP SIDING
(ARCTIC WHITE)



3 North
1/8" = 1'-0"



6 West
1/8" = 1'-0"



BUILDING SIGN



ENTRY DOOR SIGN

1	25-10-20	DP Submittal
NO.	DATE	DESCRIPTION
REVISIONS		
 Kevin Lamont Project Facilitator Ltd. Ladysmith, B.C. Phone: (250) 416-9050 Email: facsup@shaw.ca		
PROJECT NAME:		
Active Solutions Health + Sport 12 Roberts Street		
SHEET NAME:		
Exterior Views		
DRAWN BY:		KL
DATE:		2025-10-20
A102		
SCALE:		1/8" = 1'-0"



October 20, 2025

Town of Ladysmith
132C Roberts Street
Ladysmith, BC V9G 1A2

Attn: Development Services

**Re: Active Solutions Health & Sport – 12 Roberts Street
Development Permit Application – Rationale Letter**

Please accept the following reports and attached documents for our Development Permit application for an addition to the existing building on the above noted property.

Project Site Description

The property located at 12 Roberts Street is 3592 ft² (334 m²) in size. The site is bordered on the south by Roberts Street, on the north and east by lanes, and by an empty lot on the west side. The property slopes approximately 4.75 ft (1.45 m) across the 30 ft (9.1 m) frontage at Roberts Street and has a gentle slope along the north/south lane from Roberts Street to the rear lot line at the east/west lane 120 ft (36.6 m). The currently developed area of the site consists of an existing office building located on the Roberts Street end of the site with the remainder of the site leveled for parking with retaining walls and fencing bordering the parking area.

Zoning

The property is currently zoned C-2 (Downtown Commercial) and is in the DPA 2 Downtown development permit area.

- Zoning does not require a landscaping buffer in the C-2 zone. (Article 7.2 b) i.)
- Zoning does not require off-street parking in non-residential uses. (Article 8.1 d)
- Zoning allows for zero lot lines with no setbacks required. (Article 11.2.5. c)

Project Description

Active Solutions Health & Sport is a multi-disciplinary healthcare clinic. The project consists of a 2-storey addition to the existing single-storey treatment building.

- The existing building is approximately 1252 ft² / 116 m² housing reception, treatment rooms, and ancillary spaces.
- The proposed addition consists of 1465 ft² / 136 m² on the lower floor housing treatment rooms and ancillary spaces with another 1354 ft² / 126 m² on the upper floor housing staff areas and a large studio style exercise room.
- The total size of the building after the proposed addition will be 4071 ft² / 378 m².
- The building footprint will be 2717 ft² / 252 m².

- The existing single-storey building will remain as the Roberts Street presence while the 2-storey addition starts closer to the middle of the site providing a terraced look to the overall building.
- The 2-storey addition has a proposed flat roof to ensure the least impact on views from the surrounding buildings facing the lane.
- Access to the rear of the building from the parking area includes an interior wheelchair lift to allow people with mobility restrictions to access the treatment rooms and reception area. This also eliminates the need for bulky ramps and stairs on the exterior of the building.
- The stucco finish on the existing building will be replaced.
- Proposed building wall finishes are a combination of brick facing on the Roberts Street façade, lapped fiber cement board siding on the bulk of the building, and brick accents at the base of walls along the lane and rear parking area.
- Metal and glass awnings are proposed at the front and rear of the building.
- 12 Roberts Street is considered a corner lot as it also fronts on the lane facing City Hall.
- To enhance the appearance of the lane facing wall of the addition, larger windows are proposed with fire protection measures incorporated into the design to meet building code requirements.
- A covered deck is included in the upper floor addition, providing additional interest to the building and outside space for staff.
- A proposed metal fence will be installed at retaining walls in the parking area to eliminate fall hazards from the approximately 2-3 ft drop from the adjacent empty lot and rear lane.
- Garbage/recycling bins will be located within the parking area and shielded on 2 sides by retaining walls and fencing and enclosed with wooden gates and a lean-to roof.
- **Note:** The walls of the existing building encroach on the sidewalk to the south at Roberts Street and into the lane to the east. A new encroachment agreement will be required prior to issuance of a Development Permit to add 'General Location of Building' to the list of the "Works".

We trust that you find this application in order and that the appearance of the existing building with the proposed addition is consistent with the remainder of the downtown area and adjoining properties. Please do not hesitate to contact us for clarification on any aspects of our proposal.

Respectfully



Kevin Lamont Project Facilitator Ltd.
(On behalf of Active Solutions Health & Sport)

TOPOGRAPHIC PLAN OF THAT PART OF LOT 14, BLOCK 10, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 703, LYING TO THE NORTH EAST OF A BOUNDARY JOINING THE POINTS OF BISECTION OF THE SOUTH EAST AND NORTH WEST BOUNDARIES OF SAID LOT.



ALL DISTANCES AND ELEVATIONS ARE IN METRES AND DECIMALS THEREOF, UNLESS OTHERWISE NOTED.

THE INTENDED PLOT SIZE OF THIS PLAN IS 432 mm IN WIDTH BY 279 mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:200.

PARCEL DIMENSIONS SHOWN HEREON ARE DERIVED FROM PLAN EPP17855 REGISTERED AT THE VICTORIA LAND TITLE OFFICE.

ELEVATION DATUM IS GEODETIC AND IS DERIVED FROM OBSERVATIONS TO CONTROL MONUMENT 98SG054. CONTROL MONUMENT ELEVATION = 30.158.

SETBACKS ARE DERIVED FROM FIELD SURVEY COMPLETED ON MAY 5 2025.

THIS SITE PLAN WAS PREPARED FOR THE EXCLUSIVE USE OF KEVIN LAMONT AND THE PROPERTY OWNERS.

THIS PARCEL MAY BE SUBJECT TO REGISTERED CHARGES, INTERESTS AND LEGAL NOTATIONS AS SHOWN ON TITLE NO: CA9961890.

THIS PLAN DOES NOT PURPORT TO VERIFY COMPLIANCE WITH THE RESTRICTIONS THEREIN.

THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

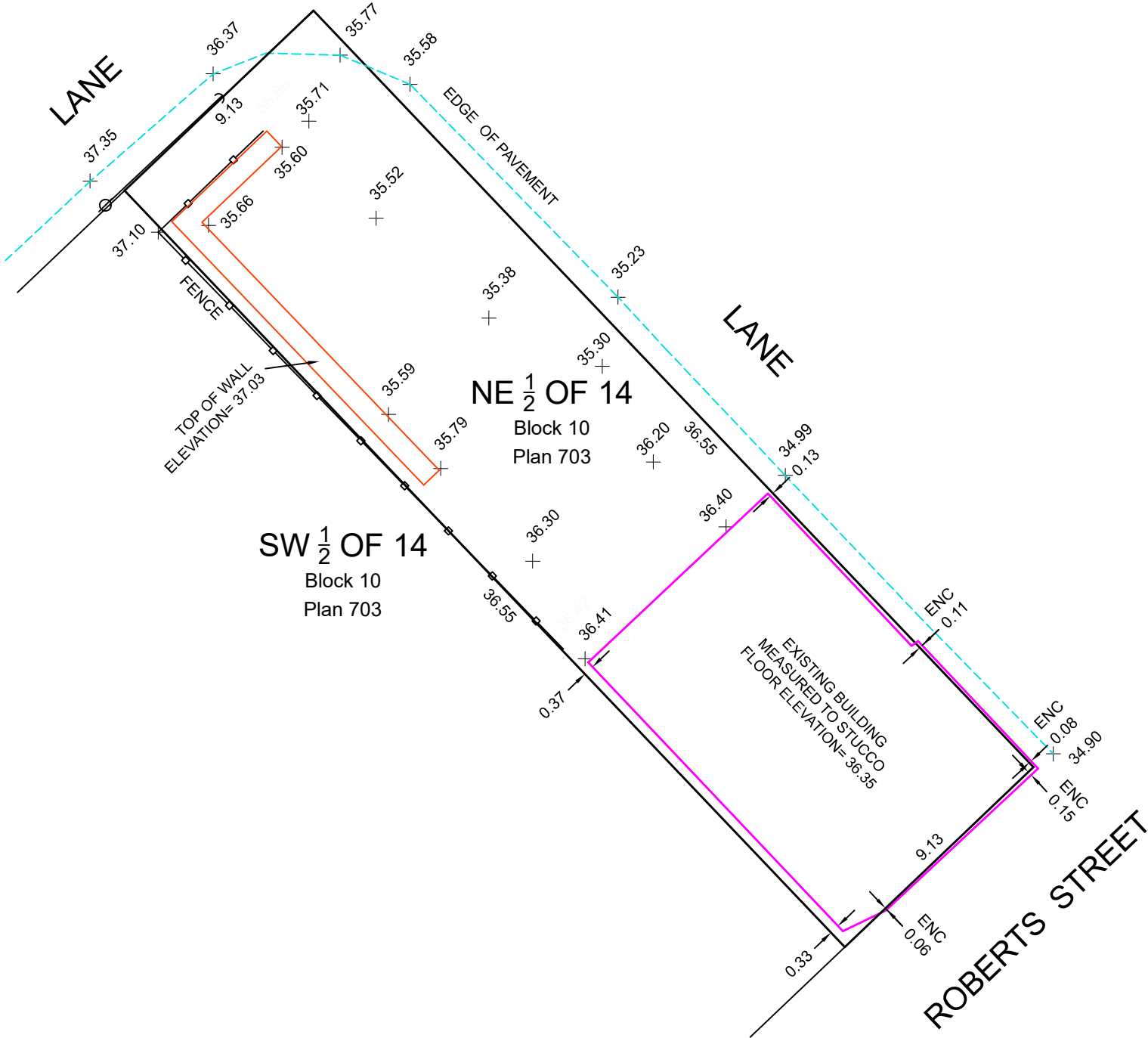
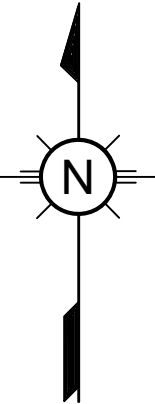
THE CIVIC ADDRESS OF THE BUILDING IS: 12 ROBERTS STREET, LADYSMITH.

PID: 008-548-528

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.

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Attachment C - Site Survey
DP 3060-25-12
1 page



LEGEND

- + SPOT ELEVATION
- Ø UTILITY POLE
- POLE ANCHOR
- ENC ENCROACHMENT
- EDGE OF PAVEMENT
- RETAINING WALL
- STRUCTURE
- FENCE

THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED HEREON. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

THIS SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE MANUAL OF STANDARD PRACTICE AND IT IS CERTIFIED CORRECT AS OF May 20, 2025.
Topographic Plan

Andre McNicoll

2025-05-20

ANDRE MCNICOLL, BCLS
THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED.

Harbour City Land Surveying Ltd.
1825 LATIMER ROAD
NANAIMO BC V9S 5H2
PHONE: 250-758-4180
DRAWING: 25034 TOPO PLAN MAY 20 2025.DWG
BP: 25034 BASE PLAN.DWG
LAYOUT: 3