



# MINUTES

## Community Planning Advisory Committee

Wednesday, May 14, 2025 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

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**PRESENT:** Chair - Keona Wiley; Members – Tonya Soules, Julika Pape, Anthony Price;  
Alt. Council Liaison – Duck Paterson; Planner - Julia Dewijn; Recorder – Cassandra Taylor

**ABSENT:** Members - Jennifer Aker, John Scott, Jason Robertson; Council Liaison - Jeff Virtanen

**GUESTS:** Applicant – Renjiayi Shen (file no. 3060-25-01)

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Chair Keona Wiley called the meeting to order at 7:12pm.

Keona Wiley 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 May 14, 2025, Community Planning Advisory Committee meeting be approved.

### 2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of the January 8, 2024, Community Planning Advisory Committee meeting be approved.

### 3. COUNCIL REFERRALS

#### Facade Development Permit Application 3060-25-01 – 18 High Street

Planner Julia Dewijn provided a brief overview of the application, noting that the applicant has decided not to move forward with the awnings at this time, as the applicant had originally proposed. Instead, the focus will be on the building's façade and business signage, which is subject to a separate sign permit application.

The Committee sought clarification on the applicant's decision to forgo the installation of awnings. It was noted that, if desired in the future, a Development Permit Amendment could be applied for. Additionally, questions were raised regarding the intended use of the existing side patio and the rear of the property.

The Committee was overall pleased with the proposal and expressed no concerns.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that the Director of Development Services approve Development Permit application 3060-25-01 for 18 High Street as proposed.

**4. MONTHLY BRIEFING**

- a. Updates were provided on the following files that were previously reviewed by CPAC:
  - 3060-23-21 440 1<sup>st</sup> Avenue
  - 3360-24-02 336 Belaire St.
  - 3360-23-10 Lot A Malone Rd.
- b. The Committee was reminded of the deadline to have applications in for CPAC term renewals. The current term expires June 30, 2025.

**5. NEXT MEETING – TBD**

**6. ADJOURNMENT**

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

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Chair (Keona Wiley)

**RECEIVED:**

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Corporate Officer (S. Bouma)