



# MINUTES

## Community Planning Advisory Committee

Wednesday, September 3, 2025 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

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**PRESENT:** Outgoing Chair – Keona Wiley; Chair - Anthony Price; Members - Tonya Soules, Stefan Crucil, Julika Pape, Robert Reddekopp; Council Liaison – Jeff Virtanen; Director of Development Services – Jake Belobaba; Recorder – Cassandra Taylor

**ABSENT:** Member - John Scott

**GUESTS:** Applicants – Tom Arwan, Peter Arwan and Daniel Martins (file no. 3060-25-07)

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Outgoing Chair Keona Wiley called the meeting to order at 7:01 pm.

**1. ELECTION OF CHAIR**

It was moved, seconded and carried that Anthony Price be elected Chair of the Community Planning Advisory Committee for 2025-2027 term.

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

**2. AGENDA APPROVAL**

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

**3. ADOPTION OF MINUTES**

It was moved, seconded, and carried that the Minutes of the August 6, 2025, Community Planning Advisory Committee meeting be approved.

**4. COUNCIL REFERRALS**

**Development Permit Application 3060-25-07 – 20 Baden Powell & 311, 315, 319, 321 1st Avenue**

Director of Development Services Jake Belobaba introduced the applicants and provided a brief overview of the proposal.

Applicant Tom Arwan & Architect Daniel Martins provided a verbal summary of the project, noting that the design aims to respect the heritage character of the area by reflecting a similar aesthetic and by articulating the building Façade. A bell tower is proposed as a visual landmark to enhance the corner of Baden Powell & 1<sup>st</sup> Ave and to serve as an iconic feature when entering the Town.

The Committee sought clarification on items including parking, drop-off space for a proposed daycare and the turn-round access on Baden Powell. Other discussion included the width and access from the lane way, landscaping, frontage improvements, and site accessibility.

The Committee moved to discussion and raised concerns about the façade design and the use of dark colors, parking and the narrow access through the lane way. Other discussions included the inclusion of drought tolerant plants and lighting. The Committee was pleased with option 2 of the proposal as it aligns more with the heritage feel of the Town. The Committee was in agreement that the courtyard will be a great amenity if properly designed, landscaped and lit and that this is a much needed development for the downtown and Ladysmith as a whole.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Development Permit application 3060-25-07 for 20 Baden Powell & 311, 315, 319, 321 1st Avenue with the following considerations:

- Ensure that high quality materials and embellishments are provided throughout the development in keeping with Ladysmith's historic character, giving considerable attention to the window trim details along 1<sup>st</sup> Ave.
- That attention be given to the building's street interface and that priority should be given to activating the frontages and the courtyard.
- That focus is given on creating a prominent corner on Baden Powell and 1<sup>st</sup> by way of color choices and differing materials.
- Maximize the use of landscape features and seating into the corner of Baden Powell and 1<sup>st</sup>.
- Ensure that accessibility is maintained throughout the site.
- Request that site line prospective drawings be provided to staff prior to approval.

5. MONTHLY BRIEFING

- Development Variance Permit 3090-25-01 and Development Permit 3060-25-03 for Lot A Holland Creek was approved at the September 2, 2025 Council meeting.

6. NEXT MEETING - TBD

7. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 8:26 PM.

  
Chair (Anthony Price)

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Corporate Officer (S. Bouma)