



# AGENDA

## Community Planning Advisory Committee

Wednesday, May 14, 2025 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 January 8, 2025 MINUTES\* (7:05pm)
4. COUNCIL REFERRALS (7:05pm)
  - a. Façade Development Permit Application 3060-25-01 – 18 High Street \*  
(30 minutes)
5. MONTHLY BRIEFING (7:35pm)  
File Updates (10 minutes)
6. NEXT MEETING – TBD
7. ADJOURNMENT (7:45 pm)

\*Attachments





# MINUTES

## Community Planning Advisory Committee

Wednesday, January 8, 2025 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

---

**PRESENT:** Chair - Keona Wiley; Members – Tonya Soules, Jennifer Aker, John Scott, Julika Pape; Council Liaison - Jeff Virtanen; Director of Development Services – Jake Belobaba; Planner Andrew Wilson; Recorder – Cassandra Taylor

**ABSENT:** Members – Anthony Price, Jason Robertson

**GUESTS:** Applicants – Toby Seward, Stefan Crucil, Brian Kapuscinski, Will Melville (file no. 3360-24-02)

---

Chair Keona Wiley called the meeting to order at 7:00pm.

Keona Wiley 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 the January 8, 2025, Community Planning Advisory Committee meeting be approved.

### 2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of the August 7, 2024, Community Planning Advisory Committee meeting be approved.

### 3. COUNCIL REFERRALS

#### a. Zoning Bylaw Amendment Application 3360-24-02 – 336 Belaire Street

Planner Andrew Wilson provided a brief overview of the application and its purpose of amending the current CD-6 zoning by adding an additional (fifth) storey and increasing the density.

Stefan Crucil from FMC Holdings provided background information on the longevity of their family's history and ongoing commitment to the Town of Ladysmith.

Applicant Toby Seward provided a brief verbal presentation, noting the similar design features as Dalby's on Dogwood (201 Dogwood), the walkability of the building's location and their commitment to the diversity of housing needs, sizing, etc. Toby specified that the important component of the application will be the affordable housing aspect.

CPAC asked for clarification on the affordable housing units and how those details will be worked out through the Covenant process prior to final approval. CPAC also asked for clarification on how the larger footprint of the building would fit in with the smaller dwelling units surrounding it.

CPAC discussed the proposal and made positive comments on the application as a whole. There were concerns with limiting the affordable housing units to just studio apartments and noted that they would like to see a more diverse range of rental units. CPAC also noted that they would like to see more commercial space on the lower floor.

**It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Rezoning application 3360-24-02 for 336 Belaire Street with consideration for the following:**

- **To define a clearer definition of affordable housing to include rental pricing at a percentage below market value.**
- **To include a diverse range of affordable housing units.**
- **To explore the possibility of increasing the commercial space on the lower floor.**

**4. MONTHLY BRIEFING**

- Update provided on 3320-22-08 - Lot A Rocky Creek Road.
- Update provided on 440 1<sup>st</sup> Ave "Islander Hotel".
- 3360-22-07 - Bylaws No. 2170 & 2171 received final adoption at the December 17, 2024 Council meeting.
- Council accepted Housing Needs report at the December 17, 2024 Council meeting.

**5. NEXT MEETING – TBD**

**6. ADJOURNMENT**

**It was moved, seconded, and carried that the meeting be adjourned at 8:12 PM.**

---

Chair (Keona Wiley)

**RECEIVED:**

---

Corporate Officer (S. Bouma)

## **CPAC REFERRAL**

**Report Prepared By:** Julia Dewijn, Planner  
**Meeting Date:** May 7, 2025  
**File No:** DP 3060-25-01  
**Re:** Façade DP – 18 High Street (Jessup's Drug Store)

---

### **Introduction/Background**

18 High Street is a single-storey wood-framed “Boomtown” false-front façade building located between 1<sup>st</sup> Avenue and Esplanade Avenue (Trans-Canada Highway). The commercial building was constructed around 1900, originally named “Jessup’s Drug Store”. The building is listed on the Town’s Community Heritage Register and falls within the Downtown Development Permit Area (DPA 2). In accordance with “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905”, this façade Development Permit (DP) application is delegated to the Director of Development Services for approval. As such, this proposal will not be presented to Council.

DP 3060-25-01 proposes changes to the existing building façade at 18 High Street, including:

- Repainting the building white with dark green accents (paint chips ‘1’ are the applicant’s preference) for the window trim, doors, and cornices.
- Addition of four windows and shutters (dark green trim) at the southwest building elevation along an existing side deck.

Additional changes are proposed to include signage and awnings on the building, but the final design and siting of these features have not been finalized. As such, these features are not subject to this DP.

The applicant intends to apply for a Sign Permit for business signage and a further façade DP amendment to construct new awnings later. This façade DP only contemplates the proposed paint colour changes and additional windows at the southwest building elevation. The façade renderings depicting the signage and awnings are only for visual purposes and do not depict the final design of the signage and awnings, which will require subsequent permits.

The exterior building design and supporting information from the applicant are attached.

## **Development Permit Area 2 – Downtown**

18 High Street is within Development Permit Area 2 – Downtown (DPA 2) therefore a façade Development Permit (DP) must be issued for the proposed changes. The objective of DPA 2 is to strengthen the historic downtown as the Town's primary commercial area. New development in the downtown (including façade improvements) should make a positive contribution to revitalization of the area and to the greater whole of the Ladysmith experience. Where buildings have been altered, the guidelines support restoring historic/character defining elements.

The following DPA 2 guidelines are relevant to this new proposal:

- Signs, Canopies & Lighting (guideline 6, page 16)
- Materials & Colours (guideline 8, page 16)
- Preservation, Rehabilitation & Restoration of Heritage Buildings (guideline 20, page 21)

## **Community Heritage Register**

The subject property was added to the Community Heritage Register in 2014.

According to the Community Heritage Register, Jessup's Drug Store's (18 High Street) character defining elements include:

- All of the elements of its vernacular architecture as expressed in the wood siding, Boomtown false-front façade, cornice with ornate cornice brackets, and centered, inset single entry door with large flanking windows;
- The building's small scale and simple form and massing;
- The building's location within a group of heritage buildings on a commercial street in the downtown core;
- The building's status as the only remaining example of a Boomtown structure on this block; and
- The building's continuous commercial use for over a century.



## **CPAC Referral**

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 on the Community Heritage Register. Since 18 High Street is on the Community Heritage Register, the application has been referred to CPAC for comment.

CPAC is asked to review the proposed façade changes in the context of the DPA 2 guidelines and the description of the building on the Community Heritage Register.

**ATTACHMENT:**

- A. Community Heritage Register
- B. Rationale Letter
- C. Façade Renderings and Design

# Attachment A



## JESSUPS DRUG STORE 18 HIGH STREET

Added to Register: 2014

### Description of Historic Place

Jessup's Drug Store is a one-storey Boomtown style building located between two major thoroughfares in the commercial district of Ladysmith, British Columbia. The historic place is confined to the building footprint.

### Heritage Value

Built around 1900, Jessup's Drug Store is an excellent example of a simple, vernacular Boomtown or false-front style structure. Until the erection of more sophisticated brick in this area over the next few decades, Ladysmith's first commercial buildings were typically wood-framed and clad, and false-fronted. Boomtown fronts made buildings appear more substantial and provided a convenient area for signage, while large windows provided space for the display of goods. The

building remains substantially intact.

The Jessup's Drug Store building is significant as part of an important grouping of heritage structures on this block. It is, however, the only remaining type of its style on a street that was, at one time, lined with several similar buildings.

Symbolizing Ladysmith's very earliest commercial development, Jessup's Drug Store has been in continuous use for over a century and adds significantly to the heritage character of the street.

### Character-Defining Elements

The character-defining elements of the Jessup's Drug Store building include:

- all of the elements of its vernacular architecture as expressed in the wood siding, Boomtown false-front façade, cornice with ornate cornice brackets, and centered, inset single entry door with large flanking windows
- the building's small scale and simple form and massing
- the building's location within a group of heritage buildings on a commercial street in the downtown core
- the building's status as the only remaining example of a Boomtown structure on this block
- the building's continuous commercial use for over a century



# Attachment B

To Whom It May Concern,

I am writing to formally outline the proposed facade modifications for 18 High Street, Ladysmith, BC, and to demonstrate how these changes align with the heritage character of both the building and the surrounding neighborhood.

**1. Proposed Changes.** The application includes the following updates:

- Exterior paint (color scheme detailed below)
- Four new windows (building permit application in progress)
- Awning and signage (final designs will be subject to additional permits)

**2. Heritage Compatibility.** The proposed modifications have been carefully selected to preserve and enhance the building's historic integrity:

Paint Colors:

The selected palette (Vine Leaf and Winter White, Color Set #1) draws from traditional heritage tones found in the area, avoiding modern or high-contrast hues. These natural, subdued shades harmonize with neighboring heritage structures while accentuating the building's architectural details.

New Windows:

The addition of four new windows will improve natural lighting, creating a brighter and more inviting interior while maintaining the facade's proportional balance.

Awning & Signage:

The signage and awnings are shown on the renderings for effect only and are not subject to this permit. Additional permit applications will be made for these elements at a later date when the designs and locations have been finalized.

Thank you for your time and consideration. Please don't hesitate to contact me with any questions.

Sincerely,

Cici Shen  
M&C BUSINESS MANAGEMENT LTD.  
Owl's Nest Bakery & Bistro

## Attachment C – Facade Renderings and Design

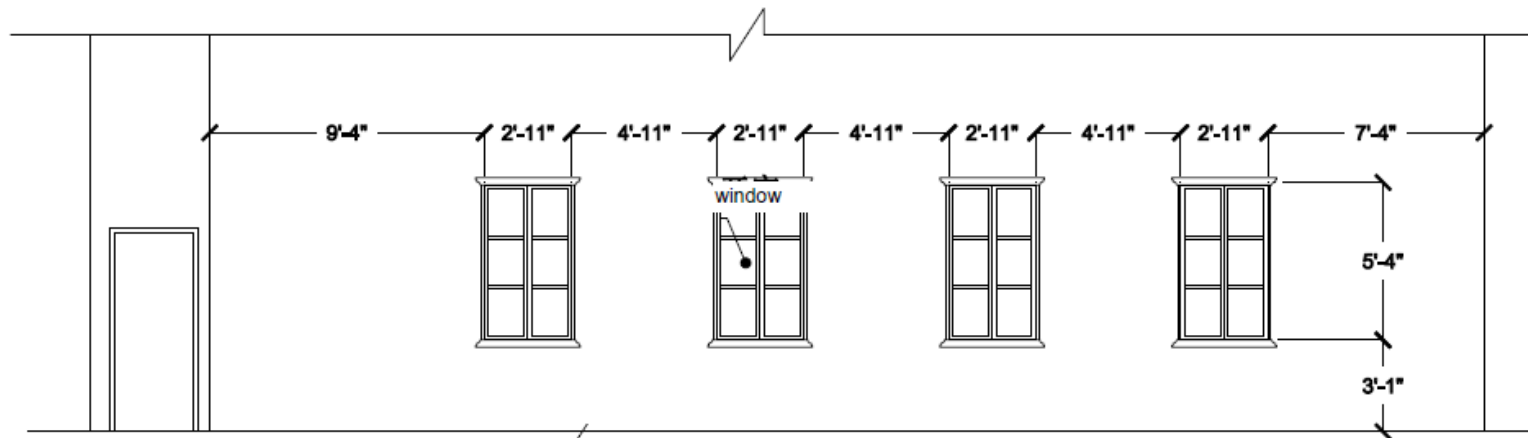


**Note:** The sign and awnings are not the final designs and are for general effect only. The signage and awnings will require additional permits once final designs have been received.





**Note:** Four windows with green wooden shutters are proposed along the southwest elevation of the building. Only three are shown in this rendering but the final design will include four windows of the same design.



Exterior window wall elevation drawing



**Note:** Building façade without signage and awnings  
(subject of this Façade Development Permit – DP 25-01)





**Note:** The paint chips numbered '1' are the applicant's preferred colour choice while paint chips '2' are alternatives.