



MINUTES

Community Planning Advisory Committee

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

PRESENT: Chair – Anthony Price; Members – Julika Pape, Robert Reddekopp, John Scott, Tonya Soules; Council Liaison – Councillor Virtanen; Senior Planner – Julie Thompson; Planning Technician – Sampreet Sidhu; Recorder – Cassandra Taylor

ABSENT: Members – Keona Wiley, Stefan Crucil

GUESTS: Applicant Kevin Lamont & Owner Dr. Sara Burtinsky (file no. 3060-25-12)
Mayor Deena Beeston

Chair Anthony Price called the meeting to order at 7:04 pm.

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

1. THANK YOU FROM MAYOR BEESTON

Mayor Beeston expressed her gratitude to the Committee members, acknowledging their dedication and hard work in supporting the Town and Council.

2. AGENDA APPROVAL

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

3. ADOPTION OF MINUTES

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

4. COUNCIL REFERRALS

Development Permit Application 3060-25-12 – 12 Roberts Street

Planning Technician Sampreet Sidhu provided a brief overview of the proposal, which involves adding a two-storey addition to the rear of the existing building. Mr. Sidhu added that the Building Inspection department had concerns regarding the windows facing the eastern laneway that may not comply with fire safety regulations. An engineered sprinkler system was identified as a solution.

Applicant Kevin Lamont provided a verbal and visual presentation of the proposal. He also noted the fire safety concerns and added that an engineered sprinkler rain screen will be included in the design. He also indicated that a chair lift will be added at the rear of the building to improve accessibility.

CPAC sought clarification on the engineered sprinkler system and asked questions regarding parking, incorporating bicycle infrastructure, the plan for lighting, and how the proposal would align with Development Permit Area 2 guidelines for laneway design. Committee members offered suggestions to enhance the activation of the eastern laneway and adjacent sidewalk by adding street furniture and upgrades to the existing sidewalk planter.

CPAC was generally in favor of the application.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Development Permit application 3060-25-12 for 12 Roberts Street with the following considerations:

- The preservation and enhancement of the existing exterior lights
- The provision of bicycle parking
- Investigate options for upgrading the existing street planter
- Investigate options to increase interest in the eastern facade design

5. MONTHLY BRIEFING

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

- 3060-25-10 (621 1st Ave) – approved November 4, 2025
- 3360-23-10 (Lot A Malone Rd) – passed 1st, 2nd & 3rd reading November 25, 2025
- 3060-24-21 (Holland Creek Eastern Lot A) – approved October 7, 2025
- 3060-25-07 (20 Baden Powell) – file is active

6. NEXT MEETING – TBD

7. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 7:53 PM.

Chair (Anthony Price)

RECEIVED:

Corporate Officer (S. Bouma)