

## **AGENDA**

## **Community Planning Advisory Committee**

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

<u>Mandate</u>: 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.

- 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 (7:00pm)
- 3. ADOPTION OF September 3, 2025 MINUTES\* (7:05pm)
- 4. COUNCIL REFERRALS (7:05pm)
  - a. <u>Façade Development Permit Application 3060-25-10 621 1<sup>st</sup> Avenue</u>\* (30 minutes)
- 5. MONTHLY BRIEFING (7:35pm) File Updates (10 minutes)
- 6. NEXT MEETING TBD
- 7. ADJOURNMENT (7:45pm)

<sup>\*</sup>Attachments



# MINUTES Community Planning Advisory Committee

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

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)

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

<u>Development Permit Application 3060-25-07 - 20 Baden Powell & 311, 315, 319, 321</u> <u>1st Avenue</u>

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 &  $1^{\rm st}$  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 1st 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

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

	Chair (Anthony Price)
RECEIVED:	
Corporate Officer (S. Bouma	

## CPAC REFERRAL REPORT

**Report Prepared By:** Andrew Wilson, Planner

**Meeting Date:** October 1, 2025 File No: 3060-25-10

RE: Façade DP – 621 1st Avenue (Royal Canadian Legion)

## **EXECUTIVE SUMMARY:**

A façade Development Permit (DP) application has been received for 621 1st Avenue for the construction of an elevator, staircase, and exit doors on the exterior of the building. The Community Planning Advisory Committee (CPAC) is being asked to provide feedback regarding the application in accordance with the CPAC Terms of Reference.

## INTRODUCTION/BACKGROUND:

621 1st Avenue is a two-storey wood-framed building located between High Street and Buller Street (see Attachment A). According to Ladysmith & District Historical Society, the building was built in 1952 for the Royal Canadian Legion, Ladysmith Branch No. 171. which still owns and occupies the building. The building is not listed on the Town's Community Heritage Register.





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The applicant is proposing the following changes to the building:

- Construction of a new elevator addition and new metal staircase on the northwest corner of the building; and
- Relocation of two exit doors on the main and upper levels to accommodate the elevator lift tower.

As noted on the architectural plans (see Attachment B), the proposed exit stairs will be narrower than the existing stairs and will provide an increase in passageway width. The new stairs will be constructed in the same relative location as the existing staircase.

## **DEVELOPMENT PERMIT AREA 2: DOWNTOWN**

621 1<sup>st</sup> Avenue is within Development Permit Area 2 – Downtown (DPA 2) therefore a 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:

- Materials & Colours (guideline 8, page 187)
- Accessibility & Connectivity (guideline 10, page 188)

## **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 within the Downtown DPA (DPA2). CPAC is asked to review the proposed façade changes in the context of the DPA 2 Guidelines.

Façade DP applications are delegated to the Director of Development Services for approval in accordance with "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905". As such, this proposal will not be presented to Council.

## **ATTACHMENTS:**

A. Subject Property Map
B. Architectural Plans

## ATTACHMENT A



## Attachment B

## AYPQ ARCHITECTURE

**RCL 171 - HC Lift Addition** 

621 1st Avenue Ladysmith, BC V9G 1A2

#### Owner:

Royal Canadian Legion Branch 171

621 1st Avenue Ladysmith, BC V9G 1A2 Paul Dunn, Project Coordinator t. 250 714 3573 e. pauldunnbc@gmail.com

## Architect: AYPQ Architecture

13270 Doole Road Ladysmith, BC V9G 1G6 Angela Quek, Architect AIBC t. 250 245 7555 e. angela@aypqarchitecture.com

## Structural:

Thetis Engineering Ltd. 2082 Gourman Place Victoria, BC V9B 6E1 Clint Hoffman t. 250 858 2570

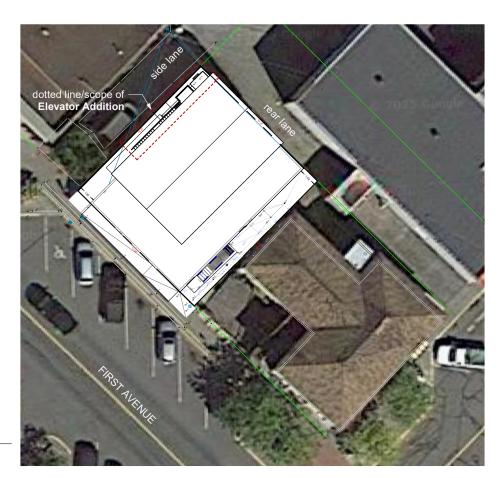
e. thetisengineering@gmail.com

## **Drawing List:**

A0.1 Cover A0.2a Existing A0.2b Code Items **Existing Plans** A1.2 Floor Plans A2.1 Elevation - Lane A2.2 Elevation - Enclosure A3.1 Section A & Details A3.2 Section B & Details Specifications & Perspective

25.08.13 Issued for Client Review 25.08.14 Issued for DP Submission

Specifications & Aerial View



Location plan SCALE 1/32" = 1'-0"

#### **PROJECT & CODE SUMMARY**

**NEW Elevator Addition:** Project Scope of Work limited to 5.83ft x 5.83ft HC Lift addition at exterior northwest corner and the relocation of two exit doors, one each main and upper levels to accommodate the HC Lift tower.

### Lot description:

Lot A (DD 65840N), Block 8, DL 56, Oyster District, Plan 703 Except that part lying to the SE of a boundary parallel to and perpendicularly distant 64 feet from south easterly Boundary.

#### **EXISTING Building**

Building Height: *Two (2) storey* in *building height*Max. Building Area: *Facing two (2) Streets*: 479.4sm (5160sf)
Floor, roof and *load-bearing* walls assemblies: Existing FRR
Zoning: C2 Downtown Commercial;

DPA: Downtown Heart

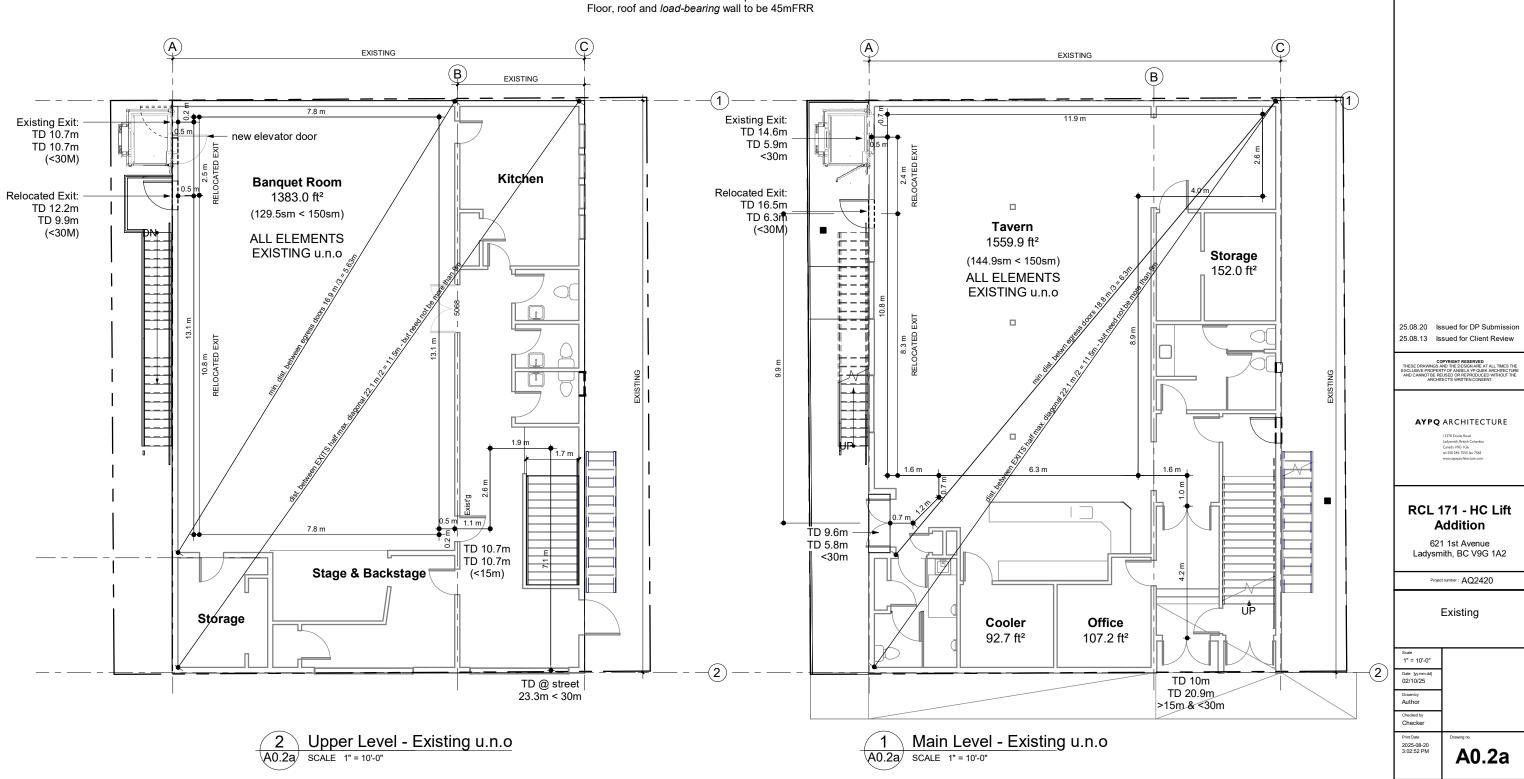
### 3.2.2.25. Group A2, up to 2 Storeys

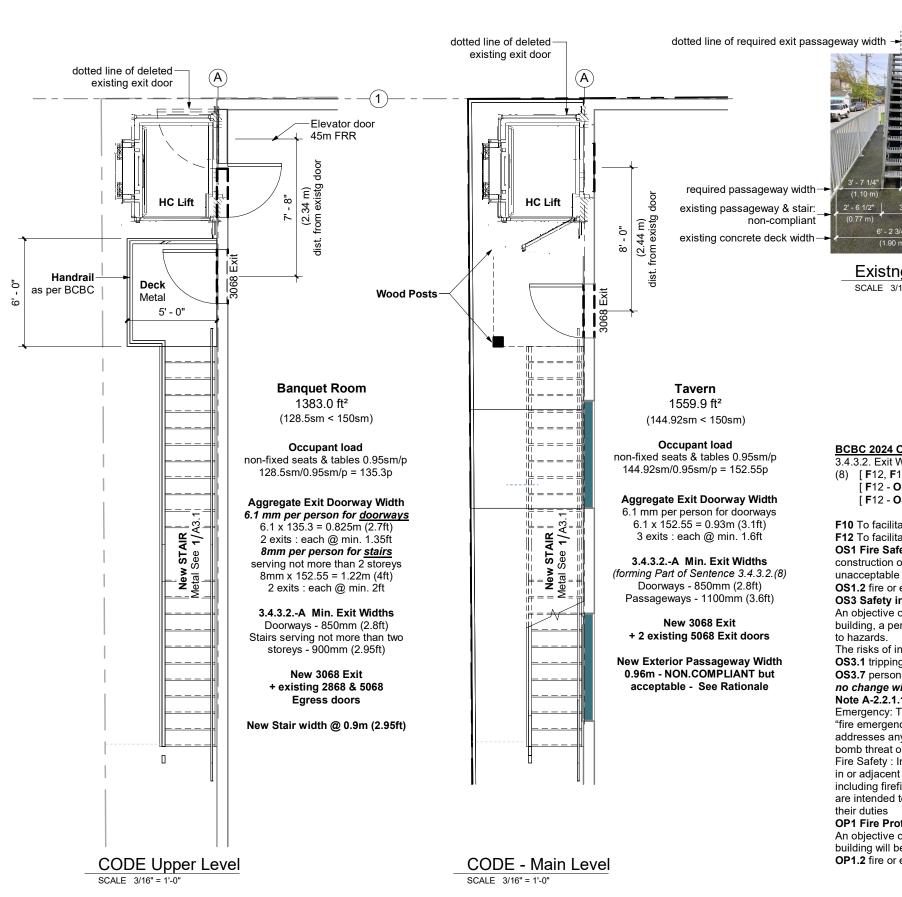
Not more than 2 Storeys
For 2 Streets, Max. 1000sm (10764sf)
Combustible or non-combustible permitted
Floor roof and load-hearing wall to be 45mFR

**3.3.1.5. Egress Doorways** - not sprinklerered, occupant load more than 60 -- 2 egress doorways required with min. distance apart at 1/3 diagonal

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**3.4.2.5.** Location of Exits - Except as permitted by Sentences (2) and 3.3.2.5.(6), if more than one exit is required from a floor area, the exits shall be located so that the travel distance to at least one exit shall be not more than (f) 30m in any *floor area* other than those referred to in Clauses (a) to (e)





RATIONALE: to retain passageway

**Existing Condition:** 

The area beside the existing stair serves as an exit passageway and is presently non-compliant at a width of , as the required min. passageway width is 1100mm.

The Proposed HC Lift addition and stair construction will improve this condition but will remain non-compliant

The Proposed HC Lift addition and stair construction affects 1. Main Level NW exit door moved 8'-0" from original location.

TD remains less than 30m. 2. Upper Level NW exit door moved 7'-8" from original

location. TD remains less than 30m.

remains non-compliant.

3. The new exit stair will be constructed in the same relative location as the existing stair retaining the existing passageway "condition". It is noted that the existing passageway width is non-compliant. The new stair will be narrower than the existing stair and will provide an increase in passageway width of approx. but

With consideration of the Objectives & Functional statement regarding the passageway width as well as the low exiting load for this exit, it would be reasonable to maintain the existing exiting conditions.

Note: all other existing exits are not within this project scope and remains as is.

## BCBC 2024 Objectives & Functional Statements & Discussion

3.4.3.2. Exit Width

2' - 6 1/2" 3' - 8 1/4"

6' - 2 3/4"

**Existng Stair** 

SCALE 3/16" = 1'-0"

(8) [F12, F10 - OS3.7][F30 - OS3.1]

[ **F**12 - **OP**1.2 ] [ **F**12 - **OS**1.2 ]

F10 To facilitate the timely movement of persons to a safe place in an emergency.

F12 To facilitate emergency response.

OS1 Fire Safety An objective of this Code is to limit the probability that, as a result of the design or construction of the building, a person in or adjacent to the building will be exposed to an unacceptable risk of injury due to fire. >>>> no change.

OS1.2 fire or explosion impacting areas beyond its point of origin. >>>> no change OS3 Safety in Use

An objective of this Code is to limit the probability that, as a result of the design or construction of the building, a person in or adjacent to the building will be exposed to an unacceptable risk of injury due to hazards

The risks of injury due to hazards addressed in this Code are those caused by-

OS3.1 tripping, slipping, falling, contact, drowning or collision >>>> no change

OS3.7 persons being delayed in or impeded from moving to a safe place during an emergency >>>> no change with slight improvement in passageway width

Note A-2.2.1.1.(1)

Emergency: The term "emergency"-in the context of safety in buildings-is often equated to the term "fire emergency;" however, the wording of objectives OS3.7 and OS5.9 makes it clear that the Code addresses any type of emergency that would require the rapid evacuation of the building, such as a bomb threat or the presence of intruders.

Fire Safety: In the definition of Objective OS1, Fire Safety, the term "person" refers to any individual in or adjacent to the building, including the occupants, the public, and emergency responders including firefighters when performing their duties. Certain technical requirements in the BC Codes are intended to address the safety of emergency responders, including firefighters, when performing

## **OP1 Fire Protection of the Building**

An objective of this Code is to limit the probability that, as a result of its design or construction, the building will be exposed to an unacceptable risk of damage due to fire.

**OP1.2** fire or explosion impacting areas beyond its point of origin >>>> no change

25.08.20 Issued for DP Submissio 25.08.13 Issued for Client Review

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#### AYPQ ARCHITECTURE

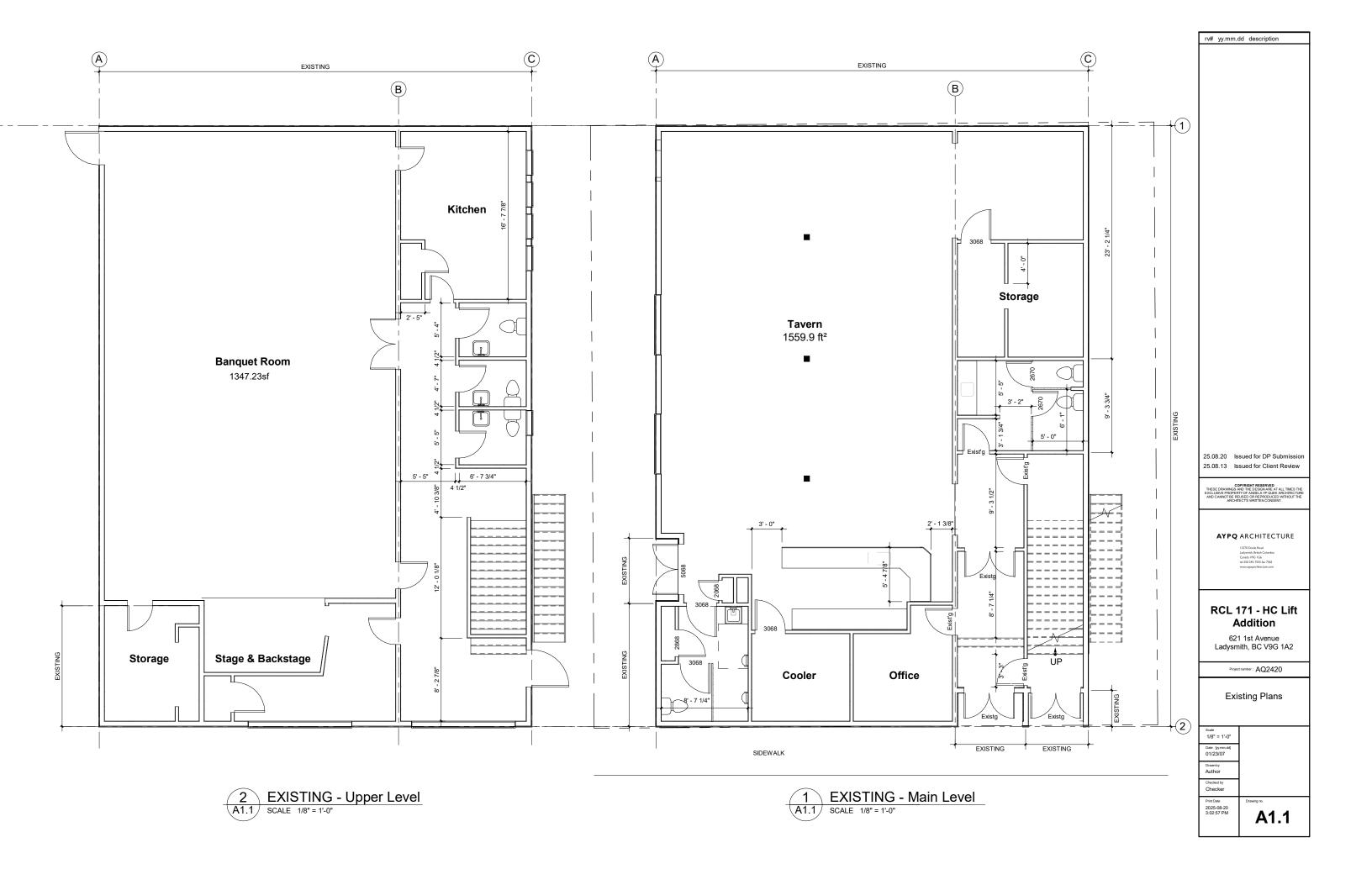
## RCL 171 - HC Lift Addition

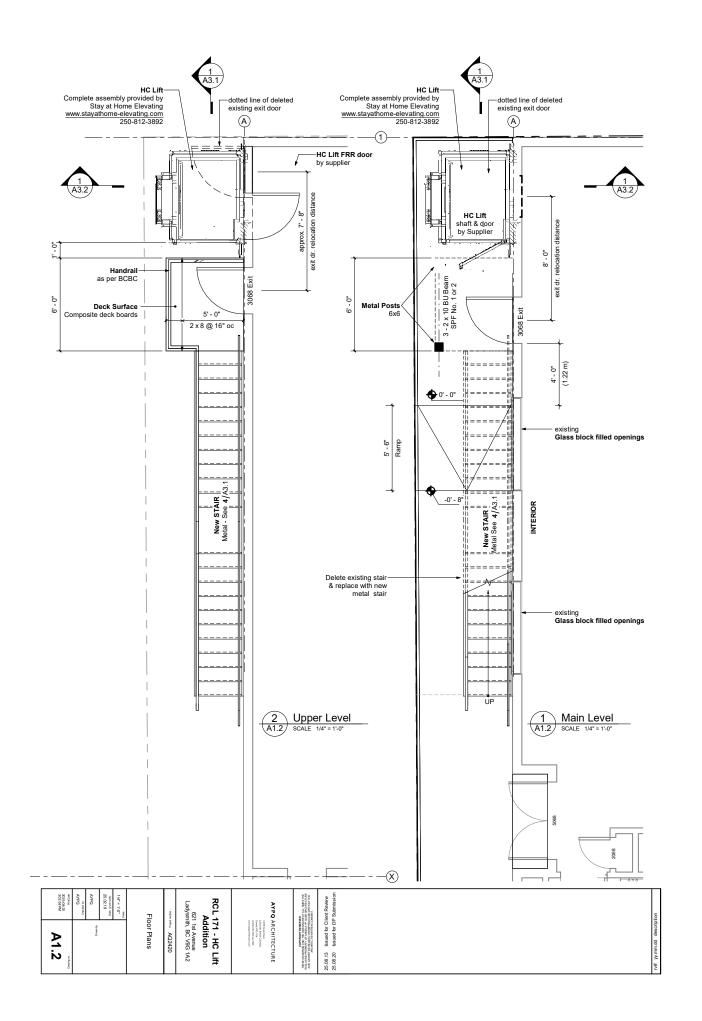
621 1st Avenue Ladysmith, BC V9G 1A2

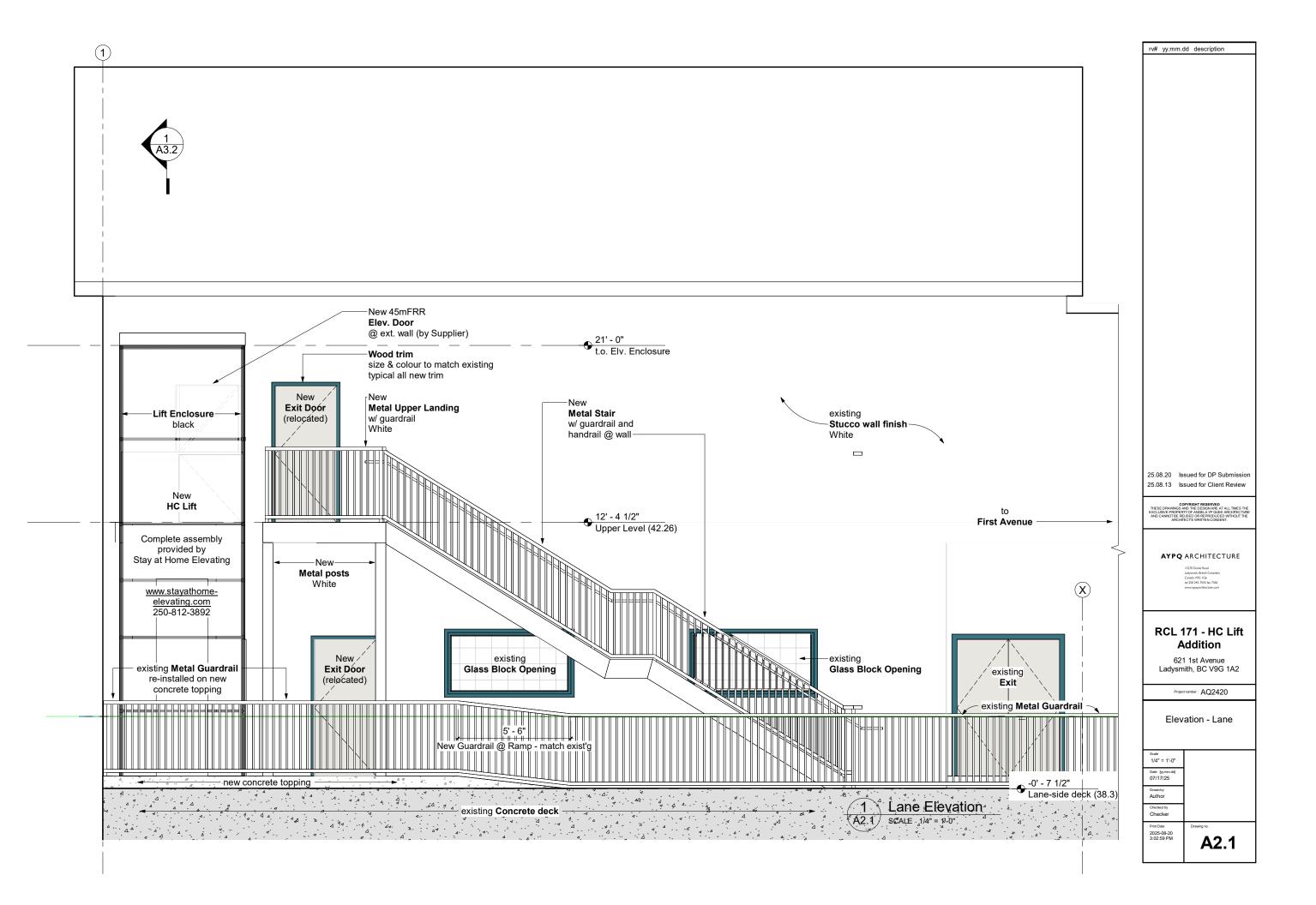
Project number : AQ2420

Code Items

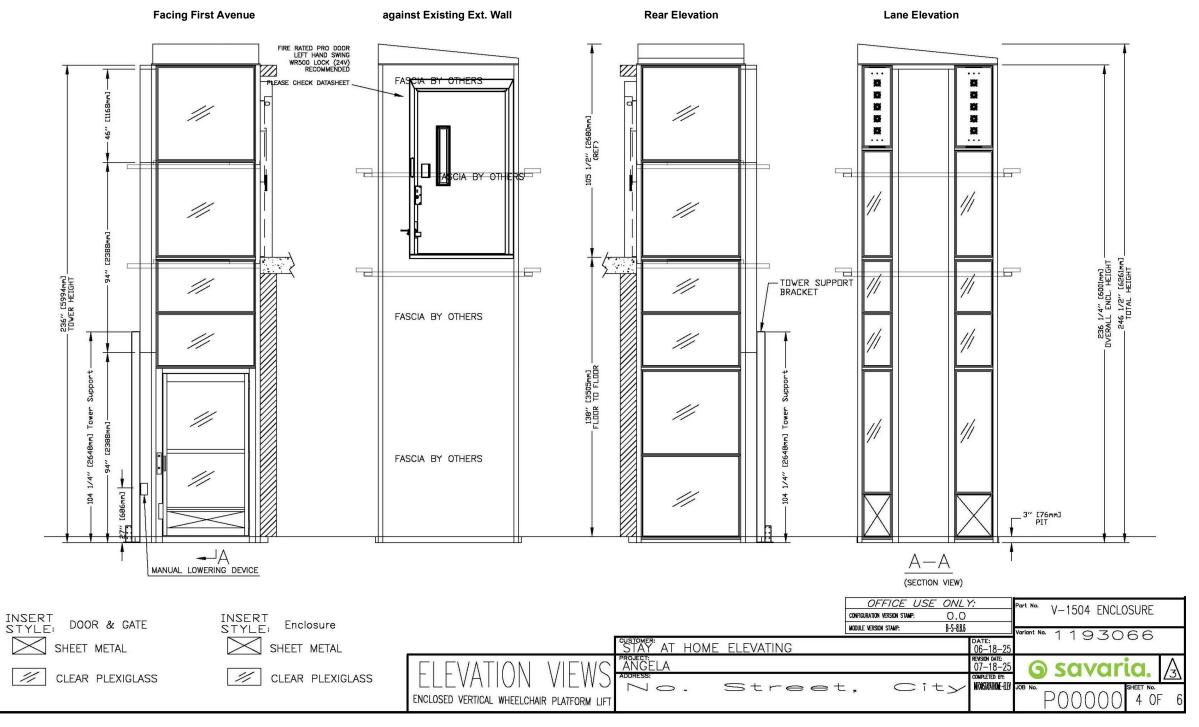
3/16" = 1'-0" Date (yy.mm.do Drawn by Author Checked by Checker A0.2b

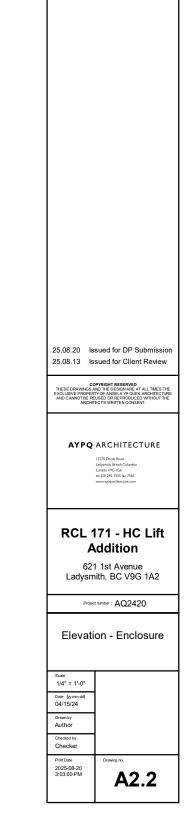






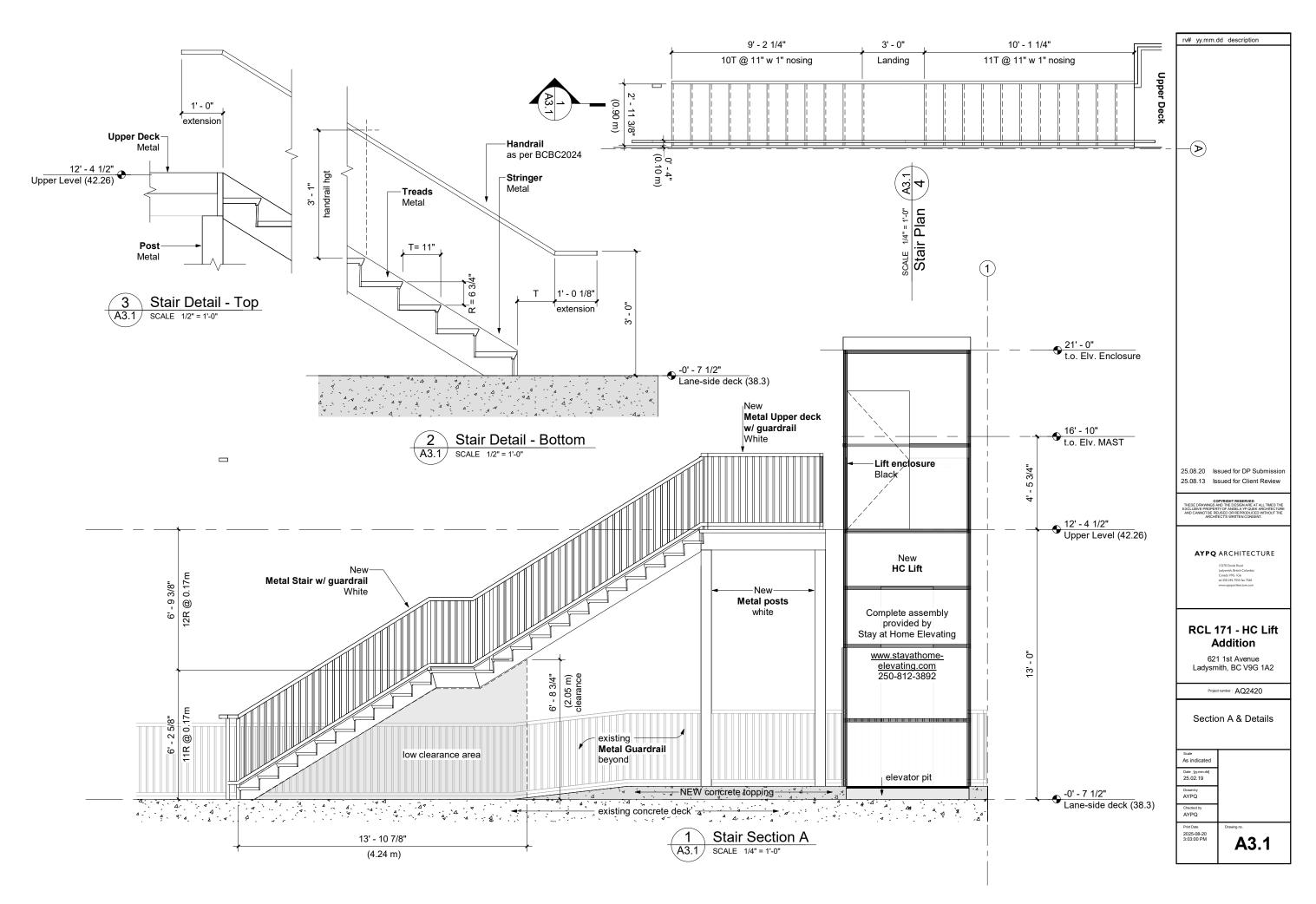
## PANEL DRAWING

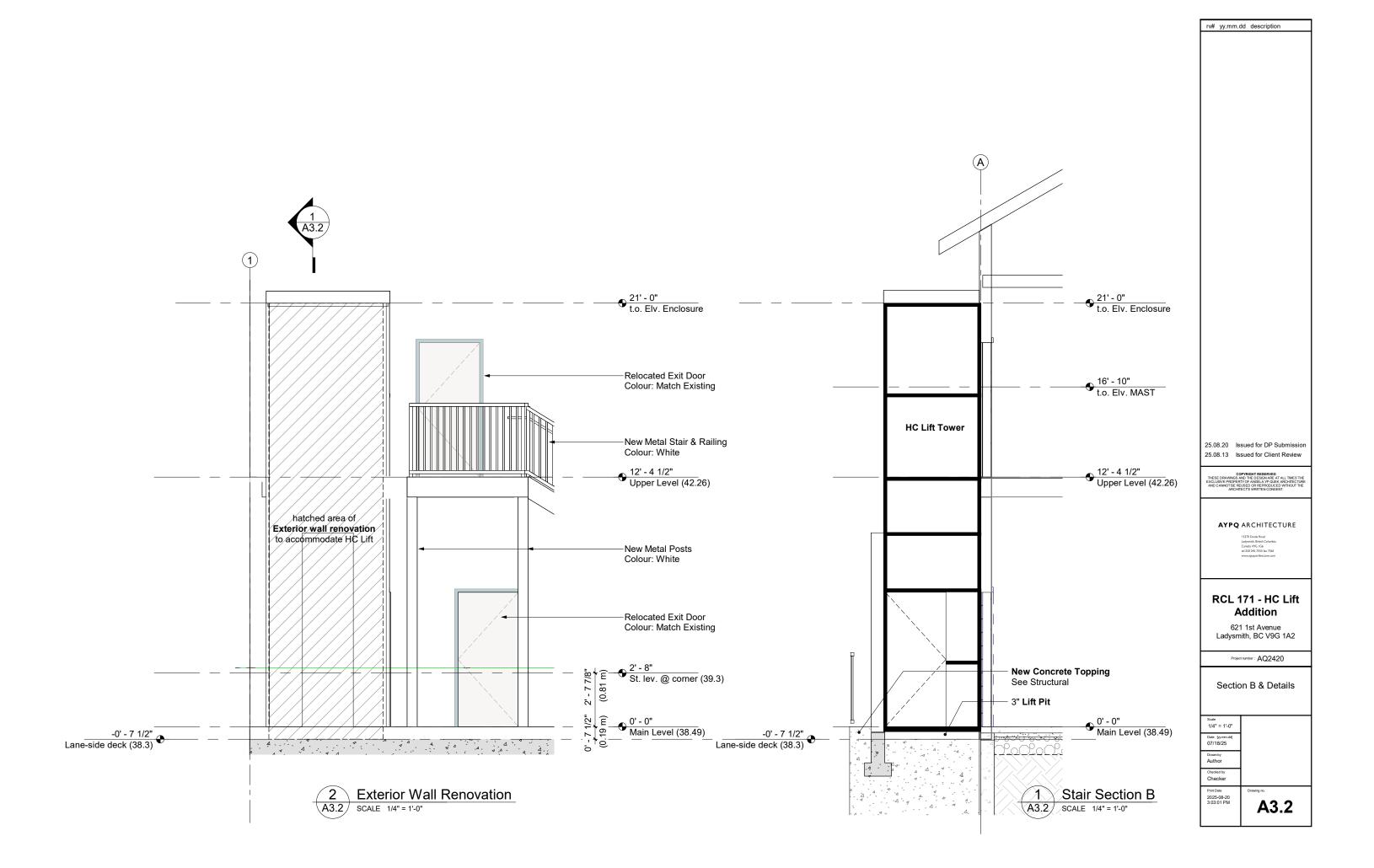




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1 Elevations - Enclusure A2.2 SCALE 1/4" = 1'-0"





#### **GENERAL CONDITIONS**

Contractor shall perform all work in accordance with construction documents, which shall not be changed or modified without architect's written permission. Contractor should exercise every possible precaution to verify the figures shown on drawings and to obtain from the architect any additional dimensions or information before laying out work.

Neither the architect, nor engineers, nor the owner shall be responsible for: construction means, methods, techniques, sequences, or procedures of the general contractor or sub-trades. The architect shall not be responsible for the acts or omissions of contractor, or the failure of contractor to carry out the work in accordance with the contract documents.

Soil bearing capacity is to be reviewed by a certified structural and/or geotechnical engineer. General contractor shall refer, comply and follow to all recommendations set forth by structural and/or geotechnical instructions. The architect accepts no responsibility for the accuracy of the findings nor the final structural and/or geotechnical recommendations. General contractor should notify structural and/or geotechnical engineer for instructions prior to continuation of soild bearing work should any unusual conditions become apparent during construction.

General contractor shall report to the architect any errors, inconsistencies, or omissions he may discover. If additional details or clarifications are required, the general contractor should request it form the architect or the engineers in writing. Contractor is responsible for correcting any error after the start of construction which has not been brought to the attention of the architect. The means of correcting any error shall be first approved by the architect and the owner.

General contractor is responsible for all sub-trades and related labour, materials, equipment and services required to complete the work. Establish all property lines, levels, setbacks, easements, location and layout, etc. by surveyor before commencing construction.

All water and/or ice shall be removed from excavations prior to placing concrete.

All materials shall be installed and/or applied according to manufacturer's specs & instructions.

General contractor shall locate all above or below grade services or obstacles on or adjacent to site and shall report such obstructions in writing to the architect before commencing construction. General contractor is responsible for ensuring that vapour, air & fire barrier continuity is maintained.

General contractor shall retain (at owner's expense) an independent roofing inspector to oversee the installation of the roofing system in addition to the manufacturer's inspector.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and the architect shall be informed of any variations from the dimensions and conditions shown on the drawing. Shop drawings shall be submitted to the architects for approval before proceeding with fabrication.

For acceptance of products other than those specified, submit a request to the Consultant in writing. Clearly define and describe the product for which acceptance is requested. Accompany requests with manufacturer's literature, specs, drawings, cuts, performance data or other information necessary to completely describe the item.

General contractor should employ experienced workers or professional cleaners for final cleaning.

Prior to final review, demonstrate operation of each system to the owner. Instruct the owner in operation, adjustment and maintenance of equipment and systems. Two (2) copies of brochures and operating & maintenance manuals of electrical and mechanical equipment shall be submitted to the owner upon completion of construction.

#### **DESCRIPTION OF WORK**

The Work shall include all labor, materials and equipment necessary to construct and install a new exterior elevating lift, remove an existing exterior metal stair, replace with a new metal stair in approximately the same location at the Royal Canadian Legion #171, 621 First Avenue, Ladysmith, BC. Work shall include all associated Structural, Mechanical, Electrical and site work necessary, to complete the Work and as described on the drawings and specifications herein.

#### CONTRACT METHOD

Owner as General Contractor for construction and associated services.

#### **EXAMINATION OF THE SITE AND PREMISES**

General Contractor/Owner shall examine the site and premises and all conditions thereon and therein, and shall take into consideration such conditions as may affect the Work under the Contract. Failure to do so will in no way relieve the Contractor from the necessity of furnishing any products or performing any work that may be required to complete the Work in accordance with the drawings and specifications without additional cost to the Owner.

#### **CONTRACTOR USE OF PREMISES**

General contractor/Owner has unrestricted use of site until Substantial Performance. Operations of existing business will continue throughout the project. General contractor/Owner shall assume sole responsibility for safety on and around the construction site in accordance with applicable laws, safety codes and current edition of British Columbia building code.

#### OWNER-FURNISHED ITEMS

#### General Contractor/Owner Responsibilities

Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates. Inspect deliveries jointly with the Counsultant. Arrange for replacement of damaged, defective, or missing items. Designated submittals and delivery date for each product in progress schedule. Review shop drawings, product data, samples, and other submittals

Submit to Consultant notification of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents. Receive and unload products at site. Inspect deliveries jointly with Consultant, record shortages, and damaged or defective items. Handle products at site, including un-crating and storage. Assemble, install, connect, adjust, and finish products. Provide installation inspections required by public authorities. Protect products from damage, and from exposure to elements. Repair or replace items damaged by General Contractor/Owner or subcontractor on site (under his control).

#### 06 WOO

Supply all labour, materials, tools and equipment necessary for complete installation

## 06 10 00 Rough Carpentry

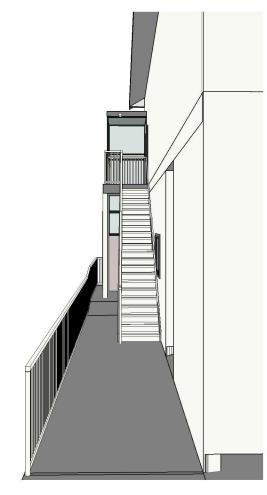
Supply all labour, materials, tools and equipment necessary for the installation and erection of the complete rough carpentry, wood framing, sheathing, blocking, exterior wood boards, roof assembly, and related work as shown on the drawings and as specified:

#### Inclusive of:

- · Pre-hung doors & frames, base and trims: Sizes as noted on drawings
- Finish hardware to all interior doors.
- Air barrier membrane/Sheet Vapour retarder: 0.15mm (6mil) thick polyethylene film.

#### 06 16 00 Sheathing

Douglas Fir Plywood, sheathing grade, thickness as shown on drawings, to be used for roof; conforming to CSA-0121 or Canadian Softwood Plywood CSA-0151-M1978; OSB conforming to CSA 0325.0.



Perspective view from 1st Ave

25.08.20 Issued for DP Submissi 25.08.13 Issued for Client Review AYPQ ARCHITECTURE RCL 171 - HC Lift Addition 621 1st Avenue Ladysmith, BC V9G 1A2 Project number : AQ2420 Specifications & Perspective

A4.1

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#### 07 THERMAL AND MOISTURE PROTECTION

Supply all labour, materials, tools and equipment necessary for complete installation.

#### 07 21 13 Board Insulation

 Underslab & Concrete block walls: Owen Corning Foamular 250 Rigid Foam Insulation ASTM C578 Type IV, 25psi,1.55pcf density, or equal

#### 07 21 16 Batt or Blown-in Insulation

Conforming to CAN/ULC-S702-97 and S102, locations as indicated in drawings:

Owens Corning Next Gen PINK Fibreglass Batt insulation, or equal.

• Flat roof : R-40 to fill entire cavity:

Walls: R-22

#### 07 27 19 Plastic Sheet Air Barrier

- · Walls & ceiling: 0.15mm (6mil) thick polyethylene film
- Under-slab: 0.254mm (10mil) thick polyethylene film

#### 07 62 00 Flashing

Installation weather-tight, plumb, level and true, allow for expansion, attach securely.

• 16ga Pre-finish factory painted. Colour: to match surface.

#### 07 71 23 Manufactured Downspouts

3" diameter Downspouts: continuous lengths; volume 274 cu.in/ft or similar; .032" alumoinum baked enamel finish; 0.24 ga pre-painted steel. Colour to match walls.

### 07 84 00 Firestopping

CAN4-S115M F-rating 1hr

Firestopping: TREMstop IA+ or equal

Through penetrations & fire-rated joints: TREMstop Silicone or equal

#### 07 90 00 Preformed Joint Seals

Backer Rods: ASTM D5249

Elastomeric Joint Sealants: ASTM C920

## 08 OPENINGS

Supply all labour, materials, tools, equipment & all necessary accessories for complete installation.

## 08 10 00 Doors and Frames

Exterior door for unheated/heated interior transition:

Insulated door pre-hung in exterior frame complete with weatherstripping, aluminum sill and hardware as per current edition of the B.C. Building Code. Style and model as determined by Owner.

## 09 FINISHES

Supply all labour, materials, tools and equipment necessary for complete installation. Owner to determine interior finishes, unless noted on drawings.

## 09 29 00 Gypsum Board

Material and installation in accordance with Association of Wall and Ceiling Contractors of BC Specifications Standard Manual & applicable regulations and recommendations of the Workers Compensation Board of BC.

 Corner and Casing Beads: Minimum 28ga galvanized sheet steel with perforated flanges. Use extended leg bed at external corners at double wallboard applications.

## 09 60 00 Flooring

To be determined by Owner. Flame spread max. 25.

#### 09 91 00 Interior Painting

Application shall be in accordance with Master Painters and Decorators Association MDPA Architectural Specification Manual.

- Drywall (Premium Grade)
   One coat primer sealer, two coats latex eggshell finish;
   Interior Colours to be determined by Owner
- Concrete Slab floor Interior: Two coats Behr Premium or equal.
   Prepare and clean surfaces as recommended by manufacturer.
   Colour & model to be selected by Owner.

#### 10 SPECIALTIES

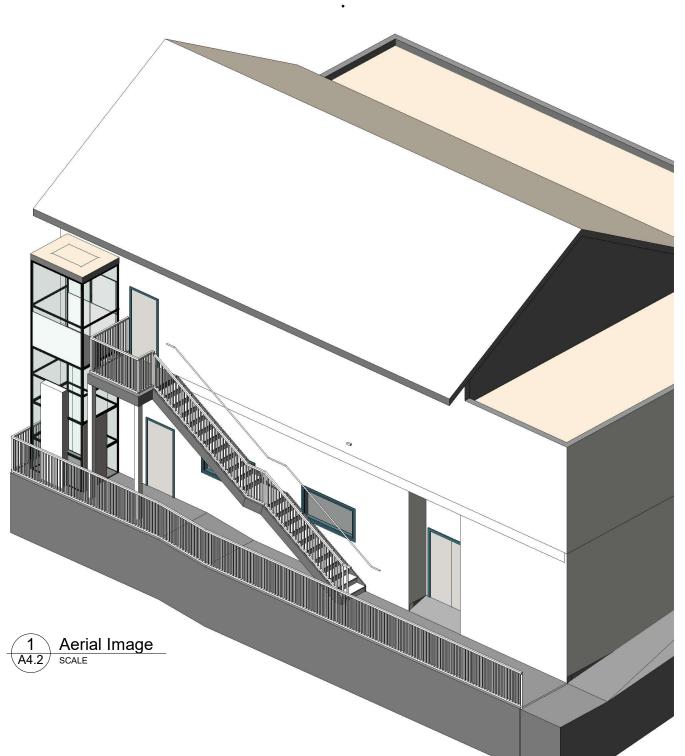
Supply all labour, materials, tools and equipment necessary for complete installation.

#### **14 CONVEYING EQUIPMENT**

Supply all labour, materials, tools and equipment necessary for complete installation.

## 14 42 00 Wheelchair Lifts

V-1504 Enclosure - Vertical Platform Lift as supplied by Stay at Home Elevating, Nanaimo, BC T.250-812-3892



25.08.20 Issued for DP Submission 25.08.13 Issued for Client Review

rv# yy.mm.dd description

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#### AYPQ ARCHITECTURE

13270 Doole Road Ladysmith, British Columbia Canada V9G 1G6 tel 250 245-7555 fax 7565

## RCL 171 - HC Lift Addition

621 1st Avenue Ladysmith, BC V9G 1A2

 ${\sf Project\,number}:\,AQ2420$ 

Specifications & Aerial View

| Date | bysminder | Documents | Date | bysminder | Documents | Do