



MINUTES

Community Planning Advisory Committee

Wednesday, August 4, 2021 at 7:00 p.m.
via Zoom

-
- PRESENT:** Chair – Jason Harrison; Members – Abbas Farahbakhsh, Jason Robertson, Jennifer Sibbald, Steve Frankel, Tamara Hutchinson; Council Liaison – Tricia McKay; Senior Planner & Recorder – Christina Hovey;
- ABSENT:** Member – Brian Childs;
- GUESTS:** Applicants/Owners; Stefan Queitsch and Denise Berquist
-

The meeting was called to order at 7:04 p.m., acknowledging with gratitude that Ladysmith is located on the traditional unceded territories of the Stz'uminus People.

It was decided among the CPAC Members to change the order of the agenda so that the Introductions and Role of CPAC (5. a) be done before the Election of Chair (2).

1. INTRODUCTIONS AND ROLE OF CPAC

- Senior Planner Christina Hovey provided a brief overview of the Community Planning Advisory Committee Terms of Reference (provided in the CPAC binder and available on the Town's website).
- Council Liaison Councillor Tricia McKay explained the role of CPAC in advising Council, and her personal effort to ensure CPAC has a strong voice at the Council Table. Councillor McKay provided an overview of some the materials available to CPAC to help them review applications including the Council Strategic Plan, Official Community Plan, and Development Permit Area Guidelines (all provided in the CPAC binder and available on the Town's website).
- Member Introductions (roundtable).

2. ELECTION OF CHAIR

Jason Harrison was nominated to act as Chair of the Committee.

It was moved, seconded and carried that Jason Harrison be acclaimed as Chair of the Community Planning Advisory Committee.

3. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of August 4, 2021 be approved as amended.

4. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of June 2, 2021 be approved.

5. NEW BUSINESS

a. CPAC Binder Review

Senior Planner Christina Hovey provided a brief overview of the contents of the CPAC member binders. A new section has been added which includes resolution templates and some references for meeting procedures/best practices.

6. COUNCIL REFERRALS

a. Facade Development Permit application 3060-21-13 – 32 High Street

Applicants/Owners; Stefan Queitsch and Denise Berquist provided an overview of their plans for the building including structural upgrades to the foundation and interior renovations as well as the façade upgrade which is the subject of the development permit application. They explained that the paint colour they selected was found on old materials that had been covered through previous construction. They have been working with the historical society to learn about the history of the building and access old photos of the building. The applicants are not sure yet what they will do with the awnings on High Street, but they will come back in for another development permit when they decide.

Committee members spoke positively about the proposal and were supportive of the plans to improve this prominent heritage building. Committee members spoke positively about the paint colours and windows selected. The Committee discussed the door choices and there was some debate about whether it would be possible to find something else that would look more historic, but still match the building. Members noted that contemporary doors and windows would have energy efficiency benefits and that painting the doors and selecting heritage style hardware would positively impact the appearance of the doors.

It was moved, seconded, and carried that CPAC recommend:

- that DP 3060-21-13 (32 High Street) be approved; and
- that the applicant choose heritage style hardware for the doors.

7. MONTHLY BRIEFING

File Updates:

The following files that CPAC previously reviewed have been to Council since the last meeting:

- 1130 Rocky Creek Road (File No. 3360-20-02);
- 940 Esplanade Avenue (File No. 3360-21-02, and bylaw enforcement file);
- 10864 Westdowne Road (File No. 3360-20-08); and
- 336 Belaire Street (File No. 3360-20-09/3060-21-06).

CPAC members can review the Council Agendas and Minutes or call staff for further information.

8. NEXT MEETING – September 1, 2021 (via Zoom)

9. ADJOURNMENT

The meeting was adjourned at 8:12 p.m.

Jason Harrison
Jason Harrison (Sep 3, 2021 10:37 PDT)

Chair (J. Harrison)

RECEIVED:

D. Smith

Corporate Officer (D. Smith)