



MINUTES

Community Planning Advisory Committee

Wednesday, November 1, 2023 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Acting Chair - John Scott; Members - Jennifer Aker, Tonya Soules, Keona Wiley; Council Liaison - Marsh Stevens; Senior Planner - Julie Thompson; Recorder - Cassandra Taylor

ABSENT: Members - Julika Pape and Jason Robertson

Senior Planner Julie Thompson called the meeting to order at 7:00pm.

It was moved, seconded and carried that John Scott be the acting chair for the meeting. Acting Chair John Scott 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 November 1, 2023, Community Planning Advisory Committee meeting be approved.

2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of September 6, 2023, Community Planning Advisory Committee meeting be approved.

3. NEW BUSINES

a. Terms of Reference Review

Senior Planner Julie Thompson gave an overview of the CPAC Terms of Reference mentioning items such as the purpose of the committee and meeting management. All primary roles of the committee were reviewed which included the role of the Chair, committee members, applicants and staff. Specific roles and expectations mentioned included agenda review and facilitation of the meetings by the Chair, coming to meetings prepared by reviewing the agenda and preparing questions. Also mentioned was the importance of not imposing personal agenda while discussing applications. During the discussion, committee members asked questions which were answered by Ms. Thompson.

b. Mock Council Referral - Façade Development Permit 3060-21-16 - 431 1st Avenue

Senior Planner J. Thompson explained the procedure of the mock referral. Advice was given by Ms. Thompson throughout the mock referral on how the referral process should proceed.

Mock Referral

Senior Planner J. Thompson provided a brief overview of the mock proposal for changes to the exterior façade of the building at 431 1st Avenue to accommodate a

fourth dwelling unit in the attic space of the building. Ms. Thompson provided some background information including the existing uses in the building and other building characteristics.

Ms. Thompson, acting as the applicant, provided a brief presentation of the proposal from the applicant's perspective and noted that the proposed changes fit with the heritage character of the building.

Committee members discussed the application and made positive comments about the proposal, noting colour palette choice, the look of the dormers, and how this proposal would help revitalize the downtown core.

Committee members raised concerns around parking as a fourth unit is proposed in the building. Ms. Thompson explained the existing parking and reminded committee members that the focus of their review in this façade DP application is for exterior changes to a heritage building in the downtown, rather than the use of the building.

Committee members were also concerned of the age of the building and the safety of the structure. Ms. Thompson noted that all aspects of the renovation will also require a building permit and will need to meet the BC Building Code, which will address building safety.

Committee members discussed the recommendation and provided the following mock resolution:

"It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council support DP 3060-21-16 (431 1st Avenue) in principle, and recommends the following conditions:

- That the colour palette of black and white as proposed be specified in the Development Permit.*

Motion carried"

End of Mock Referral

The committee discussed the mock referral and asked questions about making and amending resolutions, which were answered by J. Thompson and Council Liaison, Marsh Stevens. Committee members agreed that the mock referral was a great idea and appreciated the review.

4. COUNCIL REFERRALS

None

5. MONTHLY BRIEFING

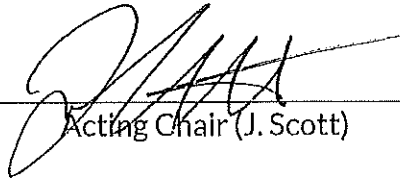
The following files, that the Committee previously reviewed, have been to Council since the last meeting:

- 19 Gatacre (3360-23-01) - went to Council for 1st and 2nd reading. A Public Hearing is scheduled for Nov 21, 2023.

6. NEXT MEETING – TBD

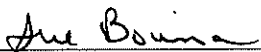
7. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 8:17 PM.



Acting Chair (J. Scott)

RECEIVED:



Acting Corporate Officer (S. Bouma)