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<b>To:</b>	Planning Committee	<b>Date:</b>	January 11, 2021
<b>From:</b>	Wayne Craig Director, Development	<b>File:</b>	SC 20-893905/ SC 20-895413/ SC 20-895414
<b>Re:</b>	<b>Referral Response on Application by PC Urban (Viking Way) Holdings Corp. for Strata Title Conversion at 3671 &amp; 3691 Viking Way and 13511 &amp; 13520 Crestwood Place</b>		

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**Staff Recommendation**

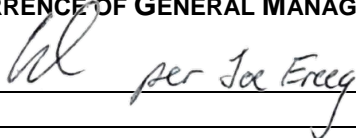
1. That the three applications for Strata Title Conversion by PC Urban (Viking Way) Holdings Corp. for the properties located at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place be approved on the fulfilment of the following conditions within 180 days of the date of this resolution:
  - a) Payment of all City utility charges and property taxes up to and including the current year;
  - b) Registration of a flood indemnity covenant on title;
  - c) Registration of an aircraft noise indemnity covenant on title;
  - d) Registration of a covenant on title identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall;
  - e) Completion of remediation works identified in the Building Code Compliance Report prepared by CFT Engineering Inc., to the satisfaction of the Building Approvals Department;
  - f) Receipt of a Letter of Credit in the amount of \$36,410 to secure the provision of six additional accessible vehicle parking spaces, 24 Class 2 bicycle parking spaces, and pedestrian connections from the buildings to the sidewalk;
  - g) Submission of written confirmation that the contingency reserve fund will be established in the amount of 10% of the estimated operating expenses, in accordance with the *Strata Property Act*; and
  - h) Submission of appropriate plans and documents to the City and execution of the same by the Approving Officer.

2. That the City, as the Approving Authority, delegate to the Approving Officer, the authority to execute the strata conversion plan on behalf of the City, on the basis that the conditions set out in Recommendation 1 have been satisfied.



Wayne Craig  
Director, Development  
(604-247-4625)

WC:jl  
Att. 2

<b>REPORT CONCURRENCE</b>
<b>CONCURRENCE OF GENERAL MANAGER</b>  _____

## Staff Report

### Origin

PC Urban (Viking Way) Holdings Corp. has applied to the City of Richmond for permission to facilitate the Strata Title Conversion of four existing industrial buildings at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place into a total of 59 strata title lots.

On November 16, 2020, the subject application was considered by the General Purposes Committee and referred back to staff under the following resolution:

***That the three applications for Strata Title Conversion by PC Urban (Viking Way) Holdings Corp. for the properties located at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place be referred back to staff for further discussion with the Applicant.***

This report responds to the referral motion and discusses new information provided by the applicant regarding the Strata Title Conversion proposal. New information on the proposal is summarized in the Analysis section of this report and further detailed in a letter of response provided from the applicant (Attachment A).

### Findings of Fact

Please refer to the original staff report dated November 4, 2020 (Attachment B) for detailed information regarding the Strata Title Conversion applications.

### Analysis

#### Proposed Contribution Increase to the Contingency Reserve Fund

The *Strata Property Act* requires that a strata corporation must establish a Contingency Reserve Fund (CRF) to pay for common expenses that would occur less often than once a year. Examples of common expenses paid by the CRF include roof replacement and repaving of on-site vehicle circulation areas. Where the property owner of a development site (owner developer) successfully undergoes a Strata Title Conversion process, the owner developer is required by the *Strata Property Act* to establish a CRF by paying into the CRF a minimum contribution of 5% of the estimated operating expenses, as set out in the interim budget, prior to the purchase of a strata lot by a purchaser.

In response to General Purposes Committee's concerns regarding the age of the buildings and the minimum required CRF contribution of 5%, the applicant proposes to increase their contribution to the CRF from 5% to 10%. As a condition of Strata Title Conversion approval, the applicant will be required to provide confirmation that the CRF will be established to have a minimum contribution of 10% of the estimated operating expenses prior to the City's Approving Officer executing the strata conversion plan.

Staff support the proposed voluntary contribution and note that, prior to stratification of the property, the applicant will be required to remediate several existing non-conforming items

identified in the Building Code Compliance Report by CFT Engineering Inc. to improve the overall fire and life safety of the building occupants.

#### Update on Tenant Leasing Opportunities

There are currently 31 tenants in the buildings with varying lease terms and expirations. In response to General Purposes Committee's concerns regarding existing tenants, the applicant has provided the following updated information on existing lease terms and support initiatives:

- A total of 18 existing tenants currently have leases that extend to at least 2022 and will continue to be honoured.
- Seven existing tenants whose leases had expired in 2020 were provided lease extensions to March 31, 2021, and will be provided the opportunity for an additional six-month lease extension to September 30, 2021.
- Six existing tenants have leases expiring in 2021 and will be provided the opportunity for lease extensions to December 31, 2021.
- All existing tenants that do not wish to purchase a strata lot will be offered relocation assistance services by PC Urban's brokerage team if they wish to relocate elsewhere in the Lower Mainland.

#### Next Steps

Should Council wish to proceed with the Strata Title Conversion applications, the applicant would be required to satisfy the following conditions within 180 days of a Council resolution:

1. Pay all City utility charges and property taxes up to and including the current year for each property.
2. Register a flood indemnity covenant on title identifying a minimum flood construction level of 3.0 m GSC for each property.
3. Register an aircraft noise indemnity covenant for Area 4 on title for each property.
4. Register a covenant on title for each property identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall.
5. Complete the remediation works identified in the Building Code Compliance Report prepared by CFT Engineering Inc., to the satisfaction of the Building Approvals Department.
6. Provide a Letter of Credit in the amount of \$36,410 for the provision of six additional accessible vehicle parking spaces, 24 Class 2 bicycle parking spaces, and pedestrian connections from the buildings to the sidewalk.



7. Submit written confirmation that the contingency reserve fund will be established in the amount of 10% of the estimated operating expenses.
8. Submit all appropriate plans and documents to the City (i.e., Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) and execution of the same by the Approving Officer.

### **Financial Impact**

None.

### **Conclusion**

PC Urban (Viking Way) Holdings Corp. has applied to convert four existing industrial buildings at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place into a total of 59 strata title lots. Staff have no objection to the proposed applications, subject to the fulfilment of the conditions noted in this report, and recommend approval of the Strata Title Conversions.

A handwritten signature in black ink, appearing to read 'J Lee', with a stylized, cursive script.

Jessica Lee  
Planner 1  
(604-247-4908)

JL:blg

Attachment A: Letter of Response from PC Urban, dated January 5, 2021

Attachment B: Original Staff Report to General Purposes Committee, dated November 4, 2020



Wayne Craig  
 Director of Development, Planning & Development Services  
 City of Richmond  
 6911 No. 3 Road  
 Richmond, BC  
 V6Y 2C1

January 5, 2021

Dear Mr. Craig,

**Re: Application by PC Urban (Viking Way) Holdings Corporation ("PC Urban") for Strata Title Conversion at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place ("Viking Way Business Centre").**

PC Urban's strata title conversion for Viking Way Business Centre was brought forward to General Purposes Committee on November 16, 2020. During the meeting, some Committee members outlined concerns associated with the proposal and referred our application back to Planning Staff for a further report. Subsequently, we met Planning & Development Services, as well as Katie Ferland, Manager of Economic Development, to seek further advice on how to address Council's concerns. The following letter provides additional information on our application to City Council as well as proposed amendments to the conditions of our application to address those concerns.

**PC Urban's History of Industrial Development in Richmond**

PC Urban creates employment generating space for people to work. Over the last decade, PC Urban has been an active developer throughout Western Canada and has been very engaged in the Richmond market in recent years. Some members of Council may not have been aware of PC Urban's IntraUrban Rivershore strata industrial project on Mitchell Island, which was a very successful development completed in the Spring of 2019. The project now is home to 34 businesses across 265,000 sf of light industrial strata space. During the development, significant foreshore and habitat protection was carried out in the revitalization of Mitchell Island. With this project, we believe that we have a strong and proven track record for developing industrial property in Richmond and have demonstrated our commitment to the responsible use of land.

The purpose of our Viking Way Business Centre project is to continue the success we experienced with our Rivershore project in providing small to medium-sized businesses the opportunity to own their own real estate and thus control their own destiny for the long-term —and not be subjected to the vagaries of the landlord/tenant relationship, including ever-increasing rents and uncertainty of possession upon lease expiry. We have ongoing relationships with many of the purchasers at Rivershore, some of whom are new to the area and now very happy to have started roots for their businesses in Richmond.

**Conforming with Metro's Regional Industrial Lands Strategy and Richmond's Land Intensification Initiative**

Based on discussions with Richmond's Economic Development Department before we submitted our application, and as outlined in the Metro Vancouver's Regional Industrial Lands Strategy (upon which the Richmond Industrial Land Intensification Initiative is rooted) strata ownership plays an important function in the local economy: "the importance of stratification is recognized in enabling small businesses to own their space, have security of tenure, and opportunity for capital appreciation" (Metro Vancouver Regional Industrial Lands Strategy, June 2020)



PC Urban Properties Corp.  
 Suite 880, 1090 West Georgia Street, Vancouver, BC V6E 3V7  
 604 282 6085 | [www.pcurban.ca](http://www.pcurban.ca)

There were some concerns expressed by the Committee that our application for strata conversion would conflict with the City's Industrial Land Intensification Initiative by making it more difficult to intensify lands in the future. It is our strong belief that this is not the case. Firstly, our application, which increases the number of industrial units in the four buildings from 39 to 59, will add to and 'intensify' Richmond's supply of small business spaces and potentially create more jobs than the current leasehold building. The buildings are in great condition and have a useful life of more than 30 years. Secondly, properties with leasehold tenure can be even more challenging to redevelop than strata, given the complex and varied nature of leasehold contracts. Thirdly, the Strata Property Act provides a mechanism to enable strata wind-ups with an 80% support vote instead of the previous difficult-to-achieve unanimous voting requirement, similar to residential strata wind-ups. This would enable local Richmond based small to medium-sized businesses who own their strata units, rather than large institutional investment firms, to benefit from any potential 'land lift' when the property becomes suitable for redevelopment.

### **Existing Tenant Support is Strong**

The Staff Report on our stratification proposal contained information about the current tenants in the four buildings. The Staff Report noted that 90% of the existing tenants were either supportive or neutral on our stratification proposal; however, information was either not highlighted or not included in the report and Council members may not have been aware of the level of support our application had. As such, we wanted to make City Council aware of some of the tenants who support our application.

Of note is Applied Biological Materials (ABM), who is by far the largest tenant in the project. It has over 25,000 sf (16% of the project) and over 50 employees (25% of the employees onsite). This local Richmond success story is one of the largest and fastest growing biotech companies in the region, and ABM is playing an integral part in the Covid-19 pandemic recovery efforts with its products and services. ABM is looking to further solidify its roots in Richmond and see the ability to own its space at the Viking Way Business Centre as significant benefit for this growing company. It would be a shame if ABM were denied that opportunity and were forced to look to other municipalities to meet its business needs.

### **Tenant Support Services – Proposed Increase to Original Application**

Of the 31 tenants at Viking Way, only 3 expressed some concerns with the proposal. To help address their concerns, and throughout this process, we have consistently expressed to the City and to the tenants, that we will not be attempting in any way to terminate the tenants' existing leases. There are 18 tenants that have remaining term on their leases to 2022 and beyond, and our commitment applies to everyone.

Beyond this commitment, we have offered extensions to all 7 tenants whose leases had expired during the 2020 year. In all 7 cases, extensions to March 31<sup>st</sup>, 2021 were executed to allow them the opportunity to stay in their spaces longer and decide if they would like to remain in the business park (including one of the tenants that indicated "not in favor" on the survey) by owning their own space or move on to buy or lease in other locations. If approved, we will additionally provide an opportunity for further 6-month lease extensions which would then run through to the end of September 30<sup>th</sup>, 2021 for all 7 tenants. For the 6 tenants that expire through the 2021 year, we will provide the opportunity for extensions running thru to December 31<sup>st</sup>, 2021.

Furthermore, for tenants that ultimately choose to leave the business park, we will offer to engage Jones Lang LaSalle (JLL) with relocation services to assist these tenants.

### **Building Upgrades Summary and Contingency Reserve Fund – Proposed Increase to Original Application**

As part of our stratification application, PC Urban submitted a consultant report that confirmed that "no increase in maintenance or repair costs associated with the buildings' condition are expected within approximately 10 years" and that the life of the current buildings is "at least 30 years". The buildings are in very good condition and have considerable interior improvements in place. Despite this, the Strata Act requires a Contingency Reserve Fund (CRF) to be established by the developer, who must fund 5% of the total operating budget to be established for the strata corporation to cover maintenance costs. Although our studies have indicated that 5% will suffice, Council expressed some concern with this figure, and therefore we propose to increase that amount from 5% to 10% as part of our application.

Furthermore, some members of the Committee expressed concerns that it appeared little was being done to improve the buildings; however, PC Urban is committed to spending over \$1.0M dollars to upgrade the current buildings and to address building code compliance issues. Including but not limited to fire separation between units, sprinkler upgrades and exit door upgrades (in addition to new overhead doors, lighting, parking lot upgrades, additional bike parking, new wayfinding, signage, and exterior paint). As such, the strata conversion is providing the opportunity for life safety code upgrades in the buildings. After the code upgrade improvements are completed, the businesses park will provide for a much safer home for local Richmond businesses.

### **Summary**

With the additional information provided in this letter, together with the changes we are proposing to the CRF and providing a longer period of transition for those industrial tenants who only have a few months remaining on their leases, we trust Council will favorably consider our stratification application when it comes back before Committee and Council.

It is our belief that we share the same desires with Staff and Council in providing small businesses the opportunity to control their destiny. We would like to thank staff from Planning and Economic Development for their assistance with our stratification application and responding to councilors' concerns and we look forward to discussing our revised stratification application at Committee and Council.

Best Regards,



Bob Cabral  
Chief Operating Officer



# City of Richmond

## Report to Committee

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<b>To:</b>	General Purposes Committee	<b>Date:</b>	November 4, 2020
<b>From:</b>	Wayne Craig Director, Development	<b>File:</b>	SC 20-893905 SC 20-895413 SC 20-895414
<b>Re:</b>	<b>Application by PC Urban (Viking Way) Holdings Corp. for Strata Title Conversion at 3671 &amp; 3691 Viking Way and 13511 &amp; 13520 Crestwood Place</b>		

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### Staff Recommendation

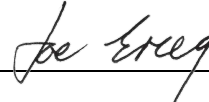
1. That the three applications for Strata Title Conversion by PC Urban (Viking Way) Holdings Corp. for the properties located at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place be approved on the fulfilment of the following conditions within 180 days of the date of this resolution:
  - a) Payment of all City utility charges and property taxes up to and including the current year;
  - b) Registration of a flood indemnity covenant on title;
  - c) Registration of an aircraft noise indemnity covenant on title;
  - d) Registration of a covenant on title identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall;
  - e) Completion of remediation works identified in the Building Code Compliance Report prepared by CFT Engineering Inc., to the satisfaction of the Building Approvals Department;
  - f) Receipt of a Letter of Credit in the amount of \$36,410 to secure the provision of six additional accessible vehicle parking spaces, 24 Class 2 bicycle parking spaces, and pedestrian connections from the buildings to the sidewalk; and
  - g) Submission of appropriate plans and documents to the City and execution of the same by the Approving Officer.

2. That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.



Wayne Craig  
Director, Development  
(604-247-4625)

WC:jl  
Att. 7

<b>REPORT CONCURRENCE</b>
<b>CONCURRENCE OF GENERAL MANAGER</b> 

## Staff Report

### Origin

PC Urban (Viking Way) Holdings Corp. has applied to the City of Richmond for permission to facilitate the Strata Title Conversion of four existing industrial buildings at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place into a total of 59 strata title lots. A location map and aerial photograph is provided in Attachment 1. The draft strata plans are shown in Attachment 2.

### Findings of Fact

The subject site includes three properties that are located in an established industrial area in the East Cambie Area Plan and are zoned “Industrial Business Park (IB1)”.

Development immediately surrounding the subject site is as follows:

- To the North: A lot zoned “Industrial Business Park (IB1),” with vehicle access from Viking Way and the subject site.
- To the East: Across Viking Way, lots zoned “Industrial Business Park (IB1),” with access from Viking Way.
- To the West: Lots zoned “Industrial Business Park (IB1),” with vehicle access from Crestwood Place.
- To the South: A lot zoned “Industrial Business Park (IB1),” with vehicle access from Viking Way.

There are four existing buildings on the subject site with a total floor area of 14,860 m<sup>2</sup> (159,954 ft<sup>2</sup>). These four buildings are currently demised into 39 industrial units of various sizes. Required parking spaces are located at the front of each building, and loading facilities are provided at the rear of each building. Access to the subject site is proposed to be maintained via four existing driveway crossings to Viking Way, three of which are used for shipping and receiving, and five existing driveway crossings to Crestwood Place. No changes to the vehicle access are being proposed.

The proposed Strata Title Conversion would create 59 strata lots, which aligns with the original building layout and would result in one strata lot per existing loading bay (Attachment 2). Due to changes in tenancy and tenant needs since the buildings’ construction in the late 1980’s, several units in the buildings had been consolidated, resulting in the current 39-unit layout. The owner’s intention is to create 59 strata lots based on the original building layout. Existing tenants will be provided the opportunity to purchase the strata lots based on the current 39-unit layout. This would enable future purchaser to have discretion to either maintain the strata lots as one large industrial unit or separate the strata lots into multiple units through the Building Permit process. A legal agreement will be registered on title for each property identifying that no separate sales of the strata lots are permitted unless the strata lots are separated by demising walls as per the current B.C. Building Code. Table 1, below, provides a summary of the existing units and proposed strata lots in each building.

**Table 1: Summary of Proposed Strata Title Conversion**

Application File Number	Building Address	Total Floor Area	Number of Existing Tenants	Number of Existing Units	Number of Proposed Strata Units
SC 20-893905	3671 Viking Way	3,205 m <sup>2</sup>	9	10	14
	3691 Viking Way	3,238 m <sup>2</sup>	5	7 (1 vacant)	14
SC 20-895413	13511 Crestwood Place	4,699 m <sup>2</sup>	7	7	15
SC 20-895414	13520 Crestwood Place	3,718 m <sup>2</sup>	12	15 (1 vacant)	16
<b>Total:</b>		<b>14,860 m<sup>2</sup></b>	<b>31*</b>	<b>39</b>	<b>59</b>

\* One tenant occupies units within three different buildings (i.e., 3671 Viking Way, 3691 Viking Way, and 13520 Crestwood Place) and is counted as one tenant in the total calculation.

Two accessible parking spaces and no indoor or outdoor bicycle parking spaces exist on the subject site. To comply with Richmond Zoning Bylaw 8500, the applicant proposes to provide six additional accessible parking spaces (eight spaces total or two spaces per building) and Class 1 and Class 2 bicycle parking on the subject site. Class 1 bicycle parking spaces will be provided within each strata lot, and 24 Class 2 bicycle parking spaces (six spaces per building) are proposed to be installed along the Viking Way frontage.

The front and exterior side yards are landscaped with a combination of trees, shrubs, and groundcovers which is in compliance with the landscaping requirements in the Zoning Bylaw. As part of the City's Neighbourhood Traffic Safety and Walkway Program, a new 1.7 m wide sidewalk is in the process of being constructed by the City along the west side of Viking Way, which provides an opportunity for improved pedestrian connections to the four industrial buildings. The applicant has proposed to extend the existing pedestrian pathways from the building entrances to the new Viking Way sidewalk.

A site plan showing the proposed accessible vehicle parking spaces, bicycle parking areas, and pedestrian connections are provided in Attachment 3. In order to ensure that the works are completed, the applicant is required to provide a Letter of Credit in the amount of \$36,410 in association with the Strata Title Conversion.

## Analysis

City of Richmond Council Policy 5031 (Strata Title Conversion Applications – Commercial and Industrial) outlines Council's Policy in determining how staff process Strata Title Conversion applications for three or more proposed strata lots (Attachment 4). The applicant has submitted all of the necessary information required by Policy 5031, including a Baseline Property Condition Assessment Report and a Building Code Compliance Report.

- Staff received a Baseline Property Condition Assessment Report by Pinchin Ltd. confirming that no increase in maintenance or repair costs associated with the buildings' condition are expected within approximately 10 years.
- A letter provided by Pinchin Ltd., dated April 14, 2020, indicates that the life expectancy of the buildings is at least 30 years.



- Staff received a Building Code Compliance Report by CFT Engineering Inc. which identified several existing non-conforming items within the buildings that have an impact on the fire and life safety of the building occupants. The City's Building Approval Department has reviewed the report and recommends that the non-conforming items be resolved prior to stratification of the property. As a condition of Strata Title Conversion approval, the applicant is required to remediate the non-conforming items identified in the Building Code Compliance Report, to the satisfaction of the City's Building Approval Department. These items include, but are not limited to, the following:
  - Remove barred exit doors and door hardware.
  - Upgrade suite-to-suite fire separations.
  - Confirm water pressure for the existing sprinkler system meets existing Code requirements and upgrade the system if necessary.
  - Upgrade the fire separation of electrical rooms.
  - Confirm existing outdoor generators locations conform to Code requirements.
- The Building Code Compliance Report also identified an interior structure within a unit at 13511 Crestwood Place that was constructed without a Building Permit. The applicant has removed the non-compliant structure to the satisfaction of the Building Approvals Department, and a building inspection was completed by staff in August, 2020.
- A Parking Study was conducted by R.F. Binnie & Associates Ltd. to understand the existing parking facilities and the parking needs of each proposed strata lot as per the Zoning Bylaw. The number of existing vehicle parking and loading spaces exceed the minimum Bylaw requirement, and six new accessible parking spaces are required. Designated parking and loading spaces for each strata lot will be secured as limited common property with visitor and accessible parking spaces remaining as common property. As part of a business license, each business will need to verify that they have access to the Bylaw-required parking and loading facilities.
- No physical or structural upgrading of the building will take place. Upon stratification approval, the applicant intends to undertake minor exterior alterations to the buildings, such as exterior painting of buildings, replacement of rear exit and overhead doors, improved exterior lighting, parking lot upgrades, and new wayfinding and business signage, which will be subject to issuance of a Sign Permit. The addition of bicycle parking areas and the extension of the pedestrian pathways to the sidewalk will have minor impacts on existing landscaped areas.
- There are 39 total units in the existing buildings, and no changes to the existing demising walls are proposed at this time. The owner's intention is to create 59 strata lots and sell the lots based on the existing 39-unit layout (i.e., one unit may comprise of several strata lots), providing future buyers with flexibility in the size of unit they wish to occupy or lease. The existing unit layout is shown in the proposed site plan included as Attachment 3. A legal agreement is required to be registered on title identifying that no separate sales of the strata lots are permitted unless the strata lots are separated by demising walls. Any future separation of units and construction of demising walls will be subject to the Building Permit process and the current B.C. Building Code.

- There are currently 31 tenants occupying 37 units in the buildings. Two units are currently vacant. Lease agreements will be honoured until the lease terms expire, and all existing tenants will be offered right-of-first-refusal to purchase their unit at pre-market value upon stratification approval. Where existing tenants are not in a position to purchase a unit, PC Urban's brokerage team will be made available to work with tenants to find suitable leasing options within one of the four buildings or elsewhere in Richmond and the Lower Mainland. The proposal and tenant relocation plan was communicated to tenants through two rounds of meetings with tenants during fall 2019 and summer 2020. Individual letters, dated July 6, 2020, were sent to each tenant to further communicate the proposed Strata Title Conversion (Attachment 5).
- The applicant had also sent a survey to each tenant to understand their views and level of support for the proposed Strata Title Conversion. 27 of the 31 tenants had completed surveys, representing 33 of the 37 occupied units. Four tenants did not provide a response, and confirmation of receipt of the letters and surveys via registered mail has been provided by the applicant and placed in the development file. Written correspondence received from the tenants are provided in Attachment 6.
- Of the correspondence received, 19 tenants expressed support for the Strata Title Conversion, five tenants did not indicate their level of support, and three tenants expressed opposition. Attachment 7 and Table 2, below, summarize the responses received by building.

**Table 2: Summary of Tenant Responses by Building**

Application File Number	Building Address	Occupied Floor Area*	Number of Existing Tenants	Tenant Responses by Number of Tenants			
				Support	Neutral	Oppose	No Response
SC 20-893905	3671 Viking Way	3,205 m <sup>2</sup>	9	6	0	1	2
	3691 Viking Way	2,919 m <sup>2</sup>	5	5	0	0	0
SC 20-895413	13511 Crestwood Place	4,699 m <sup>2</sup>	7	5	2	0	0
SC 20-895414	13520 Crestwood Place	3,509 m <sup>2</sup>	12	5	3	2	2
<b>Total:</b>		<b>14,332 m<sup>2</sup></b>	<b>31**</b>	<b>19**</b>	<b>5</b>	<b>3</b>	<b>4</b>
<b>Percent of Tenants with a Response:</b>		<b>n/a</b>	<b>n/a</b>	<b>89%</b>		<b>11%</b>	<b>n/a</b>
<b>Percent of Occupied Floor Area:</b>		<b>100%</b>	<b>n/a</b>	<b>85%</b>		<b>5%</b>	<b>10%</b>

\* Two vacant units are excluded from summary table.

\*\* One tenant occupies units within three different buildings (i.e., 3671 Viking Way, 3691 Viking Way, and 13520 Crestwood Place) and is counted as one tenant in the total calculation.

- The applicant has noted that approximately 65% of existing tenants have expressed interest in purchasing a strata lot based on the proposed pre-market values, and three tenants have submitted official Letters of Intent to purchase strata lots upon Strata Title Conversion approval.

- The following concerns were expressed by the tenants that had expressed opposition to the Strata Title Conversion:
  - The Strata Title Conversion may have a negative impact on the existing business relationships between tenants of the business park and create uncertainty.
  - Strata Title Conversion might result in big increases in property tax and management fees which small business cannot afford.
  - There is not enough details provided, such as the number of parking spaces, any improvements before sale (i.e., other than new exterior painting), and the amount of reserve fund carried forward.
  - The asking price for each strata lot is too high.
  - The currently proposed improvements to the buildings do not help build business image and operation and only include power washing and repainting the exterior. The buildings are over 30 years old and are in need of upgrades and improvements.

Staff worked with the applicant to address their concerns in the following ways:

- The applicant has been in contact with all tenants that had expressed opposition to address their concerns.
- In response to a concern regarding potential impacts to existing business relationships within the buildings, the applicant has noted that stratification may provide opportunities for stable, long-term relationships between existing and/or new businesses that choose to purchase a strata lot. For existing tenants that do not wish to purchase a strata lot, PC Urban's brokerage team will be made available to work with tenants to find suitable leasing options within one of the four buildings or elsewhere in Richmond and the Lower Mainland.
- The applicant has noted future strata management fees will ultimately be determined by the future strata council in which all future strata owners will have an input.
- Proposed upgrades and improvements to the subject site include, at minimum, exterior painting of buildings, replacement of rear exit and overhead doors, improved exterior lighting, new wayfinding and business signage, new bicycle parking, new pedestrian pathways, and parking lot upgrades. The applicant has noted that the proposed upgrades and improvements to the buildings have been consistent throughout the tenant consultation process and will be at the sole cost of the current property owner.
- The applicant has advised that each strata lot will be allocated limited common property rights over a certain number of parking spaces located in close proximity to the entrance of the strata lot. The number of stalls allocated to an individual purchaser will be based on the individual's business requirements and City of Richmond Zoning Bylaw requirements.

- The pre-market values of the strata lots are based on a professional valuation and comparative analysis of light industrial strata lot sales in North Richmond and surrounding areas.
- The applicant has noted that those tenants that are in support of or have no objection to the Strata Title Conversion represent 89% of respondents and 85% of occupied floor area, as illustrated in Attachment 7.
- The subject site is located in an area with a Flood Construction Level (FCL) of 3.0 m GSC. A restrictive covenant must be registered on title of each property as part of the document registration package, the purpose of which is to address public awareness and identify a minimum FCL of 3.0 m GSC. This will apply to all future construction.
- The subject site is located within Aircraft Noise Area 4. A restrictive covenant must be registered on title of each property as part of the document registration package, the purpose of which is to address public awareness and ensure aircraft noise mitigation is incorporated into the design and construction of buildings and additions, as required. This will apply to all future construction.

In light of this, staff support the proposed Strata Title Conversions subject to:

1. Payment of all City utility charges and property taxes up to and including the current year for each property.
2. Registration of a flood indemnity covenant on title identifying a minimum flood construction level of 3.0 m GSC for each property.
3. Registration of an aircraft noise indemnity covenant for Area 4 on title for each property.
4. Registration of a covenant on title for each property identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall.
5. Completion of remediation works identified in the Building Code Compliance Report prepared by CFT Engineering Inc., to the satisfaction of the Building Approvals Department.
6. Receipt of a Letter of Credit in the amount of \$36,410 for the provision of six additional accessible vehicle parking spaces, 24 Class 2 bicycle parking spaces, and pedestrian connections from the buildings to the sidewalk.
7. Submission of appropriate plans and documents to the City (i.e., Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) and execution of the same by the Approving Officer within 180 days of the date of a Council resolution.

### **Financial Impact**

None.

## **Conclusion**

PC Urban (Viking Way) Holdings Corp. has applied to convert four existing industrial buildings at 3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place into a total of 59 strata lots. Staff have no objection to the three applications and recommend approval of the Strata Title Conversion.



Jessica Lee  
Planner 1  
(604-247-4908)

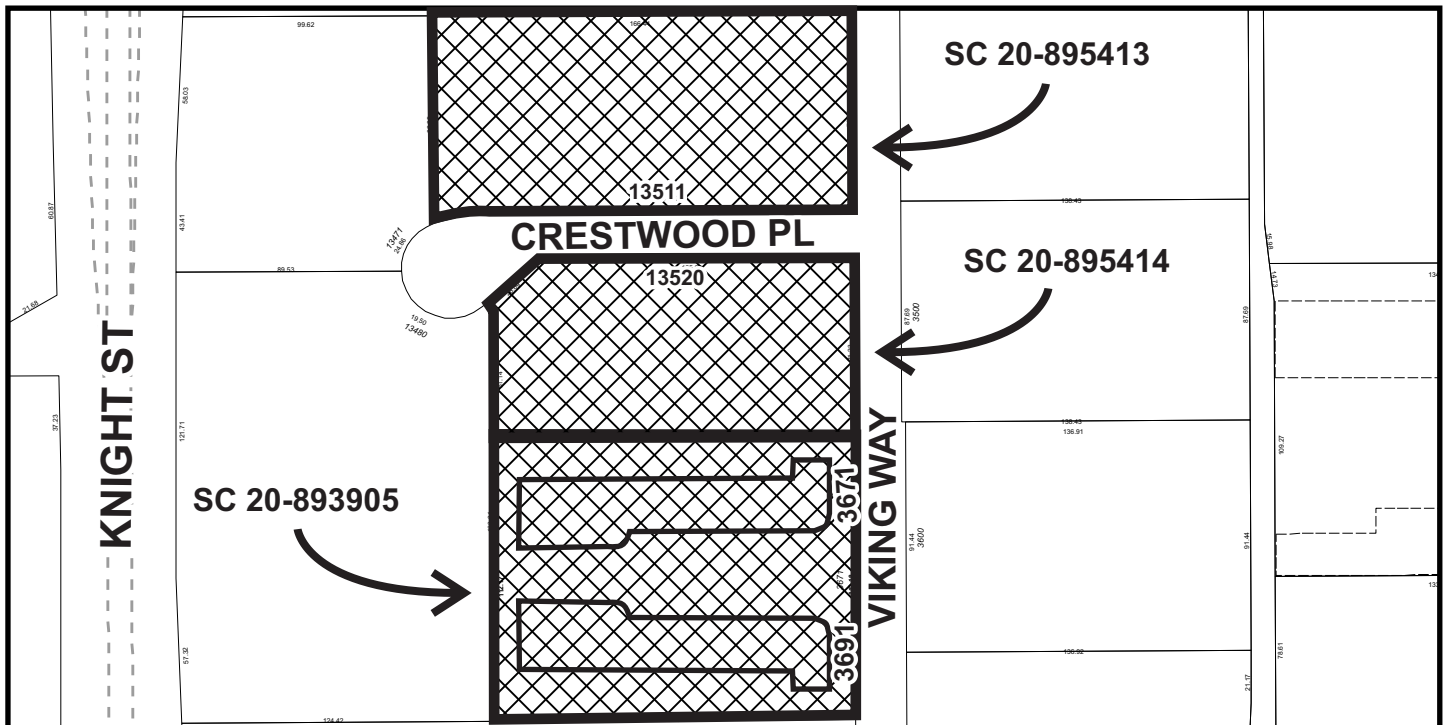
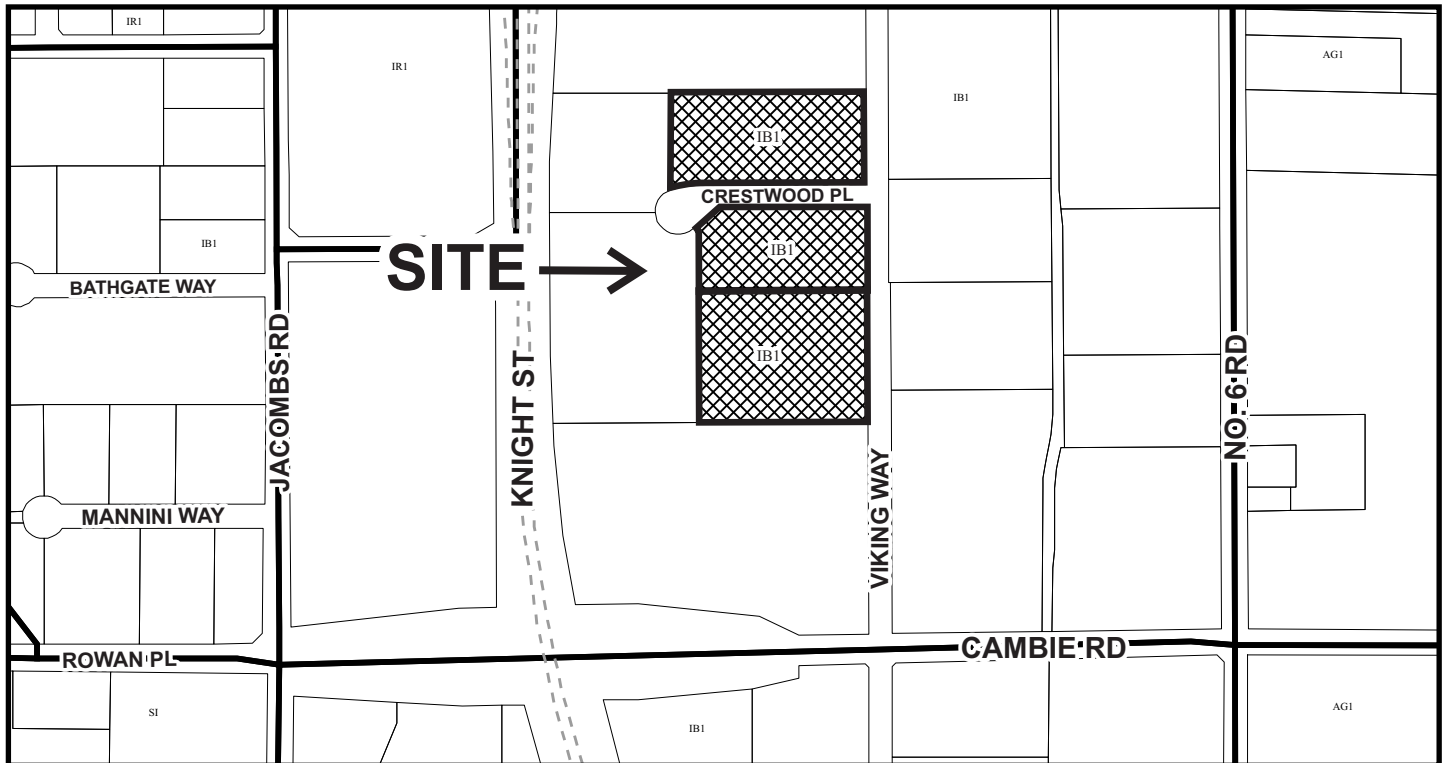
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### Attachments:

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Draft Strata Plan
- Attachment 3: Proposed Site Plan
- Attachment 4: Policy 5031: Strata Title Conversion Applications – Commercial and Industrial
- Attachment 5: Letter to Tenants, dated July 6, 2020
- Attachment 6: Tenant Surveys and Correspondence
- Attachment 7: Tenant Survey Results by Unit



# City of Richmond



SC 20-893905  
SC 20-895413  
SC 20-895414

Original Date: 03/16/20

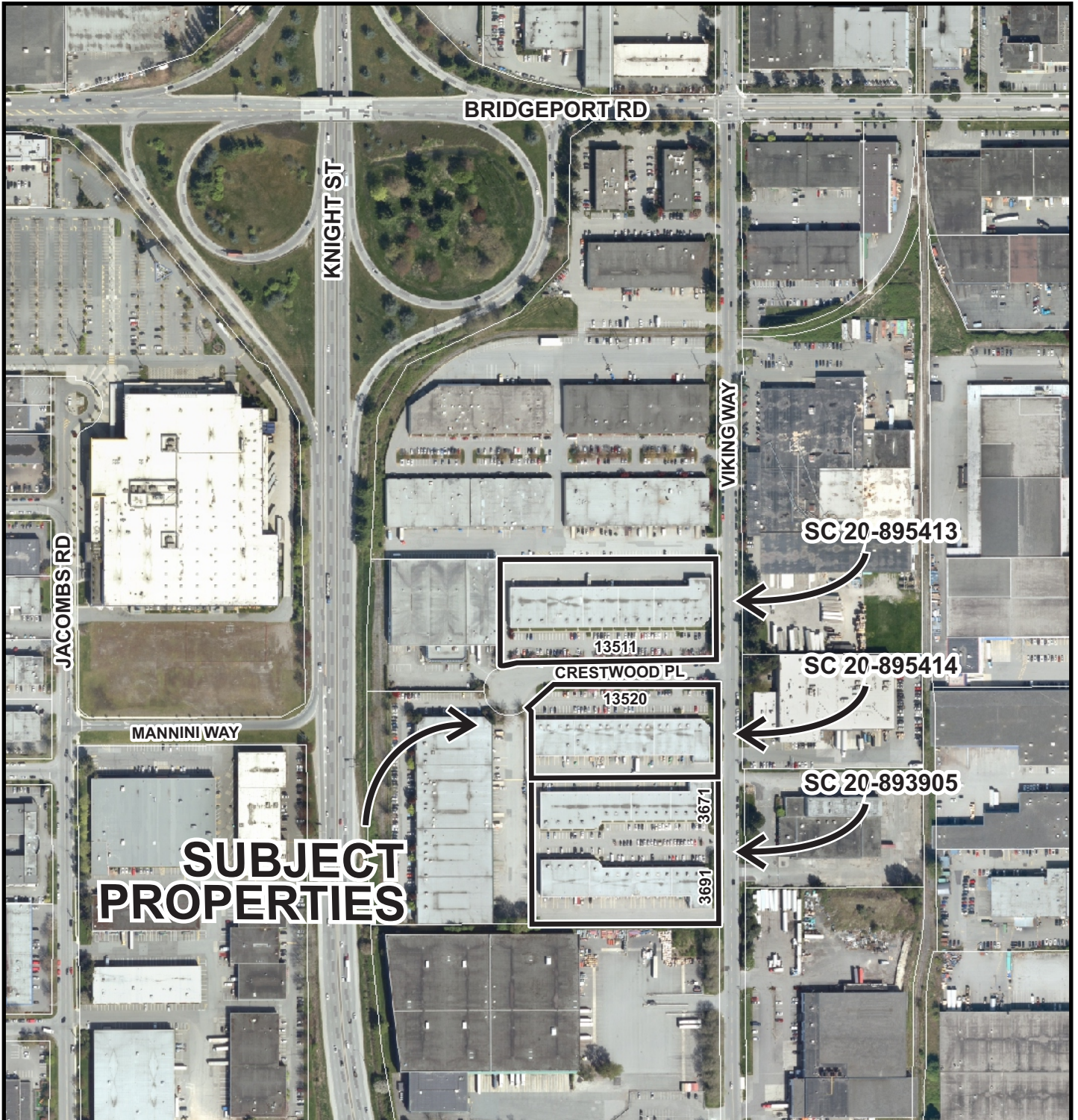
Revision Date: 06/02/20

Note: Dimensions are in METRES





# City of Richmond



SC 20-893905  
SC 20-895413  
SC 20-895414

Original Date: 03/24/20

Revision Date: 06/02/20

Note: Dimensions are in METRES

GROUND LEVEL 3671 and 3691 Viking Way

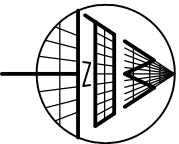
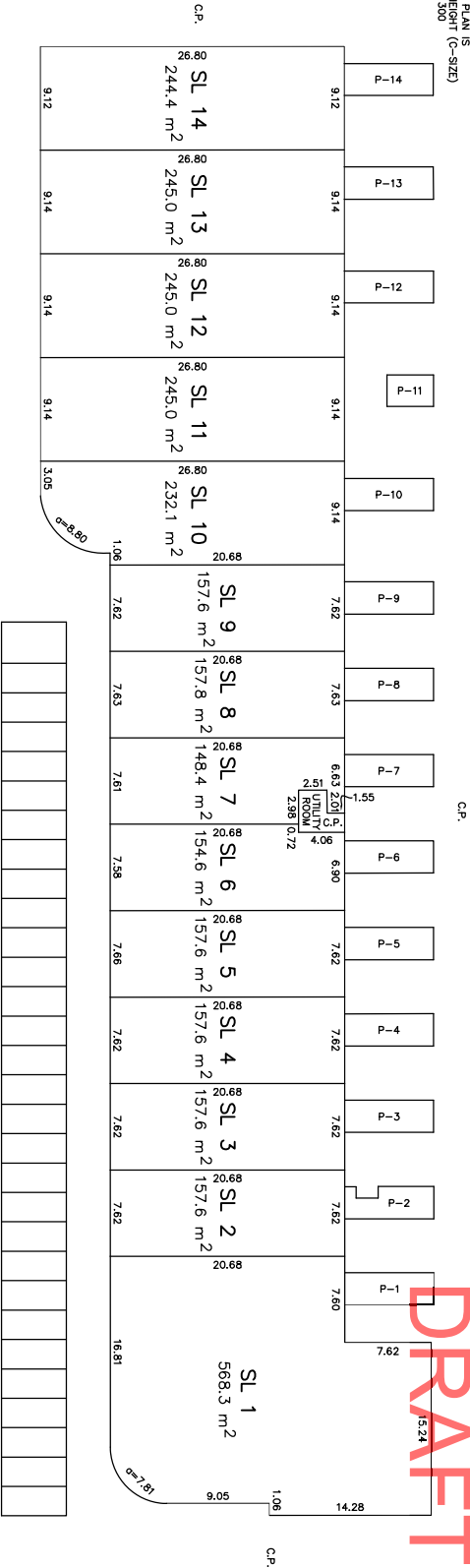
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STRATA PLAN EPS

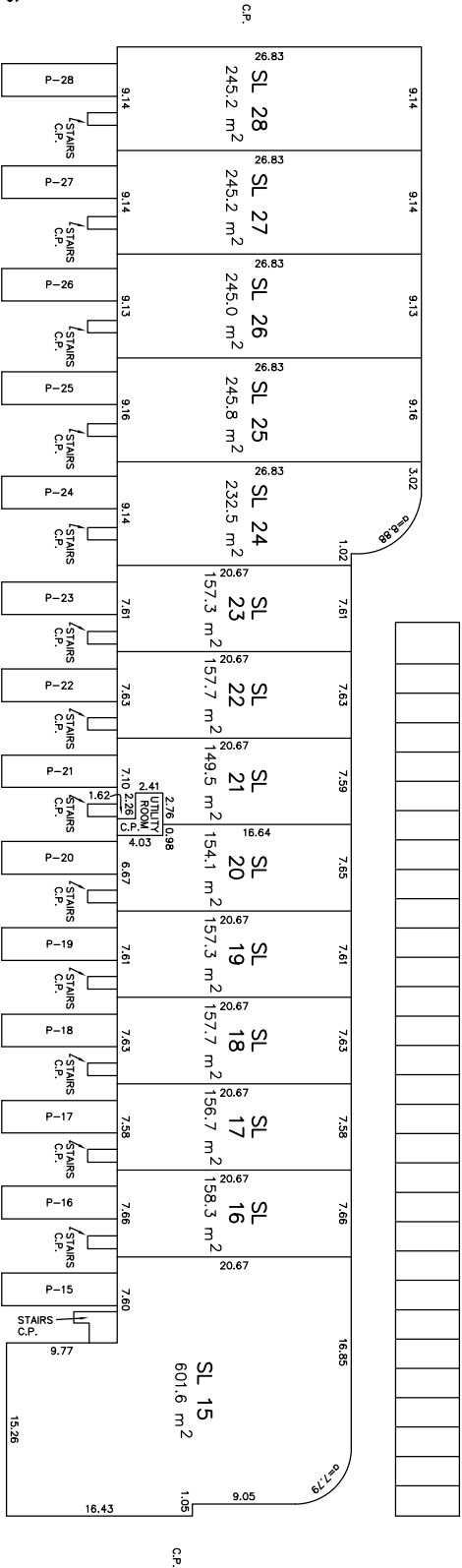
SHEET 2 OF 3 SHEETS

DRAFT

BUILDING 1



BUILDING 2



© COPYRIGHT

MATSON PECK & TOPLUSS

SURVEYORS & ENGINEERS

#320 - 11120 HOGSHOE WAY

RICHMOND, B.C., V7A 5H7

PH: 604.270.9331

FAX: 604.270.4137

CADFILE:19087-4-PROPOSED STRATA-ODWG

R-20-19087-4-PROPOSED-STRATA

DRAFT 2020 MAY 6

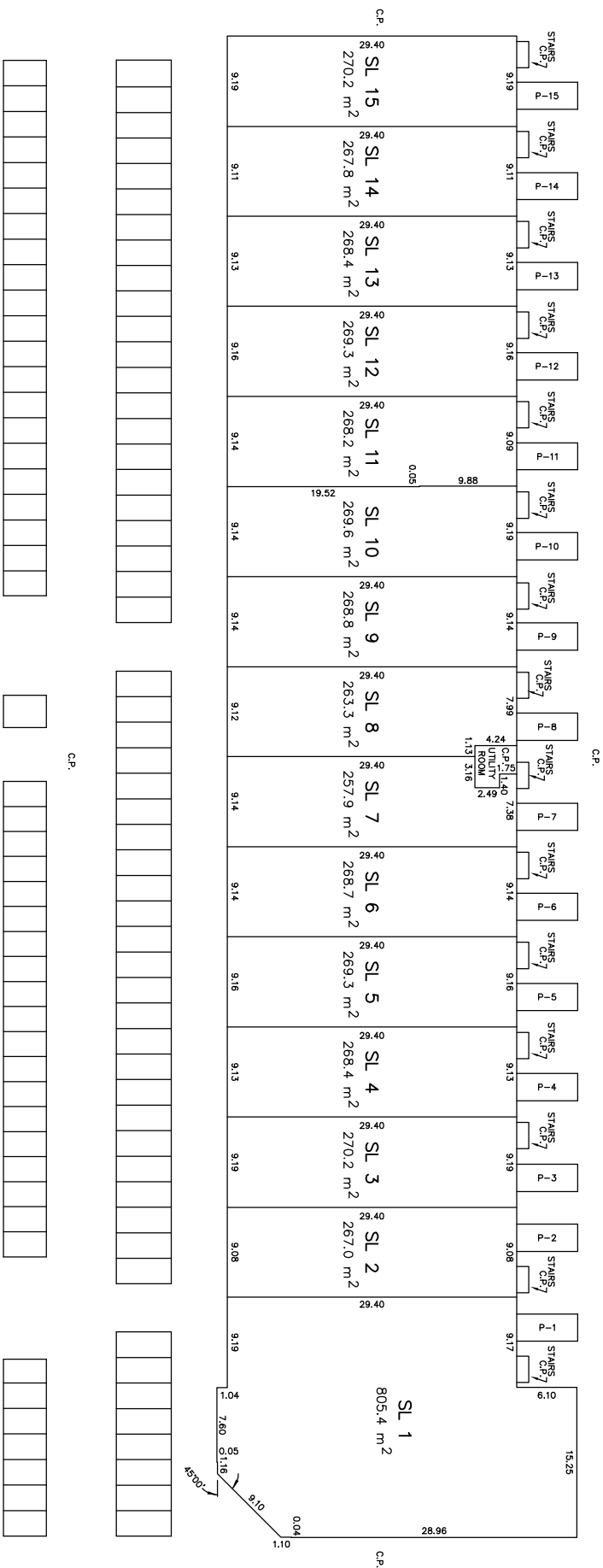
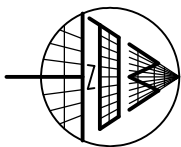


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STRATA PLAN EPS\_\_\_\_\_

DRAFT

SHEET 2 OF 3 SHEETS



© COPYRIGHT

**MATSON PECK & TOPLISS**

## SURVEYORS & ENGINEERS

#320 - 11120 HORSESHOE WAY

RICHMOND, B.C., V7A 5H7

PH: 604.270.9331

FAX: 604.270.4137

R-20-19087-2-PROPOSED-STRATA

DRAFT 2020 MAY 6

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STRATA PLAN EPS\_\_\_\_\_

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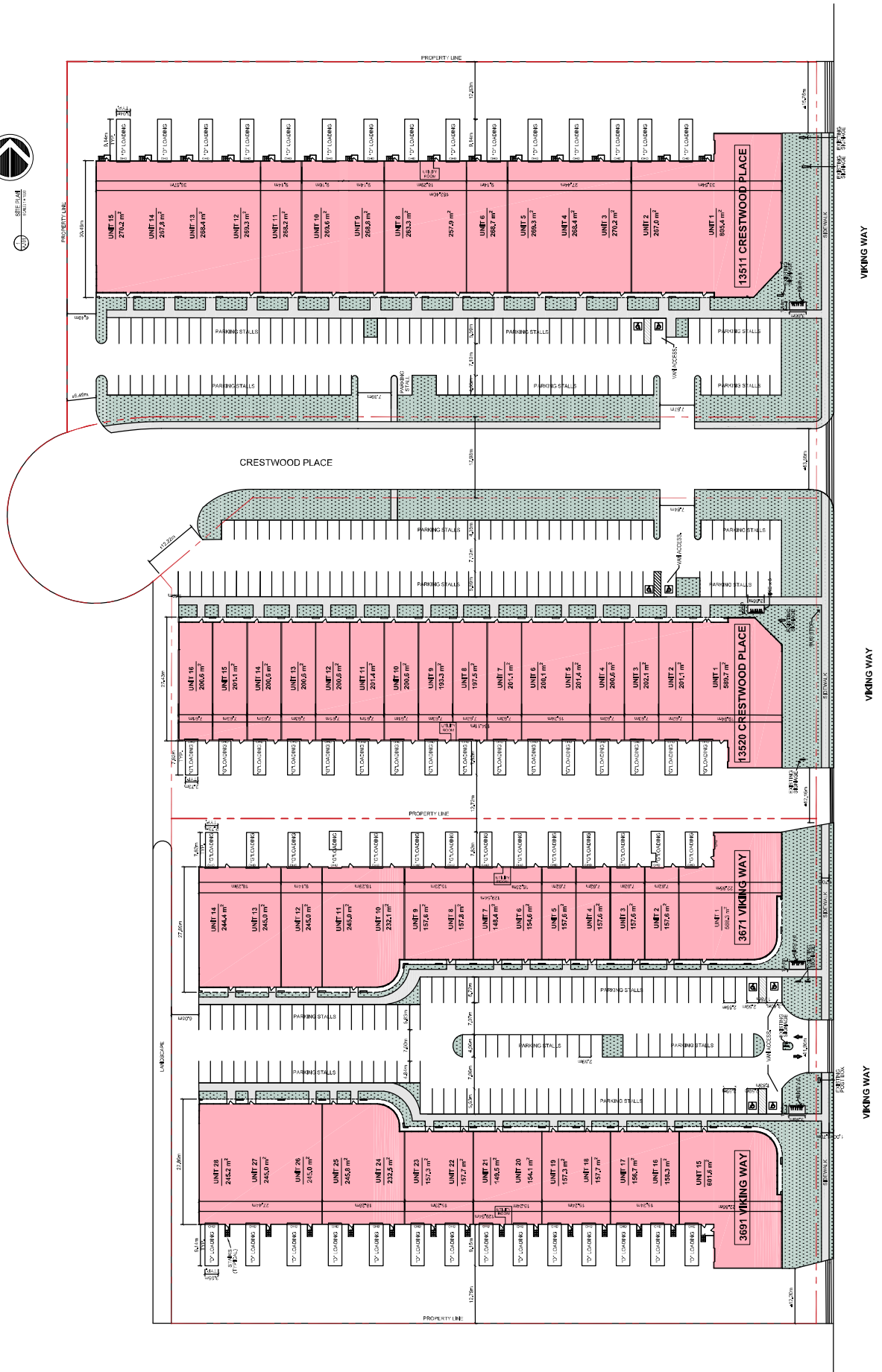
**MATSON PECK & TOPLISS**

#320 - 11120 HORSESHOE WAY  
RICHMOND, B.C., V7A 5H7

PH: 604.270.9331  
FAX: 604.270.4137

CADFILE:19087-3-PROPOSED STRATA-0.DWG

DRAFT 2020 MAY 6





**City of  
Richmond**

## **Strata Title Conversion Applications**

Development Applications Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1

[www.richmond.ca](http://www.richmond.ca)

Tel: 604-276-4000 Fax: 604-276-4052

### **Commercial and Industrial Policy 5031**

It is Council policy that the following matter shall be considered before deciding on any commercial or industrial strata title conversion applications involving three or more strata lots:

1. The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. This information shall be supplied by the applicant in the form of a written report in an acceptable form prepared by a registered architect, engineer or similarly qualified professional. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws.
2. The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate into comparable and suitable rental premises if unable to purchase their existing units.
3. The views of the affected tenants as established by a formal canvass by the City staff or agents of the City. A standard form available from the City's Planning and Development Department may be used for this purpose.
4. Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
5. Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
6. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land, and the servicing standards appropriate to the site.



July 6, 2020

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Attention: Primary Tenant Contact

**RE: Viking Way Business Park Strata Application (City of Richmond File No. SC 20-893905, SC 20-895413, SC 20-895414) Survey and Information**

---

Dear [REDACTED]

On February 28, 2020, PC Urban and its partners became the new owners of Viking Way Business Park (3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place) and in advance of this transition date, Avison Young was hired as our property management company. We hope that you have been impressed with their service levels through the landlord transition period, and to date. Now that we have completed the purchase and transition of ownership, we are excited to share with you more details of our plans that we first discussed when we met in October & November of 2019.

PC Urban has recently submitted an application to the City of Richmond for Strata Title conversion of the four existing buildings and is currently working through the process with the City. The stratification plan for the buildings would create fifty-nine separate legal strata lots for sale. This number of lots aligns with each building's original structural grid and matches one rear loading bay per lot. No new demising walls are contemplated in this strata title conversion. Part of our process will also see some upgrades to the buildings, wayfinding, tenant signage and landscaping to further improve the exposure of the business park, and your business presence within the park.

Viking Way Business Park is currently occupied by 31 separate tenants, each of whom will be given the right-of-first opportunity to purchase the unit within which they currently occupy and lease. PC Urban has hired Jones Lang Lasalle (JLL) as brokers to lead the sales. JLL will begin the process of meeting with individual tenants to discuss further details of the sales program, including the exclusive pre-market pricing that will be available to the existing tenants. Some leaseholders currently occupy more than one loading bay and would therefore have the right-of-first opportunity to purchase the number of strata lots matching their leased space. The opportunity to purchase your leased unit will provide your business with long term control and lease rate security over the tenure of your space, while allowing you the opportunity to benefit from equity growth in the North Richmond Industrial Real Estate Market.

We would like to emphasize that we do not intend to alter the existing terms of any current leases within the building, and you will continue to have the absolute right to continue to lease your space until the end of the lease term. If you indicate to our sales team (JLL) during your right-of-first opportunity period, that you do not want to purchase your strata unit(s), PC Urban will continue to honour your existing lease unchanged. In addition, we will work with you to provide a short-term lease extension

PC Urban Properties Corp. | Suite 880, 1090 West Georgia Street,  
Vancouver, BC V6E 3V7 | 604 282 6085 | [www.pcurban.ca](http://www.pcurban.ca)

should your lease expire any time before July 1, 2021 and should you require a bit more time to find suitable new space. We are committed to providing any short-term extensions at the same financial terms as your current lease. Throughout the remaining lease, our brokerage team will assist your business to find another space to lease, within one of the four buildings, or external to the business park that satisfies your requirements.

As part of City of Richmond Council's consideration of the proposed Strata Title Conversion application, the City would like to obtain your views. The City has requested that each tenant complete and sign the attached survey and provide your opinion regarding PC Urban's proposed Strata Title Conversion application. Additional written feedback may also be provided as an attachment to the survey.

If you have any questions regarding any of the above information or the attached survey please feel free to contact the undersigned (John Reid: 604-428-3315 or [jreid@pcurban.ca](mailto:jreid@pcurban.ca)) or City of Richmond staff (Jessica Lee: 604-247-4908 or [jlee3@richmond.ca](mailto:jlee3@richmond.ca))

Best Regards,

**PC Urban Properties Corp.**



John Reid  
Senior Development Manager

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	Applied Biological Materials/ GenomeMe		
Respondent Name:	Earnest Leung		
Job Title:	VP Corporate Development		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	1,2,3-3691 Viking Way, 1,2-3671 Viking Way, Unit 11, 12-13520 Crestwood Place		
Years of Occupancy:	10		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

It gives us a choice to purchase the units we are actively operating in.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: Earnest Leung Date: July 14, 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	MPC Technologies Inc.		
Respondent Name:	MATTHEW CHIANG		
Job Title:	General manager		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	#3 - 3671 Viking Way	Unit:	#3
Years of Occupancy:	9 yrs.		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our **existing** lease terms will not be **changed** or impacted by the Strata Title conversion process, and PC Urban will **provide** leasing services to **existing** tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: \_\_\_\_\_

Date: July 13, 2020

Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

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## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	Hush City Soundproofing Inc.		
Respondent Name:	Peter Heathard		
Job Title:	President.		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	3671 Viking Way	Unit:	4
Years of Occupancy:	1		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: 

Date: Aug 13/20.

Please return the completed survey by Aug 14, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	Three Lamb Investments International Ltd.		
Respondent Name:	Irene Zhao		
Job Title:	Secretary		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	5-3671 Viking Way, Richmond	Unit:	5
Years of Occupancy:	1 year		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

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If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: Irene Date: 2020/08/01

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	PlayHeads Fashion Ltd.		
Respondent Name:	Eddie Lin		
Job Title:	Manager		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	3671 Viking Way Richmond	Unit:	6
Years of Occupancy:	5		

### (B) Views of Existing Tenant

Please check the following boxes:


- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☒ (please provide reason why): \_\_\_\_\_

Since we have been in this plaza for the past 5 years, we have been working closely with some of the neighbors, just afraid if they move after the strata title conversion that will create some uncertainty to our work flow and business.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature:  Date: Aug 25 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

**Strata Title Conversion Application**  
Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

**(A) Existing Tenant Information**

Tenant/Company Name:	ASSA INDUSTRIAL LTD		
Respondent Name:	JASON GADHRI		
Job Title:	Owner		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	3671 Viking way	Unit:	2-9
Years of Occupancy:	3.5		

**(B) Views of Existing Tenant**

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ No (please provide reason why): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: [Signature] Date: Aug 13, 2020

Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.

**Strata Title Conversion Application  
Tenant Survey**

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

**(A) Existing Tenant Information**

Tenant/Company Name:	Spatial Technologies (2017) Inc.		
Respondent Name:	Brett Findlater		
Job Title:	President		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	10-3671 Viking Way	Unit:	
Years of Occupancy:	11		

**(B) Views of Existing Tenant**

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature: Brett Findlater

Date: July 13, 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
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## Strata Title Conversion Application Tenant Survey

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### (A) Existing Tenant Information

Tenant/Company Name:	Ameta West Security Wholesale INC.		
Respondent Name:	Ethan Zhong		
Job Title:	President		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	3691 Viking Way, Suite 4 & 5	Unit:	4 & 5
Years of Occupancy:	4		

### (B) Views of Existing Tenant

Please check the following boxes:

I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.

I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.

I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes / No (please provide reason why): \_\_\_\_\_

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If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: [Signature] Date: Aug. 13, 2020

Please return the completed survey by **July 22, 2020** to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.



**Strata Title Conversion Application**  
Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

**(A) Existing Tenant Information**

Tenant/Company Name:	ZONE GOLF ACADEMY INC		
Respondent Name:	TJ ATLEY		
Job Title:	PRESIDENT		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	3691 VIKING WAY	Unit:	8 and 9
Years of Occupancy:	4		

**(B) Views of Existing Tenant**

Please check the following boxes:

I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.

I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.

I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes / No (please provide reason why): \_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: Jawane Atley Date: Aug 12/2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	DP TILE AND STONE CO., LTD		
Respondent Name:	Bryan		
Job Title:	Sales Manager		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	3691 VIKING WAY	Unit:	10 & 11
Years of Occupancy:	3 YEARS AND A HALF		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? ☒ Yes / ☐ No (please provide reason why): \_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: [Signature] Date: 12 August, 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**



## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	KNP ABADWAR INC		
Respondent Name:	PHILIP CHONG		
Job Title:	PRESIDENT		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	UNIT # 12 to 14, 3691 Viking Way	Unit:	
Years of Occupancy:	3 years +		

### (B) Views of Existing Tenant

Please check the following boxes:

I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.

I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.

I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes / No (please provide reason why): \_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2020/8/13

Please return the completed survey by Aug 14, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.



## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	Aviall (Canada) Ltd.		
Respondent Name:	Scott Rightnowar		
Job Title:	Manager		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13511 Crestwood Place	Unit:	1
Years of Occupancy:	10		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☐ (please provide reason why): N/A

Aviall, a wholly owned subsidiary of Boeing, does not benefit from the stratification of this  
property as it results in a forced relocation of our business. That being said, Aviall  
understands it is the owners building and decision to pursue this strategy.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: DocuSigned by:  
*Scott Rightnowar*  
4E3B79B6C9A646A... Date: 08/21/2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	DISCOVER ENERGY CORP.		
Respondent Name:	LEE ADAMS		
Job Title:	PRESIDENT		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13511 CRESTWOOD PL.	Unit:	34+5
Years of Occupancy:	FIVE		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: \_\_\_\_\_

Date: JULY 13<sup>TH</sup> 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**



## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	ALC Micro (BC) Inc.		
Respondent Name:	Stanley Chan		
Job Title:	GM		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13511 Crestwood Place	Unit:	6
Years of Occupancy:	> 30 years		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☐ (please provide reason why):

We do not have enough information to answer the question.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: Stanley Chan Date: July 8 2020

Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.



July 6, 2020

ALC Micro B.C. Inc.  
6 - 13511 Crestwood Place  
Richmond, BC  
V6V 2E9  
Attention: Primary Tenant Contact

**RE: Viking Way Business Park Strata Application (City of Richmond File No. SC 20-893905, SC 20-895413, SC 20-895414) Survey and Information**

---

Dear Michelle Lee,

On February 28, 2020, PC Urban and its partners became the new owners of Viking Way Business Park (3671 & 3691 Viking Way and 13511 & 13520 Crestwood Place) and in advance of this transition date, Avison Young was hired as our property management company. We hope that you have been impressed with their service levels through the landlord transition period, and to date. Now that we have completed the purchase and transition of ownership, we are excited to share with you more details of our plans that we first discussed when we met in October & November of 2019.

PC Urban has recently submitted an application to the City of Richmond for Strata Title conversion of the four existing buildings and is currently working through the process with the City. The stratification plan for the buildings would create fifty-nine separate legal strata lots for sale. This number of lots aligns with each building's original structural grid and matches one rear loading bay per lot. No new demising walls are contemplated in this strata title conversion. Part of our process will also see some upgrades to the buildings, wayfinding, tenant signage and landscaping to further improve the exposure of the business park, and your business presence within the park.

Viking Way Business Park is currently occupied by 31 separate tenants, each of whom will be given the right-of-first opportunity to purchase the unit within which they currently occupy and lease. PC Urban has hired Jones Lang Lasalle (JLL) as brokers to lead the sales. JLL will begin the process of meeting with individual tenants to discuss further details of the sales program, including the exclusive pre-market pricing that will be available to the existing tenants. Some leaseholders currently occupy more than one loading bay and would therefore have the right-of-first opportunity to purchase the number of strata lots matching their leased space. The opportunity to purchase your leased unit will provide your business with long term control and lease rate security over the tenure of your space, while allowing you the opportunity to benefit from equity growth in the North Richmond Industrial Real Estate Market.

We would like to emphasize that we do not intend to alter the existing terms of any current leases within the building, and you will continue to have the absolute right to continue to lease your space until the end of the lease term. If you indicate to our sales team (JLL) during your right-of-first opportunity period, that you do not want to purchase your strata unit(s), PC Urban will continue to honour your existing lease unchanged. In addition, we will work with you to provide a short-term lease extension

PC Urban Properties Corp. | Suite 880, 1090 West Georgia Street,  
Vancouver, BC V6E 3V7 | 604 282 6085 | [www.pcurban.ca](http://www.pcurban.ca)

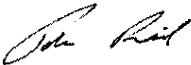
should your lease expire any time before July 1, 2021 and should you require a bit more time to find suitable new space. We are committed to providing any short-term extensions at the same financial terms as your current lease. Throughout the remaining lease, our brokerage team will assist your business to find another space to lease, within one of the four buildings, or external to the business park that satisfies your requirements.

As part of City of Richmond Council's consideration of the proposed Strata Title Conversion application, the City would like to obtain your views. The City has requested that each tenant complete and sign the attached survey and provide your opinion regarding PC Urban's proposed Strata Title Conversion application. Additional written feedback may also be provided as an attachment to the survey.

If you have any questions regarding any of the above information or the attached survey please feel free to contact the undersigned (John Reid: 604-428-3315 or [jreid@pcurban.ca](mailto:jreid@pcurban.ca)) or City of Richmond staff (Jessica Lee: 604-247-4908 or [jlee3@richmond.ca](mailto:jlee3@richmond.ca))

Best Regards,

**PC Urban Properties Corp.**



John Reid  
Senior Development Manager

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	LEPZI BIOTECHNOLOGY		
Respondent Name:	RADOSLAV STAYKOV		
Job Title:	VP OPERATIONS		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13511 CRESTWOOD PL	Unit:	7-8
Years of Occupancy:			

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: \_\_\_\_\_

Date: 13-Jul-2020

Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.



## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	Edifier Enterprises Canada Inc		
Respondent Name:	Philip Liu		
Job Title:	VP		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13511 Crestwood Pl	Unit:	9, 10
Years of Occupancy:	10		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

It is a good opportunity to own a property

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: *Philip Liu* Date: July 13, 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**



## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	PowerGate Access Systems Inc.		
Respondent Name:	Tom Duncan		
Job Title:	Owner		
Contact Phone Number:			
Address of Leased Premises:	13511 Crestwood Place	Unit:	11
Years of Occupancy:	8		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

Yes, as long as we do not have to move. However, we do not plan to purchase the unit at this time.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature:  Date: July 13, 2020

**Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	COMNAV		
Respondent Name:	MR. S. GULAMANI		
Job Title:	CEO		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13511 CRESTWOOD PL.	Unit:	15
Years of Occupancy:	20+ YEARS		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why):

- WISH TO SUPPORT PC URBAN PLANS  
- MAINTAIN CONTINUITY W/ COMMITTED LANDLORD  
- APPRECIATE LANDLORD W/ LOCAL PRESENCE

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2020-07-10

Please return the completed survey by **July 22, 2020** to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.

## Strata Title Conversion Application Tenant Survey

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### (A) Existing Tenant Information

Tenant/Company Name:	UNIVERSAL SUPPLY		
Respondent Name:	GEORGE CORNING		
Job Title:	AREA MANAGER		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	1 - 13520 CRESTWOOD PL	Unit:	1
Years of Occupancy:			

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☐ (please provide reason why): \_\_\_\_\_

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If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: [Signature] Date: AUG 21/20

Please return the completed survey by Aug 14, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.

**Strata Title Conversion Application**  
Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

**(A) Existing Tenant Information**

Tenant/Company Name:	TOPSOURCES LAB INC.		
Respondent Name:	BENJAMIN CHEUNG		
Job Title:	DIRECTOR		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 CRESTWOOD PLACE	Unit:	3
Years of Occupancy:	21 YEARS		

**(B) Views of Existing Tenant**

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☒ (please provide reason why): \_\_\_\_\_

I have been here for around 20 years, reason for such a long lease is the prime location and well managed strata. The proposed "RE-DEVELOPMENT" by PC Urban will deteriorate the value of this piece of prime industrial area of Richmond like forever. And affect our business image and cost of operations. Details attached. **P.2**

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: [Signature] **P.1/2** Date: AUG., 31, 2020

Please return the completed survey by Aug 14, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.



**Strata Title Conversion Application**

Tenant Survey

P2/2

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

**(A) Existing Tenant Information**

Tenant/Company Name:	TOPSOURCES LAB INC.		
Respondent Name:	BENJAMIN CHEUNG		
Job Title:	DIRECTOR		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 CRESTWOOD PLACE	Unit:	3
Years of Occupancy:	21 YEARS		

Do you support the Strata Title Conversion? No ✓ (please provide reason why):

Additional written feedback submitting to the City of Richmond

The present re-development plan proposed by PC Urban is very different from the first presentation from their people. The previous one was much nicer and elegant which will help build the business image and operation of the tenants. I was considered to buyout my own unit after the **Original** re-development plan. But the present one even don't have any improvements on the building itself other than power washing and repainting the outside wall. These 30 years old buildings need upgrades and improvements for business operations and even safety reasons.

The price they are asking is totally out of market price. Now is just like flipping in residential property market. This in turn will raise the rent un-reasonably and will cause all small businesses in this area difficult to survive, especially under the present economic situation.

This piece of industrial land, I think, is the prime most piece of future industrial area in Richmond. Once the stratification changed under the present plan of PC Urban, upgrades and improvements of these 30 years old buildings are impossible in the future. The value of this piece of land will be degraded forever.

Signature: [Signature] P2/2 Date: Aug., 31, 2020

Please return the completed survey by Aug 14, 2020 to John Reid via one of the below methods:

? Email (preferred): jreid@pcurban.com

? Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	Elite Window Fashions		
Respondent Name:	Abe Lerman		
Job Title:	CFO		
Contact Phone Number:			
Address of Leased Premises:	13520 Crestwood Place	Unit:	4
Years of Occupancy:	10		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

Wish to avoid increasing occupancy costs in the future

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If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

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By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: 

Date: 9 October 2020

**Please return the completed survey by August 14, 2020 to John Reid via one of the below methods:**

- Email (preferred): [jreid@pcurban.ca](mailto:jreid@pcurban.ca)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

**Retain one copy for your records.**

## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	GOOD & QUICK GLASS CO 2013 LTD		
Respondent Name:	PETER CHEN		
Job Title:	OWNER		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 CRESTWOOD PL, RICHMOND	Unit:	7
Years of Occupancy:	5		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why):

GIVES COMPANIES A CHANCE TO OWN THEIR SPACE.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: [Signature]

Date: JULY 16, 2020

Please return the completed survey by **July 22, 2020** to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

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## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	LCF Advanced Technology Ltd		
Respondent Name:	Daniel Lo		
Job Title:	President		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 Crestwood Place	Unit:	8
Years of Occupancy:	3 yr 9 months		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☒ (please provide reason why): \_\_\_\_\_

- Might face big increase in property tax and management fee after conversion - we pay triple net & a small business (cannot afford)
- Pre-sale price is quite high when compared with the market (consulted with banker)
- Not enough details of sale provided such as # of parking spaces, any improvement before sale (other than new paint on building), amount of reserve fund carry forward etc

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: \_\_\_\_\_

Date: Aug 31, 2020

Please return the completed survey by July 22, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

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**Strata Title Conversion Application**  
Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

**(A) Existing Tenant Information**

Tenant/Company Name:	NEOTYPE PREPRESS CORPORATION		
Respondent Name:	Cathy Scott		
Job Title:			
Contact Phone Number:			
Address of Leased Premises:	13520 CRESTWOOD PLACE	Unit:	#9
Years of Occupancy:	4 1/2 YEARS.		

**(B) Views of Existing Tenant**

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☐ / No ☐ (please provide reason why):

Due to Covid19 and how it has affected Business,  
it would be difficult to make a major  
business purchase decision at this time.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: Cathy Scott Date: August 5/2020

Please return the completed survey by **July 22, 2020** to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

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## Strata Title Conversion Application Tenant Survey

PC Urban has submitted a Strata Title Conversion Application to the City of Richmond for permission to stratify the four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

### (A) Existing Tenant Information

Tenant/Company Name:	VCC Group Inc.		
Respondent Name:	Grant Roman		
Job Title:	Manager		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 Crestwood	Unit:	10
Years of Occupancy:	Eight		

### (B) Views of Existing Tenant

Please check the following boxes:

- ✓ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ✓ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ✓ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? ☒ Yes / ☐ No (please provide reason why): \_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: Grant Roman Date: October 22, 2020

Please return the completed survey by August 14, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.ca](mailto:jreid@pcurban.ca)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

Retain one copy for your records.

four (4) existing industrial buildings at 3671 and 3691 Viking Way and 13511 and 13520 Crestwood Place. As part of the review process by the City, Council policy requires that the views of the affected tenants be obtained. Please complete Sections A and B of the Tenant Survey below.

(A) Existing Tenant Information

Tenant/Company Name:	Jade Clinics (J.J. Desloges Inc.)		
Respondent Name:	Jennifer Desloges		
Job Title:	CEO		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 Crestwood Pl.	Unit:	13
Years of Occupancy:	6.5		

(B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why):

The asking price on my unit is too high.

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: 

Date: Aug 21, 2020.

Please return the completed survey by Aug 14, 2020 to John Reid via one of the below methods:

- Email (preferred): [jreid@pcurban.com](mailto:jreid@pcurban.com)
- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

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2020-08-14  
Viking...es).pdf

## Strata Title Conversion Application Tenant Survey

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### (A) Existing Tenant Information

Tenant/Company Name:	Rafa River Natural's Canada Inc.		
Respondent Name:	Jason Hsu		
Job Title:	General Manager		
Contact Phone Number:	[REDACTED]		
Address of Leased Premises:	13520 Crestwood Place	Unit:	14 & 15
Years of Occupancy:	7		

### (B) Views of Existing Tenant

Please check the following boxes:

- ☒ I/we acknowledge receipt of the letter from PC Urban dated July 6, 2020 and, having read its contents, understand the implications of the proposed Strata Title Conversion application.
- ☒ I/we acknowledge that I have been given the right-of-first opportunity to purchase my unit before it is offered to the market.
- ☒ I/we acknowledge that our existing lease terms will not be changed or impacted by the Strata Title conversion process, and PC Urban will provide leasing services to existing tenants as outlined in the letter from PC Urban dated July 6, 2020.

Do you support the Strata Title Conversion? Yes ☒ / No ☐ (please provide reason why): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If desired, additional written feedback may be submitted to the City of Richmond as an attachment to this survey.

By signing the Tenant Survey, I/we acknowledge that, in accordance with the City of Richmond's applicable privacy policies, this survey and any attachments may be made available to the public by the City as part of Council's consideration of the Strata Title Conversion application.

Signature: John Reid Date: July 14, 2020

Please return the completed survey by **July 22, 2020** to John Reid via one of the below methods:

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- Mail: 1090 W. Georgia Street (Suite 880), Vancouver, BC, V6E 3V7

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