City of Richmond

Report to Committee

Planning and Development Department

TO PLN - NOV 20 2012

To:	Planning Committee	**Date:**	October 23, 2012
From:	Wayne Craig Director of Development	**File:**	RZ 12-617436

Re: **Amendment to Single-Family Lot Size Policy 5467 in Section 23-4-7 Application by Vanlux Development Inc. for a Rezoning at 4691, 4731 and 4851 Francis Road from Single Detached (RS1/E) and Land Use Contract (LUC061) to Single Detached (ZS21) - Lancelot Gate (Seafair)**

Staff Recommendation

1. That Single-Family Lot Size Policy No. 5467 in Section *23-4-7*, adopted by Council on March 15, 1999, be amended to exclude those properties fronting Francis Road between Lancelot Gate and Railway Avenue as shown on **Attachment 4** to the report dated October 23, 2012, from the Director of Development.

2. That the provisions of "Land Use Contract 061" be discharged from 4851 Francis Road and that Bylaw 8965, to create " Single Detached (ZS21) – Lancelot Gate (Seafair)", and for the rezoning of 4691, 4731 and 4851 Francis Road from "Single Detached (RS1/E) and Land Use Contract (LUC061)" to "Single Detached (ZS21) – Lancelot Gate (Seafair)", be introduced and given first reading.

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

WC:el
Att. (11)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	☑	

3656893

Staff Report

Origin

Vanlux Development Inc. has applied to rezone a 3,613 m² (38,891 ft²) site consisting of three (3) lots located at 4691, 4731 and 4851 Francis Road (**Attachment 1**) from Single Detached (RS1/E) and Land Use Contract (LUC061) to Single Detached (ZS21) – Lancelot Gate (Seafair) for the purpose of creating five (5) single-family lots approximately 15.3 m (50 ft.) wide (**Attachment 2**).

This application requires an amendment to the existing Single-Family Lot Size Policy 5467 (**Attachment 3**), which has been in effect for over five years. Prior to being able to consider this rezoning application, the existing Single-Family Lot Size Policy 5467 must be amended to allow properties fronting Francis Road between Lancelot Gate and Railway Avenue to be excluded from the Policy (**Attachment 4**).

Background

On December 10, 2010, the developer submitted a Rezoning application (RZ 10-555932) to rezone the subject site to Medium Density Townhouses (RTM1) in order to develop a 19-unit townhouse complex on site.

On April 5, 2011, prior to a staff report being presented to Planning Committee for review, a group of residents from the Lancelot Gate Subdivision made a delegation to the Committee opposing the proposed townhouse development.

On June 10, 2011, the developer withdrew the townhouse application (RZ 10-555932) in response to the feedback from the area residents.

The developer has worked with the area residents on various development scenarios in the past year and gotten support from the immediate neighbours on the proposed 5-lot subdivision. An e-mail from the resident group can be found in **Attachment 5**. The requests from the area residents are summarized below with responses to the requests provided in *italics*.

1. A 10.0 m rear yard setback on the new lot.

   A provision to require a minimum 10.0 m rear yard setback is included in the proposed site specific zone.

2. Maximum lot elevation and building height, including any required increases in lot elevation, to be "basically" match those of immediately adjacent homes to the north.

   The provisions related to building height in the proposed site specific zone is exactly the same as in the Single Detached (RS1/E) zone of the adjacent properties to the north. Any grade manipulation will be abided by the zoning bylaw. Perimeter drainage will be required at the Building Permit stage.

3. Lot coverage to be limited to between 2,800 and 3,000 square feet.

   A provision to limit the lot coverage for buildings to the lower of 40% of the lot area or 278.7 m^2 (3,000 ft^2) is included in the proposed site specific zone.

Related Policies & Studies

OCP Designation

The Official Community Plan's (OCP) Specific Land Use Map designation for this property is "Low-Density Residential".

Lot Size Policy 5467

The subject property lies within an area affected by Single-Family Lot Size Policy 5467, which was adopted by Council on March 15, 1999 (**Attachment 3**). This Policy currently restricts rezoning and subdivision of properties along Francis Road to Single Detached (RS2/E) except for 4271, 4415/4417, and 4731 Francis Road (one of the subject properties), in which case Single Detached (RS2/C) is permitted. These lots were identified in the Policy because these are the only lots that were wide enough for a two (2) lot subdivision under the Single Detached (RS2/C) zone without a land assembly.

Arterial Road Redevelopment and Lane Establishment Policies

The subject site is not specifically identified for development on the arterial road maps in the existing OCP or the proposed new OCP. The subject application is being brought forward for consideration based on its own merits because it doesn't involve compact single-family or coach house lots with a lane nor a townhouse proposal.

Part 1 – Proposed Amendment to Lot Size Policy 5467

The proposed amendment to Lot Size Policy 5467 (**Attachment 4**) would exclude properties fronting Francis Road between Lancelot Gate and Railway Avenue from the current policy area.

Consultation

In September 2012, a letter regarding the proposed amendment to Lot Size Policy 5467 in Section 23-4-7 (**Attachment 6**) was sent to the owners and residents of all properties within the policy area. There have been no concerns expressed by the owners/residents about the proposed amendment and single-family subdivision.

A separate letter (**Attachment 7**) to the owners and residents of all properties within the Lancelot Gate Subdivision (see **Attachment 8** for consultation area) was also sent out in September 2012 to notify the area residents of the single-family subdivision proposal. One telephone call was received and concern regarding parking on the local street was expressed. Staff explained to the resident that the parking requirements for the proposed new single-family lots will be the same as those for the existing single-family development within the neighbourhood (i.e., two (2) parking spaces per lot); additional parking could be provided on the driveway onsite.

Staff Comments

The current Lot Size Policy 5467 permits one (1) of the three (3) lots within the subject site (4731 Francis Road) to be rezoned and subdivided as per Single Detached (RS2/C) (minimum 13.5 m wide frontage). With a lot width of 40.2 m, 4731 Francis Road is 0.3 m short for a three (3) lot subdivision. Under the current Lot Size Policy 5467, there is no development potential for 4691 Francis Road (zoned RS1/E) and 4851 Francis Road (in LUC 061).

The applicant is proposing to rezone the subject site to allow the three (3) existing lots to subdivide into five (5) single family lots, each with a lot width of approximately 15.0 m (50 ft.). Due to the deep length of the subject site, the sizes of the proposed lots (range from 671.4 m^2 to 750.3 m^2) are well beyond the minimum lot area requirement of 550 m^2 under the RS1/E zone, which is the zoning for the adjacent single-family developments to the north and west.

Although the proposal is not consistent with the minimum lot size (width) supported in the Single-Family Lot Size Policy, it is consistent with the overall intent of the OCP and the intent of Lot Size Policy 5467 to allow larger lots fronting on Francis Road to be subdivided into 13.5 m wide lots. The rezoning is also consistent with Council's desire to replace a Land Use Contract with zoning.

Proposed Single Detached (ZS21) – Lancelot Gate (Seafair)

A site specific zone is being proposed for the subject site in order to incorporate the specific rear yard setback (10.0 m) and maximum lot coverage for buildings request from the neighbours. The proposed Single Detached (ZS21) – Lancelot Gate (Seafair) zone is drafted based on the current Single Detached (RS2/C) and Single Detached (RS2/E) zones to ensure compatibility to the adjacent single-family developments.

Typically, a 9.0 m front yard setback is required for RS2/C lots fronting on an arterial road. However, due to the increase of rear yard setback, a reduced front yard setback to a single storey garage is proposed.

Please see the table below for a comparison among the three (3) different single-family residential zones:

	Single Detached (RS2/E)	**Single Detached (RS2/C)**	**Proposed Site Specific Residential (Single Detached) Zone**
Front Yard Setback	6.0 m	9.0 m (where the driveway access is on an arterial road)	***9.0 m (except that a single story garage attached to the principal building maybe located in the front yard but no closer than 6.0 m to the front lot line)***
Interior Side Yard Setback	1.8 m to 2.0 m	1.2 m	1.2 m

Cont.	Single Detached (RS2/E)	Single Detached (RS2/C)	Proposed Site Specific Residential (Single Detached) Zone
Rear Yard Setback	6.0 m	6.0 m	*10.0 m*
Minimum Width	18.0 m	13.5 m	13.5 m
Minimum Lot Area	550 m^2	360 m^2	550 m^2
Lot Coverage for Buildings	45%	45%	*45%, but no greater than 278.7 m^2 (3,000 ft^2)*
Lot Coverage for Landscaping with Live Plant Material	30%	25%	30%

All other provisions under the three (3) zones, including Permitted Uses, Permitted Density, Permitted Heights, and On-Site Parking, are identical.

Analysis

Option 1: Retain the existing Single Family Lot Size Policy 5467 (*Not Recommended*).

Under this option:

- No subdivision potential for properties fronting Francis Road between Lancelot Gate and Railway Avenue except for a 2-lot split at 4731 Francis Road.
- No Affordable Housing contributions will be provided; 4731 Francis Road can be subdivided into two (2) lots under the current RS1/E zone; no rezoning is required.
- 4851 Francis Road remains in LUC061; where limited provisions are included to control the massing of the dwellings.
- No road dedication will be provided along Francis Road for future road widening at the Francis Road/Railway Avenue intersection.
- No infrastructure upgrades or frontage improvements along the frontage will be provided by the developer since no rezoning is required for the 2-lot subdivision at 4731 Francis Road.
- No additional rear yard setback or reduced lot coverage for buildings, as requested by the neighbours to the north.

Option 2: Amend Lot Size Policy 5467 to exclude those properties fronting Francis Road between Lancelot Gate and Railway Avenue (*Recommended*).

Under this option:

- Rezoning and subdivision of properties along Francis Road between Lancelot Gate and Railway Avenue would be based on its own merit.
- LUC061 at 4851 Francis Road will be discharged and replaced with zoning, where building height and massing, front and rear yard setbacks, as well as lot coverage for building and landscaping will be controlled by zoning.
- Landscaping in the front yards of the newly created lots will be reviewed by staff as landscape plans are required for arterial road developments.
- Infrastructure upgrades, frontage improvements, and road dedication for future road widening will be provided through rezoning.
- Affordable Housing will be provided through rezoning of the site.
- Additional rear yard setback on the proposed lots and reduced lot coverage for buildings will be required through rezoning, as requested by the owners and residents of the adjacent properties to the north.
- The amended Single-Family Lot Size Policy 5467 would be implemented for a minimum of five (5) years (to 2017).
- The rest of the properties on the block would have no subdivision potential on an individual basis.

Part 2 – Proposed Rezoning of 4691, 4731 and 4851 Francis Road

A Development Application Data Sheet providing details about the development proposal is attached (**Attachment 9**).

Surrounding Development

To the North: Existing single-family homes on lots zoned Single Detached (RS1/E) fronting Lancelot Drive.

To the East: Geal Road right-of-way (unopened road), a linear railway right-of-way, and then Railway Avenue.

To the South: Across Francis Road, a low-density townhouse complex in Land Use Contract (LUC009).

To the West: Existing single-family homes on lots zoned Single Detached (RS1/E) fronting Francis Road.

Staff Comments

Tree Preservation and Replacement

A Tree Survey and a Certified Arborist's Report were submitted in support of the application; 22 bylaw-sized trees on site were identified and assessed.

Tree Removal

One (1) Maple tree and 20 fruit trees (17 Cherry, 2 Plum and 1 Apple) are identified for removal. These trees all have either existing structural defects (previously topped, upper canopy cavities or inclusions) and/or are in visible decline. In addition, the City's Tree Preservation Coordinator concurred with the Arborist's recommendations to remove a 25 cm cal Norway Maple tree that would be impacted by the driveway and grade changes. Based on the 2:1 tree replacement ratio goal stated in the OCP, 42 replacement trees are required. Based on the size requirements for replacement trees in the Tree Protection Bylaw No. 8057, replacement trees with the following minimum calliper sizes are required:

# Trees to be removed	dbh	# of replacement trees required	Min. calliper of deciduous tree	or	Min. height of coniferous tree
11	20-30 cm	22	6 cm		3.5 m
3	31-40 cm	6	8 cm		4.0 m
2	41-50 cm	4	9 cm		5.0 m
2	51-60 cm	4	10 cm		5.5 m
3	60 cm +	6	11 cm		6.0 m

In order to ensure that the proposed replacement trees will be planted and that the front yard of the lot will be enhanced, a Landscape Plan, prepared by a registered landscape architect, and a landscaping security, based on 100% of the cost estimates provided by the landscape architect, must be submitted prior to final adoption of the rezoning bylaw. The landscape plan should comply with the guidelines of the Official Community Plan's Arterial Road Redevelopment Policy and include a landscape area in the front yard as well as 42 replacement trees (a mix of coniferous and deciduous). If replacement trees cannot be accommodated on-site, cash-in-lieu ($500/tree) for off-site planting would be required.

Tree Retention on Site

A 50 cm cal Red Maple tree located along the Francis Road street frontage is in good condition. Since this tree is located along the periphery of the site retention is more feasible. A Tree Survival Security to the City in the amount of $2,000 is required to ensure that the Red Maple tree will be protected. The City will release 90% of the security after construction and landscaping on the future lots are completed, inspections are approved, and an acceptable post-construction impact assessment report is received. The remaining 10% of the security would be released one (1) year later subject to inspection.

Neighbouring Trees

Three (3) trees located on the neighbouring property to the north (4891 Lancelot Drive) and to the west (4671 Francis Road) are identified to be retained and protected. Tree protection fencing is proposed on site (see Tree Retention Plan in **Attachment 10**). As a condition to rezoning, the applicant is required to submit proof of contract with a Certified Arborist to monitor all works to be done near or within all tree protection zones.

Site Servicing

No servicing concerns. As a condition of rezoning, the developer is required to dedicate a 2.0 m wide strip of property along the south property line of the site, up to 70.0 m measured from the Railway Avenue intersection stop bar eastbound.

The developer is also required to enter into a standard Servicing Agreement for the design and construction of frontage improvements from the west property line of the site to Railway Avenue. The improvements to include, but not limited to: 1.5 m concrete sidewalk at the new north property line of Francis Road with grass and treed boulevard between the new sidewalk and the existing curb. Improvements should also include new curb and gutter as well as a standard wheelchair ramp at the curb return. Existing signal pole will also need to be relocated. Please see Rezoning Considerations (**Attachment 11**) for details.

Vehicle Access

Vehicle accesses to the new lots are to be from Francis Road; individual driveways are to be paired and designed to City standards (i.e., 5.0 m wide and a minimum distance of 1.0 m flare to flare).

Registration of a Restrictive Access Covenant is required to ensure that the individual driveways are designed to permit vehicles to turn around onsite, in order that vehicles do not back out onto Francis Road.

Subdivision

Prior to approval of Subdivision the developer will be required to pay Development Cost Charges (City & GVS&DD), School Site Acquisition Charge, Address Assignment fee, and Servicing costs.

Affordable Housing

The Richmond Affordable Housing Strategy requires a secondary suite to be contained in the future dwelling on-site or a cash-in-lieu contribution of $1.00 per square foot of total building area toward the Affordable Housing Reserve Fund for this single-family rezoning application.

The applicant has agreed to provide a voluntary cash contribution for affordable housing based on $1 per square foot of building area for single-family developments (i.e. $17,682.29). Should the applicant change their mind about the Affordable Housing option selected to providing a legal secondary suite on three (3) of the five (5) future lots at the subject site, the applicant will be required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suites are constructed to the satisfaction of

the City, in accordance with the BC Building Code and the City's Zoning Bylaw. This legal agreement will be a condition of rezoning adoption. This agreement will be discharged from Title on the lots without the secondary suite, at the initiation of the applicant, after the requirements are satisfied.

Floodplain Management Implementation Strategy

The applicant is required to comply with the Flood Plain Designation and Protection Bylaw (No. 8204). In accordance with the Flood Management Strategy, a Flood Indemnity Restrictive Covenant specifying the minimum flood construction level is required prior to rezoning bylaw adoption.

Analysis

The developer replaced the original 19-unit townhouse development proposal with this new five (5) single-family lot subdivision (with a large rear yard setback) in response to the feedback of the area residents. The proposed land use, site layout, and building massing relates to the surrounding neighbourhood context. There were no opposition letters received while an e-mail in support of the revised proposal was submitted.

The rezoning of the site would replace Land Use Contract (LUC061) on 4851 Francis Road with zoning and would create a more coherent streetscape along Francis Road. In addition, the proposed development would provide the neighbourhood with a new sidewalk and boulevard to the Railway Avenue intersection and enable future road widening on Francis Road.

Financial Impact or Economic Impact

None.

Conclusion

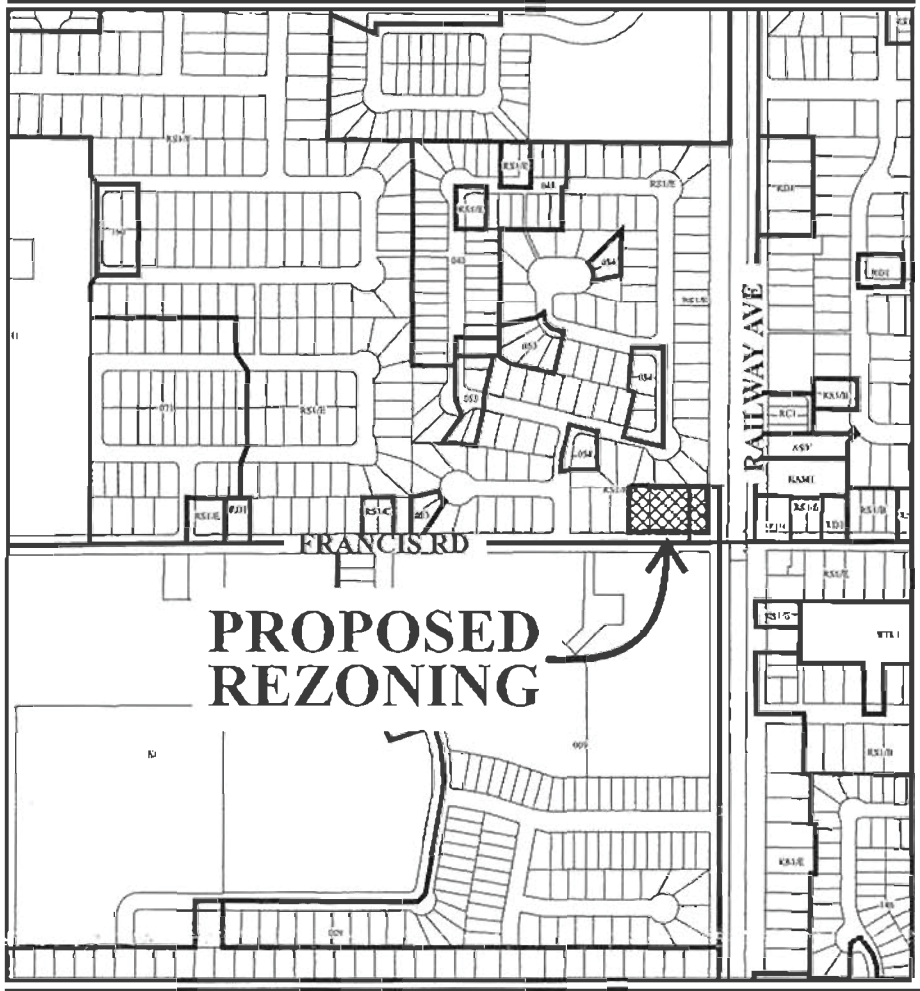
The proposed rezoning application to create five (5) new single-family lots is appropriate in the existing single-family residential neighbourhood along Francis Road. An amendment to Lot Size Policy 5467 to exclude those properties fronting Francis Road between Lancelot Gate and Railway Avenue is also being proposed in order to allow rezoning and subdivision in accordance with Single Detached (ZS21) – Lancelot Gate (Seafair) be considered on its own merit. The list of rezoning considerations is included as **Attachment 11**, which has been agreed to by the applicant (signed concurrence on file).

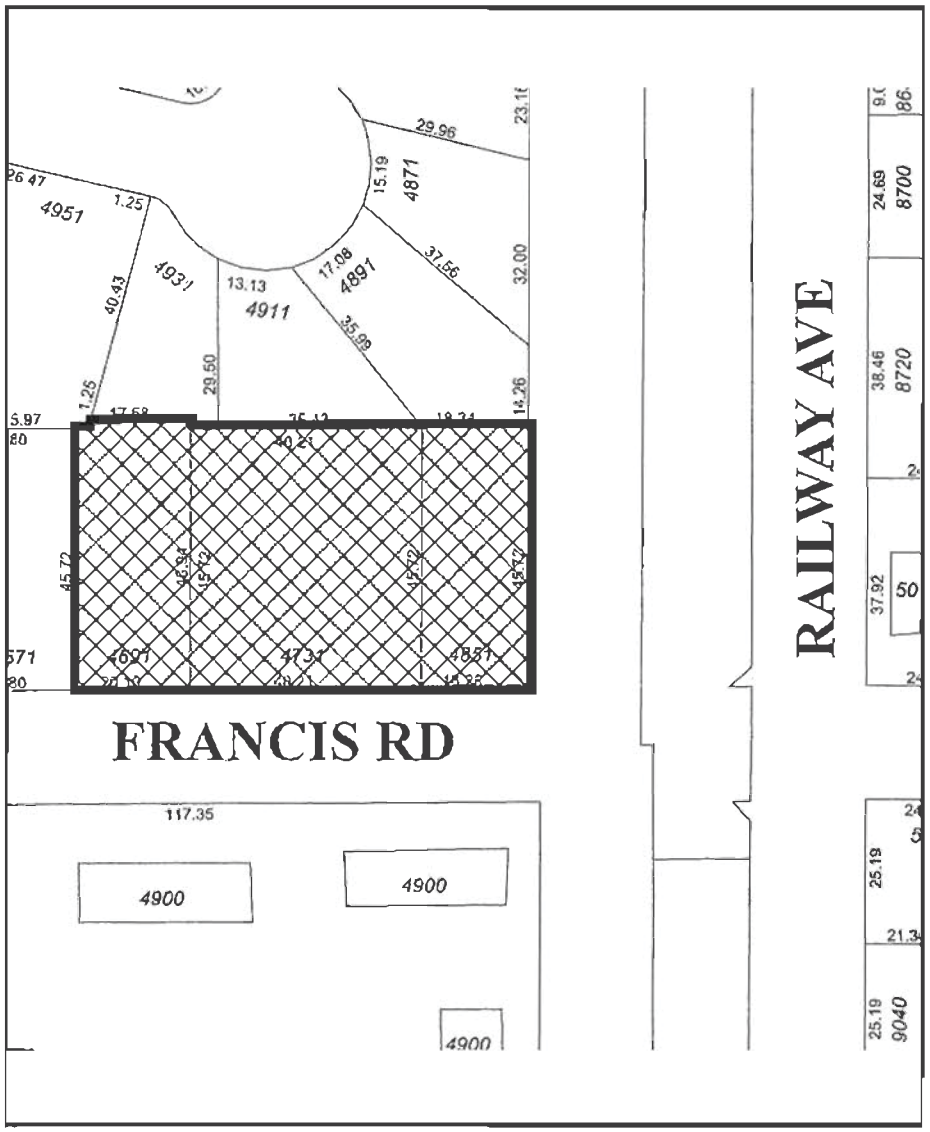
Based on consideration of the development proposal and public consultation, staff recommends approval of the Lot Size Policy amendment and rezoning application.

Edwin Lee
Planner 1
(604-276-4121)
EL: kt

Attachment 1: Location Map
Attachment 2: Conceptual Subdivision Layout
Attachment 3: Existing Lot Size Policy 5467
Attachment 4: Proposed Amended Lot Size Policy 5467
Attachment 5: Support Letter from Area Residents
Attachment 6: Consultation Letter to Properties within Lot Size Policy 5467
Attachment 7: Notification Letter to Properties within Lancelot Gate Subdivision
Attachment 8: Consultation Area
Attachment 9: Development Application Data Sheet
Attachment 10: Tree Preservation Plan
Attachment 11: Rezoning Considerations Concurrence

City of Richmond





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RZ 12-617436

Original Date: 08/22/12

Revision Date: 10/16/12

Note: Dimensions are in METRES

ATTACHMENT 1

	RZ 12-617436	Original Date: 08/22/12 Amended Date: Note: Dimensions are in METRES

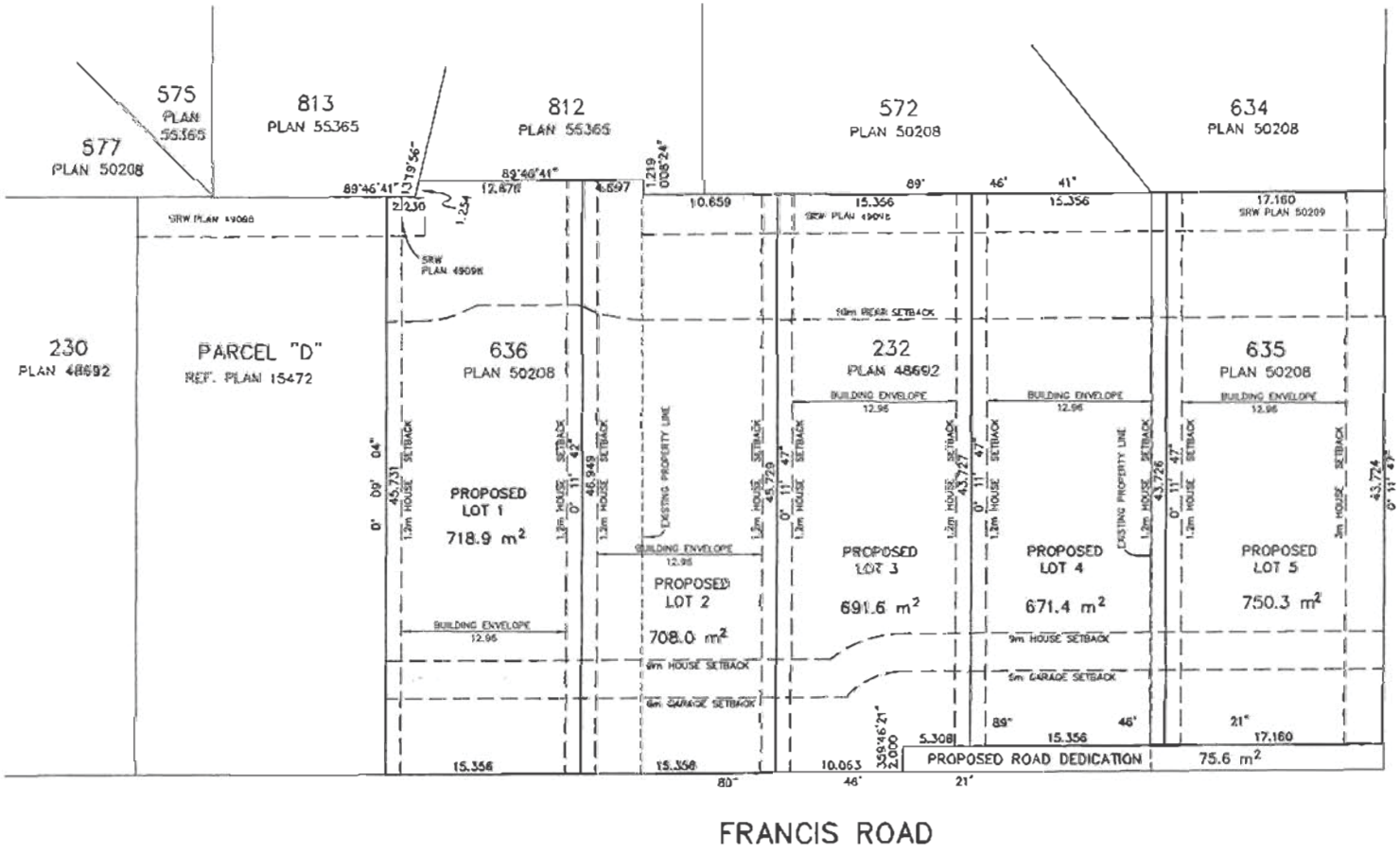
PROPOSED SUBDIVISION PLAN OF PART OF SECTION 23 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT

PARCEL IDENTIFIER (PID): LOT 636: 003-992-357
LOT 232: 003-437-841
LOT 635: 003-586-570

CIVIC ADDRESSES:
LOT 636: #4691 FRANCIS ROAD
LOT 232: #4731 FRANCIS ROAD
LOT 635: #4851 FRANCIS ROAD
RICHMOND, B.C

LANDS DEALT WITH:
LOT 636 Sec 23 Bk4N R7W NWD PLAN 50208
LOT 232 Sec 23 Bk4N R7W NWD PLAN 48692
LOT 635 Sec 23 Bk4N R7W NWD PLAN 50208

LEGEND
SCALE 1:250
0 5 10 15
ALL DISTANCES ARE IN METRES



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MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
#320 - 11120 HORSESHOE WAY
RICHMOND, B.C., V7A 5H9
PH: 604-270-9331
FAX: 604-270-4137

CADFILE: 16509-PRO-SUB.DWG

R-12-16509-PRO-SUB

AUGUST 28, 2012

ATTACHMENT 2

EXISTING POLICY

City of Richmond Policy Manual

Page 1 of 2	Adopted by Council: March 15, 1999	POLICY 5467
File Ref: 4430-00	SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 23-4-7	

POLICY 5467:

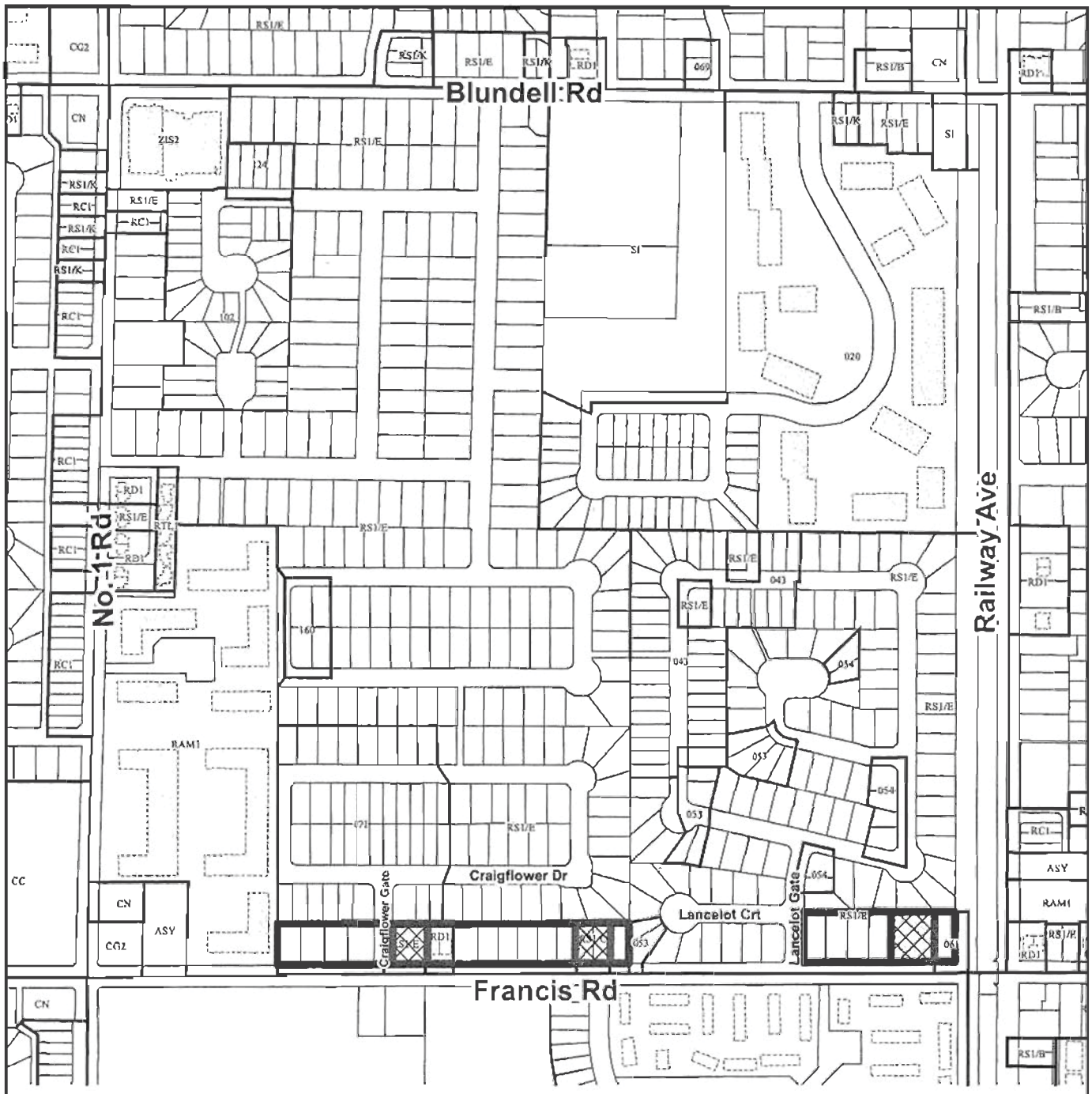
The following policy establishes lot sizes in Section 23-4-7, located in the area **fronting the north side of Francis Road, between Railway Avenue and No. 1 Road:**

1. That the properties fronting the north side of Francis Road, between Railway Avenue and No. 1 Road in Section 23-4-7, be permitted to rezone and subdivide in accordance with the provisions of Single Detached (RS2/E) in Richmond Zoning Bylaw 8500, with the exception:

   (a) that three lots, as shown cross-hatched on the accompanying plan, be permitted to rezone and subdivide as per Single Detached (RS2/C); and

   (b) that existing duplexes be eligible to split into two lots provided that each new lot meets the requirement of Single Detached (RS2/B), and there is a lane or internal road access.

   This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications, for a period of not less than five years, unless amended according to Richmond Zoning Bylaw 8500.



Rezoning and subdivision permitted as per **RS2/E**

Rezoning and subdivision permitted as per **RS2/C**

Duplexes are eligible to be split into two lots as per **RS2/B** **provided** there is a lane or internal road access

Policy 5467
Section 23, 4-7

Adopted Date: 03/15/99

Amended Date:

PROPOSED POLICY

City of Richmond Policy Manual

Page 1 of 2	Adopted by Council: March 15, 1999	POLICY 5467
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   (a) that two lots, as shown cross-hatched on the accompanying plan, be permitted to rezone and subdivide as per Single Detached (RS2/C); and

   (b) that existing duplexes be eligible to split into two lots provided that each new lot meets the requirement of Single Detached (RS2/B), and there is a lane or internal road access.

   This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications, for a period of not less than five years, unless amended according to Richmond Zoning Bylaw 8500.

Rezoning and subdivision permitted as per **RS2/E**

Rezoning and subdivision permitted as per **RS2/C**

Duplexes are eligible to be split into two lots as per **RS2/B** **provided** there is a lane or internal road access

Proposed Amended Policy 5467 Section 23, 4-7

Adopted Date: 03/15/99

Amended Date:

Lee, Edwin

From: John & Sharon [jsparrott@shaw.ca]
Sent: Thursday, 28 June 2012 11:28
To: Lee, Edwin; Johnston, Sheila
Cc: 'Nelia Busayong'; 'Mauvorneen Suttie'; 'MacDonald, Dave & Laurie'; 'Ellen Leung'; raympho@hotmail.com; 'Denny Lee'; joanne4911@shaw.ca; 'Jim Donaldson'; 'Carlo & Au'; info@vanluxdevelopment.com
Subject: Re RZ10-555932, 4691, 4731, 4851 Francis Rd.
Attachments: Francis Road

Categories: Red Category

To Edwin Lee, City Planning Dept; CC to Peter, Tioco, President, Van Lux Development Inc., CC to City Planning Committee attn Bill McNulty, Chairman.

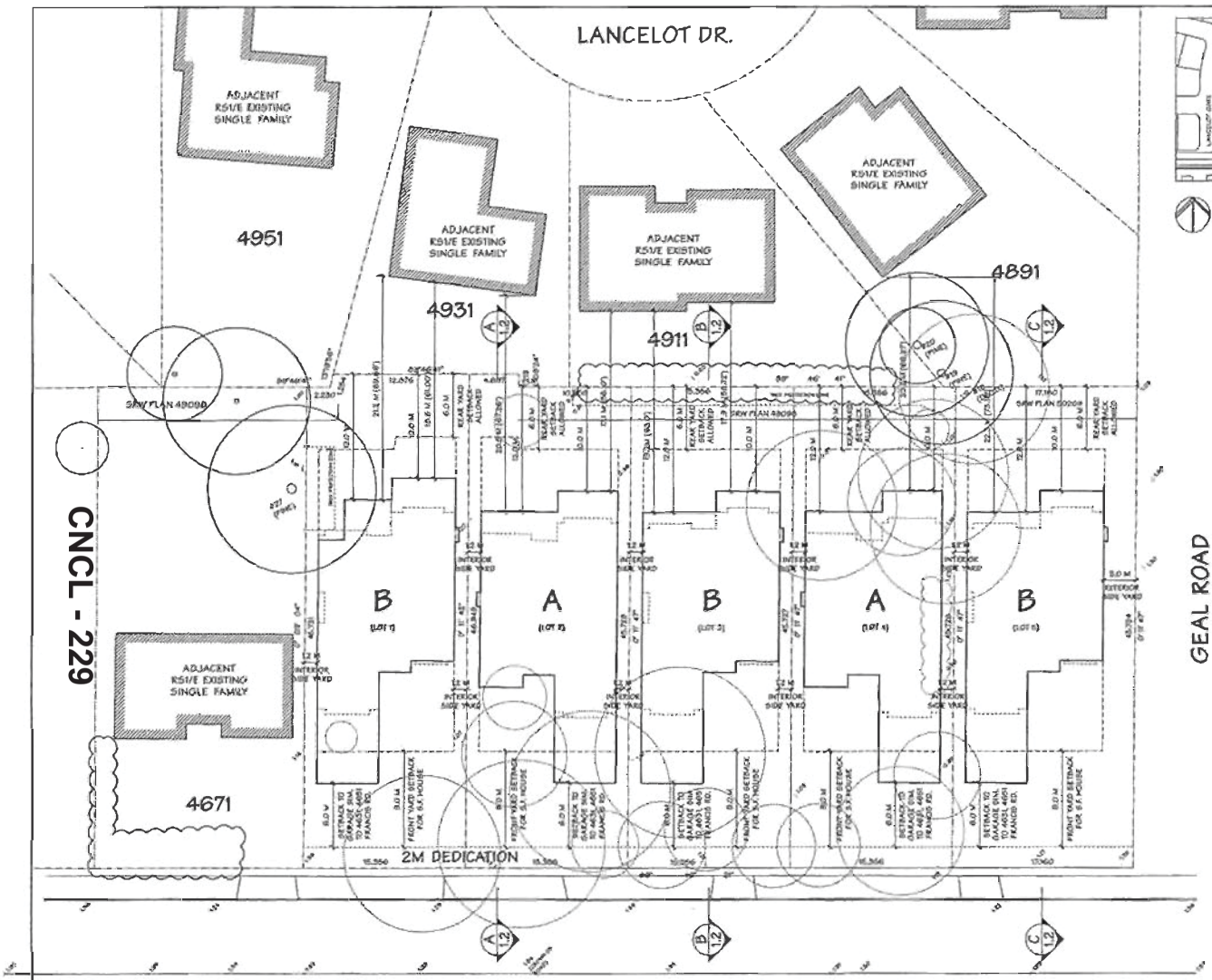
For the past year we have been discussing with Van Lux Developments Inc. their plans for the subject properties. They have now provided a proposed site plan, two building schemes and a site section, please see attached. As illustrated therein, they plan to apply for subdivision to five Single Family lots and rezoning to RS2-C. While we are given to understand the RS2-C is more liberal, in response to our concerns, the developer has undertaken to:

1) Maintain a minimum set-back of 10 meters on the Northern boundary of the new lots;
2) Ensure overall new home maximum elevation/ heights, including any required increase in lot elevation, will "basically" match those of immediately adjacent homes on the North side
3) Ensure lot coverage ranges between 2,800 and 3,000 square feet

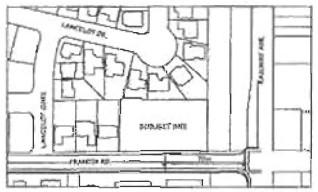
On behalf of the owners of the immediately adjacent homes, subject to the above conditions, we are prepared to support an application to rezone/ subdivide.

Each of us is concerned about the effects of what we perceive as the usual City requirement that the properties be raised to a level equal to/ slightly above the crown of the adjacent roadway. We are relying on City regulations to ensure any retaining walls will be of good quality, environmentally friendly and long lasting and that perimeter drainage systems will be installed and adequate to carry water run-off away from our properties.

John & Sharon Parrott
8960 Lancelot Gate
Richmond, B.C.
V7C 4S5
(604) 275-0580



SITE PLAN



CONTEXT PLAN

STATISTICS:

CIVIC ADDRESS: 4691, 4731, 4851 FRANCIS ROAD
LEGAL DESCRIPTION:

LOT 1:

PROPOSED ZONING: RS2/C
SITE AREA: GROSS: 7,726.2 SQ.FT. (718.0 SQ.M.) NET: 7,457.6 SQ.FT. (692.3 SQ.M.)
LOT COVERAGE: MAX. ALLOWED: 2,407.6 SQ.FT. x 40% = 3,333.4 SQ.FT. PROPOSED: 2,845.0 SQ.FT.
F.A.R.: MAX. ALLOWED: 464.2 SQ.M. = 2,407.6 SQ.FT. x 30% = 5722.3 SQ.FT. PROPOSED: SCHEME B =4,350.6 SQ.FT.
MAX. BUILDING HEIGHT: 2 1/2 STOREYS
PROPOSED: 2 1/2 STOREYS

LOT 2:

PROPOSED ZONING: RS2/C
SITE AREA: GROSS: 7,610.4 SQ.FT. (706.9 SQ.M.) NET: 7,288.7 SQ.FT. (677.2 SQ.M.)
LOT COVERAGE: MAX. ALLOWED: 7,288.7 SQ.FT. x 40% = 3,330.4 SQ.FT. PROPOSED: 2,880.0 SQ.FT.
F.A.R.: MAX. ALLOWED: 464.2 SQ.M. = 2,288.7 SQ.FT. x 30% =5,686.9 SQ.FT. PROPOSED: SCHEME A =4,508.1 SQ.FT.
MAX. BUILDING HEIGHT: 2 1/2 STOREYS
PROPOSED: 2 1/2 STOREYS

LOT 3:

PROPOSED ZONING: RS2/C
SITE AREA: GROSS: 7,559.2 SQ.FT. (702.2 SQ.M.) NET: 7,227.6 SQ.FT. (671.4 SQ.M.)
LOT COVERAGE: MAX. ALLOWED: 7,227.6 SQ.FT. x 40% = 3,052.4 SQ.FT. PROPOSED: 2,873.0 SQ.FT.
F.A.R.: MAX. ALLOWED: 464.2 SQ.M. = 2,227.6 SQ.FT. x 30% =5,668.3 SQ.FT. PROPOSED: SCHEME B =4,350.6 SQ.FT.
MAX. BUILDING HEIGHT: 2 1/2 STOREYS
PROPOSED: 2 1/2 STOREYS

LOT 4:

PROPOSED ZONING: RS2/C
SITE AREA: GROSS: 7,567.9 SQ.FT. (702.2 SQ.M.) NET: 7,227.6 SQ.FT. (671.4 SQ.M.)
LOT COVERAGE: MAX. ALLOWED: 7,227.6 SQ.FT. x 40% = 3,052.4 SQ.FT. PROPOSED: 3,990.0 SQ.FT.
F.A.R.: MAX. ALLOWED: 464.2 SQ.M. = 2,227.6 SQ.FT. x 30% =5,668.3 SQ.FT. PROPOSED: SCHEME A =4,508.1 SQ.FT.
MAX. BUILDING HEIGHT: 2 1/2 STOREYS
PROPOSED: 2 1/2 STOREYS

LOT 5:

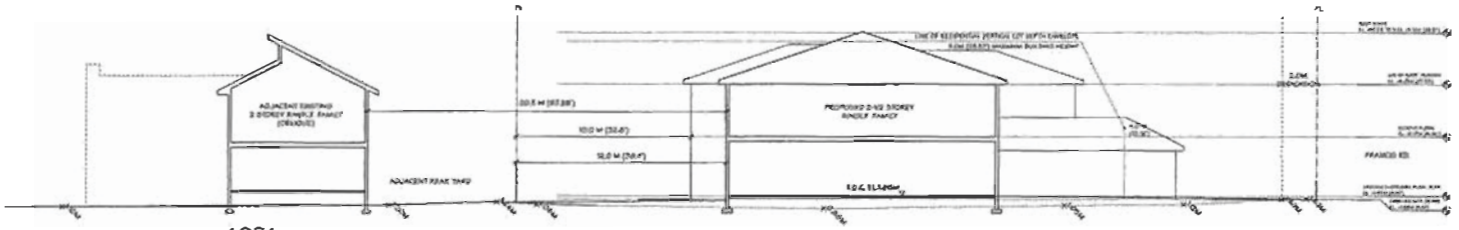
PROPOSED ZONING: RS2/C
SITE AREA: GROSS: 8,446.6 SQ.FT. (784.8 SQ.M.) NET: 8,078.1 SQ.FT. (750.3 SQ.M.)
LOT COVERAGE: MAX. ALLOWED: 8,078.1 SQ.FT. x 40% = 3,694.2 SQ.FT. PROPOSED: 2,873.0 SQ.FT.
F.A.R.: MAX. ALLOWED: 464.2 SQ.M. = 3,078.1 SQ.FT. x 30% =5,892.8 SQ.FT. PROPOSED: SCHEME B =4,350.6 SQ.FT.
MAX. BUILDING HEIGHT: 2 1/2 STOREYS
PROPOSED: 2 1/2 STOREYS

NO.	DATE	REVISIONS

Yamamoto Architecture Inc.

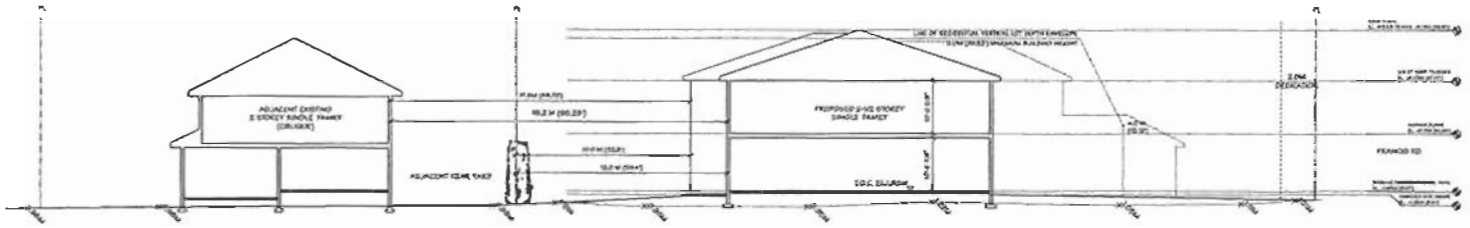
PROJECT: TOWNHOUSE DEVELOPMENT
DRAWING TITLE: SITE PLAN STATISTICS
SCALE: 1/16" = 1'-0"
DATE: MAY 06, 2015
DRAWN: KP
CHECKED:
DRAWING NO.: Plan #1
PROJ. NO.

ATTACHMENT 5



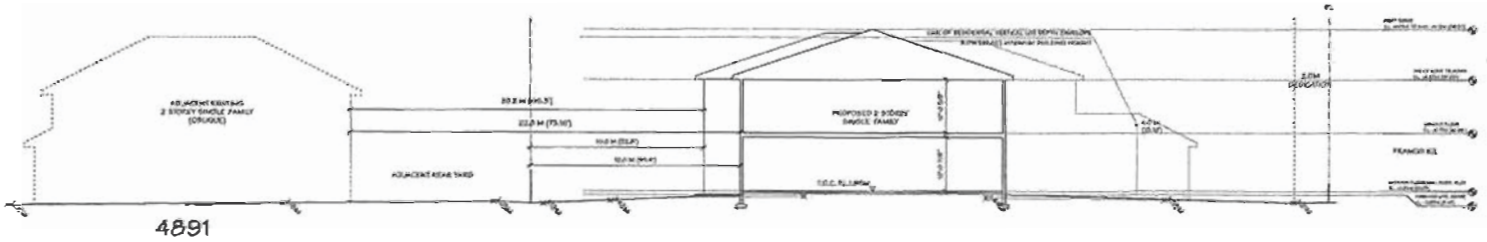
4931

SITE SECTION A-A



4911

SITE SECTION B-B



4891

SITE SECTION C-C

Yamamoto Architecture Inc.

TOWNHOUSE DEVELOPMENT

SITE SECTIONS

Plan #1

City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca

September 4, 2012
File: RZ 12-617436

Planning and Development Department
Development Applications
Fax: 604-276-4052

Dear Owner/Resident:

Re: A Change to the Single-Family Lot Size Policy 5467

The purpose of this letter is to inform you of a proposed rezoning application in your neighbourhood and a proposed change to the Lot Size Policy for your area.

Background

The City of Richmond has received an application to rezone 4691, 4731 and 4851 Francis Road from single detached (RS1/E) and Land Use Contract (LUC061) to a Site Specific Residential (Single Detached) zone (location shown on **Attachment 1**). The purpose of the rezoning is to allow the three (3) existing lots to subdivide into five (5) single family lots.

Specifics

The applicant is proposing to create new single-family lots with a width of approximately 15.0 m (49 ft.) along Francis Road. In addition, in order to address concerns raised by the immediate neighbours, the proposed rear yard setback will be increased from the typical 6.0 m (20 ft.) to 10.0 m (33 ft.).

The application is contrary to the existing Single Family Lot Size Policy 5467 (**Attachment 2**) that was adopted by Council in 1999 which limits rezoning of:

i. 4691 and 4851 Francis Road to Single Detached (RS2/E) – requiring that any new lots being created to have a minimum width of 18 m (59 ft.); and

ii. 4731 Francis Road to Single Detached (RS2/C) – requiring that any new lots being created to have a minimum width of 13.5 m (44 ft.).

Approach

It is proposed that:

1. the Lot Size Policy be amended (see **Attachment 3**) to remove the lots fronting Francis Road between Lancelot Gate and Railway Avenue; and
2. the subject application to rezone and subdivide 4691, 4731 and 4851 Francis Road be viewed on its own merits.

Please note that this does not imply that staff and/or Council automatically support the proposed rezoning or future rezoning. The subject rezoning and future applications will continue to receive the same attention and scrutiny as all other rezoning applications, and are required to go through a Public Hearing process.

It should be emphasized that the proposed amendment to Policy 5467 would only apply to the properties on the north side Francis Road between Lancelot Gate and Railway Avenue and would not change the zoning permitted elsewhere in the neighbourhood.

What this means to you

You are being advised of this proposal because this is the first rezoning application along Francis Road that requires a change to Single-Family Lot Size Policy 5467.

Please review the accompanying materials. Please forward any comments or concerns with either the proposed amendment to Single Family Lot Size Policy 5467, or the proposed rezoning of 4691, 4731 and 4851 Francis Road to the undersigned by email at elee@richmond.ca or in writing at the address above before **September 25, 2012.**

Process

Following receipt of public comments, staff will complete a report to Planning Committee. It is proposed that the amendment to Single-Family Lot Size Policy 5467 and the rezoning application at 4691, 4731 and 4851 Francis Road be considered concurrently by the Planning Committee and City Council in the near future once the staff review is complete.

If acceptable, both items would then be subsequently considered by Council at a Public Hearing. You will be provided with the opportunity to address Council on both the proposed amendment to Single-Family Lot Size Policy 5467 and the rezoning application at 4691, 4731 and 4851 Francis Road at this Public Hearing.

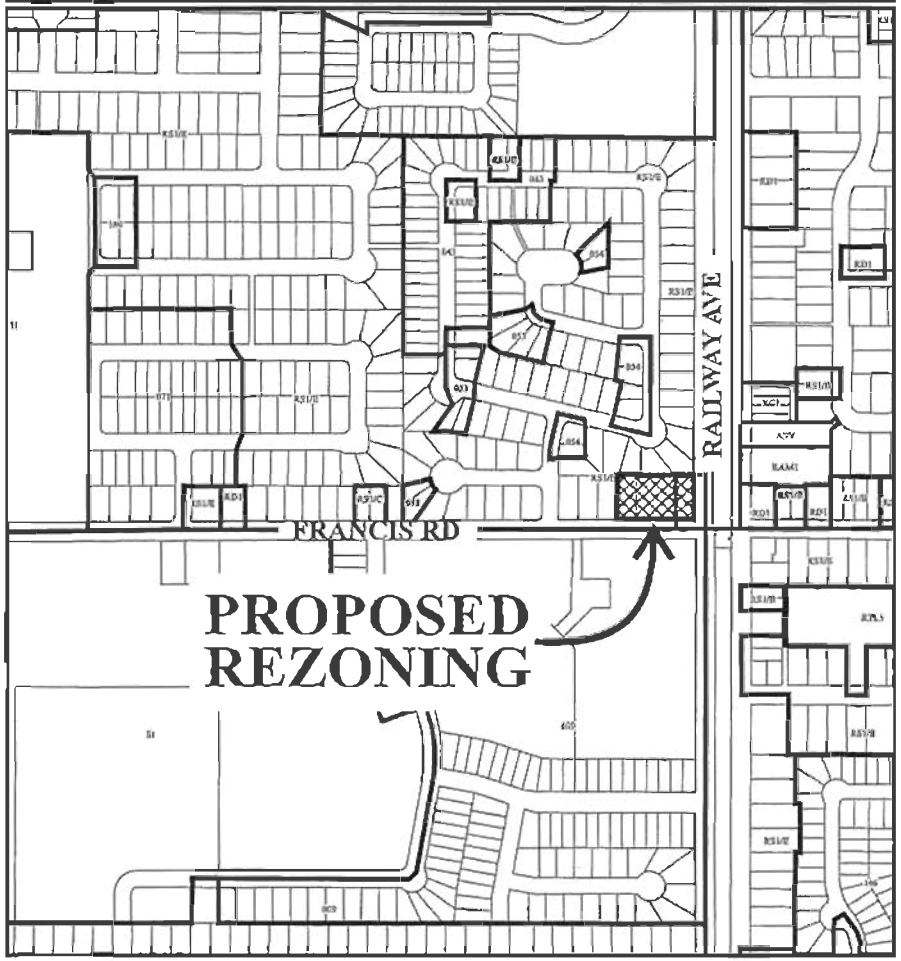
If you have any questions or require further explanation, please do not hesitate to contact the undersigned by phone at 604-276-4121.

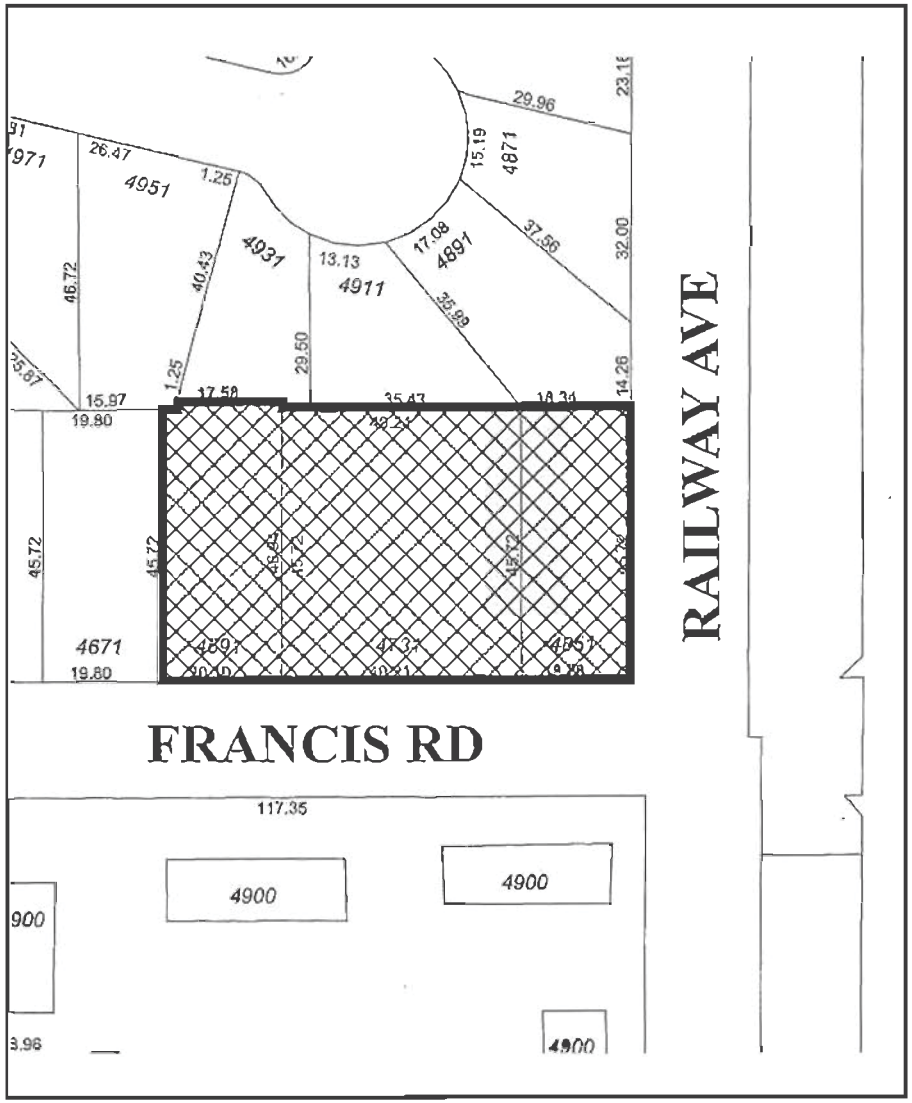
Yours truly,

Edwin Lee
Planner 1

Att. (4): Attachment 1 – Location Map of Rezoning Application at 4691, 4731 and 4851 Francis Road (RZ 12-617436)
Attachment 2 – Existing Single-Family Lot Size Policy 5467
Attachment 3 – Proposed Amended Single-Family Lot Size Policy 5467
Attachment 4 – Proposed Subdivision Plan of 4691, 4731 and 4851 Francis Road

City of Richmond





RZ 12-617436

Original Date: 08/22/12

Revision Date:

Note: Dimensions are in METRES

Attachment 1

CNCL - 233

ATTACHMENT 6

City of Richmond Policy Manual

Page 1 of 2	Adopted by Council: March 15, 1999	POLICY 5467
File Ref: 4430-00	SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 23-4-7	

POLICY 5467:

The following policy establishes lot sizes in Section 23-4-7, located in the area **fronting the north side of Francis Road, between Railway Avenue and No. 1 Road:**

1. That the properties fronting the north side of Francis Road, between Railway Avenue and No. 1 Road in Section 23-4-7, be permitted to rezone and subdivide in accordance with the provisions of Single Detached (RS2/E) in Richmond Zoning Bylaw 8500, with the exception:

   (a) that three lots, as shown cross-hatched on the accompanying plan, be permitted to rezone and subdivide as per Single Detached (RS2/C); and

   (b) that existing duplexes be eligible to split into two lots provided that each new lot meets the requirement of Single Detached (RS2/B), and there is a lane or internal road access.

   This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications, for a period of not less than five years, unless amended according to Richmond Zoning Bylaw 8500.

Rezoning and subdivision permitted as per **RS2/E**

Rezoning and subdivision permitted as per **RS2/C**

Duplexes are eligible to be split into two lots as per **RS2/B** **provided** there is a lane or internal road access

Policy 5467
Section 23, 4-7

Adopted Date: 03/15/99

Amended Date:

Rezoning and subdivision permitted as per **RS2/E**

Rezoning and subdivision permitted as per **RS2/C**

Duplexes are eligible to be split into two lots as per **RS2/B** **provided** there is a lane or internal road access

	Proposed Amended Policy 5467 Section 23, 4-7	Adopted Date: 03/15/99 Amended Date:

City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca

September 4, 2012
File: RZ 12-617436

Planning and Development Department
Development Applications
Fax: 604-276-4052

Dear Owner/Resident:

Re: Rezoning at 4691, 4731 and 4851 Francis Road

The purpose of this letter is to inform you of a proposed rezoning application in your neighbourhood and a proposed change to Lot Size Policy 5467 for properties fronting the north side of Francis Road, between Railway Avenue and No. 1 Road.

Proposal

The City of Richmond has received an application to rezone 4691, 4731 and 4851 Francis Road from single detached (RS1/E) and Land Use Contract (LUC061) to a Site Specific Residential (Single Detached) zone (location shown on **Attachment 1**). The purpose of the rezoning is to allow the three (3) existing lots to subdivide into five (5) single family lots. The applicant is proposing to create new single-family lots with a width of approximately 15.0 m (49 ft.) along Francis Road. In addition, in order to address concerns raised by the immediate neighbours, the proposed minimum rear yard setback will be increased from the typical 6.0 m (20 ft.) to 10.0 m (33 ft.).

What this means to you

You are being advised of this proposal because your neighbourhood was concerned about the previous townhouse development proposal on the subject site. Please be advised that this previous townhouse application has been withdrawn. This is a courtesy letter to advise you that a new single-family lot development proposal has been received by the City. Please note that it does not imply that staff and/or Council automatically support the proposed rezoning or future rezoning. The subject rezoning and future applications will continue to receive the same attention and scrutiny as all other rezoning applications, and are required to go through a Public Hearing process. It should be emphasized that the proposed amendment to Policy 5467 would only apply to the properties on the north side Francis Road between Lancelot Gate and Railway Avenue and would not change the zoning permitted elsewhere in the neighbourhood.

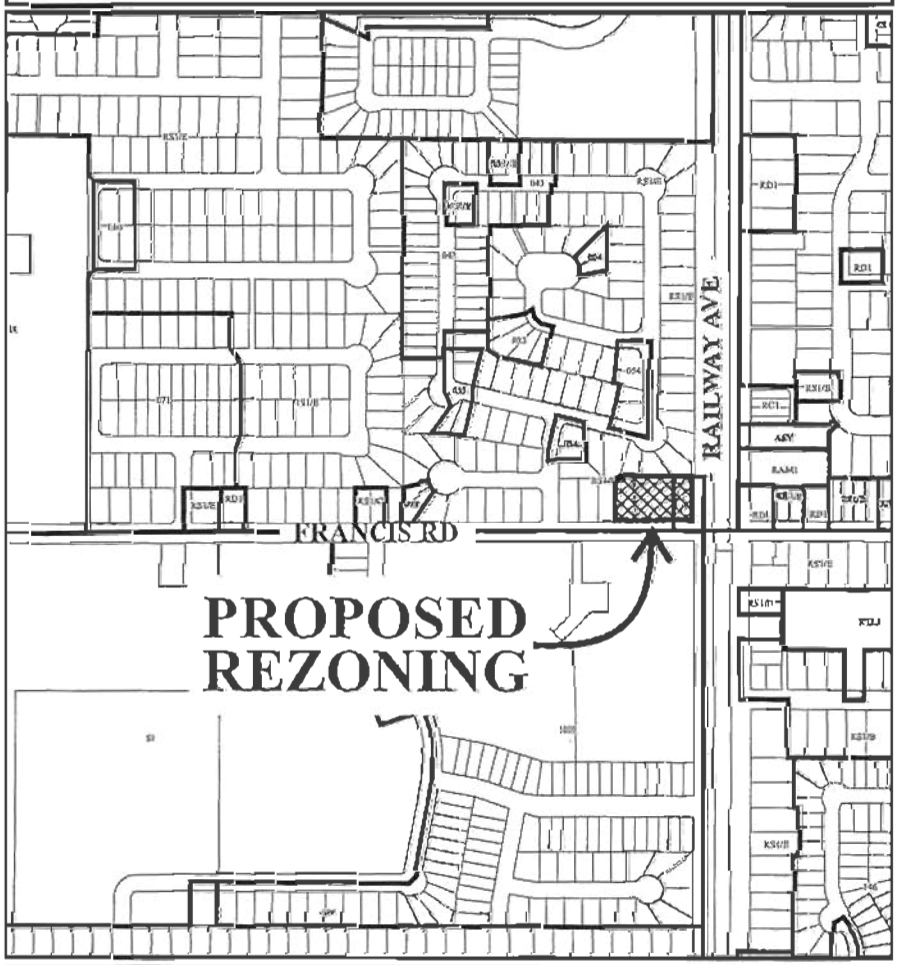
If you have any questions or require further explanation, please do not hesitate to contact the undersigned by phone at 604-276-4121.

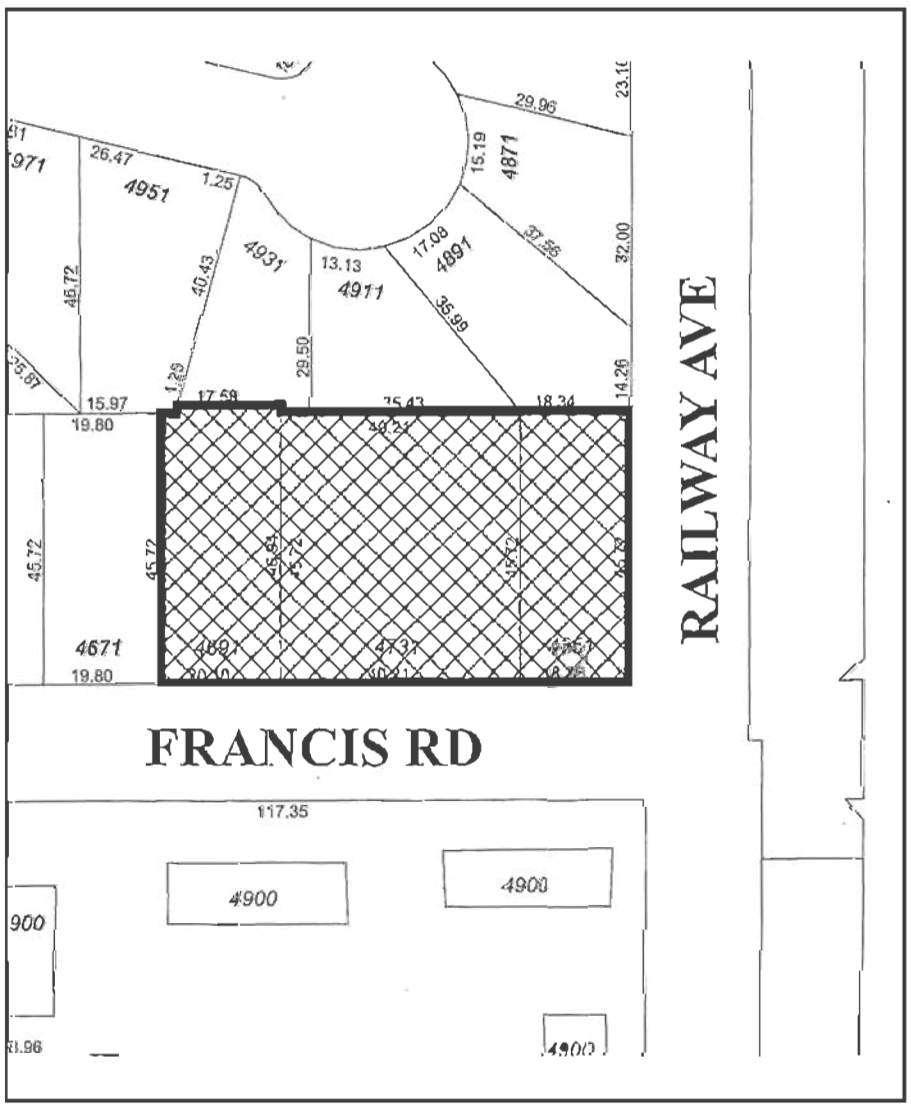
Yours truly,

Edwin Lee
Planner 1

Encl.

City of Richmond





RZ 12-617436

Original Date: 08/22/12

Revision Date:

Note: Dimensions are in METRES

Attachment 1

Consultation Area
RZ 12-617436

Original Date: 10/16/12

Revision Date:

Note: Dimensions are in METRES

City of Richmond

Development Application Data Sheet

Development Applications Division

RZ 12-617436 **Attachment 9**

Address: 4691, 4731 and 4851 Francis Road

Applicant: Vanlux Development Inc.

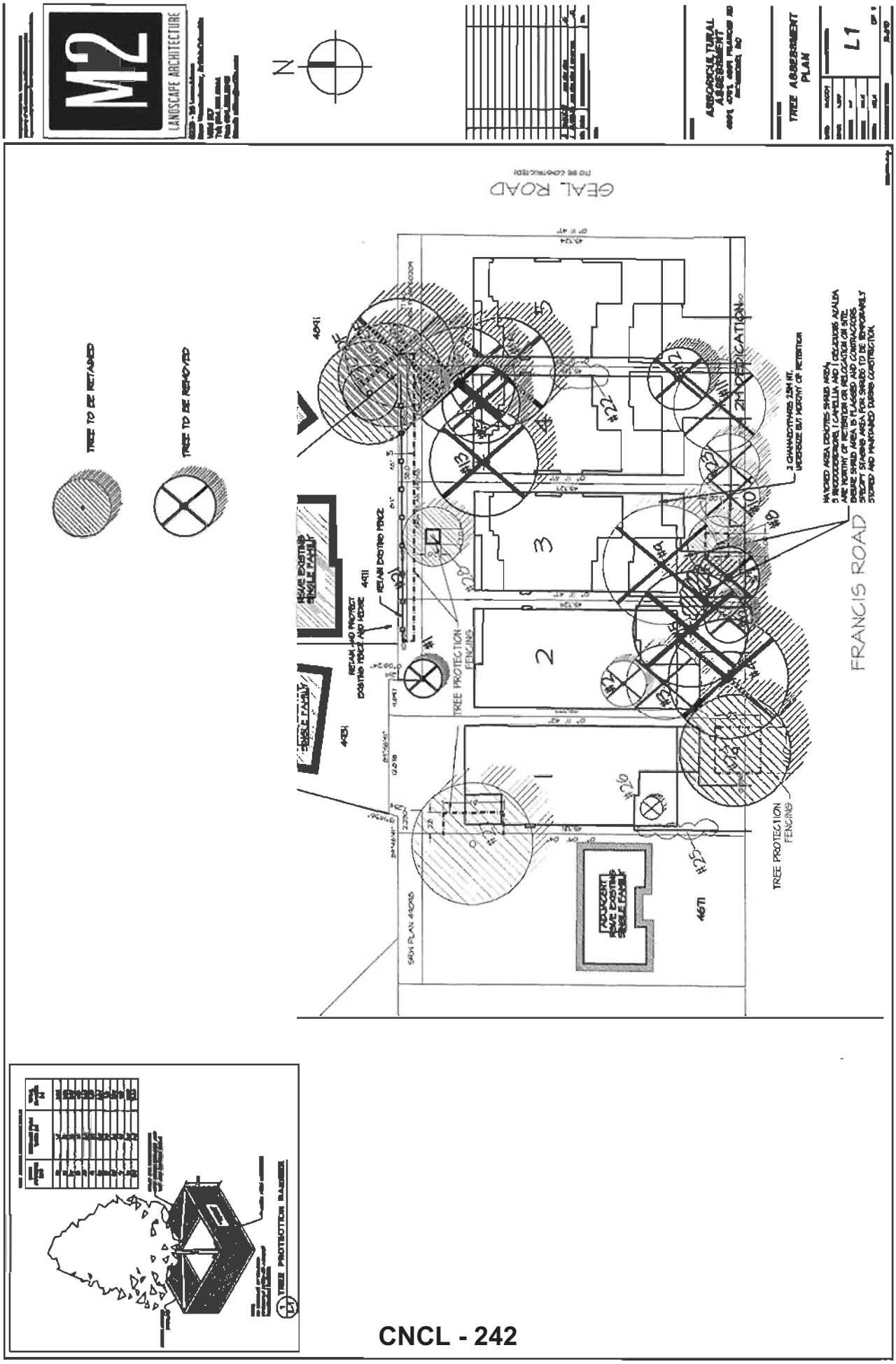
Planning Area(s): Seafair

	Existing	Proposed
Owner:	Vanlux Development Inc.	No Change
Site Size (m^2):	3,613 m^2	3,540.2 m^2
Land Uses:	Two (2) single-family dwellings and one (1) vacant lot	Five (5) single-family dwellings
OCP Designation:	Specific Land Use Map: Low-Density Residential	No Change
Area Plan Designation:	N/A	No change
702 Policy Designation:	Policy 5467 permits 4731 Francis Road to be subdivided as per "Single Detached (RS2/C)" and 4691 & 4851 Francis Road to be subdivided as per "Single Detached (RS2/E)"	To exclude these properties from Lot Size Policy 5467
Zoning:	Single Detached (RS1/E) and Land Use Contract (LUC061)	Single Detached (ZS21) - Lancelot Gate (Seafair)
Number of Lots:	3	5
Other Designations:	N/A	No Change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none
Lot Coverage – Non-porous:	Max. 70%	Max. 70%	none
Lot Coverage – Landscaping:	Min. 30%	Min. 30%	none
Setback – Principal Building - Front Yard (m):	Min. 9 m	Min. 9 m	none
Setback – Interior Side Yard (m):	Min. 1.2 m	Min. 1.2 m	none
Setback – Exterior Side Yard (m):	Min. 3.0 m	Min. 3.0 m	none
Setback – Rear Yard (m):	Min. 10 m	Min. 10 m	none
Height (m):	Max. 2 ½ storeys	Max. 2 ½ storeys	none
Lot Width:	Min. 13.5 m	Min. 13.5 m	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Lot Area:	Min. 550 m^2	Min. 550 m^2	none
Off-street Parking Spaces:	Min. 2 spaces	Min. 2 spaces	none

Other: Tree replacement compensation required for removal of bylaw-sized trees.


M2
LANDSCAPE ARCHITECTURE
N
TREE ASSESSMENT PLAN
L1
GEAL ROAD
FRANCIS ROAD
TREE TO BE RETAINED
TREE TO BE REMOVED
TREE PROTECTION FENCING
TREE PROTECTION FENCING
2M DEDICATION
1
2
3
#25
#26
#28
#22
#13
#10
#8
#9
#11
#12
#4
#5
#3
#2
#1
4871
4911
4891
4931
TREE PROTECTION BARRIER

City of Richmond

Rezoning Considerations
Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 4691, 4731 and 4851 Francis Road **File No.:** RZ12-617436

Prior to final adoption of Zoning Amendment Bylaw 8965 , the developer is required to complete the following:

1. 2.0 m road dedication along the entire Francis Road frontage up to 70.0 m measured from the Railway intersection stop bar eastbound.
2. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
   - comply with the guidelines of the OCP's Lane Establishment and Arterial Road Redevelopment Policies and should not include hedges along the front property line;
   - include a mix of coniferous and deciduous trees;
   - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
   - include the 42 required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
22	6 cm		3.5
6	8 cm		4.0 m
4	9 cm		5.0 m
4	10 cm		5.5 m
6	11 cm		6.0 m

   If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of $500/tree to the City's Tree Compensation Fund for off-site planting is required.
3. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained on site and on adjacent properties. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
4. Submission of a Tree Survival Security to the City in the amount of $2,000.00 for the 50cm cal Red Maple tree located along the Francis Road street frontage to be retained.
5. The granting of a 1.0 m wide statutory utility right-of-way along the entire Francis Road frontage to accommodate Storm Inspection Chambers and Water Meter boxes etc.
6. Register a Restrictive Access Covenant to ensure that the individual driveways are designed to permit vehicles to turn around onsite, in order that vehicles do not back out onto Francis Road. The legal agreement shall include language to ensure the driveway and/or auto court design will accommodate a typical passenger car to turn around on-site using a maximum of a 3-point turn, in order to avoid backing in or out of the property.
7. Registration of a flood indemnity covenant on title.
8. The City's acceptance of the applicant's voluntary contribution of $1.00 per buildable square foot of the single-family developments (i.e. $17,682.29) to the City's Affordable Housing Reserve Fund.

   Note: Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a proposal to build a secondary suite on three (3) of the five (5) future lots at the subject site. To ensure that a secondary suite is built to the satisfaction of the City in accordance with the Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title as a condition of rezoning, stating that no final Building Permit inspection will be granted until the required secondary suite are constructed to the satisfaction of the City, in accordance with the BC Building Code and the City's Zoning Bylaw.

9. Enter into a Servicing Agreement* for the design and construction of frontage improvements from the west property line of the site to Railway Avenue. Works include, but may not be limited to:
   a) removal of the existing sidewalk & lighting strip; and
   b) installation of a new 1.5 m concrete sidewalk at the proposed north property line of Francis Road and a grass and treed boulevard (9m spacing) between the new sidewalk and the existing curb.

   Note:
   - Improvements should also include new concrete sidewalk with curb and gutter as well as a standard wheelchair ramp at the curb return.
   - Existing signal pole will need to be relocated.
   - Design to include proposed driveway crossings, water, storm, and sanitary connections for each of the proposed lots. Individual driveways are to be paired and designed to City standards (i.e., 5.0 m wide and a minimum distance of 1.0 m flare to flare).
   - Developer is also required to provide Underground Hydro. Tel. & Cable service connections for each of the proposed lots.

Prior to approval of Subdivision, the applicant is required to do the following:

1. Payment of Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fee.
   Note: Servicing costs to be determined via the Servicing Agreement.
2. Provide Underground Hydro, Telephone, and Cable service connections for each lot.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Provision of a construction parking and traffic management plan to the Transportation Department to include: location for parking for services, deliveries, workers, loading, application for request for any lane closures (including dates, times, and duration), and proper construction traffic controls as per Traffic Control Manual for Works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570 (http://www.richmond.ca/services/ttp/special.htm).

Note:

* This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

  All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

  The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

[signed copy on file]

Signed Date

City of Richmond

Bylaw 8965

Richmond Zoning Bylaw 8500
Amendment Bylaw 8965 (RZ 12-617436)
4691, 4731 and 4851 Francis Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into Section 15 (Site Specific Residential (Single Detached) Zones), in numerical order:

"15.21 Single Detached (ZS21) - Lancelot Gate (Seafair)

15.21.1 Purpose

The **zone** provides for **single detached housing** fronting Francis Road between Lancelot Gate and Railway Avenue in Section 23-4-7.

15.21.2 Permitted Uses

- **housing, single detached**

15.21.3 Secondary Uses

- **bed and breakfast**
- **boarding and lodging**
- **community care facility, minor**
- **home business**
- **secondary suite**

15.21.4 Permitted Density

1. The maximum **density** is one **principal dwelling unit** per **lot**.

2. The maximum **floor area ratio (FAR)** is 0.40 applied to a maximum of 464.5 m^2 of the **lot area**, together with 0.30 applied to the balance of the **lot area** in excess of 464.5 m^2.

3. Notwithstanding Section 15.21.4.2, the reference to "0.4" is increased to a higher **density** of "0.55" if:

   a) the **building** contains a **secondary suite**; or

   b) the **owner**, at the time **Council** adopts a zoning amendment bylaw to include the **owner's lot** in the ZS21 **zone**, pays into the **affordable housing reserve** the sum specified in Section 5.15 of this bylaw.

4. Further to Section 15.21.4.3, the reference to "0.4" in Section 15.21.4.2 is increased to a higher density of "0.55" if:

a) an **owner** subdivides bare land to create new **lots** for **single detached housing**; and

b) at least 50% of the **lots** contain **secondary suites**.

15.21.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 45% for **buildings**, but no greater than 278.7 m^2.

2. No more than 70% of a **lot** may be occupied by **buildings**, **structures** and **non-porous surfaces**.

3. 30% of the **lot area** is restricted to **landscaping** with live plant material.

15.21.6 Yards & Setbacks

1. The minimum **front yard** is 9.0 m except that a single **storey garage** attached to the **principal building** maybe located in the **front yard** but no closer than 6.0 m.

2. The minimum **interior side yard** is 1.2 m.

3. The minimum **exterior side yard** is 3.0 m.

4. The minimum **rear yard** is 10.0 m.

15.21.7 Permitted Heights

1. The maximum **height** for **principal buildings** is 2 ½ **storeys**, but it shall not exceed the residential **vertical lot width envelope** and the **residential vertical lot depth envelope**.

2. The maximum **height** for **accessory buildings** is 5.0 m.

3. The maximum **height** for **accessory structures** is 9.0 m.

15.21.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot** dimensions and areas are as follows, except that the minimum **frontage** and **lot width** for **corner lots** is an additional 2.0 m.

Minimum frontage	Minimum lot width	Minimum lot depth	Minimum lot area
13.5 m	13.5 m	24.0 m	550.0 m^2

15.21.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

15.21.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

15.21.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply."

2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning and land use contract designations of the following area and by designating them **SINGLE DETACHED (ZS21) – Lancelot Gate (Seafair).**

P.I.D. 003-992-357
Lot 636 Section 23 Block 4 North Range 7 West New Westminster District Plan 50208

P.I.D. 003-437-841
Lot 232 Section 23 Block 4 North Range 7 West New Westminster District Plan 48692

P.I.D. 003-586-570
Lot 635 Section 23 Block 4 North Range 7 West New Westminster District Plan 50208

3. That the Mayor and Clerk are hereby authorised to execute any documents necessary to discharge "Land Use Contract 061" from the following area:

P.I.D. 003-586-570
Lot 635 Section 23 Block 4 North Range 7 West New Westminster District Plan 50208

4. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into the table contained in Section 5.15.1, after RC2:

Zone	Sum Per Buildable Square Foot of Permitted Principal Building
ZS21	$1.00

5. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 8965".**

FIRST READING	
A PUBLIC HEARING WAS HELD ON	
SECOND READING	
THIRD READING	
OTHER REQUIREMENTS SATISFIED	
ADOPTED	

CITY OF RICHMOND
APPROVED by
HB
APPROVED by Director or Solicitor

MAYOR

CORPORATE OFFICER