



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 21, 2020

From: Wayne Craig
Director, Development

File: RZ 20-898600

Re: Application by Raman Kooner for Rezoning at 3540 Lockhart Road from the
"Single Detached (RS1/E)" Zone to the "Single Detached (RS2/B)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10211, for the rezoning of 3540 Lockhart Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, be introduced and given first reading.

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

WC:na
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Raman Kooner has applied to the City of Richmond on behalf of 1254396 B.C. Ltd (Akkalan Holdings Inc. (Directors – Amit Robbie Sharda and Bhupinder Kooner)) for permission to rezone 3540 Lockhart Road (Attachment 1) from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone in order to create two new single-family residential lots. The proposed subdivision is shown in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached in Attachment 3.

Subject Site Existing Housing Profile

There is a non-conforming two-unit dwelling on the site currently and which will be demolished. One unit is currently occupied by the previous owner of the property until the end of September and the other unit is vacant.

Surrounding Development

The area is an established residential neighbourhood containing a mix of older and newer single-family and two-unit dwelling lots.

- | | |
|---------------|--|
| To the North: | Across Lockhart Road, two single-family lots zoned “Single Detached (RS1/B)” that were part of an approved rezoning and subdivision application from 2006 (RZ 06-344783 and SD 06-344786). |
| To the South: | A duplex on property zoned “Two-Unit Dwellings (RD1)”. |
| To the East: | A single-family dwelling on property zoned “Single Detached (RS1/B)”. |
| To the West: | A single-family dwelling that was part of an approved rezoning and subdivision application from 2006 (RZ 06-345319 and SD 06-345321) zoned “Single Detached (RS1/B)”. |

Related Policies & Studies

Official Community Plan

The subject property is located in the Quilchena neighbourhood of the Seafair planning area (Attachment 4). The Official Community Plan (OCP) land use designation for the subject property is “Neighbourhood Residential”. The proposed rezoning is compliant with this designation.

Lot Size Policy 5447

The subject property is located within the area covered by Single-Family Lot Size Policy 5447 (Attachment 5). This Single-Family Lot Size Policy permits subdivision consistent with the requirements of the “Single Detached (RS2/B)” zone. The proposed rezoning and subdivision would allow for the creation of two lots; each 12.19 m in width and 467 m² (5027 ft²) in area, consistent with the requirements of the “Single Detached (RS2/B)” zone.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

AnalysisExisting Legal Encumbrances

There is an existing 3.0 m-wide statutory right-of-way (SRW) for sanitary services registered on title (K86910) within the rear yard of the subject lot, which will not be impacted by the proposed rezoning and subdivision. The applicant is aware that encroachment and construction works are not permitted in the SRW.

Transportation and Site Access

The property frontage was recently upgraded to meet City standards. Vehicle access will be provided from Lockhart Road via separate driveway crossings to each new lot.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist’s Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses one bylaw-sized tree on the subject property, one bylaw-sized tree on neighbouring property, and one street tree on City property.

The City’s Tree Preservation Coordinator has reviewed the Arborist’s Report and supports the Arborist’s findings, with the following comments:

- One 33 cm Douglas Fir (tag#1601) on-site is in good condition and therefore should be retained and protected. A \$10,000.00 Tree Survival security will be required.
- Two trees (tag#Os1 (25 cm dbh Sycamore Maple) and tag#City-1 (0.08 cm dbh Katsura tree) located on adjacent neighbouring and City properties are identified to be retained and protected. Both trees will each require a \$5,000.00 Tree Survival Security. Provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03.

Tree Replacement

No trees are proposed to be removed. As per the Richmond Zoning Bylaw 8500, on a lot that is subject to a building permit application, each new lot will provide two new trees and comply with the minimum planting sizes specified in the City's Tree Protection Bylaw 8057 where trees are being planted. To ensure that each new lot will have a minimum of two new trees on-site, a Landscape security of \$3,000.00 for four new trees (\$750/tree) will be required.

Tree Protection

Two off-site trees (one neighbouring tree tag#Os1 and one City tree tag#City-1) are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). Three hedges are also highlighted and tagged (tag# Hedge1, Hedge2, OsHedge) as part of the tree protection plan. While hedges are not required to be retained these hedges are in good condition and the applicant has agreed to retain them. To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission of a Tree Survival Security to the City in the amount of \$20,000.00 for the three (3) trees to be retained (on-site: tag# 1601; off-site: tag# Os1, City-1).
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Affordable Housing Strategy

The Affordable Housing Strategy for single-family rezoning applications requires a secondary suite or coach house on 100% of new lots created; a secondary suite or coach house on 50% of new lots created together with a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft² of the total buildable area of the remaining lots; or, where a secondary

suite cannot be accommodated in the development, a cash-in-lieu contribution to the Affordable Housing Reserve Fund of \$4.00/ft² of the total buildable area of the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a one-bedroom secondary suite of minimum 36 m² (388 ft²) in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to final adoption of the rezoning bylaw, the applicant must register a legal agreement on title to ensure that no final Building Permit inspection is granted until a minimum one-bedroom secondary suite is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Site Servicing and Frontage Improvements

At the Subdivision stage, the applicant will pay a voluntary \$31,097.00 cash-in-lieu contribution for the road widening, concrete sidewalk, concrete curb, treed boulevard, and driveway crossings completed by the City Capital Project along Lockhart Road. The applicant is also required to pay the current year's taxes, Development Cost Charges (City and GVS & DD & Translink), School Site Acquisition Charge, Address Assignment Fees, and other costs associated with the completion of the servicing works as described in Attachment 7 via a City Work Order.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The purpose of this application is to rezone 3540 Lockhart Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, to permit the property to be subdivided to create two single-family lots, each with a secondary suite, with vehicle access from Lockhart Road.

This application is consistent with all applicable land use designations and policies, and is consistent with the established subdivision pattern in the surrounding area.

The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

On this basis, staff support the application and it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10211 be introduced and given first reading.



Nathan Andrews
Planning Technician

September 21, 2020

- 6 -

RZ 20-898600

(604-247-4911)

NA:blg

Attachments:

Attachment 1: Location Map and Aerial Photo

Attachment 2: Survey Plan and Proposed Subdivision Plan

Attachment 3: Development Application Data Sheet

Attachment 4: Seafair Planning Area Land Use Map

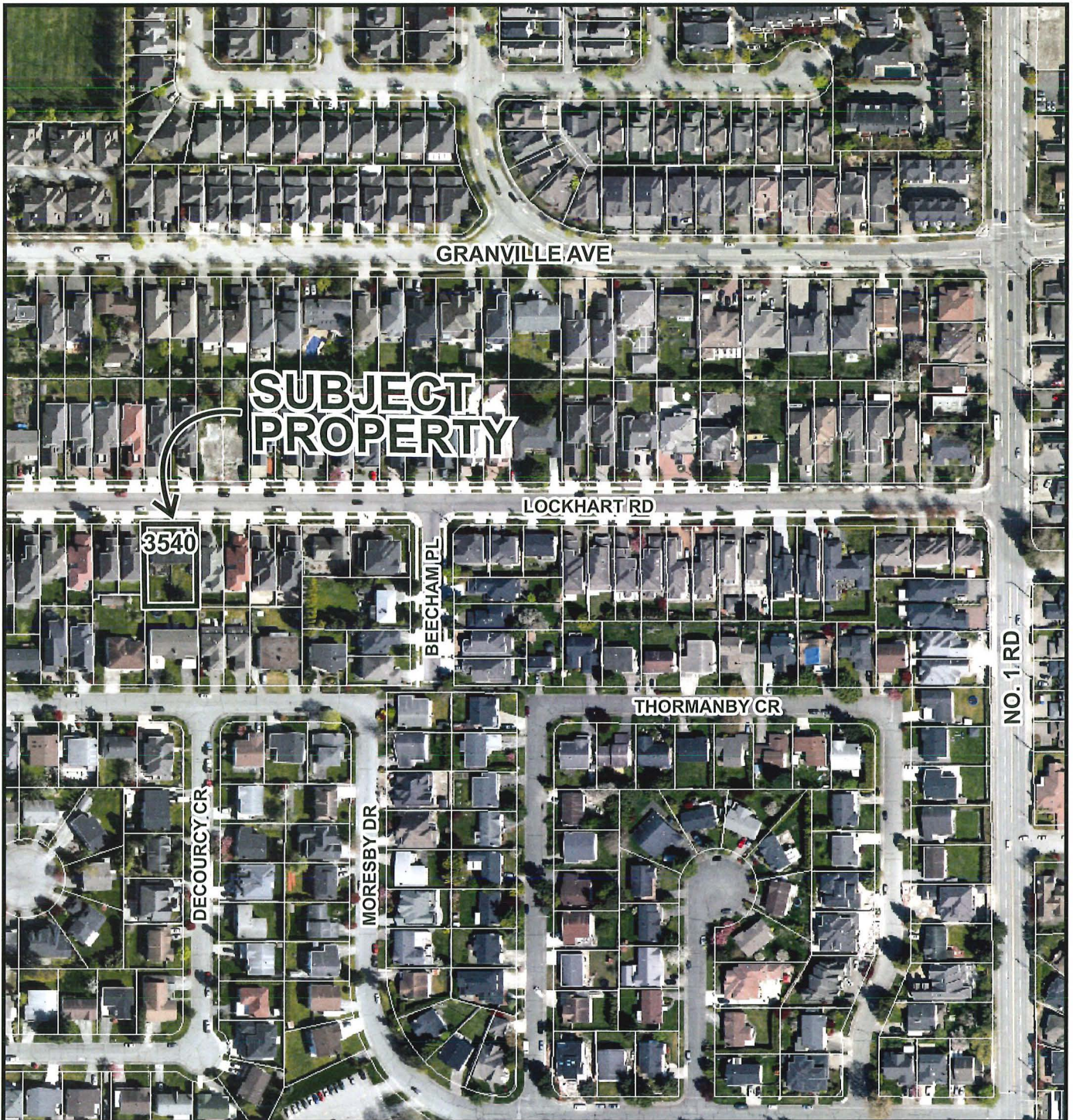
Attachment 5: Lot Size Policy 5447

Attachment 6: Tree Retention Plan

Attachment 7: Rezoning Considerations



City of Richmond



RZ 20-898600

Original Date: 04/14/20

Revision Date:

Note: Dimensions are in METRES

**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 49
EXCEPT THE SOUTH 120 FEET SECTION 15 BLOCK 4 NORTH
RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 15447**

#3540 LOCKHART ROAD,
RICHMOND, B.C.
P.I.D. 003-502-899

NOTE:

Elevations shown are based on
City of Richmond HPN
Benchmark network.

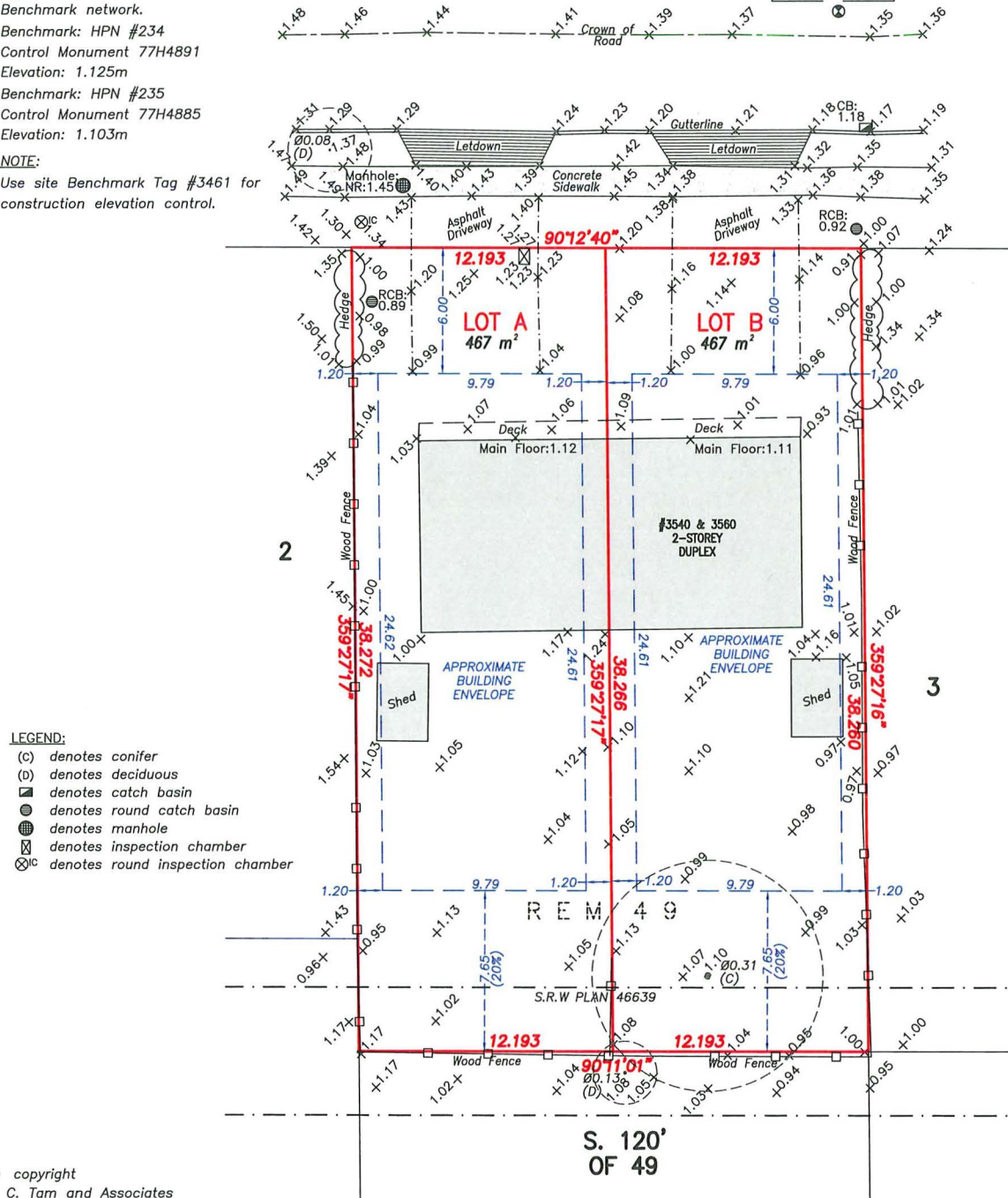
Benchmark: HPN #234
Control Monument 77H4891
Elevation: 1.125m
Benchmark: HPN #235
Control Monument 77H4885
Elevation: 1.103m

NOTE:

Use site Benchmark Tag #3461 for
construction elevation control.

LOCKHART ROAD

Nail in aluminum
Tag #3461
Site Benchmark
Elevation: 1.31m

**LEGEND:**

- (C) denotes conifer
- (D) denotes deciduous
- denotes catch basin
- denotes round catch basin
- ⊙ denotes manhole
- ⊠ denotes inspection chamber
- ⊗ denotes round inspection chamber

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Canada and B.C. Land Surveyor
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Telephone: (604) 214-8928
Fax: (604) 214-8929
E-mail: office@jctam.com
Website: www.jctam.com
Job No. 7463
FB-380 P 58 & 59; FB-381 P74
Drawn By: WK

SCALE: 1:200



ALL DISTANCES ARE IN METRES AND DECIMALS
THEREOF UNLESS OTHERWISE INDICATED

CERTIFIED CORRECT:
LOT DIMENSION ACCORDING TO
FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S., C.L.S.

August 14th, 2020.

DWG No. 7463-Topo-02

GP-211



RZ 20-898600

Attachment 3

Address: 3540 Lockhart Road

Applicant: Raman Kooner

Planning Area(s): Seafair

	Existing	Proposed
Owner:	1254396 BC Ltd. Firm name: Akkalan Holdings Inc. Director – Amit Robbie Sharda Director – Bhupinder Kooner	To be determined
Site Size (m²):	934 m ² (10,054 ft ²)	Two (2) lots – each approximately 467 m ² (5,027 ft ²)
Land Uses:	One (1) two-family dwelling	Two (2) single-family dwellings
OCP Designation:	Neighbourhood Residential	No change
Area Plan Designation:	N/A	No change
702 Policy Designation:	Lot Size Policy 5447 permits rezoning and subdivision of the subject site to Single Detached (RS1/B or RS2/B)	No change
Zoning:	Single Detached (RS1/E)	Single Detached (RS2/B)
Number of Units:	2	2
Other Designations:	N/A	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Lot Landscaping with live plant material: Min. 25%	Building: Max. 45% Non-porous Surfaces: Max. 70% Lot Landscaping with live plant material: Min. 25%	none
Lot Size:	360 m ² Min.	467 m ²	none
Lot Dimensions (m):	Width: 12.0 m Depth: 24.0 m	Width: 12.19 m Depth: 38.27 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 7.65 m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 7.65 m Side: Min. 1.2 m	none
Height (m):	2.5 storeys or 9.0 m	2.5 storeys or 9.0 m	none

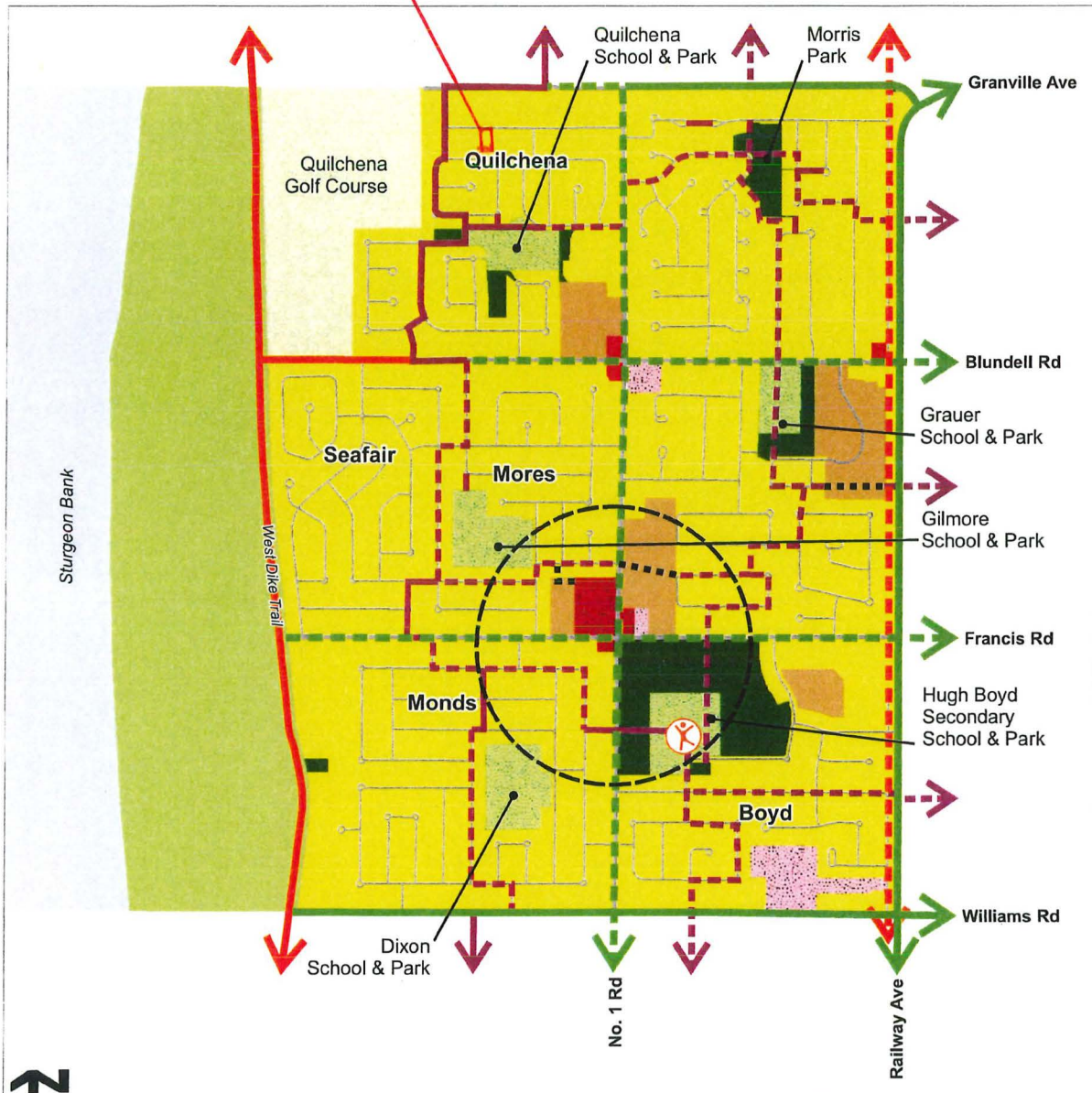
Other:

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

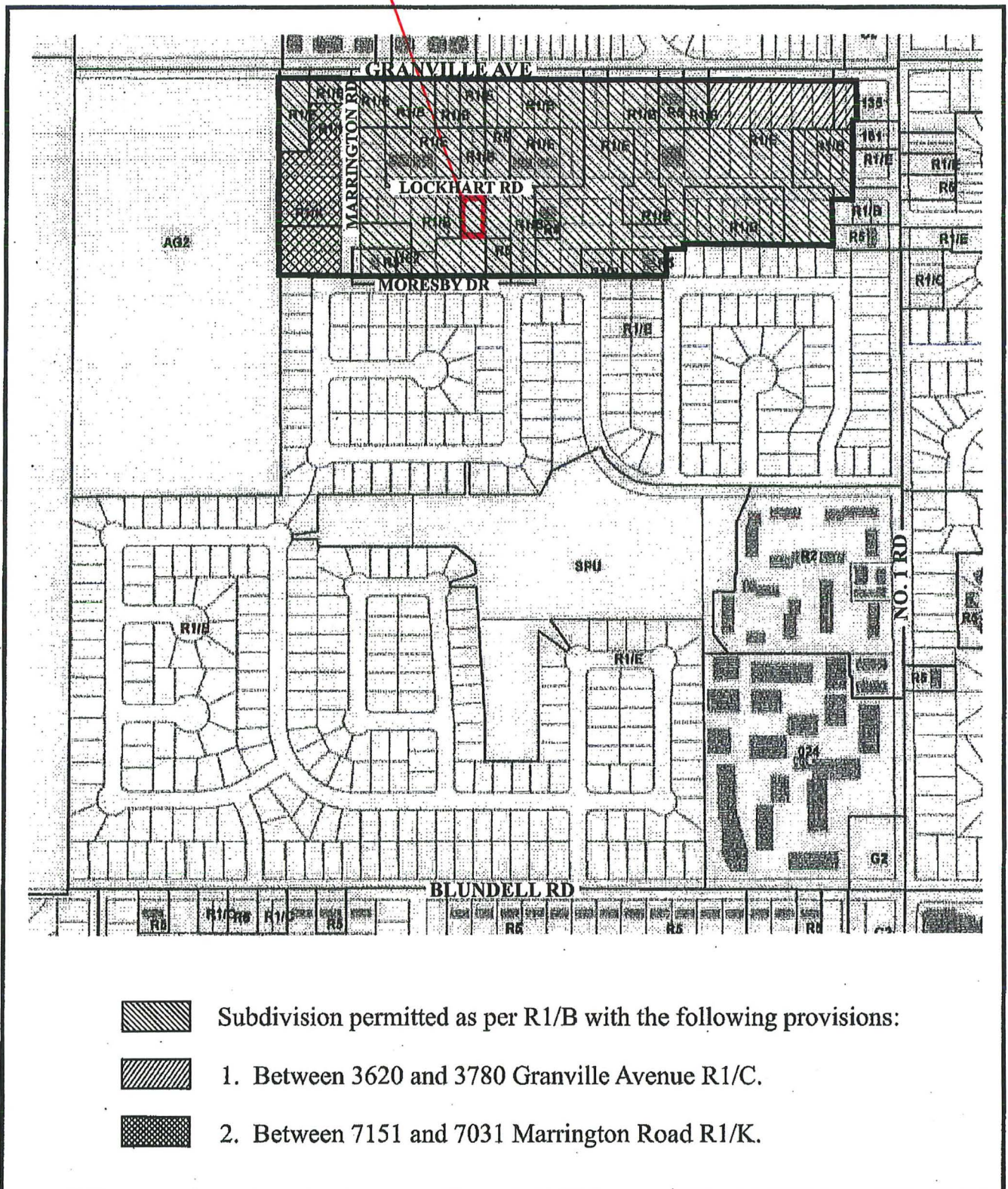


3. Seafair

SUBJECT PROPERTY



	Agricultural		Seafair Neighbourhood Centre (future)
	Apartment Residential		West Richmond Community Centre and Pitch & Putt
	Commercial		Existing Major Street Bike Route
	Community Institutional		Future Major Street Bike Route
	Conservation		Existing Greenway/Trail
	Neighbourhood Residential		Future Greenway/Trail
	Neighbourhood Service Centre		Existing Neighbourhood Link - enhanced
	Park		Future Neighbourhood Link - unenhanced
	School		Future Neighbourhood Link

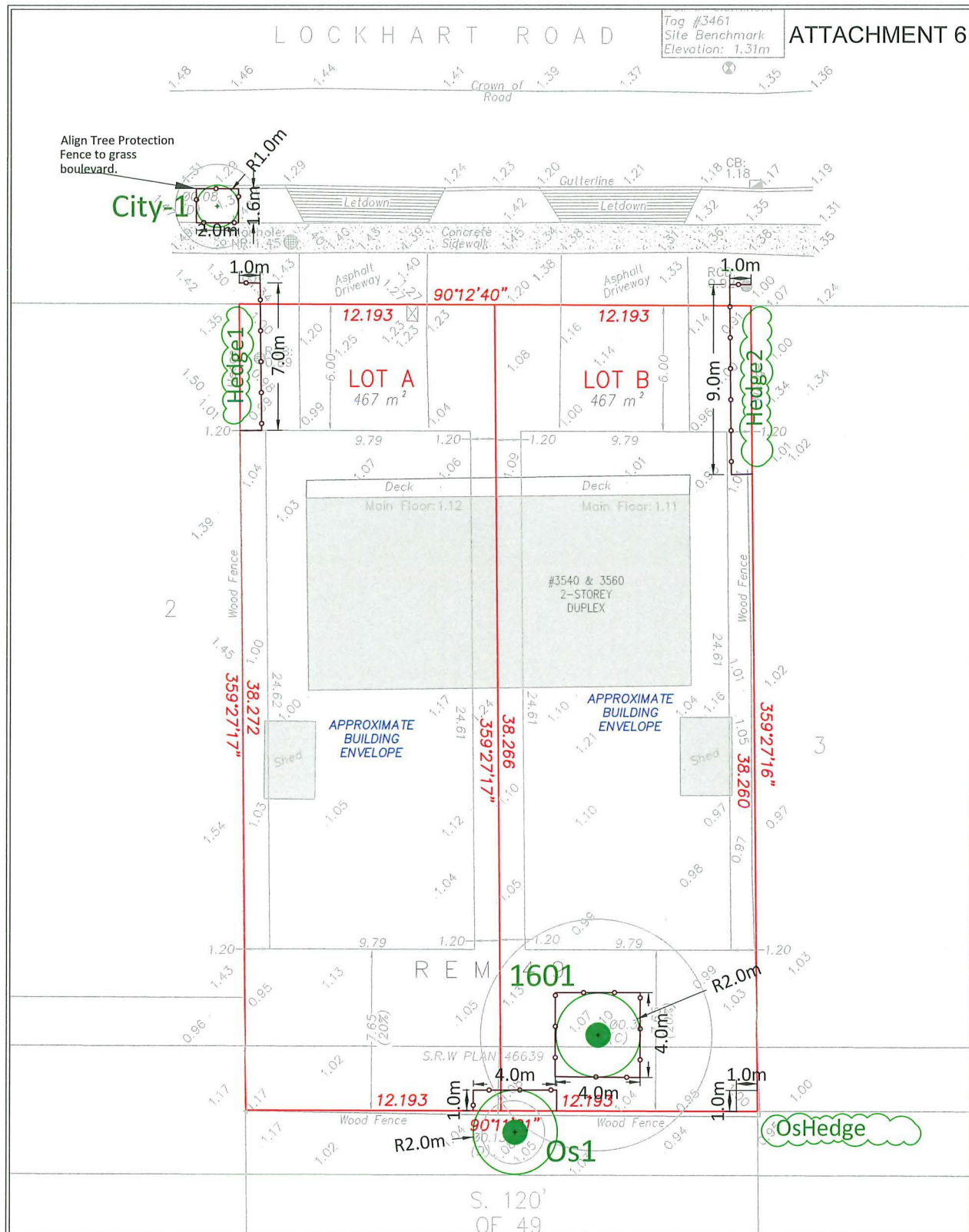


Policy 5447
Section 15-4-7

Adopted Date: 09/16/91

Amended Date: 10/20/03

Note: Dimensions are in METRES



LEGEND

CRITICAL ROOT ZONE

TREE PROTECTION ZONE AND FENCING

TREE TO BE REMOVED

SURVEYED TREE TO BE RETAINED

UN-SURVEYED TREE TO BE RETAINED (MUST BE SURVEYED)

REFERENCE DRAWINGS

1. Base Survey by: by J.C Tom and Associates Canada and B.C. Land Surveyor dated February 14th 2020.

NOTES

1. The location of un-surveyed trees on this plan is approximate. Their location and ownership cannot be confirmed without being surveyed by a Registered BC Land Surveyor.
2. All tree protection fencing must be built to the relevant municipal bylaw specifications. The dimensions shown are from the outer edge of the stem of the tree.
3. The tree protection zone shown is a graphical representation of the critical root zone, measured from the

outer edge of the stem of the tree. (If the tree's diameter was added to the graphical tree protection circles to accommodate the survey point being in the center of the tree)

4. No work is permitted within the Tree Protection Zone with the exception of swales. Swale construction is only permitted under the direct supervision of an arborist.
5. Drainage works such as lawn basins, associated piping or services are permitted within the No Build Zone under the direct supervision of an arborist.

6. This plan is based on a topographic and tree location survey provided by the owners' Registered British Columbia Land Surveyor (BCLS) and layout drawings provide by the owners' Engineer (P Eng).
7. This plan is provided for context only, and is not certified as to the accuracy of the location of features or dimensions that are shown on this plan. Please refer to the original survey plan and engineering plans.



Address: 3540 Lockhart Road

File No.: RZ 20-898600

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10211, the developer is required to complete the following:

1. Submission of a Landscape Security in the amount of \$3,000.00 (\$750/tree) to ensure four new trees are planted and maintained (two trees on Lot A and two trees on Lot B); minimum 6 cm deciduous caliper or 3.5 m high conifers.
NOTE: minimum size to be as per Tree Protection Bylaw No. 8057
2. 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. 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.
3. Submission of a Tree Survival Security to the City in the amount of \$20,000.00 for the three (3) trees to be retained (tag# 1601, Os1, City-1).
4. Registration of a flood indemnity covenant on title.
5. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a minimum one-bedroom secondary suite of approximately 36 m² (388 ft²) in size is constructed on both future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

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

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

At Subdivision* stage, the developer must complete the following requirements:

1. Pay a voluntary \$31,097.00 cash-in-lieu contribution for the road widening, concrete sidewalk, concrete curb, treed boulevard, and driveway crossings installed by the City capital project along Lockhart Road.
2. Payment of property taxes up to the current year, Development Cost Charges (City and GVSS & DD & Translink), School Site Acquisition Charge, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, including servicing costs associated with the following works done via a City Work Order at the developer's sole cost:

Water Works:

- a) Using the OCP Model, there is 272 L/s of water available at a 20 psi residual at the Lockhart Road frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b) The Developer is required to:
 - i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.
 - ii) Pay a voluntary \$4,793 cash-in-lieu contribution for the water connection and meter installed by the City capital water main replacement project along Lockhart Road. Payment should be made to the Water Reserve account (7600-90176). Please note that this does not include any disconnect/reconnect fees required at building permit stage.

- c) At Developer's cost, the City is to:
 - i) Install one new water service connections, complete with meter and meter box, to serve the proposed eastern lot.
 - ii) Retain the existing water connection to serve the proposed western lot.
 - iii) Replace the 20 mm water meter on the existing water connection with a 25 mm water meter, to suit the proposed onsite service size.

Storm Sewer Works:

- d) At Developer's cost, the City is to:
 - i) Inspect and confirm the capacity and condition of the existing storm connections. If the existing storm connections are adequate to be reused, they may be retained. If not, a single service connection and inspection chamber with dual service leads shall be installed at the common property of the proposed lots, and the existing service connections capped at the inspection chambers.

Sanitary Sewer Works:

- e) The Developer is required to:
 - i) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works.
- f) At Developer's cost, the City is to:
 - i) Cap the existing sanitary connection at the inspection chamber.
 - ii) Install a new sanitary connection complete with inspection chamber and dual service leads at the common property line of the proposed lots.

Frontage Improvements:

- g) The Developer is required to:
 - i) Pay a voluntary \$31,097.00 cash-in-lieu contribution for the road widening, concrete sidewalk, concrete curb, treed boulevard, and driveway crossings installed by the City capital project along Lockhart Road. Payment should be made to the Roads Ext Contributions account (7500-90363). This item is highlighted at the beginning of the "At Subdivision Stage" requirements.
 - ii) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (1) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - (2) To locate all above ground utility cabinets and kiosks required to service the proposed development within the development site.

General Items:

- h) The Developer is required to:
 - i) Not encroach into the proposed right of ways with trees, non-removable fencing, or other non-removable structures.
 - ii) Enter into, if required, 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, 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.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and

proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

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.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed _____

Date _____



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10211 (RZ 20-898600)
3540 Lockhart Road**

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

1. 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 designation of the following area and by designating it **“SINGLE DETACHED (RS2/B)”**.

P.I.D. 003-502-899

Lot 49 Except the South 120 Feet Section 15 Block 4 North Range 7 West New Westminster District Plan 15447

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10211”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



Monday, November 16, 2020 – 7 pm

**Council Chambers, 1st Floor, Richmond City Hall
6911 No. 3 Road, Richmond, BC V6Y 2C1**

Richmond Zoning Bylaw 8500, Amendment Bylaw 10211 (RZ 20-898600)

Location/s: 3540 Lockhart Road

Applicant/s: Raman Kooner

Purpose: To rezone the subject property from “Single Detached (RS1/E)” to “Single Detached (RS2/B)”, to permit development of two single-family lots with vehicle access from Lockhart Road.

City Contact: Nathan Andrews, 604-247-4911, Planning and Development Division

How to obtain further information:

- **By Phone:** If you have questions or concerns, please call the CITY CONTACT shown above.
 - **On the City Website:** Public Hearing Agendas, including staff reports and the proposed bylaws, are available on the City Website at <http://www.richmond.ca/cityhall/council/agendas/hearings/2020.htm>
 - **At City Hall:** Copies of the proposed bylaw, supporting staff and Committee reports and other background material, are also available for inspection at the Planning and Development Division at City Hall, between the hours of 8:15 am and 5 pm, Monday through Friday, except statutory holidays, commencing November 6, 2020 and ending November 16, 2020, or upon the conclusion of the hearing.
 - **By FAX or Mail:** Staff reports and the proposed bylaws may also be obtained by FAX or by standard mail, by calling 604-276-4007 between the hours of 8:15 am and 5 pm, Monday through Friday, except statutory holidays, commencing November 6, 2020 and ending November 16, 2020.
-

Participating in the Public Hearing process:

- The health and wellness of our residents, staff and Council remain our priority. Please be advised that measures will be taken at the meeting to respect physical distancing requirements and adhere to recommended preventative measures to limit the spread of COVID-19.
- During the COVID-19 Pandemic, the Public Hearing is open to members of the public who may be affected by the proposed bylaw and wish to make a presentation.
- Due to the public health concerns and social distancing requirements, the public is encouraged to submit written comments in advance of the Public Hearing, or register to participate remotely via telephone, instead of attending the meeting in person if possible.
- Registration to participate remotely via telephone is available starting on the Friday prior to the Public Hearing until 1:00 pm on the date of the Hearing. Information on how to register is available on the City website: <https://www.richmond.ca/cityhall/council/phone-participation.htm>
- Written comments may be submitted to the City Clerk's Office by 4:00 pm on the date of the Public Hearing as follows:
 - **By E-mail:** using the on-line form at <http://www.richmond.ca/cityhall/council/hearings/about.htm>
 - **By Standard Mail:** 6911 No.3 Road, Richmond, BC, V6Y 2C1, Attention: Director, City Clerk's Office
 - **By Fax:** 604-278-5139, Attention: Director, City Clerk's Office

- **Public Hearing Rules:** For information on public hearing rules and procedures, please consult the City website at <http://www.richmond.ca/cityhall/council/hearings/about.htm> or call the City Clerk's Office at 604-276-4007.
- All submissions will form part of the record of the hearing. **Once the Public Hearing has concluded, no further information or submissions can be considered by Council.** It should be noted that the rezoned property may be used for any or all of the uses permitted in the "new" zone.

Claudia Jesson
Director, City Clerk's Office
