



To: Planning Committee **Date:** August 10, 2026
From: Wayne Craig **File:** HA 26-019270
General Manager, Planning and Development
Re: **Application by 1135355 BC Ltd. for a Steveston Village Heritage Conservation Grant at 3891 Moncton Street**

Staff Recommendations

1. That a funding request in the amount of \$2,200.00 plus taxes and disbursements, to a maximum of \$2,500.00, be approved under the Steveston Village Heritage Conservation Grant Program to assist with heritage conservation planning for Tasaka Barbershop at 3891 Moncton Street and disbursed in accordance with Council Policy 5900; and
2. That the proposed amendments to the Steveston Village Heritage Conservation Grant Program (Council Policy 5900) to delegate consideration of Planning Project Grants to the Director of Policy Planning, be approved.

Executive Summary

1135355 BC Ltd. has applied for a Planning Project Grant of \$2,500.00 from the Steveston Village Heritage Conservation Grant (SVHCG) Program to assist with the cost of obtaining a structural assessment of the protected heritage property at 3891 Moncton Street, known as the Tasaka Barbershop. The structural assessment would provide information about the structural condition of the heritage building and upgrades that may be required for the long-term conservation of the building. Approval of the grant is recommended.

Planning Project Grants can provide up to \$10,000 per protected heritage property in Steveston Village for eligible costs of developing planning documents for heritage conservation, including heritage conservation plans and building condition assessment reports. As set out in Council Policy 5900, SVHCG applications are currently referred to Council for approval, for both Planning Project Grants and Conservation Project Grants. To streamline and expedite the grant process and heritage conservation planning for the heritage buildings in Steveston Village, consideration of Planning Project Grants is recommended to be delegated to the Director of Policy Planning.

Staff Report

Origin

1135355 BC Ltd. (Brett Martyniuk) has applied to the City of Richmond to receive a grant in the amount of \$2,200 plus taxes and disbursements from the Steveston Village Heritage Conservation Grant (SVHCG) program. The application is for a Planning Project Grant to assist with the cost of a structural assessment of the protected heritage building at 3891 Moncton Street. A structural assessment would provide information to assist heritage conservation planning for the active Heritage Revitalization Agreement (HRA) and Heritage Alteration Permit (HAP) applications for the property (HRA 25-020157, HA 25-020154). The HRA and HAP proposal is for additional floor space and the conservation of the building, and would be brought forward for Council's consideration in future. The building is historically known as the Tasaka Barbershop. The property owner operates the Village Bikes business at the property. A location map and an aerial photo are included in Attachment 1.

A new category of Planning Project Grant was added to the SVHCG program in 2025 to provide up to \$10,000 per identified heritage building, up to 100% of the total cost of eligible expenses, to assist property owners in developing the necessary planning documents for heritage conservation. The Planning Project Grant application for 3891 Moncton Street is the first one to be considered for this category of grant. All grant requests to the SVHCG program currently require approval by Council. An amendment to Council Policy 5900 is proposed to delegate consideration of Planning Project Grants to the Director of Policy Planning to reduce processing time for this category of grant and expedite heritage planning work for protected heritage properties in the Steveston Village Heritage Conservation Area (HCA).

Background

Heritage Value

The one-storey commercial building at 3891 Moncton Street is one of the 17 protected heritage buildings in the Steveston Village HCA. It was built in the mid-1930s by retired barber Kisaku Hirai. The barbershop and attached dwelling at the rear of the shop were rented in 1938 and then purchased in January 1942 by Arizo Tasaka. The property was purchased by Peter Martyniuk in 1948 and has continued to be owned by the Martyniuk family since that time.

The Tasaka Barbershop is valued for its association with Steveston's Japanese Canadian community, its built form, and its contribution to the streetscape of simple, wood frame, commercial buildings. Character-defining elements include the false front with moulded cornice and central sash window, the corner entrance with transom, front gabled wood framed structure behind, brick chimneys, and original siding on the west wall. A Statement of Significance and contemporary and historical photographs are in Attachment 2.

Related Policies & Studies

Official Community Plan & Steveston Area Plan

The City's OCP provides citywide direction and policy to preserve, promote and celebrate community heritage and offer incentives where appropriate to private owners for conservation of heritage resources. The subject site is designated "Local Villages – Tier 1" in the OCP and "Heritage Mixed-Use (Commercial-Industrial with Residential & Office Above)" in the Steveston Area Plan.

Steveston Village Heritage Conservation Area

Steveston Village is designated as a Heritage Conservation Area (HCA) in the Steveston Area Plan. In the HCA, 17 buildings and some landscape features are identified as heritage resources to be protected. Tasaka Barbershop is one of the 17 protected heritage buildings. The Steveston Area Plan includes policies to conserve identified heritage resources within the Steveston Village Node and provide incentives to the private sector to conserve buildings and sites designated as having significant heritage value in Steveston Village. Providing a grant to support heritage conservation planning for the conservation of Tasaka Barbershop is consistent with the intent of the Steveston Village HCA.

The Steveston Village Heritage Conservation Grant Program

The SVHCG program was adopted by Council in 2009 as part of the implementation of the Steveston Village Conservation Strategy. The program aims to provide financial assistance to property owners, on a cost-sharing basis, for conserving the exterior of the 17 protected heritage buildings in the Steveston Village Heritage Conservation Area, recognizing that the historic buildings make a significant contribution to the heritage character of Steveston Village. Details of the program are set out in Council Policy 5900, Attachment 3.

The SVHCG program was updated in January 2025 to include a new category of Planning Project Grants, in addition to the Conservation Project Grants.

A Planning Project Grant can provide:

- Up to \$10,000.00 per identified heritage building for eligible expenses include consulting fees to develop Statements of Significance, Heritage Conservation Plans, building condition assessment reports, architectural plans, and any other types of planning studies that support heritage conservation;
- Up to 100 per cent of the total cost of eligible expenses.

As heritage conservation may occur in stages, more than one application can be made for Planning Project Grants. However, the total amount per identified heritage building is limited to \$10,000.00.

The Standards and Guidelines for the Conservation of Historic Places in Canada

The *Standards and Guidelines for the Conservation of Historic Places in Canada* (2nd edition, 2010, Parks Canada), pan-Canadian best-practice principles and guidance, is used as a guide in managing the protected heritage resources in Steveston Village.

The *Standards and Guidelines* define conservation as “all actions or processes aimed at safeguarding the character-defining elements of an historic place to retain its heritage value and extend its physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.”

The proposed structural assessment is consistent with the conservation decision-making process set out in the *Standards and Guidelines* that recommends understanding an historic place as an essential first step to good conservation practice, achieved through research and investigation, including building condition.

Analysis**Steveston Village Heritage Conservation Grant application**

The property owner has requested a Planning Project Grant of \$2,200.00 plus taxes and disbursements to assist with the cost of obtaining a structural assessment of the heritage building, prepared by a qualified engineering firm with experience of heritage conservation projects. The letter from the owner outlining the request, and the proposal and quote from the engineering firm are included in Attachment 4. The grant amount is proposed for 100 per cent of the eligible costs to a maximum of \$2,500.00.

A structural assessment of the building has been identified to provide valuable information to heritage conservation planning for active HRA and HAP applications for the property. Partial or complete replacement of the rear portion of the building is proposed, noted as in poor condition by the heritage consultant, along with a two-storey addition to expand space for the existing business. Conservation of the retained heritage building is anticipated, including ensuring long-term structural stability. Following technical review, the applications will be forwarded to the Richmond Heritage Commission for review and comment prior to proceeding to Planning Committee.

If Council approves the grant application, the structural assessment must be completed within twelve months and a copy of the report provided to the City of Richmond before the grant is issued. As noted in Council Policy 5900, the owner will also be required to submit a letter requesting payment of the grant and paid bills confirming the actual cost of the completed work.

Each of the protected heritage properties in the Steveston Village HCA is unique and has differing conservation needs. Providing a Planning Project Grant for a structural assessment can support planning for successful conservation of the Tasaka Barbershop building.

Amendment to Council Policy 5900

To enable a streamlined process and timely response to Planning Project Grant requests, it is recommended to amend Council Policy 5900 to allow the Director of Policy Planning to consider Planning Project Grant applications which can be up to \$10,000.00 per heritage building. This would enable valuable information to be obtained as soon as possible and contribute to the technical review of proposals for restoration and rehabilitation of heritage buildings in Steveston Village. A red-line version of Council Policy 5900 showing the proposed amendment is in Attachment 5.

Should Council adopt the recommendation, a revised bulletin “Steveston Village Heritage Conservation Grant Program (Planning-03)” would be posted on the City’s website. Staff will inform Council of Planning Project Grants that are awarded.

Budgetary Implications

Funding for the maximum \$2,500.00 grant is available in the Steveston Village Heritage Conservation Grant Program fund (Heritage Trust account).

Conclusion

1135355 BC Ltd. has applied for a Planning Project Grant of \$2,200.00 plus taxes and disbursements, to a maximum of \$2,500.00, from the Steveston Village Heritage Conservation

Grant program to assist with the cost of a structural assessment of the protected heritage building at 3891 Moncton Street.

Amendments are proposed to the SVHCG program (Council Policy 5900) to enable the Director of Policy Planning to consider Planning Projects Grants of up to \$10,000.00 to streamline and expedite the grant process and support heritage conservation planning for heritage buildings in Steveston Village.

It is recommended that:

- The Grant request be approved; and
- Council Policy 5900 be amended.

Respectfully submitted,

John Hopkins, Policy Planning

Report Contributors

This report was prepared by Judith Mosley, Heritage Planner and reviewed by Finance.

Endorsed by Serena Lusk, CAO

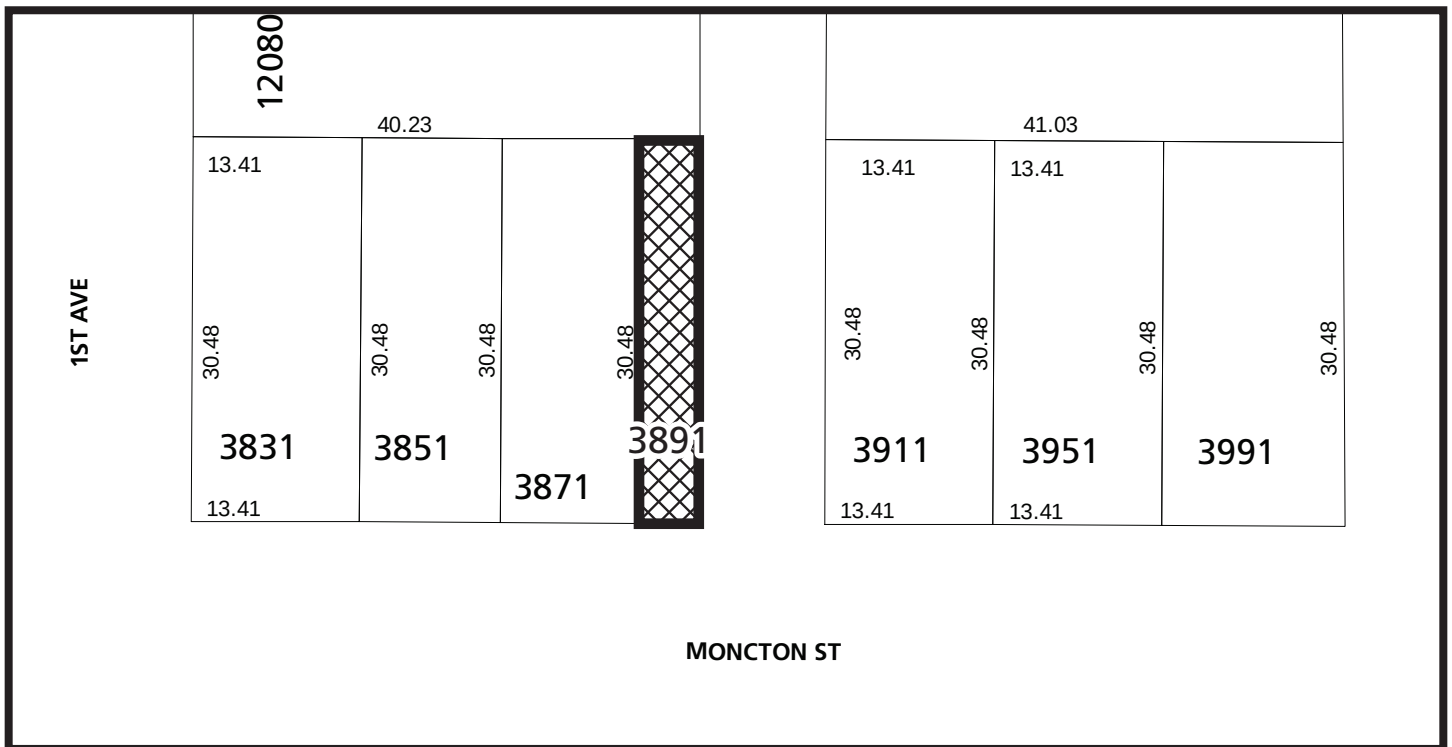
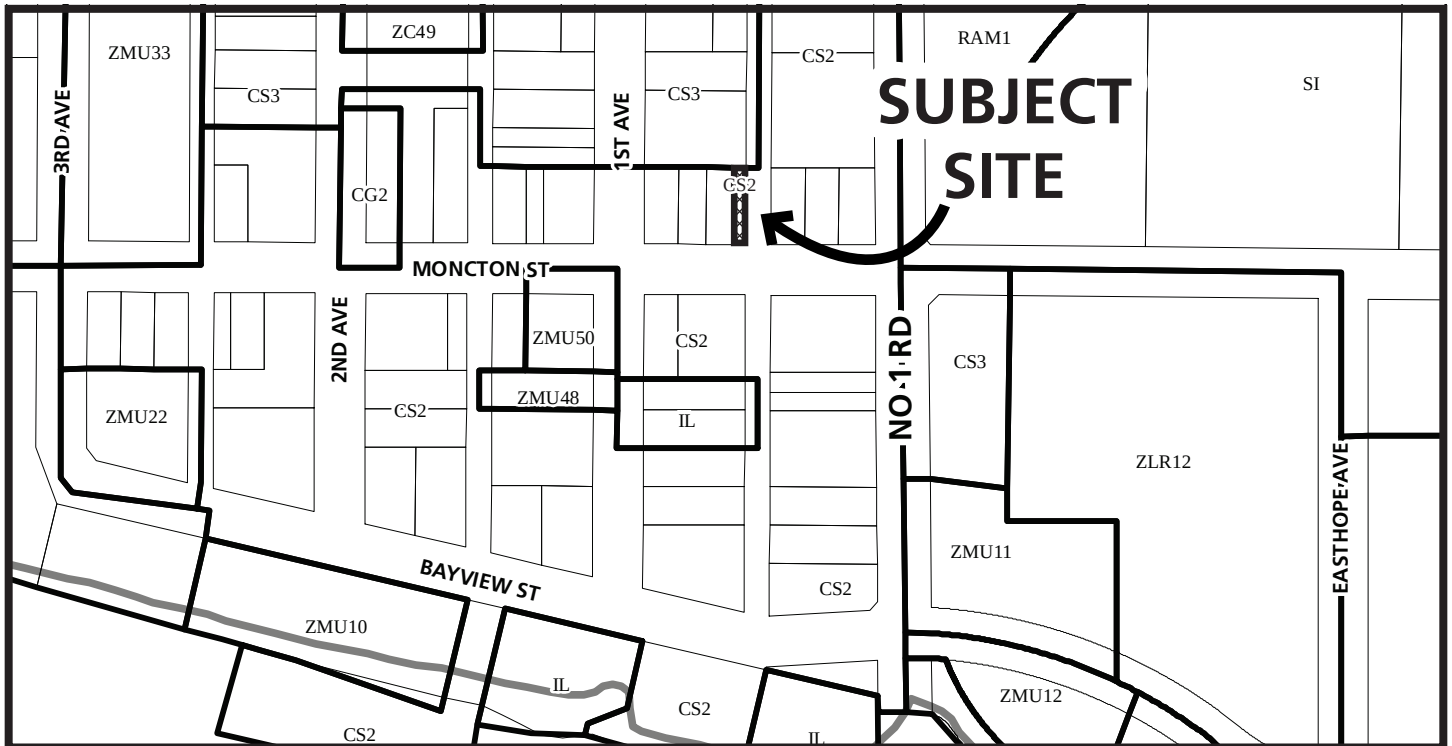
Attachment 1: Location Map

Attachment 2: Statement of Significance and Photographs

Attachment 3: Council Policy 5900

Attachment 4: Letter and Cost Estimate

Attachment 5: Council Policy 5900 Amendment



HA 26-019270

Original Date: 08/06/26
Revision Date:

Note: Dimensions are in METRES



City of
Richmond



HA 26-019270

Original Date: 06/08/26
Revision Date:

Note: Dimensions are in METRES

PLN - 214

Description of Historic Place**Draft Statement of Significance**

Constructed in the mid-1930s, the former Tasaka Barbershop building is a one and a half storey false fronted wood-frame structure located on the north side of the 3800 block of Moncton Street at the lane in the Steveston area of Richmond, BC.

Heritage Value

The Tasaka Barbershop is valued for its association with Steveston's early Japanese community; its built form with false front and angled entrance and its contribution to a streetscape of simple, wood frame, commercial buildings found on the north face of the 3800 block of Moncton Street.

Constructed in the mid-1930s by retired barber Kisaku Hirai the building has strong social and cultural value with its connection to the establishment, growth and loss of Steveston's pre-World War Two era Japanese community.

The Tasaka Barbershop is valued as a representative example of the scale and pattern of commercial development that characterized Steveston in the early part of the twentieth century. The angled entrance is a response to the prominent lane side location.

Salt Spring Island born Arizo Tasaka working as a barber in Steveston since 1931 rented 3891 Moncton Street in 1938 for his new barbershop and would purchase the building four years later. Arizo and his wife lived in the single storey 2 room building at the rear of the shop.

The Tasaka Barbershop is valued as part of a small but important cluster of original wood frame commercial buildings on the north face of the 3800 block of Moncton Street that reflects the early commercial development of the street.

Value is also found with the various renovations, including the 1950s-era rough cast stucco and the modern garage style storefront illustrating the adaptation to trends and changing retail needs.

The Tasaka family relocated to Greenwood, BC in 1942 ahead of the forced relocation of the coastal Japanese population. The shop and residence was purchased by Peter Maryniuk from the federal government in 1948 and remains with the family.

Character-Defining Elements

The character-defining elements of the Tasaka Barbershop include:

- square false front with:
 - simple moulded cornice
 - centrally placed sash window with wide flat trim, sill and cap
- corner entrance with transom
- end gabled wood framed structure behind the false front
 - shingled shed dormer facing the lane with horizontal divided light casement window
 - two brick chimneys
 - four windows with six light top sash with rough textured trim with rounded ends
- rough cast stucco on the principle facades
- exposed original drop siding on the west wall

Background

Arizo Tasaka, one of 19 children, was born in 1907 in Ganges on Salt Spring Island. Arizo's father Isaburo Tasaka arrived in North America in the late 1800s and settled in Portland Oregon. His summers were spent fishing out of Steveston which led to his involvement in the production of salted salmon. With its exports to Japan the business flourished which enabled Isaburo to return to Japan and marry his wife Yorie. The couple returned to the Pacific Coast and settled in Steveston briefly before relocating to Salt Spring Island in 1905.

Arizo was sent to Japan in 1912 for school returning to Salt Spring in 1924 however, it wasn't long before he made the move to Steveston. The 1931 Census shows Arizo working as a barber "on his own account", meaning his own business. Family history states that he apprenticed with Kisaku Hirai before setting up his own shop. Mr Hirai is shown as retired in the census and so Arizo has taken over the barbershop.

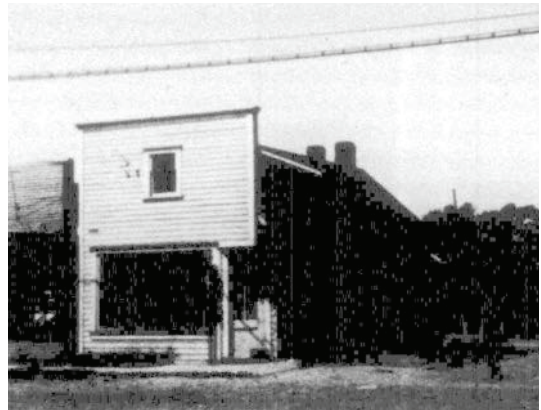
Documents pertaining to compensation claims for Japanese property seized during WW2 show that Arizo rented 3891 Moncton Street from Hirai in 1938 and purchased it in January 1942. Arizo purchased two barber's chairs and mirrors from Hirai's old shop and moved them up the street to his new shop.

Historic Photographs



Moncton Street in 1940 showing the Tasaka Barbershop at the lane with its corner entrance and at the right hand side of the image is the location of Arizo Tasaka's original barbershop which he took over from Kisaku Hirai.

City of Richmond Archives RCF-274

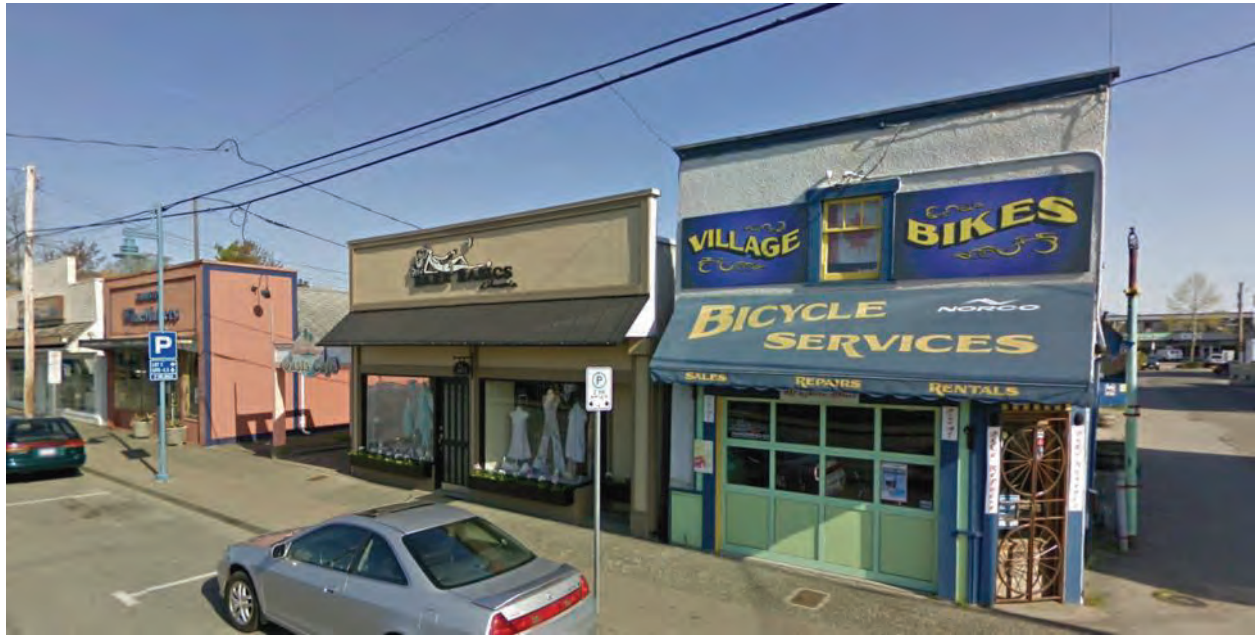


Top: An early photo of the barbershop



Below: The barbershop in 2004, photo taken for the heritage inventory

Contemporary Photographs



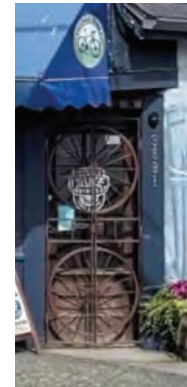
Village Bikes and its neighbours shown in Google Street View, 2009



Lane elevation



Rear of the building



Store Front and corner entrance detail

Page 1 of 4	Steveston Village Heritage Conservation Grant Program	Policy 5900
	Adopted by Council: April 27, 2009 Amended by Council: November 13, 2018 Amended by Council: January 27, 2025	

POLICY 5900:

It is Council policy that:

The Steveston Village Heritage Conservation Grant (SVHCG) Program is established to provide financial assistance to property owners—on a cost share basis—for conserving the exterior of 17 heritage buildings in the Steveston Village Heritage Conservation Area, as identified in the Steveston Area Plan.

The 17 identified heritage buildings make a significant contribution to the heritage character of Steveston Village. The intent of the program is to help conserve the exterior of these significant buildings and support their continued legacy for future generations.

1. Program Funding Sources

The source of funds for the SVHCG Program includes:

- Voluntary cash contributions, as set out in the Steveston Area Plan;
- Senior government and Non-Governmental Organization grants; and
- Other private donations.

2. Funding Categories

The SVHCG Program provides funding opportunities through two different categories:

- **Planning Project Grants** for engaging a heritage consultant and developing necessary planning documents for heritage conservation;
- **Conservation Project Grants** for physical conservation work.

3. Eligible Expenses and Grant Amounts

Planning Project Grants

- Eligible expenses include consulting fees to develop Statements of Significance, Heritage Conservation Plans, building condition assessment reports, architectural plans, and any other types of planning studies that support heritage conservation, at the discretion of the Director of Policy Planning.
- Maximum grant of \$10,000 per identified heritage building. The grant may cover 100% of the total cost of eligible expenses.
- As heritage conservation may occur in stages, an owner/developer may apply more than once; however, the total grant amount per identified heritage building is limited to \$10,000 for Planning Project Grants.

Adopted by Council: April 27, 2009
Amended by Council: November 13, 2018
Amended by Council: January 27, 2025

Conservation Project Grants

- Eligible expenses are limited to works related to the exterior conservation of the identified heritage buildings. These include, but are not limited to, the following:
 - Façade restoration or rehabilitation to enhance the historic appearance and convey the heritage significance of the building;
 - Repair or restoration of the character-defining elements such as wood windows or original cladding;
 - Reconstruction of lost heritage elements such as front porches or exterior trims;
 - Roof repair or replacement; and
 - Structural upgrades, including seismic upgrades, and stabilization work (e.g. new foundations) to extend the physical life of the building.
- Ineligible expenses include, but are not limited to, the following:
 - General on-going maintenance work (e.g. gutter cleaning);
 - Renovation or replacement of non-historic elements of the building;
 - New additions and/or construction of accessory buildings;
 - Interior works; and
 - Any other work deemed to be inappropriate at the discretion of the Director of Policy Planning.
- Maximum grant of \$150,000 per identified heritage building. The grant may not exceed 50% of the total cost of eligible expenses (i.e. only projects with eligible expenses of \$300,000 or more would be able to apply for the maximum amount).
- An additional maximum grant of \$100,000 per identified heritage building may be considered by Council to achieve exceptional heritage conservation. Exceptional heritage conservation means a complete and comprehensive restoration of a building including the façade(s) (where not already completed), in the opinion of the Director of Policy Planning and a retained heritage consultant, and that would greatly enhance the historic appearance of the building and the heritage value and heritage character of the Steveston Village Heritage Conservation Area. The final determination of what is exceptional will be made by Council based on the project's overall contribution to conserving the character of Steveston Village.
- If the registered owner of the property containing one of the identified heritage buildings is a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses.
- As heritage conservation may occur in stages, an owner/developer may apply more than once; however, the total Conservation Project Grant amount per identified heritage building is limited to \$150,000, and for exceptional conservation projects, it is limited to \$250,000.

Adopted by Council: April 27, 2009
Amended by Council: November 13, 2018
Amended by Council: January 27, 2025

4. Grant Applications

- Grant applications must be submitted in accordance with the procedures and forms provided by the City of Richmond.
- If no program funds are available, no grant applications will be considered (i.e. first-come, first-served basis).
- A grant will not be provided where work has already been undertaken prior to the City's approval.
- Owners or developers of sites with identified heritage buildings may include public entities (e.g. City or other levels of government), and are eligible to apply for a grant.
- Contributors to the SVHCG Program may apply for a grant (e.g. if the site proposed to be redeveloped contains one of the 17 identified heritage buildings). However, the required contribution must be provided to the City prior to final approval of the accompanying rezoning or Heritage Revitalization Agreement application.
- Any person involved in the review and approval of SVHCG applications, including active members of City Council, must declare any direct or indirect benefit to themselves, relatives, business associates, or to anyone else that would advance their personal interests, and may be required to recuse themselves from such processes.
- All grant applications that meet the eligibility criteria will be considered by Council. Council is not obligated to approve a grant or to provide the full requested amount. Final decision on all grant applications that meet the eligibility criteria will be made by Council.
- All Planning Project Grant applications must include a letter from the property owner and a proposal from a qualified heritage professional or design professional outlining the proposed scope of work and the fees.
- All Conservation Project Grant applications must include an acceptable Heritage Conservation Plan or equivalent documentation prepared by a professional heritage consultant. The requirement of a Heritage Conservation Plan may be waived for projects that are minor in scale and do not significantly affect the exterior of the heritage building, at the discretion of the Director of Policy Planning.
- The *Standards and Guidelines for the Conservation of Historic Places in Canada* shall be used as a guide in determining eligible expenses. The *Standards and Guidelines* defines "conservation" as all actions or processes aimed at safeguarding the character-defining elements of a resource to retain its heritage value and extend its physical life.

Adopted by Council: April 27, 2009
Amended by Council: November 13, 2018
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5. Grant Issuance

- If Council approves the application, the eligible works must be completed before the grant is issued.
- For all Planning Project Grants, the following items must be submitted and accepted by City staff prior to the grant's issuance:
 - A letter from the applicant/owner indicating the actual cost of the completed consulting work and a request for payment of the grant;
 - A PDF copy of the planning document(s); and
 - Paid bills and/or invoices.
- For all Conservation Project Grants, the following items must be submitted and accepted by City staff prior to the grant's issuance:
 - A letter from the applicant/owner indicating the actual cost of the completed project accompanied by paid bills as proof and a request for payment of the grant;
 - A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
 - Photographs of the completed project.
- The works covered by the approved Project Planning Grant must be completed within 12 months of the date of the approval by Council. After 12 months of the date of the approval, the grant approval will expire.
- The works covered by the approved Conservation Project Grant must be completed within 36 months of the date of the approval by Council. After 36 months from the date of the approval, the grant approval will expire.
- For issuance of the approved grant, the completed works must be inspected and deemed satisfactory by the City staff.

6. Evaluation Criteria

The following considerations will form the basis for evaluation of grant applications:

- How the proposed work contributes to preserving and enhancing the overall historic fabric and heritage value of Steveston Village;
- The level of contribution of the proposed work in conserving the heritage character and conveying the historic significance of the building;
- How the proposed work helps extend the physical life of the building; and
- The overall quality of the submission and the applicant's ability to carry out the project on a reasonable time-frame at reasonable costs and secure other funding sources.

Village Bikes

3891 Moncton St.
Richmond, BC, V7E 3A7
604-274-3865
info@villagebikes.ca

February 12, 2026

Steveston Village Heritage Conservation Grant Program
City of Richmond

Re: Planning Project Grant Application – 3891 Moncton St, Richmond, BC

Dear Members of the Grant Review Committee,

I am writing as the owner of the property located at 3891 Moncton St, a designated heritage building in Steveston Village, in support of my application for a Planning Project Grant.

My bicycle shop has operated in Steveston Village for 18 years, and this building has been central to our presence in the community. I am committed to preserving its heritage character while ensuring it remains structurally sound and viable for continued use.

We are preparing to address structural concerns at the rear portion of the building and are exploring a carefully planned extension to improve functionality. Given the building's heritage designation, it is essential that this work be guided by a qualified professional engineer to properly inform conservation planning.

We are therefore seeking grant support to obtain a professional engineering report that will assess the structural condition of the building and provide recommendations to guide conservation-sensitive improvements. This report is a necessary first step to ensure any future work respects the building's heritage value and complies with applicable guidelines.

Thank you for your consideration. I appreciate the City's continued support in preserving Steveston's historic character while allowing local businesses to responsibly maintain and improve these important buildings.

Sincerely,

Brett Martyniuk
Owner

March 26, 2026

Philip Thrum
philipthrum@gmail.com

Re: Structural Assessment Report for 3891 Moncton Street, Richmond, BC

Dear Philip:

We are pleased to submit our proposal to provide professional structural engineering services for your new project. Thank you for your consideration.

Our proposal is based on our telephone discussion and the drawings that we received from you on February 4. We understand development plans were submitted to the city for an addition to the back of the existing one-storey commercial building at 3891 Moncton Street. The structural scope of work will be:

- To review the structure of the existing building for building code compliance.
- Identify deficiencies in accordance with the structural requirements of the current building code.
- Give recommendations for structural upgrade. Detail design of any recommended structural upgrade is not part of this scope of work.

Schedule of Proposed Fee

Our propose fee, excluding taxes and disbursements, are as follows:

South end of budling (part of building to be retained)

- Site reconnaissance to verify the existing condition and member sizes of the building structure. (Selectively remove existing interior finishes as required to exposed the existing structure)
- Structural analysis o the existing structure in accordance BCBC 2024 for code compliance.
- Provide report identifying structural deficiencies to resist gravity and lateral loads.
- Give recommendations for structural upgrade for framing and foundation. All existing structural members will be retained at its original state unless absolutely unsalvageable.

\$2,200.00
fixed fee

North end of budling (part of building to be demolished)

- Remove existing interior finishes to exposed the existing structure
- Structural analysis of the existing structural members in accordance with BCBC 2024
- Give recommendations to retain part of the existing structure where possible.

Disbursements such as courier and printing will be invoiced per our Terms of Engagement. We trust this proposal meets your requirements for this project. Please feel free to contact the undersigned if you have any questions or comments.

Sincerely,

Ennova Structural Engineers Inc.

Per:

Tim Lam
Principal, P. Eng. Struct. Eng.

Enclosure: Terms of Engagement

March 31 2026

(client's signature) (date)

Brett Martyniuk

(client's name)

3891 Moncton St. Richmond BC, V7E 3A7

(mailing address)

T. 604.255.7670

213-3823 Henning Dr.
Burnaby, B.C.
Canada V5C 6P3

2026-P4270 3891 Moncton

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Page 1 of 5	Steveston Village Heritage Conservation Grant Program	Policy 5900
	Adopted by Council: April 27, 2009 Amended by Council: November 13, 2018 Amended by Council: January 27, 2025 <u>Amended by Council:</u>	

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 - Roof repair or replacement; and
 - Structural upgrades, including seismic upgrades, and stabilization work (e.g. new foundations) to extend the physical life of the building.
- Ineligible expenses include, but are not limited to, the following:
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- If no program funds are available, no grant applications will be considered (i.e. first-come, first-served basis).
- A grant will not be provided where work has already been undertaken prior to the City's approval.
- Owners or developers of sites with identified heritage buildings may include public entities (e.g. City or other levels of government), and are eligible to apply for a grant.
- Contributors to the SVHCG Program may apply for a grant (e.g. if the site proposed to be redeveloped contains one of the 17 identified heritage buildings). However, the required contribution must be provided to the City prior to final approval of the accompanying rezoning or Heritage Revitalization Agreement application.
- Any person involved in the review and approval of SVHCG applications, including active members of City Council, must declare any direct or indirect benefit to themselves, relatives, business associates, or to anyone else that would advance their personal interests, and may be required to recuse themselves from such processes.
- All grant applications that meet the eligibility criteria will be considered by Council or, in the case of Planning Project Grants, the Director of Policy Planning. Council or the Director of Policy Planning is not obligated to approve a grant or to provide the full requested amount. Final decision on all Conservation Project Grant grant applications that meet the eligibility criteria will be made by Council. Final decision on all Planning Project Grant applications that meet the eligibility criteria can be made by the Director of Policy Planning. Where an applicant is dissatisfied with a decision made by the Director of Policy Planning, the applicant may apply to Council for reconsideration of the matter.
- All Planning Project Grant applications must include a letter from the property owner and a proposal from a qualified heritage professional or design professional outlining the proposed scope of work and the fees.
- All Conservation Project Grant applications must include an acceptable Heritage Conservation Plan or equivalent documentation prepared by a professional heritage consultant. The requirement of a Heritage Conservation Plan may be waived for projects that are minor in scale and do not significantly affect the exterior of the heritage building, at the discretion of the Director of Policy Planning.
- The *Standards and Guidelines for the Conservation of Historic Places in Canada* shall be used as a guide in determining eligible expenses. The *Standards and Guidelines* defines "conservation" as all actions or processes aimed at safeguarding

Adopted by Council: April 27, 2009
Amended by Council: November 13, 2018
Amended by Council: January 27, 2025
Amended by Council:

the character-defining elements of a resource to retain its heritage value and extend its physical life.

5. Grant Issuance

- If Council or the Director of Policy Planning approves the application, the eligible works must be completed before the grant is issued.
- For all Planning Project Grants, the following items must be submitted and accepted by City staff prior to the grant's issuance:
 - A letter from the applicant/owner indicating the actual cost of the completed consulting work and a request for payment of the grant;
 - A PDF copy of the planning document(s); and
 - Paid bills and/or invoices.
- For all Conservation Project Grants, the following items must be submitted and accepted by City staff prior to the grant's issuance:
 - A letter from the applicant/owner indicating the actual cost of the completed project accompanied by paid bills as proof and a request for payment of the grant;
 - A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
 - Photographs of the completed project.
- The works covered by the approved Planning Project ~~Planning~~ Grant must be completed within 12 months of the date of the approval by Council or the Director of Policy Planning. After 12 months of the date of the approval, the grant approval will expire.
- The works covered by the approved Conservation Project Grant must be completed within 36 months of the date of the approval by Council. After 36 months from the date of the approval, the grant approval will expire.
- For issuance of the approved grant, the completed works must be inspected and deemed satisfactory by the City staff.

6. Evaluation Criteria

The following considerations will form the basis for evaluation of grant applications:

- How the proposed work contributes to preserving and enhancing the overall historic fabric and heritage value of Steveston Village;



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- The level of contribution of the proposed work in conserving the heritage character and conveying the historic significance of the building;
- How the proposed work helps extend the physical life of the building; and
- The overall quality of the submission and the applicant's ability to carry out the project on a reasonable time-frame at reasonable costs and secure other funding sources.



To: Planning Committee
From: Wayne Craig
General Manager, Planning and Development
Re: **Zoning Bylaw Housekeeping Amendments**

Date: August 6, 2026
File: 08-4430-01/2026-Vol01

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10786 to make housekeeping amendments be introduced and given first reading.

Executive Summary

This report recommends minor housekeeping amendments to Richmond Zoning Bylaw 8500 to improve clarity, correct inconsistencies, and support easier interpretation and application of the bylaw for business applicants, the public and staff. The proposed changes focus on Section 4 and clarify how Floor Area Ratio (FAR) and density are calculated and applied to enclosed parking, indoor amenity space, common vertical circulation and private balconies. The amendments are technical in nature and do not change zoning intent or development rights.

Staff Report

Origin

This report introduces minor housekeeping amendments to the City of Richmond Zoning Bylaw 8500 for the purpose of clarifying zoning requirements respecting the calculation of floor area for enclosed parking, indoor amenity space, common vertical circulation and private balconies.

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 - Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.2 Develop and implement innovative and proactive solutions that encourage a range of housing options and prioritize affordability.

Analysis

Minor Proposed Amendments to Zoning Bylaw 8500

Attachment 1 identifies seven minor proposed amendments to Section 4 of Zoning Bylaw 8500. For clarity, these changes are organized into the four primary categories discussed in this report.

The proposed amendments are minor in nature and do not substantially affect the respective zoning provisions or impact building form, massing and character. The amendments aim to clarify the intent of the bylaw, facilitate interpretation, ensure consistency across provisions and improve readability.

A. Clarification of Parking Exemptions

An inconsistency has been identified in Section 4.2 (Calculation of Density in All Zones). While Section 4.2.2 a) correctly applies to all zones and outlines the 50 m² parking exemption, it contains an incorrect cross-reference. The clause currently references Section 4.3.1 b), whereas it should properly reference Section 4.3.3 a). Additionally, Section 4.2 requires amendment to explicitly state that the 50 m² exemption applies strictly to accessory parking, and that any floor area utilized for enclosed non-accessory parking uses is not exempted from Floor Area Ratio (FAR) calculations.

Further, Section 4.5 (Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones) lacks explicit clarity regarding whether enclosed parking within an apartment, mixed-use, commercial or industrial building or structure is excluded from the FAR calculations. To address this, it is recommended that a new clause be added to Section 4.5 to clarify the regulatory boundaries of this exemption:

- Accessory Parking: Enclosed parking areas completely dedicated to the accessory use of the apartment, mixed-use, commercial, or industrial building shall be excluded from the calculation of FAR.

- **Non-Accessory Parking:** Any floor area utilized for enclosed non-accessory parking uses, such as standalone commercial parking garages, is not exempted from FAR calculations.

B. Indoor Amenity Space Floor Area Exemptions

An additional 0.1 FAR is typically applied to standard and site-specific multi-family (townhouse, apartment and mixed-use) zones, provided this additional density is used for indoor common amenity space, such as fitness centres, lounges and meeting rooms. However, a review indicates that this additional density is omitted from several site-specific zones. To ensure consistency, it is recommended that this provision be included within the General Provisions of the Zoning Bylaw (i.e., Sections 4.4, Calculation of Density in Town Housing Zones), and Section 4.5 (Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones).

C. Clarification of Common Vertical Circulation Exemptions

Amendments are proposed for Section 4.5 (Calculation of Density in Apartment Housing, Mixed-Use, Commercial and Industrial Zones) to clarify the application of exemptions for common vertical circulation (i.e. common stairs and elevators). While these structures are generally excluded from FAR calculations, the ground-level footprint of these vertical shafts must be included in the total FAR calculations.

D. Exemptions for Covered Outdoor Space

Amendments are proposed to Section 4.5 (Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones) to clarify a long-standing interpretation that covered common outdoor amenity spaces and private outdoor space that are never enclosed are excluded from FAR and density calculations.

Budgetary Implications

None.

Conclusion

Minor Zoning Bylaw housekeeping amendments are proposed to enhance the clarity, accuracy and quality of the Zoning Bylaw and make its interpretation easier for businesses, applicants, the public and staff.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10786, be introduced, given first reading, and forwarded to the next scheduled Public Hearing.

Respectfully submitted,

Joshua Reis, Director, Development

Report Contributors

This report was prepared by Edwin Lee, Planner 2 and reviewed by Policy Planning and Building Approvals.

Endorsed by Serena Lusk, CAO

Att. 1: Summary of Minor Proposed Amendments to Zoning Bylaw 8500

**Summary of Minor Proposed Amendments to Zoning Bylaw 8500
(Proposed Amendment Bylaw 10786)**

Item No.	Zoning Bylaw Section(s)	Proposed Amendment(s)	Justification / Comments
1.	4.2.2 Calculation of Density in All Zones	Clarify that enclosed non-accessory parking areas are not exempted from FAR calculations.	Non-accessory parking operates as a principal use rather than a supportive one, so its floor area must be counted toward density. This prevents unintended density bonuses and maintains control over building massing and scale.
2.	4.2.2 a) Calculation of Density in All Zones	Replace reference in Section 4.2.2 a) from “4.3.1 b)” to “4.3.3 a)”, which is the correct section reference.	Corrects section reference.
3.	4.4 Calculation of Density in Town Housing Zones	Add a new clause in Section 4.4.1 a) to provide an additional 0.1 FAR exclusively for indoor common amenity space as a general provision in all town housing zones.	This approach is consistent with other sections of the Zoning Bylaw including the standard townhouse zones and many of the site-specific zones that allow town housing.
4.	4.5 Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones	Add a new clause in Section 4.5.1 to provide an additional 0.1 FAR exclusively for indoor common amenity space as a general provision in all apartment housing zones.	This approach is consistent with other sections of the Zoning Bylaw including the standard apartment zones and many of the site-specific zones that allow apartment uses.
5.	4.5 Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones	Add a new clause in Section 4.5.1 stating that “enclosed parking within a building or structure located on site shall be excluded from the calculation of floor area ratio.	Reiterates the exemption stated earlier in the Bylaw (Section 4.2.2), thereby clarifying that the exemption applies to other specified zones.
6.	4.5.1 b) Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones	Amend Section 4.5.1 b) to clarify that common stairwells and elevator shafts at ground level are included in the calculation of floor area ratio.	Provides improved language that aligns with provisions applicable to other forms of development, including parking structure townhouse zones.
7.	4.5.1 d) Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones	Amend Section 4.5.1 d) to clarify that both covered outdoor amenity space and covered private open space in an apartment or mixed-use building are not included in the calculation of floor area ratio.	Provide improved language that aligns with a long-standing interpretation.



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10786
(Housekeeping Amendments)**

The Council of the City of Richmond enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 4.2. [Calculation of Density in All Zones] by deleting Section 4.2.2 in its entirety and replacing it with the following:
 - “4.2.2 **Enclosed parking** within a **building** or **structure** located on **site**, other than **non-accessory parking**, is not included in the calculation of maximum **floor area ratio**, and is subject to:
 - a) the maximum 50.0 m² specified in Section 4.3.3 a) for **single detached housing** and **two-unit housing**, and in Section 4.4.1 b) for **town housing**; and
 - b) any other limitations in any **zone** or **site specific zone**.”
2. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 4.4 [Calculation of Density in Town Housing Zones] by adding a new Section 4.4.1 a), as follows, and renumbering the remaining sections accordingly:
 - “a) up to 0.1 **floor area ratio**, provided that it is entirely used to accommodate **amenity space**.”
3. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 4.5 [Calculation of Density in Apartment Housing, Mixed Use, Commercial and Industrial Zones] by:
 - a) deleting Section 4.5.1 b) in its entirety and replacing it with the following:
 - “b) common stairwells and common elevator shafts; however, the ground level of common stairwells and common elevator shafts are included in the calculation of maximum **floor area ratio**; and”
 - b) deleting Section 4.5.1 d) in its entirety and replacing it with the following:
 - “d) covered outdoor **amenity space**, and covered **private outdoor open space**, for the private use of a **dwelling unit**, which are never enclosed, for an

apartment or mixed use building, as specified by a Development Permit approved by the **City**.”

- c) adding new Sections 4.5.1 a) and 4.5.1 b), as follows, and renumbering the remaining sections accordingly:

- “a) up to 0.1 **floor area ratio**, provided that it is entirely used to accommodate **amenity space**.
- b) **enclosed parking** within a **building** or **structure** located on **site**, other than **non-accessory parking**.”

4. This Bylaw is cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10786**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

_____	CITY OF RICHMOND
_____	APPROVED for content by originating dept.
_____	EL
_____	APPROVED for legality by Solicitor
_____	BRB

MAYOR

CORPORATE OFFICER