



**To:** Planning Committee

**Date:** February 18, 2025

**From:** Joshua Reis  
Director, Development

**File:** TU 24-049270

**Re:** **Application by Foursquare Gospel Church of Canada to Extend the Temporary Commercial Use Permit at Unit 140 - 11300 No. 5 Road**

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**Staff Recommendations**

1. That the application by Foursquare Gospel Church of Canada to extend the Temporary Commercial Use Permit (TU 24-049270) at Unit 140 – 11300 No. 5 Road to permit “Religious Assembly” use be considered for a period of three years; and
2. That the application be forwarded to the April 22, 2025, Public Hearing at 5:30pm in the Council Chambers of Richmond City Hall.

Joshua Reis  
Director, Development  
(604-247-4625)

JR:eml  
Att. 4

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

## Staff Report

### Origin

Foursquare Gospel Church of Canada has applied to the City of Richmond to extend the Temporary Commercial Use Permit (TCUP) at Unit 140 – 11300 No. 5 Road to permit a “Religious Assembly” use for a period of three years. The proposed extension would provide additional time for the applicant to continue their search for a permanent location. The property is zoned “Industrial Business (IB1)” (Attachment 1).

### Background

Council previously considered an application for TCUP for “Religious Assembly” use (TU 20-901466) at this location in order to allow Richmond Christian Fellowship (a group owned by Foursquare Gospel Church of Canada) to conduct bible studies, in addition to the permitted office use, while they looked for a suitably zoned permanent location. The TCUP was considered and subsequently issued a permit at the Public Hearing held on March 21, 2022.

Since the issuance of the TCUP, Richmond Christian Fellowship has been operating on the site. The applicant has been unsuccessful in securing an alternative location elsewhere in the City and has applied for an extension of the TCUP for another three years to provide additional time to allow them to find a suitably zoned location.

### Findings of Fact

A Development Application Data Sheet providing details about the proposal is provided in Attachment 2.

### Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: Across Featherstone Way, a commercial office complex on a property zoned “Industrial Business Park (IB1)”.

To the South: Property zoned “Industrial Business Park (IB1)”, for a light industrial and warehousing centre.

To the East: Self-storage buildings on a property zoned “Industrial Business Park (IB1)”.

To the West: Across No. 5 Road, the RCMP building on property zoned “Industrial Business Park (IB1)”.

### Related Policies & Studies

#### Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Mixed Employment”.

The “Mixed Employment” OCP designation allows for uses such as industrial, office, support services and a limited range of commercial retail sales (i.e. building and garden supplies, household furnishings and similar warehouse goods).

The OCP allows TCUPs in areas designated “Industrial”, “Mixed Employment”, “Commercial”, “Neighbourhood Service Centre”, “Mixed Use”, “Limited Mixed Use” and “Agricultural” (outside of the Agricultural Land Reserve), where deemed appropriate by Council and subject to conditions suitable to the proposed use and surrounding area.

Consideration of the proposed temporary commercial use is consistent with the land use designations and applicable policies in the OCP.

### Richmond Zoning Bylaw 8500

The subject site is zoned “Industrial Business Park (IB1)”, which allows for a range of industrial and commercial uses. The proposed “Religious Assembly” use is not permitted in these zones. The TCUP is proposed to allow the continued operation at the subject site on an interim basis while the religious group continues to look for a new location with the appropriate zoning.

### Local Government Act

The *Local Government Act* states that TCUPs are valid until the date the permit expires or three years after issuance, whichever is earlier, and that an application for one extension to the Permit may be made and issued for up to three additional years.

An application for one extension to the Permit may be made and issued for up to three additional years, at the discretion of Council. After this, a new application would need to be made.

### Public Consultation

Two notification signs have been installed on the site, one fronting No. 5 Road and one fronting Featherstone Way. No correspondence has been received as a result of the placement of the signs on the subject site. Should Council endorse the staff recommendation, the application would be forwarded to a Public Hearing on April 22, 2025, 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*.

### **Analysis**

#### Proposed Use

The subject unit (Unit 140) at 11300 No. 5 Road is located in the easternmost unit of the building on the property. The existing building is stratified and contains a total of eight units, including the subject unit. Unit 140 has a total of 204 m<sup>2</sup> (2,200 ft<sup>2</sup>) and has been occupied by the parent company of Richmond Christian Fellowship since June 2004.

The applicant has support from the strata corporation which is aware of the applicant's request for a TCUP to allow "Religious Assembly" and the services being provided by Richmond Christian Fellowship and support the proposed extension to the TCUP (Attachment 3).

The proposed continued use of the unit of the site for "Religious Assembly" would not involve any changes to the building. The applicant has advised the number of attendees ranges from 20-35 people for Bible studies on Sundays from 10 a.m. to 12:30 p.m.

There have been no complaints received by the City over the past three years for this activity.

#### Vehicle and Bicycle Parking

On-site vehicle parking was evaluated as part of the original TCUP application. The applicant continues to have access to two reserved spaces and 37 shared visitor parking spaces on site.

Three designated bicycle parking spaces are located within the unit used for Bible study, which is secured, locked and not accessible to the users of other units. The designated area is identified via a sign above the bicycle parking location.

There have been no issues with vehicle or bicycle parking observed on-site over the term of the previous temporary use permit.

#### Applicant Efforts to Secure an Alternative Location

The applicant has been actively searching for a new location to purchase over the last three years and has provided a letter summarizing the work undertaken to secure an appropriately sized space with a suitably zoned property (Attachment 4). The applicant has expressed that they have been facing challenges finding an appropriately zoned and sized space for the relocation of Richmond Christian Fellowship. The applicant's letter indicates that they understand the need to relocate and will continue to actively look for alternative locations.

If approved, the TCUP would allow Richmond Christian Fellowship to continue to operate on the site for another three years, while they seek an alternative appropriately zoned property for purchase.

#### **Financial Impact**

None.

**Conclusion**

Foursquare Gospel Church of Canada has applied to the City of Richmond to extend the Temporary Commercial Use Permit (TCUP) at Unit 140 – 11300 No. 5 Road to permit a “Religious Assembly” use for a period of three years.

The proposed use at the subject property is acceptable to staff on the basis that it is temporary in nature, does not negatively impact current business operations at 11300 No. 5 Road, and that the applicant has demonstrated reasonable efforts to acquire a suitable alternative location.

It is recommended that the attached TCUP be issued to the applicant to allow “Religious Assembly” use at Unit 140 – 11300 No. 5 Road for three years from the date of issuance.



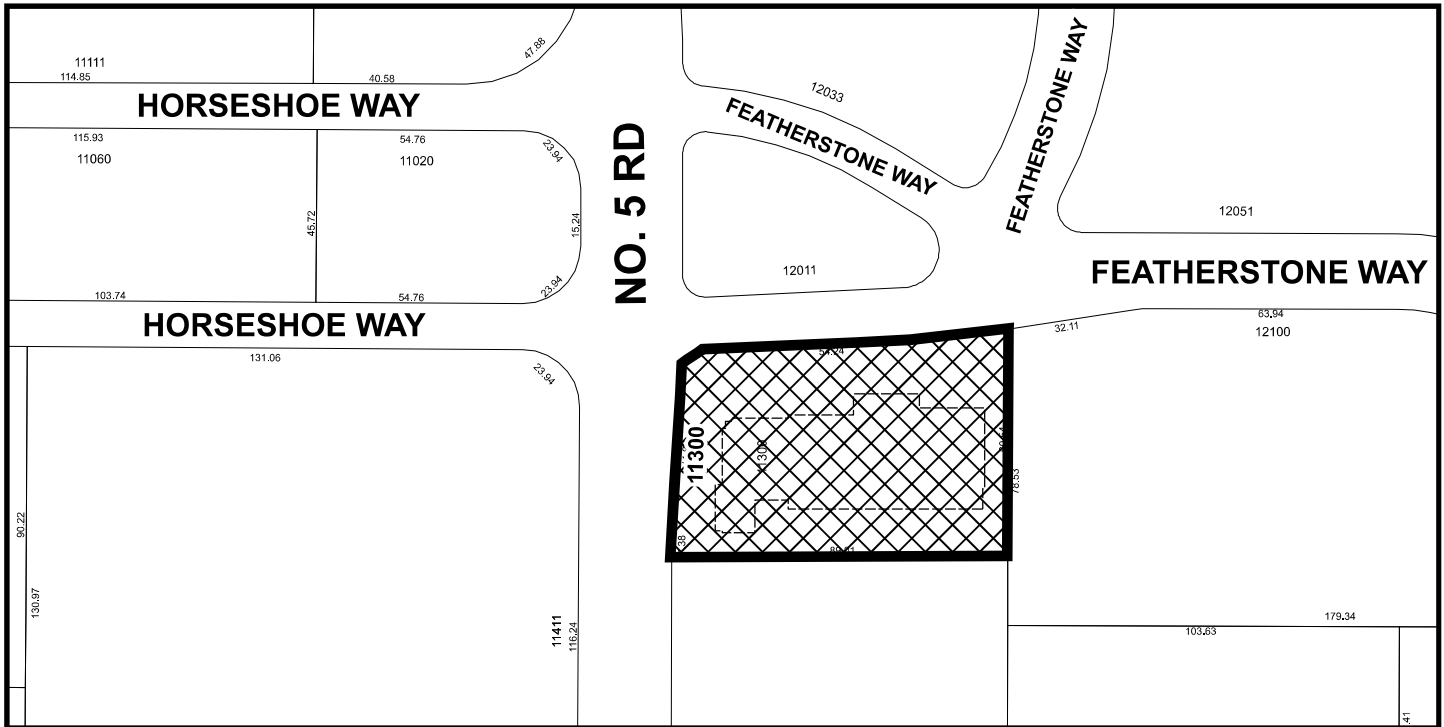
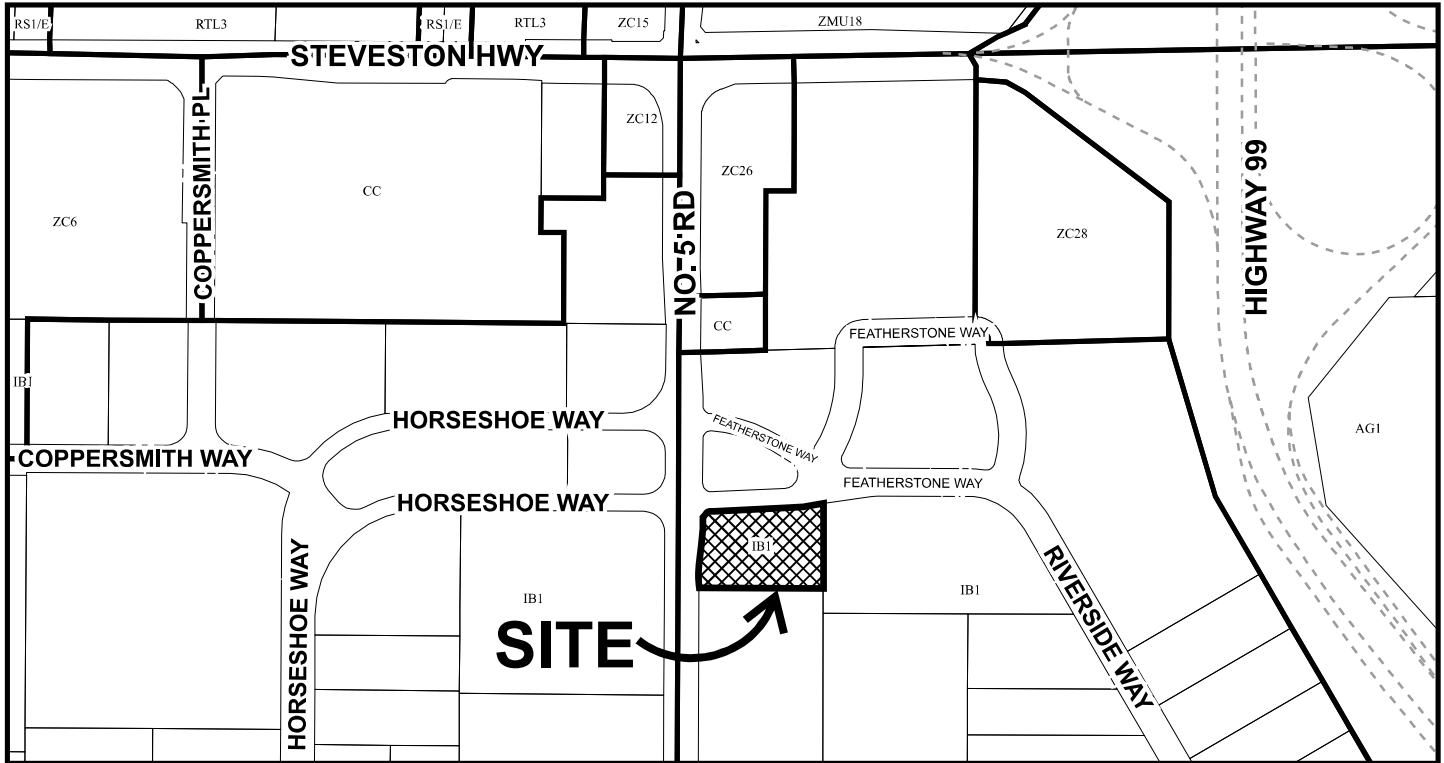
Emma Lovas  
Planning Technician – Design  
(604-276-4262)

EML:js

- Att. 1: Location Map and Aerial Photo  
2: Development Application Data Sheet  
3: Letter from Strata Management Company  
4: Letter from Applicant



# City of Richmond



	<h2>TU 20-901466</h2> <h3>Unit 140</h3> <h3>PLN - 9</h3>	Original Date: 10/22/20 Revision Date: Note: Dimensions are in METRES
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# City of Richmond



TU 24-049270

PLN - 10

Original Date: 01/20/25  
Revision Date:

Note: Dimensions are in METRES



**TU 24-049270**

**Attachment 2**

Address: Unit 140 – 11300 No. 5 Road

Applicant: Foursquare Gospel Church of Canada

Planning Area(s): Shellmont

	Existing	Proposed
<b>Owner:</b>	Foursquare Gospel Church of Canada	No change
<b>Unit Size (m<sup>2</sup>):</b>	204 m <sup>2</sup>	No change
<b>Land Uses:</b>	Education, Commercial	Religious Assembly
<b>OCP Designation:</b>	Mixed Employment	No change
<b>Zoning:</b>	Industrial Business Park (IB1)	No change

On Development Site	Bylaw Requirement	Proposed	Variance
On-site Vehicle Parking for unit:	20	2 reserved 37 shared	None
On-site Bicycle Parking for unit:	Class 1: 1 Class 2: 2	Class 1: 1 Class 2: 2	None





365 – 2608 Granville Street, Vancouver | V6H 3V3

Tel: 604.681.4177 | Fax: 604.635.1811

[www.urbanproperties.ca](http://www.urbanproperties.ca)  
[admin@urbanproperties.ca](mailto:admin@urbanproperties.ca)

September 25, 2024

Att: City of Richmond

Richmond Christian Fellowship  
C/O Pastor Kevin Preston  
140-11300 No. 5 Road  
Richmond, B.C. V7A 5J7

**RE: STRATA PLAN LMS 4633 – Riverside Business Center – SL 9**  
**#140, 11300 No, 5 Road, Richmond, B.C V7A 5J7**  
**Temporary Use Permit for Richmond Christian Fellowship**  
**Use of Property as Religious Facility**

Dear Sir or Madam;

We write to you as the managing agents of Strata Plan LMS 4633 – Riverside Business Center, on behalf of and at the direction of the Strata Council with regard to the use of unit #140 for religious purposes.

The Strata Corporation Riverside Business Center acknowledges that Richmond Christian Fellowship is using the facility at 140-11300 No. 5 Road on Friday nights from 7:00pm to 10:00pm for a young adult meeting. Riverside Business Center is also aware that the facility is being used for Bible Studies on Sundays from 10:00am to 12:30pm.

Therefore, we ask that the City of Richmond grants Richmond Christian Fellowship with their Temporary Use Permit.

If you have any questions regarding the above, please do not hesitate to contact Sheri Cepuran at 604-681-4177 ext. 205 or [sheri@urbanproperties.ca](mailto:sheri@urbanproperties.ca). Thank you for your prompt attention to this matter.

Yours Truly,

Sheri Cepuran  
Managing Broker  
Urban Properties Ltd.  
On behalf of LMS 4633 – Riverside Business Center



January 20,2025

City of Richmond  
Emma Lovas  
Planning Technician-Design  
Development Application

Re: Temporary Use Permit Renewal-Use of property as Religious Facility  
Strata Plan LMS – Riverside Business Center -SL9  
Richmond Christian Fellowship  
140-11300 Nu 5 Road  
Richmond, BC  
V7A 5J7

TU24-049270

Richmond Christian is asking the city for an extension to our temporary use permit. Just a little back ground regarding our church and the facility. Our fellowship has been meeting at this location since June/2004.

We use the facility on Friday nights from 7pm – 10pm for a young adult get together and on Sundays from 10am – 12:30pm. We also use the facility for a Christmas dinner on a Saturday evening in December, and one ladies tea on a Saturday afternoon every year. Other than this, our facility is not used at all. Urban Properties our strata company knows what the facility is being used for and is supportive of our use (attached is a letter from Urban Properties).

We have done everything we have been asked by the city to look for another location. We hired real estate salesman named Dino Usison from Royal Pacific Realty to help us find a location for our church. Most of the buildings he found were not large enough to accommodate a church and were not zoned for a church.

*Helping people become whole minded whole hearted whole life followers of Jesus Christ*

Unit 140 - 11300 No. 5 Rd. Richmond, BC V7A 5J7 Ph: 604-270-6594 Fax: 604-270-9375 e-mail: rcf@rcfonline.com

Mr. Usison did find at least 2 locations in strip malls but none of these units were large enough. Each one of these units were under 700 square feet, way to small for our needs. Also, when the strata companies in charge of these locations were contacted, they said that they would not allow a church in the strip mall because of parking/crowd challenges.

I understand that we are asking a lot but we have certain requirements. We need a location with approximately 1500 square feet area. One large area and two separate rooms, one for an office and another for a Sunday school area.

I want to make myself perfectly clear, we are still actively looking for another location to move into. In fact, Dino our real state agent has forwarded our needs to another realtor who specializes in locations in Richmond. We are hoping with another realtor we will be able to find something. We have done everything Emma has requested and are willing to find another location.

To be completely honest, we as a Christian church community are saddened that the city has taken this stance. As you can see on the attached letter from our lawyer dated August 12,2004 a letter was sent to the city at the time of purchase to let the city know what the use of the building was going to be.

We never received any feed back from the city and up to that point we had no idea that we weren't allowed to use the facility for a Bible study until 2020 when Susan Joti from Zoning Customer Service left her card with our janitor.

Richmond Christian has been part of the community in Richmond for over 40 years and it would be a shame if we had to shut our doors. We are asking for patience, because as our church grows we are praying that we would be able to afford a building that would accommodate our fellowship.

Please let me know if there is anything else you need and I will try my best to give you the information you need.

Thank you so much



Pastor Kevin Preston  
Richmond Christian Fellowship

**MORAG M.J.**  
**MacLeod**  
Lawyer

**RUSH**

August 12, 2004

Suite 800  
The Randall Building  
55 West Georgia St.  
Vancouver, BC  
Canada  
V6B 1Z6

City of Richmond  
Property Tax Department  
6911 #3 Road  
Richmond, B.C.  
V6Y 2C1

VIA FAX: (604) 276-4128

Tel (604) 430-8444  
Fax (604) 430-1164

Attention: Ivy Wong, Manager of Revenue and Property

Dear Sirs:

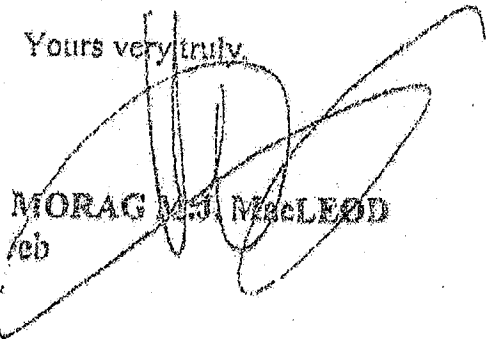
Re: 140 - 11300 #5 Road, Richmond, B.C.  
Roll No. 012-717-009

Please be advised that I am the solicitor for the Foursquare Gospel Church of Canada which purchased the above noted property in June of this year. The property was purchased on behalf of the church's local Richmond chapter, Richmond Christian Fellowship, which was forced to relocate from its previous location on Lansdowne Road.

The property is to be used as a church meeting place and place of worship and has been approved for this purchase by the zoning department. Accordingly, I am writing to request the inclusion of this location under the permissive exception law in respect of property taxes. Concurrently with this letter, I am working with the B.C. Assessment Authority for exemption status for the property as a place of worship. If there are other formal requirements to be met to assist in your consideration of this request, please advise.

There are currently outstanding taxes and a small penalty which will be addressed in light of any exemption that may be available. Thank you for your consideration.

Yours very truly,



MORAG M.J. MacLEOD  
/eb



No. TU 24-049270

To the Holder: Foursquare Gospel Church of Canada

Property Address: 140 – 11300 No. 5 Road

Address: 307-2099 Lougheed Hwy, Port Coquitlam, BC V3B 1A8

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1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.

3. The subject property may be used for the following temporary commercial uses:

Religious Assembly

4. This Permit is valid for three years from the date of issuance.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO. \_\_\_\_\_  
DAY OF \_\_\_\_\_, \_\_\_\_\_.

ISSUED BY THE COUNCIL THE

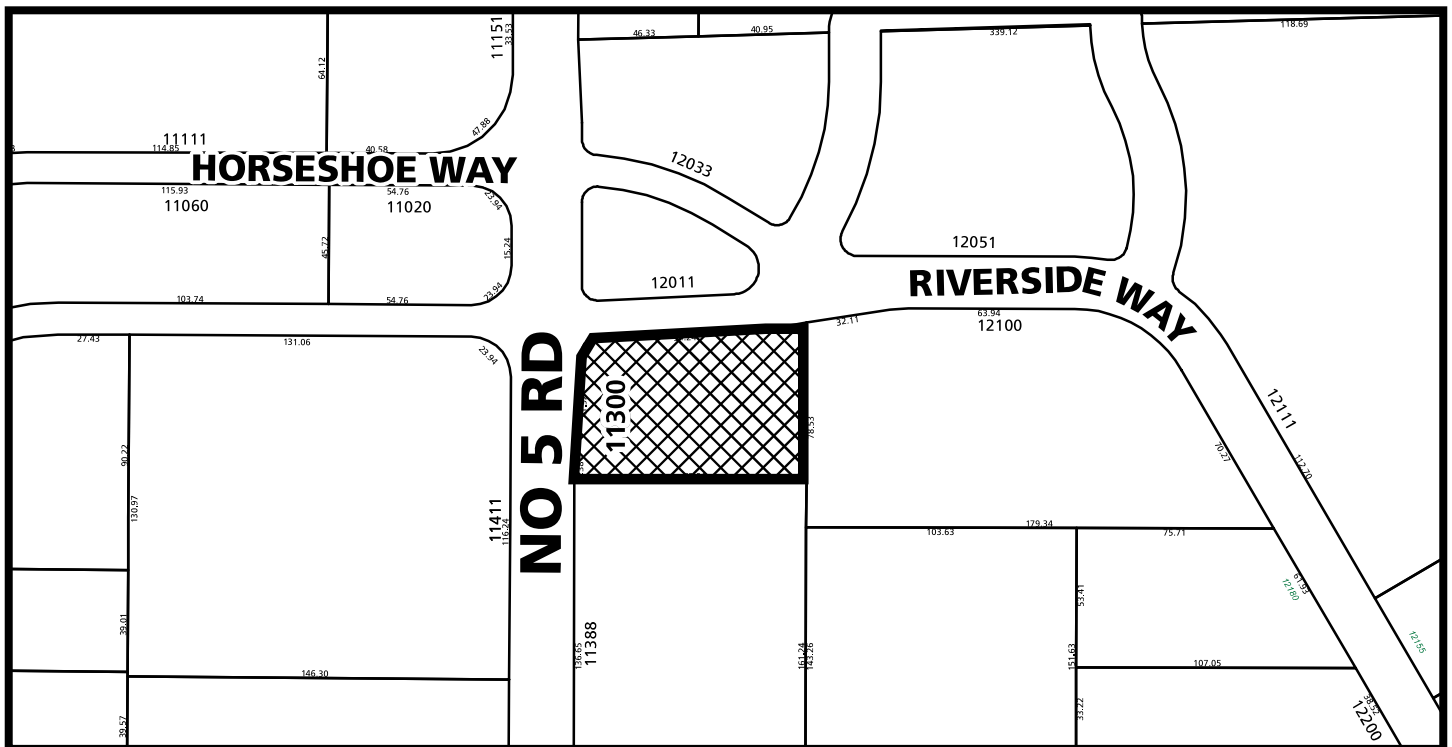
DELIVERED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# City of Richmond

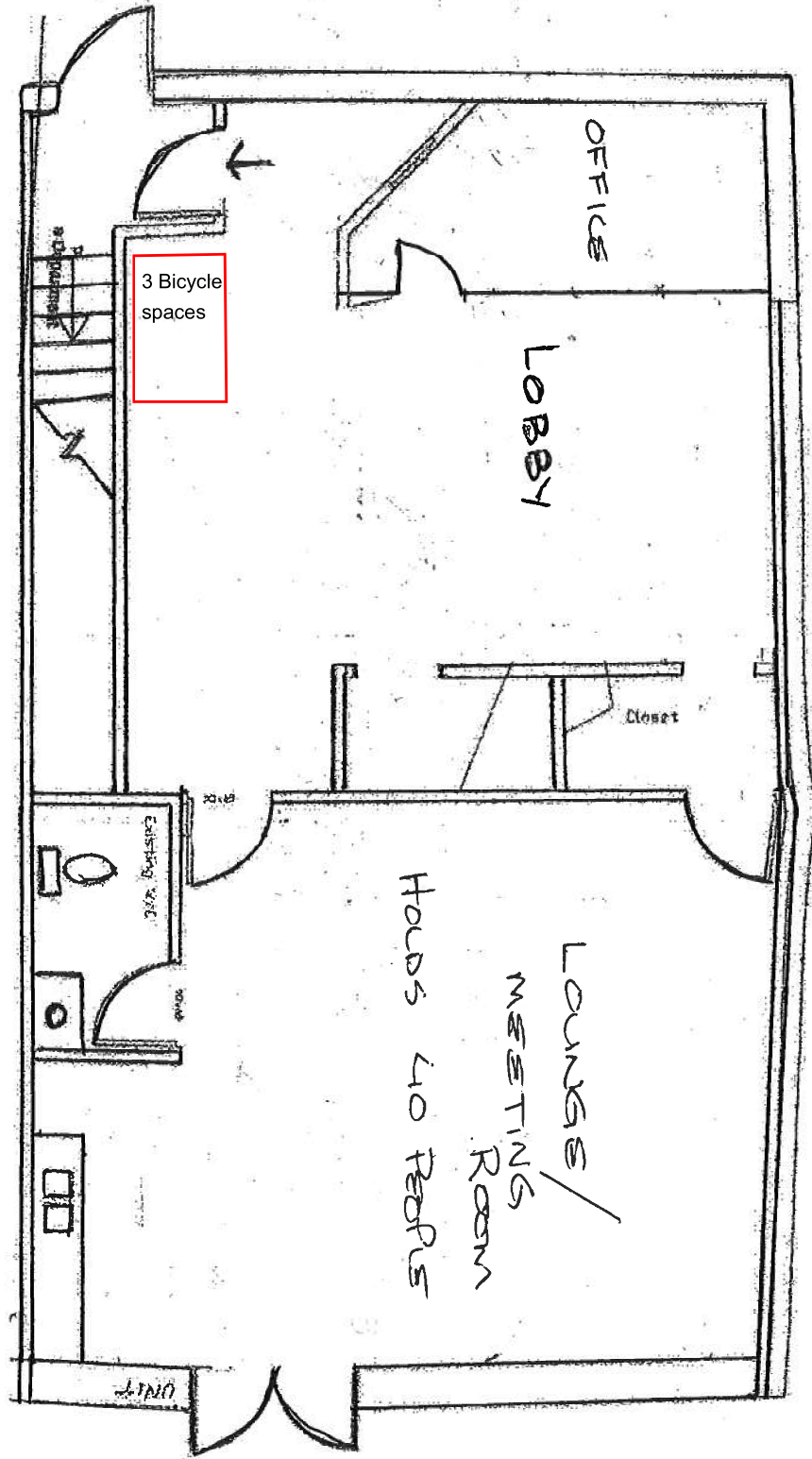


## TU 24-049270

PLN - 17

Original Date: 01/20/25  
Revision Date:

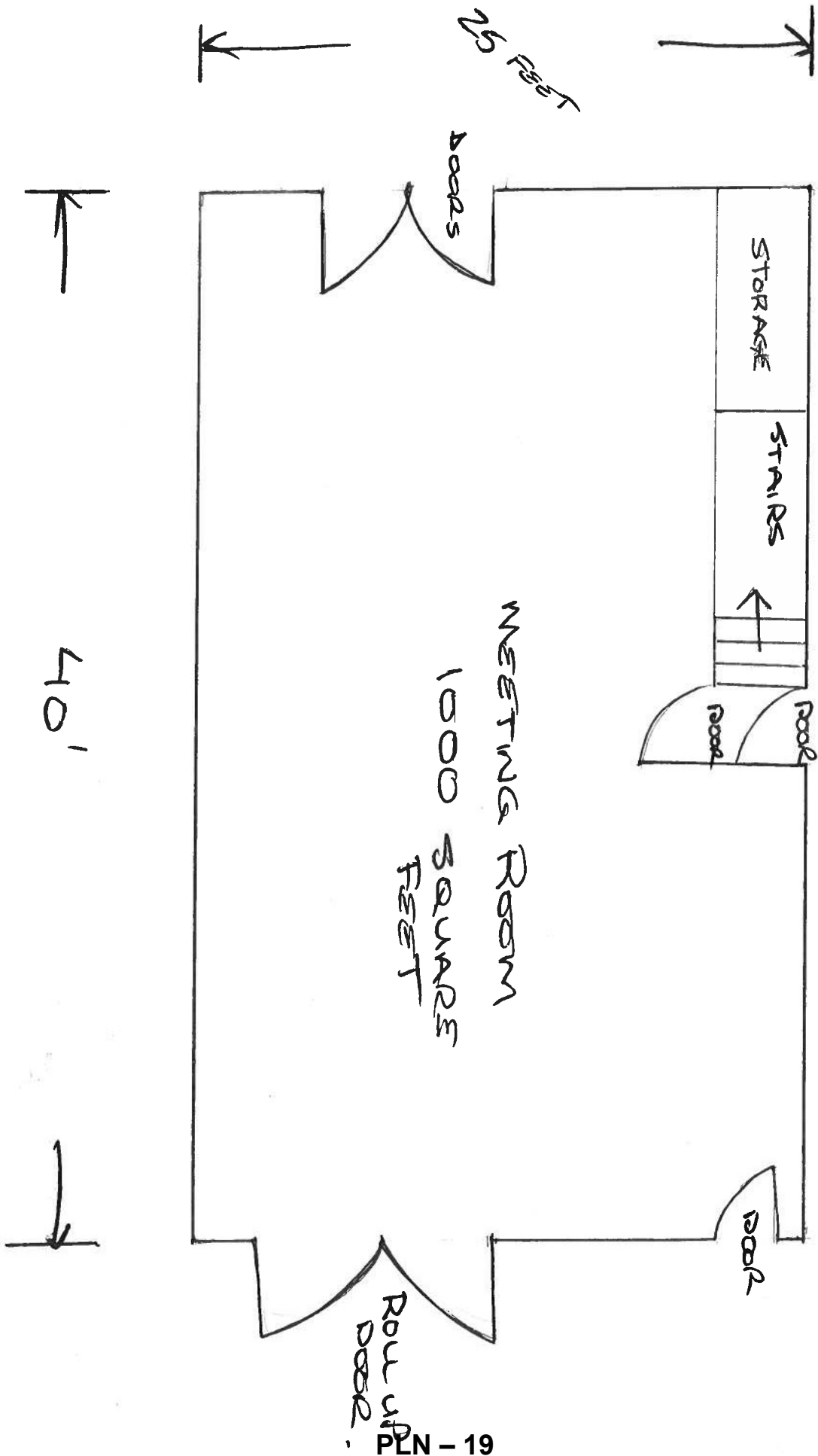
Note: Dimensions are in METRES



FIRST FLOOR.  
1100 SQUARE FEET

FIRST FLOOR  
CONTINUED

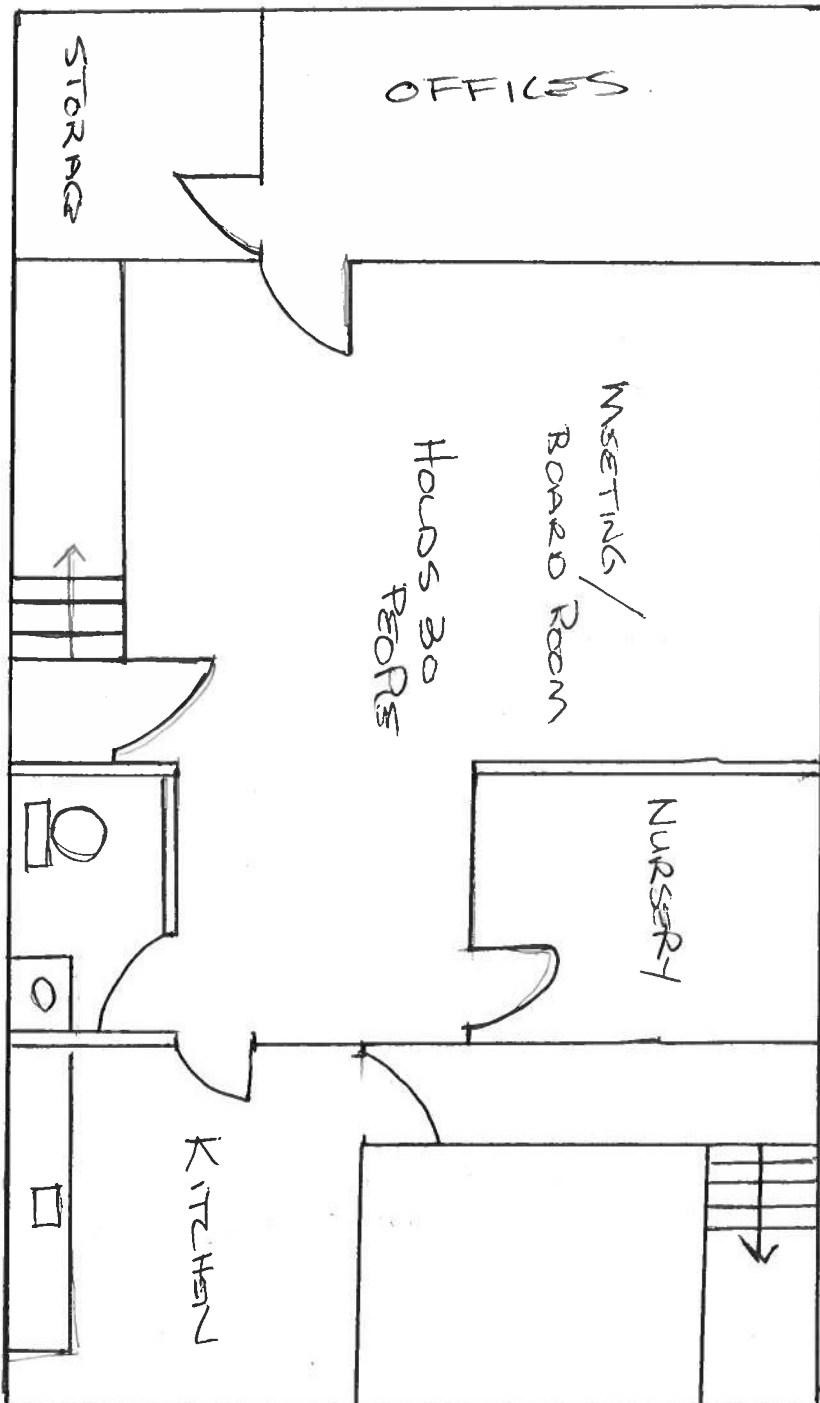
FIRST FLOOR  
MEETING ROOM



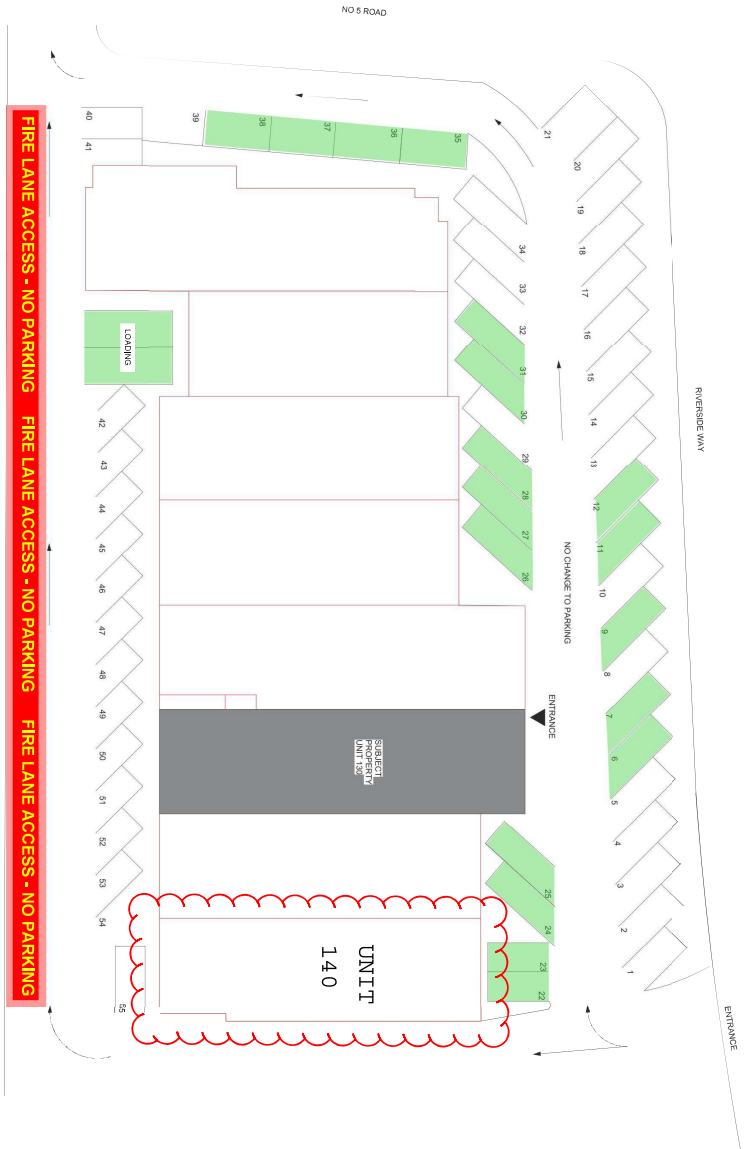


SECOND FLOOR.

1100 SQUARE FEET



Reserved 24/7 - No Parking



SITE PLAN  
Scale: 1/16" = 1'-0"



AERIAL PHOTO

## PROJECT DATA

### LEGAL DESCRIPTION

TRACT 10718, BLOCK 18, SUTHERS SECTION, SPANNE SW, NW/4, SECTION 34, TOWNSHIP 5N, RANGE 21E, MERIDIAN 8W, PLYMOUTH COUNTY, MISSOURI

### ZONING: IM4

### SITE AREA: 4662 sq. ft.

### ALLOWED SITE COVERAGE: 31%

### PROPOSED SITE COVERAGE: NO CHANGE

### BUILDING AREA: 1877 sq. ft.

### TENANT AREA: 2250 sq. ft.

### FLOOR AREA: 4662 sq. ft.

### OCCUPANT LOAD PER AREA: 2013

### SECOND FLOOR AREA: 2331 sq. ft.

### PRIVATE OFFICE: 7

### RECEPTION: 7

### MEETING ROOM: 6

### STORAGE: 1877

### MATERIALS REQUIRED: N

### INDUSTRIAL, W/ REAR OFFICE: 1

### UNIVERSITY: 1

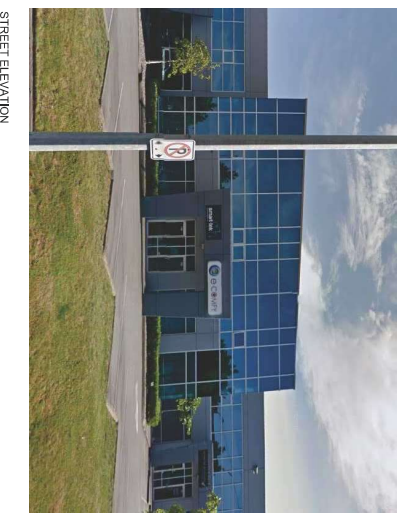
### PAPER: INDUSTRIAL (1 SPACE FOR EACH 100 sq. ft.)

### REQUIRED INDUSTRIAL: BUILDING AREA X 2 STORES (ASSUMED) = 38 SPACES

### 800 sq. ft. = 8 SPACES AND 2 SPACES

### SCOPE OF WORK

- TYPICAL IMPROVEMENT TO ADD SECOND FLOOR OFFICES
- DEMOLITION OF EXISTING NON-STRUCTURAL INTERIOR PARTITIONS
- CONSTRUCTION OF EXISTING STRUCTURAL INTERIOR PARTITIONS
- CONSTRUCTION OF SECOND FLOOR MEETING ROOMS
- ADDITION OF STORAGE AREAS TO ADD TWO NEW OFFICES AND RECEPTION AREA
- NO ADDITION OF ELEVATORS OR STAIRS
- NO CHANGES TO BASE BUILDING REQUIRED FIRE EXPANSIONS



STREET ELEVATION