



# City of Richmond

## Report to Committee

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**To:** Planning Committee

**Date:** January 24, 2022

**From:** Wayne Craig  
Director of Development

**File:** TU 20-901466

**Re:** **Application by Foursquare Gospel Church of Canada for a Temporary  
Commercial Use Permit at 140 - 11300 No. 5 Road**

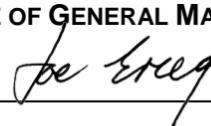
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### Staff Recommendation

1. That the application by Foursquare Gospel Church of Canada for a Temporary Commercial Use Permit (TCUP) for the property at Unit 140 - 11300 No. 5 Road to permit "Religious Assembly" use be considered for three years from the date of issuance; and
2. That this application be forwarded to the March 21, 2022 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.

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

WC:na  
Att. 5

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER 

## **Staff Report**

### **Origin**

Foursquare Gospel Church of Canada has applied to the City of Richmond for a Temporary Use Permit (TUP) to allow “Religious Assembly” as a temporary use in one unit (Unit 140) at 11300 No. 5 Road on a site zoned “Industrial Business Park (IB1)”. This would permit a bible study to operate on site for a limited time until a permanent location is found (Attachment 1). The Richmond Christian Fellowship group is a group owned by Foursquare Gospel Church of Canada that offers bible studies on limited days of the week and weekend with attendance ranging from 5 to 35 people. This type of use falls under Richmond Zoning Bylaw 8500’s definition of “Religious Assembly”.

### **Background**

Richmond Zoning Bylaw 8500 permits “Religious Assembly” use, in specific zones (e.g. SI, CDT1, and ASY). The “Industrial Business Park (IB1)” zone permits limited commercial and light industrial uses such as “Education, Commercial”, “health service, minor”, “industrial, warehouse” but not “Religious Assembly”.

Foursquare Gospel Church of Canada purchased the unit on June 3, 2004. In November 2019, the City became aware that Richmond Christian Fellowship, the subsidiary of Foursquare Gospel Church of Canada, had been using the unit at the subject property for bible study in addition to the permitted office use.

The applicant has applied for a Temporary Use Permit to allow them to continue to operate from the site for three years while they look for a suitably zoned location.

### **Findings of Fact**

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

### **Surrounding Development**

Development immediately surrounding the subject site is as follows:

- To the North: Across Featherstone Way, 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 sale (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.

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 temporary use permit is proposed to allow the continued operation at the subject site on an interim basis while the religious group looks 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. A new TCUP application is required after one extension, which would be subject to Council approval.

## **Public Consultation**

A sign has been installed on the site to advise of the proposal. Should Council endorse the staff recommendation, the application will be forwarded to a Public Hearing on March 21, 2022, 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**

The subject unit (Unit 140) at 11300 No. 5 Road is located in the eastern most unit of the building on the property (Attachment 3). The one unit has been occupied by the parent company of Richmond Christian Fellowship since June, 2004.

The applicant has advised attendances (during less restrictive pandemic times) ranging from 20 to 35 people for Bible studies on Sundays from 10 am to 12:30 pm. Five or six people also meet on Friday nights from 7 pm to 10 pm for dinner and Bible studies. Office meetings occur a few times during the weekdays.

The applicant also advises that they have been actively searching for a new location for the religious group and that they are committed to finding another location within the term of the Temporary Use Permit (Attachment 4).

The existing building is stratified and contains a total of eight (8) units, including the subject unit. The Strata Corporation is aware of the applicant's request for a Temporary Use Permit to allow "Religious Assembly" and the services being provided by Richmond Christian Fellowship and support the proposed Temporary Use Permit (Attachment 5).

### Parking

Based on the unit size (2,200 ft<sup>2</sup> or 204 m<sup>2</sup>) and the City of Richmond Zoning Bylaw 8500 parking requirement for "Religious Assembly" use, parking required for the unit is 20 spaces. There are a total of 55 vehicle parking spaces and two loading spaces provided on site. Of the 55 spaces, 18 spaces are reserved parking, including two reserved spaces provided for Richmond Christian Fellowship. The remaining 37 stalls are provided as shared visitor parking for all units.

The parking demand reported by the Applicant is as follows:

- The two designated parking spaces for Richmond Christian Fellowship are adequate in meeting the demand for parking on weekdays.
- Based on past utilization, 10 parking spaces are used during the Bible studies held on Fridays and Sundays.
- All other businesses at this development are closed on weekends and there is no anticipated demand for parking by these units on weekends.

Overall, the demand reported by the applicant is less than amount of parking required under Zoning Bylaw 8500. The City's Transportation Department has reviewed the demand reported by the Applicant, and the parking available on site, and has no objection to the proposed temporary use.

### Bicycle parking

Based on the unit size, the "Religious Assembly" use, bicycle parking required would be one and two spaces for Class 1 and Class 2 respectively. The subject property does not provide for bicycle parking but the unit will provide a designated area for bicycles, as shown in Attachment 3, to comply with bylaw requirement.

### **Financial Impact**

None.

### **Conclusion**

Foursquare Gospel Church of Canada has applied to the City of Richmond for a Temporary Commercial Use Permit to allow "Religious Assembly" use in one unit (Unit 140) at 11300 No. 5 Road, zoned "Industrial Business Park (IB1)", to permit a religious facility on-site for three years from the date of issuance.

The proposed use at the subject property is acceptable to staff on the basis that it is temporary in nature and does not negatively impact current business operations at 11300 No. 5 Road.

Staff recommend that the Temporary Commercial Use Permit 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.



Nathan Andrews  
Planning Technician  
(604-247-4911)

NA:js

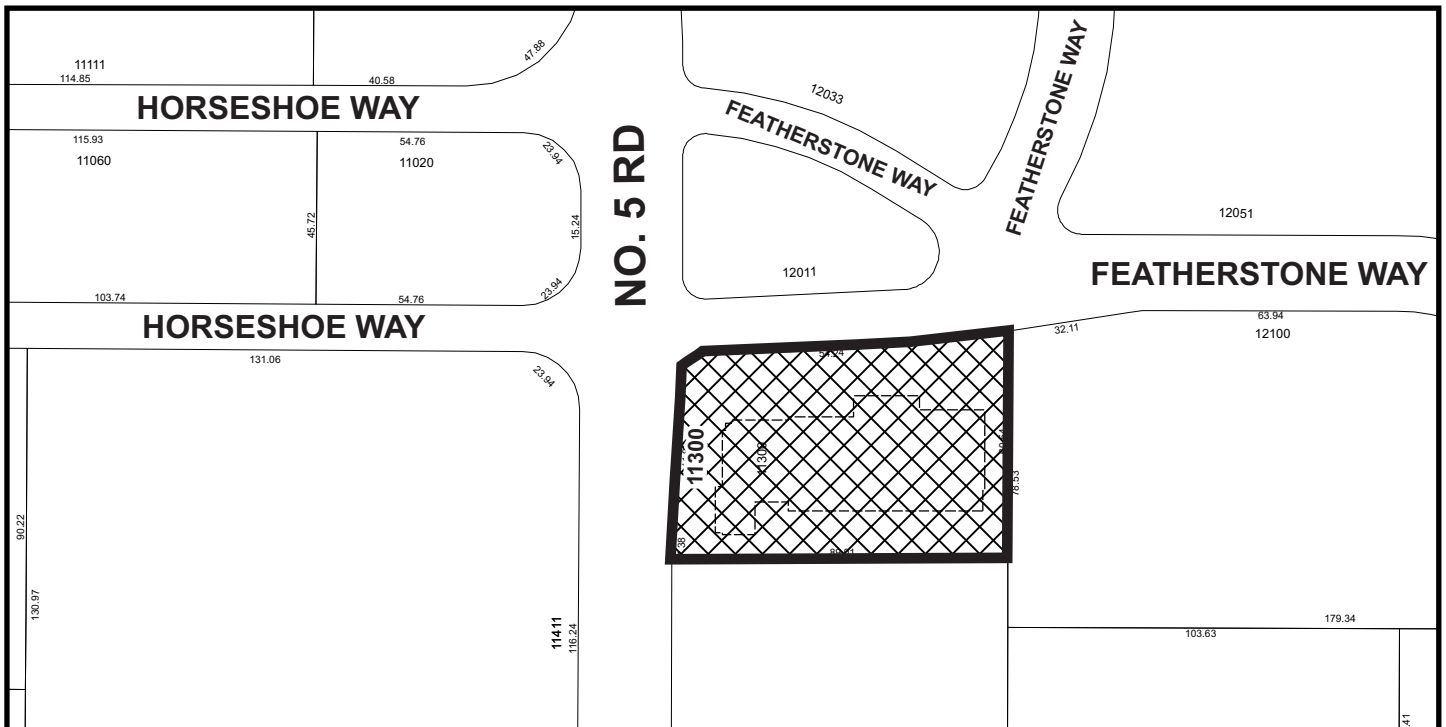
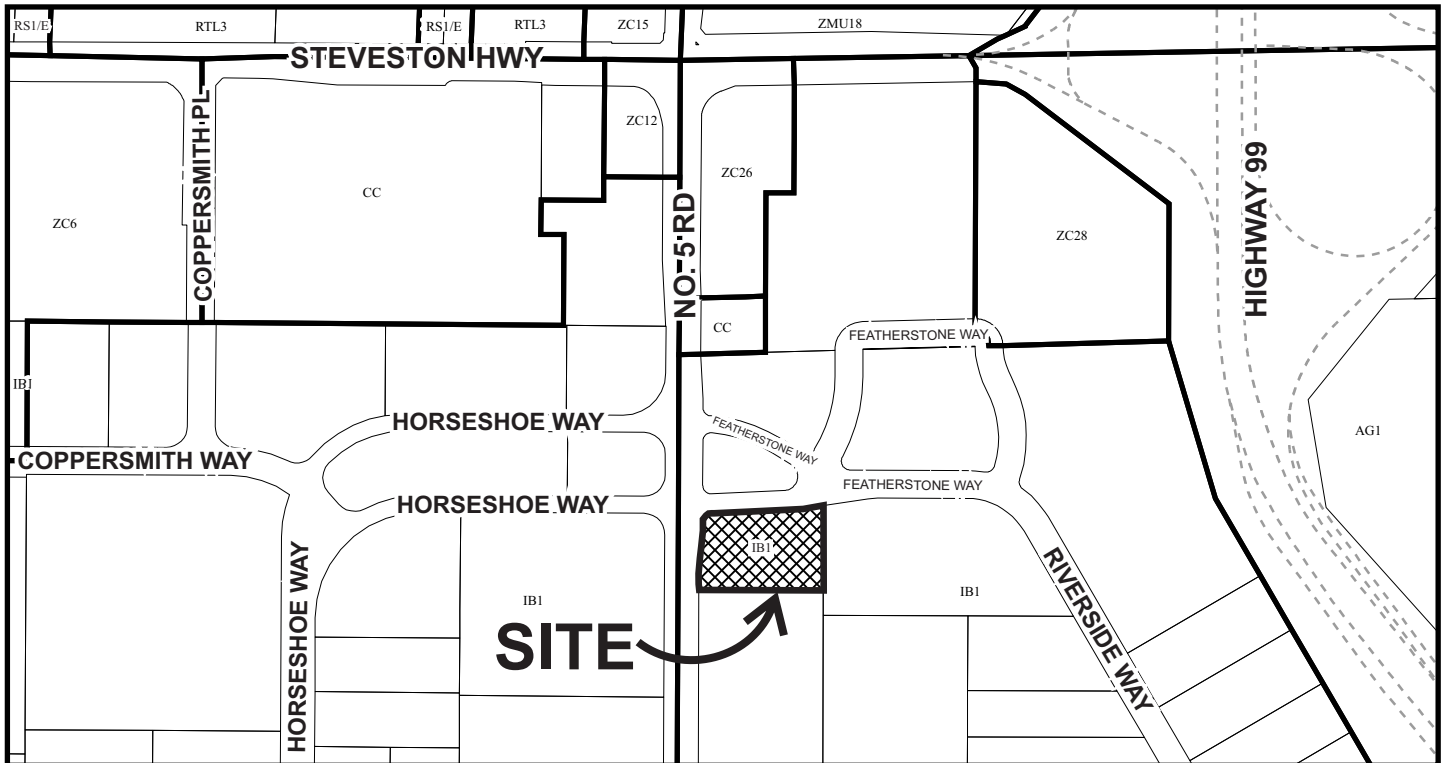
Attachments:

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Site Plan and Parking Plan
- Attachment 4: Letter from the Applicant
- Attachment 5: Letter from Strata Management Company



# City of Richmond

ATTACHMENT 1



**TU 20-901466**  
**Unit 140**

Original Date: 10/22/20

Revision Date:

Note: Dimensions are in METRES



# City of Richmond



**TU 20-901466**  
**Unit 140**

Original Date: 10/22/20

Revision Date:

Note: Dimensions are in METRES



**TU 20-901466**

**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

**STRATA PLAN OF LOT 10,  
SECTION 6, BLOCK 3 NORTH, RANGE 5 WEST,  
NEW WESTMINSTER DISTRICT,  
PLAN LMP47732**

SCALE: 1:500



All distances are in metres

B.C.G.S. 926.015

**CITY OF RICHMOND**

**CIVIC ADDRESS:**

11300 - No.5 Road  
Richmond, B.C.

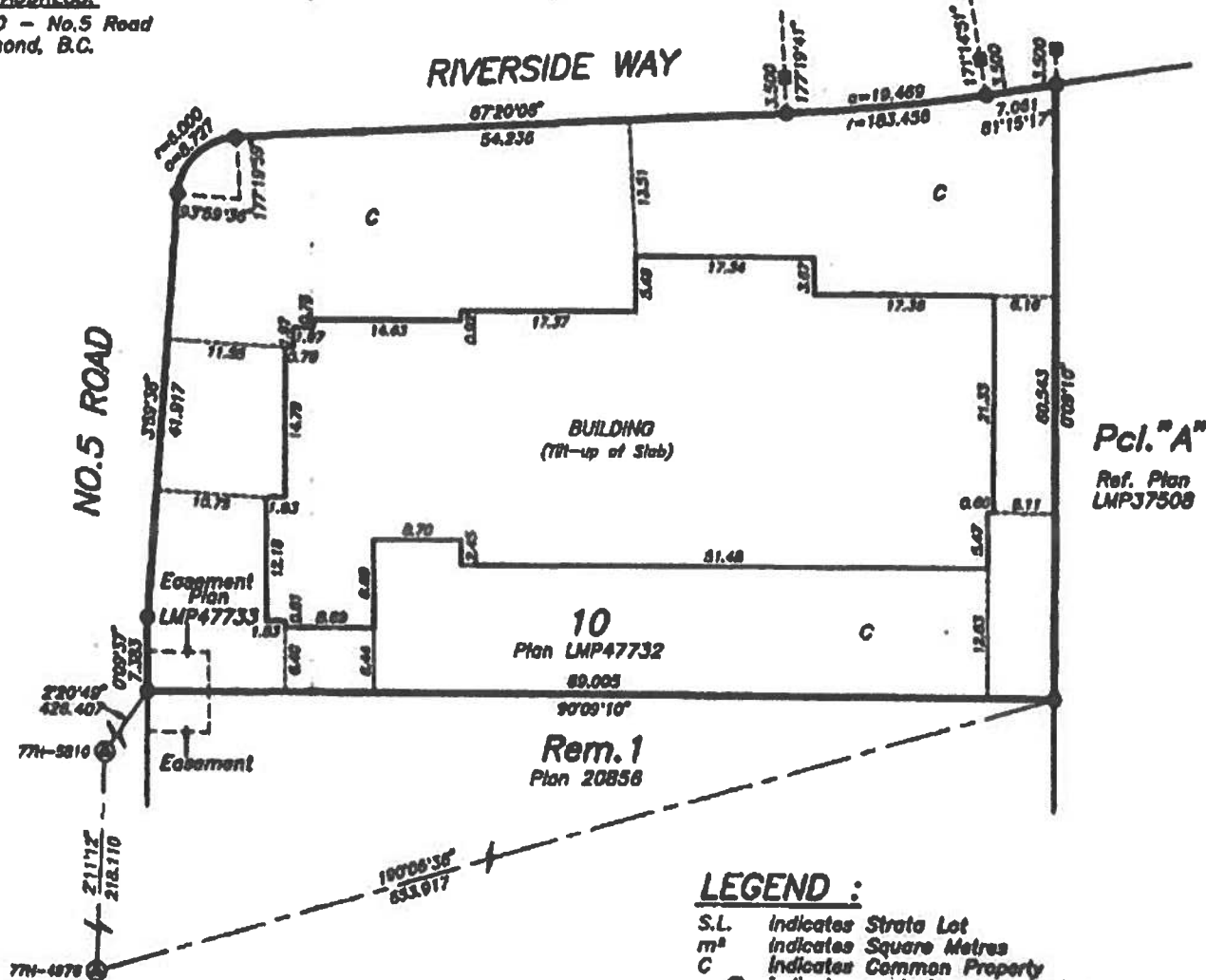
ATTACHMENT 3  
**STRATA PLAN LMS 4633**

Deposited and registered in the Land  
Title Office at New Westminster, B.C.  
this 19 day of MARCH 2002.

*B. B. B. B.*  
ASSISTANT DEPUTY REGISTRAR

BT87475 - BT87483

This plan lies within the Greater  
Vancouver Regional District.



**Pcl. "A"**

Ref. Plan  
LMP37508

**LEGEND :**

- S.L. Indicates Strata Lot
- m<sup>2</sup> Indicates Square Metres
- C Indicates Common Property
- ⊙ Indicates control monument found
- Indicates lead plug found
- Indicates standard iron post found

Grid bearings are derived from observations between  
control monuments 77H-4976 and 77H-5810.

Integrated Survey Area #18, City of Richmond,  
NAD83, (C.S.R.S.).

Distances shown are ground level measured distances.  
Prior to computation of U.T.M. co-ordinates multiply  
by the mean combined factor 0.9996033.

All distances are in metres.

I, W. Papove, a British Columbia Land Surveyor,  
certify that the building shown on this strata plan  
is within the external boundaries of the land that  
is the subject of this strata plan.

PAPOVE  
PROFESSIONAL LAND SURVEYING INC.  
202 - 1180 WESTWOOD STREET  
COQUITLAM, B.C., V3B 7K8  
TEL : 454-5199 FAX : 464-8500  
FILE NUMBER : 4641A

PLN - 15

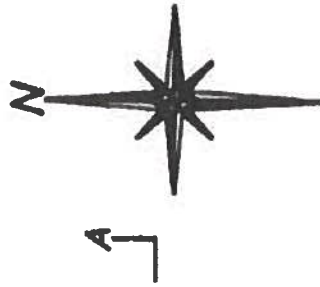
*W. Papove*  
Dated at Coquitlam, B.C.

B.C.L.S.

# GROUND FLOOR PLAN

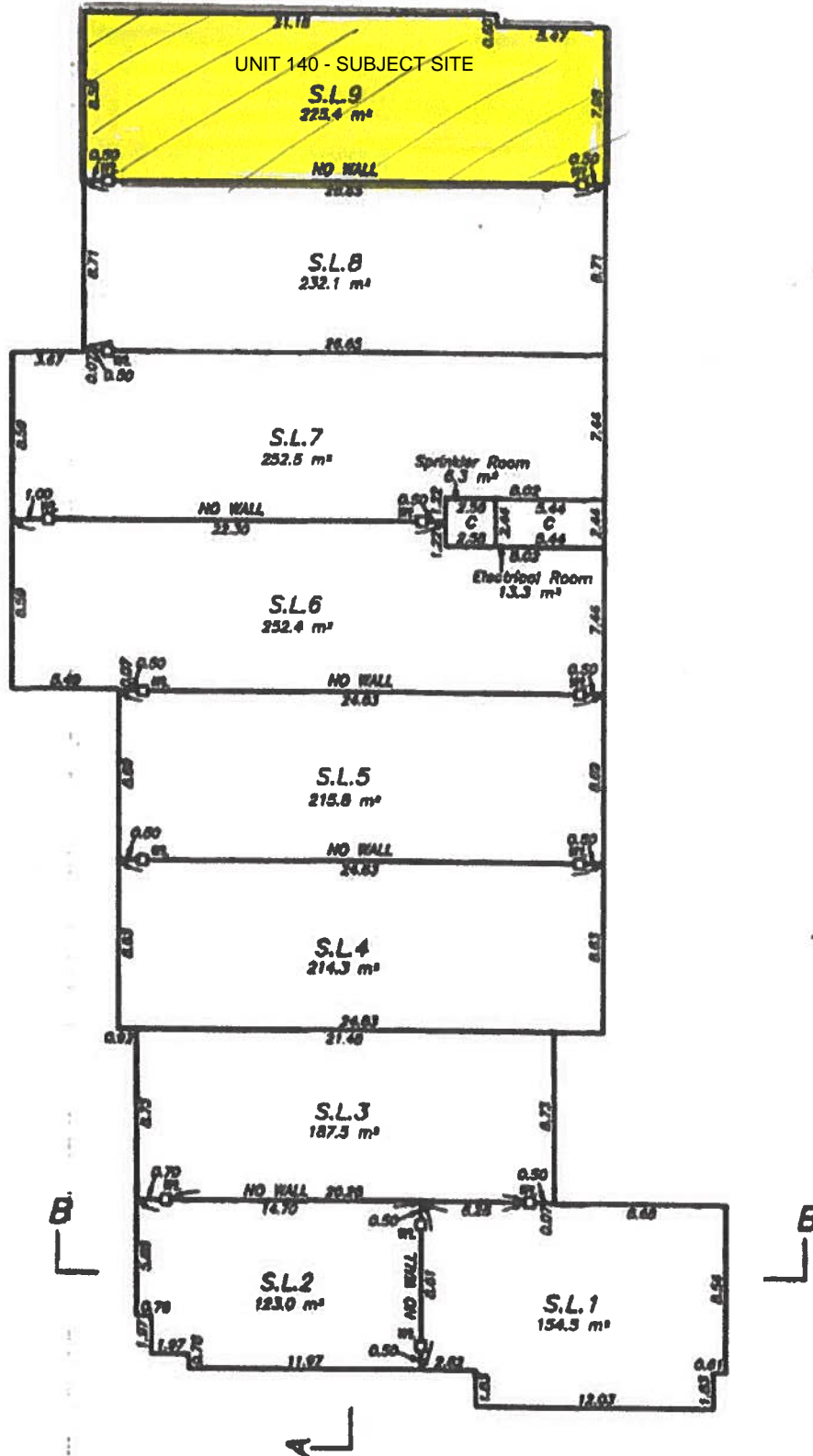
STRATA PLAN LMS 4633

SCALE: 1:250  
All distances are in metres

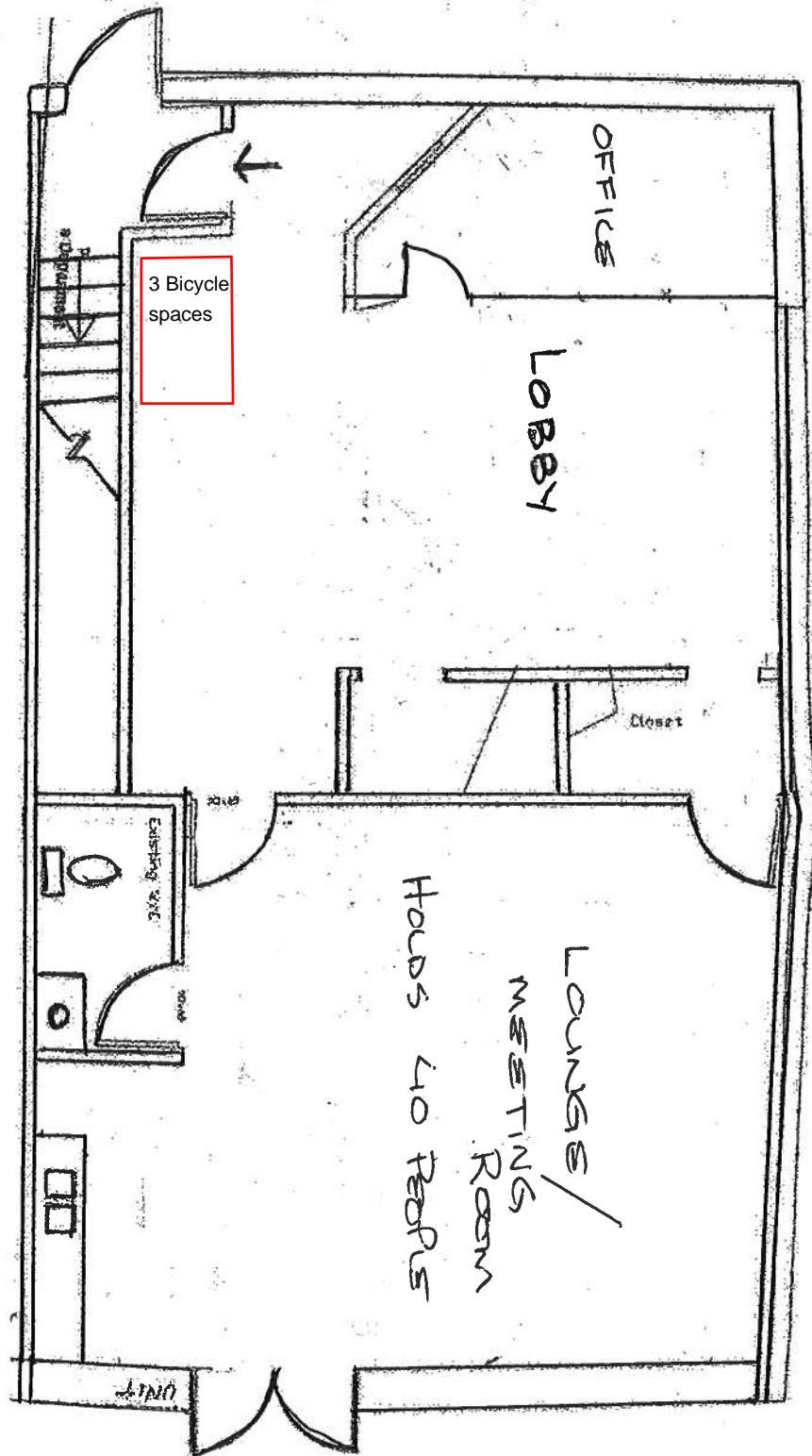


## LEGEND :

- Indicates lead plug placed
- Wt. Indicates witness

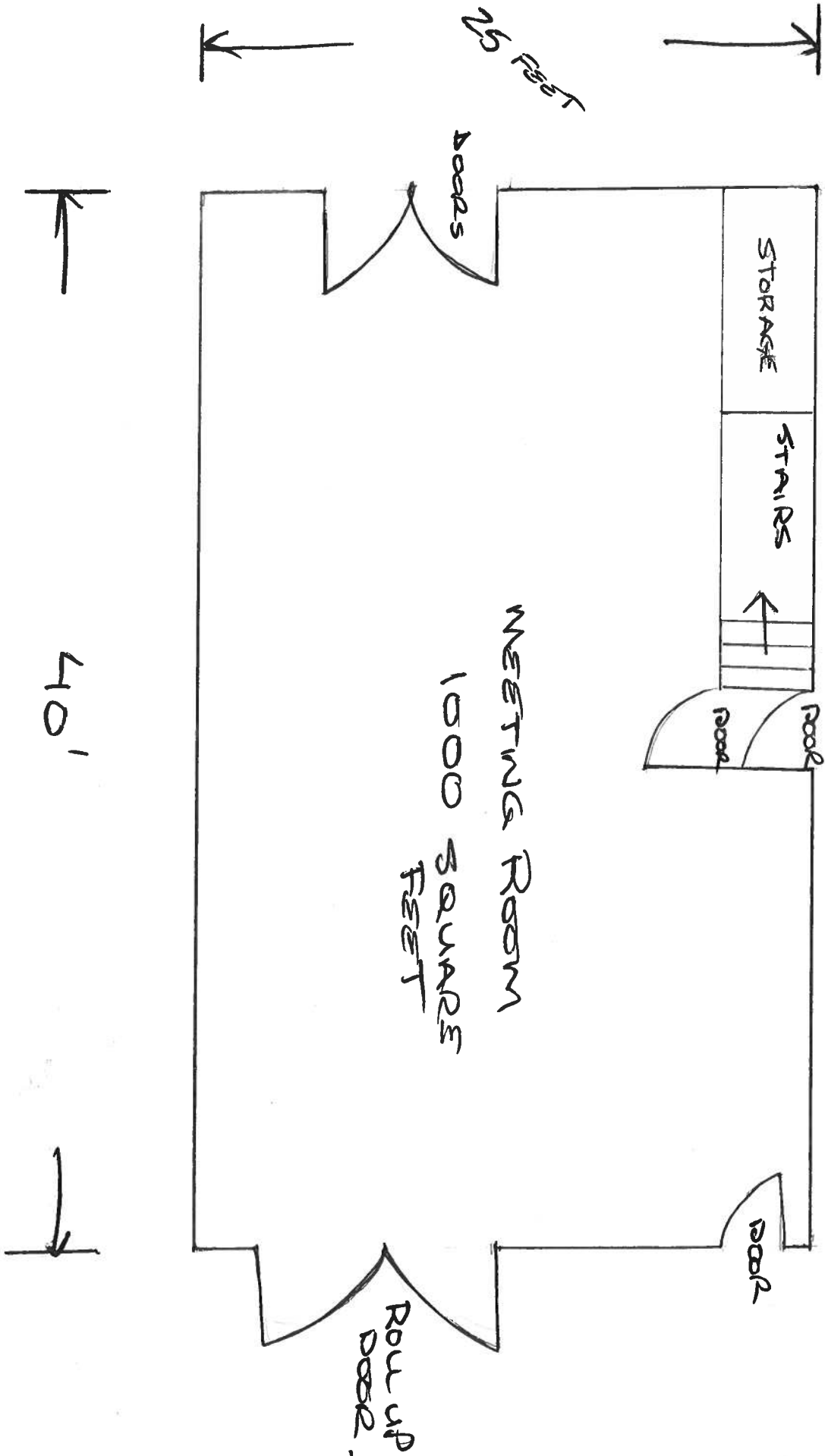


FIRST FLOOR.  
1100 SQUARE FEET



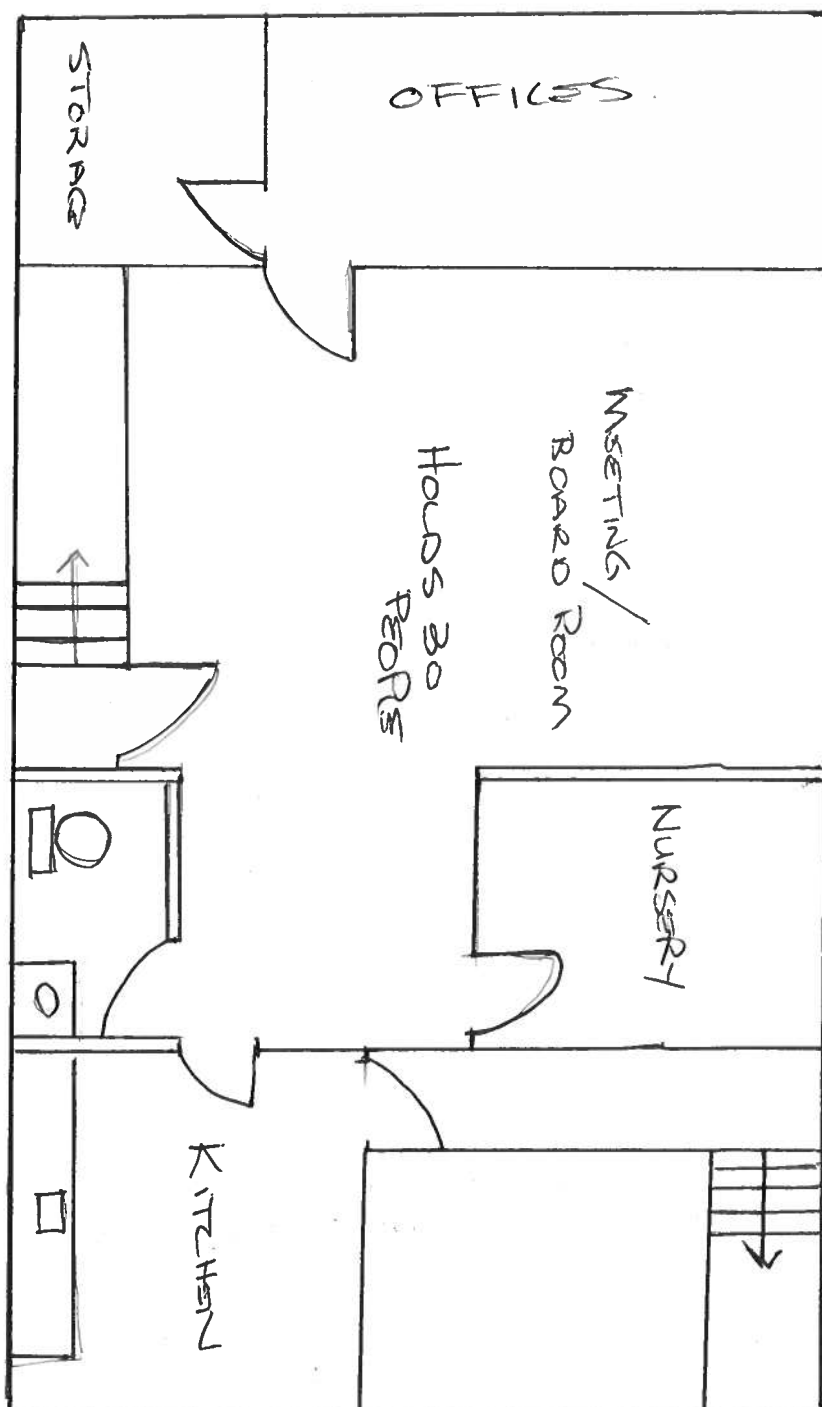
FIRST FLOOR  
CONTINUED

FIRST FLOOR.  
MEETING ROOM

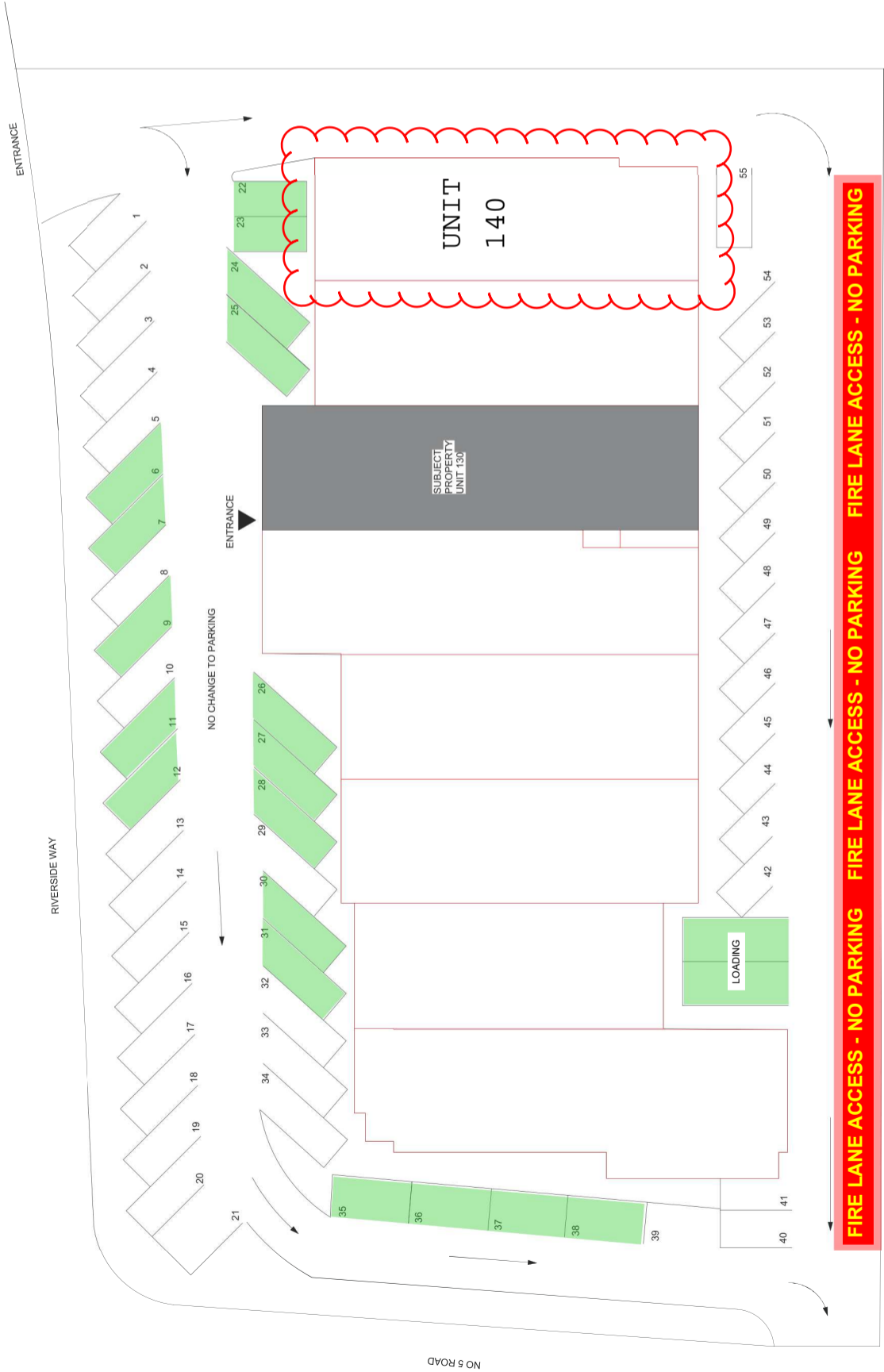


SECOND FLOOR.

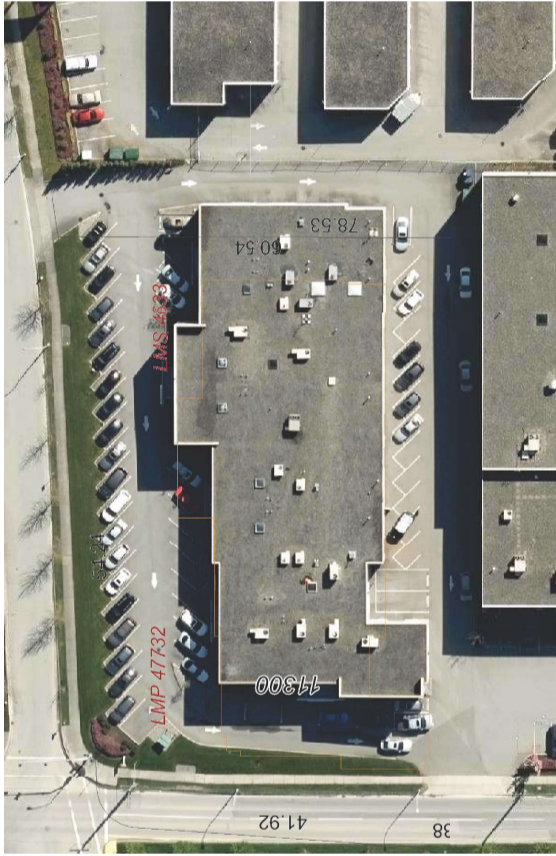
1100 SQUARE FEET



Reserved 24/7 - No Parking



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



AERIAL PHOTO



STREET ELEVATION

## PROJECT DATA

**LEGAL DESCRIPTION**  
STRATA LOT 7, BLOCK 3N, PLAN LMS4633, SECTION 6, RANGE 5W, N.W.D., TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE.

**ZONING:** IB-1

**SITE AREA:** 4965 m2 (53,444 SF)

**ALLOWABLE SITE COVERAGE:** @ 0.60 = 2979 S.F. (32,066 SF)

**PROPOSED SITE COVERAGE:** NO CHANGE 1877.78 m2 (20,213 SF)

**BUILDING AREA:** 1877.78m2

**TENANT AREA:** 2750.00 S.F. GROUND FLOOR  
1450.00 S.F. EXISTING 2ND FLOOR  
650.00 S.F. ADDITIONAL 2ND FLOOR  
4,850.00 S.F. TOTAL

**OCCUPANT LOAD /PER BCBC 2012 3.1.17.1.(C)**

**SECOND FLOOR AREA OF WORK:**  
REINFORCEMENT CONCRETE SLAB X 7 OFFICES = 7 OCCUPANTS  
GENERAL OFFICE: 753.98 m2 @ 9.3m2 PER PERSON = 8 OCCUPANTS

**MAIN FLOOR:**  
MEETING ROOM: 67.76m2 @ 9.3m2 PER PERSON = 7 OCCUPANTS  
STORAGE WAREHOUSE: 197.73m2 @ 23.0m2 PER PERSON = 7 OCCUPANTS

**WATERCLOSETS REQUIRED:** M W

INDUSTRIAL w/ ancill. office: 1 1

W/C'S PROVIDED 1 1 UNIVERSAL

**PARKING - INDUSTRIAL [ 1 SPACE FOR EACH 100m2 ]**  
**REQUIRED (INDUSTRIAL) - BUILDING AREA X 2 STOREYS (ASSUMED) - 38 SPACES**  
**EXISTING - 55 SPACES - NO CHANGE**

### SCOPE OF WORK

#### TENANT IMPROVEMENT TO ADD SECOND FLOOR OFFICES

- DEMOLITION OF EXISTING NOT STRUCTURAL INTERIOR PARTITIONS
- CONSTRUCTION OF NEW SECOND FLOOR INRILL
- RECONFIGURE EXISTING SECOND FLOOR OFFICES TO ADD TWO NEW OFFICES AND RECEPTION AREA
- NO ADDITION OF PLUMBING FIXTURES
- NO ELECTRICAL OR MECHANICAL WORK
- NO CHANGES TO BASE BUILDING REQUIRED FIRE SEPERATIONS

# **RICHMOND**

## **CHRISTIAN FELLOWSHIP**

**Richmond City Hall  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1**

To Nathan Andrews

This letter is to follow up a request we made in 2020 for a Temporary Use Permit for Richmond Christian Fellowship located at #140-11300 No. 5 Road in Richmond BC. We are aware that it is for a 3 year period.

We are meeting on Sunday mornings from 10:00 am – 12:30 noon and we have a group of young adults meeting from 7 – 10 pm on Friday nights. We are also actively looking for an alternative location.

Thank you for your concern in this matter.

Kevin R. Preston  
Senior Pastor  
Richmond Christian Fellowship

#140- 11300 No. 5 Road, Richmond, BC. V7A 5J7

December 29, 2021

ATTACHMENT 5

To City of Richmond

Richmond Christian Fellowship  
c/o Pastor Kevin Preston  
140-11300 No 5. Rd  
Richmond, B.C. V7A 5J7

**RE: STRATA PLAN LMS 4633 – Riverside – SL 9**  
**#140-11300 No 5. Rd, 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 7:00 pm to 10:00 pm for a young adult meeting. Riverside Business Center is also aware that the facility is being used for Bible Studies on Sundays from 10:00 am to 12:30 pm.

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 Brian Carleton at 604-681-4177 ext. 204 or [brian@urbanproperties.ca](mailto:brian@urbanproperties.ca). Thank you for your prompt attention to this matter.

Yours truly,



Brian Carleton  
Managing Broker  
Urban Properties Ltd.  
On behalf of LMS 4633 Riverside Business Center



No. TU 20-901466

To the Holder: Foursquare Gospel Church of Canada

Property Address: 140 – 11300 No. 5 Road

Address: B307-2099 Lougheed Hwy, Port Coquitlam, BC, V3B 1A8

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 to the portion of the building shown cross-hatched on the attached Schedule "B".

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.

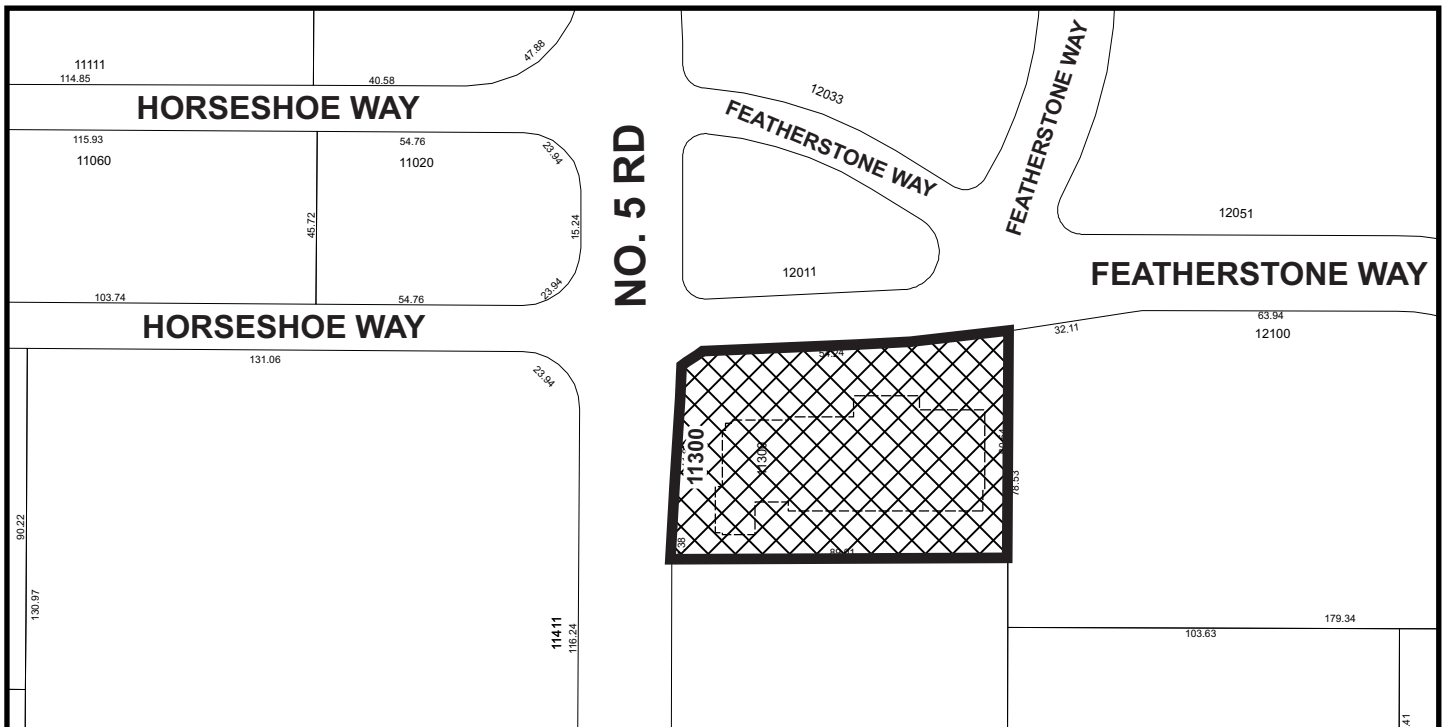
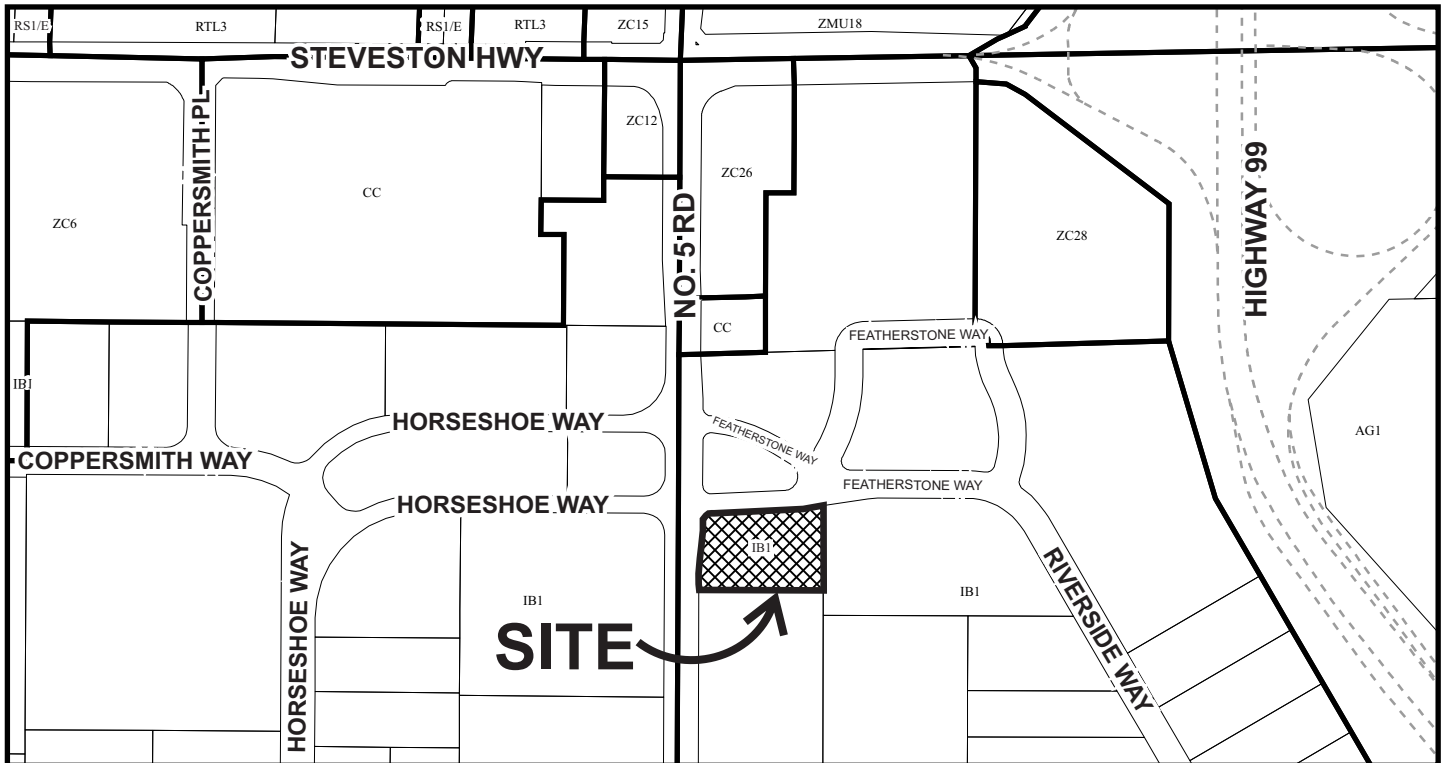
AUTHORIZING RESOLUTION NO.  
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

\_\_\_\_\_  
MAYOR

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



TU 20-901466  
Unit 140

Original Date: 10/22/20

Revision Date:

Note: Dimensions are in METRES

**STRATA PLAN OF LOT 10,  
SECTION 6, BLOCK 3 NORTH, RANGE 5 WEST,  
NEW WESTMINSTER DISTRICT,  
PLAN LMP47732**

SCALE: 1:500



All distances are in metres

B.C.G.S. 926.015

**CITY OF RICHMOND**

**CIVIC ADDRESS:**

11300 - No.5 Road  
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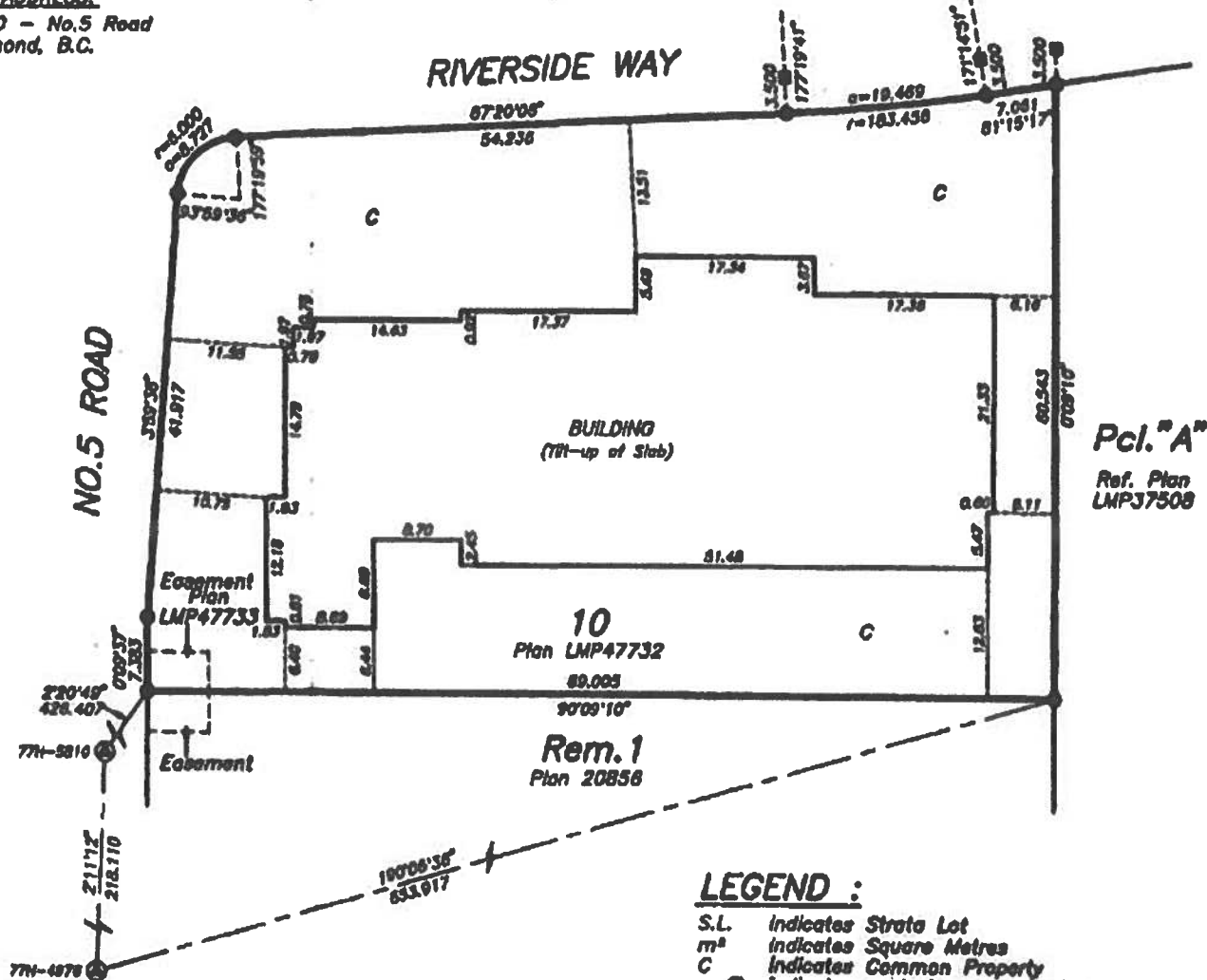
**SCHEDULE "B"  
STRATA PLAN LMS 4633**

Deposited and registered in the Land  
Title Office at New Westminster, B.C.  
this 19 day of MARCH 2002.

*B. D. [Signature]*  
ASSISTANT DEPUTY REGISTRAR

BT87475 - BT87483

This plan lies within the Greater  
Vancouver Regional District.



**Pcl. "A"**

Ref. Plan  
LMP37508

**LEGEND :**

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certify that the building shown on this strata plan  
is within the external boundaries of the land that  
is the subject of this strata plan.

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PROFESSIONAL LAND SURVEYING INC.  
202 - 1180 WESTWOOD STREET  
COQUITLAM, B.C., V3B 7K8  
TEL : 454-5199 FAX : 454-8500  
FILE NUMBER : 4641A

PLN - 25

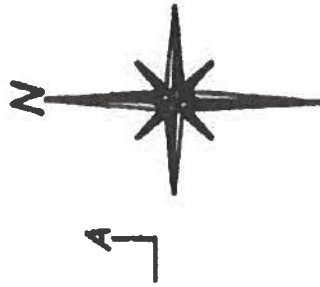
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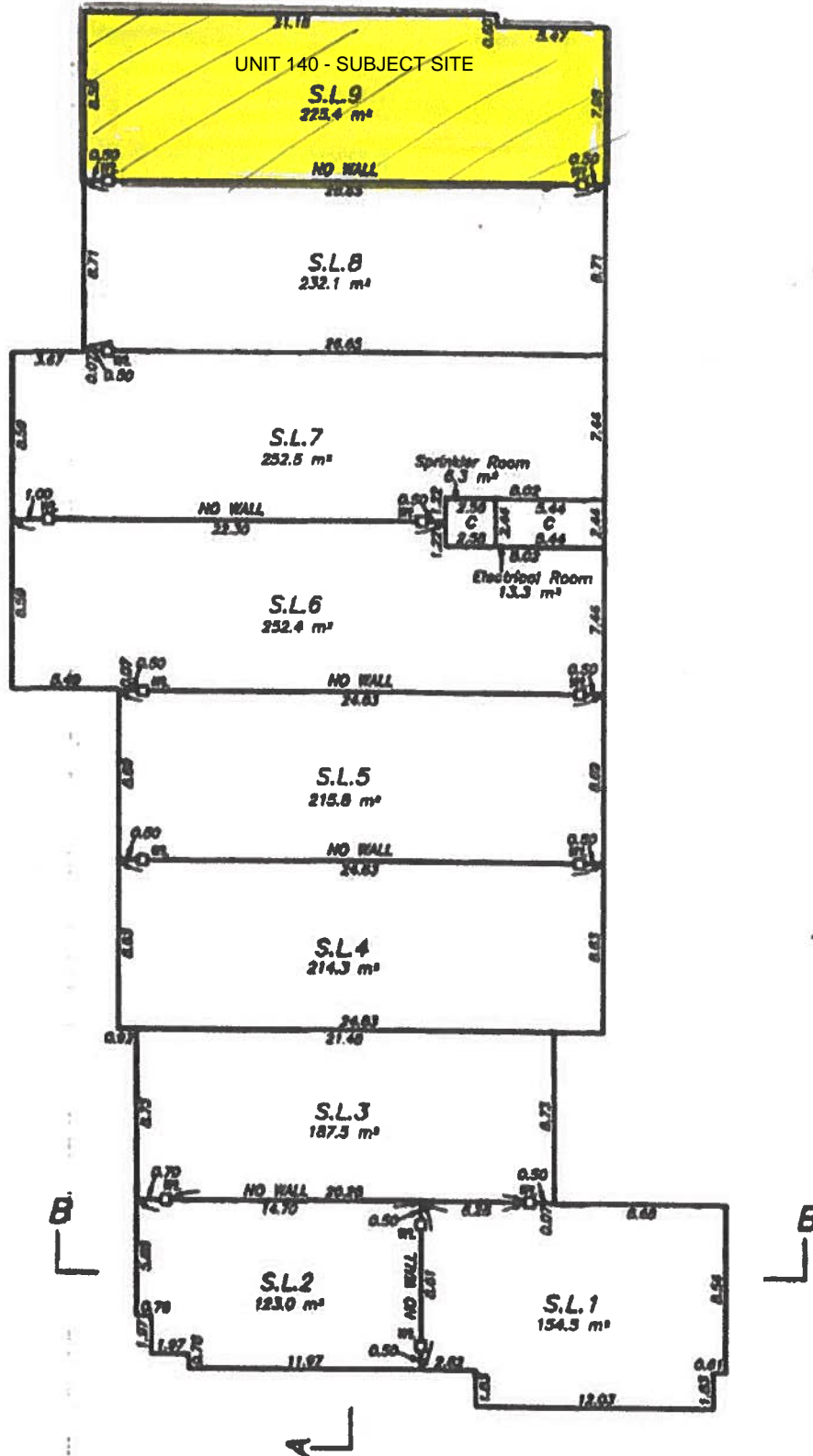
STRATA PLAN LMS 4633

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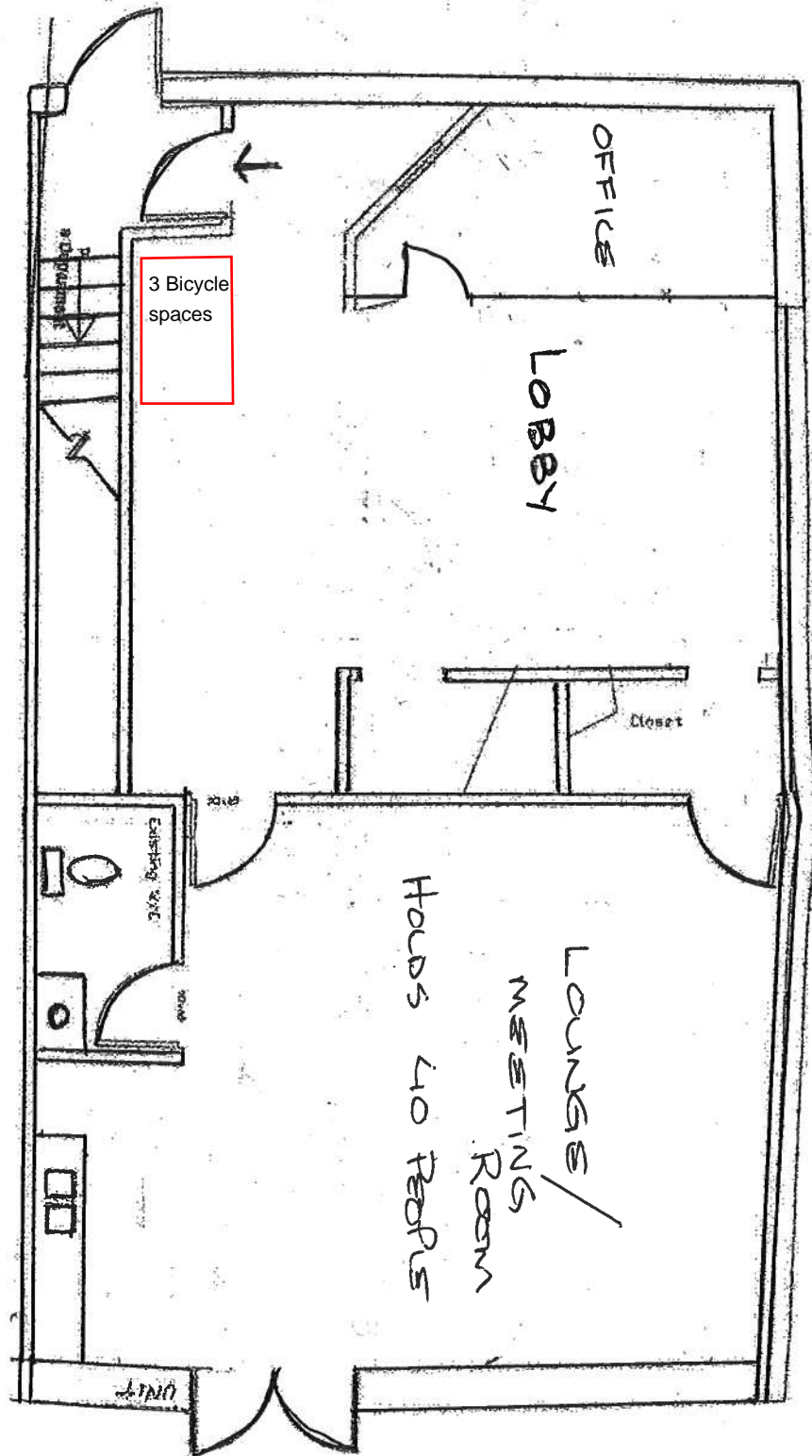


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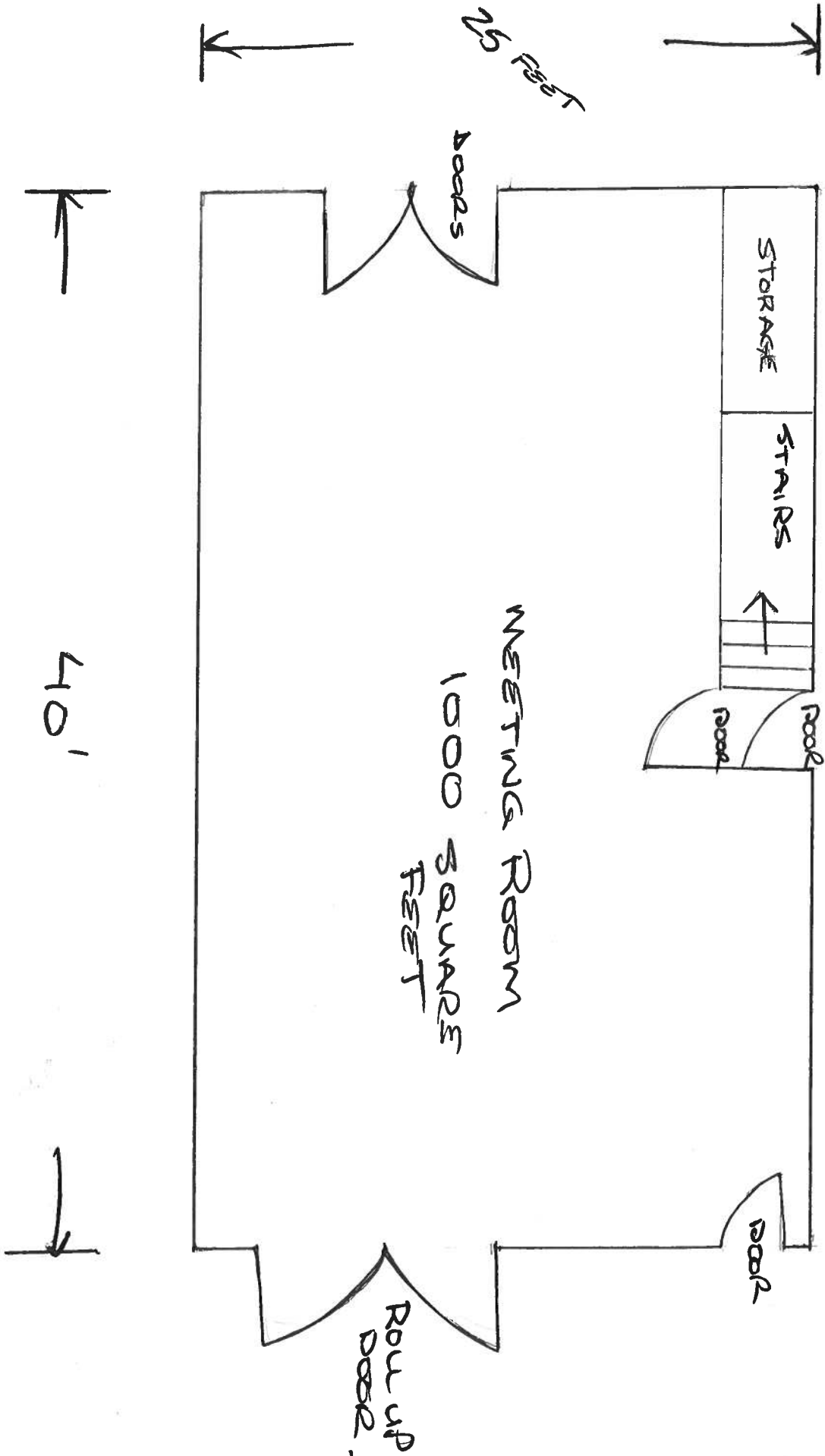


FIRST FLOOR.  
1100 SQUARE FEET



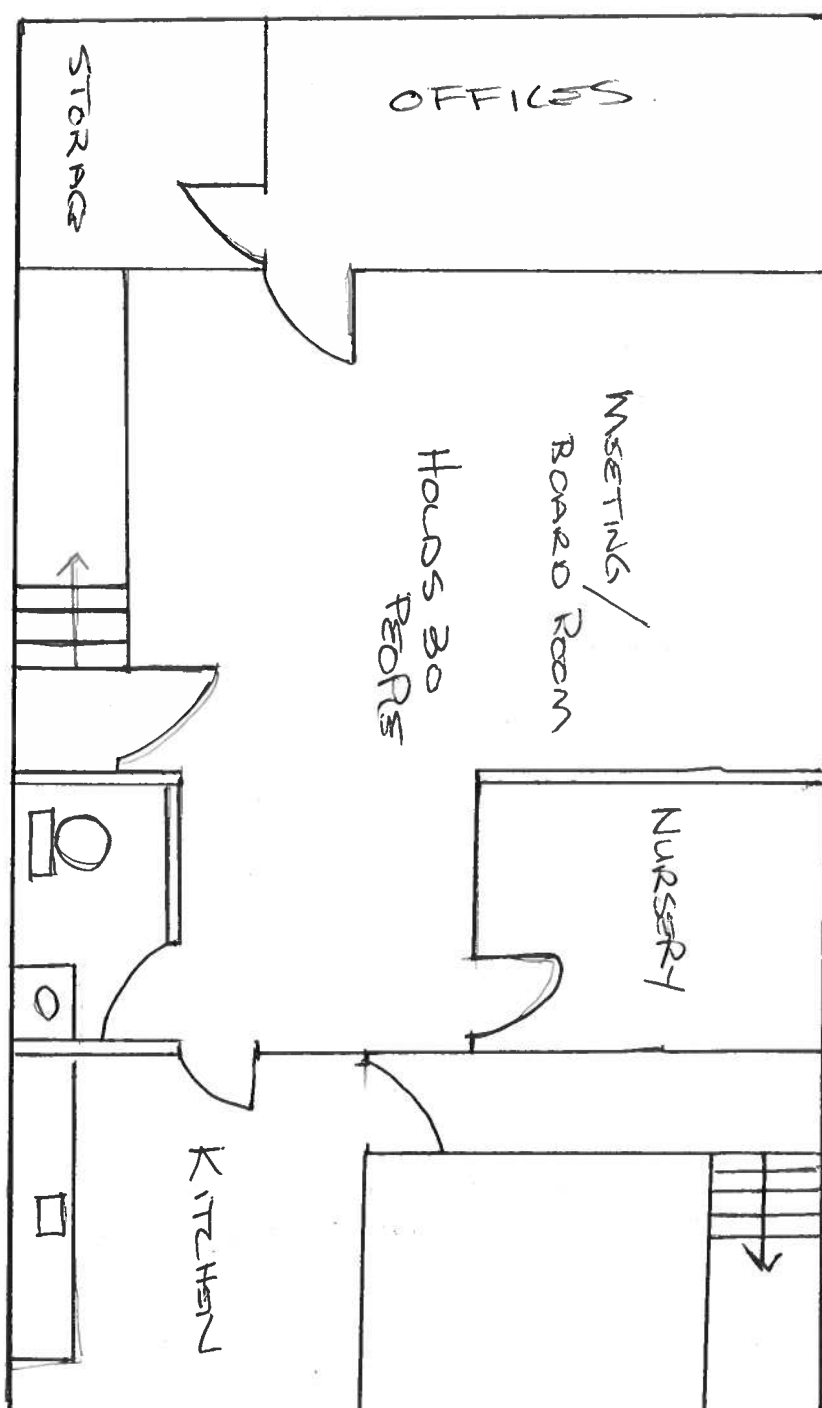
FIRST FLOOR  
CONTINUED

FIRST FLOOR.  
MEETING ROOM

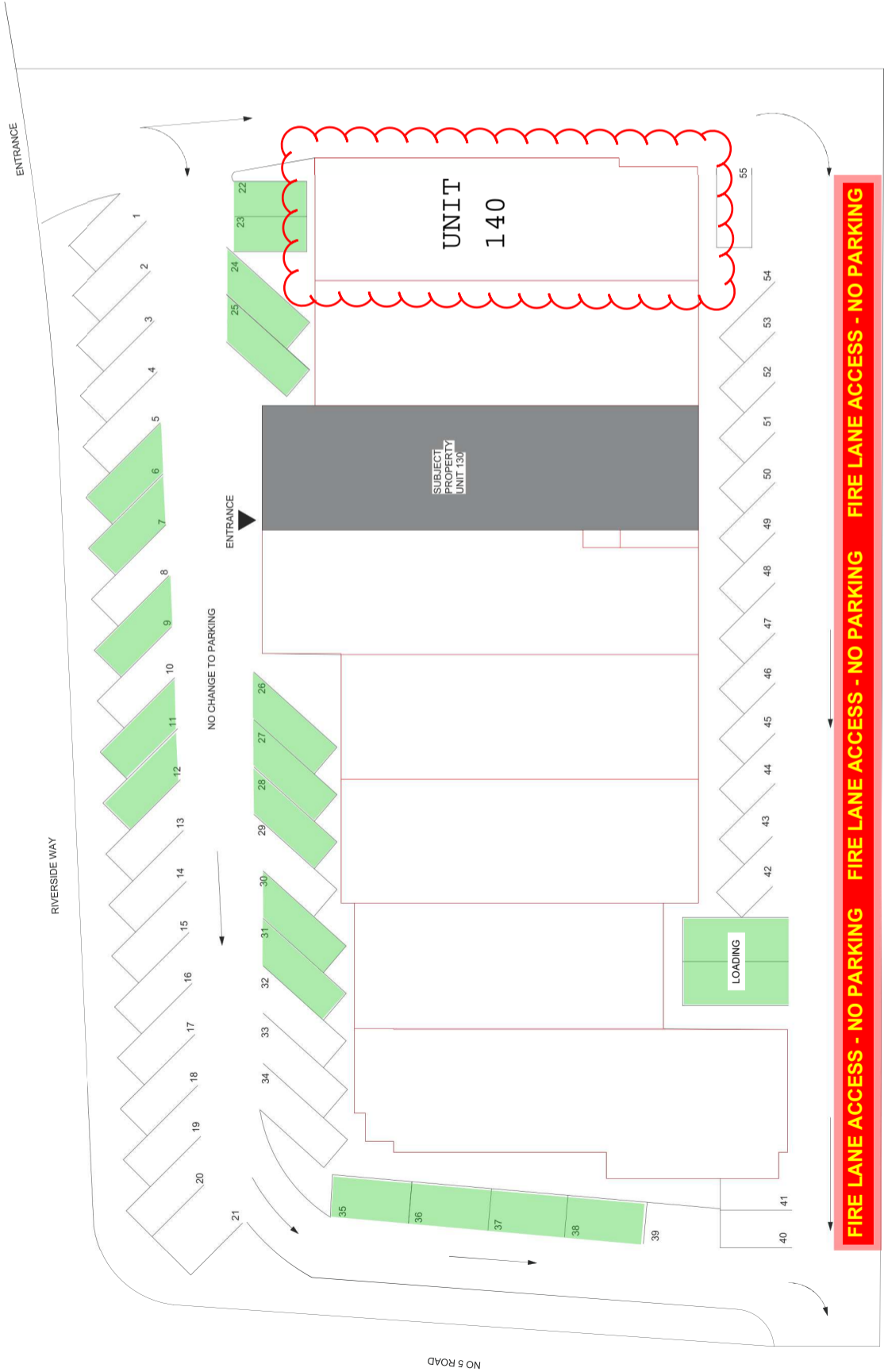


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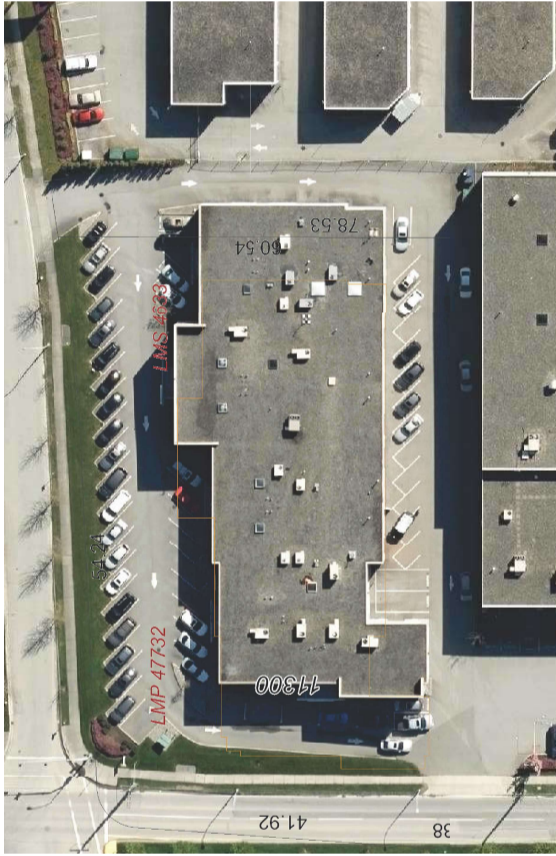
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**WATERCLOSETS REQUIRED:** **M** **W**

INDUSTRIAL w/ ancill. office: 1 1

W/C'S PROVIDED 1 1 UNIVERSAL

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