

To: Planning Committee

From: Wayne Craig Director, Development
 Date:
 December 3, 2018

 File:
 RZ 18-811041

Re: Application by Rosebud Productions Inc. for Rezoning a Portion of 23000 Fraserwood Way (Unit 105, 110 and 115) to Allow a Licensed Health Canada Medical Cannabis Production Facility

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9978, for the rezoning a portion of 23000 Fraserwood Way (Units 105, 110 and 115) to allow a licensed Health Canada Medical Cannabis Production Facility on a site-specific basis in the "Industrial Business Park (IB1)" zoning district, be introduced and given first reading.

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REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER
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Staff Report

Origin

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Rosebud Productions Inc. has applied to the City of Richmond for permission to rezone a portion of 23000 Fraserwood Way (Units 105, 110 and 115) (Attachment 1) to allow a licensed Health Canada medical cannabis production facility in the "Industrial Business Park (IB1)" zoning district by adding this as an additional use permitted in this zone on a site-specific basis. The proposal is for the medical cannabis production facility to occupy three units (Strata lots 1, 2 and 3; also known as Units 105, 110 and 115) in an existing 10 unit stratified light industrial building. The total proposed floor area of the medical cannabis production facility would be 1,750 sq. m (18,837 sq. ft.) (Attachment 2 – conceptual development plans).

Findings of Fact

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

Surrounding Development

The subject site contains an existing two-storey light industrial building with supporting parking/loading and vehicle drive-aisles surrounding the building. Business license records indicate that other existing businesses within the building consist of warehousing/wholesale of office supplies and food products, and light manufacturing activities. Vehicle access to the site is provided by two driveways off Fraserwood Way.

- To the North: Across Fraserwood Way, Industrial buildings zoned "Industrial Business Park (IB1)"
- To the South: Across Hamilton Road, an industrial building zoned "Light Industrial (IL)"
- To the East: An industrial building zoned "Industrial Business Park (IB1)"
- To the West: Across Queens Road, a vegetated/landscape site zoned "School and Institutional (SI)"

Related Policies & Studies

Official Community Plan

The Official Community Plan (OCP) contains policies and requirements applicable to proposals for a Health Canada licensed medical cannabis production facility. The 2018 *Cannabis Act* and supporting *Cannabis Regulations* allow for Health Canada to issue licenses to commercial medical cannabis producers. The OCP policy for medical cannabis production facilities is to manage such proposals through the rezoning process and review these proposals in conjunction with OCP criteria on a case-by-case basis. The subject site is located in the Hamilton Area Plan in an area designated "Mixed Employment". The proposed rezoning application is consistent with the OCP policies as follows:

- The site is located in an OCP designated "Mixed Employment" area, consistent with the existing OCP location policies for medical cannabis production facilities.
- The site is located in an area that is anticipated to have minimal impacts to surrounding areas and does not negatively impact potential sensitive land uses.
- The proposed medical cannabis production facility complies with the Hamilton Area Plan "Mixed-Employment" land use designation.

The proposal is for the facility to be located in three strata lot units of an existing multi-tenant, stratified industrial building (containing 10 total strata lot units). The applicant has:

• Informed the existing strata of the proposal and obtained written confirmation that they have no objections to the proposal (Attachment 4).

The OCP policy currently limits the number of cannabis related facilities to one in the City. Additional cannabis related production facilities are to be considered on a case-by-case basis. On September 6, 2016, Richmond Council granted 3rd Reading to Richmond Zoning Bylaw 8500, Amendment Bylaw 9592 for a medical cannabis production facility proposed at 5960 No. 6 Road (RZ 14-665028). The applicant for that rezoning has indicated to staff that they are continuing to work through the processing of their application to Health Canada to obtain approval to become a commercial medical cannabis producer, which is required prior to final adoption. Upon completion of all rezoning considerations for 5960 No. 6 Road, Richmond Zoning Bylaw 8500, Amendment Bylaw 9592 will be forwarded to Council for consideration of final adoption of the bylaw.

The subject rezoning proposal at 23000 Fraserwood Way, if considered and endorsed by Council, would potentially be the second such facility in the City. An amendment to the OCP is not required in conjunction with the rezoning.

Ministry of Transportation and Infrastructure

Approval from the Ministry of Transportation and Infrastructure is required as a rezoning consideration due to the subject site's proximity to a Ministry controlled highway (i.e., Highway 91). Ministry staff are currently in the process of reviewing the proposal. Any issues or comments on the proposal identified by Ministry staff as part of their review will need to be addressed prior to Ministry approval of the rezoning bylaw, which is a rezoning consideration for this project.

Floodplain Management Implementation Strategy

A flood plain covenant identifying a minimum flood construction level of 3.5 m GSC has already been registered on title of the subject site when this industrial subdivision was constructed.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have received phone calls from the public and businesses operating in the existing industrial building who had general questions about the rezoning application and proposed facility. A letter from the Strata of the subject site has also been submitted noting no objections to the proposal (Attachment 4)

Should the Planning Committee endorse this application and Council grant 1st reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

General Facility Operations Overview

The applicant proposes a medical cannabis production facility with a floor area of 1,750 sq. m (18,837 sq. ft.) in three combined units (Strata lot units 105, 110 and 115) in the existing light industrial building. The applicant notes that development of the facility is intended to occur in two phases, with Phase 1 occurring in Strata lot unit 115 and the Phase 2 to include Strata lot units 105 and 110. The applicant has not indicated the proposed phasing schedule for the production facility.

No retailing or storefront activities are proposed in this facility and will not be permitted in accordance with existing zoning regulations. Medical cannabis produced by the facility will be shipped directly to registered medical patients in accordance with Health Canada regulations.

All proposed activities will be fully contained within the existing industrial building. To address any potential negative impacts, the applicant proposes:

• Heating, ventilation and air conditioning (HVAC) systems to be designed to address odour and moisture through the implementation of charcoal filters and UV lighting.

A report from a registered professional detailing out HVAC, building and mechanical systems to be implemented in the proposed medical cannabis production facility to address odour, moisture and noise generated by operation and to ensure these are implemented through construction of the facility will be required as a rezoning consideration (Attachment 5).

Proposed Zoning Amendment

The proposed Zoning Bylaw amendment is a site-specific amendment to the "Industrial Business Park (IB1)" zoning district to add a medical cannabis production facility as an additional use on the subject site for Strata lots 1, 2 and 3 only. A maximum floor area (1,800 sq. m or 19,375 sq. ft.) will be specified in the zoning regulations, based on the floor area of the proposed facility.

Coordination of Health Canada License Process with City Approvals

In addition to approval of the rezoning, a license from Health Canada is required for the proposed medical cannabis production facility to operate. Health Canada has confirmed receipt of a license application from the proponent, which is currently being processed.

The applicant indicates that their application to Health Canada involves Phase 1 (Strata lot unit 115) of their facility only. For Phase 2 (Strata lot units 105 and 110), an amendment to the issued Health Canada license must be approved (subject to approval of the rezoning). To coordinate the Health Canada license approval process with the rezoning, the following provisions are proposed to be incorporated into the rezoning considerations (Attachment 5):

- Submission of documentation from Health Canada confirming the processing of a Health Canada license application authorizing the applicant to proceed with works to develop a medical cannabis production facility.
- Registration of a legal agreement on title identifying that no final inspection granting occupancy will be completed until proof of the issuance of the Health Canada license for medical cannabis cultivation/production and related activities is provided by the applicant.
- A legal agreement registered on title identifying that no cannabis production can occur on strata lot units 105 and 110 until confirmation of a Health Canada license is provided.

Proposed Security for Facility

Security measures for the proposed facility must be provided in accordance with the federal regulations for physical security and visual monitoring measures in addition to security clearances needed for personnel working at the facility. Information demonstrating how these security requirements are being met in the facility is part of the Health Canada license application review process. There is no approval role of the City in this aspect of facility operations.

Through the Health Canada license application process, background/security checks are undertaken for all key facility personnel/employees. Health Canada also liaises with RCMP as part of the facility personnel background security checks. Should approval of a license be granted by Health Canada, the local RCMP detachment will be engaged and involved with any enforcement or compliance actions (if necessary) pertaining to the operations of a facility in coordination with Health Canada.

Forthcoming Building Permit and Fire Safety Plan

A building permit will be required for any works to convert portions of the existing building to medical cannabis production facility that will be generally limited to interior tenant improvement works. To address fire, life and safety issues as required in Fire Protection and Life Safety Bylaw 8306, a fire safety plan is required to be submitted as part of the building permit application. The fire safety plan is to be prepared by an appropriate fire safety consultant in accordance with Richmond Fire Rescue guidelines and is required to be approved by Richmond Fire Rescue as part of the building permit process.

Future Remediation Requirements

If this rezoning application is approved, the facility will contain a number of specific works and building installations to support a medical cannabis production facility. If in the future, the facility ceases operations, the remediation of the building to ensure health and safety standards will be required. To ensure implementation of remediation measures if needed, the following items will be incorporated into a registered legal agreement secured as a rezoning consideration for the proposal:

• Identify that upon cessation of the use of the facility for medical cannabis production and to address any potential environmental health and safety issues arising from this previous activity, final inspection granting occupancy as part of a building permit application

and/or issuance of a business license for a new permitted use would not be permitted until:

- The owner/operator engage a registered professional to assess the building/unit and all related mechanical systems and develop a remediation plan to address any environmental, health, safety and/or occupational safety issues;
- All works to fulfill the remediation plan must be undertaken, with completion verified by the registered professional.

Transportation and Site Access

The proposed facility will not result in any changes to the existing on-site parking and vehicle circulation area surrounding the existing building. The subject site's two existing driveway accesses to Fraserwood Way will be retained. A Traffic Impact Assessment (TIA) was submitted to identify and assess traffic generation from the proposed use and impacts on the supporting road network. The TIA identified that the existing road infrastructure is able to accommodate traffic generated by the facility. Transportation staff supports the findings of the TIA.

A total of 18 off-street parking stalls are allocated to the proposed facility (as confirmed by the Strata for the subject site), which is consistent with zoning bylaw requirements.

Site Servicing and Frontage Improvements

No servicing or frontage works or upgrades have been identified for this rezoning application. Through the building permit application process, existing City service connections (storm, water and sanitary) will be reviewed to determine if any servicing works are required.

Financial Impact or Economic Impact

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

Conclusion

This rezoning application is for a proposed Health Canada licensed medical cannabis production facility in a portion of an existing light industrial building located at 23000 Fraserwood Way (Units 105, 110 and 115) with a total maximum permitted floor area of 1,800 sq. m (19,375 sq. ft.). The "Industrial Business Park (IB1)" zoning applicable to the subject site is proposed to be amended to permit a medical cannabis production facility on this site. OCP policy also identifies that Council can consider cannabis related facilities, in addition to ones that have already been approved, on a case-by-case basis. The rezoning proposal is consistent with the OCP policy identifying Mixed Employment designated areas as being suitable for this type of use.

On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9978 be introduced and given first reading.

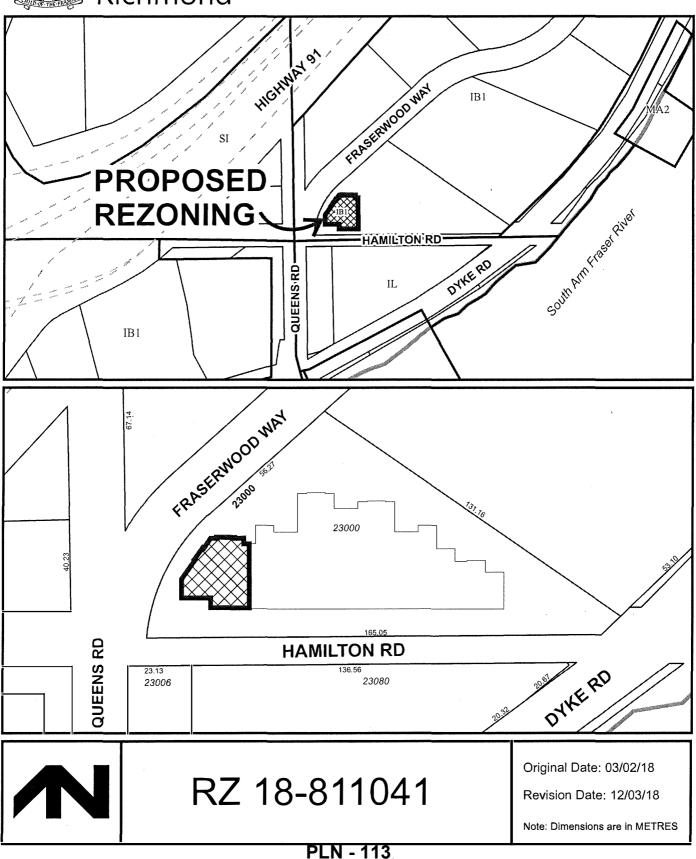
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Attachment 1: Location Map Attachment 2: Conceptual Development Plans Attachment 3: Development Application Data Sheet Attachment 4: Letter from Strata of Subject Site (BCS2986) Attachment 5: Rezoning Considerations

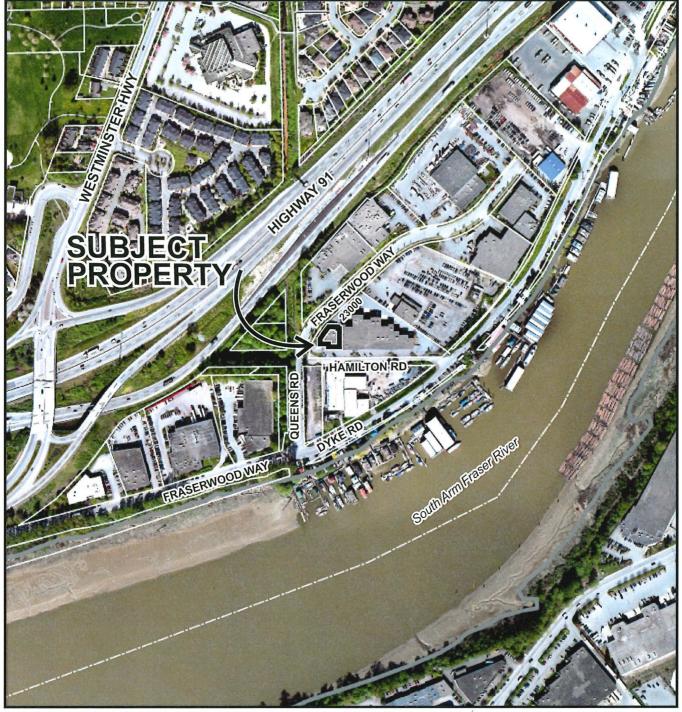
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City of Richmond





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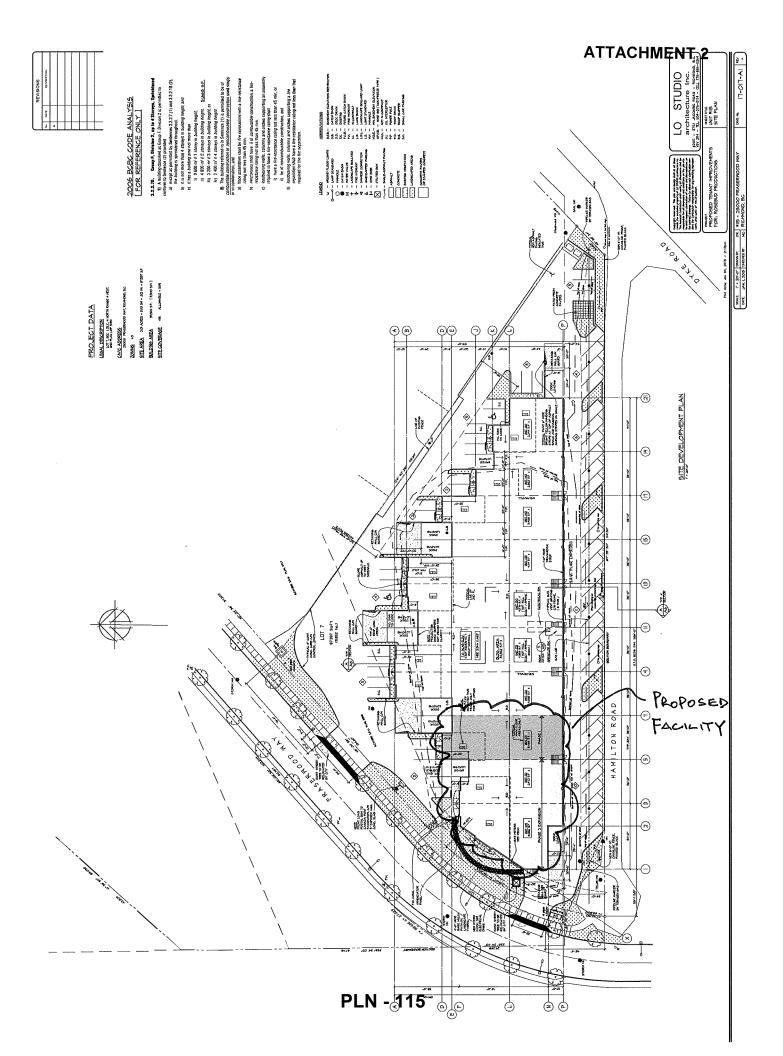
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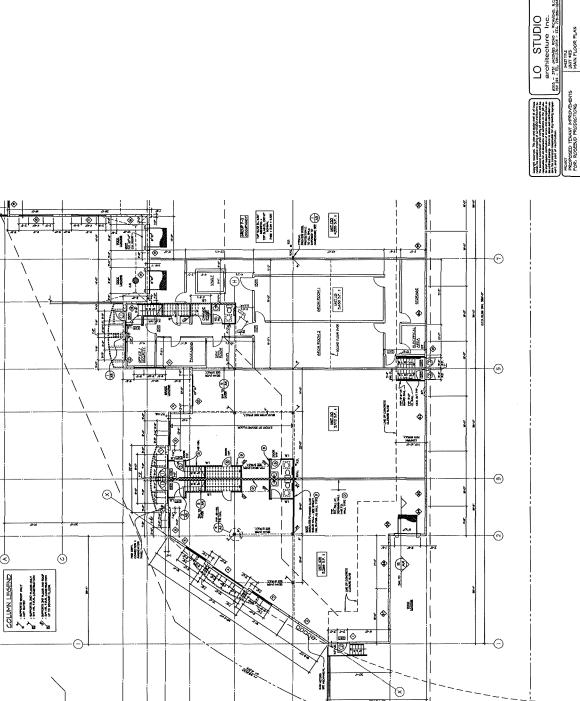
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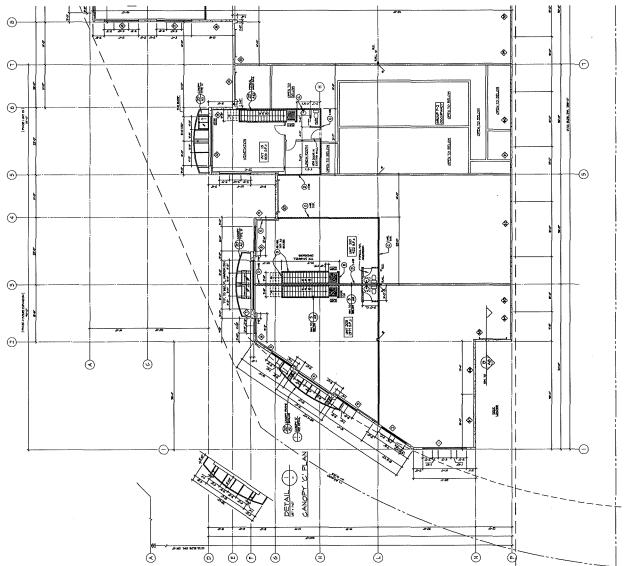
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Development Application Data Sheet

Development Applications Department

RZ 18-811041

Attachment 3

Address: 23000 Fraserwood Way (Unit 105, 110 and 115)(Strata Lots 1, 2 and 3 of BCS2986)

Applicant: Rosebud Productions Inc.

Planning Area(s): Hamilton Sub Area Plan

	Existing	Proposed
Owner:	C-Pac Products of Canada Ltd. (Inc. No. BC0374463)	No change
Site Size (m²):	8118 m ²	No change
Land Uses:	Light Industrial	Light Industrial Medical Cannabis Production Facility
OCP Designation:	Mixed Employment	No change
Hamilton Area Plan Designation:	Mixed Employment	No change
Zoning:	Industrial Business Park (IB1)	Industrial Business Park (IB1) with provisions to allow a medical cannabis production facility in 3 strata units in an existing building on the subject site
Other Regulations:	N/A	1,800 m ² maximum floor area restriction applied to the medical cannabis production facility.

ATTACHMENT 4

December 17th, 2018

City of Richmond Development Applications Department 6911 No. 3 Road Richmond BC V6Y 2C1

RE: Rosebud Productions Inc.

To whom it may concern;

We, the Council of Strata BCS2986, 23000 Fraserwood Way, Richmond, BC, are aware of Justin Dhaliwal's current proposal for a Medical Cannabis production facility at units 105, 110, and 115 of the Strata. We are also aware of the Rezoning Application to the City of Richmond. We have no objections to this proposal.

Furthermore, we confirm that 3 additional parking stalls on-site are available, bringing the total number of parking stalls available for this proposed facility to 18.

There are no objections to the operations of Rosebud Productions Inc.

Should you require any additional information, please do not hesitate to contact the writer.

Regards,

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Mr. Charles Lui President Strata BCS2986



Rezoning Considerations

Development Applications Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 23000 Fraserwood Way (Unit 105, 110 and 115) (Strata Lots 1, 2 and 3 of BCS2986) File No.: <u>RZ 18-811041</u>

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9978, the developer is required to complete the following:

- 1. Provincial Ministry of Transportation & Infrastructure Approval
- 2. Submission of documentation, to the satisfaction of the Director of Development, from Health Canada confirming the processing of a Health Canada license application (as per the *Cannabis Act* and supporting *Cannabis Regulations*) authorizing the applicant to proceed with works to develop a medical cannabis production facility on the subject site. The proponent/applicant will provide any necessary authorizations/consent for the City to contact Health Canada to obtain information on the status of the license application.
- 3. Registration of a legal agreement on title identifying that no final inspection granting occupancy on a building permit application will be granted in Strata lot units 105, 110 or 115 (Strata Lots 1, 2 and 3 of BCS2986) until approval and issuance of an appropriate Health Canada license for medical cannabis cultivation/production and related activities.
- 4. Registration of a legal agreement on title identifying that no cannabis production can occur on Strata lot units 105 and 110 (Strata Lots 1 and 2 of BCS2986) until confirmation of a Health Canada approved and issued license or amended license is provided confirming the allowance of the production/cultivation of cannabis in Strata lot units 105 and 110 (Strata Lots 1 and 2 of BCS2986).
- 5. Registration of a legal agreement on title that will:
 - a) Identify that upon cessation of the use of the facility for medical cannabis production and to address any potential environmental health and safety issues arising from this previous activity, final inspection granting occupancy as part of a building permit application and/or issuance of a business license for a new permitted use would not be permitted until:
 - The owner/operator engage a registered professional to assess the building/unit and all related mechanical systems and develop a remediation plan to address any environmental, health, safety and/or occupational safety issues;
 - (2) All works to fulfill the remediation plan must be undertaken, with completion verified by the registered professional.
- 6. Submission of a report from a registered professional detailing out specific building measures and mechanical systems to be implemented in the proposed medical cannabis production facility to ensure that all noise, odour and other potential negative operational aspects generated from the facility will be fully contained and compliant with applicable City bylaws (i.e., Noise Regulation Bylaw 8856)

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

- 1. Submission of a fire safety plan to the satisfaction of Richmond Fire Rescue staff in accordance with Fire Protection and Life Safety Bylaw 8306 of which the following requirements will apply:
 - a) Fire safety plan prepared by an appropriate fire safety consultant, with supporting information from a building code consultant where deemed necessary. The fire safety plan submission is to be in compliance with Richmond Fire Rescue guidelines.
 - b) Demonstrate compliance with current applicable BC Building Code, BC Fire Code, Building Regulation Bylaw 7230 and other applicable federal, provincial and municipal regulations.
 - c) Emergency Procedures to be used in case of fi**PLN 120**

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- d) Training and appointment of a designated supervisory staff to carry out fire safety duties.
- e) Documents showing the type, location and operation of fire emergency system(s).
- f) The scheduling and holding of fire drills, supported with documentation.
- g) The control of fire hazards.
- h) Inspection and maintenance of facilities for the safety of the building's occupants.
- i) Richmond Fire Rescue must approve the fire safety plan prior to final inspection occurring for the Building Permit on the subject site.
- 2. Submission of a letter of assurance from the registered professional building consultant confirming that the building permit submission includes the building measures and mechanical systems detailed out in the submitted and approved report (outlined in rezoning considerations Item #6). Prior to final inspection of the building permit, submission of a letter of assurance from the registered professional building consultant confirming implementation and installation of all works referenced in the consultant report.
- 3. Site servicing connections, utilities and general items:
 - a) Water Works:
 - (1) Using the OCP Model, there is 200 L/s of water available at a 20 psi residual at the Hamilton Road frontage and 199 L/s of water available at a 20 psi residual at the Fraserwood Way frontage. Based on the Fire Underwriter Survey fire flow calculations you provided, your site requires a fire flow of 200 L/s.
 - (2) At Developer's cost, the Developer is required to:
 - (a) At building permit stage, submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - (3) At Developer's cost, the City will:
 - (a) Confirm the size, location, condition, and material of the existing water connection serving the site. If the existing water connection is adequate to serve the proposed development, it may be retained; if not, it shall be replaced by the City at the developer's cost.
 - (b) Install a water meter on the existing/proposed water connection, as applicable.
 - b) Storm Sewer Works:
 - (1) At Developer's cost, the City will:
 - (a) Confirm the condition and capacity of the existing storm connection serving the site. If the existing storm connection is adequate to serve the proposed development, it may be retained; if not, it shall be replaced by the City at the developer's cost.
 - (b) Provide an inspection chamber on the existing storm connection serving the development site, if it is to be retained.
 - c) Sanitary Sewer Works:
 - (1) At Developer's cost, the City will:
 - (a) Confirm the condition and capacity of the existing sanitary connection serving the site. If the existing storm connection is adequate to serve the proposed development, it may be retained; if not, it shall be replaced by the City at the developer's cost.
 - d) Utilities:
 - (1) At Developer's cost, the Developer is required to:
 - (a) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (i) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - (ii) To underground overhead service lines.
 - (iii) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the development site (24) list below for examples). A functional plan showing

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conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan:

- 1. BC Hydro PMT 4.0 x 5.0 m
- 2. BC Hydro LPT 3.5 x 3.5 m
- 3. Street light kiosk $-1.5 \times 1.5 \text{ m}$
- 4. Traffic signal kiosk $-2.0 \times 1.5 \text{ m}$
- 5. Traffic signal UPS $1.0 \times 1.0 \text{ m}$
- 6. Shaw cable kiosk $-1.0 \times 1.0 \text{ m}$
- 7. Telus FDH cabinet 1.1 x 1.0 m
- e) General Items:
 - (1) At Developer's cost, the Developer is required to:
 - (a) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures.
 - (b) Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- 4. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- 5. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

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

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

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

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

SIGNED COPY ON FILE

Signed

Date



Richmond Zoning Bylaw 8500 Amendment Bylaw 9978 (RZ 18-811041) 23000 Fraserwood Way (Units 105, 110 and 115)

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

- 1. Richmond Zoning Bylaw 8500 is amended by:
 - i. Inserting the following text into Section 12.3.3. B Additional Uses

"medical cannabis production facility" in accordance with provisions contained in 12.3.11.7"

- ii. Inserting the following text into Section 12.3.11 Other Regulations and renumbering subsequent zoning regulations accordingly
 - "7. A medical cannabis production facility shall only be permitted at the following sites and subject to a maximum of 1,800 m² floor area for a medical cannabis production facility

23000 Fraserwood Way (Strata lots 1, 2 and 3 of BCS2986) P.I.D. 027-570-428 P.I.D. 027-570-436 P.I.D. 027-570-444 Strata Lot 1, 2 and 3 Section 1 Block 4 North Range 4 West New Westminster District Strata Plan BCS2986 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form V"

2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9978".

Bylaw 9978

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

ADOPTED

CITY OF RICHMOND
APPROVED by
 Ke
 APPROVED by Director
or Solicitor
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MAYOR

CORPORATE OFFICER



