



**Planning Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Tuesday, October 6, 2015  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PLN-17**

*Motion to adopt the **minutes** of the meeting of the Planning Committee held on September 22, 2015.*



NEXT COMMITTEE MEETING DATE

October 20, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

- APPLICATION BY 0814948 BC LTD. FOR REZONING AT 10551 NO. 1 ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH1)**

(File Ref. No. 12-8060-20-009287; RZ 14-670779) (REDMS No. 4691916)

**PLN-53**

**See Page PLN-53 for full report**

*Designated Speaker: Wayne Craig*

STAFF RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9287, for the rezoning of 10551 No. 1 Road from “Single Detached (RS1/E)” to “Coach Houses (RCH1)”, be introduced and given first reading.*



2.    **APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 6540 GILBERT ROAD (MINORU CHAPEL)**

(File Ref. No. HA 15-702073) (REDMS No. 4732704)

PLN-73

**See Page PLN-73 for full report**

*Designated Speaker: Wayne Craig*

STAFF RECOMMENDATION

*That a Heritage Alteration Permit be issued to authorize interior and exterior modifications to Minoru Chapel, a heritage designated building at 6540 Gilbert Road and undertake landscape modifications in the area on the north side of the building, as outlined in the staff report dated September 22, 2015 from the Director of Development.*



3.    **ESTABLISHMENT OF UNDERLYING ZONING AND EARLY TERMINATION OF LAND USE CONTRACTS FOR LAND USE CONTRACTS THAT INCLUDE SINGLE FAMILY PROPERTIES**

(File Ref. No. 12-8060-20-009300 to 9485; 08-4430-03-11) (REDMS No. 4713081)

**See Report, LUC Summaries & Bylaws**

*Designated Speaker: Wayne Craig*

STAFF RECOMMENDATION

- (1)    *In relation to the properties developed under Land Use Contract 002:*
  - (a)    *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9300 be introduced and given first reading; and*
  - (b)    *that Richmond Land Use Contract 002 Early Termination Bylaw No. 9301 be introduced and given first reading;*
- (2)    *In relation to the properties developed under Land Use Contract 003:*
  - (a)    *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9302 be introduced and given first reading; and*

- (b) that Richmond Land Use Contract 003 Early Termination Bylaw No. 9303 be introduced and given first reading;*
- (3) In relation to the properties developed under Land Use Contract 006:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9304 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 006 Early Termination Bylaw No. 9305 be introduced and given first reading;*
- (4) In relation to the properties developed under Land Use Contract 007:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9306 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 007 Early Termination Bylaw No. 9307 be introduced and given first reading;*
- (5) In relation to the properties developed under Land Use Contract 009:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9308 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 009 Early Termination Bylaw No. 9309 be introduced and given first reading;*
- (6) In relation to the properties developed under Land Use Contract 010:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9310 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 010 Early Termination Bylaw No. 9311 be introduced and given first reading;*
- (7) In relation to the properties developed under Land Use Contract 011:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9312 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 011 Early Termination Bylaw No. 9313 be introduced and given first reading;*
- (8) In relation to the properties developed under Land Use Contract 012:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9314 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 012 Early Termination Bylaw No. 9315 be introduced and given first reading;*
- (9) In relation to the properties developed under Land Use Contract 014:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9316 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 014 Early Termination Bylaw No. 9317 be introduced and given first reading;*
- (10) *In relation to the properties developed under Land Use Contract 015:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9318 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 015 Early Termination Bylaw No. 9319 be introduced and given first reading;*
- (11) *In relation to the properties developed under Land Use Contract 018:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9320 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 018 Early Termination Bylaw No. 9321 be introduced and given first reading;*
- (12) *In relation to the properties developed under Land Use Contract 020:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9322 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 020 Early Termination Bylaw No. 9323 be introduced and given first reading;*
- (13) *In relation to the properties developed under Land Use Contract 023:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9324 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 023 Early Termination Bylaw No. 9325 be introduced and given first reading;*
- (14) *In relation to the properties developed under Land Use Contract 027:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9326 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 027 Early Termination Bylaw No. 9327 be introduced and given first reading;*
- (15) *In relation to the properties developed under Land Use Contract 030:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9328 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 030 Early Termination Bylaw No. 9329 be introduced and given first reading;*
- (16) *In relation to the properties developed under Land Use Contract 031:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9330 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 031 Early Termination Bylaw No. 9331 be introduced and given first reading;*
- (17) *In relation to the properties developed under Land Use Contract 032:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9332 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 032 Early Termination Bylaw No. 9333 be introduced and given first reading;*
- (18) *In relation to the properties developed under Land Use Contract 033:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9334 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 033 Early Termination Bylaw No. 9335 be introduced and given first reading;*
- (19) *In relation to the properties developed under Land Use Contract 036:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9336 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 036 Early Termination Bylaw No. 9337 be introduced and given first reading.*
- (20) *In relation to the properties developed under Land Use Contract 037:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9338 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 037 Early Termination Bylaw No. 9339 be introduced and given first reading;*
- (21) *In relation to the properties developed under Land Use Contract 041:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9340 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 041 Early Termination Bylaw No. 9341 be introduced and given first reading;*
- (22) *In relation to the properties developed under Land Use Contract 042:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9342 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 042 Early Termination Bylaw No. 9343 be introduced and given first reading;*
- (23) *In relation to the properties developed under Land Use Contract 043:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9344 be introduced and given first reading; and*

- (b) that Richmond Land Use Contract 043 Early Termination Bylaw No. 9345 be introduced and given first reading;*
- (24) In relation to the properties developed under Land Use Contract 044:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9346 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 044 Early Termination Bylaw No. 9347 be introduced and given first reading;*
- (25) In relation to the properties developed under Land Use Contract 048:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9348 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 048 Early Termination Bylaw No. 9349 be introduced and given first reading.*
- (26) In relation to the properties developed under Land Use Contract 049:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9350 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 049 Early Termination Bylaw No. 9351 be introduced and given first reading.*
- (27) In relation to the properties developed under Land Use Contract 050:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9352 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 050 Early Termination Bylaw No. 9353 be introduced and given first reading;*
- (28) In relation to the properties developed under Land Use Contract 052:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9354 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 052 Early Termination Bylaw No. 9355 be introduced and given first reading;*
- (29) In relation to the properties developed under Land Use Contract 053:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9356 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 053 Early Termination Bylaw No. 9357 be introduced and given first reading;*
- (30) In relation to the properties developed under Land Use Contract 054:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9358 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 054 Early Termination Bylaw No. 9359 be introduced and given first reading;*
- (31) *In relation to the properties developed under Land Use Contract 057:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9360 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 057 Early Termination Bylaw No. 9361 be introduced and given first reading;*
- (32) *In relation to the properties developed under Land Use Contract 058:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9362 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 058 Early Termination Bylaw No. 9363 be introduced and given first reading;*
- (33) *In relation to the properties developed under Land Use Contract 060:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9364 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 060 Early Termination Bylaw No. 9365 be introduced and given first reading.*
- (34) *In relation to the properties developed under Land Use Contract 063:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9366 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 063 Early Termination Bylaw No. 9367 be introduced and given first reading.*
- (35) *In relation to the properties developed under Land Use Contract 065:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9368 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 065 Early Termination Bylaw No. 9369 be introduced and given first reading;*
- (36) *In relation to the properties developed under Land Use Contract 066:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9370 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 066 Early Termination Bylaw No. 9371 be introduced and given first reading;*
- (37) *In relation to the properties developed under Land Use Contract 069:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9372 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 069 Early Termination Bylaw No. 9373 be introduced and given first reading;*
- (38) *In relation to the properties developed under Land Use Contract 071:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9374 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 071 Early Termination Bylaw No. 9375 be introduced and given first reading;*
- (39) *In relation to the properties developed under Land Use Contract 072:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9376 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 072 Early Termination Bylaw No. 9377 be introduced and given first reading;*
- (40) *In relation to the properties developed under Land Use Contract 074:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9378 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 074 Early Termination Bylaw No. 9379 be introduced and given first reading;*
- (41) *In relation to the properties developed under Land Use Contract 077:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9380 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 077 Early Termination Bylaw No. 9381 be introduced and given first reading;*
- (42) *In relation to the properties developed under Land Use Contract 081:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9382 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 081 Early Termination Bylaw No. 9383 be introduced and given first reading;*
- (43) *In relation to the properties developed under Land Use Contract 083:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9384 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 083 Early Termination Bylaw No. 9385 be introduced and given first reading;*
- (44) *In relation to the properties developed under Land Use Contract 084:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9386 be introduced and given first reading; and*



- (b) *that Richmond Land Use Contract 084 Early Termination Bylaw No. 9387 be introduced and given first reading;*
- (45) *In relation to the properties developed under Land Use Contract 088:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9388 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 088 Early Termination Bylaw No. 9389 be introduced and given first reading;*
- (46) *In relation to the properties developed under Land Use Contract 089:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9390 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 089 Early Termination Bylaw No. 9391 be introduced and given first reading;*
- (47) *In relation to the properties developed under Land Use Contract 090:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9392 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 090 Early Termination Bylaw No. 9393 be introduced and given first reading.*
- (48) *In relation to the properties developed under Land Use Contract 093:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9394 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 093 Early Termination Bylaw No. 9395 be introduced and given first reading;*
- (49) *In relation to the properties developed under Land Use Contract 095:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9396 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 095 Early Termination Bylaw No. 9397 be introduced and given first reading;*
- (50) *In relation to the properties developed under Land Use Contract 098:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9398 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 098 Early Termination Bylaw No. 9399 be introduced and given first reading;*
- (51) *In relation to the properties developed under Land Use Contract 099:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9400 be introduced and given first reading; and*

- (b) that Richmond Land Use Contract 099 Early Termination Bylaw No. 9401 be introduced and given first reading;*
- (52) In relation to the properties developed under Land Use Contract 101:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9402 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 101 Early Termination Bylaw No. 9403 be introduced and given first reading;*
- (53) In relation to the properties developed under Land Use Contract 102:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9404 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 102 Early Termination Bylaw No. 9405 be introduced and given first reading;*
- (54) In relation to the properties developed under Land Use Contract 105:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9406 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 105 Early Termination Bylaw No. 9407 be introduced and given first reading;*
- (55) In relation to the properties developed under Land Use Contract 107:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9408 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 107 Early Termination Bylaw No. 9409 be introduced and given first reading;*
- (56) In relation to the properties developed under Land Use Contract 109:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9410 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 109 Early Termination Bylaw No. 9411 be introduced and given first reading;*
- (57) In relation to the properties developed under Land Use Contract 110:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9412 be introduced and given first reading; and*
  - (b) that Richmond Land Use Contract 110 Early Termination Bylaw No. 9413 be introduced and given first reading;*
- (58) In relation to the properties developed under Land Use Contract 111:*
  - (a) that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9414 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 111 Early Termination Bylaw No. 9415 be introduced and given first reading;*
- (59) *In relation to the properties developed under Land Use Contract 112:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9416 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 112 Early Termination Bylaw No. 9417 be introduced and given first reading;*
- (60) *In relation to the properties developed under Land Use Contract 113:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9418 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 113 Early Termination Bylaw No. 9419 be introduced and given first reading;*
- (61) *In relation to the properties developed under Land Use Contract 114:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9420 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 114 Early Termination Bylaw No. 9421 be introduced and given first reading;*
- (62) *In relation to the properties developed under Land Use Contract 116:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9422 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 116 Early Termination Bylaw No. 9423 be introduced and given first reading;*
- (63) *In relation to the properties developed under Land Use Contract 117:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9424 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 117 Early Termination Bylaw No. 9425 be introduced and given first reading;*
- (64) *In relation to the properties developed under Land Use Contract 120:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9426 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 120 Early Termination Bylaw No. 9427 be introduced and given first reading;*
- (65) *In relation to the properties developed under Land Use Contract 121:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9428 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 121 Early Termination Bylaw No. 9429 be introduced and given first reading;*
- (66) *In relation to the properties developed under Land Use Contract 123:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9430 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 123 Early Termination Bylaw No. 9431 be introduced and given first reading;*
- (67) *In relation to the properties developed under Land Use Contract 124:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9432 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 124 Early Termination Bylaw No. 9433 be introduced and given first reading;*
- (68) *In relation to the properties developed under Land Use Contract 125:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9434 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 125 Early Termination Bylaw No. 9435 be introduced and given first reading;*
- (69) *In relation to the properties developed under Land Use Contract 129:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9436 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 129 Early Termination Bylaw No. 9437 be introduced and given first reading;*
- (70) *In relation to the properties developed under Land Use Contract 130:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9438 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 130 Early Termination Bylaw No. 9439 be introduced and given first reading;*
- (71) *In relation to the properties developed under Land Use Contract 132:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9440 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 132 Early Termination Bylaw No. 9441 be introduced and given first reading;*
- (72) *In relation to the properties developed under Land Use Contract 133:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9442 be introduced and given first reading; and*

- (b) *that Richmond Land Use Contract 133 Early Termination Bylaw No. 9443 be introduced and given first reading;*
- (73) *In relation to the properties developed under Land Use Contract 134:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9444 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 134 Early Termination Bylaw No. 9445 be introduced and given first reading;*
- (74) *In relation to the properties developed under Land Use Contract 135:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9446 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 135 Early Termination Bylaw No. 9447 be introduced and given first reading.*
- (75) *In relation to the properties developed under Land Use Contract 136:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9448 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 136 Early Termination Bylaw No. 9449 be introduced and given first reading;*
- (76) *In relation to the properties developed under Land Use Contract 137:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9450 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 137 Early Termination Bylaw No. 9451 be introduced and given first reading;*
- (77) *In relation to the properties developed under Land Use Contract 140:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9452 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 140 Early Termination Bylaw No. 9453 be introduced and given first reading;*
- (78) *In relation to the properties developed under Land Use Contract 141:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9454 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 141 Early Termination Bylaw No. 9455 be introduced and given first reading;*
- (79) *In relation to the properties developed under Land Use Contract 142:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9456 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 142 Early Termination*

- Bylaw No. 9457 be introduced and given first reading;*
- (80) *In relation to the properties developed under Land Use Contract 143:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9458 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 143 Early Termination Bylaw No. 9459 be introduced and given first reading;*
- (81) *In relation to the properties developed under Land Use Contract 144:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9460 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 144 Early Termination Bylaw No. 9461 be introduced and given first reading;*
- (82) *In relation to the properties developed under Land Use Contract 145:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9462 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 145 Early Termination Bylaw No. 9463 be introduced and given first reading;*
- (83) *In relation to the properties developed under Land Use Contract 146:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9464 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 146 Early Termination Bylaw No. 9465 be introduced and given first reading;*
- (84) *In relation to the properties developed under Land Use Contract 147:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9466 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 147 Early Termination Bylaw No. 9467 be introduced and given first reading;*
- (85) *In relation to the properties developed under Land Use Contract 148:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9468 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 148 Early Termination Bylaw No. 9469 be introduced and given first reading;*
- (86) *In relation to the properties developed under Land Use Contract 149:*
- (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9470 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 149 Early Termination Bylaw No. 9471 be introduced and given first reading;*

- (87) *In relation to the properties developed under Land Use Contract 152:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9472 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 152 Early Termination Bylaw No. 9473 be introduced and given first reading.*
- (88) *In relation to the properties developed under Land Use Contract 157:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9474 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 157 Early Termination Bylaw No. 9475 be introduced and given first reading;*
- (89) *In relation to the properties developed under Land Use Contract 159:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9476 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 159 Early Termination Bylaw No. 9477 be introduced and given first reading;*
- (90) *In relation to the properties developed under Land Use Contract 160:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9478 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 160 Early Termination Bylaw No. 9479 be introduced and given first reading;*
- (91) *In relation to the properties developed under Land Use Contract 161:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9480 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 161 Early Termination Bylaw No. 9481 be introduced and given first reading.*
- (92) *In relation to the properties developed under Land Use Contract 162:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9482 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 162 Early Termination Bylaw No. 9483 be introduced and given first reading;*
- (93) *In relation to the properties developed under Land Use Contract 164:*
  - (a) *that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9484 be introduced and given first reading; and*
  - (b) *that Richmond Land Use Contract 164 Early Termination Bylaw No. 9485 be introduced and given first reading; and*

Pg. #      ITEM

(94) *That the Richmond Land Use Contract Early Termination Bylaws and the Richmond Zoning Amendment Bylaws (to establish underlying zoning in relation to specified areas developed under Land Use Contracts), specifically Bylaw No. 9300 through Bylaw No. 9485, be referred to and considered at a (Special) Public Hearing to be held on Tuesday, November 24, 2015 at the Executive Airport Plaza Hotel, located at 7731 Westminster Highway, Richmond, BC, at 7:00 pm.*



FINANCE AND CORPORATE SERVICES DIVISION

4. **RULES OF PROCEDURE FOR THE PUBLIC HEARING ON LAND USE CONTRACTS**

(File Ref. No. 01-0105-06-01) (REDMS No. 4731959)

PLN-96

See Page PLN-96 for full report

*Designated Speaker: David Weber*

STAFF RECOMMENDATION

*That the procedural rules for Public Hearings as outlined in Council Policy 1312 be temporarily altered in response to the special circumstances surrounding the Land Use Contracts Public Hearing in order to:*

- (1) *provide a single five minute speaking opportunity for speakers;*
- (2) *provide for the use of a speaker's list; and*
- (3) *provide for a brief description of written submissions received without reference to reading a summary of each individual submission or letter.*



5. **MANAGER'S REPORT**

ADJOURNMENT







## Planning Committee

Date: Tuesday, September 22, 2015

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Chair  
Councillor Bill McNulty  
Councillor Chak Au  
Councillor Carol Day (entered at 4:02 p.m.)  
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on September 9, 2015, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

October 6, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

### DELEGATION

The Chair advised that a report on Richmond Addiction Services Society and the Richmond Youth Media Program will be added to the Delegation presentation.

**Planning Committee**  
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1. Daylene Marshall and Alex Nixon, Co-Chairs of the Richmond Community Services Advisory Committee (RCSAC) presented a communication tool regarding the RCSAC Social Services and Space Needs Survey, and spoke of the challenges associated with acquiring programming space in the city. They added that there is a need to be aware of potential space acquisition opportunities in the city and requested Committee's guidance on the matter.

*Cllr. Day entered the meeting (4:02 p.m.).*

In reply to queries from Committee Ms. Marshall and Mr. Nixon noted that (i) the Richmond Food Bank has requested assistance in acquiring programming space from the City in the past, (ii) different community services have different needs and could take advantage of temporary spaces or spaces outside the city centre, (iii) some community services such as the Richmond Food Bank would require permanent space, (iv) programming space should be accessible to transit services, (v) there has been an effort to collaborate with different community organizations such as Richmond Caring Place Society and Richmond Pathways Clubhouse to address issues related to the acquisition of programming space, and (vi) the RCSAC will update the Committee on the matter.

In reply to queries from Committee regarding the City's involvement in assisting community groups in acquiring programming space, Cathryn Volkering Carlile, General Manager, Community Services advised that (i) the City has been examining the feasibility of expanding Richmond Caring Place Society to accommodate community organizations, (ii) the city centre is an ideal location for community groups due to its proximity to transit services, (iii) the City receives requests for programming space from community groups and examines available options, and (iv) programming space in the city is limited, however, the City can examine a fair evaluation process to assess priorities.

Discussion ensued with respect to extending the lifecycle or repurposing vacant City buildings, and in reply to queries from Committee, Ms. Carlile noted that the City evaluates the available inventory according to the City's needs then surplus space may be made available to community groups.

Discussion further ensued with regard to collaborating with other agencies such as TransLink for accessibility outside the city centre, and Richmond School District No. 38 for utilizing vacant schools.

In reply to queries from Committee regarding the reduction of funding for youth and senior programs, Ms. Marshall noted that funding was found for Seniors Peer Counselling and ESL programs, however; these programs saw a gap in services during the period of reduced funding. In terms of funding for youth programs, Ms. Marshall noted that there was a loss in service for Youth Outreach and that the Boys and Girls Club in Richmond was not affect.

**Planning Committee**  
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As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

- (1) *That the results and Communication Tool for the annual Richmond Community Services Advisory Committee Social Services and Space Needs Survey be referred to staff; and*
- (2) *That staff examine the availability of space for use by non-profit community organization within the City's inventory of buildings, and report back.*

**CARRIED**

Rick Dubras, Richmond Addiction Services Society (RASS), briefed Committee on the Communication Tool and supporting report for RASS and the Richmond Youth Media Program (attached to and forming part of these minutes as Schedule 1), noting that the Richmond Youth Media Lab is growing in popularity and needs continued support from the City.

In reply to queries from Committee regarding funding for the Richmond Youth Media Lab, Kim Somerville, Manager Arts Services, noted that (i) funding was received from Vancouver Coastal Health, Telus and Viva Pharmaceuticals, (ii) staff hours for the Media Lab is based on funding, and (iii) staff are looking for new sponsorship opportunities for the Media Lab.

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

- (1) *That staff receive the Communication Tool and supporting report for the Richmond Addiction Services Society and the Richmond Youth Media Program for information; and*
- (2) *That funding for the Richmond Youth Media Lab Program be referred to the budget process.*

**CARRIED**

## PLANNING AND DEVELOPMENT DIVISION

2. **APPLICATION BY SUMAIYYA HASAN FOR REZONING AT 8571 NO. 4 ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH1)**

(File Ref. No. 12-8060-20-009290; RZ 14-662541) (REDMS No. 4704349)

Cynthia Lussier, Planning Technician, briefed Committee on the proposed application, noting that the proposed application would create two lots with coach house and access to the rear lane. She added that the proposed application is consistent with the Official Community Plan (OCP) for the area and that there is a servicing agreement for frontage improvements along No. 4 Road.

3.

**Planning Committee**  
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In reply to queries from Committee, Wayne Craig, Director, Development, noted that there is development signage on the property and that should the application proceed, public notification would be sent to neighbouring property owners prior to the Public Hearing.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9290, for the rezoning of 8571 No. 4 Road from “Single Detached (RS1/E)” to “Coach Houses (RCH1),” be introduced and given first reading.*

**CARRIED**

3. **APPLICATION BY INTERFACE ARCHITECTURE INC. FOR REZONING AT 11671 AND 11691 CAMBIE ROAD FROM SINGLE DETACHED (RS1/E) TO LOW DENSITY TOWNHOUSES (RTL4)**  
(File Ref. No. 12-8060-20-009293; RZ 14-670471) (REDMS No. 4563973)

Mr. Craig briefed Committee on the proposed application, highlighting the following:

- the proposed development will consist of 21 townhouse units;
- the proposed development will be designed to meet EnerGuide 82 standards;
- the proposed development will provide cash-in-lieu contributions towards the City’s Public Art and Affordable Housing Fund;
- a public information meeting regarding the proposed development was held for neighbouring residents on September 9, 2015 and concerns were expressed with respect to parking and potential increase in traffic;
- a servicing agreement will facilitate frontage improvements along Cambie Road and Mellis Drive as well as intersection upgrades to Bergen Drive and Cambie Road; and
- a pedestrian walkway through the site to Cambie Road is proposed.

In response to queries from Committee, Mr. Craig noted that access to the proposed development will be through Mellis Drive and that the proposed signal upgrades to the intersection of Bergen Drive and Cambie Road will help address traffic concerns. Donna Chan, Manager, Transportation Planning, added that staff can examine synchronizing traffic lights with the pedestrian signals.

4.

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Discussion ensued with regard to (i) the proposed tandem parking on-site, (ii) the lack of on-street parking and traffic volumes along Mellis Drive, (iii) reducing the proposed building setbacks, (iv) the number of units proposed in the development, (v) a site access from Cambie Road, (vi) utilizing an adjacent commercial lot occupied by Coast Capital Savings as an access point to the site, (vii) sending public notification in multiple languages, and (viii) notification and attendance of the public information meeting for the proposed development.

In reply to queries from Committee, Mr. Craig advised that there is an existing townhouse complex to the north of the proposed development.

Discussion ensued with regard to restricting parking along Mellis Drive and in reply to queries from Committee, Ms. Chan noted that Mellis Drive is a local road and on-street parking is permitted. She added that prior to the proposed application, the City has not received complaints related to on-street parking issues in the area. She further noted that an assessment conducted by the City in 2011 of developments with tandem parking has found that tandem parking does not negatively impact to the number of available on-street parking spaces.

Discussion then took place with respect to the timeline of the proposed future intersection improvements on Cambie Road and No. 5 Road, and in reply to queries from Committee, Ms. Chan noted that work on the signal improvements and the illuminated street signs can proceed once the cash contribution is received from the developer.

In reply to queries from Committee, Mr. Craig advised that the developer would be responsible for signal upgrades at the intersection of Cambie Road and Borgen Drive, and that the developer will provide a cash contribution towards signal upgrades at the intersection of Cambie Road and No. 5 Road.

Peter Thackwray, 11888 Mellis Drive, expressed concern regarding the proposed development with respect to (i) pedestrian safety, (ii) coordination on signal lights along Borgen Drive, (iii) visibility along corner of Mellis Drive, (iv) potential increase in traffic, (v) the limited availability of on-street parking in the area, especially during church services and special events, and (vi) vehicles parking on restricted areas, violating fire regulations.

In reply to queries from Committee, Mr. Thackwray noted that his townhouse complex does not have vehicle access to No. 5 Road and that there is traffic congestion in the area during peak hours.

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In reply to queries from Committee, Ken Chow, Architect, Interface Architecture Inc., noted that (i) the applicant has examined options and worked with the City to address traffic and parking issues, (ii) secondary suites in the area could be contributing to issues related to traffic and limited on-street parking, (iii) speed bumps and parking restrictions along Mellis Road could be possible options to address traffic safety concerns, (iv) it is difficult to project how the proposed walkway to the site will be utilized by pedestrians, (v) future vehicle access to No. 5 Road could alleviate traffic in the area, (vi) the developer is prepared to upgrade the traffic signals at the intersection of Barga Drive and Cambie Road, and (vii) access through the adjacent lot occupied by Coast Capital Savings may not be appropriate as mixing commercial and residential traffic may create conflict.

Discussion took place with regard to alternative options to relocate development access from Mellis Drive through to the adjacent lot occupied by Coast Capital Savings or from Cambie Road.

Aaron Chan, traffic consultant for the proposed development, spoke on the potential impact of the proposed development on traffic in the area, noting that (i) it is estimated that based on general growth, the intersection of Barga Drive and Cambie Road will reach capacity in the near future, (ii) the proposed development is estimated to generate approximately nine cars per hour and would not be a significant factor to traffic in the area, (iii) the preferred access to the site is through Mellis Drive since right-in-right-out movement of traffic from the proposed development to Cambie Road could pose a safety risk, and (iv) an actuated pedestrian signal that is proposed for the intersection of Cambie Road and Barga Drive would improve traffic in the neighbourhood.

Discussion ensued with regard to traffic volumes and pedestrian safety in the area, and in reply to queries from Committee, Mr. Chan noted that the proposed pedestrian walkway, would provide access to Cambie Road and No. 5 Road.

In response to queries from Committee, Mr. Chan advised that street parking analysis was not done as part of the traffic assessment completed for the proposed development.

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

*That the staff report titled Application by Interface Architecture Inc. for Rezoning at 11671 and 11691 Cambie Road from Single Detached (RS1/E) to Low Density Townhouses (RTL4), dated September 10, 2015, from the Director, Development, be referred back to staff to examine options to address matters related to:*

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- (1) *on-street parking along Mellis Drive;*
- (2) *traffic flow along Mellis Drive and Bergen Drive; and*
- (3) *pedestrian traffic in the area;*

*and report back in one month's time.*

The question on the referral was not called as discussion ensued with regard to (i) installing recessed sidewalks along Cambie Road, (ii) the impact of churches, schools and parks on traffic in the area, (iii) utilizing the adjacent lot occupied by Coast Capital Savings as a possible access point to the site, (iv) the impact of secondary suites on traffic in the area, and (v) retaining the proposed vehicle access to Mellis Drive.

In reply to queries from Committee regarding information on legitimizing secondary suites, Joe Erceg, General Manager, Planning and Development, noted that information on legitimizing secondary suites is available at City Hall.

Winnie Tsang, 11888 Mellis Drive, referenced her correspondence (copy on file, City Clerk's Office) and expressed concern regarding the proposed development with respect to potential parking restrictions in the area further limiting parking options for residents as well as the potential safety risks to pedestrians at night due to reduced visibility.

The question on the referral was then called and it was **CARRIED**.

4. **APPLICATION BY GBL ARCHITECTS INC. FOR A ZONING TEXT AMENDMENT TO THE "HIGH RISE APARTMENT AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZHR10) – CAPSTAN VILLAGE (CITY CENTRE)" ZONE AT 8888 PATTERSON ROAD AND 3340 SEXSMITH ROAD**

(File Ref. No. 12-8060-20-009269; ZT 15-700276) (REDMS No. 4713132 v. 2)

Mr. Craig briefed Committee on the proposed application, highlighting the following:

- 20 artist live-work (ARTS) studios were secured as part of the proposed development's amenity contribution;
- these ARTS units would be subject to the City's Affordable Housing Strategy requirements;
- each unit was design to achieve a clear overhead height of 4.5 metres for at least 25.0 square metres of the work area;
- 18 of the 20 units achieved the overhead height by providing moveable walkways over a portion of the work area;

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- the applicant now proposed fixed-in-place walkways to replace the previously proposed moveable walkways to access the balconies within these units;
- the proposed fixed-in-place walkways will not compromise the usability of the ARTS units; and
- to provide additional benefit to the Arts District, the developer has proposed to provide four work-only studios in the final phase of development.

The Chair advised that the four work-only studios proposed for the final phase of development are in addition to the 20 ARTS units.

In reply to queries from Committee, Mr. Craig noted that (i) the studio space will be on the ground floor, (ii) studio space will have a washroom, and (iii) the work-only studios will have an agreement registered on title to ensure they function as commercial units and that they are rented at below market rates to artists that have an annual household income of \$57,750 or less.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9269, for a Zoning Text Amendment to the “High Rise Apartment and Artist Residential Tenancy Studio Units (ZHR10) – Capstan Village (City Centre)” zone, a site-specific zone applicable only at 8888 Patterson Road and 3340 Sexsmith Road, to revise the required ceiling heights of the Artist Residential Tenancy Studio units and permit community amenity space for the purpose of constructing four (4) affordable, work-only, art studios.*

**CARRIED**

**5. APPLICATION BY FUGGLES & WARLOCK CRAFTWORKS LTD.  
FOR A ZONING TEXT AMENDMENT TO PERMIT A  
MICROBREWERY WITHIN THE INDUSTRIAL BUSINESS (IB1)  
ZONE AT 11220 HORSESHOE WAY**

(File Ref. No. 12-8060-20-009295; ZT 15-705936) (REDMS No. 4719530 v. 4)

Mr. Craig briefed Committee on the proposed application, noting the following:

- changes to Provincial legislation would allow microbreweries to (i) have a retail outlet component to sell liquor produced on-site, (ii) sell related promotional paraphernalia, and (iii) apply for a liquor serving lounge;
- the applicant would be required to follow the City’s liquor licensing process before opening the lounge component;
- the proposed location for the proposed microbrewery is appropriate for its use; and

8.



## **Planning Committee**

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- should the application proceed, Council is also being asked to provide staff with direction to add the Microbrewery, Winery and Distillery use to commercial zoning, where liquor service is permitted.

In reply to queries from Committee with respect to public notification, Mr. Craig noted that there is rezoning signage on-site, and that should the application proceed to Public Hearing, notification would be sent to the surrounding neighbourhood. He added that as part of the lounge service component of the proposed application, the City's Business Licensing public consultation process would be required, including installing signage on-site, direct mail notification and newspaper advertisement.

In reply to queries from Committee, Mr. Craig noted that staff are not recommending that the Microbrewery, Winery and Distillery use be added to all industrial zones, however; the Microbrewery, Winery and Distillery use should be added to commercial sites where liquor service is permitted.

Discussion ensued with regard to opportunities to locate wineries and breweries in industrial and commercial zones instead of on Agricultural Land Reserve (ALR) lands.

In reply to queries from Committee, Mr. Craig noted that (i) the City previously introduced regulation limiting wineries and winery accessory uses on ALR land, and as a result, no applications for wineries on ALR land have been received, (ii) the proposed uses would allow breweries and wineries to be located in appropriate areas of the city, and (iii) staff will examine applications outside of the approved zones on a case-by-case basis.

Discussion ensued with regard to the public consultation process and in reply to queries from Committee, Mr. Craig advised that should the proposed application proceed, a subsequent bylaw amendment will be introduced to allow for Microbrewery, Winery and Distillery use, which would require a separate Public Hearing.

In response to queries from Committee, Mr. Craig noted that areas of the city where a Microbrewery, Winery and Distillery use would be recommended includes Steveston Village, City Centre, Capstan Village and the Riverport Entertainment area. He added that staff are not recommending limiting the number of lounges in areas where liquor service is permitted.

In reply to queries from Committee, Mark McMullen, Senior Coordinator - Major Projects, noted that the proposed application would be licenced as a manufacturer, with the associated lounge auxiliary to the primary operation.

In reply to queries from Committee, Mr. Erceg advised that more information on Microbrewery, Winery and Distillery use will be provided in a future staff report.

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It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9295, for a Zoning Text Amendment to create a new “Microbrewery, Winery and Distillery” use and amend the “Industrial Business (IB1)” zone to allow a “Microbrewery, Winery and Distillery” at 11220 Horseshoe Way, be introduced and given first reading; and*
- (2) *That staff be directed to prepare a report and zoning bylaw amendment for future consideration by City Council to include the “Microbrewery, Winery and Distillery” use in specific commercial zoning districts.*

The question on the motion was not called as discussion ensued with regard to potential odours from distillery operations.

The question on the motion was then called and it was **CARRIED**.

6. **MANAGER’S REPORT**

(i) *Homes on ALR Land*

Mr. Erceg informed Committee of a recent trend where applications received by the City propose excessively large homes on ALR land. He noted that the City has cancelled four of said applications to date. He added that the proposed homes can be up to approximately 20,000 square feet in size and resembles more closely to a hotel than a single-family home. He further noted that applicants have the option to re-submit cancelled applications or challenge the cancellation.

In reply to queries from Committee, Gavin Woo, Senior Manager, Building Approvals, noted that other municipalities have encountered similar applications for excessively large homes on ALR land and have taken steps to cancel said applications. He added that he was not aware of any applications for buildings resembling a clubhouse.

Discussion ensued with regard to (i) potential inquiries from applicants, (ii) potential regulatory changes, and (iii) banning all structures on ALR farmland.

As a result of the discussion, staff were directed to forward the information on applications for large homes on ALR land to Metro Vancouver.

**Planning Committee**  
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*(ii) Public Information Meeting – Rezoning Application for Rod’s Lumber*

Mr. Craig informed Committee of a public information meeting hosted by the applicant for the proposed rezoning application for Rod’s Lumber in Steveston Village, scheduled for 6:00 p.m. on October 8, 2015 at McMath Secondary School. He added that notification for the meeting includes direct mail notification to properties within a 50 metre radius, special notices provided to stakeholders and advertisement in the local newspaper. He further noted that City staff will be present at the meeting.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (5:41 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, September 22, 2015.

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Councillor Linda McPhail  
Chair

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Evangel Biason  
Auxiliary Committee Clerk

**FORWARDED ON BEHALF of RCSAC Co-Chairs Daylene Marshall and  
Alex Nixon**

**Dear Mayor and Councillors of Richmond City:**

**Please find attached a Communication Tool and supporting report for the  
Richmond Addiction Services Society and the Richmond Youth Media Program.**

**Please feel free to contact us regarding any questions or if you require further  
information.**

**Sincerely,**

**Jennifer Dieckmann, Executive Secretary**  
Richmond Community Services Advisory Committee (RCSAC)

E: [admin@rcsac](mailto:admin@rcsac)

P: 604.279.5599 ext. 201

[www.rcsac.ca](http://www.rcsac.ca)



**RCSAC | Richmond Community Services  
Advisory Committee**

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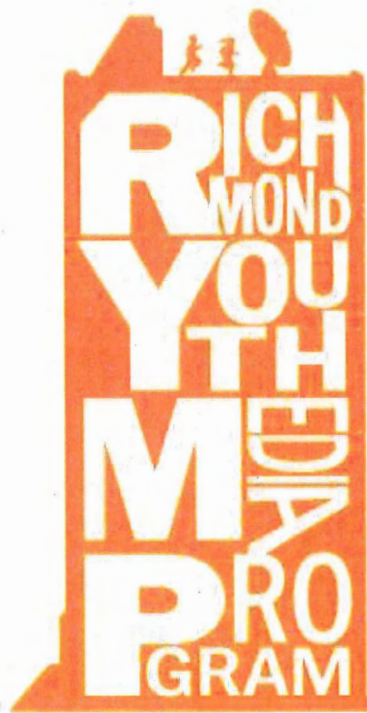
**Richmond Community Services  
Advisory Committee**

To: Mayor Brodie and Councillors  
 From: Daylene Marshall (RYSA) & Alex Nixon (Richmond Food Bank)  
 CC: Cathy Carlile, Lesley Sherlock and John Foster  
 Date: June 8, 2015  
 Re: Richmond Addiction Services Society and the Richmond Youth Media Program

| <b>Issue</b>   | <b>Potential impact</b>   | <b>Agency or individuals affected</b>  | <b>Suggested action</b>   |
|--|---|--|---|
| <p>1. To advise Council of renewed support for the Richmond Youth Media Program (RYMP) from the VCH-SMART fund in partnership with RASS. This will be the 5<sup>th</sup> year of funding for the RYMP at the Richmond Cultural Centre.</p> | <p>The Richmond Youth Media Program continues to operate within the Richmond Media Lab, whose facilitator is partly funded through the VCH-SMART Fund for engaging vulnerable youth, to help support the development of multi-media skills and mentoring – see attached 2014 annual report.</p> | <p>Youth accessing the Richmond Youth Media Program, and The City of Richmond's Youth Media Lab. Richmond Addiction Services Society (RASS) is striving to access funds to support its internal programming but also programming within the community through partnerships such as RYMP.</p> | <p>To inform Richmond City Council of the partnerships that are funding a very worthwhile resource (RYMP) that is demonstrating successful outcomes for Richmond Youth!</p> |
| <p>2. That partial RYMP funding has now been secured for another 3 years from 2015-2017 but the Media Lab depends currently on outside grants and donors for funding operations through mostly VCH-SMART fund</p>                          |   |  |   |

# Richmond Youth Media Program

Annual Report 2014



Prepared by: Lauren Burrows Backhouse

## Summary

The Richmond Youth Media Program (RYMP) is a free, referral-based program for youth ages 13-24, presented in partnership with Richmond Addiction Services Society (RASS) and supported by the Vancouver Coastal Health Sharon Martin Community Health (SMART) Fund.

RYMP sessions are held in the Richmond Media Lab, located inside the Richmond Cultural Centre at 7700 Minoru Gate, on Thursdays from 3-8pm (or 4-9pm during summer) and Saturdays from 12-4:30pm. Programming includes drop-in sessions, where supervised youth can work independently, and a variety of structured classes.

Participants learn media literacy skills that are relevant to their interests in a supportive environment where they can engage with positive role models.

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## Attendance data

In 2014, 59 Richmond Youth Media Program members, 3 adult volunteers, 1 arts intern (from UBC) and 1 community practicum student (from the Adler Institute) spent a total of 3,745.5 hours in the Media Lab and at community outreach events. There were also 341 “guest” visits recorded.

The program received 10 new member referrals from:

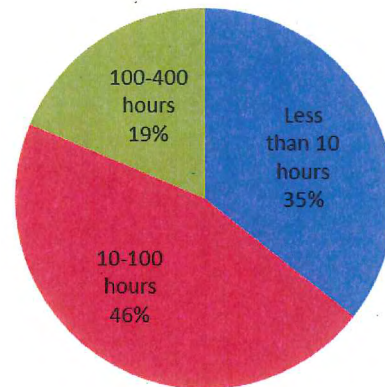
- Friends (4)
- Family (1)
- City of Richmond Youth Development Coordinator (1)
- Richmond Art Gallery (1)
- Richmond's Writer-In-Residence program (1)
- SD38 Youth Connections Worker (1)
- Ministry of Children and Family Development (1)

|  |         |
|--|---------|
| Average number of attendees per session/event    | 13.5    |
| Average time spent per person, per session/event | 2.6 hrs |

The majority of program members are attending RYMP on a regular, yet casual, basis, spending between 10 and 100 hours in the program.

However, program members that benefit most from the support offered by the program, attend nearly every session, and have accumulated annual attendance totals of between 100 and 400 hours.

*“I'm glad that there's a place like this so I can learn things that i love”*



## Service Contacts

RYMP activities are described as “service contacts”. The main categories are; Skill Sessions, Independent Projects, and Community Engagement Opportunities.

This year a new attendance sign-in/out sheet was developed, enabling program members to self-report their service contacts (see Appendix B).

In 2014, RYMP members made a total of 2,337 service contacts.

## Skill Sessions

A variety of structured skill sessions are presented once a week, on Thursday evenings.

In 2014, this included:

- Writing interactive, non-linear stories with Twine (<http://twinery.org/>)
- Create your own handwritten font (<http://www.myscriptfont.com/>)
- Adobe Photoshop “Refine Edge” / “Kaleidoscope” / “Mosaic” / “Name Collage”
- Adobe Illustrator “Type On A Path” / “Live Trace”
- Poster design using Adobe Photoshop “Warp” tool
- Adobe After Effects “Cartoon You” / Adobe After Effects “Animating Audio”
- Adobe Flash “Intro to Flash Animation” pt. 1 and 2
- Tumblr 101 – a lesson led by 4 RYMP members!
- Garageband “Soundsong”
- Logic X “Vocoder Effect”
- iStop Motion Animation
- “Blockbuster Thursdays” summer film production project
- Mozilla Webmaker
- Graphic Design Tips
- Radio Broadcasting 101
- Weebly website design

*“Hey Lauren, I’m kinda using Weebly. My first blog post got like 30 hits!”*

## Independent Projects

During drop-in hours, RYMP members are free to pursue independent projects.

In 2014, members reported working on:

- Video production, including scriptwriting with Celtx.com
- Music production, including vocal recording
- Digital drawing with tablets
- Using the scanner
- DJ practice
- Creating content for personal blogs
- Posting work on Wattpad, DeviantArt, YouTube, Tumblr, Pinterest, etc.
- Self-taught coding with Codecademy.com  
*“I feel like a programmer right now...like I went to another level of technology.”*
- Navigating online services  
*“You’re my go to girl for all this online schooling / computer stuff”*
- Entering contests, like the #happycity photo contest on twitter (photos below)



## Community Engagement Opportunities

This category is used to track instances where RYMP members interact with community members. New members are asked to help host “open house” events, as an entry level community engagement opportunity. Program members who have additional media production skills may also be referred to volunteer and work opportunities related to their skill set.

In 2014, RYMP members participated in more than 48 community engagement opportunities. Highlights from eight significant examples are included below (please see Appendix A for a detailed list of all opportunities).

### City of Richmond U-ROC Awards

Lauren co-hosted, and 3 RYMP members and 1 RYMP volunteer assisted with media support for, this annual community recognition. Additionally, two RYMP members were presented with “Outstanding Youth” Awards in recognition of their contribution to the program. Their nomination biographies, printed in the U-ROC Awards program, read as follows:

*Kevin is a huge film buff, which has inspired both his creative work and his career path. At the Richmond Youth Media Program, Kevin is one of the most dedicated members - accumulating a total of 288 program hours in 2013 - and he uses ideas from his favourite movies to inspire multimedia projects, like his interactive online story, “The Call.” Last summer, Kevin took his first steps into the film*

*industry, by creating a profile with BCF Casting and becoming a background extra in the upcoming Disney film, Tomorrowland. This is an incredible achievement for Kevin, and he is very proud of his accomplishment. Building upon that experience, he is now pursuing a post-secondary career in Film Production. Kevin is kind, thoughtful, creative, and always ready for “action!”*

*Holly rocks for many reasons. She is a big part of the Richmond Youth Media Program; helping to recruit new members, develop ideas for new tutorials, and even co-presenting an “Introduction to Tumblr” to the rest of the group. Last year Holly acquired an impressive total of 331 hours working in the Media Lab and at RYMP community outreach events, and she has been able to use her media arts skills in many ways; participating in creative online communities, launching a Pink Shirt Day poster campaign at her school, and finding new ways to express herself through visual art and design. Holly is smart, talented, and compassionate – always using her talents for good, and not evil.*

### **SHAW TV’s Go! Vancouver**

As part of SHAW Television’s coverage of cultural opportunities in Richmond, reporter Dunia Tozy stopped by the Richmond Media Lab during a drop-in session of the Richmond Youth Media Program. The approximately 3 minute clip showcases what the program is all about, including comments from two youth members.

[https://www.youtube.com/watch?v=N\\_DH206en4g](https://www.youtube.com/watch?v=N_DH206en4g)



### **Stop Sexual Exploitation of Children and Youth Week**

Members of Richmond’s Community Action Team (RCAT) approached the Richmond Youth Media Program with a request for “original art” to help disseminate information during “Stop Sexual Exploitation of Children and Youth Week.” Two youth artists were recruited; one made a series of posters featuring her own photography as well as related statistics. The other artist created a unique banner design for the RCAT team to use at their info booth.

Jaclyn Chang, from RCAT and RASS was pleased with the results, saying, *“It’s so inspiring to see such talented youth out there, and that we’re lucky to have Lauren to connect us!!”*

The youth artists were also pleased to be involved, saying, *“Thank you for letting me be a part of this project. I really enjoyed having creative freedom. To interpret a fact and communicate it through photography for a project that is actually being displayed in public, is a really honouring feeling for me.”*



## What’s Up Richmond?

Initiated by a RYMP member, and working in partnership with the head of the Richmond Community Services Advisory Committee (RCSAC) youth sub-committee, this youth website development project began in May 2014, and has evolved into a youth-designed, and youth-run, website for youth in Richmond. Community Service Agencies can submit information to the site through an online form, and Youth Content Managers will be hired to update information on a weekly basis. As part of this project, youth and staff have been able to take part in training on the open source web development tool Joomla.

The site is set to launch in 2015.  
[www.whatsuprichmond.ca](http://www.whatsuprichmond.ca)

A screenshot of the WURD website homepage. The header features the WURD logo and the tagline "What's Up Richmond". Below the logo is a navigation menu with links for HOME, EVENTS, OPPORTUNITIES, SERVICES, FREE, CONTACT, and ADD ARTICLE. The main content area includes a search bar, a welcome message, and a brief description of the website's purpose. At the bottom, there is a photo of a group of youth and staff members posing outdoors, and a footer with contact information and a disclaimer.

## RYMP "Hungry Games" Summer BBQ

A social event planned by RYMP members, and hosted on the Richmond Cultural Centre's rooftop garden, provided a chance for members to invite friends and family to join the group for some food, music, board games, and even a chocolate fountain!



## Youth Service Plan Update video

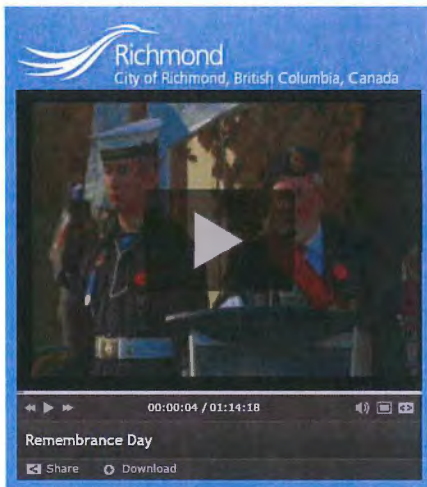
One senior and two junior RYMP members were recruited to work with City of Richmond Youth Services Coordinator Kate Rudelier to help script, film and edit a video used throughout the community to spread the word about the City's newly updated Youth Service Plan.



## Richmond Remembers live video simulcast

A team comprised of professional filmmakers and youth worked together to produce the second annual live video simulcast of the City of Richmond's Remembrance Day ceremony. Filmed outside, mixed live, and aired in Council Chambers for community members who cannot easily participate in the outdoor ceremony, this unique opportunity gave RYMP members a chance to be "on set" and develop skills as both camera operators and production assistants. This year, the production was also webcast through the City's new web streaming service, and more than 100 people tuned in. [http://richmond.ca.granicus.com/MediaPlayer.php?view\\_id=2&clip\\_id=44](http://richmond.ca.granicus.com/MediaPlayer.php?view_id=2&clip_id=44)

*"Being one of the camera operators for the Remembrance Day Ceremony was an extremely cool experience. Not only did I learn how to use a new camera, I made connections that led me to more filmmaking gigs outside of the RYMP".*



## Culture Days "Rich City Live" Radio Broadcast

For the nation-wide Culture Days event, RYMP members decided to create their own "micro" radio station in the Richmond Media Lab. For four hours, a team of 3 announcers, 3 DJs, and 1 operator created a live program, broadcast within the building on the FM band. During the broadcast, 2 other program members moved throughout the area with battery-operated radios, to promote the show to Culture Days attendees. One of the show hosts was photographed by the Richmond Review, and the photo was included in the paper's coverage of Culture Days 2014.

**Culture Days in Richmond**

**Culture Days celebrate Richmond's diverse arts community**

More than 100 people gathered for the annual event, which was held at the Richmond Community Centre. The event featured a variety of activities, including live music, dance, and art installations. The community came together to celebrate the rich cultural diversity of the city.

**M&M & You** Happy together

**FISH & CHIPS**

**SUPPER WITH A VIEW**

**FRANCIS OF GILBERT**

## Special guests

With the goal of increasing participants' understanding of job opportunities related to the study of media arts, industry professionals are invited to chat with RYMP members about their experiences.

This year, the group had the opportunity to meet:

### **Erik Ashdown** from Indiloop.com

- Erik is the CEO and founder of the Vancouver-based remixing website called Indiloop.com. He introduced the website to RYMP members, and spoke about his career in music and web development. One RYMP member made the following comment via email:

*"thanks for inviting (insert forgotten name here), he was totally inspiring and awesome, i felt connected (<-- report worthy? :P)"*

### **Kelvin Yu**, local game designer

- Kelvin introduced his still-in-development "multi-player Turn-Based-Strategy game", *Überkrieg*, to RYMP members, and spoke about his experience with game design.  
*"I haven't had decent feedback on the game in ages! I would love to make this a regular thing."* – Kelvin

### **Mike "Sythe" Wickberg**, hip hop producer

- Sythe grew up in Richmond, and was originally inspired by a youth worker in Richmond to start performing. Now, he is part of a 9-artist rap group that has performed around the world. Sythe came to speak about his experience as a hip hop artist and touring musician.

### **Jay Bridal**, Special Events intern with City of Vancouver

- Jay brought a collection of student films produced by his cohort at Capilano Motion Picture Arts program, and spoke with RYMP members interested in post-secondary education in film production.

### **Clay Tang**, CHIMO Community Engagement Coordinator

- Clay came to the group with an "anti-violence" presentation, as part of Chimo's *Our Voices Against Violence* campaign. The campaign is organized around the International Day for the Elimination of Violence Against Women and Canada's National Day of Remembrance & Action on Violence Against Women. In addition to raising awareness, Clay was also promoting a connected youth poetry contest.

## Member feedback

During each RYMP session, each individual member tracks their own participation using the sign in sheet. Any significant comments made during the session are recorded on the same page, either by the program facilitator, or by members themselves. (Example:



LD, a program member who had not been around for a few months, dropped in on a Saturday afternoon and said "The only reason I thought of showing up today is because I saw your amazing weekly note." A pleased program facilitator made sure to record this comment on the sign in sheet, with the youth's permission.)

Program members are also invited to provide feedback through a semi-annual survey, offered in hard copy and online. The semi-annual survey contains the new SMART-developed Common Outcomes Measurement questions, but also includes open-ended questions developed by the youth advisory board.

## Survey Response Summary

A total of 40 respondents reported the following results:

| <b>This program offers a safe space for me.</b> |     |
|---|-----|
| Strongly Agree                                  | 48% |
| Agree   | 45% |
| Somewhat Agree                                  | 8%  |

| <b>I feel supported when I come to the program.</b> |     |
|---|-----|
| Strongly Agree                                      | 53% |
| Agree   | 33% |
| Somewhat Agree                                      | 15% |

| <b>I have learned things that help me stay healthy.</b> |     |
|---|-----|
| Strongly Agree  | 28% |
| Agree   | 48% |
| Somewhat Agree  | 23% |
| Somewhat Disagree                                       | 3%  |

| <b>I found out how to access other programs or supports in the community.</b> |     |
|---|-----|
| Strongly Agree  | 48% |
| Agree   | 45% |
| Somewhat Agree  | 5%  |
| Somewhat Disagree   | 3%  |

| <b>I participate more in programs, activities or events in the community.</b> |     |
|---|-----|
| Strongly Agree  | 24% |
| Agree   | 42% |
| Somewhat Agree  | 26% |
| Somewhat Disagree   | 5%  |
| Disagree  | 3%  |

| <b>I have new friends / am connected to more people.</b> |     |
|--|-----|
| Strongly Agree   | 38% |
| Agree  | 35% |
| Somewhat Agree   | 25% |
| Somewhat Disagree  | 3%  |

| <b>I feel more connected to</b> |
|---------------------------------|
|---------------------------------|

|                      |     |
|----------------------|-----|
| <b>my community.</b> |     |
| Strongly Agree       | 33% |
| Agree                | 40% |
| Somewhat Agree       | 20% |
| Somewhat Disagree    | 8%  |

|  |     |
|--|-----|
| <b>I can better manage daily challenges.</b> |     |
| Strongly Agree                               | 30% |
| Agree  | 18% |
| Somewhat Agree                               | 43% |
| Somewhat Disagree                            | 8%  |
| Disagree                                     | 3%  |

|                              |     |
|------------------------------|-----|
| <b>I feel less stressed.</b> |     |
| Strongly Agree               | 20% |
| Agree                        | 23% |
| Somewhat Agree               | 40% |
| Somewhat Disagree            | 13% |
| Disagree                     | 5%  |

|  |     |
|--|-----|
| <b>I support other program participants.</b> |     |
| Strongly Agree                               | 40% |
| Agree  | 35% |
| Somewhat Agree                               | 25% |

|                                     |     |
|-------------------------------------|-----|
| <b>I contribute to the program.</b> |     |
| Strongly Agree                      | 10% |
| Agree                               | 43% |
| Somewhat Agree                      | 40% |
| Somewhat Disagree                   | 8%  |

|  |     |
|--|-----|
| <b>Supporting other participants and/or contributing to the program gives me a sense of purpose.</b> |     |
| Strongly Agree   | 33% |
| Agree  | 35% |
| Somewhat Agree   | 23% |
| Somewhat Disagree  | 8%  |
| Disagree   | 3%  |

Program members also provided answers to open-ended questions. Here are some highlights:

**What do you think is the most beneficial thing about participating in the program?**

- Definitely learning new skills, and the friends I've made there.
- Meeting new people
- learning new things every day
- The computer related skills taught, the events that we were exposed to, and the people in the program.
- place of peace of mind and educational expertise helping me feel more accomplished
- friends! people to connect with!
- Being able to learn and work with others.
- Networking, Connections, and getting to know what the community has to offer
- Connecting with other youth who share the same interests as me

- The support of Lauren and friends, enthusiastic people willing to take interest
- Network, connections, and discovering the local art community with other locals
- I think the unconditional support and kindness Lauren shows to all the participants is one of the most important and beneficial things. Simply having her there to support boosts confidence and provide the assistance to try new things along with learn new skills.
- get out the house

**Can you give an example of a something new you have learned?**

- How to create a website was fun! I now use it all the time and use it to promote my writing which I hope to get published one day! Helps me further my connections with people.
- I've learned how to edit videos with FinalCut Pro, and I've also learned more techniques on how to film and capture pictures. As well as handling and dealing with others who have a more unique way of expressing themselves.
- community values and sharing fun educational and exciting events and sharing values on passionate topics all in regards to the media program I think it should expand it has helped the Richmond community and I think it is a very beneficial program as I have seen few others Pursue their ambitions in the media and arts and have graduated from these new fun and exciting fields in their life very well connected to the program props to all the people who have made this program possible and who work together brilliantly to keep it going
- I have learned many techniques in Adobe Photoshop, Premiere, Audition, as well as other software programs, that have helped me in and outside of the media lab for both personal and professional projects.
- video-making, networking (more so than before), and discovering events like arts in the park, etc.
- How to take care of myself (like, emotionally stronger.)

**What is a memorable moment from RYMP this year?**

- too many to count
- Working on the YSP video
- When we had the celebration and presentation of the funding cheque!
- resolutions as seen many accomplish their dream educationally succeeding further in our life's in media arts and films music and yes lots wow
- Watching fireworks on Halloween with the group, watching the play "The Highest Step in the World" with the group at Gateway Theatre, watching the "Ga Ting" preview show at the Cultural Centre, having fun at the film festival. Everything is for the first time, cause I am new.
- Getting great opportunities like working at the Maritime Festival, Richmond Public Art, Richmond Art Gallery, and learning and being supported by Lauren
- Being able to share possible project ideas and feeling supported in the makings of said possible projects
- Connecting with the community.

- everything :)
- just.being there I guess??

**Can you give an example of someone you are glad to have met here?**

- I have met countless mentors who have helped me in my daily experiences (professional or otherwise) and I am glad to also have helped mentor other RYMP members.
- Too many people to name, there are lots of wonderful people that I am very grateful to have met there
- I met Kryshan Randell, a director within Vancouver's Film industry. I also met Emily May, who I am still friends with and have collaborated on past projects with.
- Vivian Chan, Emily, Luan, Lauren, Kevin, Lawrence, Mary, Kathy (Richmond Art Gallery), and the overall Richmond Cultural Centre community
- Lauren burrows is one of a kind only this amazing person can run such a brilliant program with her extreme smarts and passion for the interest in the involvement of this programs and helping people grow and meet their personal expectations in these industries thank you Lauren for representing and helping me educate and boost my knowledge and confidence in the media and arts

**Is there anything else you'd like to say?**

- When I'm at media lab, I feel like I can talk about any problems with not only the members, but especially with Lauren. I get a lot of advice from her, and I feel like I'm also accomplishing something when I finish a project. I get feedback on my writing, help with life problems and learn new skills. I'm so glad I found out about media lab from my friend. Best decision I've ever made was joining.
- I'm really glad to be a part of the program
- I could say it all here but I have grown so much and am completely thanks full for how much I've learned and developed my confidence and ambitions in the media and arts music and all above from the Richmond youth media program thank you all .
- The RYMP is unlike any other community service, providing such a unique set of opportunities that develop both the personal and creative growth of youth. In addition to providing a safe environment where participants feel included and encouraged, Lauren at the media lab has helped bring many of my ideas to life when I otherwise would not have known how. The RYMP, Lauren in particular, have greatly encouraged my creativity and artistic expression, so much so that I am intending to pursue filmmaking as a career in post-secondary institutions. I would not be as happy, motivated, or appreciative of the arts had it not been for Lauren and the RYMP.
- I'm so glad to have person like Lauren Burrows Backhouse in my life she helps me a lot in my life. she is best person right now in my life
- there would be too much to fit
- I really appreciate all the opportunities I received from this program, especially since it was part of my first step in settling in to a new country.

- This program literally had a domino effect on my life. If I never came here, I promise you, my life would be completely different.
- This is a wonderful program that brings youth into an accepting environment. I have seen people better themselves in this program, not only with computer skills, but also with resolving personal emotional issues. Thank you
- Thank you for great experience, and I hope to continue being a RYMP member for a very long time

## Stories of Change

### Individual Story of Change

K is a RYMP member facing multiple challenges. He is living with a multi-symptom genetic disease, he grew up outside of Canada and faces cultural and language barriers to forming friendships, and he has also identified conflict within his family related to his expression of self-identity.

K first joined the program in the Fall of 2011, but didn't start attending regular sessions until partway through 2013. K is able to share his feelings with people that he trusts, but he often reports feeling "tired inside" and in the first few months of 2014, he seemed to be feeling worse than usual and reported that he has been cancelling appointments with people that he usually enjoys spending time with. At this time, his referee (a health care provider) was contacted, and she suggested that people within his circle of care organize a meeting. K joined the group at the end of the meeting. At this time, he seemed a bit nervous, but also happy to see this group of people in a room together, and said that he is happy to know that we each care about him. The results of this meeting led to increased mental health support within the health care system, increased social support through a referral to a group for young men with similar interests, and increased awareness for K that members of the community care about him.

When K completed his semi-annual RYMP survey, he chose "strongly agree" in response to the statement "I feel less stressed." This marked the first time that K expressed a decrease in the amount of stress he feels. Another milestone was reached during a RYMP session in April when he said, "I'm not happy, but I feel good inside." This feels like a remarkable accomplishment.

With this increase in confidence, K has been able to enrol in Art classes at Langara College, and is also planning to begin English language classes in 2015.

Before including this story, K was asked if he is comfortable sharing this information. He said yes, and wanted to include the following comment:

*"I feel safe here. I found people who care, and people I trust. So many things happened in two years for me, like becoming more independent, learning how friendship works, and finding ways to be happy, and to be me. I feel like I have changed on the inside and on the outside."*

## **Community Story of Change**

Youth Service Providers in Richmond have been discussing the possibility of launching a website for youth in Richmond, but for many years this idea has remained in the planning stage. The major challenges to face include a lack of web development abilities within the service provider community, as well as the question of funding (especially the funds needed to design and launch a custom website).

This year, a RYMP member asked if she could make a new website for the Media Lab. This community-based website development project is connected to her studies. Although the Media Lab does not need a new website at this time, the youth was interested in exploring the idea of creating a website for local youth, and a meeting was arranged to discuss the idea with the Richmond Community Services Advisory Council (RCSAC) Youth Sub-Committee. Discussions with committee member Danny Taylor led to the establishment of the domain [www.WhatsUpRichmond.ca](http://www.WhatsUpRichmond.ca) and the decision to build the site using Joomla.

The youth web designer, and RYMP's program facilitator, were able to complete training on the open source web development platform Joomla, paid for by the RCSAC. Once the website was designed, another RYMP member was selected as Youth Content Manager for the site.

In cooperation with Richmond's youth service agencies, the website is being populated with youth-friendly information and a directory of information on service agencies and recreation groups serving youth. What's Up Richmond is set to launch publicly in 2015.

[www.whatsuprichmond.ca](http://www.whatsuprichmond.ca)

## **Program development**

The most significant aspects of RYMP program development in the past year are outreach opportunities developed in partnership with Richmond Addictions Services and the Richmond School District.

### **Richmond Recovery Day Program**

The Richmond Recovery Day Program has been created by Richmond Addiction Services Society (RASS) to support youth/students who are entering into recovery or struggling to stay in recovery from substance use/misuse and mental illness.

The program provides support in a recovery based environment, through participation in support groups, individual/group/family counselling (as needed) and the myriad of services that support long term recovery.

In addition, these students will be supported by other community resources such as the Richmond Youth Media Program. Each Wednesday, the RYMP program facilitator is available for a 3-hour skill session, exploring topics that are of interest to the youth.

This program is supported by funding from the Telus Community Board. Telus Community Board representative Diane Clement came to the Media Lab for a cheque presentation. VIP community members in attendance included Mayor Malcolm Brodie, Counc. Linda McPhail, RASS ED Rick Dubras, RASS board members, Arts Manager Kim Somerville, Arts Coordinator Camyar Chaichian, Kim Somerville, plus RYMP members. A photo from the presentation was published in the Richmond Review.



**Mayor Malcolm Brodie, Coun. Linda McPhail, Richmond Addictions Services Society board members and staff, as well as Richmond Youth Media Program youth participated in a check presentation at the Richmond Media Lab. Diane Clement of the Telus Community Board presented a check for \$20,000. The money is a one year contribution to the Richmond Youth Media Program which was created in the Richmond Media Lab in 2011. The leadership program helps youth build their skills in media arts, connects them to peer and adult mentors and develop greater connections to the community.**

<http://www.richmondreview.com/eeditons/?iid=i2014112105043994>

RYMP members were also encouraged to post on the Telus “Wall of Giving”:



### Horizons Boys Group

Another outreach initiative has been launched with the Richmond School District (SD38) and the alternate program Horizons. Jon Lee-Son, a teacher at Horizons, approached the Richmond Youth Media Program with a proposal to support the school’s Boy’s Group, which meets every Friday after school.

The Boy’s Group asked to “expand the type of activity it offers through skill sessions in the Media Lab, with the ultimate goal of the students accessing the Media Lab programs on their own.” In return, school staff would “promote Media Lab programs, including the Richmond Youth Media Program (RYMP), to students attending the Alternate schools Horizons and Station Stretch. Currently several students who attend Horizons frequent the Media Lab and it’s various programs, and this additional exposure to the Media Lab as part of school could strengthen the ties between the Media Lab and the Richmond School District.”

A structure was set up so that the group could schedule a series of short skill sessions approximately three times per school year; each session includes a 2-hour lesson, taught once per week, for 3 weeks. In this way, Media Arts Specialist Lauren Burrows



Backhouse can introduce a new project during the first session, and then school staff could lead the group through the rest of the project.

The first series of skill sessions will begin in 2015.

## **Conclusion**

The Richmond Youth Media Program continues to attract new referrals, support media production throughout the community, and help youth develop new skills while building new connections.

Future opportunities include staff expansion (TELUS funding secured in 2014 will support additional staff hours), the implementation of the RYMP member recognition plan, and the development of a youth-run media production referral network.

*Thank you for your support!*

## Appendix A – Member referrals and community engagement opportunities

| Member name | Details   | Date completed | YOUTH PAID |
|-------------|---|----------------|------------|
| HC          | Referral to gender educator and activist Jaedyn Starr, for email advice | Jan 9?         | n/a        |
| JL          | Referral to volunteer position with Cinevolution / Animation class      | Jan            | n/a        |
| JO          | Referral letter for Terry Fox Scholarship                               | Jan 25         | n/a        |
| RYMP        | RYMP hosted a tour for 10 ISSofBC youth                                 | Jan 25         | n/a        |
| SC          | Referral to volunteer gig with Thompson CC (Prezi for AGM)              | Jan/Feb        | n/a        |
| JL          | Referral letter to VFS (accepted!)                                      | Jan            | n/a        |
| KL          | Referral letter to VFS (accepted!)                                      | Feb            | n/a        |
| SY          | DJ gig @ Family Day / CAF 2014  | Feb 10         | 50         |
| IC          | DJ gig @ Family Day / CAF 2014  | Feb 10         | 75         |
| LL          | DJ gig @ Family Day / CAF 2014  | Feb 10         | 50         |
| TR          | DJ gig @ Family Day / CAF 2014  | Feb 10         | 50         |
| JB          | DJ gig @ Family Day / CAF 2014  | Feb 10         | 25         |
| KL          | Photo gig – headshots for Roving Youth Leader                           | Feb 20         | n/q        |
| RYMP        | Contributed video PSA to Museum “Language of Learning” exhibit          | Feb-Oct        | n/a        |
| SY          | Pecha Kucha sound technician  | Feb-Sept       | hourly     |
| EM          | Referral to “Stop Sexual Exploitation” photo series / poster design     | Feb/Mar        | n/a        |
| CY          | Referral to “Stop Sexual Exploitation” banner design project            | Feb/Mar        | n/a        |
| LL          | DJ gig @ RYF Zenith-in-Action event                                     | Apr 6          | 50         |
| Elliot      | DJ gig @ RYF Zenith-in-Action event                                     | Apr 6          | n/a        |
| SS          | Reference letter for student exchange (Glasgow & OTIS)                  | Apr 5          | n/a        |
| CZ          | Community Service Reference for scholarship application                 | Apr            | n/a        |
| IC          | DJ gig @ U-ROC Awards   | May 3          | n/a        |
| JL          | Photo booth volunteer @ U-ROC Awards                                    | May 3          | n/a        |
| CY          | Photo booth volunteer @ U-ROC Awards                                    | May 3          | n/a        |
| RF          | Registration volunteer @ U-ROC Awards                                   | May 3          | n/a        |
| KL          | Nominated as Outstanding Youth @ U-ROC Awards                           | May 3          | n/a        |
| HC          | Nominated as Outstanding Youth @ U-ROC Awards                           | May 3          | n/a        |
| SY          | DJ gig @ Richmond Arts Awards   | May 6          | 75         |
| IC          | DJ gig @ Richmond Arts Awards   | May 6          | 75         |
| CL          | Referred to Move for Health Day as volunteer                            | May 9          | n/a        |
| SY          | Referred to Move for Health Festival as DJ                              | May 9          | 150        |
| KM          | Referral to AllWays LGBTQ youth group                                   | May            | n/a        |
| JB          | Reference for scholarship application                                   | May            | n/a        |
| JO          | Reference for scholarship application                                   | May            | n/a        |
| VC          | Referral to <i>The Village</i> for a volunteer tech position            | May 21         | n/a        |
| EL          | Referral to RCSAC for creation of “What’s Up Richmond?” website         | Jun-Oct        | 50         |
| EM          | Lead for Youth Service Plan Update video production                     | June           | n/a        |
| ST          | Assistant for Youth Service Plan Update video production                | June           | n/a        |
| SC          | Assistant for Youth Service Plan Update video production                | June           | n/a        |
| JD          | Referral to Kaleidoscope  | June 12        | n/a        |
| RL          | Tech support for Minoru Pavilion farewell celebration                   | July 4/5       | n/a        |
| VC          | Tech support for Minoru Pavilion farewell celebration                   | July 4/5       | n/a        |
| CY          | Volunteer for <i>Girl Rising</i> screening                              | June 19        | n/a        |

|      |  |         |     |
|------|--|---------|-----|
| CY   | Volunteer photographer for <i>World of Dance</i>                     | June 21 | n/a |
| RYMP | National Aboriginal Day video screening event with Pathways          | June 21 | n/a |
| SC   | Referral letter for Library volunteer position                       | June 26 | n/a |
| SY   | DJ referral to Thompson "Show Off Skate Night"                       | July 11 | 50  |
| CY   | Reference letter for potential employers                             | July 12 | n/a |
| CS   | Culture Days radio host  | Sept 27 | n/a |
| HC   | Culture Days radio host  | Sept 27 | n/a |
| JB   | Culture Days radio host  | Sept 27 | n/a |
| MC   | Culture Days radio DJ  | Sept 27 | n/a |
| SC   | Culture Days radio DJ  | Sept 27 | n/a |
| MD   | Culture Days radio DJ  | Sept 27 | n/a |
| ST   | Culture Days radio operator  | Sept 27 | n/a |
| EL   | Culture Days radio photographer                                      | Sept 27 | n/a |
| MH   | Referral to become Media Lab volunteer (Fall 2014 Animation class)   | Oct     | n/a |
| MD   | Kaleidoscope Gala DJ   | Oct 9   | n/a |
| JO   | Referred to City of Richmond Street Banner Contest Judging Team      | Oct 17  | n/a |
| LH   | Referred to specialized job fair for people living with a disability | Oct 18  | n/a |
| ZV   | Remembrance Day – video team (camera operator)                       | Nov     | 50  |
| EL   | Remembrance Day – video team (production assistant)                  | Nov     | 50  |
| HC   | Remembrance Day – video team (production assistant)                  | Nov     | 50  |
| ST   | Referred to Writer-In-Residence "Words Online" course                | Nov     | n/a |
| LD   | Referred to Writer-In-Residence "Writing As A Career" workshop       | Nov     | n/a |
| AS   | Thin Ice Youth Skate DJ  | Dec     | 50  |
| SC   | Referred to Thompson Community Centre for AGM presentation           | Dec     | n/a |
| MS   | Referred to Art Institute for audio recording opportunity            | Dec     | n/a |

# Appendix B – RYMP member sign-in sheet



## me·dia lab

Saturday, April 19, 2014  
w/ Lauren

### Sign-in Sheet

|    | name | in | out | whatcha do today? | Skill session? | Ind. Project? | Commu-nity? | Mentor-ship? | Have a snack? |
|----|------|----|-----|-------------------|----------------|---------------|-------------|--------------|---------------|
| 1  |      |    |     |                   |                |               |             |              |               |
| 2  |      |    |     |                   |                |               |             |              |               |
| 3  |      |    |     |                   |                |               |             |              |               |
| 4  |      |    |     |                   |                |               |             |              |               |
| 5  |      |    |     |                   |                |               |             |              |               |
| 6  |      |    |     |                   |                |               |             |              |               |
| 7  |      |    |     |                   |                |               |             |              |               |
| 8  |      |    |     |                   |                |               |             |              |               |
| 9  |      |    |     |                   |                |               |             |              |               |
| 10 |      |    |     |                   |                |               |             |              |               |
| 11 |      |    |     |                   |                |               |             |              |               |
| 12 |      |    |     |                   |                |               |             |              |               |

|    | name | in | out | whatcha do today? | Skill session? | Ind. Project? | Commu-nity? | Mentor-ship? | Have a snack? |
|----|------|----|-----|-------------------|----------------|---------------|-------------|--------------|---------------|
| 13 |      |    |     |                   |                |               |             |              |               |
| 14 |      |    |     |                   |                |               |             |              |               |
| 15 |      |    |     |                   |                |               |             |              |               |
| 16 |      |    |     |                   |                |               |             |              |               |
| 17 |      |    |     |                   |                |               |             |              |               |
| 18 |      |    |     |                   |                |               |             |              |               |
| 19 |      |    |     |                   |                |               |             |              |               |
| 20 |      |    |     |                   |                |               |             |              |               |
| 21 |      |    |     |                   |                |               |             |              |               |
| 22 |      |    |     |                   |                |               |             |              |               |
| 23 |      |    |     |                   |                |               |             |              |               |
| 24 |      |    |     |                   |                |               |             |              |               |

Notes:



**To:** Planning Committee  
**From:** Wayne Craig  
Director of Development

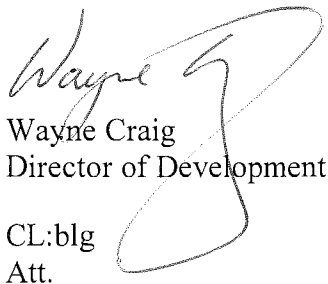
**Date:** September 24, 2015

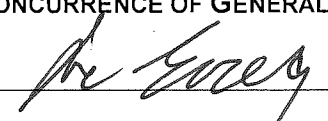
**File:** RZ 14-670779

**Re:** Application by 0814948 BC Ltd. for Rezoning at 10551 No. 1 Road from Single Detached (RS1/E) to Coach Houses (RCH1)

**Staff Recommendation**

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9287, for the rezoning of 10551 No. 1 Road from “Single Detached (RS1/E)” to “Coach Houses (RCH1)”, be introduced and given first reading.

  
Wayne Craig  
Director of Development  
  
CL:blg  
Att.

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

## Staff Report

### Origin

0814948 BC Ltd. has applied to the City of Richmond for permission to rezone the property at 10551 No. 1 Road from the “Single Detached (RS1/E)” zone to the “Coach Houses (RCH1)” zone, to permit the property to be subdivided to create two (2) lots, each with a principal single-detached dwelling and an accessory coach house above a detached garage, with vehicle access from the existing rear lane (Attachment 1). A survey of the subject site showing the proposed subdivision plan is included in Attachment 2.

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3)

### Surrounding Development

The subject site currently contains an older character single-family dwelling. Development immediately surrounding the subject site is as follows:

- To the North, are compact lots zoned “Coach Houses (RCH)”, each containing a principal single-family dwelling and an accessory coach house building.
- To the East, directly across No. 1 Road, are single-family dwellings on lots under Land Use Contract 148.
- To the South, is a single-family dwelling on a lot zoned “Single Detached (RS1/E)”.
- To the West, across the rear lane that parallels No. 1 Road, is a single-family dwelling on a lot zoned “Single Detached (RS1/E)” that fronts Sorrel Drive.

### Related Policies & Studies

#### Official Community Plan (OCP) and Steveston Area Plan Designations

The OCP land use designation for the subject site is “Neighbourhood Residential”. The Steveston Area Plan designation for the subject site is “Single-Family” (Attachment 4). This redevelopment proposal is consistent with these designations.

#### Arterial Road Policy

The Arterial Road Policy identifies the subject site for redevelopment to compact lots or coach houses, with rear lane access.

#### Floodplain Management Implementation Strategy

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

## **Public Input**

Staff has not received any comments from the public about the development proposal in response to the placement of the rezoning sign on the property.

## **Analysis**

### **Site Planning, Transportation Requirements and Architectural Character**

The applicant's conceptual development plans are included in Attachment 5, which address the significant staff comments identified as part of the rezoning application review process.

The proposed site plan involves a principal dwelling on the east side and an accessory coach house above a detached garage on the west side of each lot proposed. Private open space is proposed in the rear yard in between the principal dwelling and the coach house on each lot proposed, which exceeds the minimum zoning requirement. Private open space for the exclusive use of the coach house is also proposed in the form of a balcony facing the existing rear lane.

Pedestrian access and circulation on-site is proposed to the main dwelling and coach house via a permeable pathway from No. 1 Road, as well as from the rear lane.

Vehicle access to the subject site is required to be from the rear lane only, with no access permitted to No. 1 Road in accordance with Bylaw 7222.

On-site parking is proposed in a garage in accordance with the Zoning Bylaw, and consists of two (2) parking spaces for the principal dwelling, provided in a tandem arrangement, along with one (1) parking space to the side for the coach house, with vehicle access to the site from the existing rear lane. Prior to final adoption of the rezoning bylaw, the applicant must register a restrictive covenant on title to prohibit the conversion of the parking area in the garage into habitable space.

The proposed architectural elevation plans include articulation of the coach house building, differentiation of exterior cladding materials, and appropriate window placement, thereby avoiding blank facades, providing some visual interest, and minimizing overlook onto adjacent properties.

On-site garbage and recycling is proposed to be located in the rear yard, and is setback a minimum of 1.5 m from the rear lot line, in accordance with the RCH1 zone. Screening of on-site garbage and recycling will be reviewed upon receipt of the required Landscape Plan for the site prior to final adoption of the rezoning bylaw.

Prior to final adoption of the rezoning bylaw, minor revisions will be made to the conceptual plans included in Attachment 5. Furthermore, the applicant must register restrictive covenants on title to ensure that:

- The coach house cannot be stratified; and
- The Building Permit application and ensuing development at the site is generally consistent with the plans included in Attachment 5. The Building Permit application

process includes coordination between Building Approvals and Planning staff to ensure that the covenant is adhered to.

### **Trees and Landscaping**

A Certified Arborist's Report was submitted by the applicant, which identifies on and off-site tree species, assesses their structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses:

- Five (5) bylaw-sized trees on the subject property; and,
- Three (3) trees located on the neighbouring property to the south at 10571 No. 1 Road.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted visual tree assessment, and provides the following comments:

- Three (3) trees on-site have all been severely topped, are visibly dying, and should be removed and replaced (Trees # 999, 1000, 1001).
- Two (2) trees on-site are both in good condition, however, are located within the building envelopes for the coach houses (Trees # 997 and 998).
- Off-site Trees A and B on the adjacent property to the south (10571 No. 1 Road) are required to be retained and protected.
- Off-site Tree C on the adjacent property to the south (10571 No. 1 Road) is in marginal condition and is recommended for removal due to its proximity the building on the proposed south lot at the subject site, subject to neighbouring property owner authorization via a Tree Removal Permit. If the neighbouring property owner authorization is not obtained, Tree C must be protected.

### *Tree Retention*

A total of three (3) off-site trees are to be retained and protected on the adjacent site to the south at 10571 No. 1 Road, and all five (5) trees on the subject site are proposed for removal. The proposed Tree Management Drawing is shown in Attachment 6.

To ensure protection of the off-site trees (Trees A, B, and C), the applicant must complete the following items prior to final adoption of the rezoning bylaw:

- Submit a contract with a Certified Arborist for supervision of all works conducted within close proximity to tree protection zones. The contract must include the scope of work, including the number of monitoring inspections at specified stages of construction, any special measures to ensure tree protection, and a provision for the Arborist to submit a post-construction impact assessment report to the City for review.

Prior to demolition of the existing dwelling on the subject site, the applicant is required to install tree protection fencing around the off-site trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.



### *Tree Replacement*

All five (5) trees on-site are proposed to be removed and replaced. The OCP tree replacement ratio of 2:1 requires that 10 replacement trees be planted and maintained on the subject site. Due to the compact size of the proposed lots, staff recommends that a total of six (6) replacement trees be planted and maintained on the proposed lots at development stage, and that a cash-in-lieu contribution be submitted to the City's Tree Compensation Fund in the amount of \$2,000 for the balance of required replacement trees not planted (\$500/tree). The six (6) replacement trees must be of the following minimum sizes and be located as follows:

- Two (2) 6 cm deciduous or 3.5 m coniferous trees in the front yards.
- Two (2) 8 cm deciduous or 4 m high coniferous trees in the front yards.
- Two (2) 5 m high conifer trees in the rear yards (with a minimum value of \$3,000 each). Suitable trees for the rear yards, as recommended by the project Arborist and the City's Tree Protection Department staff are Serbian Spruce.

To ensure that the required replacement trees are planted and maintained, and that the front and rear yards of the subject site are enhanced, the applicant is required to submit a Landscape Plan prepared by a Registered Landscape Architect, along with a Security in the amount of 100% of a cost estimate for the works provided by the Landscape Architect. The Landscape Plan must respond to the guidelines of the Arterial Road Policy and must comply with the landscaping requirements of the RCH1 zone. The Landscape Plan, Cost Estimate, and Security are required to be submitted prior to final adoption of the rezoning bylaw. The Security will be reduced by 90% after construction and landscaping at the subject site is completed and a landscaping inspection by City staff has been passed. The City will retain 10% of the Security for a one-year maintenance period to ensure that the landscaping survives.

### **Existing Legal Encumbrances**

There is an existing Statutory Right-of-Way (SRW) registered on Title of the subject site for utilities. The applicant is aware that no encroachment into the SRW is permitted.

### **Affordable Housing Strategy**

The Affordable Housing Strategy requires a secondary suite or coach house on 50% of new lots, or a cash-in-lieu contribution of \$1.00/ft<sup>2</sup> of total building area toward the City's Affordable Housing Reserve Fund for single-family rezoning applications.

This proposal to permit a subdivision to create two (2) lots, each with a principal single detached dwelling and accessory coach house above a detached garage, conforms to the Affordable Housing Strategy.

### **Site Servicing and Frontage Improvements**

There are no servicing concerns with the proposed rezoning. At subdivision and development stage, the applicant is required to:

- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and Servicing Costs.
- Submit a cash-in-lieu contribution for future lane improvements (e.g., full lane width asphalt pavement, lane drainage, roll curb and gutter, and lighting).
- Complete the required servicing works and frontage improvements as described in Attachment 7.

### **Financial Impact**

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

### **Conclusion**

The purpose of this rezoning application is to rezone the property at 10551 No. 1 Road from the "Single Detached (RS1/E)" zone to the "Coach Houses (RCH1)" zone, to permit the property to be subdivided to create two (2) lots, each with a principal single-detached dwelling and accessory coach house over a detached garage, with vehicle access to the existing rear lane.

This rezoning application complies with the land use designations and applicable policies contained within the OCP for the subject site.

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

On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 9287 be introduced and given first reading.



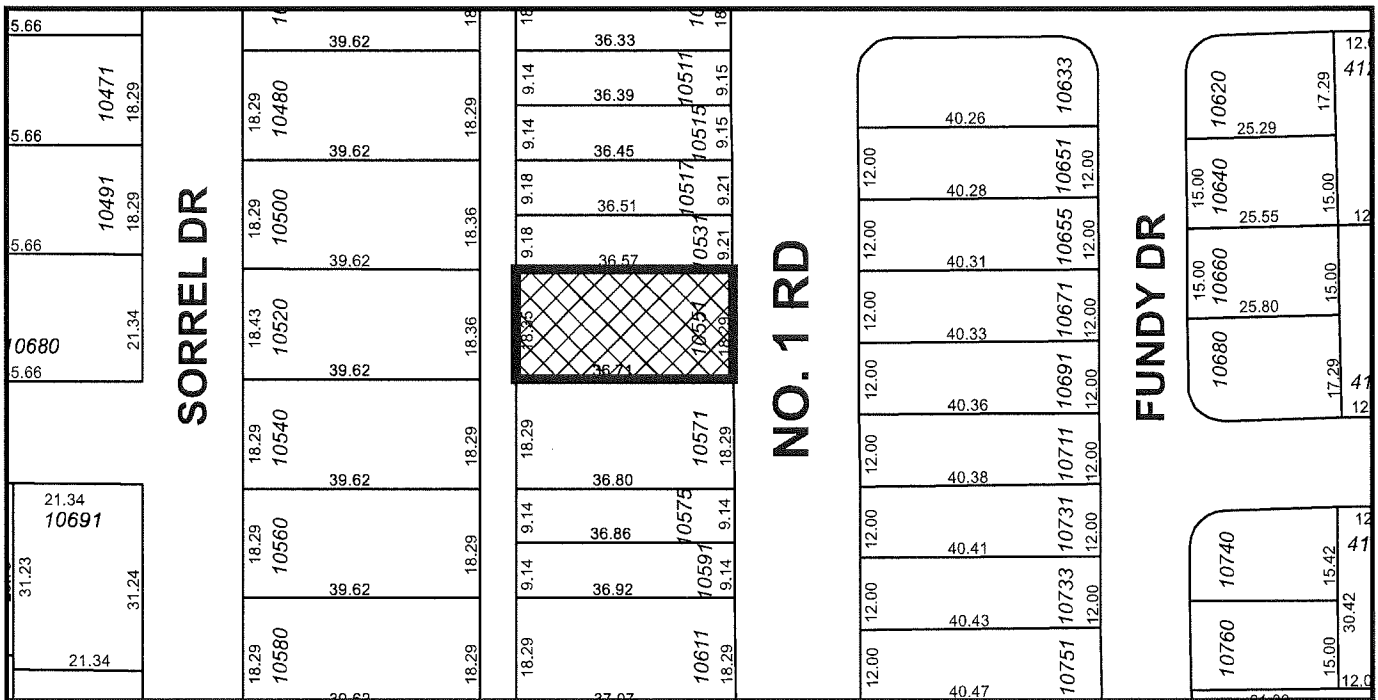
Cynthia Lussier  
Planning Technician  
(604-276-4108)

CL:blg

- Attachment 1: Location Map/Aerial Photo
- Attachment 2: Site Survey and Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Steveston Area Plan Land Use Map
- Attachment 5: Conceptual Development Plans
- Attachment 6: Proposed Tree Management Drawing
- Attachment 7: Rezoning Considerations



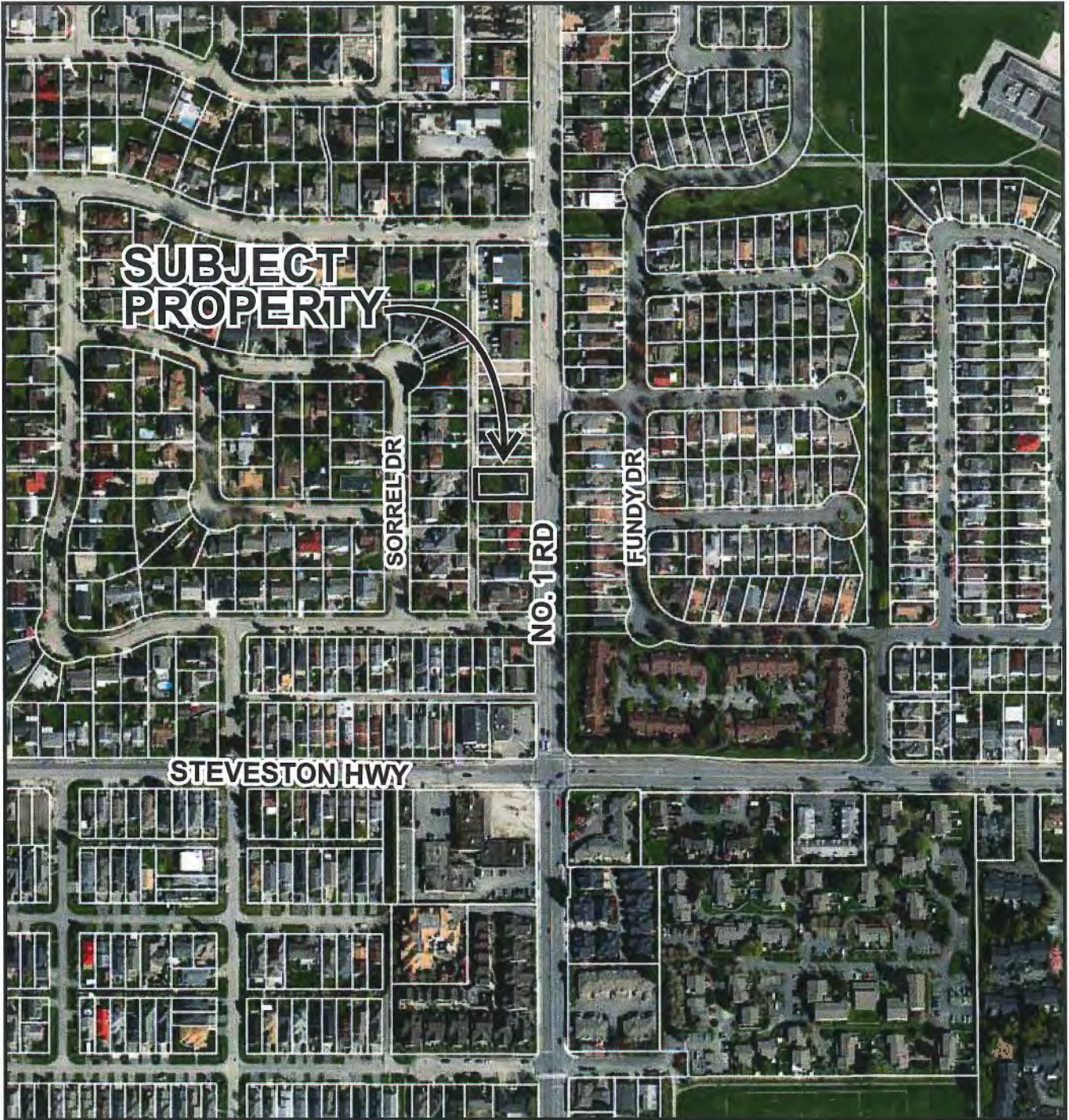
City of  
Richmond



|  |                       |  |
|--|-----------------------|--|
|  | <h1>RZ 14-670779</h1> | <p>Original Date: 09/08/14</p> <p>Revision Date:</p> <p>Note: Dimensions are in METRES</p> |
|--|-----------------------|--|



City of  
Richmond



RZ 14-670779

Original Date: 09/08/14

Revision Date:

Note: Dimensions are in METRES

PLN - 60

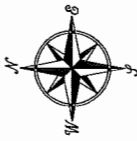
**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 593 SECTION 34 BLOCK 4 NORTH  
RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 42890**

#10551 NO. 1 ROAD,  
RICHMOND, B.C.  
P.I.D 006-594-298

SCALE: 1:200

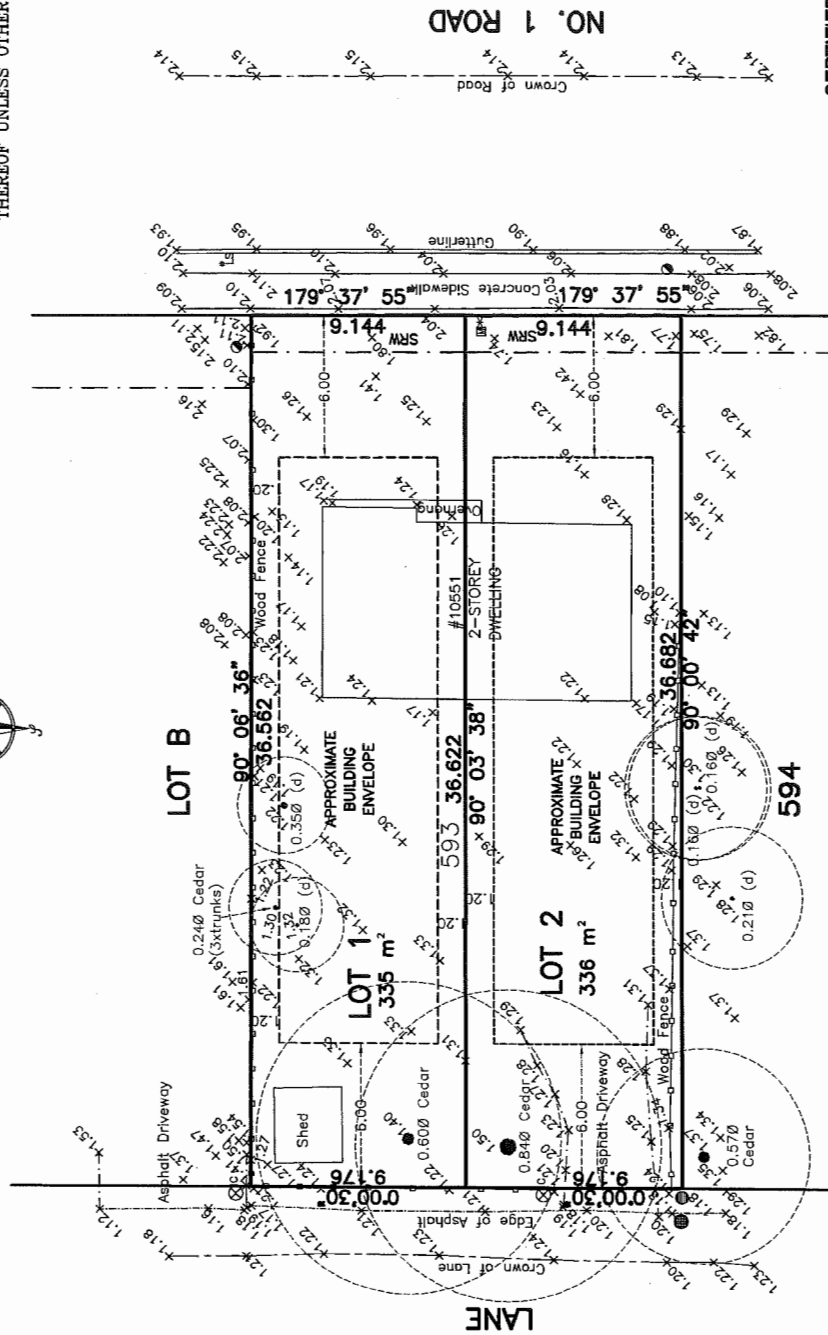


ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED



- LEGEND:**
- (d) denotes deciduous
  - denotes power pole
  - denotes round catch basin
  - ⊗ denotes manhole
  - ⊙ denotes inspection chamber
  - ⊞ denotes water meter
  - ⊠ denotes water valve
  - CO denotes cleanout
  - LS denotes lamp standard

**NOTE:**  
Elevations shown are based on City of Richmond HPN Benchmark network.  
Benchmark: HPN #231,  
Central Monument 19713  
located at E side of Dyke, W side  
ofagoon opp. Mariner Park. Prot. By  
4X4 posts  
Elevation = 3.419 metres



**CERTIFIED CORRECT:**  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

*[Signature]*  
JOHNSON C. TAM, B.C.L.S.  
AUGUST 6th, 2014

**DWG No. 5681-TOPO**

© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8633 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 5681  
FB-260 P112-113  
Drawn By: TH



**RZ 14-670779**

**Attachment 3**

Address: 10551 No. 1 Road

Applicant: 0814948 BC Ltd.

Planning Area(s): Steveston

|                                   | Existing   | Proposed   |
|-----------------------------------|--|--|
| <b>Owner:</b>                     | Pami Vininder Singh Buttar<br>Amandeep Amy Mander  | To be determined   |
| <b>Site Size (m<sup>2</sup>):</b> | 671 m <sup>2</sup>   | North lot – 335 m <sup>2</sup><br>South lot - 336 m <sup>2</sup> |
| <b>Land Uses:</b>                 | Single detached dwelling   | Two (2) residential lots   |
| <b>OCP Designation:</b>           | Neighbourhood Residential  | No change  |
| <b>Area Plan Designation:</b>     | Single-Family  | No change  |
| <b>Zoning:</b>                    | Single Detached (RS1/E)  | Coach Houses (RCH1)  |
| <b>Other Designations:</b>        | The Arterial Road Policy designates the subject site for redevelopment to coach houses with lane access. | No change  |

| On Future Subdivided Lots                                      | Bylaw Requirement  |                    | Proposed   |                    | Variance       |
|--|--------------------|--------------------|--|--------------------|----------------|
| Floor Area Ratio:  | Max. 0.60          |                    | Max. 0.60  |                    | none permitted |
| Lot Coverage – Building:                                       | Max. 45%           |                    | Max. 45%   |                    | none           |
| Lot Coverage – Buildings, Structures, and Non-Porous Surfaces: | Max. 70%           |                    | Max. 70%   |                    | none           |
| Lot Coverage – Live Plant Material:                            | Min. 20%           |                    | Min. 20%   |                    | none           |
| Lot Size (min. dimensions):                                    | 315 m <sup>2</sup> |                    | North lot - 335 m <sup>2</sup><br>South lot - 336 m <sup>2</sup> |                    | none           |
| Principal Dwelling Setback – Front & Rear Yards (m):           | Min. 6 m           |                    | Min. 6 m   |                    | none           |
| Principal Dwelling Setback – Side Yards (m):                   | Min. 1.2 m         |                    | Min. 1.2 m   |                    | none           |
| Coach House Building Setback – Rear Yard (m):                  | Min. 1.2 m         |                    | Min. 1.2 m   |                    | none           |
| Coach House Building Setback – Side Yards (m):                 | Ground floor       | Min. 0.6 & 1.8 m   | Ground floor   | Min. 0.6 & 1.8 m   | none           |
|  | Second floor       | Min. 1.2 m & 1.8 m | Second floor   | Min. 1.2 m & 1.8 m | none           |
| Principal Dwelling Height (m):                                 | Max. 2 ½ storeys   |                    | Max. 2 ½ storeys   |                    | none           |

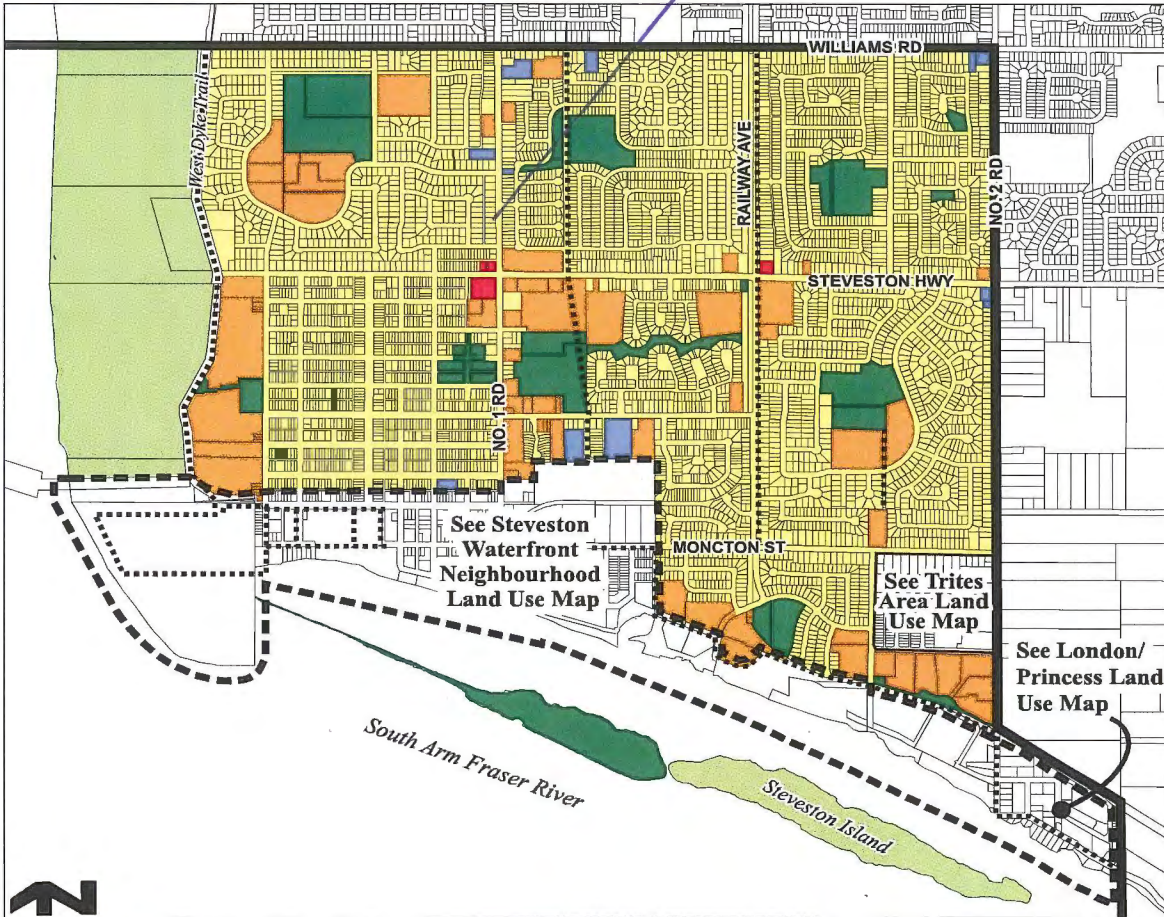
| On Future Subdivided Lots                    | Bylaw Requirement   |                   | Proposed  |                   | Variance |
|--|---|-------------------|---|-------------------|----------|
| Coach House Building Height (m):             | Max. 2 storeys or 6.0 m, whichever is less, as measured from the highest elevation of the crown of the lane |                   | Max. 2 storeys or 6.0 m, whichever is less, as measured from the highest elevation of the crown of the lane |                   | none     |
| On-Site Parking Spaces – Principal Dwelling: | 2   |                   | 2   |                   | none     |
| On-Site Parking Spaces – Coach House:        | 1   |                   | 1   |                   | none     |
| Tandem Parking Spaces:                       | permitted   |                   | 2 for Principal Dwelling  |                   | none     |
| Amenity Space – Outdoor:                     | Principal Dwelling  | 30 m <sup>2</sup> | Principal Dwelling  | 30 m <sup>2</sup> | none     |
|  | Coach House   | No minimum        | Coach House   | No minimum        | none     |










Other: Tree replacement compensation required for loss of bylaw-sized trees.

City of Richmond

**Steveston Area Land Use Map** Bylaw 7783  
2010/04/12

*SUBJECT SITE*



|   |                   |   |   |
|---|-------------------|---|---|
|  | Single-Family     |  | Institutional                               |
|  | Multiple-Family   |  | Conservation Area                           |
|  | Commercial        |  | Trail                                       |
|  | Public Open Space |  | Steveston Area Boundary                     |
|   |                   |  | Steveston Waterfront Neighbourhood Boundary |



PRELIMINARY PROPOSAL

SITE PLAN  
SCALE: 1/8" = 1'-0"

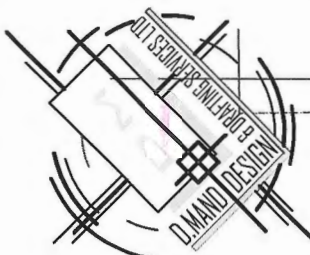
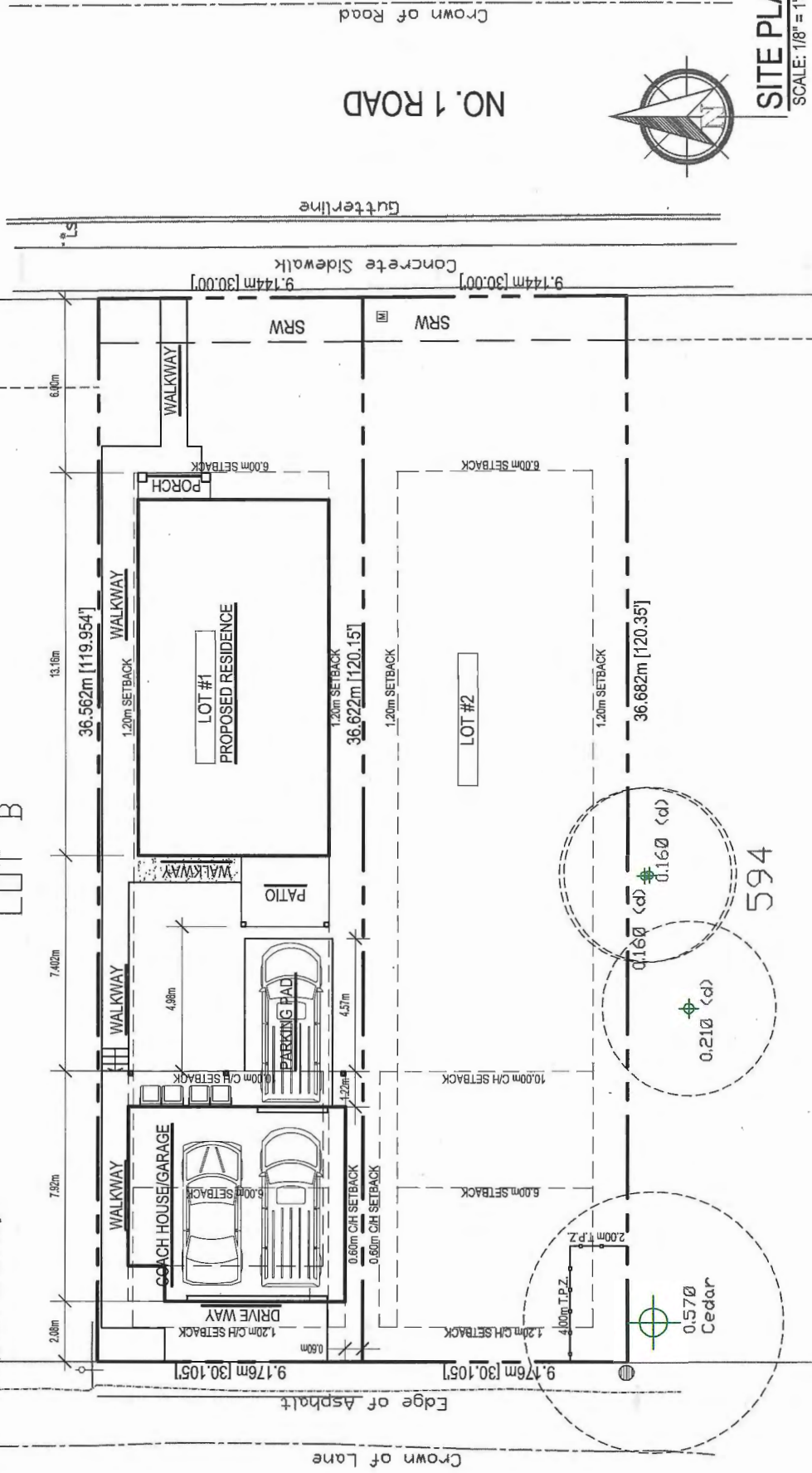
www.dmanddesign.com

NO. 1 ROAD



LOT B

Asphalt Driveway

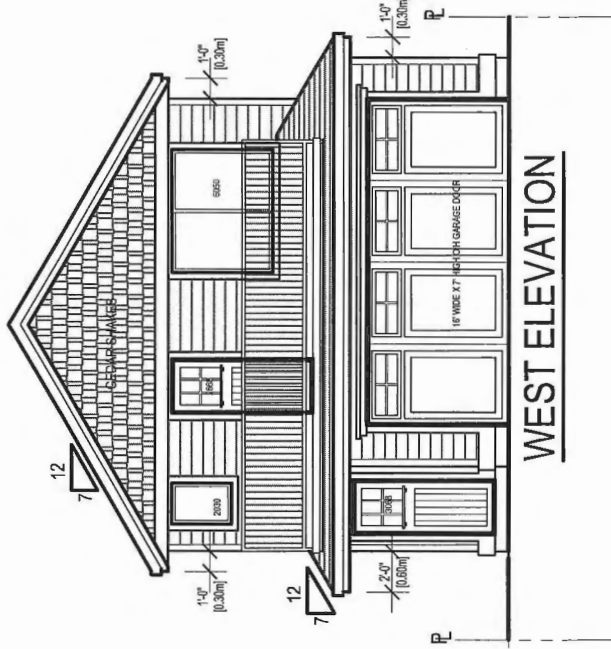


LANE 59 - PLN

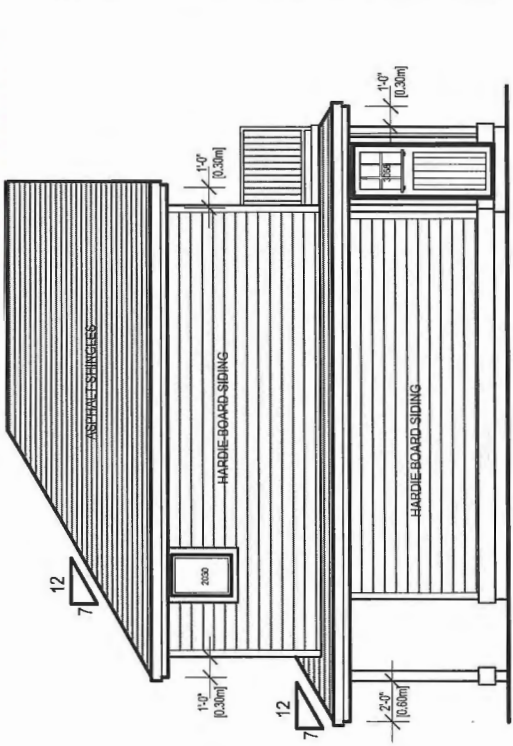
**PRELIMINARY PROPOSAL**

- ROOF RIDGE EL.
- ROOF MEAN EL.
- U/S 2nd FLR CEIL. EL.

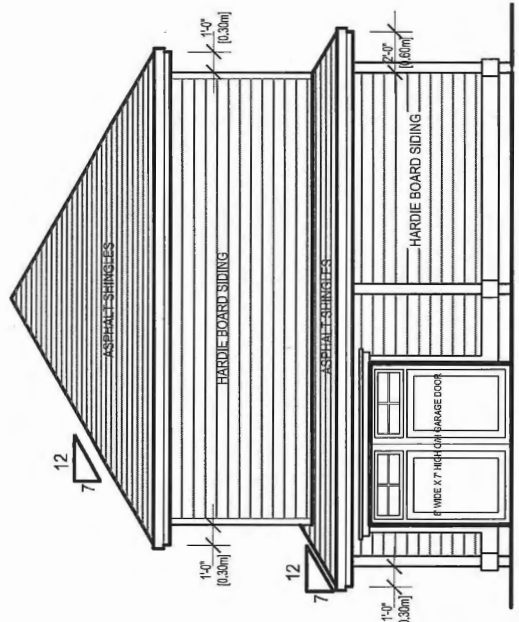
- TO 2nd FLOOR EL.
- TO MAIN FLOOR EL.



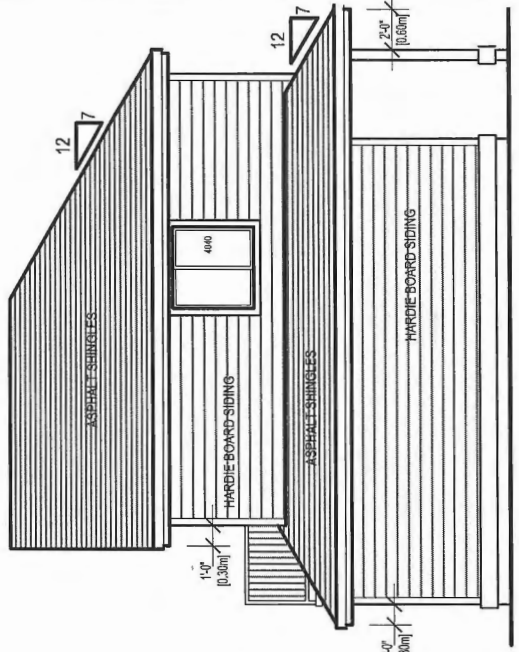
**WEST ELEVATION**



**NORTH ELEVATION**



**EAST ELEVATION**



**SOUTH ELEVATION**



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**TREE INVENTORY AND ASSESSMENT LIST:**

- Tag # denotes the tag affixed to the tree for reference in report and on drawings.
- Ht and spr denote the height and spread (radius of crown) of the tree in metres as measured or estimated by the assessor if applicable.
- Height and spread are not applicable for Grove or Forest Stand trees.
- Dbh denotes the diameter of the trunk measured at 1.4 m above grade or as per arboricultural standards (i.e. For multi stem trees).
- Cond denotes health and structural rating using Visual Tree Assessment (VTA) procedures. U denotes Unsuitable, M denotes Marginal, S denotes Suitable. See report for details.
- Action denotes the proposed treatment of the tree within the current development design. See report and drawing for details.

| Tag # | Ht | Spr | Dbh (cm)   | Tree Type        | Cond | Observations  | Action          |
|-------|----|-----|------------|------------------|------|---|-----------------|
| 997   | 6  | 74  |            | Western redcedar | M    | Two stems coalescent at base with long bank inclusion above. Small girdling roots over root crown. Leaders well limb-led. | Remove          |
| 998   | 6  | 60  |            | Western redcedar | M    | Historically crown raised to 2m via heading cuts. Broken branches over lane. Limbs embedded in stem.                      | Remove          |
| 999   | 4  | 3   | 21         | Apple            | U    | Historic partial failure of root mat and regenerated. Severe lean to south. Historically topped at 3m. In health decline. | Remove          |
| 1000  | 4  | 2   | 15+10+8    | Sawara cypress   | U    | Historically topped at 2m. Replacement leaders weakly attached at topping site and high risk for failure.                 | Remove          |
| 1001  | 4  | 2   | 29+19      | Cherry           | U    | Dead / Dying. Extensively decayed leaders. Historically topped at 4m and pruned via heading cuts. Large injury at base.   | Remove          |
| A     |    |     | 57         | Western redcedar | M    | Girdled at 1.5m with a wire supporting the fence. Stem is smaller diameter at girdle than above or below.                 | Protect         |
| B     | 5  | 3   | Approx. 25 | Plum             | U    | Historically pruned via heading cuts and topped at 3m. Black-knot fungal disease observed throughout crown.               | Refer - Protect |
| C     | 5  | 3   | Approx. 16 | Pear             | M    | Historically topped at 3m. Replacement leaders carry entire crown.  | Protect         |

**TREE PROTECTION GUIDELINES:**

- TREE PROTECTION ZONE BARRIER:** The barrier must be established as directed by this office to provide a visible setback to ensure adequate root protection to maintain tree health and tree stability. These setbacks are based on the tree and site conditions as determined by the project context, and their purpose is to ensure that the tree protection setbacks provided for other (including setbacks derived from municipal zoning bylaws) are not violated. The tree protection guidelines also apply to the overhead portions of the tree (limb, branches and foliage) even if these tree parts extend outside of the TPZ barrier.
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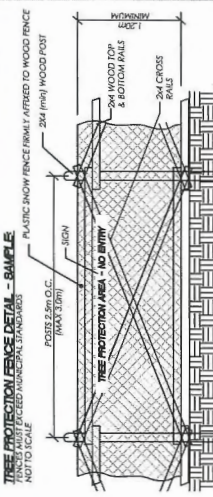
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**LANDSCAPING:**

- The backcasting phase is when retained trees can be severely damaged. The operation of equipment, the placement of growing media, the grading and paving of the site, the installation of irrigation, lighting, and the placement of mulch and other finishing work, all have a very high potential for damage to trees, limbs and above-ground trunks. Careful planning and placement of mulch and other finishing work, all have a very high potential for damage to trees, limbs and above-ground trunks. Careful planning and placement of mulch and other finishing work, all have a very high potential for damage to trees, limbs and above-ground trunks.
- The use of aerial lifts, cranes or other overhead equipment is restricted in proximity to retained trees and should be planned with caution. If it is recognized that certain unavoidable construction conflicts with a TPZ may occur, high capacity overhead equipment should be used to avoid contact with the tree. However, any equipment into a TPZ or other changes to the tree retention scheme are subject to approval in writing by the project arboret. The project arboret will be consulted for the project arboret to be made aware of any potential impacts and to ensure that the tree can be successfully rehabilitated by implementing special measures, protection systems, compensatory treatments, and/or follow-up work, as specified and directed by the project arboret.



|       |              |                                  |
|-------|--------------|----------------------------------|
| 2     | JUL 10, 2015 | ADDED UPZIFIED REPLACEMENT TREES |
| 0     | AUG 25, 2014 | INITIAL SUBMISSION               |
| REV # | DATE         | COMMENTS                         |

ARBORTECH CONSULTING

Head Office: SERVING METRO VANCOUVER  
 SUITE 200 - 3745 CHATHAM STREET, RICHMOND, BC CANADA V7E 2Z3  
 FRASER VALLEY REGIONAL OFFICE  
 SUITE 105 - 1525 WILLOW ROAD, ABOTTSFORD, BC CANADA V2S 9A3

ARBORTECH CONSULTING is a division of acigroup.ca

P: 604.275.3484  
 P: 604.755.7152

|                                |                          |
|--------------------------------|--------------------------|
| <b>TREE MANAGEMENT DRAWING</b> |                          |
| PROJECT:                       | TWO LOT SUBDIVISION      |
| ADDRESS:                       | 10551 NO. 1 RD, RICHMOND |
| CLIENT:                        | DAVE MANDER              |
| ACL FILE:                      | 14289                    |

|               |
|---------------|
| SHEET: 1 OF 2 |
|---------------|

**PLAN NOTE:** The drawing is prepared by the project landscape architect (LCA), registered in BC, and is subject to the planning and engineering regulations and is provided for your review only. It is intended for the planning and engineering use of the project. It is not to be used for any other purpose. The project arboret is not responsible for any errors or omissions in this drawing. Details for the site preparation, tree removal, and tree protection shall be provided by the project arboret.

**PLAN NOTES:**  
 1. This drawing is prepared by the project engineer (P.E.). It is intended to be used for the design of the proposed project. It is not intended to be used for the design of any other project. The engineer is not responsible for the design of any other project. The engineer is not responsible for the design of any other project.

**SUGGESTED PLANT LIST:**  
 PLEASE USE BOTANICAL NAME WHEN ORDERING PLANT MATERIAL. THE COMMON NAME, PLANTING LOCATION, PLANTING, ESTABLISHMENT AND MAINTENANCE SPECIFICATIONS TO BE PROVIDED BY THE CLIENT. THE CLIENT IS RESPONSIBLE FOR THE SELECTION, HANDLING, PLANTING, ESTABLISHMENT AND MAINTENANCE.

| CITY | CODE | POTENTIAL NAME | COMMON NAME   |
|------|------|----------------|---------------|
| 2    | PO   | FICUS OMORICA  | SEMIAN SPRUCE |



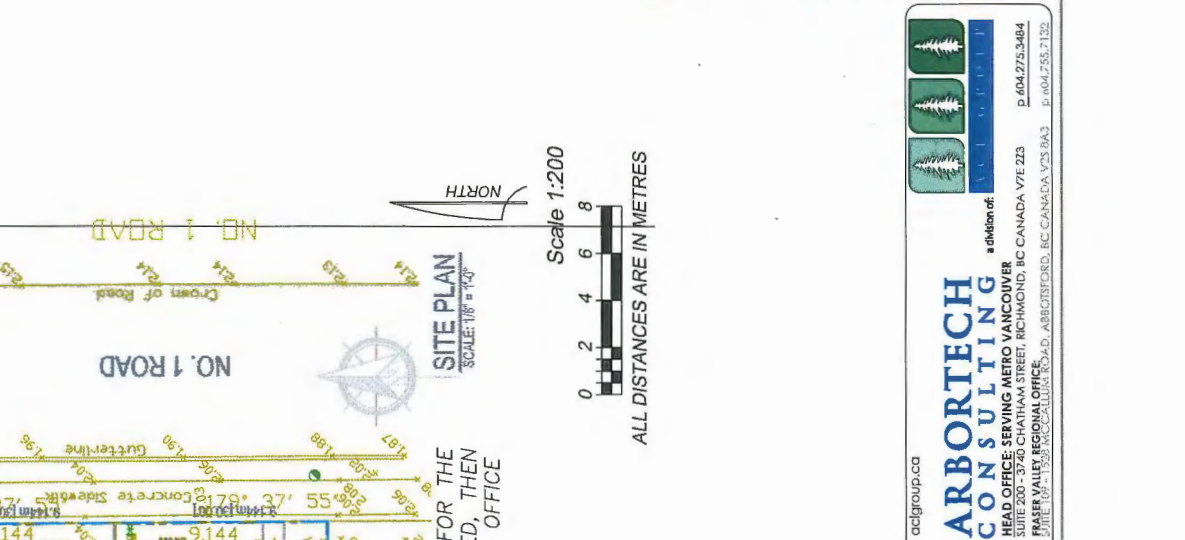
COORDINATE WITH THIS OFFICE FOR SUPERVISION, DIRECTION AND ROOT PRUNING UNDERTAKEN BY PROJECT ARBORIST DURING DEMOLITION OF SHED AND DRIVEWAY, EXCAVATION FOR SERVICE CONNECTIONS WITHIN THE TPZ, DRIVEWAY CONSTRUCTION AND PERIMETER DRAINAGE INSTALLATION. LOW IMPACT METHODS AND MATERIALS WILL BE REQUIRED.

SEEK APPROVAL FROM THE NEIGHBOURING OWNER FOR THE REMOVAL OF TREE C. IF APPROVAL IS NOT OBTAINED, THEN PROTECTION MEASURES CAN BE SPECIFIED BY THIS OFFICE

- LEGEND:**
- ✕ TAG NUMBER OR REFERENCE
  - denotes BRUIPINE (ground of the branches and foliage) of the tree.
  - denotes the trunk location of tree proposed to be **RETAINED** and protected.
  - denotes the trunk location of tree proposed to be **REMOVED**.
  - denotes trunk location of **HIGH RISK** tree for owner to retain, remove and REMOVE as soon as possible.
  - denotes trunk location of **OHV-JET** tree to be protected (unless owner/municipal approval for removal is obtained).
  - denotes **NON-TYLEM** (unless tree is measured by project arborist).
  - denotes **SEE LIMITS**.
  - denotes **TREE PROTECTION ZONE** (to be back alignment).

| REV # | DATE         | COMMENTS                        |
|-------|--------------|---------------------------------|
| 2     | JUL 10, 2015 | ADDED UPDATED REPLACEMENT TREES |
| 0     | AUG 25, 2014 | INITIAL SUBMISSION              |

**TREE MANAGEMENT DRAWING**  
 PROJECT: TWO LOT SUBDIVISION  
 ADDRESS: 10551 NO. 1 RD, RICHMOND  
 CLIENT: DAVE MANDER  
 ACL FILE: 14287  
 SHEET: 2 OF 2



**ARBORTECH CONSULTING**  
 a division of:  
 ARBOR GROUP INC.  
 HEAD OFFICE: SERVING METRO VANCOUVER  
 SUITE 200 - 3740 CHATHAM STREET, RICHMOND, BC CANADA V7E 2Z3  
 FRASER VALLEY REGIONAL OFFICE  
 SUITE 109 - 1595 MCCALLUM ROAD, ABBOTSFORD, BC CANADA V2S 9A3  
 P: 604.275.3484  
 F: 604.735.7152



**Address:** 10551 No. 1 Road

**File No.:** RZ 14-670779

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9287, the following items are required to be completed:**

1. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, along with a Landscaping Security based on 100% of a cost estimate for the works provided by the Landscape Architect (including 10% contingency, fencing, required trees, all hard and soft landscaping, and installation). The Landscaping Security will be reduced by 90% after construction and landscaping on the subject site is completed and a landscaping inspection by City staff has been passed. The City will retain 10% of the Security for a one-year maintenance period to ensure that the landscaping survives. The Landscape Plan must respond to the guidelines of the Arterial Road Policy and comply with the landscaping requirements of the RCH1 zone, and must include the following six (6) replacement trees:
  - Two (2) 6 cm deciduous or 3.5 m coniferous trees in the front yards.
  - Two (2) 8 cm deciduous or 4 m high coniferous trees in the front yards.
  - Two (2) 5 m high conifer trees in the rear yards (with a minimum value of \$3,000 each). Suitable trees for the rear yards, as recommended by the project Arborist and the City's Tree Protection Department staff are Serbian Spruce.
2. Registration of a restrictive covenant on Title of the lot to ensure that the Building Permit application and ensuing development at the site is generally consistent with the plans included in Attachment 5 to this report.
3. City acceptance of the developer's offer to voluntarily contribute \$2,000 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained (Trees A, B, and C on the adjacent site to the south at 10571 No. 1 Road). The Contract must include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Registration of a flood indemnity covenant on Title.
6. Registration of a legal agreement on Title ensuring that the coach house cannot be stratified.
7. Registration of a legal agreement on title prohibiting the conversion of the parking area in the garage into habitable space.

**Prior to Demolition Permit\* issuance, the applicant must complete the following requirements:**

- Installation of appropriate tree protection fencing on-site around the trees to be retained (Trees A, B and C on the adjacent property to the south at 10571 No. 1 Road). Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.

**At Subdivision\* and Building Permit\* stage, the applicant must complete the following requirements:**

- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and Servicing Costs.

- Submit a cash-in-lieu contribution for future lane improvements (e.g., full lane width asphalt pavement, lane drainage, roll curb and gutter, and lighting).
- Complete the following required servicing works and frontage improvements:

*Water Works*

- Using the OCP Model, there is 396 L/s of water available at a 20 psi residual at the No. 1 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s. Once you have confirmed your building design at the Building Permit stage, you must submit fire flow calculations signed and sealed by a professional engineer based on the Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) to confirm that there is adequate available flow.
- At the applicant's cost, the City is to disconnect the existing 20mm water connection, and install two (2) new 25mm diameter water connections complete with meter boxes in the existing right-of-way.

*Storm Sewer Works*

At the applicant's cost, the City is to:

- Cut and cap the existing storm connection at the southwest corner of the property.
- Install a new storm sewer inspection chamber and two new service connections at the proposed common property line and tie-in to the existing manhole STMH5748 in the rear lane.

*Sanitary Sewer Works*

- No sanitary sewer upgrade is required.
- The applicant is required to retain and tie-in to the existing sanitary service connections in the rear lane.

*Frontage Improvements*

- No lane upgrade is required.
- The applicant is required to submit a cash-in-lieu contribution at subdivision stage for future lane improvements (e.g., full lane width asphalt pavement, lane drainage, roll curb & gutter, and lighting).

*General Items*

- Proposed driveway locations must not conflict with existing street lights and/or utility poles. Requests to relocate street lights and/or utility poles will not be considered other than under exceptional circumstances.
- 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.
- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

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

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

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

(Signed original on file)

---

Signed

---

Date



Richmond Zoning Bylaw 8500
Amendment Bylaw 9287 (RZ 14-670779)
10551 No. 1 Road

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

- 1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "COACH HOUSES (RCH1)".

P.I.D. 006-594-298
Lot 593 Section 34 Block 4 North Range 7 West New Westminster District Plan 42890

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9287".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

Series of horizontal lines for recording dates and details of readings.

CITY OF RICHMOND
APPROVED by [Signature]
APPROVED by Director or Solicitor [Signature]

MAYOR

CORPORATE OFFICER





# City of Richmond

## Report to Committee Planning and Development Division

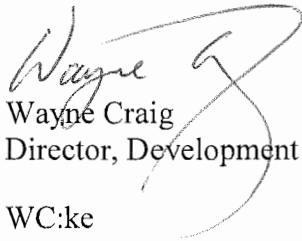
**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** September 22, 2015  
**File:** HA 15-702073

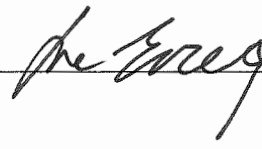
**Re:** Application by the City of Richmond for a Heritage Alteration Permit at 6540 Gilbert Road (Minoru Chapel)

### Staff Recommendation

That a Heritage Alteration Permit be issued to authorize interior and exterior modifications to Minoru Chapel, a heritage designated building at 6540 Gilbert Road and undertake landscape modifications in the area on the north side of the building, as outlined in the staff report dated September 22, 2015 from the Director of Development.

  
Wayne Craig  
Director, Development

WC:ke  
Att.

| REPORT CONCURRENCE               |                                     |   |
|----------------------------------|-------------------------------------|---|
| ROUTED TO:                       | CONCURRENCE                         | CONCURRENCE OF GENERAL MANAGER  |
| Parks Services                   | <input checked="" type="checkbox"/> |  |
| Project Development              | <input checked="" type="checkbox"/> |   |
| Arts Culture & Heritage Services | <input checked="" type="checkbox"/> |   |

## Staff Report

### Origin

The City of Richmond has applied for a Heritage Alteration Permit (HAP) to undertake maintenance works to the Minoru Chapel building and alter the landscaping north of the Minoru Chapel located at 6540 Gilbert Road (Attachment 1). Minoru Chapel is a city owned protected heritage building that was designated under Heritage Designation Bylaw 3738 in 1979.

### Findings of Fact

In October 2014, a separate Heritage Alteration Permit (HA 14-675087) was approved for Phase 1 of the Minoru Chapel works, which involved repairs to the roof structure and like for like replacement of the cedar shake roof. The current proposal under this HAP application is considered Phase 2 works for Minoru Chapel. If approved, works will be generally undertaken from November 2015 through to February 2016.

### Surrounding Development

The Minoru Chapel building is located in Minoru Park.

To the North: Existing landscaping followed by parking lot and service areas for the Gateway Theatre and hospital.

To the South: Landscaped areas and pathways associated with Minoru Park.

To the East: Formal garden area (Pierrefonds Gardens) and landscaping/pathways associated with Minoru Park.

To the West: Gateway Theatre and public parking lot.

### Related Policies & Studies

#### Heritage Procedures Bylaw 8400

Minoru Chapel was designated a protected heritage building (Bylaw 3738) in 1979. Bylaw 3738 covers the Minoru Chapel building and front yard area to the immediate north of the Chapel. Under the City's Heritage Procedures Bylaw 8400, any alterations to a designated heritage building and/or land subject to a Heritage Designation Bylaw requires a Heritage Alteration Permit issued by Council prior to any building/site modifications.

### Public Consultation – Richmond Heritage Commission

The HAP for the proposed Phase 2 works for Minoru Chapel was reviewed at the September 16, 2015 meeting of the Richmond Heritage Commission. Although there was no quorum for this Commission meeting, members supported the proposed maintenance works, revised access ramp and landscape modifications to Minoru Chapel and commented that it adhered with heritage preservation best practices. Please refer to Attachment 2 for an excerpt of discussion notes from the September 16, 2015 meeting.

## **Analysis**

### **Proposed Scope of Works to the Building**

For the interior of the building, the proposed works involve the following:

- Replace a portion of the existing wood floor (fir) with a new floor to match existing and undertake spot repairs to damaged areas.
- Repair and refurbish wood wainscoting.
- Replace washroom fixtures (toilet, sink, fixtures) and install new vinyl floor.
- Undertake structural upgrades to the crawlspace and sub-floor.

For the exterior of the building, the proposed works involve the following:

- Replace the existing accessible ramp at the north west corner of the building:
  - The new ramp will be concrete and graded to be compliant with BC Building Code. It will also include a secondary set of access stairs.
  - An existing wrought iron hand rail will be extended as needed for the new ramp and access stairs.
- Replace and repair portions of the exterior building cladding to match existing to address existing areas where rot and deterioration were observed.
- Replace exterior light fixtures with fixtures that are consistent with the heritage character of the building.

The architectural consultants have confirmed that all proposed works to the interior and exterior of Minoru Chapel are consistent with the conservation plan (Prepared by Don Luxton – Heritage Consultant) prepared for the building.

### **Proposed Works by Parks – New Pathway and Landscaping**

Parks Department staff, in coordination with the Phase 2 maintenance works proposed for the Minoru Chapel building, proposes to alter the landscaping in the area to the north of the building (front entrance). Although the work proposed by the Parks Department are limited to landscaping and pathway development (with no physical works to the building), the Heritage Designation Bylaw 3738 references both the building and area north of the Chapel. As a result, the landscape work proposed by Parks are included in this HAP.

The following is a summary of the proposed landscaping works by the Parks Department staff.

- Install a new asphalt surface pathway, including low level lighting, that connects the new accessible ramp to the existing asphalt pathway to the entrance of the building.
- An existing conifer at the front of the building is proposed for removal.
- Perennials, shrubs and groundcovers will be planted to complement the pathway to provide variety and color year round.

The landscape plan proposed by Parks Department staff is intended to provide a complementary planting scheme in conjunction with the new pathway connection between the revised accessible ramp and main front entry to the building. The proposed removal of one conifer (approximately 10 m tall, 0.2 m diameter False Cypress tree) is proposed to visually open up the main front entrance elevation (north) of Minoru Chapel as it is currently concealed by the existing conifer. Parks will undertake tree replacement for the conifer proposed for removal at a 3 to 1 replacement ratio to ensure no net loss of trees in City Parks.

### **Site Servicing and Frontage Improvements**

No off-site works or improvements will be required as part of the proposed works for Minoru Chapel.

### **Conclusion**

This Heritage Alteration Permit application is for Phase 2 of proposed interior and exterior works to Minoru Chapel building and landscaping revisions in the area north of the building to complement a new accessible pathway. Repair and replacement works will be done to match existing cladding and materials used in the building. Any new works (i.e., accessible ramp) and new interior and exterior fixtures will be consistent with the heritage character of the building.

It is recommended that the Heritage Alteration Permit for the Minoru Chapel located at 6540 Gilbert Road be approved.



Kevin Eng  
Planner 2

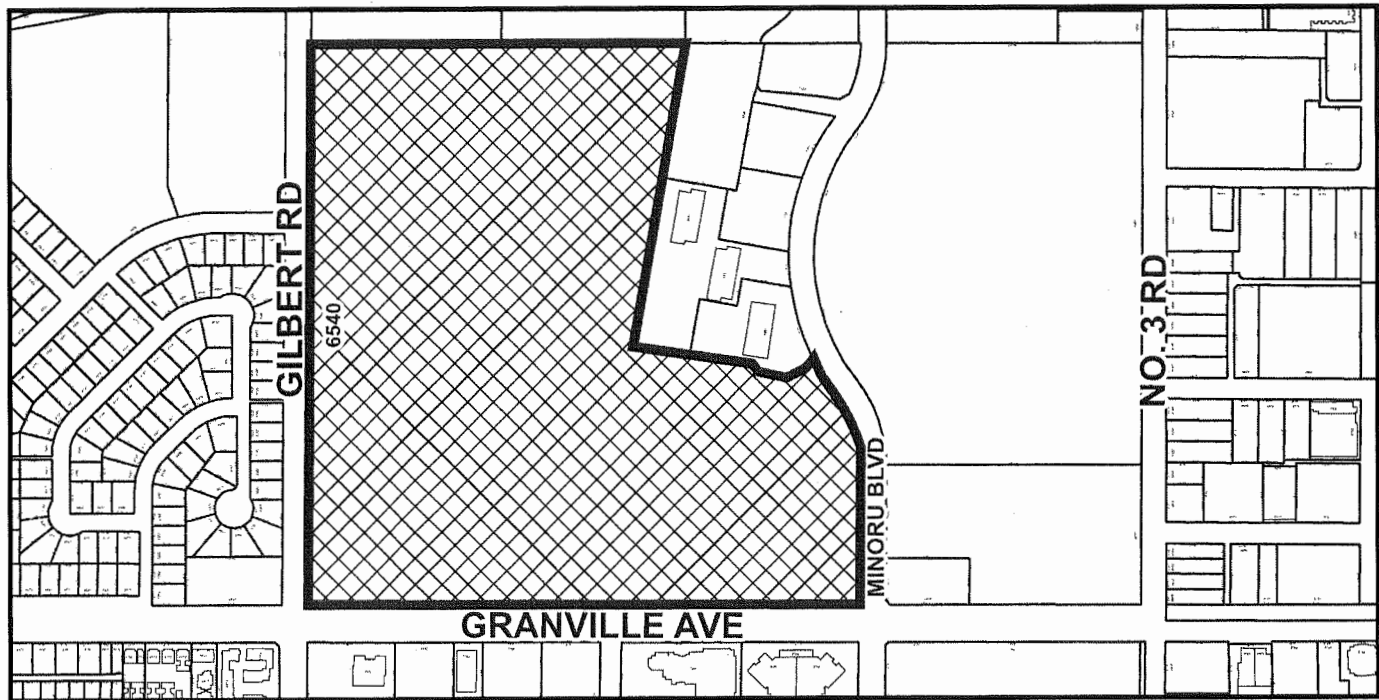
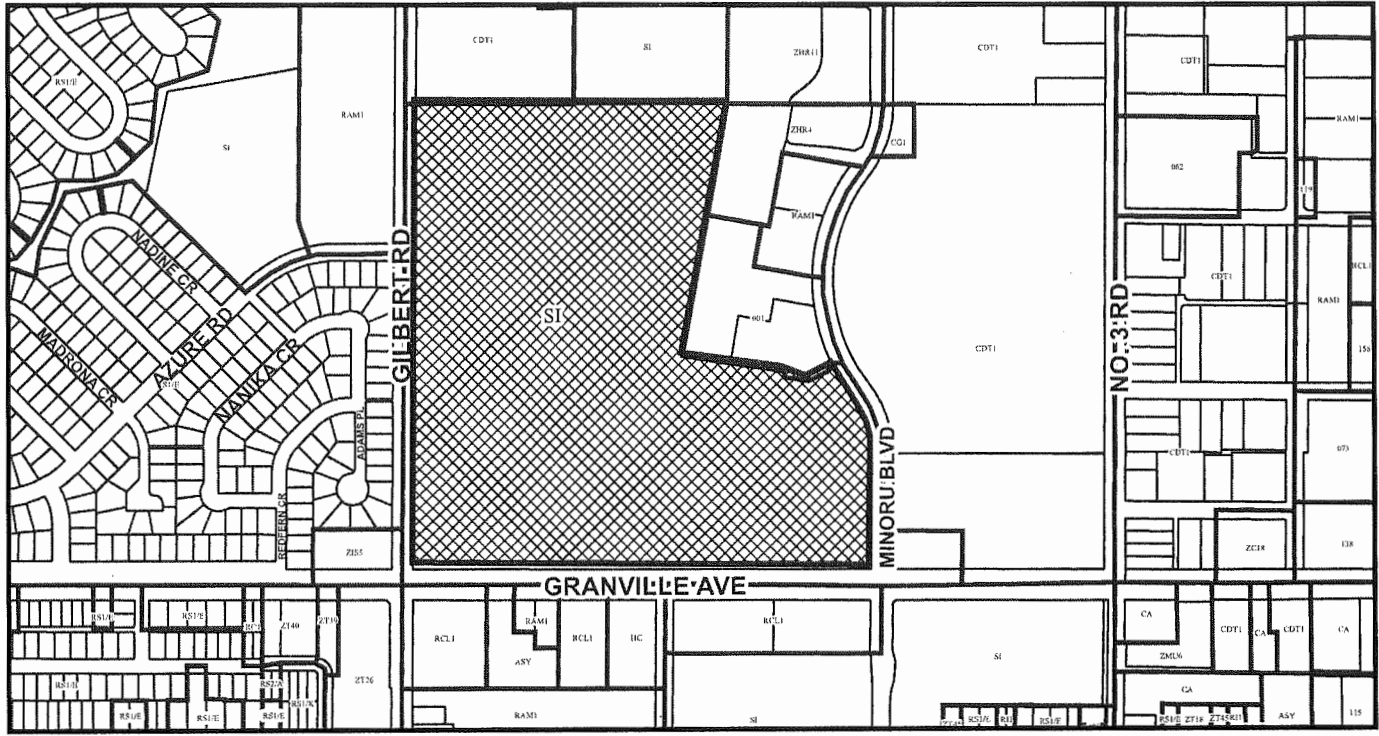
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Attachment 1: Location Map

Attachment 2: September 16, 2015 Richmond Heritage Commission meeting notes



# City of Richmond



## HA 15-702073

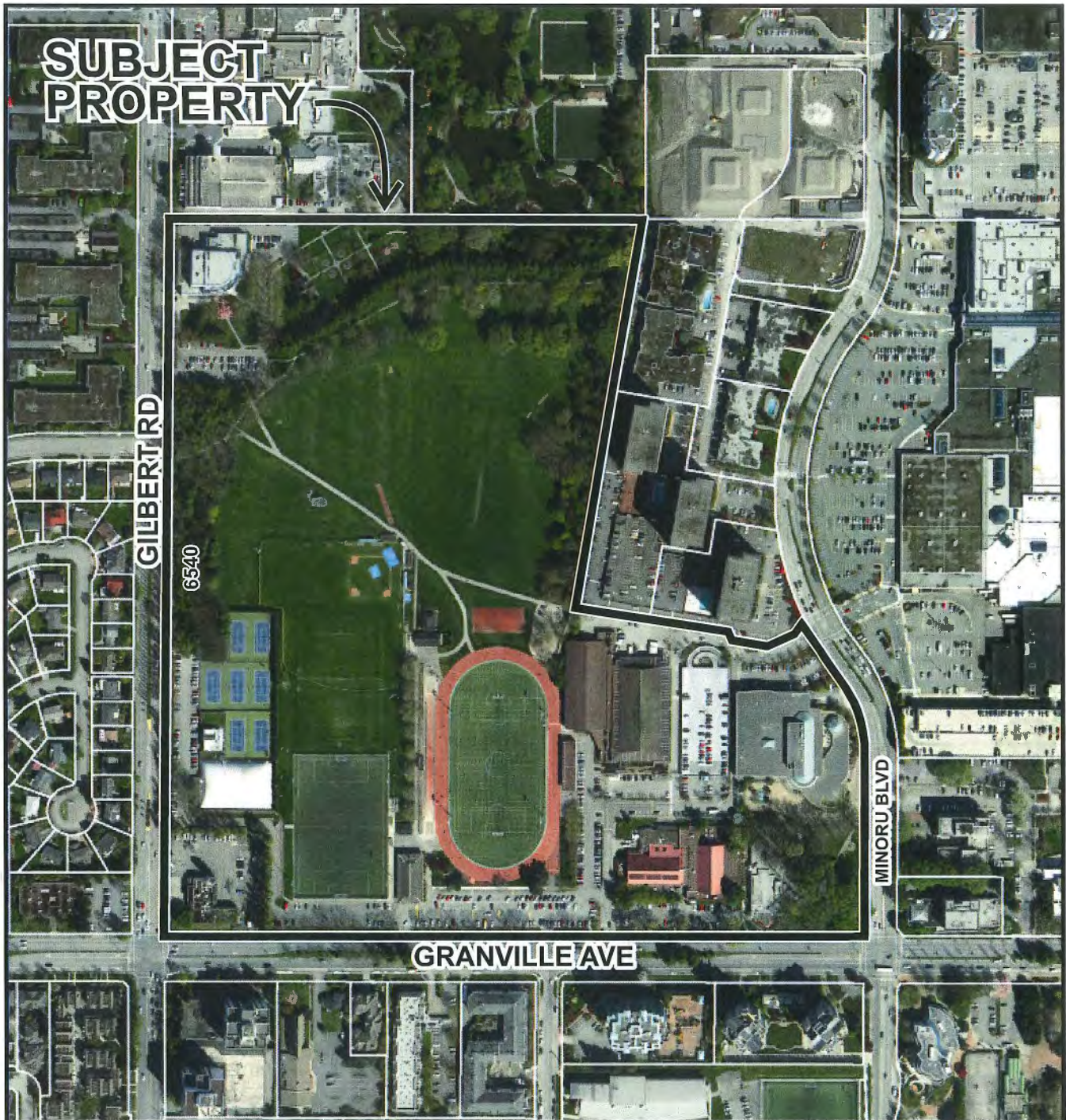
Original Date: 07/16/15

Revision Date:

Note: Dimensions are in METRES



City of  
Richmond



HA 15-702073

Original Date: 07/16/15

Revision Date:

Note: Dimensions are in METRES

**Excerpt of Discussion Notes  
Richmond Heritage Commission  
September 16, 2015**

**DEVELOPMENT PROPOSAL  
6540 Gilbert Road (Minoru Chapel)**

The Commission received a presentation on the Heritage Alteration Permit for Phase 2 restoration works to the Minoru Chapel to provide a universally accessible ramp, undertake interior and exterior repairs and restoration work and install complementary landscaping.

Greg and Wendy Andrews (Consultants) and Kevin Connery (Parks Department) joined the Commission to present on the plans for Phase 2. It was noted that Phase 1 of this project involved a roof replacement to the chapel. Phase 2 will work on replacing the existing non-compliant ramp on the west side of the building, replacing damaged flooring and wainscoting, renovating the washroom, updating the outdoor lighting fixtures and repairing exterior cladding.

It was noted that the replacement floorboards will also be fir and will match the current floorboards that do not need to be replaced. The washroom (which is not original to the church) will be updated with new fixtures and a new vinyl floor. The consultants noted that the objective of the works was to choose materials and fixtures in line with the heritage character of the building that are sized correctly, durable and consistent with the conservation plan for the Minoru Chapel.

Discussion ensued on the ramp which currently does not meet code, which will be revised to reduce the slope and connect to a new pathway developed at the front (north) side of the building. Discussion ensued on materials, grade, lighting, continuation of the wrought iron railing and landscaping involved. It was noted that the Heritage Alteration Permit will have to go to Council for consideration and approval.

Mr. Connery provided an update on the landscaping features and noted that they hope to remove a cypress tree to open up the pathway and entrance to the building and improve the front façade. Discussion ensued on landscaping elements that will be retained and changed. It was noted that this landscape area is separate from the heritage designated Pierrefonds Gardens to the east.

Commission members appreciated that this proposal is keeping with best practices and conservation for heritage in Richmond, and support this proposal moving forward. Staff will communicate the scope of this work to the absent members and request any additional comments to pass along to the consultants.



File No.: HA 15-702073

To the Holder: City of Richmond (c/o Michael Chan – Project Development)  
Property Address: 6540 Gilbert Road – Minoru Chapel  
Legal Description: Lot A Section 8 Block 4 North Range 6 West Plan LMP5323

(s.972, Local Government Act)

1. (Reason for Permit)
  - Designated Heritage Property (s.967)
  - Property Subject to Temporary Protection (s.965)
  - Property Subject to Heritage Revitalization Agreement (s.972)
  - Property in Heritage Conservation Area (s.971)
  - Property Subject to s.219 Heritage Covenant
2. This Heritage Alteration Permit is issued to authorize the following scope of works as outlined in the drawings contained in Attachment 1:
  - a) Replace and repair portions of the fir wooden floor and wainscoting to match existing;
  - b) Replace fixtures and flooring in the accessible washroom;
  - c) Undertake structural upgrades to the building crawlspace;
  - d) Implement a new accessible ramp with railing and supporting stairs at the north west corner of the building;
  - e) Replace and repair portions of the exterior building cladding to match existing;
  - f) Replace existing exterior lights with new heritage character lighting fixtures; and
  - g) Modifications to the landscaping along the north elevation of the building to remove one coniferous tree and accompanying shrubs and groundcovers, install a paved walkway and complementary landscaping around the walkway and north side of the building.
3. This Heritage Alteration 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.
5. If the alterations authorized by this Heritage Alteration Permit are not completed within 24 months of the date of this Permit, this Permit lapses.

AUTHORIZING RESOLUTION NO. ISSUED BY THE COUNCIL THE DAY OF

DELIVERED THIS DAY OF ,

\_\_\_\_\_  
MAYOR

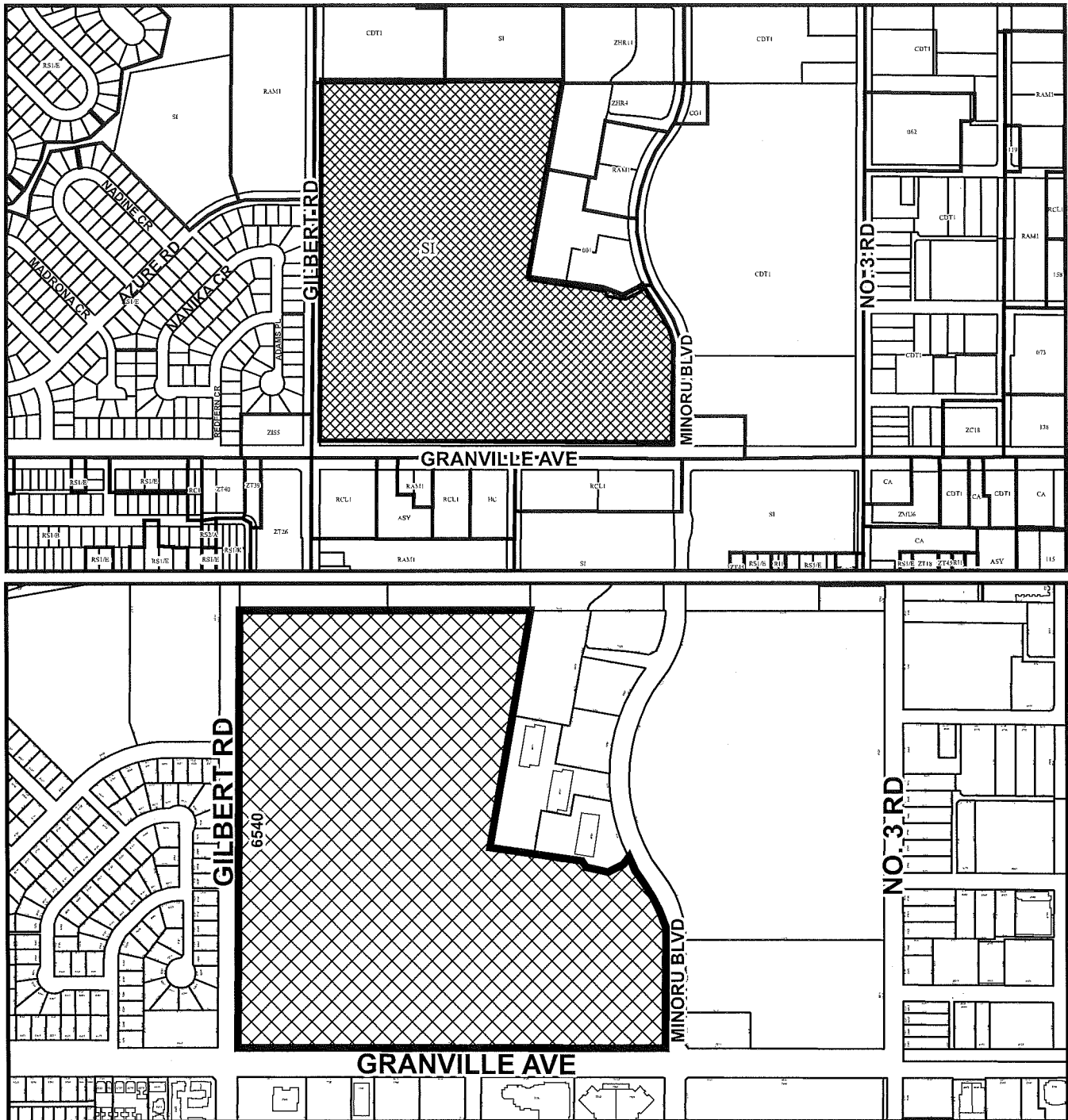
\_\_\_\_\_  
CORPORATE OFFICER

IT IS AN OFFENCE UNDER THE LOCAL GOVERNMENT ACT, PUNISHABLE BY A FINE OF UP TO \$50,000 IN THE CASE OF AN INDIVIDUAL AND \$1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.





# City of Richmond



## HA 15-702073

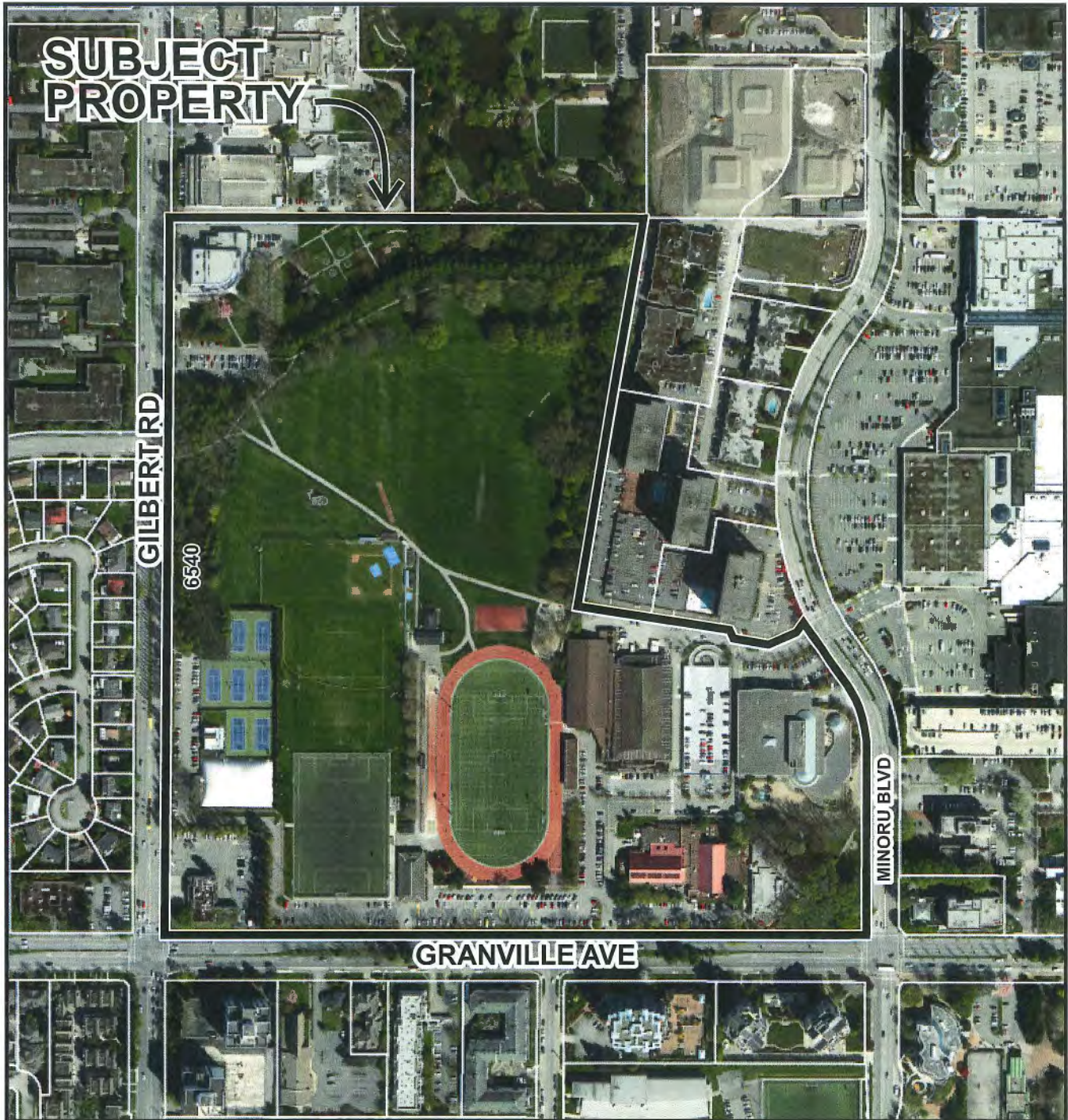
Original Date: 07/16/15

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City of  
Richmond

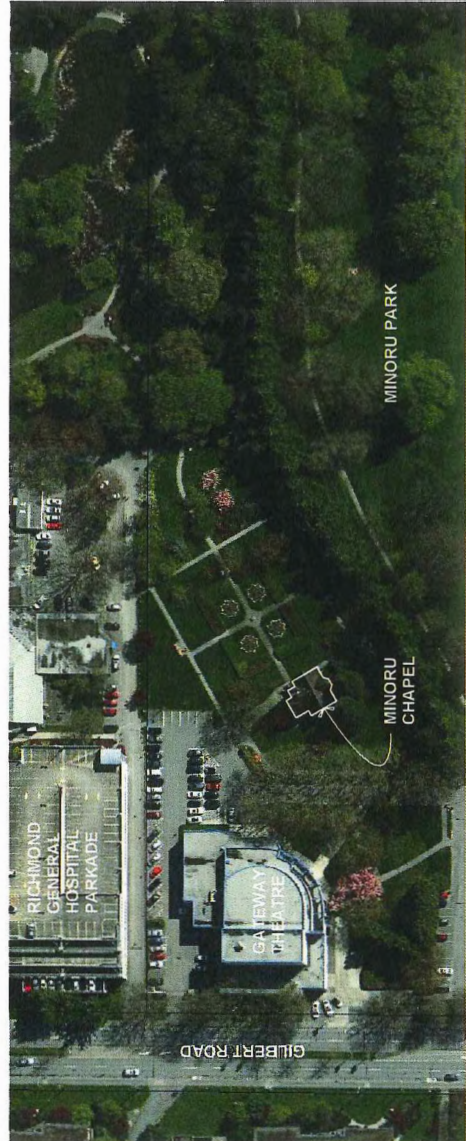


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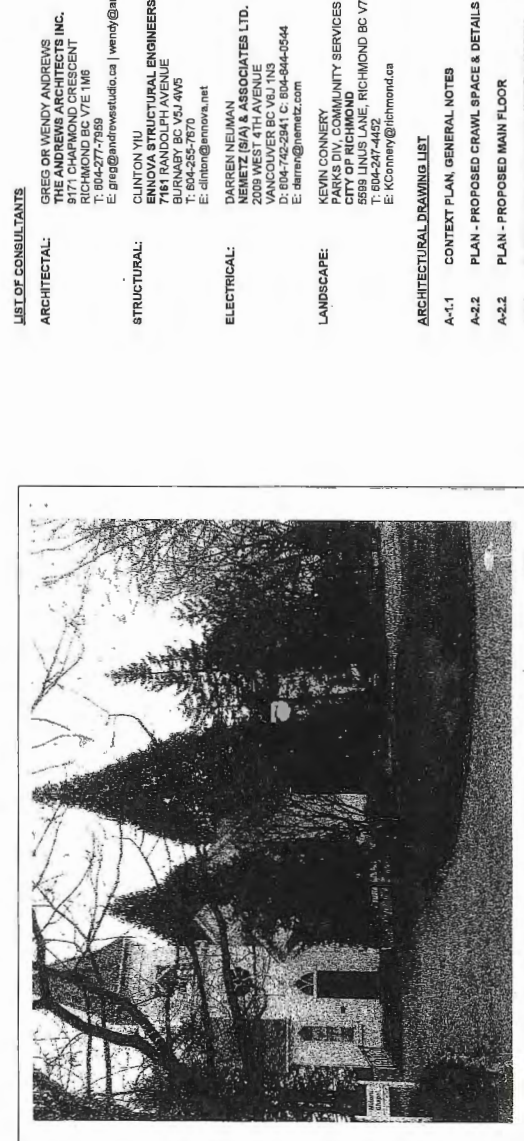
Original Date: 07/16/15

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1 CONTEXT PLAN



2 EXG FRONT VIEW OF MINORU CHAPEL

**GENERAL REQUIREMENTS**

**STANDARDS AND MANUFACTURERS LITERATURE**  
 2017, latest edition. In all respects and except Building Regulations.

- In the absence of other standards being required by the Contract Documents, it shall be deemed to be accepted by the Contractor that the minimum standards for materials and workmanship shall be those set out in the following table, or as otherwise specified in the project's tender documents.

**SAFETY REQUIREMENTS**

The Contractor shall be responsible for the safety of all persons on the site. The Contractor shall be responsible for the safety of all persons on the site. The Contractor shall be responsible for the safety of all persons on the site.

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**GENERAL NOTES - ARCHITECTURAL**

- All work shall conform to the standards of Part 3 of the BEC 2017, all local orders, bylaws and regulations.
- Do not make drawings. Dimensions always take precedence.
- These drawings are the exclusive property of the Architect and shall not be reproduced or used for any other purpose without the prior written consent of the Architect.

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**LIST OF CONSULTANTS**

**ARCHITECTURAL:**

GREG OR WENDY ANDREWS ARCHITECTS INC.  
 9177 CHARMOND CRESSENT  
 RICHMOND BC V7E 1M8  
 T: 604-277-7859  
 E: greg@andrewstudio.ca | wendy@andrewstudio.ca

**STRUCTURAL:**

CLINTON YIU  
 ENNOVA STRUCTURAL ENGINEERS INC.  
 7181 RANDOLPH AVENUE  
 BURNABY BC V5J 4W5  
 T: 604-252-7670  
 E: clinton@ennova.net

**ELECTRICAL:**

DARREN NEUMAN  
 NEMETZ ISAIA & ASSOCIATES LTD.  
 2009 WEST 4TH AVENUE  
 VANCOUVER BC V6J 1N3  
 T: 604-762-2941 | F: 604-644-0644  
 E: darren@nemetz.com

**LANDSCAPE:**

KEVIN CONNERY  
 PARKS DIV, COMMUNITY SERVICES DEPT  
 CITY OF RICHMOND  
 7100 WHELAN BLVD, RICHMOND BC V7C 5E2  
 T: 604-277-4402  
 E: KConnery@richmond.ca

**ARCHITECTURAL DRAWING LIST**

| DATE       | DESCRIPTION                           |
|------------|---------------------------------------|
| MAR 2, 18  | CONTEXT PLAN, GENERAL NOTES           |
| WA 08      | PLAN - PROPOSED CRAWL SPACE & DETAILS |
| WA 08      | PLAN - PROPOSED MAIN FLOOR            |
| FEB 16, 18 | ELEVATIONS - PROPOSED WEST & NORTH    |
| 1418       | ELEVATIONS - PROPOSED EAST & SOUTH    |
| 1418       | ELEVATIONS - EXISTING (FOR REFERENCE) |

**CONTEXT PLAN & GENERAL NOTES**

| DATE       | DESCRIPTION                           |
|------------|---------------------------------------|
| MAR 2, 18  | CONTEXT PLAN, GENERAL NOTES           |
| WA 08      | PLAN - PROPOSED CRAWL SPACE & DETAILS |
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| 1418       | ELEVATIONS - PROPOSED EAST & SOUTH    |
| 1418       | ELEVATIONS - EXISTING (FOR REFERENCE) |

**THE ANDREWS ARCHITECTS INC.**  
 PROJECT

MINORU CHAPEL  
 6540 GILBERT ROAD  
 RICHMOND, BC

PHASE 2  
 RENOVATIONS

THESE DRAWINGS ARE THE PROPERTY OF THE ARCHITECT. THEY ARE TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT IS STRICTLY PROHIBITED. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY DAMAGE, LOSS, OR INJURY RESULTING FROM THE USE OF THESE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL FIELD CONDITIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL FIELD CONDITIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL FIELD CONDITIONS.

DATE: \_\_\_\_\_  
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 PROJECT NO: \_\_\_\_\_

**REQUIRED FOR HERITAGE ALTERATION PERMIT & DEP - 2018 MAY 20**

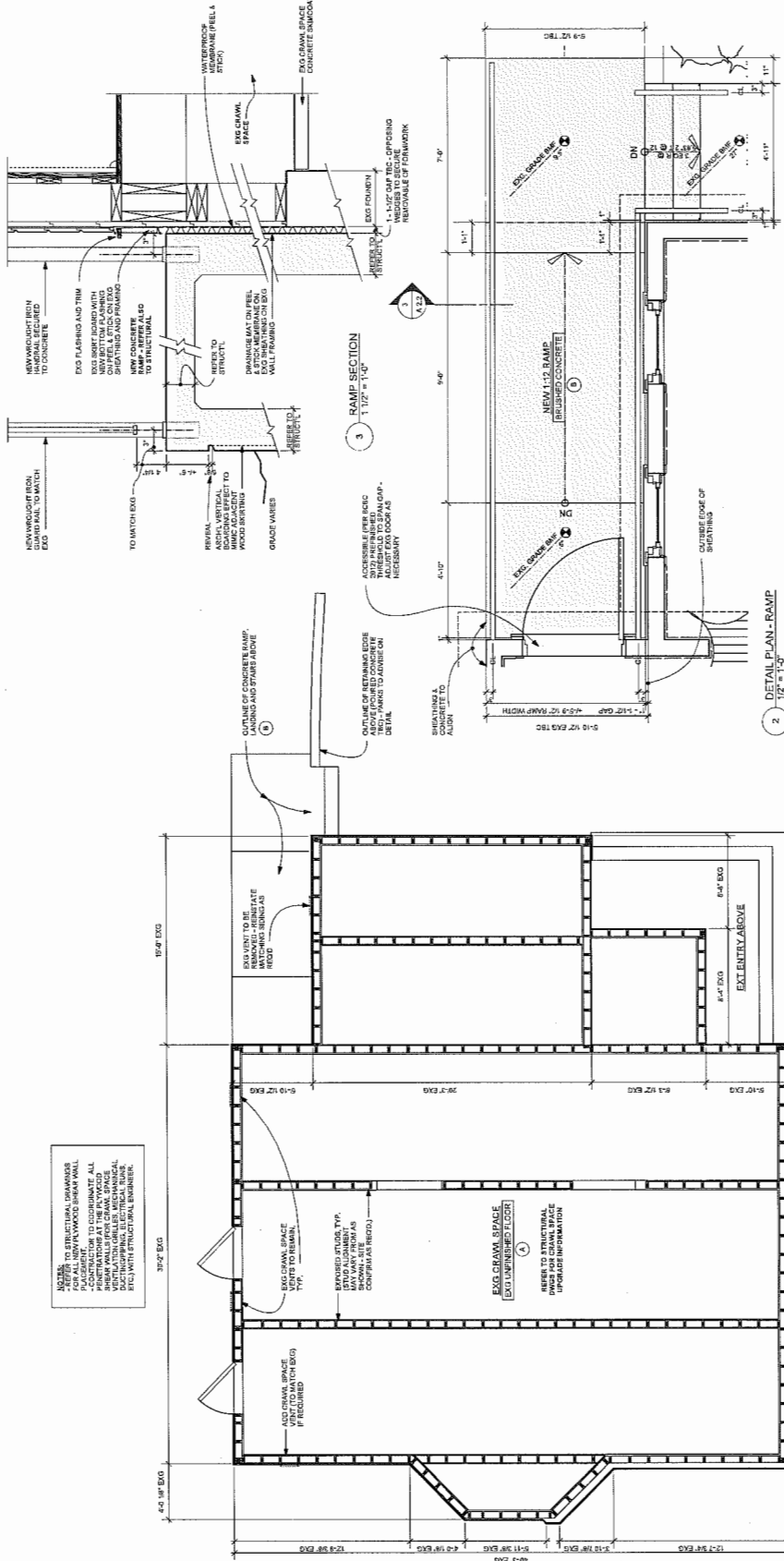
**THE ANDREWS ARCHITECTS INC.**  
 MINORU CHAPEL  
 6540 GILBERT ROAD  
 RICHMOND, BC

**PHASE 2 RENOVATIONS**

**CRAWL SPACE PLAN & DETAILS**

|             |             |
|-------------|-------------|
| DATE        | MAR 2, 2015 |
| DRAWN BY    | WA          |
| CHECKED BY  | JP          |
| PROJECT NO. | 1418        |

**A.2.1**



- SCOPE OF WORK:**
- A. STRUCTURAL UPDATES FOR CRAWL SPACE AND FLOOR ABOVE. REFER TO STRUCTURAL DRAWINGS S-2,S-3.
  - B. ACCESSIBLE RAMP WITH RAILING & STAIR: NEW CONCRETE RAMP WITH RAILING AS INDICATED.
  - C. DAMAGED WALL ENVELOPE, CLADDING & FLASHING REPAIR: WHERE EXISTING SIGNS, WALL SHINGLES AND SKIRTING BOARD OR SHINGLE (IN SPEEDS AND PROFILES) MATCH EXISTING, MATCH EXISTING, WHILE REMOVING CLADDING. CONTRACTOR TO ALSO NOTIFY ARCHITECT OF ANY INTERNAL ENVELOPE DAMAGE TO BE REPAIRED. CONTRACTOR TO CONFIRM EXTENT OF WORK WITH CITY AND REPAIR AS REQUIRED TO "MAKE GOOD".
  - D. UNIVERSAL TOILET ROOM UPDATES: REF. EXISTING SINK, TOILET, ACCESSORIES AND FIXTURES AS NOTED IN FINISHES SCHEDULE. PAINT WALLS AND CEILING.
  - E. INTERIOR FLOORING - REPLACED: OUTLINED AREA WITH FLOORING, WITH PROFILE, GRAIN, STAIN TO MATCH EXISTING.
  - F. INTERIOR FLOORING - REPAIRED: HATCHED AREA FLOORING WHICH REQUIRES FEATHERING IN OF NEW BOARDS IN REPAIR. ENSURE THAT NEW BOARDS MATCH EXISTING BOARDS IN FLOOR SURFACE AND ADVICE CLIENT & ARCHITECT OF ANY ADDITIONAL AREAS THAT REQUIRE SIMILAR ATTENTION.
  - G. INTERIOR WAINSCOTTING - REPAIR/REPLACE: REPAIR/REPLACE INTERIOR WAINSCOTTING TO MATCH EXISTING.
  - H. EXISTING LIGHT SWITCH - UPGRADE: REPLACE EXISTING SWITCH AS SHOWN - REFER TO ELECTRICAL DRAWINGS (REPLACE EXISTING IN SAME LOCATION).
  - I. EXISTING FIRE ALARM SYSTEM - UPGRADE: CONTRACTOR TO UPGRADE SYSTEM AS NOTED ON THE ELECTRICAL DRAWINGS - NOT IN CONTRACT.
- ITEMS FOR SEPARATE PRICING:**
- E2. INTERIOR WAINSCOTTING - REMOVAL OF EXISTING WAINSCOTTING & REPAIR & REFINISH TO MATCH EXISTING CHARACTER AS VIEWED IN SUPPLIED ARCHIVAL PHOTOS.
  - G. EXTERIOR LIGHTING - REPLACES: PROVIDE EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.
  - H. EXISTING LIGHT SWITCH - UPGRADE: REPLACE EXISTING SWITCH AS SHOWN - REFER TO ELECTRICAL DRAWINGS (REPLACE EXISTING IN SAME LOCATION).
  - I. EXISTING FIRE ALARM SYSTEM - UPGRADE: CONTRACTOR TO UPGRADE SYSTEM AS NOTED ON THE ELECTRICAL DRAWINGS - NOT IN CONTRACT.
- REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

THE DESIGN IS TO BE CONSIDERED AS A PRELIMINARY DESIGN. THE ARCHITECT ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THESE DRAWINGS. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY IN WRITING OF ANY DISCREPANCIES OR OMISSIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE CONSTRUCTION OF THE WORK OR FOR THE SAFETY OF THE WORKERS. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION.

DATE: MAR 2, 2015  
 DRAWN BY: JRM  
 CHECKED BY: JRM  
 PROJECT NO: 1419  
 SHEET NO: 1419

**PHASE 2  
 RENOVATIONS**

**MAIN FLOOR PLAN  
 & SITE**

MINORU CHAPEL  
 6540 GILBERT ROAD  
 RICHMOND, BC

THE ANDREWS ARCHITECTS INC.  
 www.andrewsarchitects.com

REVISIONS FOR ALL DIMENSIONS PERMITTED  
 & ALL DIMENSIONS SHALL BE AS SHOWN

**ELECTRICAL LEGEND**  
 NEW WALL SWITCH  
 NEW ELECTRICAL PANEL  
 NEW ELECTRICAL WIRING  
 NEW ELECTRICAL CONDUIT  
 NEW ELECTRICAL TRAY  
 NEW ELECTRICAL RACEWAY

**SCOPE OF WORK**  
 APPROVED ITEMS:  
 A. STRUCTURAL UPDATES FOR CRANIAL SPACE AND FLOOR ABOVE. REFER TO STRUCTURAL DRAWINGS S2-S3.  
 B. RAMP ACCESSIBLE RAMP WITH BALKING & STAIRS. NEW CONCRETE RAMP ACCESSIBLE RAMP WITH BALKING & STAIRS AS INDICATED. REFER ALSO TO STRUCTURAL DRAWINGS.  
 C. DAMAGED WALL ENVELOPE CLADDING & FLASHING REPAIR. WHERE EXISTING SIDING, WALL SHINGLES AND SKirting BOARDS SHOW SIGNS OF ROT, REPLACE WITH SIMILAR WOOD MATCH EXISTING. WHERE EXISTING FLASHING IS DAMAGED, REPAIR FLASHING IN AS REQUIRED TO MINIMIZE DISTINCTION. PAINT TO MATCH EXISTING. WHILE REMOVING CLADDING, CONTRACTOR TO ALSO NOTIFY ARCHITECT OF ANY INTERNAL ENVELOPE DAMAGE WINDOW HEAD TRIM FLASHINGS. CONFIRM EXTENT OF WORK WITH CITY AND REPAIR AS REQUIRED TO MAKE GOOD.  
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**ITEMS FOR SEPARATE PRICING:**  
 D1. INTERIOR FIRE FLOORING - REPLACED, OBTAINED AREA (WITH FLOORING WITH PROFILE GRAIN STAIN TO MATCH EXISTING).  
 D2. INTERIOR FIRE FLOORING - REPAIRS MATCHES AREA. FLOORING WHICH REQUIRES FEATHERING IN OF NEW BOARDS AS REPAIR. ENSURE THAT NEW BOARDS MATCH EXISTING BOARDS IN FLOOR SURFACE AND ADVISE CLIENT & ARCHITECT OF ANY ADDITIONAL AREAS THAT REQUIRE SPECIAL ATTENTION.  
 E1. INTERIOR WAINSCOTTING - REBURNISHMENT OF EXISTING HARDBOARD COVERING. REPLACE ANY HARDBOARD THAT IS IN POOR REPAIR, PARTICULARLY BELOW WINDOWS. NEW HARDBOARD TO MATCH EXISTING. FINISHING IN MATERIAL AND DIMENSION. PAINT TO MATCH EXISTING.  
 F. UNIVERSAL RAMPET FROM UPDATES. REPLACE EXISTING SINK TOILET ACCESSORIES AND FLOORING AS NOTED IN FINISHES SCHEDULE. PAINT WALLS AND CEILING.  
 G. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
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 O. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 P. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 Q. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 R. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 S. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 T. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 U. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 V. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 W. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 X. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 Y. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.  
 Z. EXTERIOR LIGHTING. REPAIR EXISTING LIGHTING. EXTERIOR LIGHTING ABOVE ENTRANCE AND EXIT AS INDICATED AND SPECIFIED IN THE FINISHES SCHEDULE.

**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

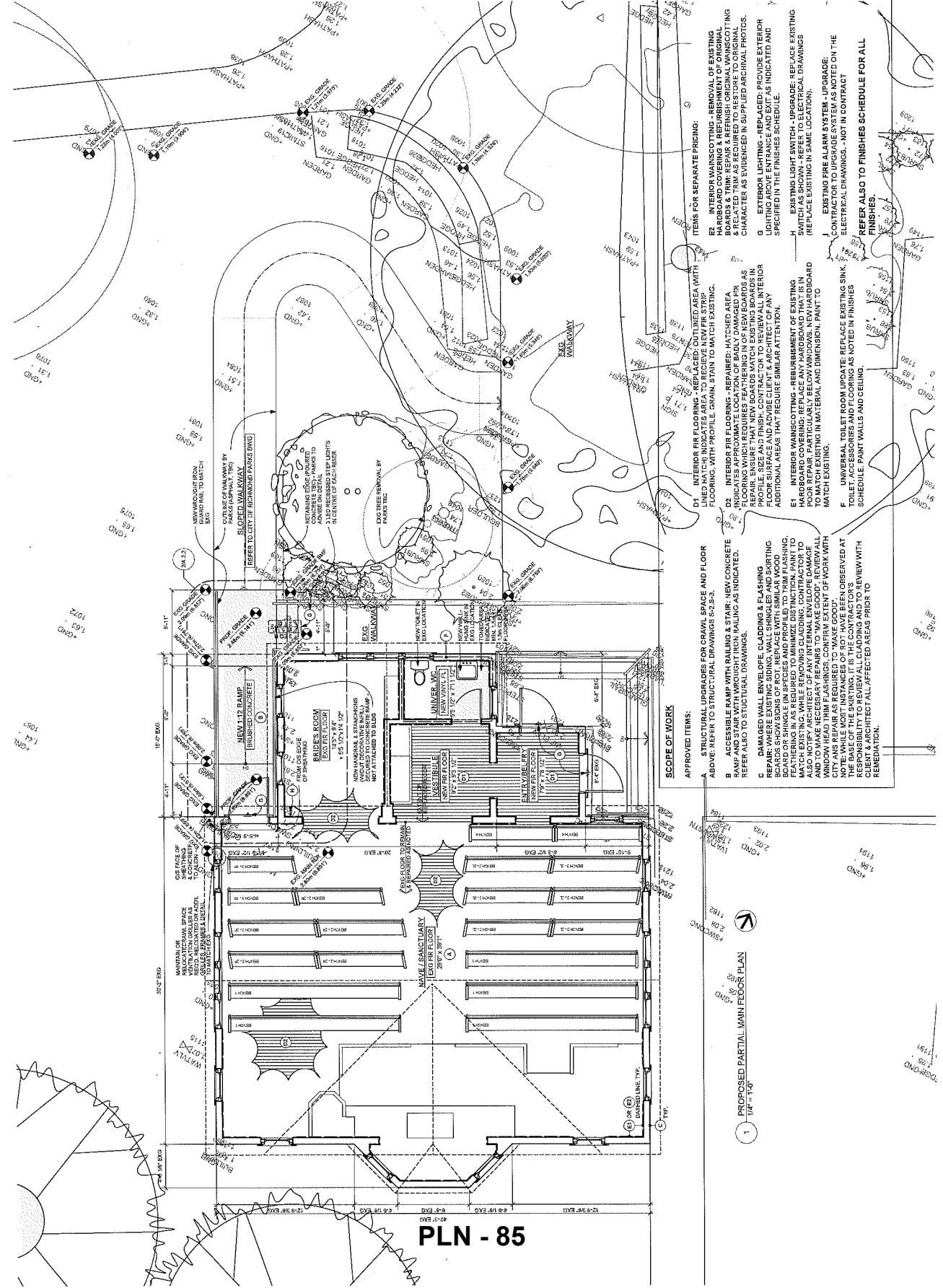
**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

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**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**



**PLN - 85**

PROPOSED PARTIAL MAIN FLOOR PLAN  
 1/4" = 1'-0"

**A 2.2**

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**ISSUED FOR HERITAGE ALTERATION PERMIT & CP - 2018 MAY 20**

**THE ANDREWS ARCHITECTS INC.**  
www.andrewsarch.com

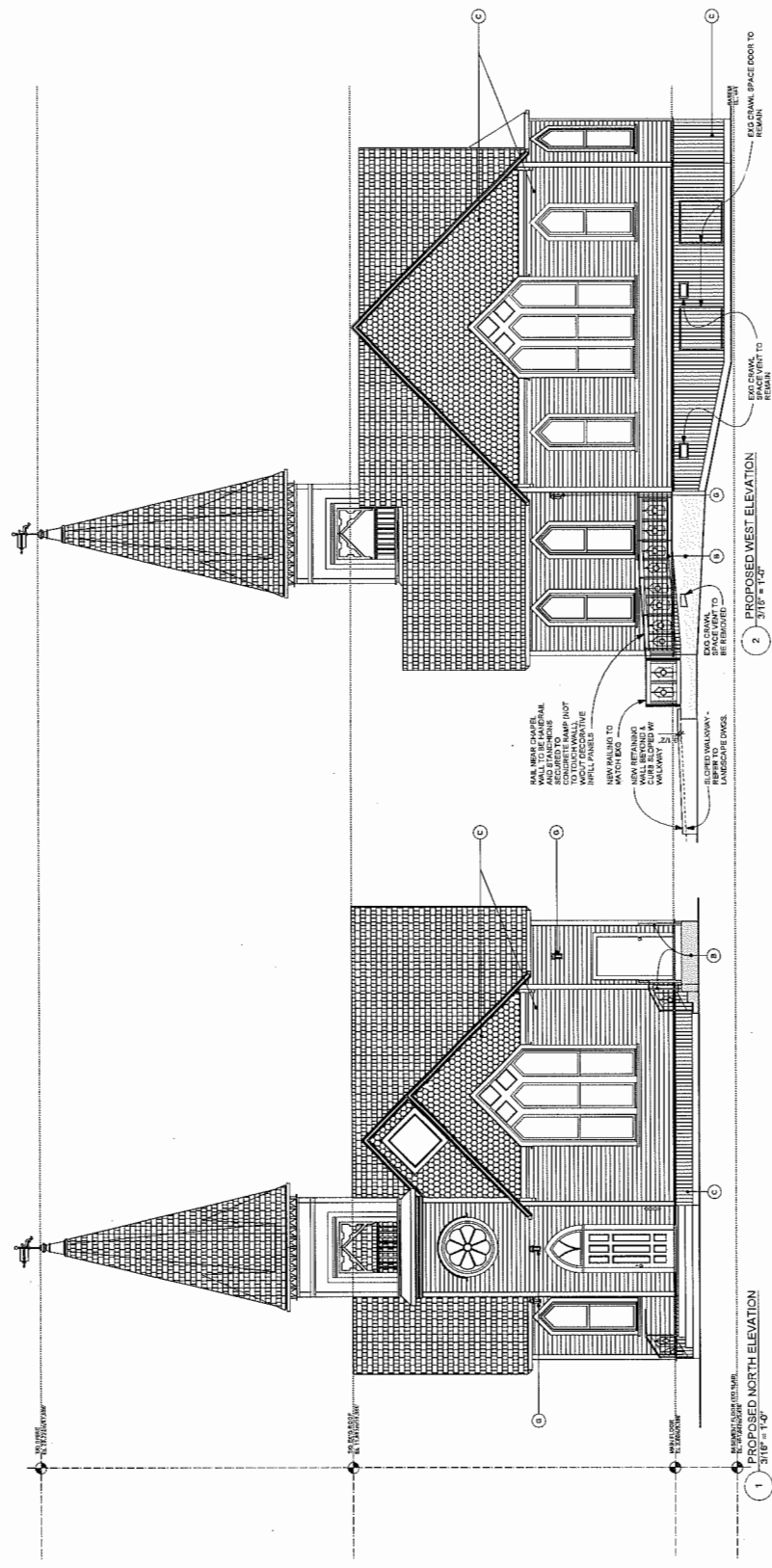
MINDRU CHAPEL  
6540 GILBERT ROAD  
RICHMOND, BC

**PHASE 2 RENOVATIONS**

**NORTH & WEST ELEVATIONS**

DATE: MAR 2, '18  
PROJECT: WA  
DRAWN BY: JR  
SCALE: 1/8" = 1'-0"  
SHEET NO: 1418

**A 3.1**



**SCOPE OF WORK**

**APPROVED ITEMS:**

- A - STRUCTURAL UPGRADES FOR CRAWL SPACE AND FLOOR ABOVE. REFER TO STRUCTURAL DRAWINGS S-2, S-3.
- B - ACCESSIBLE RAMP WITH RAILING & STAIR NEW CONCRETE AND FINISHES. REFER TO ARCHITECTURAL DRAWINGS S-2, S-3.
- C - DAMAGED WALL ENVELOPE, CLADDING & FLASHING REPAIRS. REFER TO ARCHITECTURAL DRAWINGS S-2, S-3.
- D - BOARD OR SHINGLE (IN SPECIES AND PROFILE) TO TRIM FLASHING, MATCH EXISTING, WHILE REMOVING CLADDING. CONTRACTOR TO ALSO NOTIFY ARCHITECT OF ANY INTERNAL ENVELOPE DAMAGE, WHICH MAY BE NECESSARY TO REPAIR. REFER TO ARCHITECTURAL DRAWINGS S-2, S-3.
- E - CITY HAS REPAIR AS REQUIRED TO "MAKE GOOD".

**NOTE:** WHILE MOST INSTANCES OF ROT HAVE BEEN OBSERVED AT THE ROOF LINE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL AFFECTED AREAS PRIOR TO REMEDIATION.

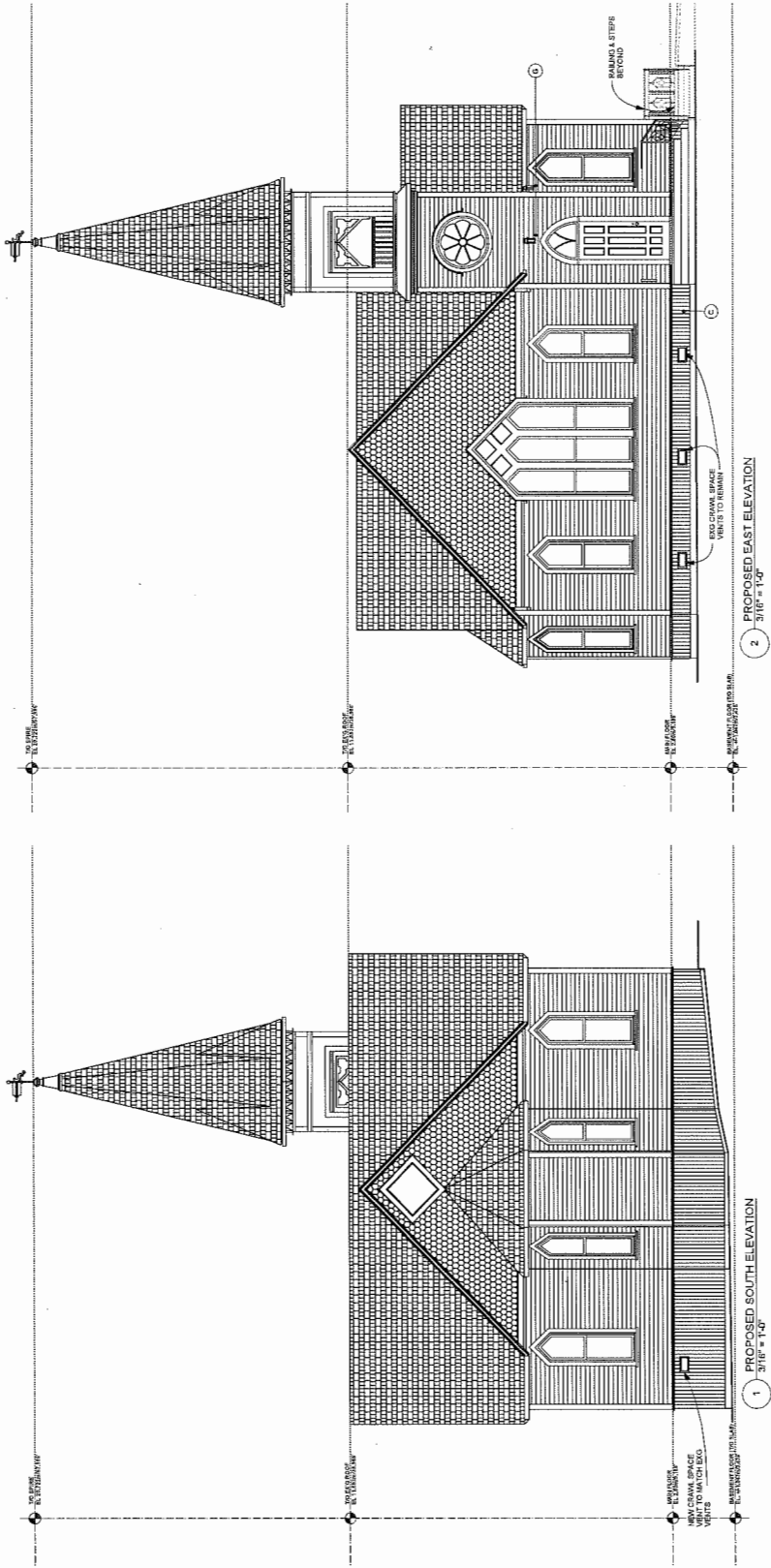
**ITEMS FOR SEPARATE PRICING:**

- D1 - INTERIOR FIR FLOORING - REPLACED; OUTLINED AREA WITH LINED HATCHES INDICATED AREA TO RECEIVE NEW FIR STRIP FLOORING, WITH PROFILE, GRAIN, STAIN TO MATCH EXISTING.
- D2 - INTERIOR WALKWAY - REPAIRED; HATCHED AREA INDICATED AREA TO RECEIVE NEW WALKWAY FLOORING WHICH REQUIRES FEATHERING IN OF NEW BOARDS TO EXISTING. CONTRACTOR TO REPAIR, ENSURE THAT NEW BOARDS MATCH EXISTING BOARDS IN PROFILE, SIZE AND FINISH. CONTRACTOR TO REVEAL INTERIOR WALLS AND FINISH. CONTRACTOR TO REPAIR ANY ADDITIONAL AREAS THAT REQUIRE SIMILAR ATTENTION.
- E1 - INTERIOR WALKWAYS - REPLACEMENT OF EXISTING HARDBOARD COVERINGS; REPLACE ANY HARDBOARD THAT IS IN POOR REPAIR, PARTICULARLY BELOW WINDOWS. NEW HARDBOARD TO MATCH EXISTING IN MATERIAL AND DIMENSION. PAINT TO MATCH EXISTING.
- F - UNIVERSAL TOILET ROOM UPDATE; REPLACE EXISTING SINK, FLOOR, WALLS AND CEILING. REFER TO FINISHES SCHEDULE. PAINT WALLS AND CEILING.

**REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**



|             |           |
|-------------|-----------|
| DATE        | MAR 2 '18 |
| CLIENT      | VA        |
| PROJECT NO. | 1418      |
| DRAWN BY    | VA        |
| CHECKED BY  | VA        |
| DATE        | 09        |



**SCOPE OF WORK**

- APPROVED ITEMS:**
- A** STRUCTURAL UPDATES FOR CRAWL SPACE AND FLOOR ABOVE. REFER TO STRUCTURAL DRAWINGS S-3.0-3.0.
  - B** ACCESSIBLE RAMP WITH RAILING & STAIR. NEW CONCRETE WITH FINISH MATCHING EXISTING. REFER TO STRUCTURAL DRAWINGS.
  - C** DAMAGED WALL ENVELOPE, CLADDING & FLASHING REPAIRS. REFER TO STRUCTURAL DRAWINGS. CONTRACTOR TO MATCH EXISTING.
  - D** BOARD OR SHINGLE (IN SPECIES AND PROFILE) TO TRIM FLASHING MATCH EXISTING, WHILE REMOVING CLADDING. CONTRACTOR TO ALSO NOTIFY ARCHITECT OF ANY INTERNAL ENVELOPE DAMAGE TO WINDOW HEAD TRIM FLASHINGS. CONFIRM EXTENT OF WORK WITH CITY AND REPAIR AS REQUIRED TO "MAKE GOOD".
  - NOTE:** WHILE MOST INSTANCES OF ROT HAVE BEEN OBSERVED AT WINDOW HEAD TRIM FLASHINGS, CONTRACTOR TO REVIEW WITH CLIENT & ARCHITECT ALL AFFECTED AREAS PRIOR TO REMEDIATION.

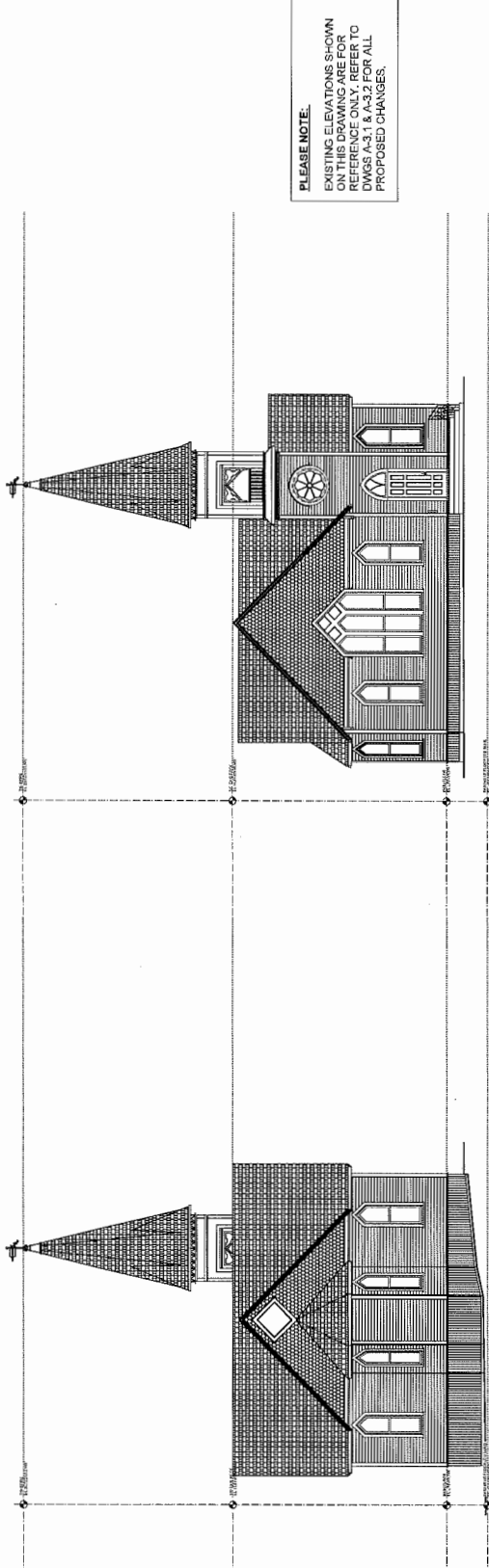
- D1** INTERIOR FIR FLOORING - REPLACED; OUTLINED AREA WITH LINED MATCH INDICATES AREA TO RECEIVE NEW FIR STRIP FLOORING, WITH PROFILE, GRAIN, STAIN TO MATCH EXISTING.
- D2** INTERIOR FIR FLOORING - REPAIRED; HATCHED AREA INDICATES AREAS OF FLOORING WHICH REQUIRES REPAIRING IN OF NEW BOARDS. CONTRACTOR TO MATCH EXISTING FLOORING IN PROFILE, SIZE AND FINISH. CONTRACTOR TO REVIEW ALL INTERIOR ADDITIONAL AREAS THAT REQUIRE SIMILAR ATTENTION.
- E1** INTERIOR WAINSCOTTING - REPAIR/REPLACE OF EXISTING WAINSCOTTING. CONTRACTOR TO REMOVE EXISTING WAINSCOTTING. CONTRACTOR TO REPLACE WITH NEW WAINSCOTTING. CONTRACTOR TO MATCH EXISTING MATERIAL AND DIMENSIONAL. PAINT TO MATCH EXISTING.
- F** UNIVERSAL TOILET ROOM UPDATE: REPLACE EXISTING SINK, TOILET, SHOWER AND TUB AS NOTED IN FINISHES SCHEDULE. PAINT WALLS AND CEILING.

- G** EXTERIOR LIGHTING - REFER TO ELECTRICAL DRAWINGS FOR EXTERIOR LIGHTING. PROVIDE EXTERIOR LIGHTING AS NOTED IN FINISHES SCHEDULE.
- H** EXISTING LIGHT SWITCH - UPGRADE. REPLACE EXISTING SWITCH AS SHOWN - REFER TO ELECTRICAL DRAWINGS (REPLACE EXISTING IN SAME LOCATION).
- I** EXISTING FIRE ALARM SYSTEM - UPGRADE: CONTRACTOR TO UPGRADE SYSTEM AS NOTED ON THE ELECTRICAL DRAWINGS. - NOT IN CONTRACT FINISHES.
- REFER ALSO TO FINISHES SCHEDULE FOR ALL FINISHES.**

- ITEMS FOR SEPARATE PRICING:**
- E2** INTERIOR WAINSCOTTING - REMOVAL OF EXISTING WAINSCOTTING & REPAIR/REFINISHMENT OF ORIGINAL WAINSCOTTING. CONTRACTOR TO MATCH EXISTING CHARACTER AS EVIDENCED IN SUPPLIED ARCHIVAL PHOTOS.
- G** EXTERIOR LIGHTING - REFER TO ELECTRICAL DRAWINGS FOR EXTERIOR LIGHTING. PROVIDE EXTERIOR LIGHTING AS NOTED IN FINISHES SCHEDULE.
- H** EXISTING LIGHT SWITCH - UPGRADE. REPLACE EXISTING SWITCH AS SHOWN - REFER TO ELECTRICAL DRAWINGS (REPLACE EXISTING IN SAME LOCATION).
- I** EXISTING FIRE ALARM SYSTEM - UPGRADE: CONTRACTOR TO UPGRADE SYSTEM AS NOTED ON THE ELECTRICAL DRAWINGS. - NOT IN CONTRACT FINISHES.

NO PART OF THIS DOCUMENT OR ANY PART OF THE PROJECT ARCHITECTURE OR DESIGN SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES PROVIDED AND DOES NOT INCLUDE CONSTRUCTION ADMINISTRATION OR ANY OTHER SERVICES NOT SPECIFICALLY STATED IN THE CONTRACT DOCUMENTS. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES PROVIDED AND DOES NOT INCLUDE CONSTRUCTION ADMINISTRATION OR ANY OTHER SERVICES NOT SPECIFICALLY STATED IN THE CONTRACT DOCUMENTS.

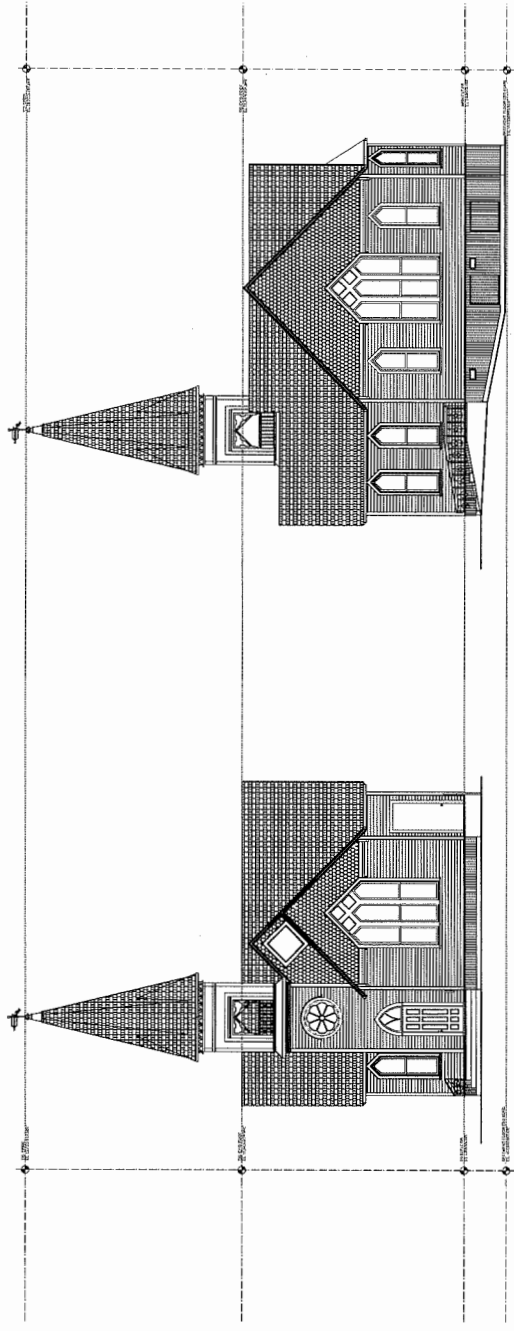
DATE: 14/03/2018



**PLEASE NOTE:**  
EXISTING ELEVATIONS SHOWN ON THIS DRAWING ARE FOR REFERENCE ONLY. REFER TO DWGS A-3.1 & A-3.2 FOR ALL PROPOSED CHANGES.

1 EXISTING SOUTH ELEVATION  
1/8" = 1'-0"

2 EXISTING EAST ELEVATION  
1/8" = 1'-0"



3 EXISTING NORTH ELEVATION  
1/8" = 1'-0"

4 EXISTING WEST ELEVATION  
1/8" = 1'-0"

ISSUED FOR HERITAGE ALTERNATION PERMIT & BP - 2018 MAY 20



THE ANDREWS ARCHITECTS INC.  
PROJECT

MINORU CHAPEL  
6540 GILBERT ROAD  
RICHMOND, BC

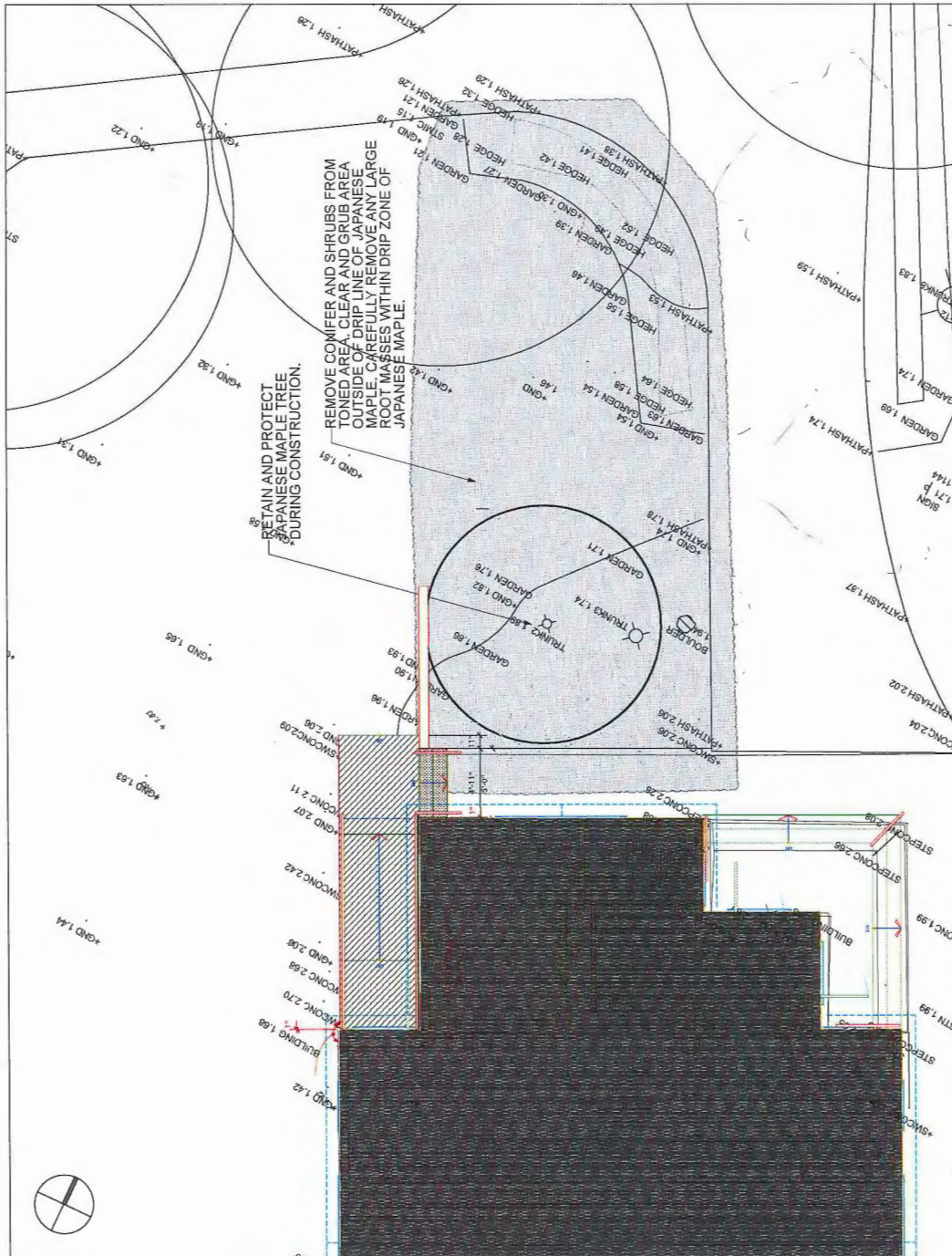
PHASE 2  
RENOVATIONS

EXISTING EXTERIOR  
ELEVATIONS

|             |            |
|-------------|------------|
| DATE        | MAR 2, '18 |
| DESIGNED BY | VJA        |
| CHECKED BY  | GR         |
| PROJECT NO. | 1418       |
| DRAWN BY    | DMR        |

A 3.3





PLN - 89

**Minoru Chapel Site Preparation Plan**

DATE: 2015-06-01  
 REVISIONS: 1  
 2015-06-01  
 1  
 2015-06-01

PROJECT: MINORU CHAPEL SITE PREPARATION  
 CLIENT: ST. JOHN'S EPISCOPAL CHURCH  
 DESIGNER: [REDACTED]  
 CHECKED: [REDACTED]  
 DATE: MAY 1, 2015  
 SHEET NO.: 1 OF 3

REVISIONS:

| NO. | DATE       | BY | CHK. | DESCRIPTION       |
|-----|------------|----|------|-------------------|
| 1   | 2015-06-01 |    |      | ISSUED FOR PERMIT |

REFERENCE: [REDACTED]

PROPERTY: [REDACTED]  
 SURVEY: [REDACTED]  
 DESIGN: [REDACTED]  
 CHECKED: [REDACTED]  
 DATE: [REDACTED]

NOTE: - ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

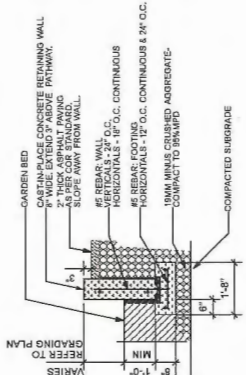
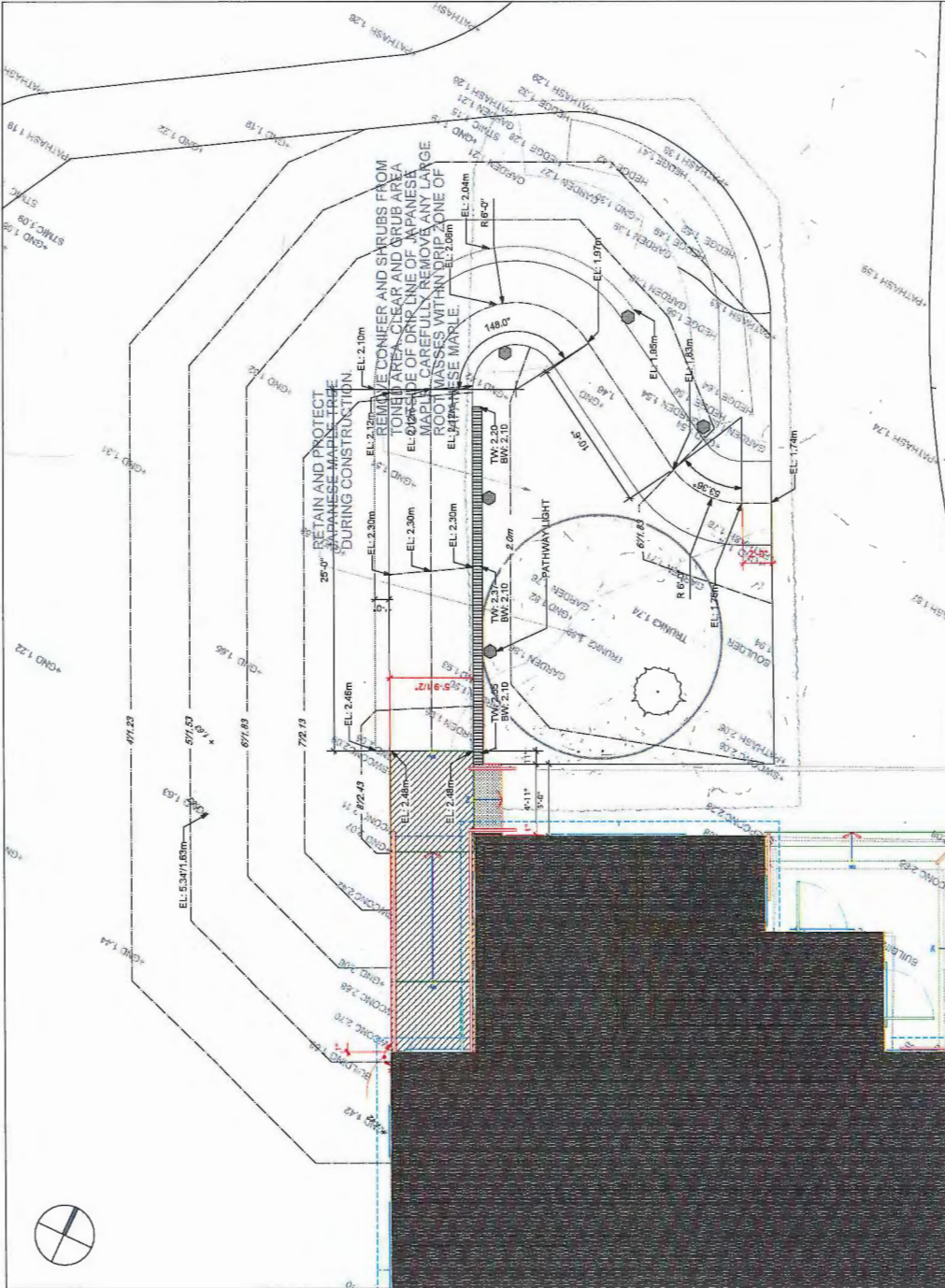
ALL ELEVATIONS ARE TO FACE UNLESS OTHERWISE NOTED.

FIELD BOOK: [REDACTED]  
 TYPING/PROJECT: [REDACTED]  
 DRAWING NUMBER: [REDACTED]

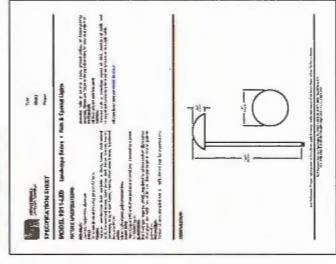
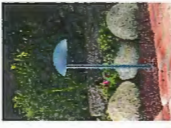
ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.



D1 RETAINING WALL/ASPHALT PAVING DETAIL



D2 PATHWAY LIGHTING

**GENERAL NOTES**

- CONTRACTOR TO VERIFY LAYOUT AND GRADING IN FIELD PRIOR TO PROCEEDING. INFORM CORP PARKS REPRESENTATIVE OF DISCREPANCIES PRIOR TO PROCEEDING.
- ALL CONCRETE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE ACI 308 AND 309 SERIES.
- ALL CONCRETE SHALL BE 4000 PSI STRENGTH CONCRETE.
- ALL CONCRETE TO BE 72 MPA.

**REVISIONS**

| NO. | DATE       | BY | CHK. | DESCRIPTION        |
|-----|------------|----|------|--------------------|
| 1   | 2015-08-31 |    |      | REVISED FOR PERMIT |

**REFERENCE STANDARDS**

| NO. | PROPERTY ACQUISITION | REFERENCE STANDARD |
|-----|----------------------|--------------------|
| 1   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 2   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 3   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 4   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 5   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 6   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 7   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 8   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 9   | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |
| 10  | PROPERTY ACQUISITION | ASBESTOS ABATEMENT |

**BENCHMARK**

ALL ELEVATIONS ARE TO EXISTING BENCHMARK AND REFER TO BENCHMARK INDICATED MAPS.

ELEVATION: \_\_\_\_\_ FIELD BENCH # \_\_\_\_\_

CITY WORK SHEET # \_\_\_\_\_ TOWN/PROJECT # \_\_\_\_\_

DRAWN BY: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

**Minoru Chapel Layout & Grading Plan**

DATE: MAY 7, 2015

SCALE: 1/4" = 1'-0"

SHEET: L2 OF 3

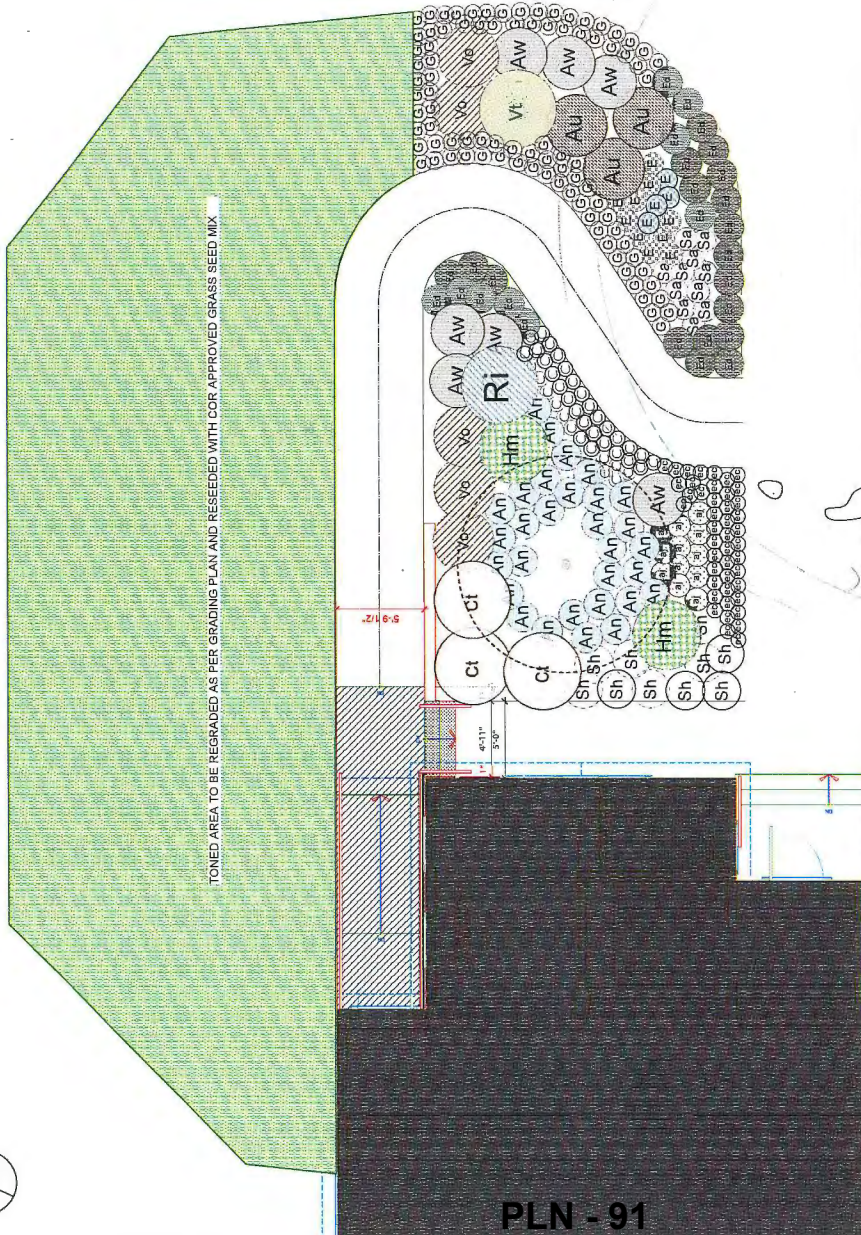
DESIGNER: \_\_\_\_\_

CHECKED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Minoru Chapel Plant List

| CD  | Latin           | Common Name   | Size   | Spacing | Remarks |
|-----|-----------------|---------------|--------|---------|---------|
| 12  | Azalea japonica | Dutchbush     | #1 pot | 18"     |         |
| 13  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 14  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 15  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 16  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 17  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 18  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 19  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 20  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 21  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 22  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 23  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 24  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 25  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 26  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 27  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 28  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 29  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 30  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 31  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 32  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 33  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 34  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 35  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 36  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 37  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
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| 39  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 40  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
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| 42  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
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| 48  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 49  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 50  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 51  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 52  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 53  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 54  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 55  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 56  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 57  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
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| 59  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 60  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 61  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 62  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 63  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
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| 73  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 74  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 75  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 76  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 77  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 78  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 79  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 80  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 81  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 82  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 83  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 84  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 85  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 86  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
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| 88  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 89  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 90  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 91  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 92  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 93  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 94  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 95  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 96  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 97  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 98  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 99  | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |
| 100 | Azalea japonica | Japanese Pink | #1 pot | 18"     |         |



PLN - 91

- PLANTING - GENERAL NOTES**
1. ALL PLANTS AND PLANTING TO CONFORM TO THE BC LANDSCAPE STANDARD SPECIFIED PUBLISHED BY THE ICMA AND ICLNA.
  2. SEARCHED FOR PLANT MATERIAL TO BE USED IN THIS PROJECT AND THE RESULTS ARE LISTED ON THE ATTACHED PLANT LIST.
  3. PLANTS WILL BE WELL ESTABLISHED AND LINED IN SHAPE.
  4. THE CONTRACTOR TO USE COR APPROVED GROWING MEDIUM (www.minoruchapel.com) AT THE FOLLOWING DEPTHS AND WIDTHS PER PLANT.
  5. TREES - MIN 30MM GIRTH x 2 TIMES ROOT BALL WIDTH.
  6. LOCATION OF PLANTS IN PLAN ARE APPROXIMATE. ADJUSTMENTS IN THE FIELD BY COR PARKS REPRESENTATIVE MAY BE NECESSARY.
  7. CONTRACTOR RESPONSIBLE FOR MAINTENANCE OF LANDSCAPE TREATMENT (INCLUDING WATERING, REPLACEMENT DEAD PLANTS, REMOVAL OF INVASIVE PLANTS) UNTIL FINAL COMPLETION. FINAL COMPLETION WILL OCCUR AT A MINIMUM OF 12 MONTHS FOLLOWING INSTALLATION OF PLANTS AND TREES.
  8. REPRESENTATIVE MAINTENANCE PRACTICES TO FOLLOW CURRENT BC LANDSCAPE STANDARD MAINTENANCE SPECIFICATIONS.

**Minoru Chapel Planting Plan**

DATE: MAY 1 2015  
SCALE: 1/4" = 1' 0"  
SHEET: 13 OF 3

DESIGNER: [ ]  
DRAWN: [ ]  
CHECKED: [ ]  
APPROVED: [ ]

ISSUED FOR PERMIT: [ ]

NO. DATE BY DDL REV. REVISIONS

1 2015-05-01

PROJECT: MINORU CHAPEL  
SHEET: PLN-91  
SCALE: 1/4" = 1' 0"

DATE: MAY 1 2015  
SCALE: 1/4" = 1' 0"  
SHEET: 13 OF 3



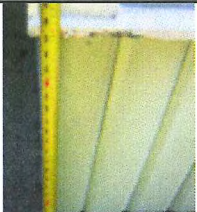





**Minoru Chapel**

**Phase II Rehabilitation**

**FINISHES SCHEDULE**

6540 Gilbert Road, Richmond, BC

Notes: - (OP): Please provide Optional Pricing for these items. For CODES refer also to Scope of Work on Arch'l Drawings.

| CODE                                     | PRODUCT / LOC'N  | MANUFACTURER | CONTACT    | DETAILS   | PHOTO   |
|--|--|--------------|------------|---|---|
| <b>DIV 06 WOOD, PLASTICS, COMPOSITES</b> |  |              |            |   |   |
| <b>C</b>                                 | CARPENTRY - Siding Repair  |              | Contractor | Repair to damaged Siding, Wall Shingles and Skirting Board as noted on Arch'l Plans - Profile, Material & Finish to Match Exg |    |
|  |  |              |            |   |    |
| <b>DIV 09 FINISHES</b>                   |  |              |            |   |   |
| <b>D1</b>                                | FLOORING - Exg Fir Flooring (Replaced)   |              | Contractor | New/Recycled Fir Floor Boards to Match Exg in Profile, Grain & Stain to Match Exg - Refer to Arch'l Plans for Extent of Work  |  |
| <b>D2</b>                                | FLOORING - Exg Fir Flooring (Repaired)   |              | Contractor | New/Recycled Fir Floor Boards to Match Exg in Profile, Grain & Stain to Match Exg - Refer to Arch'l Plans for Extent of Work  |  |
| <b>E1</b>                                | ARCH'L WOODWORK - Interior Wainscotting (Refurbishment of Existing Hardboard Covering)   |              | Contractor | Replacement and Repair to Match Existing as required to "Make Good" particularly below windows                                |  |
| <b>E2 (OP)</b>                           | <b>Provide Optional Pricing for:</b><br>ARCH'L WOODWORK - Interior Wainscotting (Removal of Existing Hardboard Covering & Refurbishment of Original Boards & Trim) |              | Contractor | Repair & Refinish Original Wainscotting & Related Trim as required to Restore Original Character                              |  |

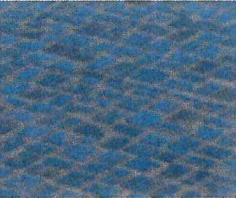



**Minoru Chapel**  
**FINISHES SCHEDULE**

**Phase II Rehabilitation**

6540 Gilbert Road, Richmond, BC

Notes: - (OP): Please provide Optional Pricing for these items. For CODES refer also to Scope of Work on Arch'I Drawings.

| CODE   | PRODUCT / LOC'N  | MANUFACTURER             | CONTACT   | DETAILS  | PHOTO   |
|--|--|--------------------------|---|--|---|
| F1   | FLOORING - Vinyl Flooring                                      | Karndean Design Flooring | Tara Day<br>Go Resilient Canada<br>604-678-2712<br><a href="mailto:tara.day@goresilient.ca">tara.day@goresilient.ca</a> | 12"x12" Vinyl Stone Tile Flooring, Italian Mosaic Collection, Michelangelo, MX98, Adriatic Blue - Contractor to allow for removal of exg floor finish and surface preparation for level application. |    |
| F-2  | WALL & CEILING FINISHES - Paint (Universal WC Walls & Ceiling) |                          | Contractor  | New Paint to Match Exg (WC only)   |   |
| <b>DIV 10 SPECIALTIES</b>                            |  |                          |   |  |   |
|  | INTERIOR SPECIALTIES - Mirror (Universal WC)                   |                          |   | Exg to Remain  |   |
| <b>DIV's 11 &amp; 12 EQUIPMENT &amp; FURNISHINGS</b> |  |                          |   |  |   |
|  | SOAP DISPENSER - (Universal WC)                                |                          |   | Exg to Remain  |   |
|  | GARBAGE - (Universal WC)                                       |                          |   | Exg to Remain  |   |
|  | HAND DRYER - (Universal WC)                                    |                          |   | N/A  |   |
|  | TOILET TISSUE HOLDER - (Universal WC)                          |                          |   | Exg to Remain  |   |
|  | NAPKIN DISPOSAL - Surface Mounted (Universal WC)               |                          |   | Exg to Remain  |   |
|  | GRAB BAR - (Universal WC)                                      |                          |   | Exg to Remain  |   |
| <b>DIV 21 FIRE SUPPRESSION</b>                       |  |                          |   |  |   |
|  | SPRINKLERS   |                          |   | No Change  |   |
| <b>DIV 22 PLUMBING</b>                               |  |                          |   |  |   |
| F3   | WALL-MOUNTED SINK - (Universal WC)                             | American Standard        |   | Murro Universal Design with Everclean, Vitreous China, 0954 004EC, 4" Centres, White   |  |



**Minoru Chapel  
FINISHES SCHEDULE**

**Phase II Rehabilitation**

6540 Gilbert Road, Richmond, BC

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| CODE   | PRODUCT / LOC'N   | MANUFACTURER | CONTACT   | DETAILS  | PHOTO   |
|--|---|--------------|---|--|---|
| F4   | SINK FAUCET -<br>(Universal WC)   | Delta        |   | Leland Bath Collection<br>3 Hole 4" Centerset,<br>2575LF-RBMPU With<br>Pop-up Drain,<br>Venetian Bronze                                      |    |
| F5   | TOILET - (Universal<br>WC)  | Mirabelle    | Jevons Tang, Kitchen<br>& Bath Classics<br>(Wolsely),<br>604-873-0004 | Provincetown<br>Collection 2-Pce High<br>Efficiency,<br>MIRPR240WH<br>Elongated Bowl,<br>White; MIRPR200WH<br>Tank, White                    |    |
| <b>DIV 23 HEATING VENTILATION &amp; AIR CONDITIONING</b> |   |              |   |  |   |
|  | AIR DISTRIBUTION  |              |   | No Change  |   |
| <b>DIV 26 ELECTRICAL</b>                                 |   |              |   |  |   |
| F6   | LIGHTING - Under<br>Cabinet - (Universal<br>WC - 2 Under<br>Cabinetry Above<br>Sink)  | Alico        |   | LED Puck<br>MLE-101-45 w/<br>Mounting Ring, Oil<br>Rubbed Bronze   |   |
| Ga (OP)  | <b>Provide Optional<br/>Pricing for:</b><br>EXTERIOR<br>LIGHTING - (Over<br>Entry/Exit Doors -<br>Refer also to<br>Electrical Dwgs) | Hinkley      | Al Kuss, Norburn<br>Lighting & Bath<br>Centre, C:<br>604-649-7057     | St. Moritz Series,<br>6U874, Black, White<br>Linen Glass, 1 Med<br>100W Bulb,<br>12.5"Hx7.5"Wx7.75"D   |  |
| Gb (OP)  | <b>Provide Optional<br/>Pricing for:</b><br>EXTERIOR<br>LIGHTING - (Step<br>Lights - Refer also to<br>Electrical Dwgs)              | WAC Lighting | Al Kuss, Norburn<br>Lighting & Bath<br>Centre, C:<br>604-649-7057     | LEDme Step Light,<br>WL-LED100-(AM<br>Amber or C White<br>TBC), BN Brushed<br>Nickel (to blend w/<br>concrete steps),<br>5"Wx3"H Front Plate |  |
| H (OP)   | <b>Provide Optional<br/>Pricing for:</b><br>ELECTRICAL LIGHT<br>SWITCH - (Bride's<br>Room - Refer also to<br>Electrical Dwgs)       |              |   | See Electrical   |   |
| I (OP)   | <b>Provide Optional<br/>Pricing for:</b> FIRE<br>ALARM SYSTEM<br>(Refer also to<br>Electrical Dwgs)                                 |              |   | See Electrical   |   |



THE ANDREWS ARCHITECTS INC.  
www.andrewsarchitects.ca

**Minoru Chapel**  
**FINISHES SCHEDULE**

Phase II Rehabilitation

6540 Gilbert Road, Richmond, BC

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| CODE | PRODUCT / LOC'N                                   | MANUFACTURER | CONTACT | DETAILS                                      | PHOTO |
|------|---|--------------|---------|--|-------|
|      | Provide Optional Pricing for:<br>Walkway Bollards |              |         | TBC - Refer to Landscape and Electrical Dwgs |       |



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** September 17, 2015  
**From:** David Weber **File:** 01-0105-06-01/2015-  
 Director City Clerk's Office Vol 01  
**Re:** Rules of Procedure for the Public Hearing on Land Use Contracts

### Staff Recommendation



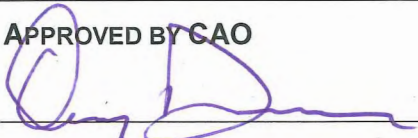
That the procedural rules for Public Hearings as outlined in Council Policy 1312 be temporarily altered in response to the special circumstances surrounding the Land Use Contracts Public Hearing in order to:

- a) provide a single five minute speaking opportunity for speakers;
- b) provide for the use of a speaker's list; and
- c) provide for a brief description of written submissions received without reference to reading a summary of each individual submission or letter.



David Weber  
 Director City Clerk's Office  
 (604-276-4098)

Att. 2

| REPORT CONCURRENCE  |   |  |
|---|---|--|
| <b>ROUTED TO:</b><br><br>Law<br>Development Applications                    | <b>CONCURRENCE</b><br><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/>    | <b>CONCURRENCE OF GENERAL MANAGER</b><br><br> |
| <b>REVIEWED BY STAFF REPORT /<br/>           AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br> | <b>APPROVED BY CAO</b><br>                     |



## Staff Report

### Origin

On April 27, 2015, Council directed staff to bring forward bylaws for consideration which would establish underlying zoning for single family land use contract areas and to terminate (early) all land use contracts in place in those same areas. As part of the initiative, staff were also directed to make appropriate preparations for the holding of a public hearing and in conjunction with the public hearing:

*That staff bring forward amendments to Policy 1312 – Public Hearings – Procedures for Conducting, to limit speakers to one five-minute presentation.*

This report also supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

9.1. *Understandable, timely, easily accessible public communication.*

9.2. *Effective engagement strategies and tools.*

### Analysis

Public Hearings are conducted in accordance with the requirements of the Local Government Act, the procedures outlined in the Council Procedure Bylaw and Council Policy 1312 – “Public Hearings – Procedures for Conducting” (Attachment 1). Together, these provide the procedural structure and guidance for the orderly conduct of a Public Hearing.

In addition to these established rules, section 890(3.1) of the Local Government Act also affords the chair of a public hearing the ability to establish procedural rules for the conduct of the hearing, subject to all persons who believe that their interests in property are affected by the proposed bylaw(s) being afforded a reasonable opportunity to be heard or to present written submissions. The latitude provided in the Local Government Act would allow for changes to the manner in which a typical hearing is conducted in response to special circumstances and situations. For example, for very large public hearings where many people are in attendance and wish to speak, a council may wish to use a speaker's list or to implement a time limit for speakers in order to provide a more orderly experience at the hearing and in order to allow the opportunity for more individuals to provide their opinions to Council during the course of a hearing.

The Public Hearing that will be held in relation to Land Use Contracts is unprecedented in Richmond in terms of the number of properties potentially affected and the number of notices that will be mailed to the public in accordance with the requirements of the Local Government Act. Specifically, where a typical Public Hearing usually relates to one or a handful of properties, the Land Use Contract Public Hearing relates to over 5,200 properties. Where a typical Public Hearing usually generates an average of approximately 130 mailed notices to property owners, tenants and area residents, the Land Use Contract Public Hearing will generate over 14,000 notices to property owners, tenants and area residents. Given this number of

affected properties and the number of mailed notices required, it is expected that a large number of people may wish to attend and speak at the Land Use Contract Public Hearing.

### Speaking Time

Currently, Richmond's Public Hearing speaking time is set by Council Policy 1312 at ten minutes for a primary presentation and three minutes for a secondary presentation (on new information). This rule differs from the speaking time rule for delegations at a Regular Council meeting which provides for a time limit of five minutes for members of the public who wish to speak to an item that is on the agenda. In addition, non-agenda item delegations are subject to a five minute limit for presentations and the Council Procedure Bylaw imposes a five minute time limit on Council members who wish to speak to a motion during Council debate.

A survey of neighbouring municipalities shows that Richmond is within the typical to upper end of the range when comparing municipalities with time limits on primary presentations at a Public Hearing, in fact, a number of municipalities have a five minute time limit for speakers at Public Hearings as a regular rule.

| <b>Municipality</b>         | <b>Primary Presentation Time Limit</b> | <b>Secondary Presentation Time Limit</b> |
|-----------------------------|--|--|
| Vancouver                   | 5 minutes*                             | 5 minutes                                |
| City of North Vancouver     | 10 minutes**                           | n/a                                      |
| District of North Vancouver | 5 minutes                              | 5 minutes                                |
| Delta                       | 5 minutes                              | n/a                                      |
| New Westminster             | 5 minutes                              | n/a                                      |
| Burnaby                     | no time limit                          | no time limit                            |
| Coquitlam                   | 5 minutes                              | 5 minutes                                |
| Surrey                      | no time limit                          | n/a                                      |

*\*if speakers are part of a group, 8 minutes total is permitted for the group (1 representative)*

*\*\*if speakers are part of a group, 10 minutes total is permitted for the group (1 representative)*

Because it is anticipated that the Land Use Contract Public Hearing may attract a large number of speakers, staff recommend that the speaking time rule be temporarily modified to allow for a single five minute presentation by speakers. This proposed temporary change is reflected in the attached (temporarily) revised Public Hearing Opening Statement (Attachment 2 and 3).

By shortening the speaking time from ten minutes to a single five minute presentation, more members of the public will be able to express their views to Council at the Public Hearing during the course of the evening and members of the public will not have to wait as long for their turn to speak. A five minute speaking time is also consistent with what is expected at a Regular Council meeting where five minutes is permitted for delegations on agenda and non-agenda items and is the same rule that is in place in other neighbouring municipalities. A five minute speaking time

is also consistent with the time limit that applies to members of Richmond Council who wish to speak to a motion during Council debate. In all of these contexts, a five minute speaking time limit is viewed as a reasonable and workable rule.

### **Presentation of Written Submissions and Correspondence**

As reflected in the Public Hearing Opening Statement attached to Council Policy 1312, the usual procedure at a Public Hearing in Richmond provides that, in addition to circulating copies of written submissions to Council members and making those submissions available to the public, that the essence of the written submissions received will be read out by the City Clerk at the Public Hearing. Due to the anticipated volume of written submissions for the Land Use Contracts Public Hearing, staff believe that summarizing each submission and reading these aloud would be impractical and would take away from the time that would be available for Council to hear from members of the members wishing to speak.

Instead, staff propose to provide a brief overall summary of the written submissions received without delving into the content of each individual piece of correspondence. As with all public hearing submissions, copies will be provided to Council members, and to members of the public on the City of Richmond website and using information binders at the Public Hearing itself.

### **Speaker's List**

In order to facilitate an orderly Public Hearing experience, a speaker's list will be used at the meeting. The list will open one hour before the Public Hearing begins and speakers will be registered to speak on a first come, first served basis. Speakers must be present to register to speak.

### **Financial Impact**

None.

### **Conclusion**

The Local Government Act anticipates in section 890(3.1) that rules of order may be made at a Public Hearing provided that all persons are afforded a reasonable opportunity to be heard or to present written submissions. This section, together with the Council Procedure Bylaw, Council Policy 1312 as well as other relevant sections of the Local Government Act, governs the conduct and rules of procedure for Public Hearings.

The Land Use Contract Public Hearing presents special circumstances in that it is unprecedented in its scale and potential for large numbers of attendees and speakers. In order to provide a fair opportunity for all members of the public who may come to a Public Hearing on a particular evening with the expectation of speaking on that same evening, a reasonable time limit of five minutes per speaker is recommended.

A five minute speaking time is similar to the amount of time that other municipalities allow at Public Hearings and is the standard for public delegations and Council members at Regular

Council meetings. In addition, staff recommend that a speaker's list be utilized and that written submissions be well-circulated as per usual procedure and briefly and generally summarized at the Public Hearing. If Council is agreeable to this approach, staff will ensure that the proposed rules of procedure are included in the Public Hearing notice and on the City website so that all members of the public can be aware of how the Land Use Contracts Public Hearing will be conducted in advance of the meeting.

A handwritten signature in black ink that reads "David Weber". The signature is written in a cursive style with a large, stylized initial 'D'.

David Weber  
Director City Clerk's Office  
(604-276-4098)

- Att. 1: Policy 1312 – Public Hearings – Procedures for Conducting
- 2: Temporary Proposed Public Hearing Opening Statement – Redline Version
- 3: Temporary Proposed Public Hearing Opening Statement – Final Version



## City of Richmond

## Policy Manual

Page 1 of 2

Adopted by Council: Sept. 8/97; Amended: November 9, 2009

POLICY 1312

File Ref: 0105-00

PUBLIC HEARINGS – PROCEDURES FOR CONDUCTING

**POLICY 1312:**

It is Council policy that:

1. Public hearings are to be conducted in accordance with the provisions of the *Local Government Act*, and in accordance with the Council Procedure Bylaw.
2. The establishment of a Speakers' List is at the discretion of the City Clerk.
3. Applicants and delegations at a public hearing may speak for ten minutes for a primary presentation and for a further three minutes for a secondary presentation on new information only.
4. The Chair will read the following "Opening Statement" which is attached hereto and forms a part of this policy, at the commencement of the Public Hearing proceedings.

## OPENING STATEMENT TO BE READ BY THE CHAIR AT THE COMMENCEMENT OF THE PUBLIC HEARING PROCEEDINGS

This Council meeting is being convened in order to hold public hearings on land use matters.

At this hearing the public and anyone who believes that their interest in property is affected by the agenda items may speak or present written submissions to Council. ~~on these matters.~~

Those of you who wish to speak should, after being recognized by the Chair, begin by clearly stating your name and address. If you also have a written submission, please make this known at the beginning of your presentation.

Everyone will be given a reasonable opportunity to be heard at this hearing, and no one should feel discouraged from making their views known. Any person who wishes to present a written submission to Council may do so. ~~The essence of the submission will be read out by the City Clerk.~~ All written submissions will be retained by the City Clerk and will form part of the record of the hearing.

Each speaker may address the hearing ~~once, a maximum of twice.~~ The length of your ~~first~~ presentation will be limited to ~~five ten~~ minutes, provided your comments are relevant and the hearing is not being obstructed. ~~Any additional presentation, which must be on new information, will be limited to a maximum of three minutes.~~

Members of Council may ask questions of you following your presentation. However, the function of Council members during a public hearing is to listen to the views of the public, not to debate the merits of the matters with citizens. Any debate by members of Council will occur at the subsequent vote.

The order of proceedings ~~for each item~~ will ~~normally~~ be as follows:

1. the City Clerk will briefly describe the matter under consideration;
2. ~~the City staff applicant (or agent)~~ will be invited to make a brief presentation ~~of up to ten minutes;~~
3. the City Clerk will identify any written submissions received;
4. oral submissions from the public will be heard, and any further written submissions, if any, will be received;
5. the hearing will be closed and matters may be considered.

Please observe these rules and if you have any concerns with the manner in which the hearing is conducted, direct your comments to the Chair.

**Proposed Public Hearing Opening Statement – “Redline Version”**

## **OPENING STATEMENT TO BE READ BY THE CHAIR AT THE COMMENCEMENT OF THE PUBLIC HEARING PROCEEDINGS**

This Council meeting is being convened in order to hold public hearings on land use matters.

At this hearing the public and anyone who believes that their interest in property is affected by the agenda items may speak or present written submissions to Council.

Those of you who wish to speak should, after being recognized by the Chair, begin by clearly stating your name and address. If you also have a written submission, please make this known at the beginning of your presentation.

Everyone will be given a reasonable opportunity to be heard at this hearing, and no one should feel discouraged from making their views known. Any person who wishes to present a written submission to Council may do so. All written submissions will be retained by the City Clerk and will form part of the record of the hearing.

Each speaker may address the hearing once. The length of your presentation will be limited to five minutes, provided your comments are relevant and the hearing is not being obstructed.

Members of Council may ask questions of you following your presentation. However, the function of Council members during a public hearing is to listen to the views of the public, not to debate the merits of the matters with citizens. Any debate by members of Council will occur at the subsequent vote.

The order of proceedings will be as follows:

1. the City Clerk will briefly describe the matter under consideration;
2. City staff will be invited to make a brief presentation;
3. the City Clerk will identify any written submissions received;
4. oral submissions from the public will be heard, and any further written submissions, if any, will be received;
5. the hearing will be closed and matters may be considered.

Please observe these rules and if you have any concerns with the manner in which the hearing is conducted, direct your comments to the Chair.

**Proposed Public Hearing Opening Statement –Final Version**