



Planning Committee

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

**Wednesday, November 7, 2018
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-4 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on October 16, 2018.*



NEXT COMMITTEE MEETING DATE

November 20, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE - TERMS OF REFERENCE UPDATE**
(File Ref. No. 07-3070-01) (REDMS No. 5867155 v. 6)

PLN-8

See Page PLN-8 for full report

Designated Speaker: Chris Duggan

STAFF RECOMMENDATION

That the proposed updated Child Care Development Advisory Committee (CCDAC) Terms of Reference be endorsed as presented in the staff report titled “Child Care Development Advisory Committee – Terms of Reference Update,” dated October 16, 2018 from the Manager, Community Social Development.



PLANNING AND DEVELOPMENT DIVISION

2. **APPLICATION BY CHRISTOPHER BOZYK ARCHITECTS FOR A ZONING TEXT AMENDMENT TO THE “VEHICLE SALES (CV)” ZONE TO INCREASE THE FLOOR AREA RATIO TO 0.82 AT 13100 SMALLWOOD PLACE**

(File Ref. No. 12-8062-20-009948; ZT 18-818765) (REDMS No. 5990457 v. 2)

PLN-23

See Page PLN-23 for full report

Designated Speakers: Wayne Craig and David Brownlee

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9948, for a Zoning Text Amendment to the “Vehicle Sales (CV)” zone to increase the Floor Area Ratio to 0.82 at 13100 Smallwood Place, be introduced and given first reading.



3. **STEVESTON VILLAGE HERITAGE CONSERVATION GRANT PROGRAM UPDATE**

(File Ref. No. 08-4200-08) (REDMS No. 5973969 v. 4)

PLN-60

See Page PLN-60 for full report

Designated Speakers: Barry Konkin and Minhee Park

STAFF RECOMMENDATION

- (1) *That the staff report titled “Steveston Village Heritage Conservation Grant Program Update” dated October 18, 2018 be received for information; and*

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ITEM

- (2) *That the updated Steveston Village Heritage Conservation Grant Program be approved.*

☐

4. **MANAGER'S REPORT**

ADJOURNMENT

☐



Planning Committee

Date: Tuesday, October 16, 2018

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Alexa Loo
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 October 2, 2018, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

November 7, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **HOUSING AGREEMENT BYLAW NO. 9927 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 3551, 3571, 3591, 3611 AND 3631 SEXSMITH ROAD (POLYGON DEVELOPMENT 218 LTD.)**

(File Ref. No. 12-8060-20-009927; 08-4057-05) (REDMS No. 5950585 v. 5)

It was moved and seconded

That Housing Agreement (3551, 3571, 3591, 3611 and 3631 Sexsmith Road) Bylaw No. 9927 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement with Polygon Development 218 Ltd. substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 17-778835.

CARRIED

2. **HOUSING AGREEMENT BYLAW NO. 9934 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 8071 AND 8091 PARK ROAD (PARK VILLAGE INVESTMENTS LTD. AND GRAND LONG HOLDINGS CANADA LTD.)**

(File Ref. No. 12-8060-20-009934; 08-4057-05) (REDMS No. 5971366 v. 3)

It was moved and seconded

That Housing Agreement (8071 and 8091 Park Road) Bylaw No. 9934 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement with Park Village Investments Ltd. and Grand Long Holdings Canada Ltd. substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 17-779229.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

3. APPLICATION BY JAGSON INVESTMENTS LTD. FOR REZONING AT 11951 WOODHEAD ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)

(File Ref. No. 12-8060-20-009857; RZ 17-775098) (REDMS No. 5859422)

Jordan Rockerbie, Planning Technician, spoke to the proposed application, noting that (i) although the subject site is not governed by the Arterial Road Land Use Policy, it is being considered under the same criteria, (ii) the proposed Servicing Agreement includes frontage improvements along No. 5 Road and Woodhead Road, and (iii) a secondary suite is proposed for each new dwelling.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9857, for the rezoning of 11951 Woodhead Road from "Single Detached (RS 1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

CARRIED

4. REVISED REZONING CONSIDERATIONS FOR THE APPLICATION BY 1004732 B.C. LTD. FOR REZONING AT 6840 & 6860 NO. 3 ROAD AND 8051 ANDERSON ROAD FROM "DOWNTOWN COMMERCIAL (CDT1)" TO "CITY CENTRE HIGH DENSITY MIXED USE WITH OFFICE (ZMU31) - BRIGHOUSE VILLAGE

(File Ref. No. 12-8060-20-009510; RZ 14-678448) (REDMS No. 5977623 v. 1D)

Janet Digby, Planner 3, provided background information and remarked that as a consideration of rezoning, the applicant was required to acquire off-site statutory rights of way to support vehicle movement; however, the applicant has not been able to do so. She then advised that staff have worked with the applicant to make minor modifications to the proposed development in order to address the access and egress requirements without the statutory rights of way.

Ms. Digby stated that the Transportation Department has accepted the proposed changes and should it be approved by Council, the revised considerations would be further considered by the Development Permit Panel.

In reply to a query from Committee, Wayne Craig, Director, Development, advised that the proposed development will be district energy utility ready.

Planning Committee
Tuesday, October 16, 2018

It was moved and seconded

That the rezoning considerations associated with Richmond Zoning Bylaw 8500, Amendment Bylaw 9510, for the rezoning of 6840 & 6860 No. 3 Road and 8051 Anderson Road from "Downtown Commercial (CDT1)" to "City Centre High Density Mixed Use with Office (ZMU31) - Brighthouse Village", be revised to remove the rezoning considerations requiring off-site statutory rights of way and modify additional considerations consequential to this change.

CARRIED

5. MANAGER'S REPORT

Barry Konkin, Manager, Policy Planning, referred to correspondence received from the Minister of Agriculture with regard to the City's agricultural zoning regulations for greenhouses, noting that ongoing discussions with the Ministry are taking place and staff will advise Council of any updates as they arise.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:06 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, October 16, 2018.

Councillor Linda McPhail
Chair

Hanieh Berg
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Planning Committee **Date:** October 16, 2018
From: Kim Somerville
Manager, Community Social Development **File:** 07-3070-01/2018-Vol
01
Re: Child Care Development Advisory Committee - Terms of Reference Update

Staff Recommendation

That the proposed updated Child Care Development Advisory Committee (CCDAC) Terms of Reference be endorsed as presented in the staff report titled "Child Care Development Advisory Committee – Terms of Reference Update," dated October 16, 2018 from the Manager, Community Social Development.

Kim Somerville
Manager, Community Social Development
(604-247-4671)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
City Clerk	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report is in response to the recommended actions identified in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that was adopted by Council on July 24, 2017. Council received the report and adopted on consent the following recommended action:

(6) Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC) to ensure the committee is fulfilling its role and mandate.

The purpose of this report is to present recommended changes to the Child Care Development Advisory Committee (CCDAC) Terms of Reference.

This report supports Council's 2014-2018 Term Goals:

#5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

#9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

9.2. *Effective engagement strategies and tools.*

This report also supports the Council-adopted Social Development Strategy, Strategic Direction 6 – Support Community Engagement and Volunteerism:

Action 26 – Review the City's advisory committee structure to determine:

26.2 Mechanisms for ensuring that committees are best positioned to provide helpful and timely advice to City staff and elected officials including:

- Clear Terms of Reference for each committee;*
- Clear roles of elected officials and staff;*
- Annual orientation program for new committee members;*
- Consistent reporting procedures and feedback mechanisms;*
- Mechanisms for information exchange amongst committees; and*
- Work programs that reflect Council Term Goals.*

Analysis

Background

CCDAC was established in 1993 (then known as the Richmond Child Care Development Board), to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond. The 1993 Terms of Reference was replaced by the current CCDAC Terms of Reference, which was approved by Council on January 24, 2006.

CCDAC Terms of Reference

Proposed revisions have been made throughout the Terms of Reference to improve clarity and reflect organizational and operational updates, and to make it more consistent with other City advisory committees' Terms of Reference. It is also noted that since the current CCDAC Terms of Reference was adopted in 2006, the City created the Program Manager, Child Care (formally the Child Care Coordinator) position. The proposed revisions seek to better clarify the Committee's Council advisory role and capacity.

Recommendations for substantive updates are presented below. The proposed Terms of Reference with recommended changes are provided in Attachment 1 and the current Terms of Reference are provided in Attachment 2.

Role

The current CCDAC Terms of Reference refers to a separate Mission Statement that outlines the Committee's roles and objectives. The Mission Statement has been amalgamated with the updated Terms of Reference under section 3. Since the Program Manager, Child Care position (formally Child Care Coordinator) was created in 2012, this individual has taken over some of the roles previously assigned to CCDAC, such as the coordination and planning of City-owned child care facilities, and the implementation of City's child care strategies. Therefore, references regarding planning, coordination and facility management have been removed in the proposed Terms of Reference.

Principles

The current Terms of Reference does not outline the principles that guide the Committee's activities. A new section has been added (section 4) in the proposed Terms of Reference to reflect the guiding principles that will inform CCDAC's approach to accomplish its mission and core objectives and reflects how CCDAC currently operates. The principles include representative, inclusive, collaborative, and consensus building. A description of each principle is included in section 4.

Composition

The Richmond Child Care Resource and Referral Centre has been added as one of the CCDAC Support Resources (section 5) in addition to Vancouver Coastal Health, senior governments, regional groups and others as appropriate.

Recruitment, Selection and Appointment

The current Terms of Reference has four separate sections (5, 6, 7 and 8) that address the recruitment, selection and appointment of committee members. In order to be consistent with the Terms of Reference from other City advisory bodies, these sections have been merged into section 6 in the proposed Terms of Reference.

Term

Section 7 of the proposed Terms of Reference reflects the revised Term Limit Guidelines for all City advisory bodies. These guidelines indicate that advisory committee members may serve a maximum of four consecutive two-year terms, or eight consecutive years. The Guidelines also indicate that once members have reached their term limit, they are eligible to apply for another advisory committee, or take a one-term hiatus from CCDAC and then re-apply to the Committee which they have previously served on.

Membership Responsibilities

The current Terms of Reference do not outline expected responsibilities of committee members. To be more consistent with other City advisory bodies and to improve clarity for committee members, a new section has been added (section 8) in the proposed Terms of Reference to outline responsibilities of members, the Chair, the Vice-Chair, and the Recording Secretary.

Operation and Process

The proposed Terms of Reference provides a more explicit definition of a quorum than the current Terms of Reference (section 9). It is consistent with the Terms of Reference from other City advisory bodies.

Code of Conduct

A new section has been added (section 10) in the proposed Terms of Reference that outlines the responsibility for members to act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800). It also outlines expectations regarding members' conduct in regards to conflict of interest and adherence to the law and professional regulations (i.e. child care licensing regulations).

Resources

The current Terms of Reference do not define the role of the Staff Liaison. To be more consistent with other City advisory bodies, the proposed Terms of Reference (section 11) outline how the Staff Liaison acts as a resource for the committee. This includes: updating CCDAC on City initiatives that relate to child care development; referring issues for advice and possible options;

relaying feedback from CCDAC to City Council and other City departments as appropriate; providing an orientation to new committee members; and providing administrative support as necessary.

Next Steps

If approved by Council, the proposed CCDAC Terms of Reference will take effect January 1, 2019 and will be circulated to members of the CCDAC and updated on the City's website.

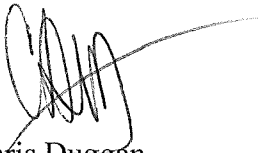
Further revisions to the CCDAC Terms of Reference may also be brought forward to Council in the future as a result of recommendations arising from the Richmond Child Care Needs Assessment and Strategy or other internal review processes of advisory bodies.

Financial Impact

There is no financial impact.

Conclusion

The CCDAC plays an important role in providing Council and staff with advice regarding the planning and development of a range of quality, affordable and accessible child care spaces in Richmond. The proposed revisions to the CCDAC Terms of Reference are expected to improve clarity for committee members in their advisory role to the City. This will ensure that CCDAC continues to be an effective resource for Council and the community.



Chris Duggan
Program Manager, Child Care
(604-204-8621)

- Att. 1: Proposed CCDAC Terms of Reference
2: Current CCDAC Terms of Reference (Approved January 24, 2006)

PROPOSED TERMS OF REFERENCE RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE

1. Purpose

These terms of reference shall apply to the “Child Care Development Advisory Committee” (CCDAC).

2. Mandate

The purpose of the Child Care Development Advisory Committee is to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond.

3. Role

The role of the CCDAC is to carry out the following functions:

- 3.1. Provide advice (e.g. information, analysis, options and recommendations) to Council regarding the planning, development, support, and promotion of a range of quality, affordable and accessible child care in Richmond.
- 3.2. Respond to child care planning and development questions referred to the CCDAC by Council through the Staff Liaison.
- 3.3. Provide input into the review of City child care development policies, programs, and procedures.
- 3.4. Provide feedback on development proposals for future City-owned child care facilities, including early childhood development hubs.
- 3.5. Manage the CCDAC annual budget, as per City policy.
- 3.6. Review and make recommendations on City child care grants.
- 3.7. Advise and/or provide professional development opportunities for Richmond child care providers (e.g. Child Care Month events).
- 3.8. Increase public awareness of, and public participation in, child care needs, challenges and solutions in the community, through education and involvement in the community.
- 3.9. Make recommendations to Council regarding advocacy that could be undertaken with other levels of government.
- 3.10. Advise Council regarding child care funding, challenges, priorities and solutions.
- 3.11. Participate in the process of selecting operators for City-owned child care facilities and early childhood development hubs.
- 3.12. Assemble and provide child care resource materials to Council, child care providers, parents, developers, professionals, and the community.
- 3.13. Conduct research regarding child care, as appropriate.

4. Principles

The activities of the Committee will be guided by the following principles:

4.1. Representative

- 4.1.1. CCDAC will seek to reflect the various interests in the provision of child care in Richmond by ensuring that key stakeholders are represented in its membership, including, but not limited to, parents, private and not-for-profit child care operators delivering different types of child care and age groups, and community members who are involved in, or support, child care services.

4.2. Inclusive

- 4.2.1. CCDAC will seek to ensure that the needs of children of differing abilities and diverse cultural and socio-economic backgrounds, are considered in the planning

and development of City-owned child care facilities and early childhood development hubs. CCDAC also values diversity in its membership, and will seek members who bring a variety of experiences, viewpoints, backgrounds, and life experiences to the committee.

4.3. Collaborative

4.3.1. CCDAC members will endeavour to work collaboratively with each other to achieve the objectives and goals outlined in its work program.

4.4. Consensus Building

4.4.1. CCDAC will seek to achieve the best possible consensus and agreement on advice to be provided Council.

5. Composition

5.1. Voting Members

The Child Care Development Advisory Committee shall consist of a maximum of 12 voting members.

5.2. Council Liaison

There shall be one Council Liaison appointed to the CCDAC (non-voting).

5.3. City Staff Liaison

There shall be one Staff Liaison assigned to the CCDAC (non-voting).

5.4. School Board Liaison

There shall be one representative from the Richmond School Board appointed to the CCDAC (non-voting).

5.5. Recording Secretary

There shall be one Recording Secretary assigned to the CCDAC (non-voting).

5.6. CCDAC Support Resources

There shall be one (1) representative from the following organizations may be appointed to the CCDAC (non-voting):

- 5.6.1.1. Richmond Child Care Resource and Referral Centre;
- 5.6.1.2. Vancouver Coastal Health;
- 5.6.1.3. Senior governments (e.g. Federal, Provincial);
- 5.6.1.4. Regional groups (e.g. Metro Vancouver);
- 5.6.1.5. Others, as appropriate.

6. Recruitment, Selection and Appointment

6.1. Recruitment

6.1.1. The recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk's Office will place appropriate public advertisements in the media to ask for volunteers).

6.1.2. Organizations (e.g. Richmond School Board) shall recruit and nominate their own representative. These representatives will then be appointed by Council.

6.2. Selection

All members of CCDAC shall be selected based on the following criteria:

6.2.1. Demonstrates an interest in, and commitment to, City child care development;

- 6.2.2. Reflects the diversity of the community;
- 6.2.3. Ability to contribute a range of child care development knowledge, experience and perspectives, including experience in:
 - 6.2.3.1. Parenting;
 - 6.2.3.2. Community child care related organizations (e.g. Richmond Child Care Resource and Referral Centre);
 - 6.2.3.3. Business and the development community (e.g. the Urban Development Institute);
 - 6.2.3.4. Child care operations as an administrator or educator;
 - 6.2.3.5. Health and human environments;
 - 6.2.3.6. Community planning;
 - 6.2.3.7. Organizational development;
 - 6.2.3.8. Accounting and finance;
 - 6.2.3.9. Communications and public relations;
 - 6.2.3.10. Other, as appropriate.
- 6.2.4. Members are selected based on their availability, experience, efforts to engage in consensus building, expertise and ability to advance the work of the CCDAC (not as formal representatives of particular organizations).

6.3. Appointment

All members shall be appointed by Council.

7. Term

- 7.1. Members shall be appointed for a term of two (2) years.
- 7.2. At the end of a term, members may re-apply to serve for a subsequent term.
- 7.3. Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years, whichever is longer.
- 7.4. After members have reached their term limit, they are eligible to apply for another City advisory committee, or may take a one-term hiatus from CCDAC and then re-apply to return.

8. Membership Responsibilities

8.1. Members shall:

- 8.1.1. Be familiar with the Terms of Reference, goals and annual work plan of the CCDAC.
- 8.1.2. Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- 8.1.3. Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).
- 8.1.4. Attend monthly meetings with regularity and punctuality; non-attendance at three (3) consecutive meetings may constitute a request for resignation.

8.2. The Chair shall:

- 8.2.1. In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Staff Liaison.
- 8.2.2. Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities. However, if a conflict of interest arises for the Chair, the Vice-Chair will assume the responsibility of signing or authorizing the correspondence in question.
- 8.2.3. Ensure decisions made by the CCDAC are acted upon in a timely manner and align with the CCDAC's mandate.

- 8.2.4. Uphold the CCDAC Terms of Reference.
- 8.2.5. Chair meetings on an informal consensus basis, but when necessary, refer to Council Procedure Bylaw and then Robert's Rules of Order, demonstrate knowledge of the work at hand, facilitate inclusive discussions, and ensure that all members have a full and equal opportunity to participate in decision-making.
- 8.2.6. Accurately present the views and work of the CCDAC to City Council when required.
- 8.2.7. Generally all media requests are to be referred to the Corporate Communications and Marketing Department. The Chair, and only the Chair, may be authorized by the Committee to speak to the media on behalf of the Committee.

8.3. The Vice-Chair shall:

- 8.3.1. Assume the duties of the Chair in their absence, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

8.4. The Recording Secretary shall:

- 8.4.1. Be responsible for recording the minutes of the CCDAC meetings and ensure that these are signed and submitted to the City Clerk for public record.

9. Operation and Process

9.1. Operation

- 9.1.1. In January of each year, the CCDAC shall appoint a Chair and Vice-Chair.
- 9.1.2. The CCDAC shall meet a minimum of six (6) times a year with a break in July and August.
- 9.1.3. Sub-committees may be appointed by the CCDAC, as necessary. Membership in the sub-committees is not restricted to Council appointed CCDAC members. The sub-committees will report to and take direction from the CCDAC.

9.2. Accountability

The CCDAC shall produce annual reports, work programs, and other reports for Council approval.

9.3. Communication

- 9.3.1. The CCDAC shall report to Council through the Staff Liaison, to Planning Committee and then to Council.
- 9.3.2. The CCDAC may communicate regularly with the public. However, without the express consent of the City, members are not authorized to present themselves as representing the City in the course of carrying out their duties.
- 9.3.3. The CCDAC meetings shall be open to the public, in accordance with the *Local Government Act*.

9.4. Decision-Making Process

- 9.4.1. Members of the CCDAC shall:
 - 9.4.1.1. Follow the Council decision-making policy and procedures;
 - 9.4.1.2. Strive for consensus; and
 - 9.4.1.3. In the absence of consensus, a decision will be determined by a simple majority of members present.
- 9.4.2. Each voting member is entitled to one vote.
- 9.4.3. A quorum is established when 50% + 1 members are present (e.g. if there are 12 members, 50% is six members so a quorum would be six plus one, or seven members).

10. Code of Conduct

- 10.1. Advisory Committees are expected to Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).
- 10.2. Advisory committee members are expected to conduct themselves in the best interest of the community and to act responsibly and lawfully.
- 10.3. All members are required to disclose their personal or organizational interests and involvement with the City of Richmond to identify any potential conflict of interest and if there is a conflict of interest, to remove themselves from the discussion and decision.

11. Resources

- 11.1. There shall be one Staff Liaison assigned to the CCDAC. The Staff Liaison's role is to:
 - 11.1.1. Update the CCDAC on City initiatives that relate to child care development;
 - 11.1.2. Refer issues for advice and options;
 - 11.1.3. Relay feedback from the CCDAC to City Council and to City Departments as appropriate;
 - 11.1.4. Provide an orientation to new committee members; and
 - 11.1.5. Provide administrative support as necessary.
- 11.2. The CCDAC shall prepare and submit:
 - 11.2.1. For the Year Completed
 - 11.2.1.1. an annual report; and
 - 11.2.1.2. a financial statement.
 - 11.2.2. For the Upcoming Year
 - 11.2.2.1. a proposed annual work program; and
 - 11.2.2.2. a proposed annual budget.
- 11.3. Richmond City Council will review the CCDAC proposed annual work program and budget submission and may provide funding in addition to the Committee's base operating budget, subject to City budgetary priorities.
- 11.4. The CCDAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- 11.5. The CCDAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual CCDAC budget.
- 11.6. The City Staff Liaison role and Recording Secretary and staff reports shall be co-ordinated through the Community Social Development Department.

TERMS OF REFERENCE

RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

1. Application

These terms of reference shall apply to the "Child Care Development Advisory Committee" (CCDAC).

2. Purpose:

The purpose of the Child Care Development Advisory Committee is to provide advice (e.g., information, options, analysis and recommendations) to the Richmond City Council.

3. Mandate – see Schedule 1

4. Composition

- Voting Members

- The Child Care Development Advisory Committee shall consist of a maximum of 12 voting members.

- Council Liaison

The Committee shall be supported by a City Council liaison (non-voting).

- City Staff Liaison

The Committee shall be supported by a City Staff Liaison (e.g., Policy Planning Department) (non-voting).

- CCDAC Support Resources

- School Board Liaison

The Richmond School Board shall nominate a representative, appointed by Council (non-voting).

The following organizations may support (non-voting) the CCDAC:

- Richmond Health Authority Staff;
- Senior governments (e.g., Federal, Provincial);
- Regional groups (e.g., GVRD);
- Others, as appropriate.

5. Recruitment

The selection of CCDAC members shall be according to Council policy and procedures, (e.g., the City Clerk's office will place appropriate public advertisements in the press and media) to ask for volunteers.

6. CCDAC Membership Criteria

Members of CCDAC shall meet the following criteria:

- be anyone who demonstrates an interest in and commitment to City child care development;
- be appointed on the basis of their experience, consensus building, expertise and ability to advance the work of the CCDAC (not as formal representatives of particular organizations), and their availability;
- represent a range of child care development knowledge, experience and perspectives including:
 - the City's ethnocultural diversity;
 - experience in child care development issues, needs and solutions;
 - parents;
 - community child care related organizations (e.g., Richmond Child Care Resource and Referral Centre);

- business and the development community (e.g., the Urban Development Institute);
- health and the human environment;
- community planning;
- organizational development;
- accounting and finance;
- communications and public relations;
- Other, as appropriate.
- attend meetings regularly; non-attendance at three consecutive meetings may constitute a request for resignation.

7. Selection

All members of CCDAC shall be selected based on the above criteria.

8. CCDAC Appointments

- All CCDAC appointments shall be made by City Council.

9. Term:

- CCDAC members shall be appointed for 2-year terms.
- The CCDAC shall have rotating membership so that:
 - Six members shall initially be appointed for a one-year term;
 - Six members shall initially be appointed for a two-year term.
- When these respective initial terms expire, each subsequent appointment shall be for a two-year term.

10. Operation and Process

- Operation
 - At the beginning of each year, the CCDAC shall appoint a Chair, Vice Chair and Secretary.
 - The CCDAC Secretary shall be responsible for keeping CCDAC minutes.
 - The CCDAC shall meet at least six times a year.
 - Sub-committees may be appointed by the CCDAC, as necessary. Membership in the sub-committees is not restricted to Council appointed CCDAC members. The sub-committees will report to and take direction from the CCDAC.
- Accountability
 - CCDAC shall produce annual reports, work programs, budgets and other reports for Council's consideration.
- Communication
 - CCDAC shall report to Council through the City staff liaison, to Planning Committee and then to Council.
 - CCDAC may communicate regularly with the public.
- Decision-Making Process
 - Members of CCDAC shall:
 - follow the Council Procedure bylaw, as far as applicable (e.g., quorums shall be 50%+1);
 - strive for consensus; and
 - Each CCDAC member is entitled to one vote.

11. Resources

- CCDAC shall prepare and submit:
 - For the Year Just Completed:
 - an annual report; and
 - a financial statement.
 - For the Upcoming Year

- a proposed work program; and
 - a proposed budget.
- Richmond City Council will review the CCDAC proposed annual work program and budget submission and may provide funding in addition to the committee's base operating budget, subject to City budgetary priorities.
- CCDAC may incur expenses for items, which are consistent with the approved annual work program and budget, and City policy and procedures shall be followed.
- CCDAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual CCDAC budget.

Schedule 1 - Mission Statement, Richmond Child Care Development Advisory Committee

Prepared by:
Policy Planning
Child Care Development Advisory Committee
December 2005

**MISSION STATEMENT
RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)**

1. Mission Statement

As Council directs and as resources are provided, the Child Care Development Advisory Committee (CCDAC) provides Council with advice (e.g., information, options, analysis, recommendations), regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in the City of Richmond.

2. Goal

The goal of the CCDAC is to assist Council in planning for and supporting quality child care in Richmond.

3. Objectives

The CCDAC will:

1. Planning

- Respond to child care planning and development referred to the CCDAC by Council;
- Prepare plans and policies regarding the development, provision and management of child care priorities, programs, facilities, spaces, equipment, funding and providers;
- Identify long and short term issues, needs, priorities and solutions regarding child care programming, facility, site, space, equipment and funding;
- Undertake child care studies (e.g., planning, needs assessments), as required;
- Assist developers and professionals (e.g., architects) in planning child care space;
- Assist Council to periodically review City child care development policies and procedures;

2. Co-ordination

- Advise regarding the coordination of:
 - a. community interests, public participation and networking to identify issues and develop solutions regarding child care;
 - b. City child care activities with the School Board, existing and potential operators, government, developers and the community;

3. Organizational Development

- Advise regarding a range of appropriate:
 - a. organizational models (e.g., non-profit societies, for profit, co-operative) and
 - b. organizations (e.g., non-profit societies, private sector, co-operative sector, employers, senior governments, community groups, parents)
 to develop and operate child care facilities in Richmond.

4. Education

- Undertake community educational initiatives and programs, as necessary;

5. Information

- Assemble and provide child care resource materials to Council, child care providers, parents, developers, professionals, and the community;

6. Research

- Conduct child care research (e.g., needs assessments), as appropriate.

7. Promotion

- Increase public awareness of child care issues, needs and solutions in the community.
 - Enhance public involvement in child care;

8. Financial Management

- General
 - As requested, advise Council regarding:
 - child care funding issues and solutions;
 - the planning of City child care capital, operating and consulting (e.g., committees, facilities, studies) budgets;
 - a wide range of potential funding sources (e.g., senior governments, foundations) for child care (e.g., CCDAC, facilities, programs, research) in Richmond;
 - funding partnership opportunities;
 - manage the City CCDAC annual budgets (e.g., operating, consulting, project), as per City policies;
- City Statutory Child Care Development Reserve
 - Advise Council on the administration and management of the Richmond Child Care Development Statutory Reserve Fund;
 - Undertake the City's child care grants program, as funds are available (e.g., call for proposals, evaluations, recommendations to Council, distribution, letters, monitoring)

9. City Child Care Facility Management

- As requested, provide advice regarding
 - a. the City's child care facilities;
 - b. a process to select operators of City child care facilities;
 - c. potential child care facility operators of City child care facilities.

10. Community Development:

- Encourage community participation in identifying and planning for child care needs in the community.
- Encourage a wide range of partners and stakeholders (e.g., private sector, co-operative sector, non-profit societies, employers, senior governments, community groups) to develop, fund and provide child care programs, facilities, spaces and equipment, as deemed appropriate for Richmond.
- Increase public involvement in addressing child care issues through education and proactive involvement in the community.

Prepared by:
Policy Planning
Child Care Development Advisory Committee
December 2005



City of Richmond

Report to Committee

To: Planning Committee

Date: October 30, 2018

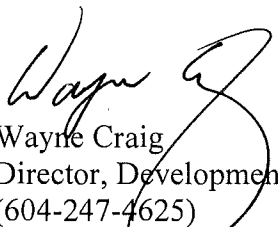
From: Wayne Craig
Director, Development

File: ZT 18-818765

Re: Application by Christopher Bozyk Architects for a Zoning Text Amendment to the "Vehicle Sales (CV)" Zone to Increase the Floor Area Ratio to 0.82 at 13100 Smallwood Place.

Staff Recommendation

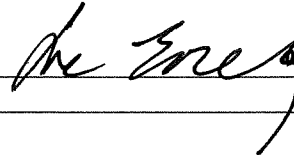
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9948, for a Zoning Text Amendment to the "Vehicle Sales (CV)" zone to increase the Floor Area Ratio to 0.82 at 13100 Smallwood Place, be introduced and given first reading.


Wayne Craig
Director, Development
(604-247-4625)

WC:dc
Att. 6

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



Staff Report

Origin

Christopher Bozyk Architects Ltd. has applied for permission to amend the “Vehicle Sales (CV)” zone to increase the maximum Floor Area Ratio (FAR) to 0.82 at 13100 Smallwood Place.

The intent of the application is to modify the previously approved Toyota automobile dealership development, to accommodate additional gross floor area associated with two additional levels of parking and vehicle inventory storage overtop of the dealership building, which is currently under construction. The subject site is within the Richmond Auto Mall in the East Cambie planning area. A location map and the East Cambie Area Plan map showing the site’s location are provided in Attachments 1 and 2 respectively.

Toyota’s original development applications (ZT 16-754143 and DP 16-741123) were adopted/issued by Council on October 23, 2017. These applications were to accommodate the construction of a two-storey building with rooftop parking. The approved Zoning Text Amendment increased the maximum FAR from 0.5 to 0.7. Building permits were issued for this construction and the buildings are currently under construction.

The current application proposes to increase the maximum Floor Area Ratio (FAR) to accommodate the additional two storeys of parking and vehicle inventory storage on top of the approved building; resulting in a four-storey building with rooftop parking, with one of the objectives to eliminate the need for off-site storage elsewhere. The current proposal will result in an additional 2,154.3 m² (23,188 ft²) of floor space to the building over the previous approved proposal (ZT 16-754143 and DP 16-741123). Requested height variances are identified in this Staff Report, but will be addressed through a separate Development Permit application (DP 18-818762).

Findings of Fact

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

Surrounding Development

The subject property at 13100 Smallwood Place, is located within the Richmond Auto Mall at the northeast corner of the intersection of Westminster Highway and Jacombs Road. The site has been cleared of structures and construction of the approved dealership building is currently ongoing.

Existing land uses and development immediately surrounding the subject site are as follows:

- To the North, immediately across Smallwood Place, is an existing Hyundai dealership on a site zoned “Vehicle Sales (CV)” within the Richmond Auto Mall at 13171 Smallwood Place. A Zoning Text Amendment (ZT 18-810720) and a Development Permit application (DP 18-810720) have been received from Kasian Architecture Interior Design & Planning,

with the objective of redeveloping that property to accommodate a new Porsche dealership building. These applications are currently under review by staff.

- To the South, across Westminster Highway and a frontage road further south, are large properties zoned “Agriculture (AG1)” in the Agricultural Land Reserve (ALR), which contain single-family dwellings and accessory buildings.
- To the East, is an existing Nissan dealership on a site zoned “Vehicle Sales (CV)” within the Richmond Auto Mall at 13220 Smallwood Place.
- To the West, across Jacombs Road, is the “Richmond Nature Park East” on a site zoned “School & Institutional Use (SI)” at 5991 Jacombs Road. The Nature Park East is designated as an Environmentally Sensitive Area (ESA).

Related Policies & Studies

Official Community Plan/East Cambie Area Plan

The subject site is designated “Commercial” in both the Official Community Plan (OCP) and the East Cambie Area Plan (Attachment 2). As a commercial use, the proposed auto dealership at the subject site is consistent with the OCP and Area Plan land use designations.

Agricultural Land Reserve (ALR) Buffer Zone

Where there is an intervening road between ALR lands and non-ALR lands, the OCP encourages an appropriate landscaping buffer on the non-ALR lands through the Rezoning and Development Permit processes. This situation was reviewed under the original Zoning Text Amendment application (ZT 16-754143) and it was noted that the applicant’s proposal was consistent with the land use considerations in the OCP in that:

- “The Agricultural Land Reserve (ALR) is located to the south of the site and to the west (Richmond Nature Park). The site is separated from the ALR by existing roads (Jacombs Road and Westminster Highway). Formal landscaping plans to adequately buffer the site from the ALR will be a requirement of the forthcoming Development Permit [DP 16-741123] for the proposed auto dealership.” (A covenant was registered on Title through the previous zoning application (ZT 16-754143) to ensure that the landscaping within the ALR buffer along the southern property boundary would be retained.)
- “There is an existing 1.8 m high solid fence along the south property line next to Westminster Highway and the applicant proposes a row of new trees, a 3 m setback to on-site surface parking, and a setback of approximately 15 m to the south building façade.”
- “The applicant also proposes to retain the existing planting and 1.8 m high solid fence along the west property next to Jacombs Road, replace the existing London Plane trees (which are in poor condition) with a new row of Ginkgo Biloba trees, and to provide a minimum 3 m setback to on-site surface parking and proposed buildings.”

The current application will improve upon the above responses by further removing 12 of the previously approved parking spaces along the southern property boundary and replacing them with additional tree and shrub planting. The parking spaces will now be located within the parkade. The additional tree planting in this area will provide additional visual screening of the building from Westminster Highway as the trees eventually grow to mature height.

An additional eight previously approved parking spaces, generally along the western property boundary, are proposed to be relocated from grade to the internal parkade. These spaces will be replaced with new vegetation strips with trees. These changes are shown on the attached conceptual landscaping plans (Attachment 4) but will be addressed in greater detail through the separate Development Permit application (DP 18-818762).

Floodplain Management Implementation Strategy

The proposed development must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. A flood indemnity covenant was been registered on Title under the previous Zoning Text Amendment application (ZT 16-754143). The proposed addition will have no effect on the registered flood covenant.

Aircraft Noise Sensitive Development Policy

The OCP's Air Noise Sensitive Development (ANSND) Policy applies to the subject site, which is located within the "Restricted Area (Area 1B)". The proposed auto dealership at the subject site is consistent with the ANSD Policy as it is not a residential use.

An aircraft noise indemnity covenant has been registered on Title as required under the previous Zoning Text Amendment application (ZT 16-754143). No changes to the existing aircraft noise covenant as a result of the proposed addition.

Ministry of Transportation and Infrastructure (MOTI) Approval

As the subject site is located within 800 m of an intersection of a Provincial Limited Access Highway and a City road, the Zoning Text Amendment proposal was referred to MOTI for review and comment. The Zoning Text Amendment considerations include a requirement for MOTI approval prior to bylaw adoption.

Ministry of Environment (MOE) Approval

As the Site Profile submitted by the applicant for the current application identified Schedule 2 activities have occurred on-site, the Site Profile was submitted to the Ministry of Environment (MOE) in accordance with the Provincial Contaminated Sites Regulation. MOE has subsequently provided a letter dated May 16, 2018, allowing the City to proceed with approval of the Zoning Text Amendment and Development Permit applications.

Analysis

Built Form and Architectural Character

As proposed, the redevelopment will result in a two storey dealership office and sales facility with a four storey parkade. The concept plans for the proposed modifications to auto dealership building and the landscaping are provided in Attachment 4. The most significant areas proposed to change have been cloud outlined on the drawing package. Further review of the design aspects shown in the preliminary concept plans will be undertaken through the separate Development Permit review process to ensure general compliance with the Official Community Plan Development Permit Guidelines and assess the requested variances outlined in the next section.

Generally, the modifications include:

- Modifications to exterior cladding over portions of the building in part to mitigate the additional massing created by the addition of the two parkade levels.
- The addition of the two extra floors of parkade over top of the previously approved building. Staff have been advised that the initial building construction (currently underway) was designed to be able to accommodate future additional parkade floors above.
- Relocation of 20 at-grade parking spaces to the inside of the parkade.
- Restriping of the 6 accessible parking spaces (see Transportation section for more detail).
- Addition of trees and other landscaping to fill the spaces left by relocating the 20 parking spaces.
- Relocation of the garbage and recycling facility to the south-east corner of the site to allow additional vegetation screening of the car wash facility located in the south-west corner of the site. This also facilitates more efficient garbage collection.

Existing Legal Encumbrances

A Title summary prepared by Terra Law, dated October 19, 2019, was submitted for this application. The subject site carries a series existing legal encumbrances including

- Statutory rights of way agreements for utilities;
- Statutory building schemes with the Richmond Auto Mall Association;
- Vancouver Airport Authority noise indemnification covenants;
- Agricultural Land Reserve setback covenants;
- A covenant requiring the design, installation and maintenance of three electric vehicle charging stations on the site; and
- A flood indemnity covenant.

Terra Law's Title summary report advises that none of these encumbrances will affect the current application and they can remain on Title.

Transportation

Transportation staff have reviewed and assessed the potential traffic impacts associated with the proposed development. As the proposal is to provide space primarily for vehicle inventory

storage, it is anticipated that the associated traffic impacts would be minimal and can be accommodated within existing road infrastructure.

As part of this application review, staff have requested and the client has agreed, to restripe the six accessible parking spaces in accordance with the recent Zoning Bylaw Amendment on accessible parking (Section 7.5.15). This adjustment will be addressed through the Development Permit application review.

The Zoning Text Amendment considerations include a requirement that prior to the issuance of the Building Permit, a construction parking and traffic management plan to be provided to the Transportation Division.

Tree Retention and Replacement

No additional existing trees will be removed from the site as a result of the current proposal; however, an additional 45 more on-site trees are included in the conceptual landscape plans over the original landscape plan (DP 16-741123). These trees will help provide additional edge screening for the site.

No changes or additional protection is required for existing trees, as all the tree protection barriers are currently in place given the on-going construction at the site. Tree survival securities for both on-site and off-site have been addressed through the previously approved Zoning Text Amendment application (ZT 16-754143).

Public Art

Under the previous Development Permit (DP 16-741123) the Public Art contribution for the commercial use was assessed as \$51,762, which was contributed to the Public Art Reserve Fund. The Public Art Planner has advised that the proposed addition will result in an additional Public Art contribution of \$38,432, based on the 2018 rate of \$0.45/SF. The additional contribution has been included in the Zoning Text Amendment considerations and are required prior to final adoption, with the funds to be directed to the Public Art Reserve Fund.

Variances Requested

Based on the proposed preliminary concept plans, the applicant will be requesting to vary the provisions of Richmond Zoning Bylaw 8500 at the Development Permit Application review stage to increase the maximum permitted building height to accommodate:

- An increased parkade rooftop height from 12.0 m to 15.46 m (rounded to 15.5 m).
- A new parapet height of 16.88 m (rounded to 16.9 m).
- A stair tower of 18.51 m (rounded to 18.6 m).
- An elevator over-run of 20.39 m (rounded to 20.4 m).

The current proposal has been reviewed by the Richmond Auto Mall Association (RAMA) which has provided a letter (Attachment 5) in support of the proposed density increase to 0.82 FAR, as well as the requested variances.

Noting the special context and operating characteristics within the Richmond Auto Mall, staff believe the requested variances are supportable. Staff note that this is an overall trend observed within the Auto Mall to increase the on-site storage capacity and reduce land holding costs off-site. This specific request does not increase the building's footprint (site coverage), but will result in increased permeability of the site as a result of the vegetation improvements. The details of the quality of the proposed finishes, cladding materials, vegetation selections and height variances will be reviewed and analyzed further through the Development Permit Application review.

Site Servicing and Frontage Improvements

All the site servicing and frontage improvements were addressed under the previous Zoning Text Amendment application (ZT 16-754143). The proposed modifications to the building, site plan and landscaping will not result in any additional site servicing requirements or new frontage improvements.

Development Permit Review

As noted previously, the proposed development will undergo a separate design review via the Development Permit application (DP 18-818762). Specific issues to be addressed will include:

- Assessing compliance with the Official Community Plan Development Permit Guidelines.
- A review of the proposed landscape plant/tree selections, sizes, locations and rationale.
- Additional landscape securities will be calculated to address the landscaping additions.
- A review of the proposed exterior materials and colours as they relate to the proposed parkade floor additions.
- A review of vehicle parking spaces to ensure compliance with the parking requirements in the Zoning Bylaw No. 8500.
- Restriping of the six accessible parking spaces.
- A review of the height variances requested.
- An assessment of the garbage and recycling facility to ensure it is sufficiently sized and located to address the needs of the site. A waste management overlay will be required.

Financial Impact or Economic Impact

As all the servicing and frontage works were addressed under the previous Zoning Text Amendment application (ZT 16-754143) no additional Operational Budget Impacts (OBI) for off-site City infrastructure are anticipated as a result of this application. The previous application noted only insignificant operational impacts.

Conclusion

Christopher Bozyk Architects Ltd. has applied for permission to amend the zoning district "Vehicle Sales (CV)" zone to increase the maximum Floor Area Ratio (FAR) to 0.82 at 13100 Smallwood Place. The intent is to modify the previously approved Toyota automobile dealership development in order to accommodate two additional levels of parking and vehicle inventory storage overtop of the dealership building, which is currently under construction. Site

plan changes will result in fewer cars parked at grade and additional landscaping being added to the site.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9948, be introduced and given first reading.



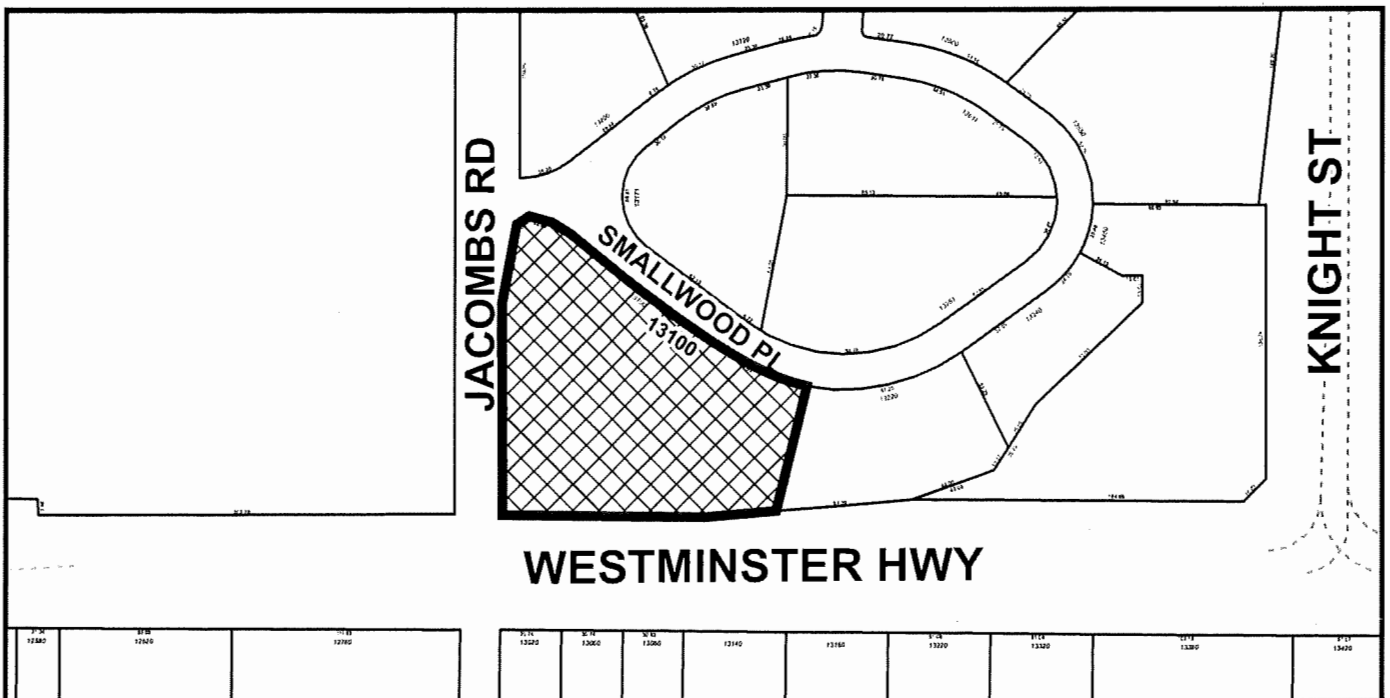
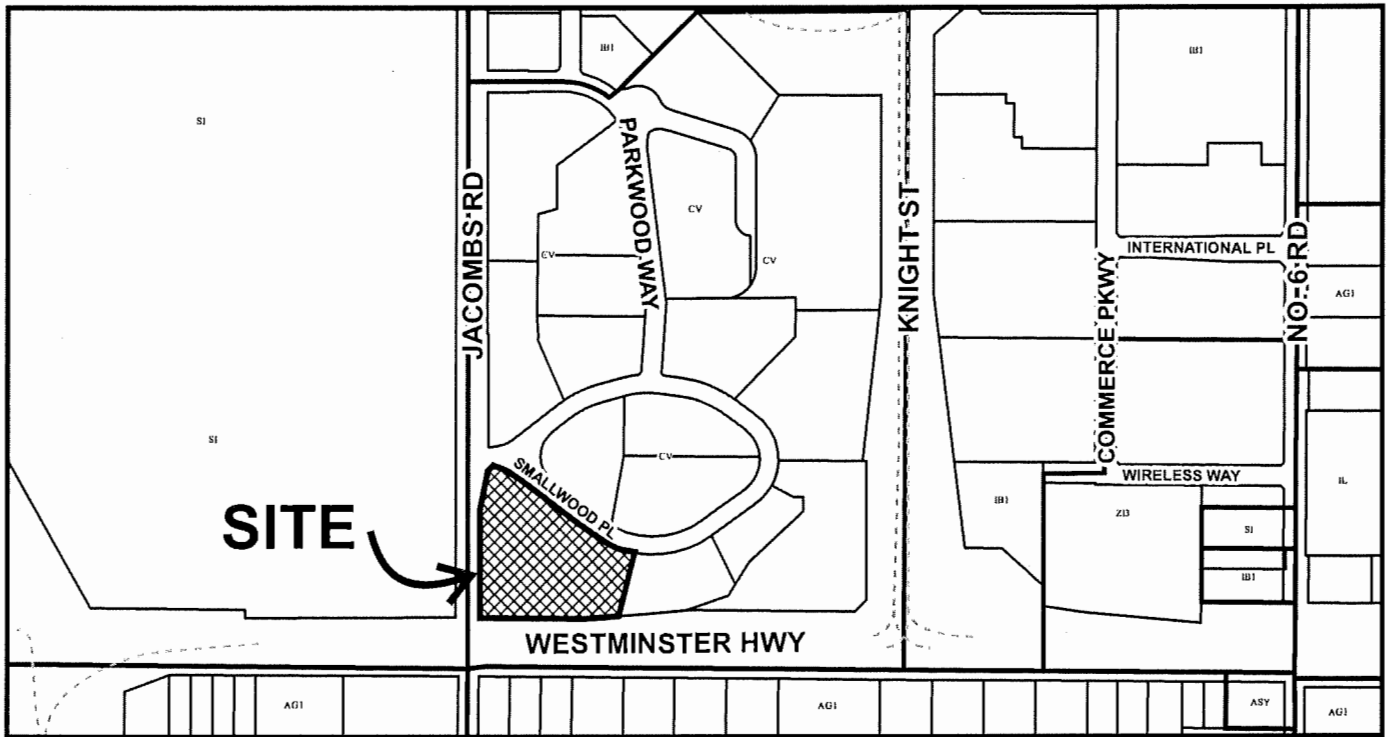
David Brownlee
Planner 2
(604-276-4200)

DCB:blg

- Attachment 1: Location Map
- Attachment 2: East Cambie Land Use Map
- Attachment 3: Development Application Data Sheet
- Attachment 4: Conceptual Development Plans
- Attachment 5: Letter from Richmond Auto Mall Association
- Attachment 6: Zoning Text Amendment Considerations



City of
Richmond



ZT 18-818765

Original Date: 05/09/18

Revision Date:

Note: Dimensions are in METRES



City of
Richmond



ZT 18-818765

Original Date: 10/26/18

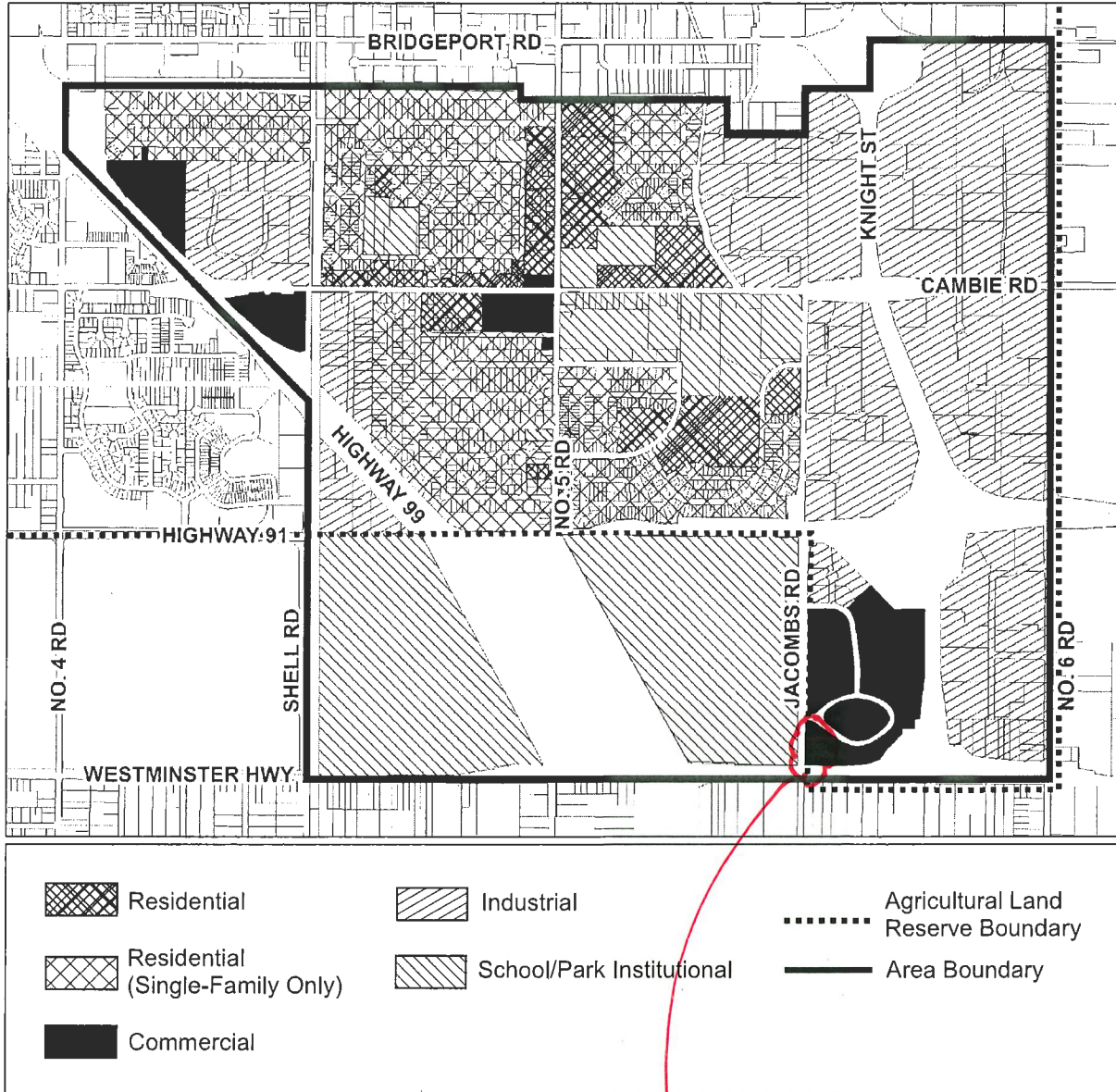
Revision Date:

Note: Dimensions are in METRES

City of Richmond

Land Use Map

Bylaw 8948
2016/10/24



SUBJECT
SITE



Development Application Data Sheet
Development Applications Department

ZT 18-818765

Attachment 3

Address: 13100 Smallwood Place

Applicant: Christopher Bozyk Architects

Planning Area(s): East Cambie

	Existing	Proposed
Owner:	Multiland Pacific Holdings	Same
Site Size (m²):	15,924 m ² (171,404.51 ft ²)	Same
Land Uses:	Auto Dealership And Service	Same
OCP Designation:	Commercial	Same
Area Plan Designation:	Commercial	Same
Zoning:	Vehicle Sales (CV)	Vehicle Sales (CV) with increased FAR to 0.82 at 13100 Smallwood Place

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	0.7 FAR	0.82 FAR	None permitted
Buildable Floor Area (m ²):*	11,146.8 m ² (119,983.2 ft ²)	12,996.3 m ² (139,891 ft ²)	None permitted
Lot Coverage (% of lot area):	Building: Max. 50%	Building: Max. 38%	None
Setback Front - North	Min 3.0 M	16.0 M	None
Setback Side – East	Min 3.0m	20.38m	None
Setback Side - West	Min 3.0m	22.5m Main Building 3.0m Car Wash Building	None
Setback Rear - South	Min 3.0m	10.63m Main Building 3.0m Garbage Enclosure	None
Height (m):	Max building height: 12.0 m with variance to 15.44 m at elevator overrun, stairway structures, storage and screened equipment as approved under DP 16-741123	Increased parkade rooftop height at 15.46 m, a parapet height of 16.88 m, a stair tower of 18.51 m and an elevator overrun of 20.39 m	Variance to be considered as part of DP18-818762
Off-street Parking Spaces – Staff and Visitor	281	296	none
Off-street Parking Spaces – Vehicle Inventory:	N/A	279	none

Other: _____

**PLN - 35**

OpenRoad Toyota Richmond

PROJECT NUMBER: 214007

**CHRISTOPHER
BOZYK ARCHITECTS LTD**
301-251 ALYMER STREET, WINDSOR, ONT. M9A 1S5

TEL: (804) 251-3600 FAX: (804) 251-3601

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EAST ELEVATION
SCALE:

DATE: SEPT 26, 2018

PLOT DATE: 10/25/2010 11:11:58 AM



OpenRoad Toyota Richmond

PROJECT NUMBER-214007

CHRISTOPHER ROZYK ARCHITECTS LTD.

114. 611 ALEXANDER STREET VANCOUVER

0-292-106 (024) 251-2446 FAX (024) 251-2448
BULE PATTI C. 024-292-106 (024) 251-2448

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NORTH WEST ELEVATION

SCALE:
DATE: SEPT 26, 2018SCALE:
DATE: SEPT 26, 2018

DP.002



PLN - 37

OpenRoad Toyota Richmond

PROJECT NUMBER: 21007

CONSTRUCTORS LTD

404-471 ALGONQUY STREET VANCOUVER B.C. V6A 1E1

PHONE: (604) 251-5888 FAX: (604) 251-5888

FILE NO: 11-11-17 AM

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VIEW FROM WESTMINSTER HIGHWAY

SCALE:

DATE: SEPT 26, 2018

DP-003



16	11/13/25	ISSUED FOR DP
15	11/26/25	ISSUED FOR DP
14	11/19/25	ISSUED FOR REVIEW
13	11/11/25	RESUBMITTED FOR CONSTRUCTION
12	10/14/25	ISSUED FOR DP
11	10/07/25	ISSUED FOR PROVISIONAL PRC
10	09/22/25	ISSUED FOR BP REVISION
9	7/29/25	ISSUED FOR BP REVISION
8	7/18/25	RE-SUBMITTED FOR DP
7	7/18/25	RE-SUBMITTED FOR DP
6	7/15/25	RE-SUBMITTED FOR DP
5	7/15/25	RE-SUBMITTED FOR DP
4	7/23/25	RE-SUBMITTED FOR DP
3	11/11/25	ISSUED FOR BUILDING PERMIT
2	10/08/25	ISSUED FOR DP
1	10/27/25	ISSUED FOR PRE-APP
0	08/27/25	ISSUED FOR DP

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SITE PLAN
DP 18-818762

SCALE 1" = 30'-0" DATE: Jun 1, 2014
PROJECT NUMBER 8001

PROJECT NUMBER
PLAN #1
DP0 04



① SITE PLAN
1" = 30'-0"

REVISION	DATE	DESCRIPTION
1	15.04.11	ISSUED FOR PERMIT
2	15.06.15	ISSUED FOR PERMIT AMENDMENT

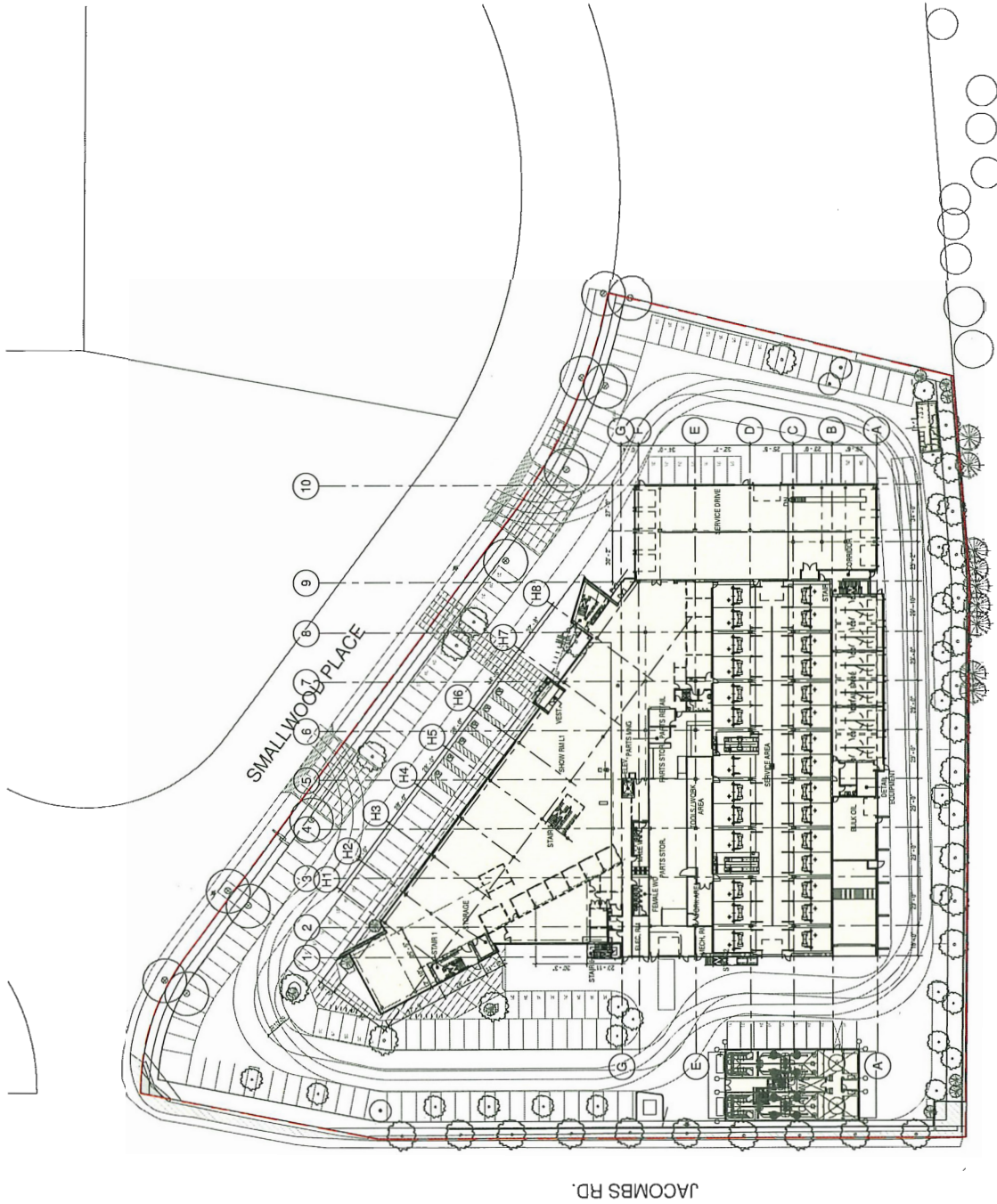
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OpenRoad Toyota Richmond
DP 18-818762
11192 SMALL WOOD PLACE, RICHMOND, BC

LEVEL 1

SCALE: 1" = 30'-0"
DATE: SEP 10, 2018
DRAWN BY: J. BOZYK
CHECKED BY: J. BOZYK

PLAN #1A
DP.005



① GROUND FLOOR PLAN
1" = 30'-0"

REVISION	DATE	DESCRIPTION
1	10.04.11	REVISED FOR PERMIT AMENDMENT
2	10.04.11	REVISED FOR PERMIT AMENDMENT

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Read and understand all drawings and specifications. Coordinate all work and be responsible for all dimensions and locations in the plan, and for the proper construction of the building. The contractor shall be responsible for the proper construction of the building and for the proper construction of the building.

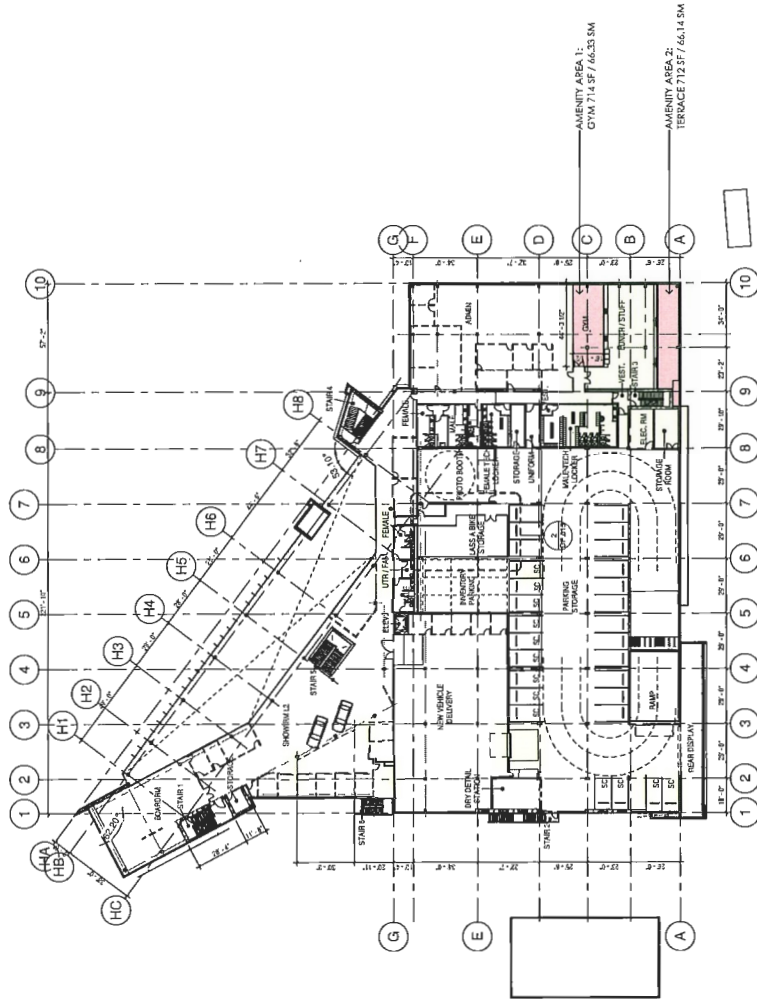
OpenRoad Toyota Richmond
DP 18-818762
13100 SMALL WOOD PLACE, RICHMOND, BC
LEVEL 2

SCALE: 1/8"=1'-0"
PROJECT NUMBER: 18087
DATE: 07/15/2018
DRAWN BY: J. BOZYK

PLAN #1B

DP.006

1 SECOND FLOOR PLAN
1"=32'-0"



NO.	DATE	REVISION	BY	FOR
1	10.24.11	SCHEMATIC DEVELOPMENT		
2	11.08.11	SCHEMATIC DEVELOPMENT		

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NOTES
1. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

2. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

3. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

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7. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

8. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

9. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

10. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

11. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

12. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

13. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

14. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

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16. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

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18. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

19. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

20. The architect is not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the client's consultants.

SCALE: 1"=20'-0"

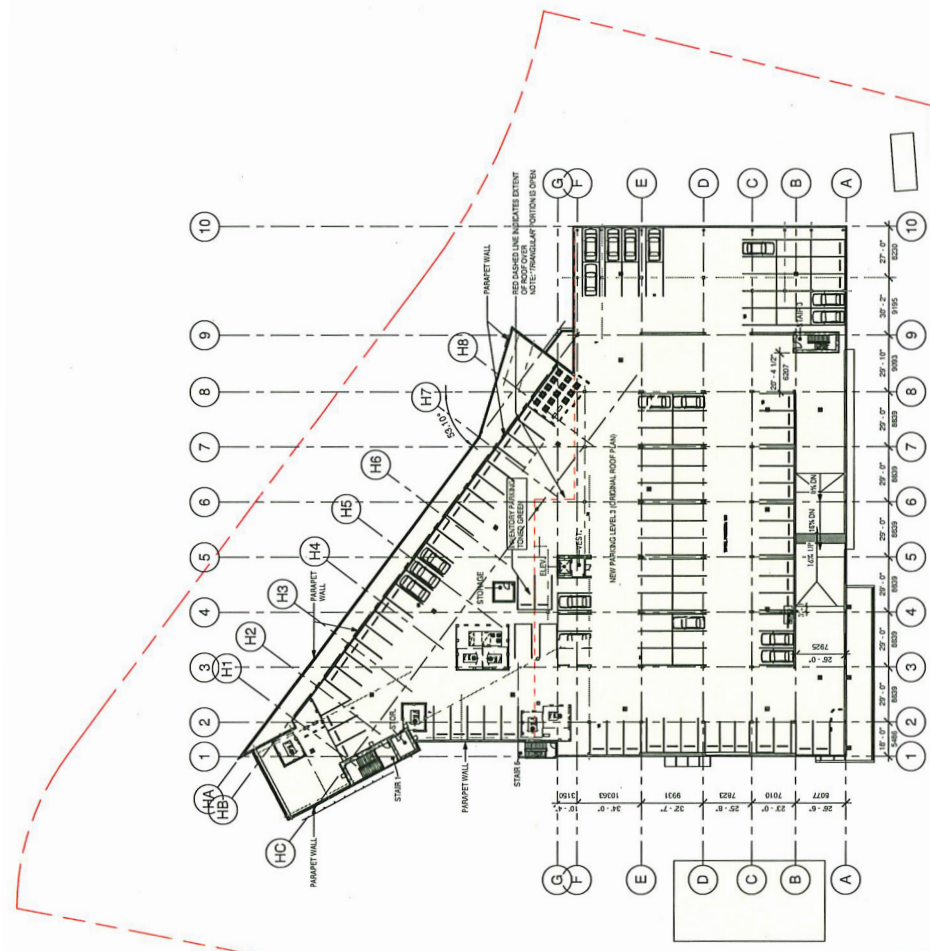
DATE: SEPTEMBER 2011

PROJECT NUMBER

21487

PLAN #1C

DP.007



ISSUANCE DATE	DESCRIPTION
18.04.11	ISSUED FOR OP AMENDMENT
18.09.25	ISSUED FOR OP AMENDMENT

REVISION	DATE	DESCRIPTION
1	01/01/01	ADDITIONAL NOTICE: All ideas, designs, drawings and reproductions shall be the property of Chubbiplex Inc. and are not to be used, reproduced or otherwise transmitted, in any form or by any means, without the express written permission of the copyright owner.

Written disclosure shall have precedence over stated increases. Contractors shall verify and be responsible for all disclosures and conditions on the job, shall obtain clarification of errors, discrepancies, or omissions information contained in the contract drawings and documents. Failure to obtain such clarification renders the contractor responsible for any resulting employer suit and the cost of rectification.

OpenRoad Toyota Richmond

DP 18-818762

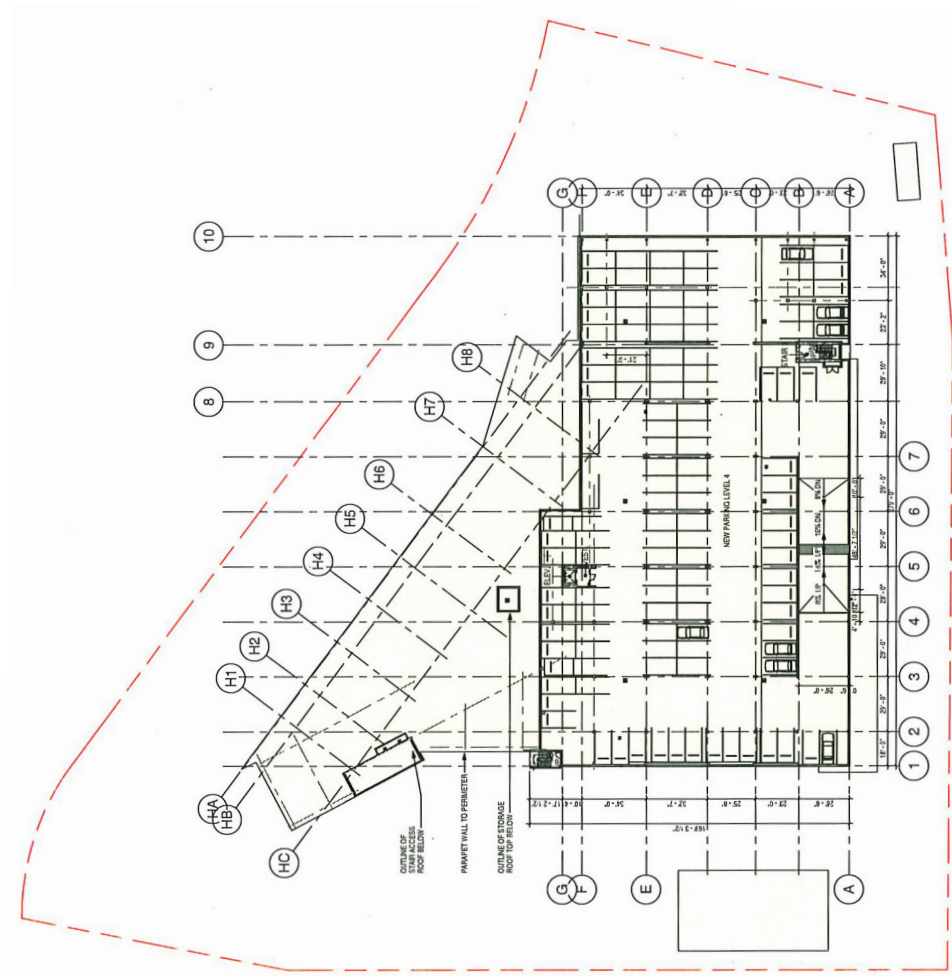
13100 SMALL WOOD PLACE, RICHMOND, BC

LEVEL 4

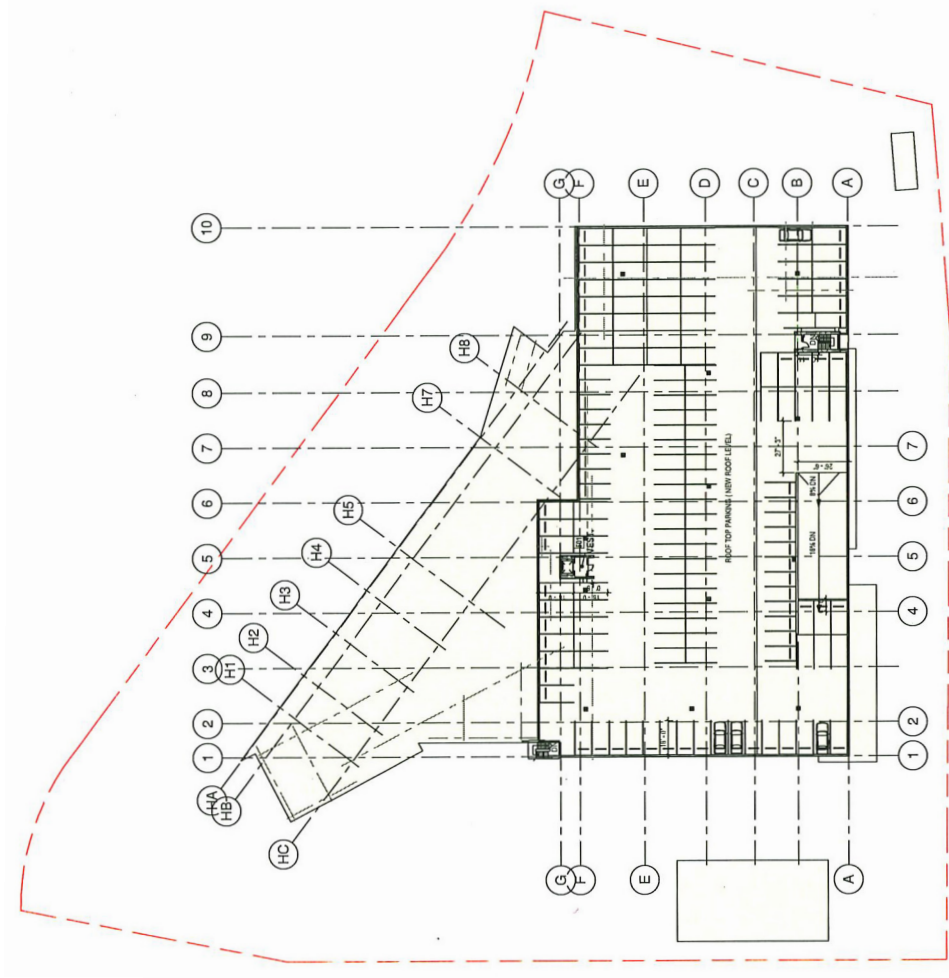
SCALE	1" = 30'-0"	DATE: SEPT 26, 2018	DRAWN BY: JLR
PROJECT NUMBER		21-6037	

PLAN #1D

DP.008



1 ADDITIONAL PARKING LEVEL 1
1" = 30'-0"



1. ADDITIONAL PARKING LEVEL 2
1" = 32'-0"

REVISION	DATE	DESCRIPTION
1	18.04.11	ISSUED FOR DP ASSIGNMENT
2	18.06.18	ISSUED FOR DP ASSIGNMENT

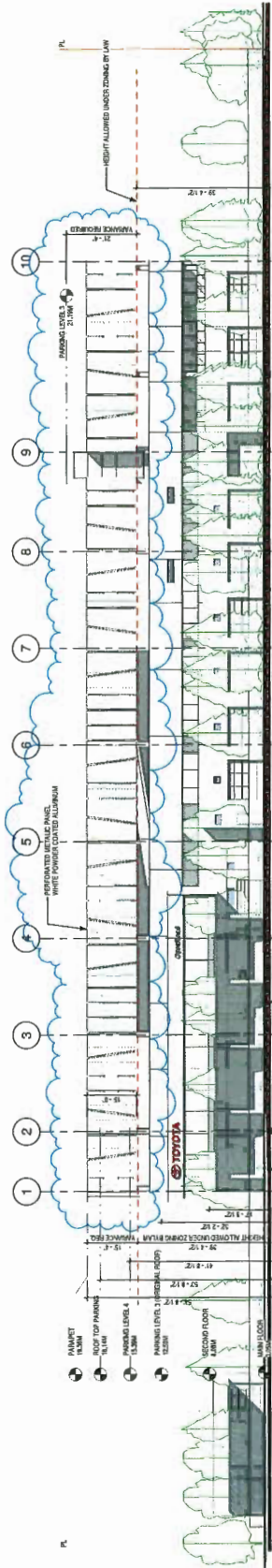
COMPILED BY: [Name]

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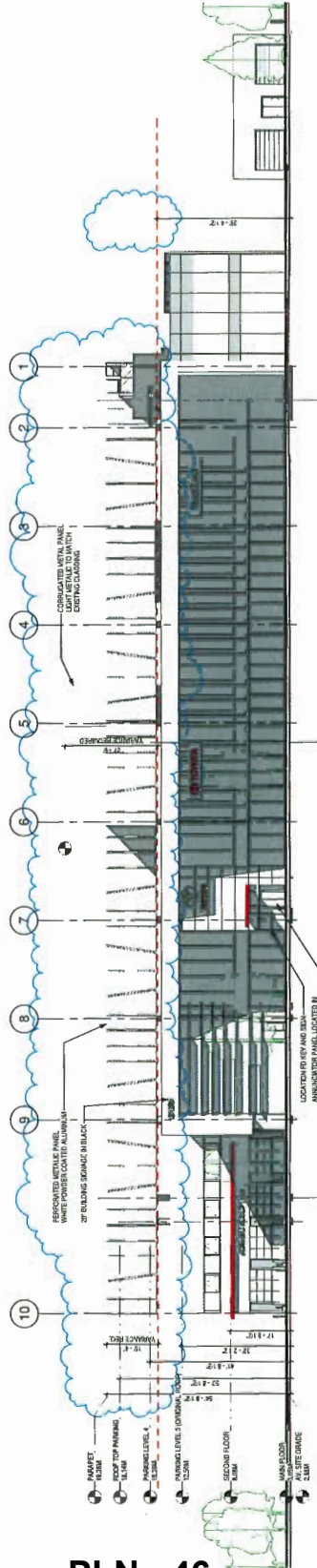
OpenRoad Toyota Richmond
DP 18-818762
13100 SMALL WOOD PLACE, RICHMOND, BC
LEVEL 5

SCALE: 1" = 32'-0"
DATE: SEP 12, 2018
DRAWN BY: [Name]
CHECKED BY: [Name]

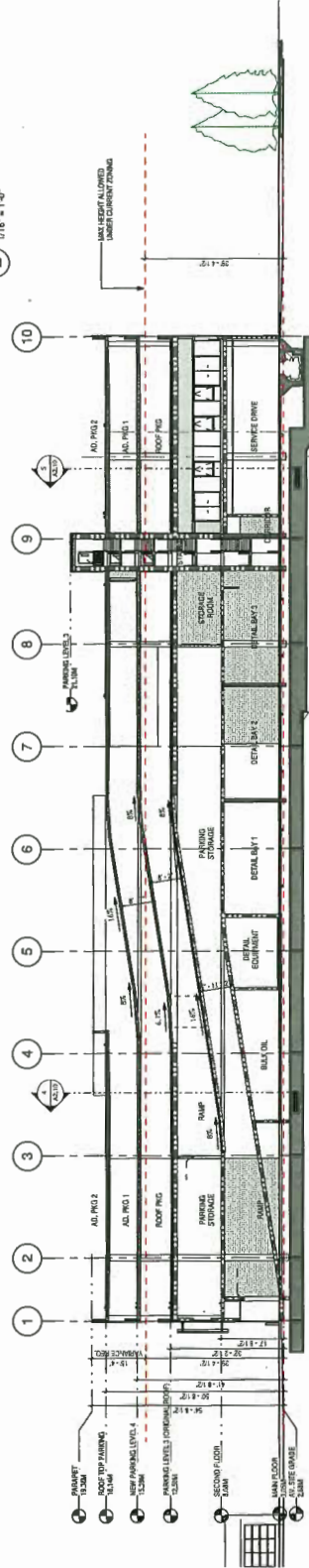
PLAN #1E
DP.009



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



2 NORTH ELEVATION
1/8" = 1'-0"



1 SECTION THROUGH RAMP
1/8" = 1'-0"

REVISION	DATE	DESCRIPTION
1	10.04.11	ISSUED FOR PERMIT
2	10.04.11	ISSUED FOR PERMIT

CONTRACTOR NOTES:

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Contractor responsible for any building code and fire code requirements. Contractor responsible for any building code and fire code requirements.

OpenRoad Toyota Richmond

DP 18-818762

13102 SMALL WOOD PLACE, RICHMOND, BC

ELEVATIONS AND SECTIONS

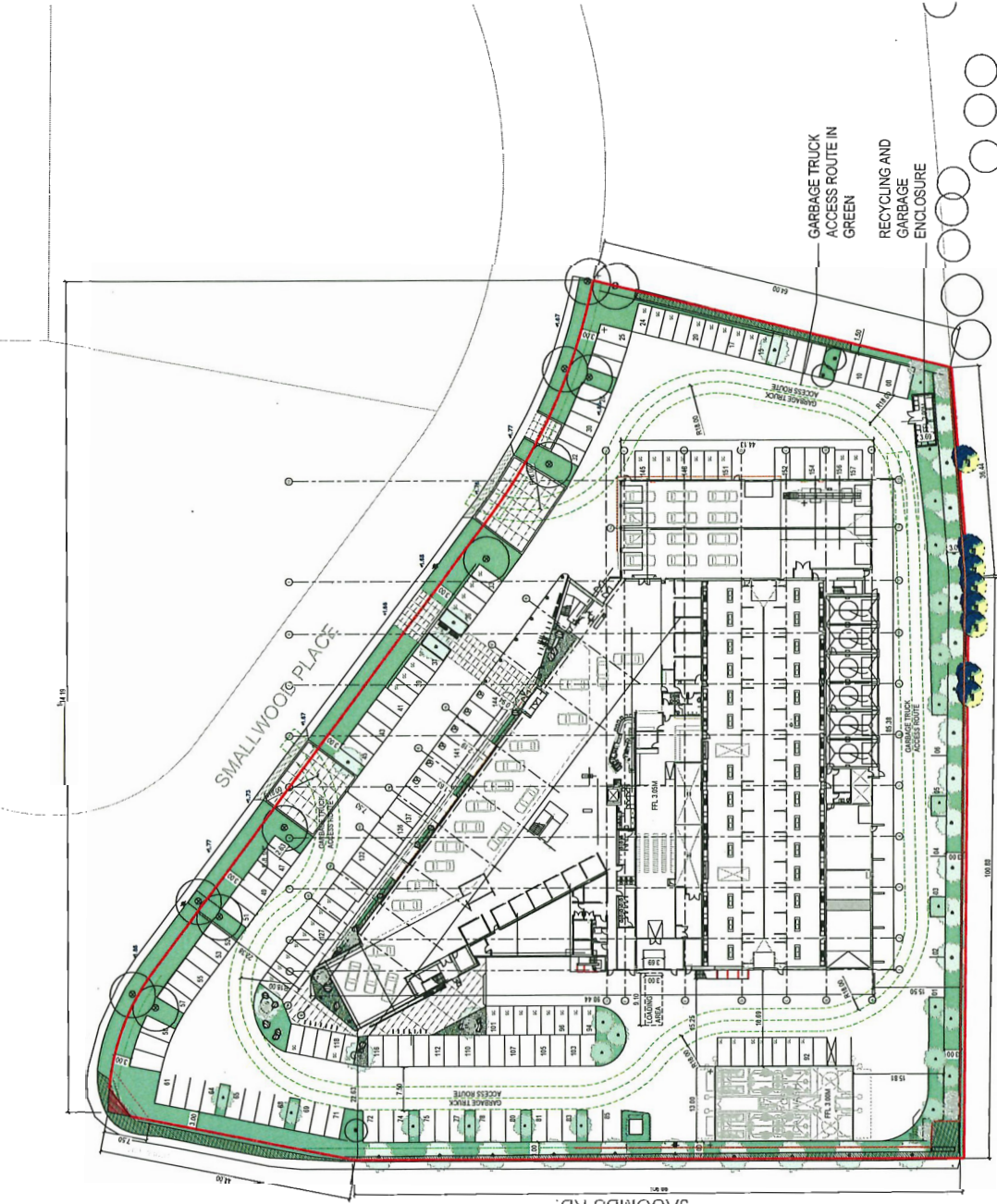
SCALE: 1/8" = 1'-0"

DATE: SEP 13, 2018

PROJECT NUMBER: 18-818762

PLAN #6

DP.012



PLN - 47

NO.	DATE	DESCRIPTION
1	18.12.25	ISSUED FOR DP
2	18.12.25	REVISION

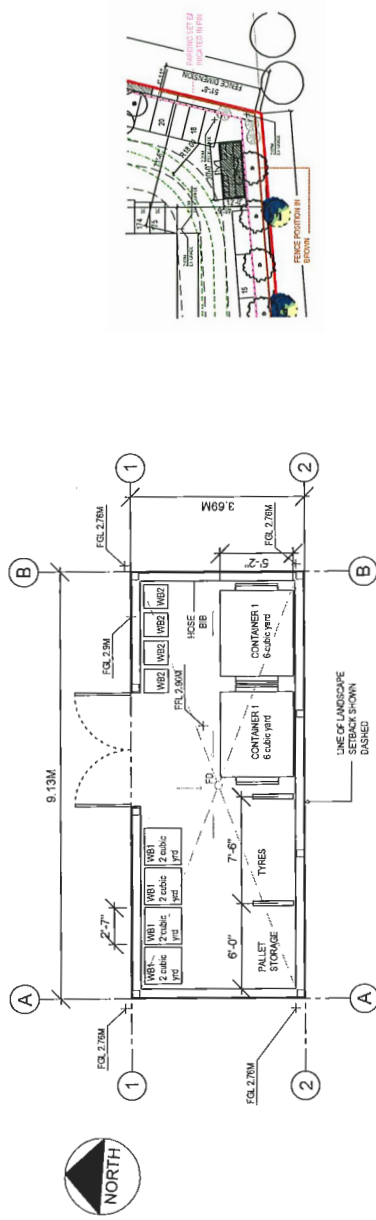
NOTES:
1. ALL DIMENSIONS ARE IN METERS.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

OpenRoad
Toyota Richmond

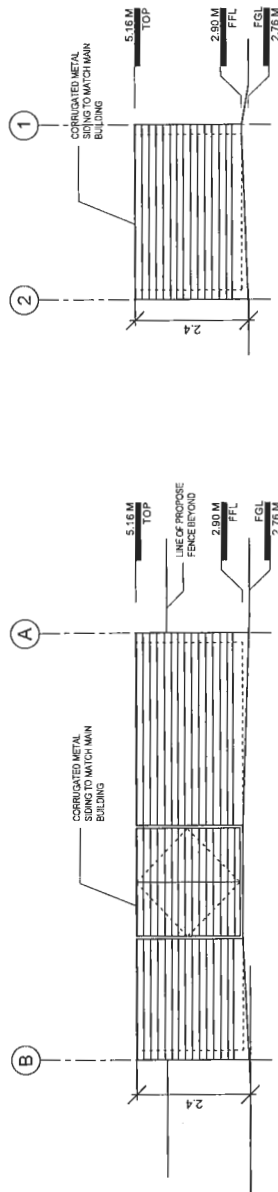
WASTE MANAGEMENT PLAN
DP 18-818762

SCALE: 1" = 30'-0"
DATE: Jan 1, 2016
PROJECT NUMBER: 8891

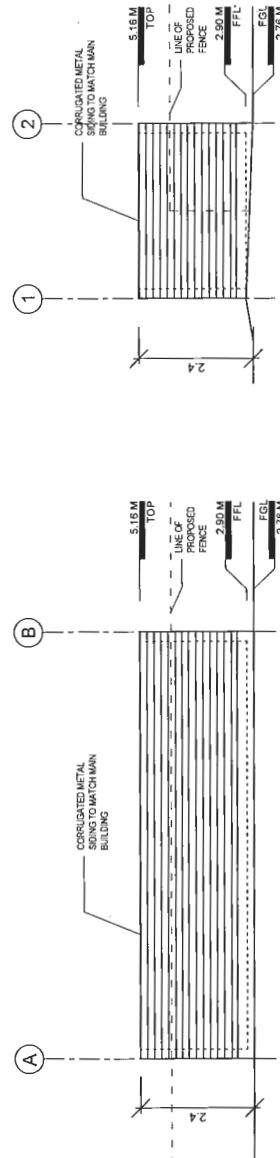
DP0.30



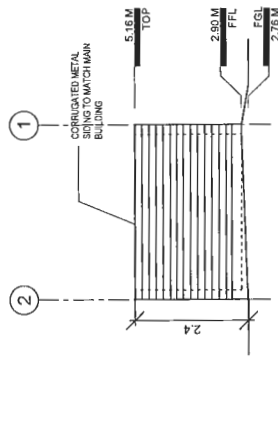
① GARBAGE ROOM PLAN
1/4" = 1'-0"



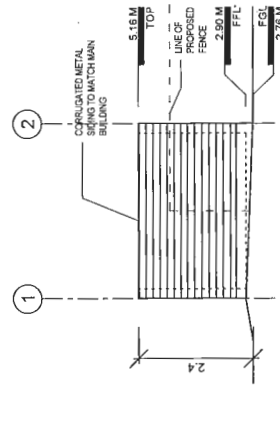
② NORTH ELEVATION
1/4" = 1'-0"



③ SOUTH ELEVATION
1/4" = 1'-0"



④ EAST ELEVATION
1/4" = 1'-0"



⑤ WEST ELEVATION
1/4" = 1'-0"

REGION	DATE	DESCRIPTION
6	18.10.25	ISSUED FOR DP
5	18.04.11	ISSUED FOR DP
4	17.12.05	ISSUED FOR ADDENDUM
3	17.01.27	ISSUED FOR BP REVISION
2	17.05.30	ISSUED FOR DP
1	17.05.19	ISSUED FOR DP

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When awarded, all bid line items must have precedence over stated alternatives. Contractors shall remain responsible for all dimensions and conditions in the job, shall request clarification of errors, omissions, or conflicting information contained in a bid at the time of bid opening, and shall be responsible for any errors, omissions, or conflicting information in the bid. Failure to obtain such clarification renders the Contractor responsible for any errors, omissions, or conflicting information in the bid. The intent of this section is to ensure that the Contractor is responsible for the bid.

**OpenRoad
Toyota Richmond**

GARBAGE ENCLOSURE

DP 18-818762

SCALE 1" = 31'-0" DATE Jan 1, 2019 DRAWING AUTHOR
PROJECT NUMBER 5001

DP0.31

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ARCHITECT:
CHRISTOPHER BOZZA, ARCHITECTS

PLAN #3B

13	RE-ISSUED FOR DP	18-06-25
12	ISSUED FOR CONSTRUCTION	18-05-28
11	ISSUED FOR REVIEW BY P	17-12-18
10	ISSUED FOR TENDER	17-12-20
9	RE-ISSUED FOR DP	17-05-29
8	ISSUED FOR AIP	17-06-01
7	RE-ISSUED FOR DP	17-05-20
6	RE-ISSUED FOR DP	17-05-19
5	ISSUED FOR BUDGETING	17-03-24
4	RE-ASSUED FOR DP	17-03-09
3	ISSUED FOR DP	18-12-26
2	ISSUED FOR DP	18-07-27
1	ISSUED FOR CLIENT REVIEW	18-06-28

OPENROAD TOYOTA

13100 Smallwood Place
Richmond, British Columbia

Scale:	1:300
Drawn:	AO
Reviewed:	KL
Project No.	09-490

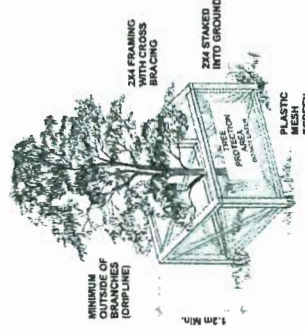
LANDSCAPE TREE MANAGEMENT

L0.1

DESCRIPTION	SYMBOL
EXISTING TREE TO BE REMOVED PER ARBORIST REPORT	⊗
EXISTING TREE TO BE RETAINED PER ARBORIST REPORT	⊕
TREE PROTECTION FENCING PER CITY OF RICHMOND	⊠

TO BE REMOVED:	13
JACOB'S ROAD	3
SMALLWOOD PLACE	10
TOTAL	13
TO BE INSTALLED:	10 (7.6m CAL)
JACOB'S ROAD	3 (7.6m CAL)
SMALLWOOD PLACE	7 (7.6m CAL)
EAST PROPERTY LINE	1
SOUTH PROPERTY LINE	14 (7.6m CAL)
TOTAL	44 (28 @ 7.6m CAL)

50% PLANTING AVAILABLE FOR NEW AND REPLACEMENT TREES



Tree Protection Distance Table			
Tree Trunk Diameter (cm)	Minimum Protection Radius (m)	Minimum Protection Radius (ft)	Total Diameter (m)
10	0.5	1.5	2.0
15	0.75	2.25	2.75
20	1.0	3.0	3.5
25	1.25	3.75	4.25
30	1.5	4.5	5.0
35	1.75	5.25	5.75
40	2.0	6.0	6.5
45	2.25	6.75	7.25
50	2.5	7.5	8.0
55	2.75	8.25	8.75
60	3.0	9.0	9.5
65	3.25	9.75	10.25
70	3.5	10.5	11.0
75	3.75	11.25	11.75
80	4.0	12.0	12.5
85	4.25	12.75	13.25
90	4.5	13.5	14.0
95	4.75	14.25	14.75
100	5.0	15.0	15.5

1 NOT TO SCALE

WESTMINSTER HIGHWAY

50 m

PLN 49 JACOB'S ROAD

CONNECT LANDSCAPE ARCHITECTURE INC. DOES
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DETERMINING THE EXISTENCE, LOCATION, AND
ELEVATION OF ALL UTILITIES AND OR
CONCEALED STRUCTURES AND IS RESPONSIBLE
FOR NOTIFYING THE APPROPRIATE COMPANY,
DEPARTMENT OR PERSONS OF ITS INTENTION
TO CARRY OUT ITS OPERATIONS.

ARCHITECT:
CHRISTOPHER BOZYS, ARCHITECTS

PLAN #3C

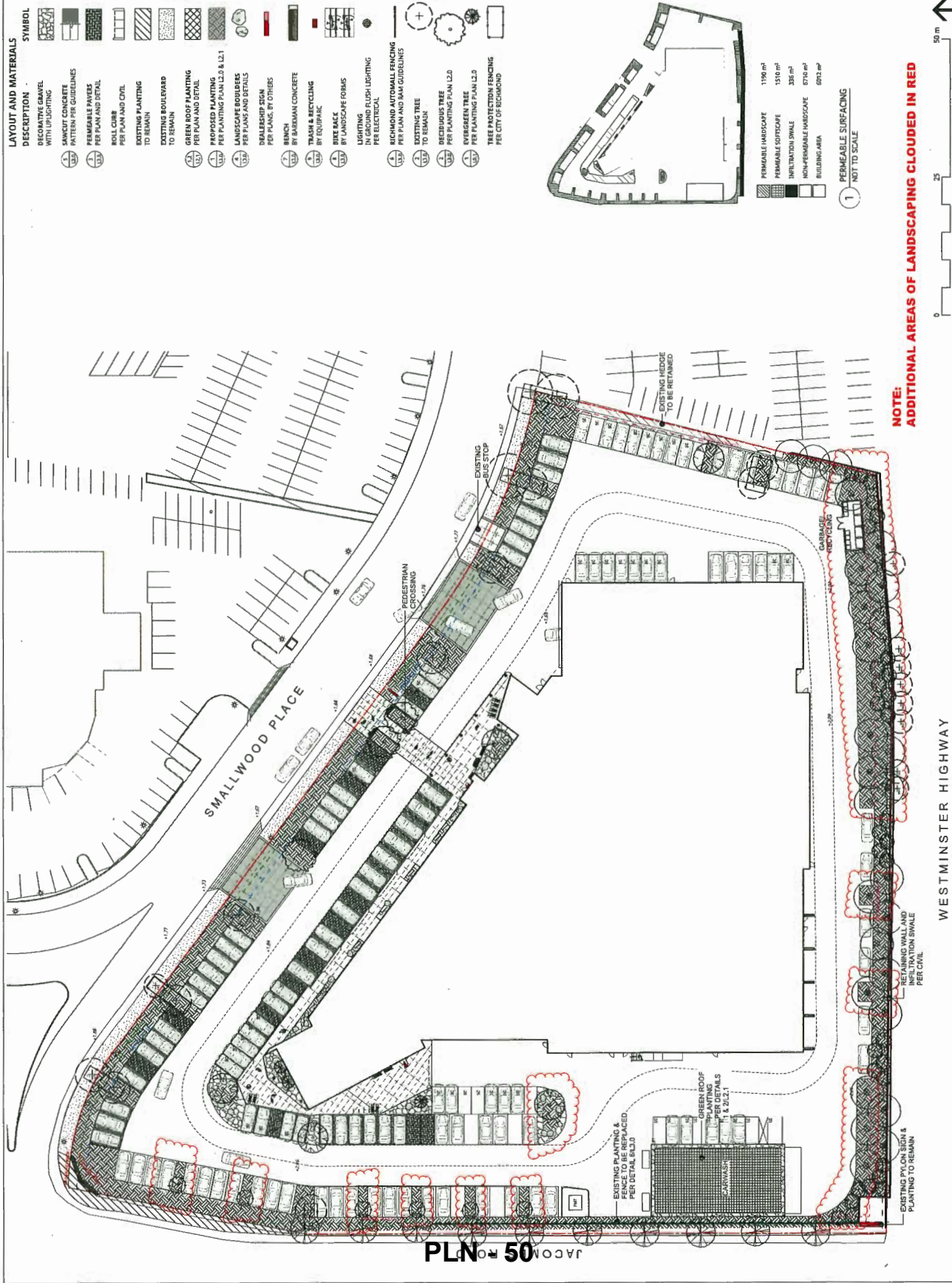
13	RE-ISSUED FOR DP	18-06-28
12	ISSUED FOR CONSTRUCTION	18-06-28
11	ISSUED FOR REVISED BP	17-10-18
10	ISSUED FOR TENDER	17-11-20
9	RE-ISSUED FOR DP	17-06-20
8	ISSUED FOR ASP	17-06-27
7	RE-ISSUED FOR DP	17-05-20
6	RE-ISSUED FOR DP	17-05-19
5	ISSUED FOR BUDGETING	17-05-14
4	RE-ISSUED FOR DP	17-05-08
3	ISSUED FOR BP	16-11-29
2	ISSUED FOR DP	16-07-27
1	ISSUED FOR CLIENT REVIEW	16-06-20

OPENROAD TOYOTA

12100 Smallwood Place Richmond, British Columbia
Scale: 1:200
Drawn: KD
Reviewed: KL
Project No. 09-400

LANDSCAPE SITE PLAN

L1.0



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ARCHITECT:

CHRISTOPHER BOZAK ARCHITECTS

PLAN #3D

13	RE-DESIGNED FOR DP	18-09-26
14	ISSUED FOR CONSTRUCTION	18-09-26
15	ISSUED FOR REVIEW DP	17-03-18
16	ISSUED FOR TENDER	17-03-20
17	RE-DESIGNED FOR DP	17-03-20
18	ISSUED FOR ASP	17-03-27
19	RE-DESIGNED FOR DP	17-03-27
20	ISSUED FOR BUDGETING	17-03-27
21	RE-DESIGNED FOR DP	17-03-27
22	ISSUED FOR DP	18-03-27
23	ISSUED FOR CLIENT REVIEW	18-03-27

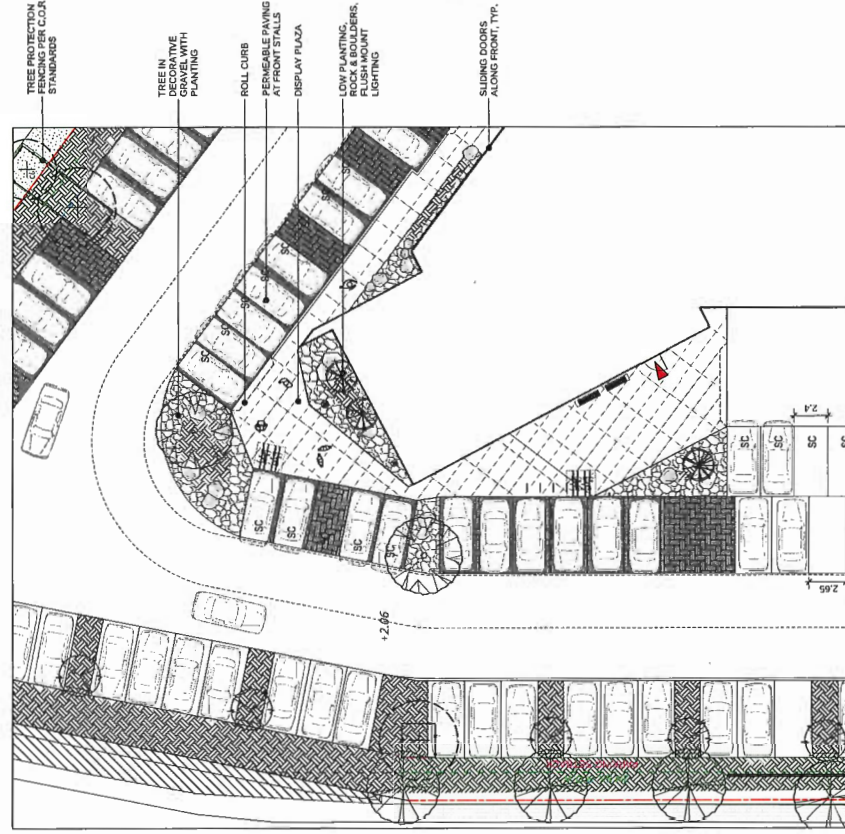
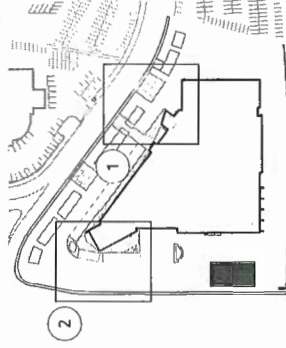
OPENROAD TOYOTA

13100 Swallowwood Place
Richmond, British Columbia

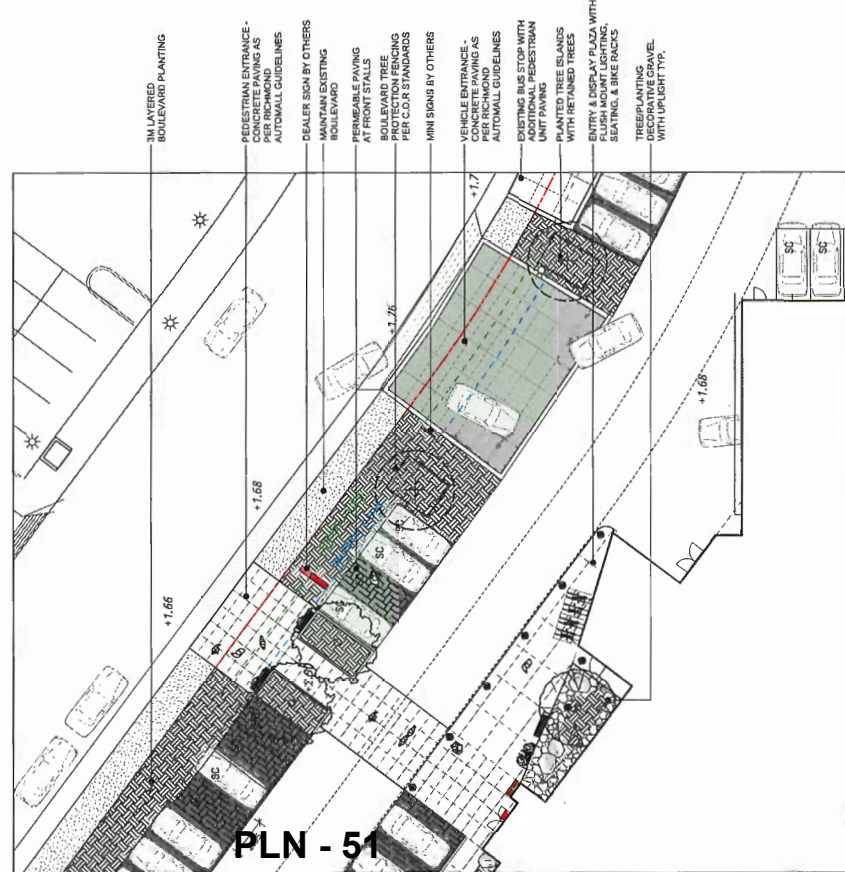
Scale:	1:150
Drawn:	KD
Reviewed:	KL
Project No.	09-400

LANDSCAPE ENLARGEMENTS

L1.1



2 CORNER ENLARGEMENT PLAN
Scale: 1:150



1 MAIN ENTRY ENLARGEMENT
Scale: 1:150

PLN - 51

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ARCHITECT:
CHRISTOPHER BOZYN, ARCHITECT

PLAN #3E

13	REISSUED FOR DP	18-06-20
12	ISSUED FOR CONSTRUCTION	18-02-20
11	ISSUED FOR REVISED BP	17-10-19
10	ISSUED FOR TENDER	17-10-20
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8	ISSUED FOR ADP	17-04-20
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6	REISSUED FOR DP	17-05-20
5	ISSUED FOR BUDGETING	17-03-20
4	REISSUED FOR DP	17-03-20
3	ISSUED FOR BP	18-11-20
2	ISSUED FOR DP	18-11-20
1	ISSUED FOR CLIENT REVIEW	18-06-20

REVISIONS

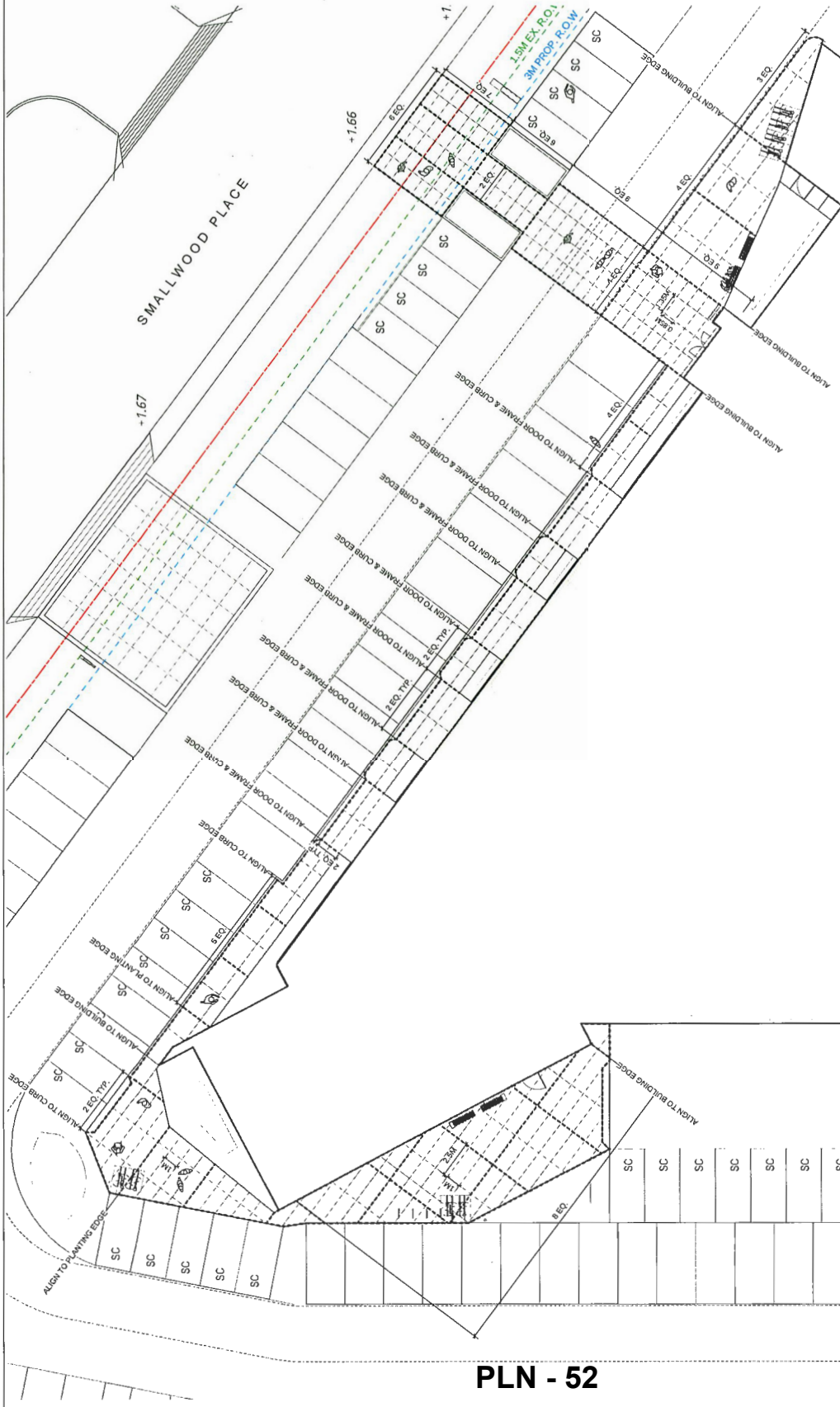
OPENROAD TOYOTA

13100 Smallwood Place
Richmond, British Columbia

Scale:	1:125
Drawn:	KD
Reviewed:	KL
Project No.	09-490

LANDSCAPE LAYOUT PLAN

L1.2



PLN - 52

MATERIALS LEGEND

KEY	SYMBOL
SAWCUT JOINT	+
PER PLAN AND DETAILS	
EXPANSION JOINT	---
PER PLAN AND DETAILS	

NOTES

1. LIGHT SANDBLAST FINISH AS SPECIFIED
2. REFER TO PLAN FOR SAWCUT JOINT LAYOUT DIMENSIONS.
3. REFER TO PLAN FOR SAWCUT JOINT LAYOUT DIMENSIONS.
4. REFER TO CIVIL FOR VEHICULAR CONCRETE DETAILS AND SPECIFICATIONS.



1 CIP CONCRETE PAVING JOINTS, TYP.
Scale: 1:5

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ARCHITECT:
CHRISTOPHER BOZYSKY ARCHITECTS

PLAN #3F

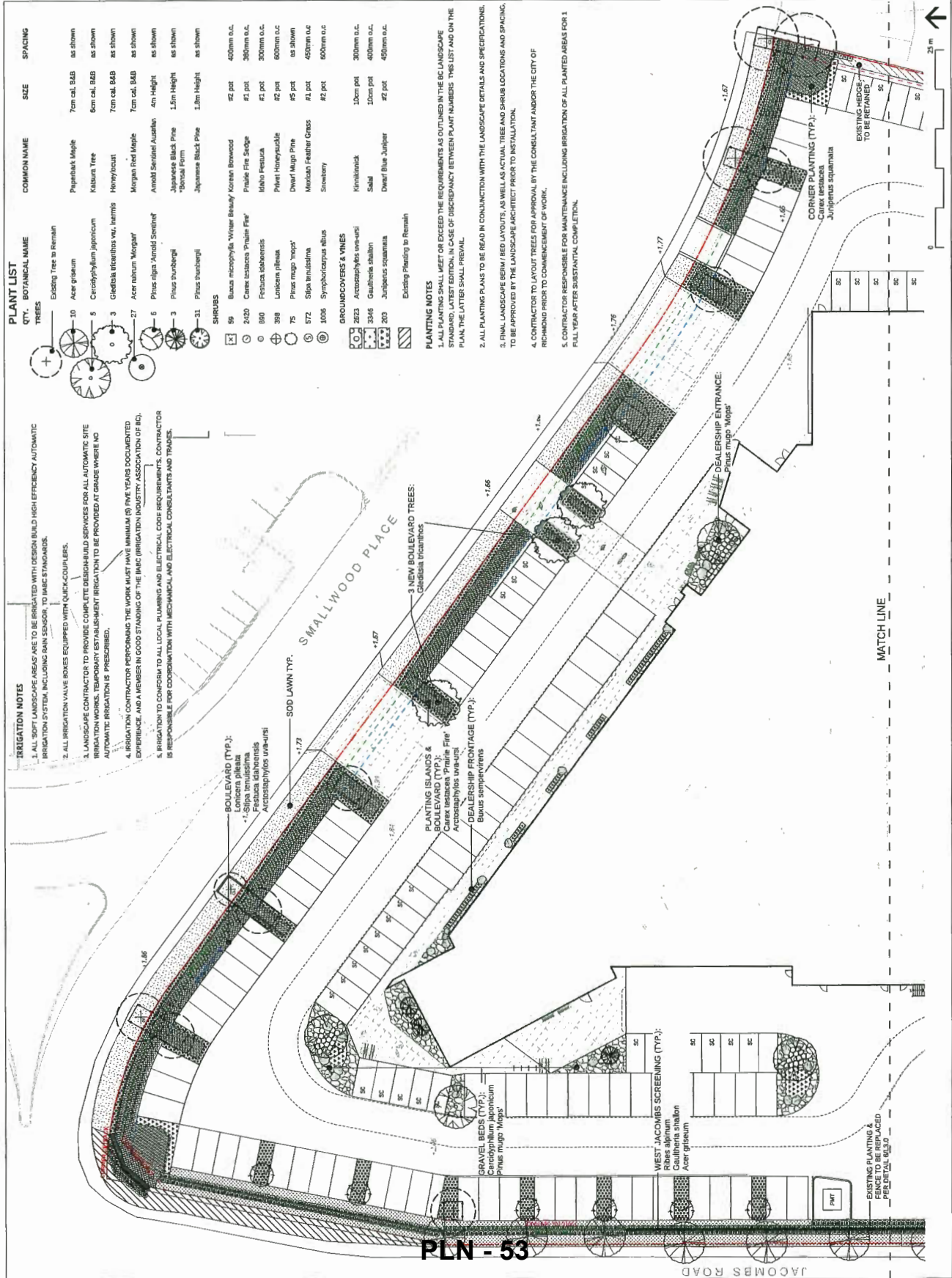
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99	ISSUED FOR DP	17-03-20
100	ISSUED FOR DP	17-03-20

OPENROAD TOYOTA

13100 Smallwood Place
Richmond, British Columbia
Scale: 1:200
Drawn: KD
Reviewed: KL
Project No: 06-490

LANDSCAPE
PLANT MATERIALS
NORTH

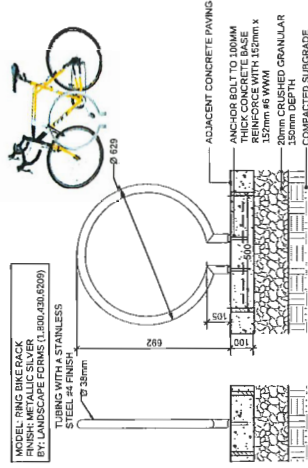
L2.0



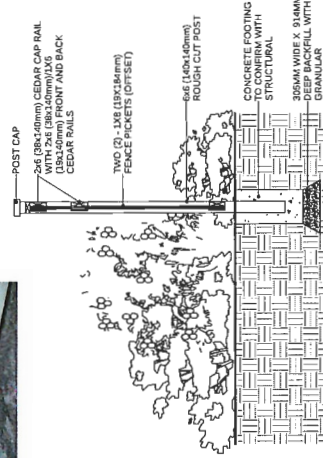


TYPE: ONE40TWO BENCH
BY: BARKMAN CONCRETE
PORT MOODY, BC T7A 6Z9, 7670

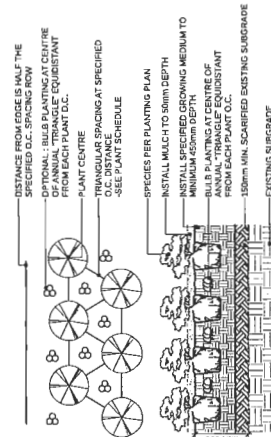
7 CONCRETE BENCH



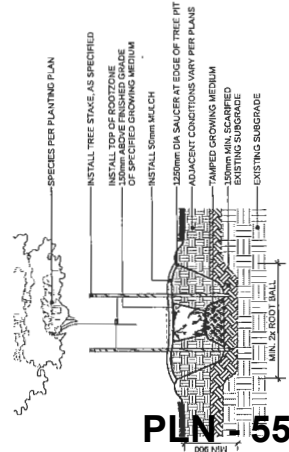
8 RING BIKE RACK BY LANDSCAPE FORMS
Scale: 1:10



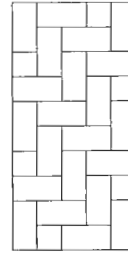
9 TRASH/RECYCLING RECEPTACLE
Scale: 1:10



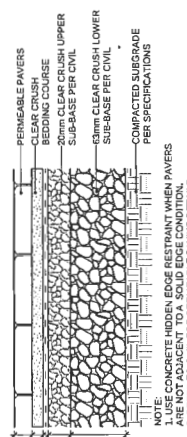
PLANTING ON GRADE (TYPICAL)



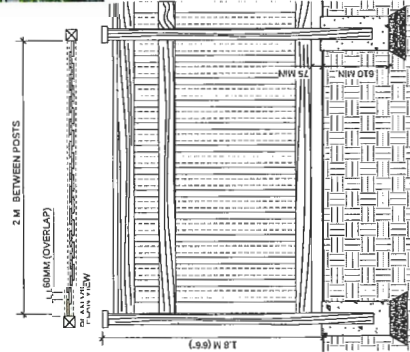
2 TREE PLANTING ON GRADE (TYPICAL)
Scale: 1/25



TYPE: AQUAPAVE STANDARD
PATTERN: HERRINGBONE
COLOUR: CHARCOAL
SIZE: STANDARD 221.5mm x 110mm x 80mm
SUPPLIER: ABBOTSFORD CONCRETE PRODUCTS
VANDOLVER, BC
1.800.552.4001



3 PERMEABLE PAVING



6 PERIMETER WOOD FENCE Scale: 1"=20'



October 12, 2018

MEMO TO: Christian Chia, OpenRoad Toyota Richmond

FROM: RAMA Board of Directors

RE: OpenRoad Toyota Richmond Development Permit Application-
Car Parking Addition

Dear Christian,

This letter is to inform you that your revised building design application submitted April, 2018 for the new OpenRoad Toyota Richmond dealership in the Richmond Auto Mall has been approved by RAMA's Board of Directors.

We note that the maximum Floor Area Ratio of 0.82 is higher than the municipal bylaw of .5 and that the proposed: roof height 15.46M, parapet height of 16.88M, stair tower 18.51M and elevator over-run of 20.39M exceed the bylaw maximum of 12M. Based on the variances granted on the recent Audi and Jaguar LandRover applications on these same two issues, the Board has also approved the variances on your application.

If you have any questions, please don't hesitate to call. On behalf of the Directors and myself, we wish you the very best with your new facility.

Kind regards,

A handwritten signature in black ink, appearing to be 'Gail Terry', written in a cursive style.

Gail Terry

General Manager, Richmond Auto Mall Association

CC: RAMA Board of Directors, Bibiane Dorval



**City of
Richmond**

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

Address: 13100 Smallwood Place

File No.: ZT 18-818765

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9948, the developer is required to complete the following:

1. Provincial Ministry of Transportation & Infrastructure Approval.
2. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
3. City acceptance of the developer's offer to voluntarily contribute \$0.45 per buildable square foot (e.g. \$38,432) to the City's public art fund.

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

1. 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.
2. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
3. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
4. 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

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9948 (ZT 18-818765)
13100 Smallwood Place**

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

1. Richmond Zoning Bylaw 8500, section 10.7 entitled "Vehicle Sales (CV)", is amended by deleting subsection 10.7.4.1 d) in its entirety and replacing with the following:
 - d) 0.82
13100 Smallwood Place
P.I.D. 000-955-574
Lot 7 Section 5 Block 4 North Range 5 West New Westminster District Plan
68775 Except Plan EPP72489
2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9948**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

MINISTRY OF TRANSPORTATION APPROVAL

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by <i>AB</i>
APPROVED by Director or Solicitor <i>AL</i>

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee

Date: October 18, 2018

From: Barry Konkin
Manager, Policy Planning

File: 08-4200-08/2018-Vol 01



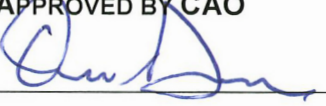
Re: Steveston Village Heritage Conservation Grant Program Update

Staff Recommendations

1. That the staff report titled "Steveston Village Heritage Conservation Grant Program Update" dated October 18, 2018 be received for information.
2. That the updated Steveston Village Heritage Conservation Grant Program be approved.


Barry Konkin
Manager, Policy Planning

BK: mp
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage Development Applications	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The Steveston Village Heritage Conservation Grant (SVHCG) Program was established to enable Council to collect contributions from development projects in exchange for additional density, and distribute funds for the exterior conservation of the 17 identified heritage buildings in the Steveston Village Heritage Conservation Area, two of which are owned by the City of Richmond. A map showing the 17 identified heritage buildings is included in Attachment 1 and Statements of Significance for these buildings are included in Attachment 2. Developer contributions have been collected since 2015.

This report recommends an update to the SVHCG Program to better promote and facilitate exterior conservation of the identified heritage buildings, and to utilize the heritage conservation funds collected to date.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

3.1. Growth and development that reflects the OCP, and related policies and bylaws.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.3. Transparent financial decisions that are appropriately communicated to the public.

Background

The purpose of the SVHCG Program is to utilize the developer-paid contributions associated with density bonus mechanisms outlined in the Steveston Area Plan in order to provide financial incentives to property owners to conserve the exterior of the 17 identified heritage buildings; 15 are privately-owned and two are City-owned.

The major source of the funding is contributions from developers in exchange for additional density over 1.2 Floor Area Ratio (FAR) up to a maximum 1.6 FAR on sites specified in the

Steveston Village Land Use Density and Building Height Map, included in the Steveston Area Plan. The current contribution rate is \$608.05 per m² (\$56.49 per ft²).

The grant program, as set out in existing Council Policy 5900 (Attachment 3), outlines a 50/50 cost-sharing model for grants. The maximum grant amount set out in the current policy is \$50,000 per identified heritage building, to be matched by private funds. For exceptional heritage conservation, Council may consider an additional \$25,000 per identified heritage building, so long as additional matching private funds are provided.

Analysis

Current Funding

Since the inception of the SVHCG Program in 2009, the City has collected \$970,581 from developers' contributions. The first contribution was received in 2015, and two subsequent contributions were received in 2017 and early 2018. Other recent developments that have taken place in the Steveston Village have chosen to build at 1.2 FAR or less, and were thus not required to provide a contribution to the grant program.

The current balance of the account is \$1,026,614.65, including an amount that was in the Heritage Trust Account prior to the adoption of the SVHCG program. No grants have been issued from this fund.

Given the healthy balance in the account, and the fact that no grants have yet been issued, staff undertook an assessment of the program to ascertain how it could be enhanced, and begin to find opportunities to use the funds for the intended purpose.

Long-term Funding Potential

An evaluation of the estimated contribution capacity of the SVHCG Program was undertaken based on review of sites with redevelopment potential in the Village over the next 20 years. Based on the maximum possible density of 1.6 FAR above the base density of 1.2 FAR as set out in the current Steveston Area Plan, and the current contribution rate of \$56.49 per square foot and assuming full build out of these sites, it is estimated that the total accumulated balance of the account could be approximately \$5.5 million.

We note that there are timing considerations for the expenditures of the grant funding: if a number of grants provided to eligible projects over the short to medium-term, there could be a short to medium term funding gap, as developer contributions to replenish the fund are dependent upon rezoning applications being submitted. Staff will monitor grant requests and the available funding and advise Council of any potential shortfall.

The changes outlined in this report are intended to encourage property owners to undertake proposed heritage conservation work of the identified heritage buildings in order to utilize the funds for the designated purpose. Should the recommendations in this report be endorsed by Council, staff will work to implement the grant program and ensure that there is funding available at a base level for each of the 17 identified heritage resources in the Village.

Proposed Changes

The following changes are proposed to better encourage owners to take advantage of the program, clarify the program's eligibility requirements and grant issuance process, and provide clear evaluation criteria. Also, the current Policy document has been restructured and rewritten to be more use-friendly. The proposed changes are reflected in a draft update to Council Policy 5900 (Attachment 4).

1. Maximum Funding Amount

Given the current balance in the fund, together with the expectation that the fund will continue to grow over time, it is recommended that funding amounts be increased. The current maximum funding amount (\$50,000) is relatively modest and may not adequately cover the amount of restoration or rehabilitation work required to appropriately conserve the exterior of the 17 identified heritage building.

It is recommended that the maximum funding amount per identified heritage building be increased to \$150,000. This substantial grant amount, together with the 50/50 matching funds from the owner, would better support the conservation of Steveston's heritage character.

It is also proposed that the additional amount available for exceptional conservation projects be increased from \$25,000 to \$100,000. The 50/50 cost sharing basis would continue to be required for these additional grant requests. An exceptional conservation project is one that, in the opinion of a retained heritage consultant, would undertake a comprehensive restoration of a building, greatly enhancing the heritage value of Steveston Village. All exceptional conservation projects will be reviewed by staff based on the proposed evaluation criteria, and Council will make the final decision on eligibility for additional funding.

In order to assist with the conservation of identified heritage buildings owned by a registered non-profit society, it is proposed that the cost sharing basis be amended to 75/25. This would mean that a non-profit owner of an identified heritage building could apply for a grant that covers up to 75% of the total eligible expenses. The non-profit owner would be required to pay the remaining 25% of the eligible expenses.

Raising the grant amount to \$150,000 for each of the 15 privately-owned buildings would amount to a total grant expenditure of \$2.55 million. That would leave approximately \$2.95 million (at build out) which Council could use for exceptional conservation projects in the village.

2. Eligibility Criteria

The proposed updated policy clarifies the eligibility criteria by providing a definition of "conservation" and providing additional examples of eligible and ineligible works.

“Conservation” means all actions or processes aimed at safeguarding the character-defining elements of an historic place to retain its heritage value and extend its physical life, as defined in the Standards and Guidelines for the Conservation of Historic Places in Canada.

Eligible expenses include not only restoration or rehabilitation works but also structural upgrades or repair of heritage elements of the buildings to prevent further deterioration or damage. Ineligible works include on-going regular maintenance works such as window and gutter cleaning, renovations which are not related to the historic elements of the building (e.g., interior renovations, or addition to buildings), and any work deemed inappropriate at the discretion of the Manager of Policy Planning.

The current Policy includes relevant consulting costs as an eligible expense but does not limit the amount that can be spent towards consulting fees. The proposed Policy still includes relevant consulting costs to hire a heritage professional to prepare a conservation plan and drawings as an eligible item but limit the eligible amount to 10% of the overall grant amount.

Also, the updated Policy clearly notes that contributors to the SVHCG Program may apply for a grant (e.g., if the site proposed to be redeveloped contains one of the 17 identified heritage buildings). However, the required contribution must be provided to the City prior to final approval of the accompanying rezoning or a Heritage Revitalization Agreement application.

3. Evaluation Criteria

The proposed updated policy includes the identification of evaluation criteria to assess grant applications. The following criteria are proposed so that proposed projects achieve the objectives of the program.

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

4. Grant Issuance Process

The grant issuance process and submission requirements are more clearly defined in the updated Policy, and will be supplemented by an updated information bulletin (Attachment 5).

The updated bulletin outlines the grant application procedures and minimum submission requirements. The bulletin also provides the contact information of the designated staff member who can provide further information on the program and help the property owners navigate associated application procedures (e.g., Heritage Alteration Permit and Building Permit).

If a grant application approved by Council, the eligible works must be completed before the grant is issued, and the following items must be submitted and accepted by City staff prior to the grant issuance.

- A letter from the applicant/owner indicating the actual cost of the completed project accompanied by paid bills as proof and a request for payment of the grant;
- A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
- Photographs of the completed project.

The works covered by the approved grant must be completed within 24 months of the date of the approval by Council. After that time, the grant approval will expire.

Richmond Heritage Commission

The Richmond Heritage Commission (RHC) reviewed the proposed changes at its meeting held on October 17, 2018, and supported the proposed changes outlined in the draft Policy. The minutes of the RHC are attached to this report (Attachment 6).

At the same meeting, the RHC discussed benefit of providing grants for interior restorations and requested that Council and staff consider grants for interior works for the purpose of historical restoration.

Protection of interior features is typically accomplished through a heritage designation bylaw or a Heritage Revitalization Agreement. As none of the buildings' interior features in the village are so protected, the grant funds should be used for exterior building upgrades.

Next Steps

In addition to the updated bulletin that will be posted on the City website, staff propose the following additional implementation actions:

- **Information Session/Workshop**
In January 2019, staff will invite the property owners of all of the 15 privately-owned buildings to an information session about the SVHCG Program. The purpose of the information session will be to share information about the program and application procedures and to obtain feedback from the property owners on the updated program.
- **One-on-One Meetings with Owners**
Following the information session, staff propose to contact the individual property owners to set up separate one-on-one meetings in February 2019. This will allow staff to provide tailored assistance and also to identify any specific conservation works that may be

envisioned for the site. Staff will also follow up with property owners on a regular basis to discuss possible grant applications and restoration projects.

Staff will report back to Council in six months (May 2019) regarding the outcome of the information session and meetings with individual owners.

Financial Impact

The recommendations in this report have no financial impact as the source of funds for the program remains unchanged (i.e., density bonus contributions, other grants and donations).

Conclusion

Staff recommend that the Steveston Village Heritage Conservation Grant Program be updated to further encourage the conservation of the exterior of the 17 identified heritage buildings in the Steveston Village Heritage Conservation Area.

If the updated program is approved, staff will hold an information session and meetings with individual property owners to share the information about the program and explore conservation ideas.



for Minhee Park,
Planner 2

MP:cas

Attachment 1: Map Showing the 17 Identified Heritage Buildings

Attachment 2: Statements of Significance

Attachment 3: Current Council Policy 5900

Attachment 4: Draft Council Policy 5900 with Proposed Changes

Attachment 5: Draft Information Bulletin

Attachment 6: Excerpt Minutes from October 17, 2018 Richmond Heritage Commission Meeting

Map 1 - Steveston Village Heritage Conservation Area (HCA):
Resources and Modified 1892 Historic Lot Lines Map



LEGEND

	Non Heritage Building		Identified Heritage Resource		Historic Lot Lines
①	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.	⑦	3580 Moncton Street "Hepworth Block"	⑬	3831 Moncton Street "Ray's Drygoods/Budget Appliance"
②	3711/3731 Chatham Street "Steveston Methodist Church"	⑧	3611 Moncton Street "Marine Garage"	⑭	3871 Moncton Street "Bare Basics"
③	12011 3 rd Avenue "Steveston Courthouse"	⑨	3680 Moncton Street "Wakita Grocery"	⑮	3891 Moncton Street "Tasaka Barbershop"
④	12111 3 rd Avenue "Sockeye/Steveston Hotel"	⑩	3700 Moncton Street "Redden Net/ Atagi Building"	⑯	12191 1 st Avenue "Japanese Buddhist Temple"
⑤	3460 Moncton Street "Dave's Fish & Chips"	⑪	3711 Moncton Street "Cannery Café"	⑰	12311 No 1 Road "Prickly Pear Garden Center"
⑥	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"	⑫	3811 Moncton Street "Steveston Museum/Northern Bank"		

Sept 8, 2009

Steveston Village Conservation Program

Chatham Street
resources

35. 4091 Chatham Street

** Relocated to 3811 Moncton Street*

Description



Often referred to as the Folk Victorian House, this building is a one-storey rectangular residential structure with a hipped roof. It is located on a small lot on an extension of Chatham Street to the east of No. 1 Road. It is one of two small homes located side by side on this short, narrow street which was formerly a private road.

Values



Originally the Doctor's Office and Nurses Residence associated with the Steveston Fisherman's Hospital, this building is valued for its historical association to the history of the Japanese in Richmond. The building was originally located in the Fisherman's Hospital complex at the north-east corner of No. 1 Road facing Chatham Street, a site operated by the Fisherman's Benevolent Society.

The house was moved to its present location and used as a private residence following the forced evacuation of the Japanese population during the Second World War, and is representative of the general reorganization of this once-predominantly Japanese precinct following expropriation.

Its location in this particular area of the Village reflects the growth in the Japanese population in the core of Steveston as families began to join the young men working in the local fishery and canneries in the early decades of the 20th Century. Along with other nearby buildings, such as the Japanese School and the Fishermen's Hospital, the Office/Residence characterized this area as a precinct of Japanese culture and services.

This building is also valued as an architectural example of its type, a 1920s residence, which is an important characteristic of the Japanese cultural background in this area of Steveston.

Character-Defining Elements

The character-defining elements of 4091 Chatham Street include:

- The remaining characteristic elements of the 1920s style
- Large trees, both evergreen and deciduous, that surround the house and which speak to its residential character
- The location of the house on this short narrow portion of Chatham Street, almost a back lane, which recalls the historical orientation of the buildings in the area

This resource met the following criteria:

- Criterion 3: The level of importance of associations with an era important in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials

Steveston Village Conservation Program

Chatham Street resources

36. 3731 Chatham Street Steveston Bicycle Shop



Description

The Steveston Bicycle Shop is situated on a prominent corner lot on Chatham Street and Second Avenue. The building is T-shaped with a front gable facing the street and a side gable behind. It has a steeple and an entry porch with a gable roof.

Values

Built by volunteer labour in 1894, this is the oldest extant church building on its original site in Richmond. Its architectural style reflects the modest early church structures which serviced the populations of Steveston, particularly those working in the canning and fishing industries.

This historic place is also valued for its connections with the First Nations and culturally diverse populations of the Steveston community, seen in its historic associations with the Methodist Indian Mission and Steveston Methodist Church, and its later function as the first United Church in Canada to amalgamate

Japanese and Caucasian congregations after WW II.

The location of this building on Chatham Street is important, as it reflects the need to accommodate what was once a primarily residential area, yet has a reasonably close proximity to the commercial core and waterfront of the village.

Character-Defining Elements

The character-defining elements of the Steveston Bicycle Shop include:

- Its location on Chatham Street, and its relationship to the commercial core and waterfront
- Its historic associations with the Steveston Methodist Church, the Methodist Indian Mission, and the Steveston United Church, and any surviving evidence thereof
- Its simple wooden construction and church form, including its cross-gable form, its cupola, and historic arched windows and window openings.
- Its architectural style that reflects its original use as a church, including its T-shaped plan, front gable roof and façade, arched windows, steeple, and gable-roofed entry porch

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain historical process and function
- Criterion 3: The level of importance of associations with an era important in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials

A36

Steveston Village Conservation Program

3rd Avenue
resources



48. 12011 3rd Avenue Steveston Courthouse

Description

The Steveston Courthouse is a simple, rectangular, utilitarian structure with Craftsman influences such as a front gable roof and gable pediment over the entry door. Its entry directly fronts the sidewalk of Third Avenue.

Values

The Steveston Courthouse is an important monument to the social well-being of the village since the 1890s. It is valued for its historic uses as a judicial and community facility; the building housed court sessions in the 1920s and '30s, the Red Cross during World War II, and became a meeting place and community hall after World War II. As a symbol of early community building and development, the courthouse also possesses important associative values representative of political relationships between the early Richmond Township and the various villages within its jurisdiction.

The association of this site with an earlier courthouse jail, and firehouse originally located next door makes it a monument to civic protection and safety.

Steveston Courthouse is also valued as a fair example of a utilitarian community structure with Craftsman style influences. It is significant that this simple wooden building survived the fire of 1918.

Character-Defining Elements

The character-defining elements of the Steveston Courthouse include:

- Its location on this site, and its relationship to the street
- The utilitarian structure of the courthouse consisting of a simple rectangular plan, lapped wood and shingle siding, wooden sash casement windows, and an entry directly off the street
- Craftsman details such as exposed, painted rafter ends, decorative brackets supporting the eaves of the gabled entry roof, and wood cladding
- The location of the two front doors in the right and left hand walls of the recessed entry
- Its symbolic importance as a courthouse and community hall serving the residents of Steveston

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design and style
- Criterion 3: The level of importance of associations with an era important in Steveston's history and development
- Criterion 4: The scale, form and materials

A48

Steveston Village Conservation Program

Moncton Street resources



22. 12111 3rd Avenue Steveston Hotel/Sockeye Hotel

Description

The Steveston Hotel (Sockeye Hotel) takes up the west side of a full block along Third Avenue. The historic place is a two-storey, utilitarian structure with a flat, unarticulated façade and a flat roof. It directly fronts the street, without transition or landscaping.

Values

The Steveston Hotel is valued for its historic association with the development of the Steveston townsite and its social and cultural value as a community gathering place and local business. Constructed in 1894, the hotel represents the economic infrastructure which supported the local fishing and canning industries historically, and the tourism industry today. As an historic and longstanding fixture in the community, it is significant that this historic place has had continuing use as a gathering place for the town's citizens, and continues to operate in its original function today.

Architecturally, the Steveston Hotel is an excellent example of a building which predates the fire of 1918. A significant landmark building in the commercial downtown of the village, it represents the growth of Steveston as a prosperous frontier town in the late nineteenth and early twentieth centuries. It is also important to note the role of this building as a refuge for many after the fire, and its contribution to rebuilding the town seen in its temporary housing of the Steveston Post Office for a time.

Character-Defining Elements

The character-defining elements of the Steveston Hotel include:

- The hotel's landmark status at the terminus of Steveston's main street
- Its prominent location at the corner of Moncton Street and 3rd Avenue
- The liveliness and diversity the establishment lends to the street edge along 3rd Avenue
- Surviving elements of its two stages of construction, seen in such elements as its flat-roofed form and simple lines

This resource met the following criteria:

- | | |
|--------------|--|
| Criterion 1: | The overall contribution of the resource to the heritage value and character of Steveston |
| Criterion 2: | The ability of the resource to represent a certain historical process, function and style |
| Criterion 3: | The level of importance of associations with an era in Steveston's history and development |
| Criterion 4: | The intactness and evocative qualities |

Steveston Village Conservation Program

Moncton Street resources

23. 3460 Moncton Street Dave's Fish and Chips



Description

Dave's Fish and Chips is a small wooden commercial building with a gable roof and a false-front façade located on the main commercial street in the village.

Values

Dave's Fish and Chips is valued for the physical contribution it makes to an almost-continuous façade of simple, wood frame, false front style commercial buildings along Moncton Street. It is a valuable part of the pattern of commercial development and continuing historic pattern, rare in the city of Richmond, which characterized Steveston in the early part of the twentieth century as the area boomed in population and economic wealth from farming and fishing. Dave's Fish and Chips is one of a number of buildings which stand as symbols of the efforts to rebuild Steveston after the waterfront fire of 1918.

Character-Defining Elements

The character-defining elements of Dave's Fish and Chips include:

- Its small-scale form
- Its key elements which identify it as an early-twentieth century commercial building, including its false-front, its relationship to the street
- Its contribution to the historic streetscape of contiguous buildings of a similar nature

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness and evocative qualities

Steveston Village Conservation Program

Moncton Street resources



24. 3480 Moncton Street Riverside Art Gallery/Watsida Building

Description

The Riverside Art Gallery (Watsida Building) is part of a row of commercial buildings along Moncton Street in downtown Steveston. All of the buildings are of a similar age and scale, and present a continuous façade of small retail shops flush to the sidewalk.

Values

The building is valued for the physical contribution it makes to an almost-continuous façade of simple, wood frame, false front style commercial buildings along Moncton Street. The Riverside Art Gallery building was reconstructed after Steveston's waterfront fire of 1918, reflecting the effort made to rebuild the townsite.

The building represents the pattern of commercial development which characterized Steveston in the early part of the twentieth century. Its location along a north/south lane emphasizes its narrow street frontage, horizontal scale and modular construction.

Its association with former Japanese owners and businesses is important as a reflection of the cultural diversity which facilitated the economic growth of the village.

Character-Defining Elements

The character-defining elements of the Watsida Building include:

- Design details typical of early commercial buildings including a front gable roof, square false front with a decorative cornice and brackets, typical rectangular building behind, and horizontal wood clapboard cladding
- The height, scale, and massing of the building typical of the streetscape
- Its orientation and relationship to Moncton Street
- Its presence as part of the historical development form of the street which creates a diverse, articulated edge and a sense of enclosure
- Its association with Mr. I. Watsida, who constructed the building and conducted business there in the 1920s and 30

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials

Steveston Village Conservation Program

Moncton Street resources

25. 3580 Moncton Street Hepworth Block

Description

The Hepworth Block is a three-storey, rectangular brick building sited flush to commercial buildings on Moncton Street the sidewalk on a prominent corner of Steveston's commercial district at Moncton and Second Avenue. The building encompasses three storefronts along Moncton Street. The neighbouring buildings are smaller-scaled and contrast with the massing of the Hepworth Block.

Values

The Hepworth Block is valued as a Steveston landmark and is a good example of a simple commercial and residential building of the early twentieth century. Its brick construction gives it a functional and aesthetic durability which has endured through various periods of change within the Steveston town centre, and enabled the building to survive the 1918 fire. Its landmark status is emphasized by its juxtaposition with the scale and material of surrounding buildings, all of which are smaller and primarily wood frame.

As a mixed used commercial and residential building, the Hepworth Block is reflective of the need for commercial diversity in the community. A rare three storey brick building in Steveston, the Hepworth Block is associated with an early prominent professional in the Village.

Character-Defining Elements

The character-defining elements of the Hepworth Block include:

- Its prominent location at the intersection of Moncton Street and 2nd Avenue
- Its significant contribution to the historic commercial streetscape
- Its multi-purpose form, with storefronts at street level and residential space above
- Its commercial building style as demonstrated by its elegant brick
- building material, horizontal massing, windows, its size and its height, all contributing to its landmark status on Moncton Street

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials



Steveston Village Conservation Program

Moncton Street resources



31. 3611 Moncton Street Marine Garage

Description

The Marine Garage is a one-storey horizontally massed Art Deco building constructed to provide fuel and servicing for vehicles. It is located on a prominent corner of Moncton Street.

Values

The Marine Garage is valued as a unique reflection of the mixed-use nature of both Moncton Street and Steveston itself, which accommodated businesses, residences, and professional and industrial uses, the latter mostly associated with the canning and fishing industries. The building is valuable as an indicator of the evolution of Steveston from a frontier town, and the changes that came with the wider-spread use of the automobile, reflecting social changes over time. Its role in providing fuel and repairs for vehicles in Steveston is indicative of the self-sufficient functioning of the town, which provided the community with everything it needed.

It is significant that the garage is situated on Moncton Street, historically the primary commercial street in Steveston.

Character-Defining Elements

The character-defining elements of the Marine Garage include:

- The corner location typical of early garages
- The setback from the corner leaving space for vehicles and fuel pumps
- The streamlined form of the building
- The functional yet stylistic details of the building including the angled building corner and entry doorway, horizontal canopy, large plate glass windows and multi-paned garage door

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique, and style
- Criterion 3: The level of importance of associations with an era important in Steveston's history and development
- Criterion 4: The intactness, scale, form, materials

Steveston Village Conservation Program

Moncton Street resources



26. 3680 Moncton Street Wakita Grocery

Description

The Wakita Grocery store is a rectangular, wood framed, false fronted building, part of a row of commercial buildings facing Moncton Street in downtown Steveston. The building is located on a north/south lane.

Values

The Wakita Grocery building is valued for being one of several buildings that create the characteristic almost-continuous façade of simple, wood frame, false front style commercial buildings along Moncton Street.

It is a valuable part of the pattern of commercial development and continuing historic pattern, rare in the city of Richmond, which characterized Steveston in the early part of the twentieth century as the area boomed in population and economic wealth from farming and fishing. Wakita Grocery is one of a number of buildings which stand as symbols of the efforts to rebuild Steveston after the waterfront fire of 1918.

Its association with former Japanese owners and businesses is important as a reflection of the cultural diversity which facilitated the economic growth of the village.

Character-Defining Elements

The character-defining elements of Wakita Grocery include:

- The building's front gable roof and the false front typical of many of Steveston's commercial buildings constructed early in the century, and its typical rectangular building form behind
- The height, scale and massing of the building typical of the streetscape
- Its orientation and relationship to Moncton Street
- Its presence as part of the historical development form of the street, which creates a diverse, articulated edge and a sense of enclosure
- Its association with K. Nakashima's Marine Grocery (1927-1930) and with the Wakita Grocery (1930-1947), and surviving evidence thereof

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials

Steveston Village Conservation Program

Moncton Street resources



27. 3700 Moncton Street Redden Net Company/Atagi Building

Description

The Redden Net Company (Atagi Building) is part of a row of commercial buildings along Moncton Street in downtown Steveston. It is a rectangular, wood framed, false fronted building facing Moncton Street and located on a north/south lane.

Values

The Redden Net Company building is historically important for having survived the 1918 Steveston fire, making it one of the original and earliest commercial buildings on Moncton Street. As a survivor of the fire, it is important as a model for the rebuilding of Moncton Street which created a façade of similarly scaled wood frame, false front style commercial buildings. It is a significant part of the early pattern of commercial development which characterized Steveston in the early part of the 20th century.

Oriented towards, and built flush to the street, the Atagi Building emphasizes the flow of pedestrian traffic along the village's main commercial thoroughfare. Its location adjacent a north/south laneway emphasizes the buildings horizontal massing and narrow street frontage.

Character-Defining Elements

The character-defining elements of the Atagi Building include:

- The building's front gable roof and distinctive stepped parapet false front, and its typical rectangular building form behind
- The height, scale and massing of the building typical of the streetscape
- Its location as part of the historical development form of the street which creates a diverse, articulated edge and a sense of enclosure
- Commercial glazed windows and recessed entry
- Horizontal narrow wood cladding

This resource met the following criteria:

- | | |
|--------------|--|
| Criterion 1: | The overall contribution of the resource to the heritage value and character of Steveston |
| Criterion 2: | The ability of the resource to represent a certain design, function, technique and style |
| Criterion 3: | The level of importance of associations with an era in Steveston's history and development |
| Criterion 4: | The intactness, scale, form and materials |

Steveston Village Conservation Program

Moncton Street resources



An earlier incarnation

32. 3711 Moncton Street Cannery Café

Description

The Cannery Café is a two level, gabled roofed structure with shed extensions on each side, located on the on the main commercial street in the village, and slightly set back from the street.

Values

Originally constructed c.1900 as the cookhouse for the Lighthouse Cannery at the foot of 1st Avenue, the building is significant as an early example of a cannery support facilities; it is an expression of the social and economic operations of the canneries in which workers lived in bunkhouses and ate communally. In contrast to the historic street-wall, made up of a number of similar simple, small-scale, wood-frame, false front commercial buildings, the building is important for its gable-roofed form and its front to back, one and two-storey massing which speaks to its original function and location.

Its adaptive reuse as a modern commercial building is an important reflection of the continued evolution of the village, and the ways in which cannery and other buildings in Steveston have been modified to other uses in other locations over time.

Character-Defining Elements

The character-defining elements of the Cannery Café include:

- Domestic form and one and two-storey massing, front to back, more in keeping with buildings associated with the canneries than the Moncton Street commercial buildings.
- Setback from Moncton Street in a contrast to most of the other buildings on the block similar nature
- Shed extensions to the sides of the building

This resource met the following criteria:

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 3: The level of importance of associations with eras in Steveston's history and development
- Criterion 4: The scale, form and materials

Steveston Village Conservation Program

Moncton Street resources

28. 3811 Moncton Street Steveston Museum/Northern Bank

Description

The Steveston Museum building is a two-storey front gabled structure that sits flush with the street. Located on a prominent corner in the busy commercial area of Steveston, the former bank is now home to the Steveston Museum and a post office outlet.

Values

Constructed in 1906, the Steveston Museum is valued for its pre-fabricated design and construction and its classical detailing which identify it as an early building of permanence and importance. Its style reflect its suitability to house the Northern Bank for which it was built, and later, a medical office. As one of the earliest surviving institutional buildings in the area, it forms part of the pattern of commercial development which characterized Steveston in the early part of the twentieth century, as the area boomed in population and economic wealth from farming and fishing.

This historic building is valued for the contribution it makes to an almost continuous façade of simple, wood frame buildings along Moncton Street. It stands as a physical and symbolic landmark on a prominent corner of the village's main commercial street.

Operating as the Steveston Museum since 1979, this historic building possesses significant social value in communicating local heritage and history to the public.

Character-Defining Elements

The character-defining elements of the Steveston Museum include:

- Characteristics of its style, including a front gable bellcast roof, hip dormers with bellcast roof, turned columns at the street edge, wood shingles on gable ends and dormer, and the beveled siding
- The nature of its construction, a prefabricated building ordered and assembled on site
- The height, scale, colour and massing of the building
- Its orientation to Moncton Street and 1st Avenue and the boardwalk surface at the sidewalk edge
- Its landmark status in a prominent corner location
- Its presence as part of the historical development form of the street which creates a diverse, articulated edge and a sense of enclosure
- Its historic association with the Northern Bank, and surviving physical evidence thereof
- Its historic association with the Steveston Museum

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials



Steveston Village Conservation Program

Moncton Street resources



29. 3831 Moncton Street Budget Appliance Store/Ray's Drygoods

Description

The Budget Appliance store (Ray's Drygoods) is a gable roofed, false fronted rectangular building forming part of a row of commercial buildings along Moncton Street in Steveston. It is located along a north/south lane, and is part of a row of similarly scaled commercial buildings.

Values

The Budget Appliance building is historically important for having survived the 1918 Steveston fire. Its presence after the fire set the tone for the construction of the Moncton Street façade of similarly scaled wood frame, false front style commercial buildings. It is one of the original and earliest commercial buildings on Moncton Street.

The building is valued for the physical contribution it makes to Moncton Street's façade of simple, wood frame, false front style commercial buildings. Typical of the scale of most of the buildings in this area, it is oriented and built flush to the street. The building is valued as part of the pattern of commercial development and continuing historic pattern, rare in the city of Richmond, which characterized Steveston in the early part of the twentieth century.

Having survived the fire of 1918, this is a good example of an early false-fronted commercial structure, prominently located at the corner of Moncton Street and First Avenue.

Character-Defining Elements

The character-defining elements of the Budget Appliance store include:

- The building's front gable roof and the distinctive stepped parapet false front, and its typical rectangular building form behind
- The height, scale, colour and massing of the building typical of the streetscape
- Its orientation and relationship to Moncton Street
- Its presence as part of the historical development form of the street which creates a diverse, articulated edge and a sense of enclosure
- Commercial glazed windows
- Elements of the building which identify it as pre-1918
- Its association with the earlier Ray's Drygoods store

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development

A29

Steveston Village Conservation Program

Moncton Street resources

33. 3871 Moncton Street Bare Basics (Oasis Cafe)



Description

The Bare Basics (Oasis Cafe) building is a small wooden commercial building with a gable roof and a false-front façade located on the main commercial street in Steveston.

Values

The Bare Basics building is valued primarily for the physical contribution it makes to an almost-continuous façade of simple, wood frame, false front style commercial buildings along Moncton Street.

Typical of the scale of the majority of the buildings on Moncton Street, the building is oriented and built flush to the street. It is a valuable part of the pattern of commercial development and continuing historic pattern, rare in the city of Richmond, which characterized Steveston in the early part of the twentieth century as the area boomed in population and economic wealth from farming and fishing.

Character-Defining Elements

The character-defining elements of the Bare Basics building include:

- Its small-scale form, horizontal massing and its contribution to the historic streetscape of contiguous buildings of a similar nature
- Key elements which identify it as an early-20th Century commercial building, including its false-front, its relationship to the street

This resource met the following criteria:

- | | |
|--------------|--|
| Criterion 1: | The overall contribution of the resource to the heritage value and character of Steveston |
| Criterion 2: | The ability of the resource to represent a certain design, function, technique and style |
| Criterion 3: | The level of importance of associations with an era in Steveston's history and development |
| Criterion 4: | The intactness, scale, form and materials |

Steveston Village Conservation Program

Moncton Street resources



30. 3891 Moncton Street Tasaka Barbershop

Description

Constructed in 1938, the Tasaka Barbershop building is a one-storey false front wooden structure that sits flush with the street, part of a row of similar commercial buildings along Moncton Street in Steveston.

Values

The Tasaka Barbershop is valued for the physical contribution it makes to an almost-continuous façade of simple, wood frame, false front style commercial buildings along Moncton Street. Constructed in 1930, it is typical of the scale of the majority of the buildings in this area, oriented and built flush to the street.

It is a valuable part of the pattern of commercial development and continuing historic pattern, rare in the city of Richmond, which characterized Steveston in the early part of the twentieth century as the area boomed in population and economic wealth from farming and fishing.

Architecturally, the Tasaka Barbershop is significant as a fine example of an early, wood frame, false front building. Its design, with an angled entrance facing the intersection, emphasizes the importance of its prominent location on the main commercial street in the village.

Its association with former Japanese owners and businesses is important as a reflection of the cultural diversity which facilitated the economic growth of the village.

Character-Defining Elements

The character-defining elements of the Tasaka Barbershop include:

- Design details typical of early commercial buildings including a front gable roof, square false front with a double-hung window and decorative moulded cornice, typical rectangular building behind, side shed gable window and brick chimneys
- The height, scale, colour and massing of the building typical of the street
- Its orientation and relationship to Moncton Street
- Its presence as part of the historical form of the street
- Its association with the Tasaka Barber Shop and surviving evidence thereof

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, technique and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials

Steveston Village Conservation Program

1st Avenue
resources



44. 12191 1st Avenue Steva Theatre/Japanese Buddhist Temple

Description

The Japanese Buddhist Temple is a rectangular one and one-half storey gabled structure with a small front yard area fronting First Avenue in Steveston. A two-storey false front addition built over the front yard now meets the edge of the sidewalk.

Values

Constructed in 1924, the Japanese Buddhist Temple is valued for its associations to the history of the Japanese in Richmond. The presence of the temple in Steveston Village reflects the growing Japanese population in the core of Steveston as families began to join the young men working in the local fishery and canneries. This temple remained in active use as a place of worship until 1941 and the internment of the Japanese during World War II. An important part of Steveston's culturally diverse heritage, it is symbolic of Japanese culture, religion and community. The rectangular shape of the building with its short façade facing the street reflects the building's use as a place of worship.

The alteration and adaptive reuse of the building as the Steva Theatre in 1947 reflects the changes in social norms and demographics which occurred in Steveston after WWII.

Character-Defining Elements

The character-defining elements of the Japanese Buddhist Temple include:

- The design elements of the original temple building including its
- rectangular shape, gable roof, and horizontal row of windows on the long side of the building
- The location of the temple in the heart of Steveston
- The siting of the building on its lot, with the original front facade set back from the edge of the sidewalk
- Its association with the Japanese Buddhist Temple, and any
- surviving physical evidence thereof
- Its association with the Steva Theatre, and any surviving physical elements thereof, including the two-storey false-front addition facing the street

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain historical process and function
- Criterion 3: The level of importance of associations with an era important in Steveston's history and development
- Criterion 4: The intactness, scale, form and materials

A44

Steveston Village Conservation Program

No.1 Road resources

54. 12311 No. 1 Road The Prickly Pear Garden Centre



Description

The Prickly Pear Garden Centre is a small, one-storey, freestanding, gable-roofed commercial building with a false front located on No. 1 Road in Steveston's commercial core.

Values

The Prickly Pear Garden Centre is valued as one of the only historic false-front buildings on No. 1 Road in Steveston. Its presence at this location within the townsite extends the historic sense of place to the perimeter of the Steveston commercial core, bordered to the east by No. 1 Road. It is a valuable part of the pattern of commercial development and continuing historic pattern, rare in the city of Richmond, which characterized Steveston in the early part of the twentieth century as the area boomed in population and economic wealth from farming and fishing. It is also significant that this building is freestanding, as it reinforces the historic nature of, and acts as a bookend to, the southern end of the western side of the road.

This historic place helps to define the transition between No. 1 Road and Bayview Avenue, which is notable for the historic CPR curve seen in the layout of the intersection of these two streets.

Character-Defining Elements

The character-defining elements of the Prickly Pear Garden Centre include:

- Its location as the southernmost building on the western side of No. 1 Road
- Its relationship to No. 1 Road and the nearby intersection with Bayview Avenue
- Its relationship to the alleyway at rear, and the business access provided thereby
- Its freestanding nature
- Its key elements which identify it as an early commercial building, including its false-front, and its relationship to the street

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain design, function, and style
- Criterion 3: The level of importance of associations with an era important in Steveston's history and development
- Criterion 4: The intactness, scale, form, materials and texture



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POLICY 5900:

It is Council policy that:

1. Purpose

The purpose of this program is to establish, for Steveston Village, as identified in the Steveston Area Plan, a City grant program to financially cost share in conserving the exteriors of private and City owned identified heritage properties.

2. Program Funding Sources

- The sources of funds will include moneys contributed from:
 - Private sector density bonusing contributions as per the Steveston Area Plan (e.g., for rezonings to the Steveston Village Conservation Zone) with over 1.2 floor area ratio (FAR),
 - Other private donations, and
 - Senior government and NGO grants.
- If an owner who is rezoning to the Steveston Village Conservation Zone and increasing density to over 1.2 FAR, wishes to apply for a City grant, the developer shall provide the required contribution to the City prior to final approval of a rezoning and may later apply for a cost sharing grant.
- Private sector density bonusing contributions shall be calculated as \$47.00 per buildable square foot for densities over 1.2 FAR. (This is a portion of the increased land value which private landowners receive due to increased density over 1.2 FAR).
- Where a developer is required to meet the City's Affordable Housing Policy, the \$47.00 is to be reduced accordingly.
- The rate may be reviewed and modified by Council periodically.

3. City Accounts

For the grant program, the City will maintain the existing Heritage Trust Account No. 2207 (a capital and non-capital heritage account) to manage received funds and may, as necessary, establish new heritage accounts.

4. The Use of Program Funds

The collected funds are to be used to cost share:

- For privately owned identified heritage buildings: the private capital costs of conserving their exteriors, on a 50/50 cost sharing basis.
- For City owned identified heritage buildings: the City's capital costs of conserving their exteriors, on a 50/50 cost sharing basis.
- The Program is not to pay for all private or City heritage conservation costs.



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5. Council Approval is Required

- Council approval is required to allocate any program funds.

6. Maximum Private Grant Amount

- Private owners may apply to receive up to:
 - Initial Funding: \$50,000 per identified heritage building - with private matching funds.
 - Optional Funding: Council may consider an additional \$25,000 per identified heritage building - with additional matching private funding to achieve exceptional heritage conservation, as determined by Council.
- As heritage conservation may occur in stages, a private owner may apply more than once, however, the maximum grant which may be allocated is \$75,000 per identified heritage building.

7. Private Owner Application Requirements and Procedures

- Step 1: Private Owner – City Discussion
 - Owners are encouraged to discuss their grant application intentions as early as possible when considering to apply and before undertaking any work, to discuss the implications and timing of a possible grant,
 - No grant is to be provided for work which is undertaken before Council approves the grant.
- Step 2: Owner Application
 - Owners are to submit a completed application form accompanied by:
 - A cover letter describing the proposed work and how it complies with program objectives,
 - Architectural drawings and coloured renderings,
 - An outline of conservation work and specifications,
 - Current color photographs of the building,
 - Any archival photographs and historical documentation,
 - A minimum of three (3) competitive estimates for the proposed work, (Note: This is not a pro forma analysis)
 - Other, as necessary.
- Step 3: Application Review Procedure
 - Applications will be reviewed by staff who will make a recommendation to Council.
 - Council approval is required for all grants.
- Step 4: Actual Grant Issuance
 - Council authorizes a grant,
 - Owners submit actual costs of completed work,
 - Staff review costs,



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- Staff may issue the approved grant if it meets the program criteria and Council has approved it, and
- Staff notify Council of issued grants.

8. Eligible Private Owner Grant Items

- Program grants for private sector work are for the conservation of the exteriors of identified heritage buildings (e.g., roof, foundation, walls, siding, doors, windows).
- This includes directly related costs to prepare drawings, etc.
- Maintenance work will not be funded.

9. No Grant, if Funds are Not Available

- If no program funds are available when a grant application is made:
 - No grant application will be considered,
 - No City grant will be given, and
 - A grant is not to be deferred until grant funds become available.

10. Maximum Grant Amount for City Owned Identified Heritage Buildings

- A City division may apply to receive up to:
 - Initial Funding: \$50,000 per identified heritage building - with other matching funds.
 - Optional Funding: Council may consider an additional \$25,000 per identified heritage building - with additional other matching funding to achieve exceptional heritage conservation, as determined by Council.
- As heritage conservation may occur in stages, a City division may apply more than once, however, the maximum grant which may be allocated is \$75,000 per identified heritage building.

11. City Application Requirements and Procedures

- Step 1: City Division Discussion
 - Applying City divisions are encouraged to discuss their grant application intentions as early as possible when considering to apply and before undertaking any work, to discuss the implications and timing of a possible grant,
 - No grant is to be provided for work which is undertaken before Council approves the grant.
- Step 2: City Division Application

The relevant City division is to submit a completed application form accompanied by:

 - A cover letter describing the proposed work and how it complies with program objectives,
 - Architectural drawings and coloured renderings,



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- An outline of conservation work and specifications,
 - Current color photographs of the building,
 - Any archival photographs and historical documentation,
 - If the City is doing the work itself, an itemized estimate of the proposed work,
 - If the City is contracting out the work, proposals as per City policy.
 - Other, as necessary.
- Step 3: Application Review Procedure
 - Applications will be reviewed by staff who will make a recommendation to Council,
 - Council approval is required for all grants.
 - Step 4: Grant Issuance
 - Council authorizes a grant,
 - Once approved, the grant may be issued to do the work.

12. Eligible City Grant Items

- Program grants for City owned identified heritage buildings are for the conservation of their exteriors (e.g., roof, foundation, walls, siding, doors, windows).
- This includes directly related costs to prepare drawings, etc.
- Maintenance work will not be funded.

13. No Grant if Funds are Not Available

- If no program funds are available when a grant application is made:
 - No grant application will be consider
 - No City grant will be given, and
 - A grant is not to be deferred until grant funds become available.

14. Program Review

- The Program will be reviewed and modified by Council, as necessary.



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POLICY 5900:

It is Council policy that:

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

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

1. Program Funding Sources

The source of funds for the SVHCG Program includes:

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

*Specific sites within the “Steveston Village Land Use Density and Building Height Map” are identified for a maximum possible Floor Area Ratio (FAR) of 1.6. In order to achieve this maximum density, a contribution of \$608.05 per m² (\$56.49 per ft²) - based on the increase in net building floor area between the 1.2 FAR base density and up to the 1.6 FAR maximum density - must be provided.

Contribution amounts may be reduced by an amount equivalent to any cash-in-lieu contributions received under the City's Affordable Housing Strategy.

The above contribution rate to the SVHCG Program will be revised, starting February 28, 2019, and then by February 28 every two years thereafter, by adding the annual inflation for the preceding two calendar years using the Statistic Canada *Vancouver Construction Cost Index – Institutional* inflation rate. The revised rates will be published in a City Bulletin.

2. Grant Amounts

- Maximum grant of \$150,000 per identified heritage building. The grant may not exceed 50% of the total cost of eligible expenses (e.g. only projects with eligible expenses of \$300,000 or more would be able to apply for the maximum amount).
- An additional maximum grant of \$100,000 per identified heritage building may be considered by Council, with private matching funding, to achieve exceptional heritage conservation. Exceptional heritage conservation means a complete and comprehensive restoration of a building, in the opinion of Manager of Policy Planning and a retained heritage consultant, that would greatly enhance the heritage value of the Steveston Village Heritage Conservation Area. The final determination of what is exceptional will



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be made by Council based on the project's overall contribution to conserving the character of Steveston Village.

- If the registered owner of the property containing one of the identified heritage buildings is a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses.
- As heritage conservation may occur in stages, an owner/developer may apply more than once; however, the total grant amount per identified heritage building is limited to \$150,000, and for exceptional conservation projects, it is limited to \$250,000.
- If no program funds are available, no grant applications will be considered (i.e., first-come, first-serve basis).

3. Eligible Expenses

Eligible expenses are limited to works related to the exterior conservation of the identified heritage buildings. These include, but are not limited to, the following:

- Façade restoration or rehabilitation to improve the appearance and convey the heritage significance of the building;
- Repair or restoration of the character-defining elements such as wood windows or original cladding;
- Reconstruction of lost heritage elements such as front porches or exterior trims;
- Roof replacement;
- Structural upgrades, including seismic upgrades, and stability work (e.g. new foundations) to extend the physical life of the building; and
- Directly related consultant costs, including the cost to prepare a conservation plan and architectural drawings, up to 10% of the total grant amount. Consultant costs without associated physical improvements to the building are not eligible.

Ineligible expenses include, but are not limited to, the following:

- General on-going maintenance work (e.g. power washing, gutter cleaning);
- Renovation or replacement of the non-historic elements of the building;
- New additions and/or construction of accessory buildings;
- Interior works; and
- Any other work deemed to be inappropriate at the discretion of the Manager of Policy Planning.

The Standards and Guidelines for the Conservation of Historic Places in Canada shall be used as a guide in determining eligible expenses. The Standards and Guidelines for the Conservation of Historic Places in Canada defines "conservation" as all actions or processes aimed at safeguarding the character-defining elements of a resource to retain its heritage value and extend its physical life.



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4. Grant Applications

- Grant applications must be submitted in accordance with the procedures and forms provided by the City;
- Owners or developers of sites with identified heritage buildings may include public entities (e.g. City or other levels of government), and are eligible to apply for a grant;
- Contributors to the SVHCG Program may apply for a grant (e.g., if the site proposed to be redevelop contains one of the 17 identified heritage buildings). However, the required contribution must be provided to the City prior to final approval of the accompanying rezoning or a Heritage Revitalization Agreement application;
- All grant applications that meet the eligibility criteria will be considered by Council. A grant will not be provided where work has already been undertaken prior to Council approval;
- Final decision on all grant applications that meet the eligibility criteria will be made by Council;
- If Council approves the application, the eligible works must be completed before the grant is issued. The following items must be submitted and accepted by City staff prior to the grant's issuance.
 - A letter from the applicant/owner indicating the actual cost of the completed project accompanied by paid bills as proof and a request for payment of the grant;
 - A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
 - Photographs of the completed project; and
- The completed works must be inspected and deemed satisfactory by the City staff.
- The works covered by the approved grant must be completed within 24 months of the date of the approval by Council. After 24 months from the date of the approval, the grant approval will expire.

5. Evaluation Criteria

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

- How the proposed work contributes to preserving and enhancing the overall historic fabric of Steveston Village;
- The level of contribution of the proposed work in conserving the heritage character and conveying the historic significance of the building;



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



Steveston Village Heritage Conservation Grant Program

No.: PLANNING-03

Date: 2011-07-13

Rev.: 2018-xx-xx

Purpose:

The Steveston Village Heritage Conservation Grant (SVHCG) Program is established to provide financial assistance to property owners – on a cost share basis – for conserving the exterior of identified heritage buildings in the Steveston Village Heritage Conservation Area, as identified in the Steveston Area Plan. The identified heritage buildings are shown in Attachment 1.

Program Funding Sources:

The source of funds for the SVHCG Program includes:

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

*Specific sites within the “Steveston Village Land Use Density and Building Height Map” are identified for a maximum possible Floor Area Ratio (FAR) of 1.6. In order to achieve this maximum density, a contribution of \$608.05 per m² (\$56.49 per ft²) - based on the increase in net building floor area between the 1.2 FAR base density and up to the 1.6 FAR maximum density - must be provided.

Contribution amounts may be reduced by an amount equivalent to any cash-in-lieu contributions received under the City’s Affordable Housing Strategy.

The above contribution rate to the SVHCG Program will be revised, starting February 28, 2019, and then by February 28 every two years thereafter, by adding the annual inflation for the preceding two calendar years using the Statistic Canada Vancouver Construction Cost Index – Institutional inflation rate. The revised rates will be published in a City Bulletin.

Grant Amount:

- Maximum grant of \$150,000 per identified heritage building. The grant may not exceed 50% of the total cost of eligible expenses (e.g. only projects with eligible expenses of \$300,000 or more would be able to apply for the maximum amount).
- An additional maximum grant of \$100,000 per identified heritage building may be considered by Council with private matching funding to achieve exceptional heritage conservation, based on its overall contribution to conserving the character of Steveston Village, as determined by Council. Exceptional heritage conservation means a complete and comprehensive restoration of a building, in the opinion of Manager of Policy Planning and a retained heritage consultant, that would greatly enhance the heritage value of the Steveston Village Heritage Conservation Area. The final determination of what is exception will be made by Council based on the project’s overall contribution to conserving the character of Steveston Village.

- If the registered owner is a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses.
- Total maximum grant per identified heritage building is \$250,000.
(As heritage conservation may occur in stages, an owner/developer of the may apply more than once.)
- If no program funds are available, no grant applications will be considered (i.e., first-come, first-serve basis).

Eligible Expenses:

Eligible expenses are limited to works related to the exterior conservation of the identified heritage buildings. These include, but are not limited to, the following:

- Façade restoration or rehabilitation to improve the appearance and convey the heritage significance of the building;
- Repair or restoration of the character-defining elements such as wood windows or original cladding;
- Reconstruction of lost heritage elements such as front porches or exterior trims;
- Roof replacement;
- Structural upgrades, including seismic upgrades, and stability work (e.g. new foundations) to extend the physical life of the building; and
- Consultant costs including the cost to prepare a conservation plan and architectural drawings.

Ineligible expenses include, but are not limited to, the following:

- General on-going maintenance work (e.g. power washing, gutter cleaning);
- Renovation or replacement of the non-historic elements of the building;
- New additions and/or construction of accessory buildings;
- Interior works; and
- Any other work deemed to be inappropriate at the discretion of the City.

The Standards and Guidelines for the Conservation of Historic Places in Canada shall be used as a guide in determining eligible expenses. The Standards and Guidelines for the Conservation of Historic Places in Canada defines “conservation” as all actions or processes aimed at safeguarding the character-defining elements of a resource to retain its heritage value and extend its physical life.

Grant Applications:

- Grant applications must be submitted in accordance with the procedures and forms provided by the City;
- Owners or developers of sites with identified heritage buildings may include public entities (e.g. City or other levels of government);
- Contributors to the SVHCG Program may apply for a grant but must provide the required contribution to the City prior to final approval of the accompanying rezoning or a Heritage Revitalization Agreement application;
- All grant applications that meet the eligibility criteria will be considered by Council. A grant will not be provided where work has already been undertaken prior to Council approval; and
- Final decision will be made by Council.

Evaluation Criteria:

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

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

Application Procedures:

Step 1: Application Review

- Owners are encouraged to discuss their proposals as early as possible to learn about the process, requirements, and timing of a possible grant. The submission requirements are detailed in the attached application form.
- Staff will review the application for completeness and eligibility, and will notify the applicant if it does not provide all of the required information or does not meet the eligibility criteria.
- Once staff completes its initial review, the application will be forwarded to the Richmond Heritage Commission (RHC) for comment and advice. The RHC is made up of nine (9) members of the public, appointed by Council, and advises Council on heritage conservation and promotion matters.
- Staff will prepare a report to Council containing an assessment of the proposal, advice from the RHC and a recommendation.
- The report will be forwarded to the Planning Committee, which is made up of five City Council members, for consideration. The Planning Committee will review the staff report and recommendation. The applicant's attendance is recommended as the Planning Committee may provide the applicant with an opportunity to make a presentation. The Planning Committee will also consider any comments from the public and make a recommendation to Council. The applicant will be contacted by staff regarding the meeting date, time and the location when the application is considered.
- The staff report and Planning Committee recommendations will be forwarded to Council for its consideration. Council will usually deal with the application at its next regular meeting following the Planning Committee meeting. The meeting date and time can be confirmed by viewing the Council agenda on the City website.
- When Council has received and reviewed all of the information, it will make a decision to:
 - approve the grant;
 - reject the grant; or
 - refer the grant application back to the Planning Committee or staff for more information.
- All applicants will be notified in writing following City Council's decision, and advised of the next steps.
- In most instances, a Heritage Alteration Permit (HAP) is required. The grant application may be processed concurrently with the required HAP application.

Step 2: Grant Issuance

- If Council approves the grant, the applicant will be notified in writing and reminded that the work must be completed before the grant will be issued.
- The following items have been submitted and accepted by City staff prior to the grant's issuance.
 - A letter from the applicant/owner indicating the actual cost of the completed project and requesting for payment of the grant accompanied by paid bills as proof;
 - A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
 - Photographs of the completed project.
- Building permit must be applied for and issued before commencement of the proposed work.
- The work must be inspected and deemed satisfactory by the City staff. Once this has occurred, the applicant will receive a letter and grant payment from the City.

The application form including detailed submission requirements are attached to this Bulletin.

Program Contact:

For further information, please contact Minhee Park, Heritage Planner, at 604-276-4188 or mpark@richmond.ca.

see attached →



City of
Richmond

Steveston Village Heritage Conservation Grant Application

Policy Planning Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Contact 604-276-4188

The application can be submitted at the Front of House at the City Hall or through arranging a meeting with Heritage Planner, Minhee Park, at 604-276-4188 or mpark@richmond.ca. **All materials submitted to the City for a Steveston Village Heritage Conservation Grant Application become public property, and therefore, available for public inquiry.**

For submission requirements, please refer to the attached Steveston Village Heritage Grant Application Attachments.

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No.: _____

Business

Residence

E-mail

Fax

Property Owner(s) Signature(s): _____

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

For Office Use

Date Received: _____

File No.: _____



City of
Richmond

Steveston Village Heritage Conservation Grant Application Attachments

Policy Planning Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Contact 604-276-4188

Consultation with City staff prior to application is recommended, to be aware of criteria pertinent to the application, permits required in addition to the *Steveston Village Heritage Conservation Grant Application*, and the extent of documentation required to support the application and related permits.

The following items must be completed and submitted with your Steveston Village Heritage Conservation Grant Application.

1. A letter of authorization and/or proof of ownership is required. If ownership has changed, a copy of the interim agreement or transfer of property title is required.
2. A letter outlining the proposal conservation work and specifications and how the proposal fulfills the program objectives. The letter should also include a statement of all applicable funding sources, indicating the requested amount, other grants or funding secured or sought for the proposed work.
3. A Conservation Plan prepared by a qualified heritage consultant and a written rationale explaining how the proposed work fits in the long-term conservation of the heritage resource.
4. Architectural drawings: one full size set and one set of reduced 11" x 17" drawings. Additional drawings may be required for complex proposals.
5. Current colour photographs of the building
6. Archival photographs and historical documentation to clearly demonstrate the nature and appropriateness of the proposed conservation.
7. At least two (2) competitive estimates from an independent contractor for all labour and materials involved in the proposed eligible works. The estimates must be itemized in detail, and must indicate the scope and nature of work of each item. The estimates must be recent and valid, and dated no more than six months prior to the application.

Fees

No fees are required for a Steveston Village Heritage Conservation Grant Application. Please consult with Zoning counter staff for all fees for other related permits (e.g., Rezoning Permit, Development Permit, Building Permit, Heritage Alteration Permit, Heritage Revitalization Agreement).

Program Contact

Minhee Park, Heritage Planner, Policy Planning Department
6911 No. 3 Road, Richmond, BC V6Y 2C1, 604-276-4188, mpark@richmond.ca.

Excerpt of Minutes
Richmond Heritage Commission
Held Wednesday, October 27, 2018 (7:00 pm)
M.2.004
Richmond City Hall

Steveston Village Heritage Conservation Grant Program Update

Staff distributed the draft policy (forms part of the minutes as Schedule 1) and provided an overview of the proposed update to the Steveston Village Heritage Conservation Grant Program, including the current objectives and policies, and proposed changes.

The grant program was established in 2009 when the Steveston Village Heritage Conservation Program was adopted by Council in order to encourage the exterior conservation of the 17 protected buildings, as identified in the Steveston Area Plan.

It was noted that the 50/50 cost sharing with private owners is not changing, but the maximum allowable amounts will be increased.

This update also makes it clear what types of proposals are eligible for grants by providing examples of eligible and ineligible works. Evaluation criteria are also added to help staff and Council assess grant applications to ensure the proposed works achieve the objectives of the Program.

In response to Commission's question regarding interior works, staff noted that interior works are not eligible because interior features are not protected.

Discussion ensued on ownership of buildings, usage of buildings and benefits to having interior restorations.

It was noted that consulting costs have been factored in to the grants program but are limited to 10% of the grant amount. The Commission noted that the limitation is reasonable.

It was further noted that every application through this program will come before the Commission for review and comment.

It was moved and seconded

That the Richmond Heritage Commission support the proposed changes to the Steveston Village Heritage Conservation Grant Program as outlined in the draft policy.

CARRIED

It was moved and seconded

That the Richmond Heritage Commission recommend that Council and staff consider grants for interior works for the purposes of historical restorations.

CARRIED