



**Planning Committee
Electronic Meeting**

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

**Tuesday, September 22, 2026
4:00 p.m.**

Pg. # ITEM

MINUTES

Motion to adopt the minutes of the meeting of the Planning Committee held on September 9, 2026. (distributed separately)



NEXT COMMITTEE MEETING DATE

October 6, 2026, (tentative date) at 4:00 p.m. in the Anderson Room.

PLANNING AND DEVELOPMENT DIVISION

- 1. APPLICATION BY VIVID GREEN ARCHITECTURE FOR A STRATA TITLE CONVERSION AT 10551/10571 AGASSIZ COURT**
(File Ref. No. SC 26-007371) (REDMS No. 8489770)

PLN-3

See Page PLN-3 for full report

Designated Speaker: Mark Tennenhouse & Chris Bishop

STAFF RECOMMENDATION

- (1) That the application for a Strata Title Conversion by Vivid Green Architecture be approved on fulfillment of the following conditions:**

- (a) Registration of a flood indemnity covenant on Title.*
- (b) Payment of all City utility charges and property taxes up to and including the year 2026.*
- (c) Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this resolution.*
- (d) Final inspection approval of Building Permits for previous construction without a permit at 10551/10571 Agassiz Court.*
- (2) That the City, as the Approving Authority, delegates the Approving Officer the authority to execute the strata conversion plan on behalf of the City, on the basis that the conditions set out in Recommendation 1 have been satisfied.*



2. **APPLICATION BY JASON LEVELTON FOR AN AGRICULTURAL LAND RESERVE NON-ADHERING RESIDENTIAL USE AT 18431 WESTMINSTER HIGHWAY**

(File Ref. No. AG 26-012236) (REDMS No. 8485804)

PLN-13

[See Page PLN-13 for full report](#)

Designated Speaker: James Hnatowich & Chris Bishop

STAFF RECOMMENDATION

That the application by Jason Levelton for an Agricultural Land Reserve Non-Adhering Residential Use to allow seasonal farm labour accommodation at 18431 Westminster Highway be forwarded to the Agricultural Land Commission.



3. **MANAGER'S REPORT**

ADJOURNMENT





To: Planning Committee **Date:** September 3, 2026
From: Wayne Craig **File:** SC 26-007371
General Manager, Planning and Development
Re: **Application by Vivid Green Architecture for a Strata Title Conversion at
10551/10571 Agassiz Court**

Staff Recommendations

1. That the application for a Strata Title Conversion by Vivid Green Architecture be approved on fulfillment of the following conditions:
 - a. Registration of a flood indemnity covenant on Title.
 - b. Payment of all City utility charges and property taxes up to and including the year 2026.
 - c. Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this resolution.
 - d. Final inspection approval of Building Permits for previous construction without a permit at 10551/10571 Agassiz Court.
2. That the City, as the Approving Authority, delegates the Approving Officer the authority to execute the strata conversion plan on behalf of the City, on the basis that the conditions set out in Recommendation 1 have been satisfied.

Executive Summary

The report recommends that the Strata Title Conversion of the existing owner-occupied duplex at 10551/10571 Agassiz Court be approved. The proposal retains the existing built form and complies with the subject site's OCP land use designation ("Neighbourhood Residential-Tier 1") and RSM/L zoning, and applicable City policies.

Staff Report

Origin

Vivid Green Architecture, on behalf of the owners, Durgesh Kasbekar, Sharmila Kasbekar and Kristine Sangha, has applied to the City of Richmond to facilitate a Strata Title Conversion of the existing duplex at 10551/10571 Agassiz Court, currently zoned “Small-Scale Multi-Unit Housing (RSM/L)”. The application is to formalize the separate ownership of each half of the existing duplex. A location and aerial map of the subject property are included in Attachment 1. A site survey, showing the existing duplex to remain, is included in Attachment 2.

Findings of Fact

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

Existing Housing Profile

The subject property is an owner-occupied, side-by-side duplex with a total of two dwelling units. The proposal will retain the existing housing profile and built form and includes minor building alterations as detailed in the Analysis section of this report.

Surrounding Development

Existing development immediately surrounding the subject site is as follows:

To the North, Houses zoned “Small-Scale Multi-Unit Housing (RSM/M) and (RSM/L)”.
East and West:

To the South: A duplex zoned “Two-Unit Dwelling (RD1)”.

Existing Legal Encumbrances

There is an existing Statutory Right-of-Way (SRW) running east-to-west in the rear yard for sanitary sewer services. Encroachment into the City’s SRW is neither permitted nor proposed.

Related Policies & Studies

Official Community Plan (OCP)

The City’s OCP designates the subject property as “Neighbourhood Residential-Tier 1”. The proposal complies with this designation.

Council Policy 5042

The subject application is for a Strata Title Conversion of an existing duplex, with no rezoning required. While no rezoning is associated within the application, Council Policy 5042, “Rezoning Applications for Two-Family Housing Districts, Involving Existing Non-Conforming Two-Family Dwellings” (Attachment 4) is used to guide staff in the review of applications of this nature. A summary of this review is included in the Analysis section of this report.

Following the introduction of Small-Scale Multi-Unit Housing in the City, staff are reviewing Council Policy 5042 and will bring forward a future report to Council with recommendations on how to deal with different scenarios including:

- Duplex Strata Title Conversions including where no rezoning is required; and
- Strata Title Conversions where a new dwelling unit is being added to a lot where an existing dwelling on the lot is being retained.

Floodplain Management Implementation Strategy

The proposal must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to approval of the Strata Title Conversion.

Analysis

The subject application is to facilitate the Strata Title Conversion of an existing duplex at 10551/10571 Agassiz Court. No new buildings or structures are proposed. Existing vehicular access to each unit of the duplex is to be maintained via a single driveway on Agassiz Court. There are existing trees on the property. However, no tree removal is proposed as part of this application.

This application has been reviewed in accordance with Council Policy 5042. Based on this review, the following information is provided:

- The applicant has submitted a legal survey plan indicating that the existing duplex complies with the regulations of the RSM/L zone. There is an existing legal non-conformance related to a minor second-storey deck encroachment of approximately 0.16 metres (6.3 inches) into the required side yard (southeast) setback. The building siting was approved as part of the original Building Permit (BP) and predates the subject site's RSM/L zoning.
- Building Approvals staff conducted a site inspection on July 22, 2026. This inspection found interior and exterior alterations that had been completed without a BP, including a second-storey rear deck. The applicant has indicated their intent to apply for a BP to bring the non-permitted construction into compliance. Final inspection of this BP is a condition of Strata Title Conversion approval.
- The duplex was constructed in the early 1970s and remains generally as originally approved. A written statement has been provided by the applicant, which indicates the existing duplex is in good condition, and staff have undertaken a site visit to confirm. No new additions to the subject property are proposed as part of this application.
- Both sides of the duplex are owner-occupied. This application will have no impact on the occupancy status of each unit, with the intent to formalize the separate ownership of each half of the existing duplex.
- No off-site engineering or servicing improvements have been identified.

- The applicant has submitted a preliminary strata plan. The proposed plan meets City requirements and is in a form acceptable to the City's Approving Officer.
- The applicant is aware that Council's endorsement of the Strata Title Conversion will lapse in 180 days and has committed to meet all requirements within this time period.

Budgetary Implications

None.

Conclusion

Vivid Green Architecture has applied to the City of Richmond to facilitate a Strata Title Conversion of the existing duplex at 10551/10571 Agassiz Court, currently zoned "Small-Scale Multi-Unit Housing (RSM/L)". The application complies with the land use designations and applicable policies contained within the OCP for the subject site.

A list of strata title conversion considerations is included in Attachment 5 and has been agreed to by the applicant (signed concurrence on file).

On this basis, staff recommend that the application for Strata Title Conversion be approved.

Respectfully submitted,

Andrew Norton, Acting Director, Development

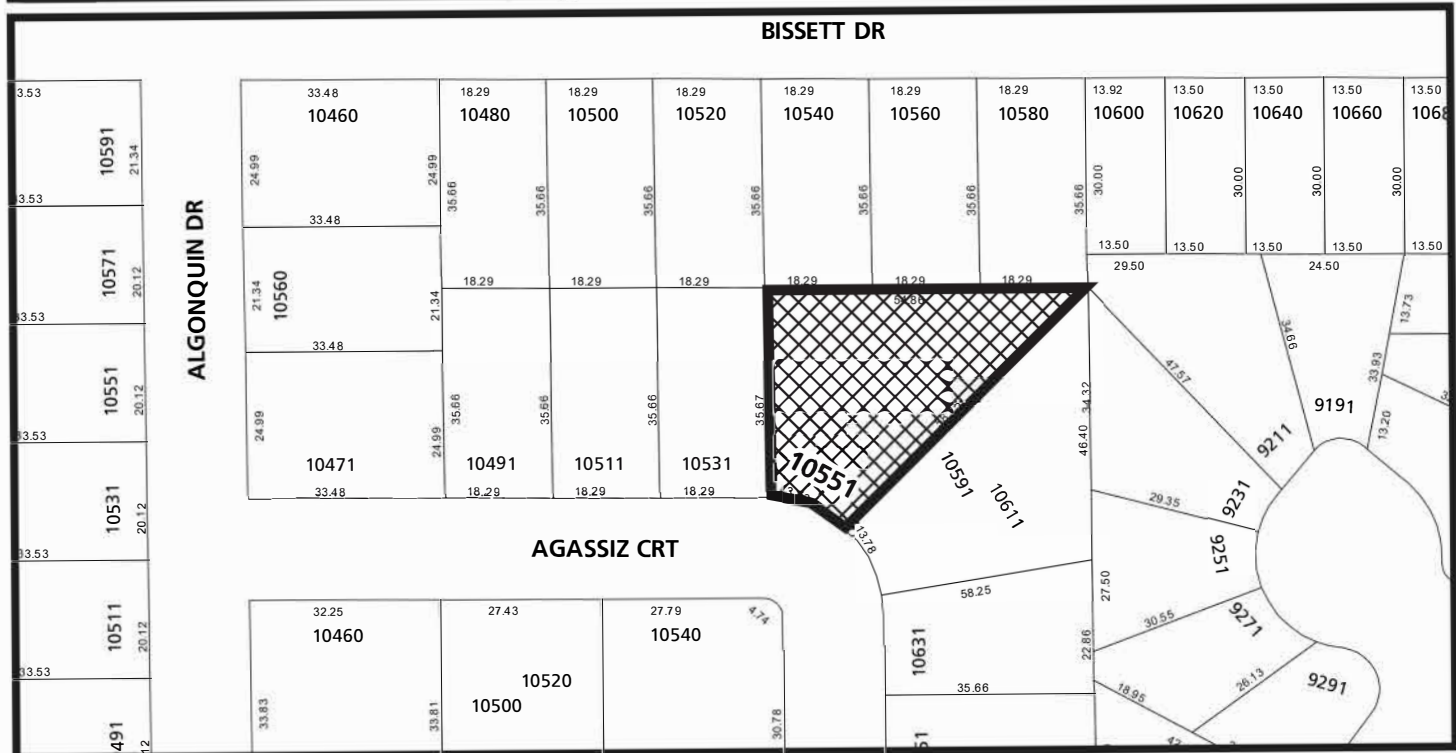
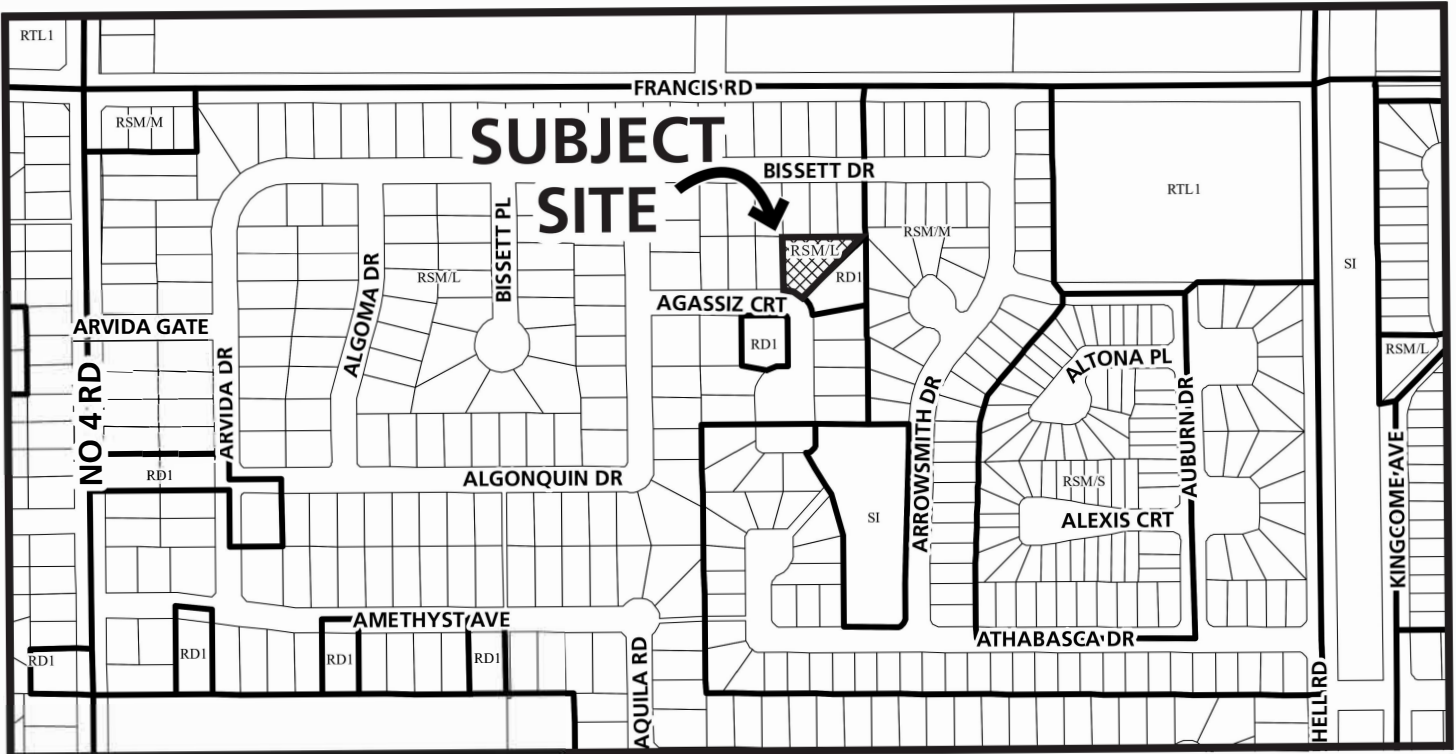
Report Contributors

This report was prepared by Mark Tennenhouse, Planning Technician.

- Att. 1: Location Map & Aerial Photograph
 2: Legal Survey Plan
 3: Development Application Data Sheet
 4: Council Policy 5042
 5: Strata Title Conversion Considerations



City of
Richmond



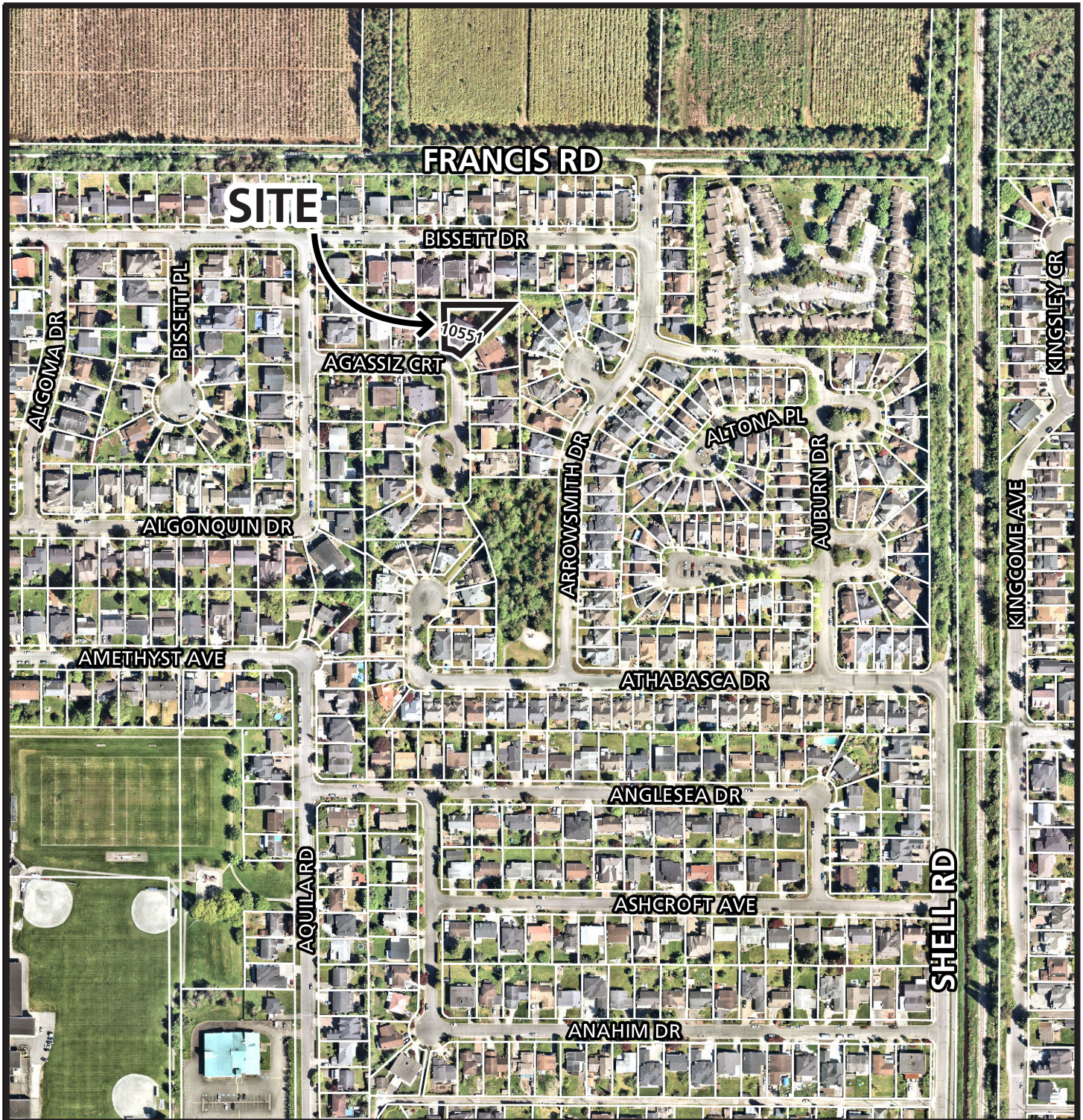
SC 26-007371

Original Date: 04/29/26
Revision Date:

Note: Dimensions are in METRES



City of Richmond



SC 26-007371

Original Date: 04/29/26
Revision Date:

Note: Dimensions are in METRES



SC 26-007371

Attachment 3

Address: 10551/10571 Agassiz Court

Applicant: Vivid Green Architecture

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	Durgesh and Sharmila Kasbekar and Kristine Sangha	No change
Site Size (m²):	1,328 m ² (~14,294 ft ²)	No change
Land Uses:	Residential	No change
OCP Designation:	Neighbourhood Residential Tier 1	No change
Zoning:	RSM/L	No change
Number of Units:	2	No change

	Bylaw Requirement	Proposed / Existing	Variance
Floor Area Ratio:	Max 0.60 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ² (~5,000 ft ²)	Max 0.60 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ² (~5,000 ft ²)	None
Lot Coverage (% of lot area):	45%	15%	None
Lot Size:	Min: 550.0 m ² (~5,920 ft ²)	1,328 m ² (~14,294 ft ²)	None
Lot Dimensions (m):	Width: 18.0 m (~59 ft) Depth: 24.0 m (~78 ft)	Triangular Shaped Lot: Calculated Width: 34.4 m (~112 ft) Depth: 46.9 m (~153 ft)	None
Setbacks (m):	Front: Min. 6.0m (~20 ft) Rear: Min 6.0m (~20 ft) Side: Min 1.2 m (~4 ft) – 2.0 m (~7 ft)	Front: 7.2 m (~24 ft) Rear: 12.4 m (~40 ft) Side: 1.84 m (~6 ft) – 10.52 m (~35 ft)	None
Height (m):	Max: 10.0 m (~33 ft)	6.7 m (~22 ft)	None
Off-street Parking Spaces – Total:	Min: 1	4	None



POLICY 5042:

It is Council policy that:

Rezoning applications seeking a rezoning to “Two-Unit Dwellings Zone (RD1)”, involving existing non-conforming two-family dwellings, must be supported with adequate information to assist Council assess all potential impacts arising from the rezoning application in the following areas:

1. A certificate prepared by a registered B.C. Land Surveyor showing the location, dimensions, and setbacks of all buildings and structures presently on the property, together with a floor area ratio calculation is required to verify Zoning Bylaw compliance.
2. An inspection of the existing structure by City Staff is required to confirm no alterations have been made without a Building Permit.
3. The property owner shall provide a written statement on the following items:
 - a) The building’s age, quality, general conditions and any measures proposed to upgrade or alter the buildings appearance; and
 - b) The occupancy of the existing structure and what impact the proposed rezoning may have on the existing residents of the two-family dwelling.
4. Where as a result of the normal rezoning process, the public has raised concerns over the design of an existing structure or construction of a new two-family dwelling on the subject site, staff will present to Council a summary of the public concerns along with options available to address the concerns.
5. Each application shall be reviewed to determine if there are any off-site improvements required to bring the site up to City standards. Should any off-site improvements be required, such improvements are required as a condition of final adoption of a rezoning bylaw.
6. Where a Council approved 702 Single Family Lot Size Policy would permit the subject site to be subdivided, Council will be advised of the site’s future subdivision potential.
7. Rezoning applications intended to facilitate a strata title conversion of the existing structure shall be accompanied by a Strata Title Conversion Application and such application forwarded to Council concurrently with the rezoning proposal.



Strata Title Conversion Considerations

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

Address: 10551/10571 Agassiz Court

File No.: SC 26-007371

Prior to approval of a Strata Title Conversion, the developer is required to complete the following:

1. Registration of a flood indemnity covenant on title.
2. Payment of all City utility charges and property taxes up to and including the year 2026.
3. Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of this resolution.
4. Final inspection approval of a Building Permit* for previous construction without a permit at 10551/10571 Agassiz Court.

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 contains 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 Concurrence on file

Signed

Date



To:	Planning Committee	Date:	September 1, 2026
From:	Wayne Craig General Manager, Planning and Development	File:	AG 26-012236
Re:	Application by Jason Levelton for an Agricultural Land Reserve Non-Adhering Residential Use at 18431 Westminster Highway		

Staff Recommendation

That the application by Jason Levelton for an Agricultural Land Reserve Non-Adhering Residential Use to allow seasonal farm labour accommodation at 18431 Westminster Highway be forwarded to the Agricultural Land Commission.

Executive Summary

Jason Levelton has applied for an Agricultural Land Reserve (ALR) Non-Adhering Residential Use (NARU) approval to formalize an existing seasonal farm labour accommodation at 18431 Westminster Highway. The 10-hectare nursery operation employs six workers through the Federal Seasonal Agricultural Worker Program to support nursery stock production. Although the subject site is zoned “Agriculture (AG3)” which permits seasonal farm labour accommodation, ALC approval is required through the NARU process to formalize the structure.

The proposal is consistent with the subject site’s “Agriculture” land use designation in the Official Community Plan (OCP) and the OCP’s Farming First Strategy, which supports seasonal farm labour accommodation that is accessory to and necessary for an active agricultural operation.

This application is substantially similar to a previous NARU application for the subject site that was approved by Council and the ALC for existing seasonal farm labour accommodation. The previous ALC approval has now lapsed and a new NARU application is required.

Staff Report

Origin

Jason Levelton (East Richmond Nurseries) has submitted an Agricultural Land Reserve (ALR) Non-Adhering Residential Use (NARU) application to allow the existing seasonal farm labour accommodation at 18431 Westminster Highway. The subject property is currently occupied by two single-family dwellings, an active farm operation, and associated farm buildings and seasonal farm labour accommodation. Council consideration is required prior to advancing the NARU application to the Agricultural Land Commission (ALC). A location map and aerial photograph are provided in Attachment 1.

Background

As part of the subject farm's participation in the Federal Government's Seasonal Agricultural Worker Program (SAWP), Richmond Fire-Rescue (RFR) inspected the existing seasonal farm labour accommodation on the subject site in 2022 to ensure it was safe for intended use. At that time, it was identified that the existing seasonal farm labour accommodation on-site required applicable ALC and City approvals, including an ALR NARU application. The applicant subsequently submitted a NARU application (AG22-009023), which was approved by Council and forwarded to the ALC. The ALC approved the application, but that approval has since lapsed, and a new NARU application is required. This application is substantially similar to the previously approved NARU application.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 2)

Related Policies & Studies

Official Community Plan/Farming First Strategy

The subject site is designated "Agriculture (AGR)" in the Official Community Plan (OCP), which includes those areas where the principal use is agriculture and food production, but may include other land uses as permitted under the *Agricultural Land Commission Act* (ALCA). The proposal is consistent with this designation.

The City's OCP and Farming First Strategy identifies that seasonal farm labour accommodation, as an additional residential use, may be considered so long as the accommodation is accessory to the principal agricultural purpose and helps to support a farm operation in the ALR. The proposal is consistent with this policy.

Food Security & Agricultural Advisory Committee

As this application is substantially similar to the previous NARU application for the existing seasonal farm labour accommodation on-site, it was not referred to the Food Security and Agricultural Advisory Committee (FSAAC), as they provided their support for the proposed use as part of the previous NARU application.

Analysis

Application to the Agricultural Land Commission

The purpose of this application to the ALC is to permit the existing seasonal farm labour accommodation on-site. As per the ALCA, agricultural land may have no more than one residence per parcel unless permitted by the Commission through a NARU application or unless certain conditions are met subject to the *Agricultural Land Reserve Use Regulations*. The subject site includes two single-family dwellings that were constructed prior to ALR regulations that limit a parcel to one residential structure and are permitted per the *Local Government Act* for non-conforming uses. This application is to seek formal approval of the existing seasonal farm labour accommodation that does not pre-date the ALCA regulations, through the NARU process.

ALC approval of the NARU application is required prior to Building Permit (BP) issuance for the structure.

Farm Operation

East Richmond Nurseries is a family-owned, 10-hectare (25-acre) farm operation at 18431 and 18531 Westminster Highway. The nursery grows trees, shrubs, perennials, and ground covers. The operation exceeds the AG3 zone's 8.09-hectare minimum farm size for seasonal farm labour accommodation. Farming has occurred on the site since the 1940s, with the current nursery established in 1987. The applicant has also provided evidence that the property is classified as a farm under the *BC Assessment Act*.

Seasonal Farm Labour Accommodation

The subject farm employs six seasonal workers through the Federal Seasonal Agricultural Worker Program. The applicant has identified that the workers are needed to support the nursery stock production.

The building used to house the farm workers is the existing barn located along Westminster Highway. The barn is approximately 400 m² (4,302 ft²) in floor area, with 105 m² (1,126 ft²) used for the purposes of accommodating the temporary farm workers. The size per worker is approximately 17.5 m² (188 ft²) of floor area. This is consistent with the City's AG3 zone, which requires a minimum floor area of 10 m² (108 ft²) per occupant. The location and photos of the seasonal farm labour accommodation are provided in Attachment 3.

Richmond Fire-Rescue (RFR) inspected the accommodations in 2022, and all deficiencies from a life and safety perspective were addressed. A Code Report has been submitted by the applicant and reviewed by the City's Building Approvals Department, which includes additional upgrades to achieve compliance, including interior improvements and new external access. A BP is required to address these upgrades and legitimize the existing seasonal farm labour accommodation. Architectural drawings showing the barn and seasonal farm labour accommodation are provided in Attachment 4. ALC approval will be required prior to issuance of a BP for the residential structure.

Heritage

The building containing the seasonal farm labour accommodation is listed on the City's Heritage Inventory (Beckwith Barn). Assets listed on the City's Heritage Inventory do not have any formal heritage protection measures. The Beckwith Barn is proposed to remain, with minor interior and exterior changes required to accommodate BC Building Code requirements (no Heritage Alteration Permit required). The building was renovated in the early 2000s; however, a number of key character-defining elements, including the gambrel roof form and the rectangular barn plan, have remained unchanged. There is an existing covenant registered on Title prohibiting demolition or exterior changes to the "Beckwith Barn" without consent from the City to ensure character-defining elements are maintained. All proposed exterior alterations would be reviewed prior to BP issuance to ensure that these character-defining elements remain.

Budgetary Implications

None

Conclusion

Jason Levelton (East Richmond Nurseries) has submitted an Agricultural Land Reserve (ALR) Non-Adhering Residential Use (NARU) application to allow the existing seasonal farm labour accommodation at 18431 Westminster Highway.

The proposal complies with applicable policies, land use designations contained in the Official Community Plan and the subject site's "Agriculture (AG3)" zoning.

On this basis, it is recommended that the ALR NARU application be forwarded to the Agricultural Land Commission.

Respectfully submitted,

Andrew Norton, Acting Director, Development

Report Contributors

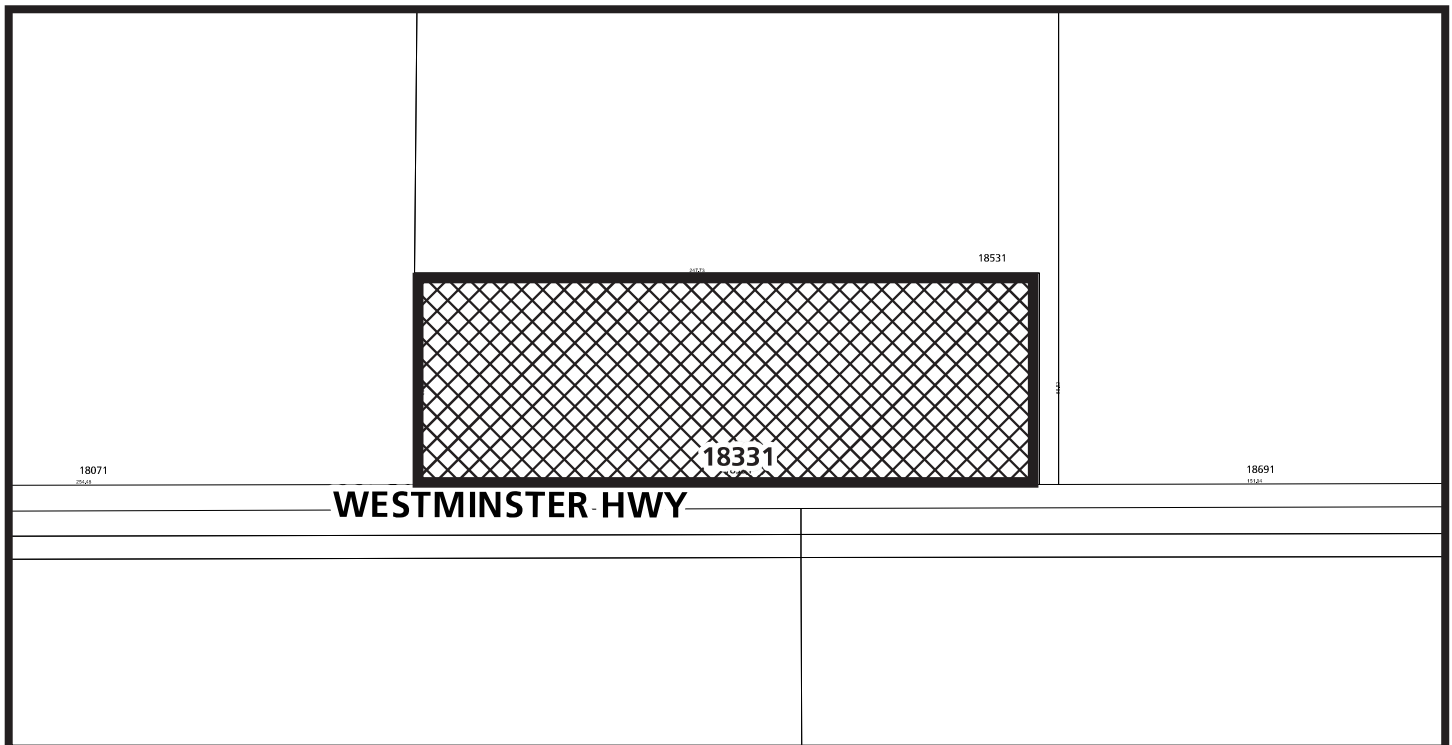
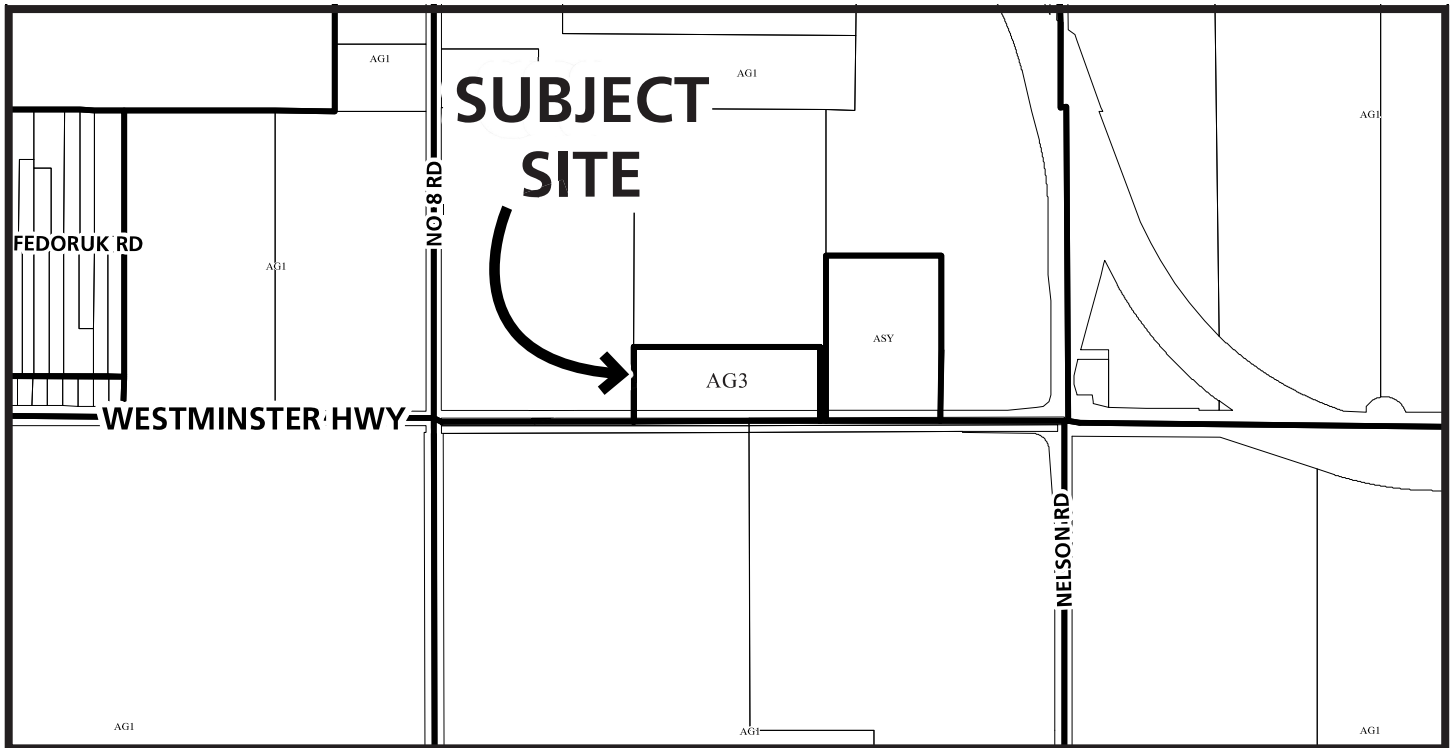
This report was prepared by James Hnatowich, Planner 1

- Att. 1: Location Map and Aerial Photo
 2: Development Application Data Sheet
 3: Location and Photos of the Seasonal Farm Labour Accommodation
 4: Architectural Drawings



City of
Richmond

ATTACHMENT 1



AG 26-012236

Original Date: 06/11/26
Revision Date:

Note: Dimensions are in METRES

PLN - 17



City of
Richmond



AG 26-012236

Original Date: 06/11/26
Revision Date:

Note: Dimensions are in METRES



AG 26-012236

Attachment 2

Address: 18431 Westminster Highway

Applicant: Jason Levelton

Planning Area(s): East Richmond

	Existing	Proposed
Owner:	Jason Levelton	No change
Site Size:	25 acres (10 hectares)	No change
Land Uses:	Farm business and seasonal farm labour accommodation	No change
OCP Designation:	Agriculture (AGR)	No change
Zoning:	Agriculture (AG3)	No change
Other Designations:	Agricultural Land Reserve (ALR)	Non-Adhering Residential Use for seasonal farm labour accommodation

Seasonal farm labour accommodation	Bylaw Requirement	Proposed	Variance
Farm Operation Size:	Min. 8.09 ha	25 ac (10 ha)	None
Location of seasonal farm labour accommodation:	On the same lot as an existing single detached housing	Complies	None
Number of seasonal farm labour accommodation:	Max. 1	1	None
Floor Area – Building:	Max. 400 m ² (4,305 ft ²)	105 m ² (1,130 ft ²) (used for seasonal farm labour accommodation)	None
Floor Area – Occupant:	Min. 10 m ² (108 ft ²) per occupant	17.5 m ² (188 ft ²)	None
Density, setbacks, and height:	Consistent with single detached housing requirements	Complies	None



Location of Seasonal
Farm Labour
Accommodation



Plan Date: 2022-04-11

Notes:
The information shown on this map is compiled from various sources and is for informational purposes only. It is not intended to be used as a basis for any legal or financial decision. The user is responsible for verifying the accuracy of the information shown on this map. The user is also responsible for obtaining any necessary permits or approvals from the appropriate authorities before using the information shown on this map for any purpose.

Scale: 1:500

North Arrow

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Metres

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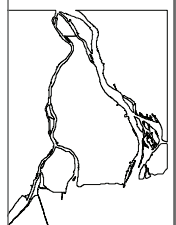
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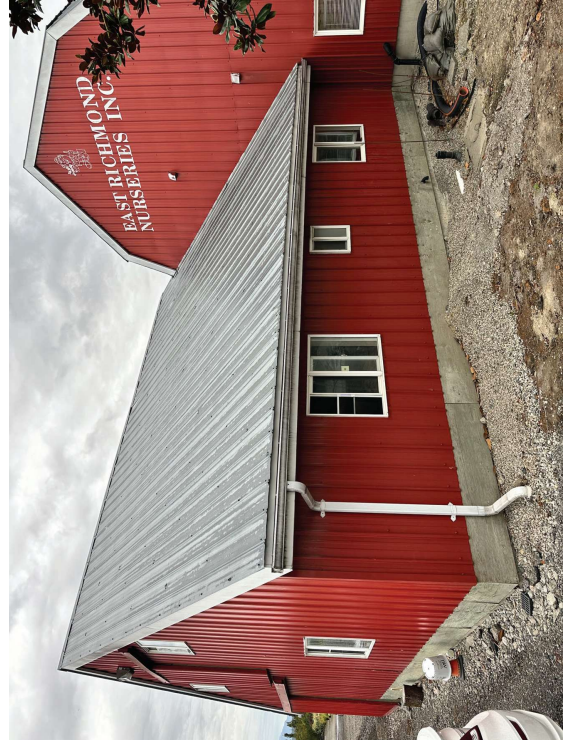
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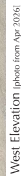
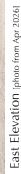
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Photos of Seasonal Farm Labour Accommodation - 18431 Westminster Highway

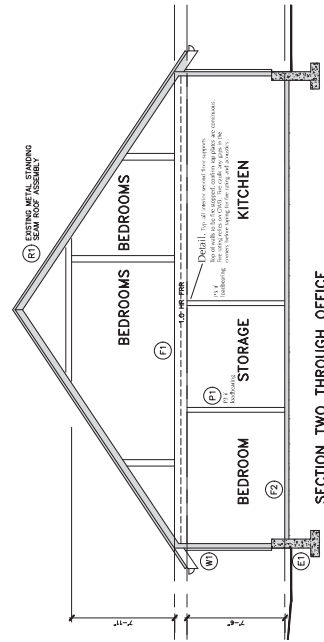
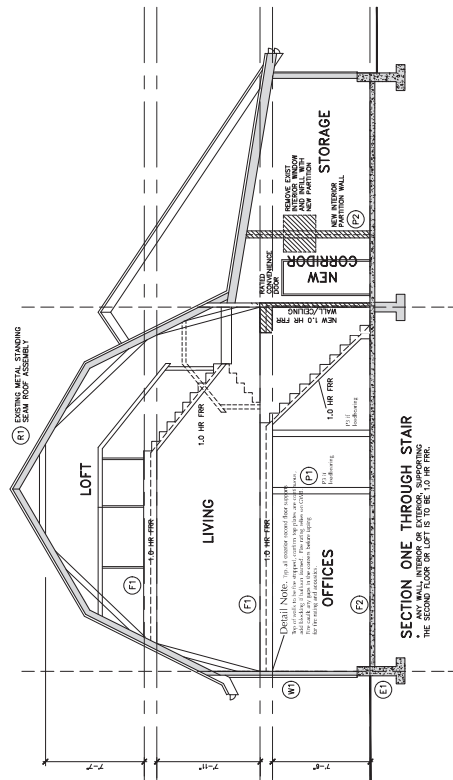




— (D) EXISTING ROOF, unrated

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NOTE: ALL EXISTING/NEW EXTERIOR WT/#2 TO BE UPGRADED TO 1.0H FR. UPPER FLOOR SIDE WALLS WITHIN ROOF AREA.

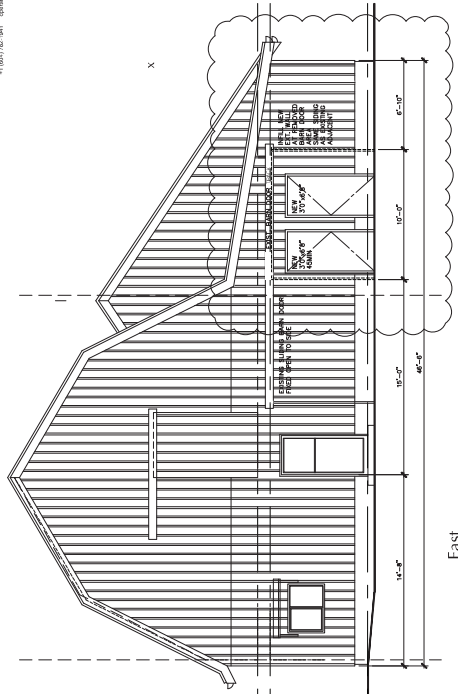


East Richmond Nurseries
18431 Westminster Hwy
Richmond, BC, Canada. Earth

17 Oct 2025. Issued for BP
4 May 2026. Revised for BP
and for BP Comments [bubbled]

Sections

A 3.00
[not to scale]



Areas of Work

East

Revised to show full opening windows in both upstairs bedrooms. Clear opening now 6 sq.ft., 38" above the floor, each window



West
Windows Openings to code

North

Elevations
[Existing + Proposed]

$1/8'' = 1^{\circ} - 0''$ [when printed at 11 x 17]

Area of Work
Soffit above doors for 1.2m on each side shall be protected with non-combustible material

Bedroom Window

South
Ground floor existing bedroom windows are 40 to 42" above the floor and 4.5 to 5.5 sq. ft. of clear opening

