



Public Notice is hereby given of a Regular Council Meeting for Public Hearings being held on:

Monday, March 16, 2020 – 7 p.m.

Council Chambers, 1st Floor

Richmond City Hall

6911 No. 3 Road

Richmond, BC V6Y 2C1

OPENING STATEMENT

Page

1. **TEMPORARY COMMERCIAL USE PERMIT (TU 20-891050)**
(File Ref. No. TU 20-891050) (REDMS No. 6318083)

PH-4

[See Page PH-4 for full report](#)

Location: 8991 Charles Street

Applicant: DA Architects & Planners

Purpose: To permit a Temporary Commercial Use Permit at 8991 Charles Street to allow “vehicle rental, convenience”, limited to the parking and storage of rental vehicles only as an additional use for a period of three years from the date of issuance.

Order of Business:

1. Presentation from the applicant.
2. Acknowledgement of written submissions received by the City Clerk since first reading.
3. Submissions from the floor.

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Council Consideration:

1. That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site specific additional use for a period of three years.



2. **OFFICIAL COMMUNITY PLAN BYLAW 9000, AMENDMENT BYLAW 10125 (SIGNAGE IMPROVEMENTS) AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10004 (SIGNAGE IMPROVEMENTS)**

(File Ref. No. 12-8060-20-010125; 12-8060-20-010004) (REDMS No. 6405042)

PH-24

See Page PH-24 for full report

Location: City-wide

Applicant: City of Richmond

Purpose of OCP Designation Amendment: To formalize standards for Development Application signs involving an application to amend the OCP. This includes improvements to the standard sign layout and more detailed information on upcoming opportunities for input.

Purpose of Zoning Amendment: To revise standards for Development Application signs for Rezoning Applications. Changes include improvements to the standard sign layout and more detailed information on upcoming opportunities for input.

First Reading: February 10, 2020

Order of Business:

1. Presentation from the applicant.
2. Acknowledgement of written submissions received by the City Clerk since first reading.
3. Submissions from the floor.

Council Consideration:

1. Action on second and third readings of Official Community Plan Bylaw 9000, Amendment Bylaw 10125.



Public Hearing Agenda – Monday, March 16, 2020

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2. Action on second and third readings of Richmond Zoning Bylaw 8500, Amendment Bylaw 10004.

3. Action on second and third readings of Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005.

4. Adoption of Official Community Plan Bylaw 9000, Amendment Bylaw 10125.

5. Adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10004.

6. Adoption of Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005.

ADJOURNMENT



City of Richmond

Report to Committee

To: Planning Committee

Date: January 21, 2020

From: Wayne Craig
Director, Development

File: TU 20-891050

Re: **Application by DA Architects & Planners for a Temporary Commercial Use Permit at 8991 Charles Street**

Staff Recommendation

That the application by DA Architects & Planners for a Temporary Commercial Use Permit for the property at 8991 Charles Street be considered at Public Hearing to be held March 16, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use for a period of three years.”


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

WC:na
Att. 5

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER


Staff Report

Origin

DA Architects & Planners has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use at 8991 Charles Street (Attachment 1). The subject site is zoned “Light Industrial (IL)” and the TCUP will allow for the outdoor storage of rental vehicles associated with the primary site of the Routes Car Rental business at 9231 Beckwith Road. No new buildings are proposed and a survey of the subject property and existing condition is provided in Attachment 2.

If approved, the TCUP would be valid for a period of up to three years from the date of issuance, at which time an application for an extension of the Permit may be made and issued for up to three additional years. Only one extension is permitted, after which a new application is required. The Local Government Act allows Council to consider TCUP issuance on its own merits and does not limit the number of TCUP issuances allowed on a site.

Findings of Fact

There are no existing buildings or structures on the subject property. A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Surrounding Development

The subject site is located in the City Centre planning area. Development immediately surrounding the subject site is as follows:

- To the North: The Bridgeport Canada Line Station and bus loop on property zoned “Auto Oriented Commercial (CA)”.
- To the South: Across Charles Street, office and warehouse buildings with parking and unoccupied lots on property zoned “Light Industrial (IL)”.
- To the East: Across Great Canadian Way, unoccupied property zoned “Light Industrial (IL)”.
- To the West: The Bridgeport Canada Line Station and bus loop on property zoned “Auto Oriented Commercial (CA)”.

Existing Legal Encumbrances

Two Statutory Right-of-Ways (SRWs) are registered on Title that limits the placement of buildings or structures on the subject site. The following SRWs are found on the subject property but do not impact the proposed use:

- A 3.0 m wide by approximately 65.0 m in length City Utility Works SRW oriented along the majority of the south property line of the site (SRW Plan 53564).

- A 3.0 m wide by approximately 45.0 m in length City Utility Works SRW oriented along the majority of the east property line of the site (SRW Plan BCP13282).

Related Policies & Studies

Official Community Plan/City Centre Area Plan & Bridgeport Village Sub-Area Plan

The Official Community Plan (OCP) land use designation for the subject site is “Commercial (COM)” and the City Centre Area Plan designation for the subject site is “Urban Centre T5 (45m)” and permits a range of uses including commercial, retail and service uses (Attachment 4). The Temporary Use Permit proposal is consistent with these designations as well as the Bridgeport Village (2031) land uses. It is anticipated that the proposed use will not have a long-term impact on future mixed-use redevelopment of the property given the restrictive nature of the Permit.

Richmond Zoning Bylaw 8500

The subject site is zoned “Light Industrial (IL),” which allows for a range of industrial and commercial uses. Richmond Zoning Bylaw 8500 defines “Vehicle Rental, Convenience” as the rental of new or used automobiles and light trucks and utility vehicles with a gross vehicle rating of 1,815.0 kg or less, and includes those establishments that are not strictly office in nature, but form integral parts of the main operation, such as a facility for minor vehicle servicing, storing facility, fuelling facility or a car wash. The attached Temporary Commercial Use Permit would limit the proposed use to the storage of rental vehicles and for access to be by operators only.

Local Government Act

The *Local Government Act* states that TCUPs are valid for a period of up to three years from the date of issue, and that an application for one extension to the Permit may be made and issued for up to three additional years. A new TCUP application is required after one extension.

Public Consultation

Should the Planning Committee endorse this application and Council resolve to move the staff recommendation, the application will be forwarded to the March 16, 2020 Public Hearing where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Proposed Use

The subject site is currently zoned “Light Industrial (IL)”, which permits “commercial vehicle parking and storage” and “fleet service” as permitted uses, but does not permit “vehicle rental, convenience”. The proposed “vehicle rental, convenience” use would recognize the storage component of the rental car business as a secondary operation to the primary business office located at 9231 Beckwith Road. It is anticipated that approximately 130 to 150 cars may be stored within the fenced area of the subject site.

The current tenant “Routes Car Rental” has been using 8991 Charles Street as a secondary site, with the permission of the land owner, as a fully fenced and secured location for storing rental cars to compliment the office location at 9231 Beckwith Road where interactions with the public take place. To address any non-conformity with City Zoning an application was made to ensure compliance for the business use. No additional commercial services, buildings or structures, aside from fencing, are proposed at the subject site and access to the fenced area is to be restricted to operators only and no public access.

Existing Site Context

An existing chain link fence is the current extent of any type of structure on the subject property and is anticipated to accommodate the proposed additional vehicles being stored on site. The existing site consists primarily of crushed gravel with low lying grasses and vegetation.

Vehicular access to the subject site is currently provided via the existing pavement and gravel crossing off of Charles Street and immediately adjacent to the intersection of Charles Street and Great Canadian Way.

Site Planning and Landscaping

A copy of the proposed site plan and landscape plans are provided as Attachment 5. No changes are proposed to the site aside from relocating the fence and landscaping improvements along the sites road frontages and the north property line. The relocation of the chain link fence is proposed to comply with the City of Richmond Zoning Bylaw 8500 setback requirements of 3.0 m between vehicle parking and the abutting Charles Street and Great Canadian Way frontages. Relocating the fence will also ensure the improvements to the landscaping is kept outside of the fencing so that vegetation is not damaged by vehicles.

Landscaping improvements are proposed to include low lying shrubs that will be planted and maintained. A high efficiency irrigation system within the required landscape areas along Charles Street, Great Canadian Way and the northern property line frontage is also proposed. Prior to adoption, the applicant is required to provide to the City a Letter of Credit for landscaping in the amount of \$52,731.72 (inclusive of a 10% contingency), as estimated by the project’s landscape architect to ensure that on-site landscape features are implemented.

Transportation and Site Access

Access to the site is to be restricted to employees only, as provided in the Permit itself. Site access is proposed to be altered and moved westward to improve safety, vehicle movement in and out the site, and to create minimal impact on congestion at the intersection of Charles Street and Great Canadian Way. The new driveway crossing over the existing ditch has been strategically placed between two existing power poles and will require a separate watercourse crossing application after issuance of the TCUP. Vehicles entering the site would have clear sightline to enter and exit and there is sufficient space for deceleration after the intersection and before the driveway. Transportation Department staff have reviewed the access alterations and have no objection to the proposed driveway location.

Frontage Improvements

Improvements to the Charles Street frontage will include a new curb and a 2.0 m pathway extension from the northwest sidewalk intersection of Charles Street and Great Canadian Way to the edge of the proposed driveway. The extension of the pathway will also allow for alignment with the Smith Street pedestrian crossing. For ease of access by employees, an operator gate is proposed in the south east corner of the site adjacent to the sidewalk and intersection of Charles Street and Great Canadian Way for access only when the operators need to leave or enter the site by foot.

Prior to issuance, the applicant is required to enter into, at their sole cost, a City Work Order for minor frontage improvements. These improvements include upgrading the proposed driveway access to the site and sidewalk at the northwest corner of the Great Canadian Way and Charles Street intersection are to be done as per current design standards.

Financial Impact

None.

Conclusion

The purpose of this Temporary Commercial Use Permit application is to allow the "Vehicle Rental, Convenience" limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use on the property at 8991 Charles Street.

The proposed use at the subject property is acceptable to staff, on the basis it is consistent with the land use designations in the Official Community Plan and is temporary in nature. If endorsed by Council, the applicant is required to submit the securities, and enter into a City Work Order for frontage improvements described in the attached Temporary Commercial Use Permit prior to consideration at the March 16, 2020 Public Hearing.

Staff recommend that the attached Temporary Commercial Use Permit be issued to the applicant to allow "Vehicle Rental, Convenience", limited to the storage of rental vehicles only with no associated buildings and no public access at 8991 Charles Street for a period of three years.



Nathan Andrews
Planning Technician
(604-276-4911)

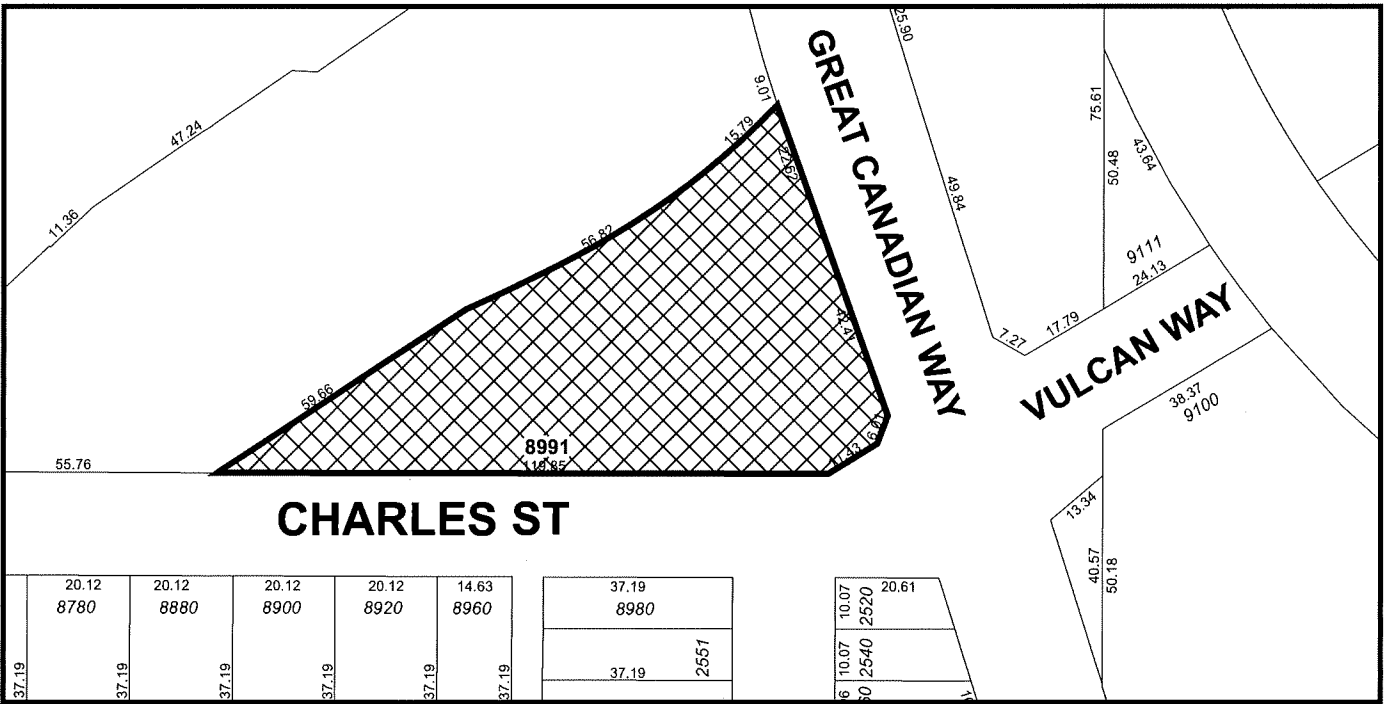
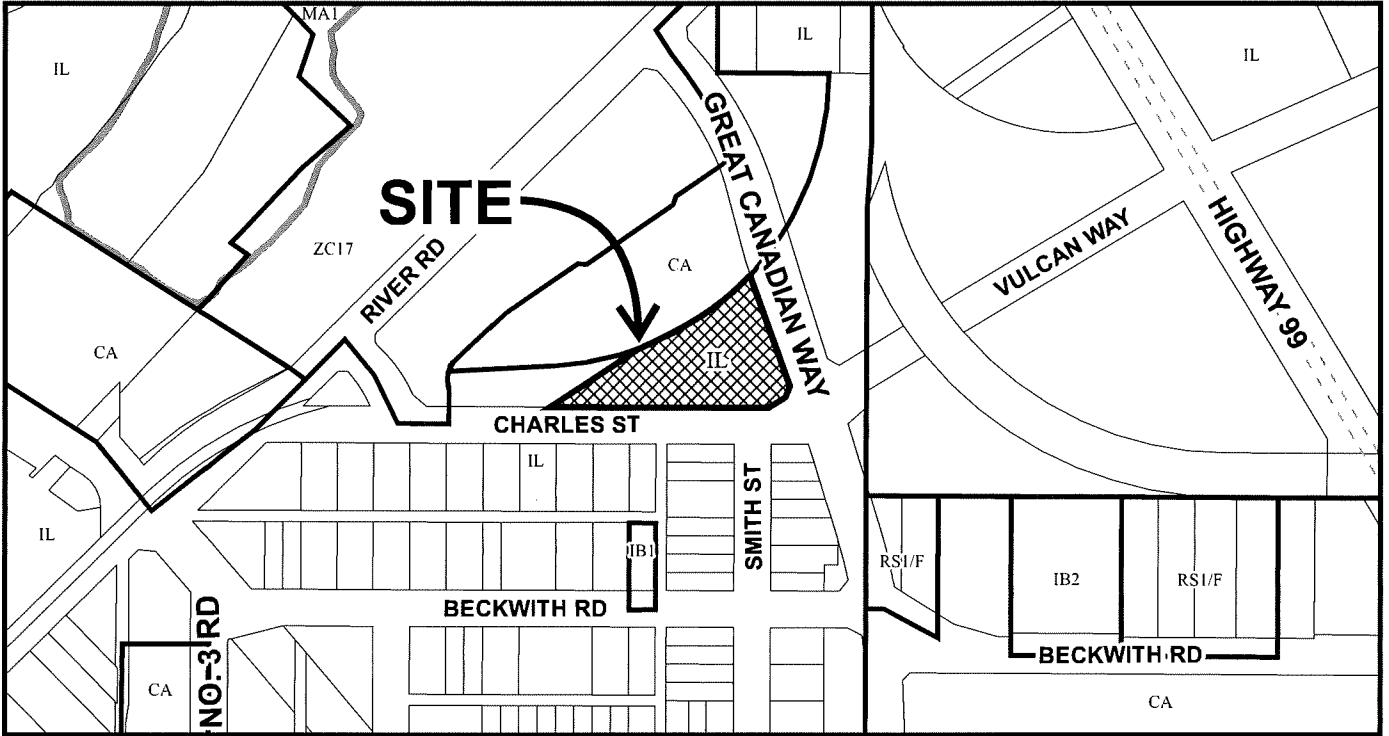
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Attachments:

- Attachment 1: Location Map
- Attachment 2: Survey Plan and Existing Condition
- Attachment 3: Development Application Data Sheet
- Attachment 4: Bridgeport Village Sub-Area Plan
- Attachment 5: Site Plan and Landscape Plan

Prior to Council issuance of the Temporary Use Permit, the following requirements must be completed:

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs and a 10% contingency (i.e. \$52,731.72).
2. Enter into an agreement for frontage improvements via a City Work Order at the developer's sole cost prior to Permit issuance.



TU 20-891050

Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES



City of Richmond



TU 20-891050

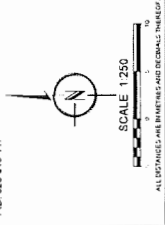
Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES

**TOPOGRAPHIC SURVEY OF LOT 1,
SECTIONS 21 AND 22, BLOCK 5
NORTH, RANGE 6 WEST,
NEW WESTMINSTER DISTRICT,
PLAN BCP42058**

CITY OF BUCHANAN
INTEGRATED SURVEY AREA #18
CHIC ADDRESS: 891 CHARLES STREET
PID: 028-019-117



- ALL DISTANCES ARE IN METERS AND DECIMALS THEREOF.
- LEGEND**
- - DENOTES ELECTRICAL SERVICE BOX
 - - DENOTES POWER POLE
 - - DENOTES POWER POLE ANCHOR
 - - DENOTES LAMP STANDINGS
 - - DENOTES STREET SIGN
 - - DENOTES MANHOLE
 - - DENOTES CATCH BASIN
 - - DENOTES CURB
 - - DENOTES SIDEWALK
 - - DENOTES DRIVE PAVEMENT
 - - DENOTES DRIVE ELEVATION
 - - DENOTES 100% FINISH GRADE
 - - DENOTES 100% FINISH GRADE WITH AROUND ELEVATION OF 100%

DETAILS

ELEVATIONS ARE TO CENTER OF ROUNDING GEOMETRIC DATUM (RND) UNLESS OTHERWISE NOTED.

PROCESSES

PROCESSES AND POINTS ARE DERIVED FROM PLAN BETWEEN CHANGES TO PROPERTY LINES AND NOT TO BE USED TO DEFINE BOUNDARIES OR ANY OTHER CHARACTERISTICS OF THE LAND ADDRESS OR ADJACENT PROPERTY UNLESS OTHERWISE NOTED.

GENERAL

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ON A SCALE OF 1:250. THE PLAN IS INTENDED TO BE USED TO DEFINE THE BOUNDARIES OF THE LAND ADDRESS AND TO SHOW THE LOCATION OF VISIBLE FEATURES ON THE LAND ADDRESS. UNLESS OTHERWISE NOTED, THE PLAN IS INTENDED TO BE USED TO DEFINE THE BOUNDARIES OF THE LAND ADDRESS AND TO SHOW THE LOCATION OF VISIBLE FEATURES ON THE LAND ADDRESS.

bennett
LAND SURVEYORS
1001-1011 BELLAIR AVENUE, SUITE 100, WESTMINSTER, CO 80031
PH: 303.440.1234 FAX: 303.440.1235

DATE	BY
10/20/2017	MIKE BUCHANAN
10/20/2017	MIKE BUCHANAN

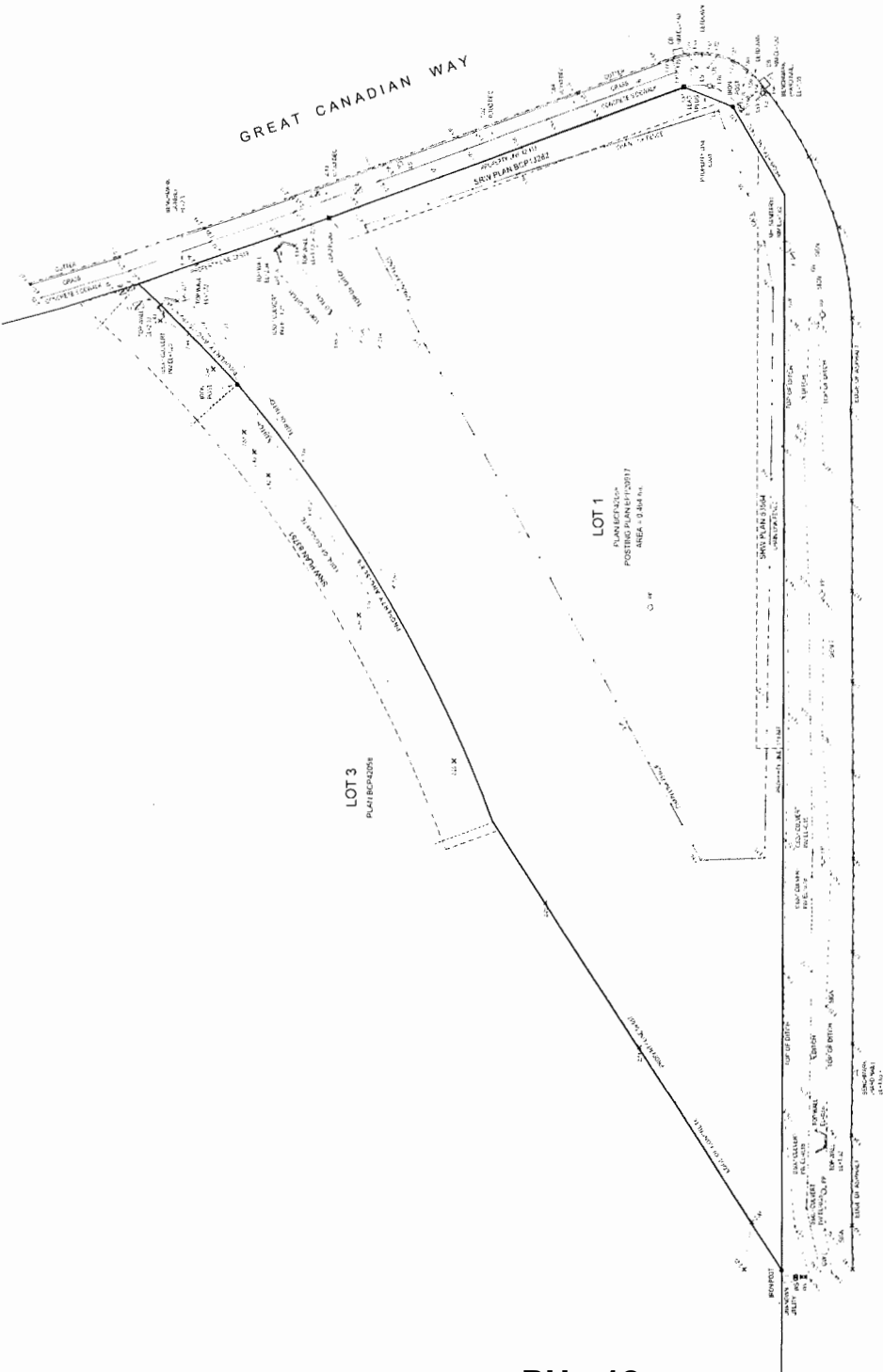
REVISION

THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE SURVEYING ACT AND THE SURVEYING REGULATIONS. IT IS THE RESPONSIBILITY OF THE SURVEYOR TO ENSURE THAT THE PLAN IS ACCURATE AND COMPLETE. THE SURVEYOR IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE PLAN OR FOR ANY DAMAGE TO PROPERTY OR PERSONS ARISING FROM THE USE OF THE PLAN.

CERTIFIED CORRECT

Digitally signed by
MICHAEL SEITZ YZ2KZA
Date: 2018.03.15
10:06:29 -0700

FIELD SURVEY COMPLETED ON FEBRUARY 2, 2018.
SURVEYOR: MICHAEL SEITZ, LICENSE NUMBER: 181000010001
REGISTERED PROFESSIONAL SURVEYOR
181000010001



CHARLES STREET



- 1/26/2019, 10:52:40 AM
- Street Names
 - Air Photo
 - Satellite
 - Parcel (Block View)
 - Community Centers
 - Trails
 - Highways
 - City Hall
 - Fire Stations
 - Police Stations
 - Ambulance Stations
 - City
 - Red_Bldg_1
 - Green_Bldg_2
 - Blue_Bldg_3
- Scale: 0, 0.01, 0.02, 0.04, 0.08, 0.16, 0.32, 0.64, 1.28, 2.56, 5.12, 10.24, 20.48, 40.96, 81.92, 163.84, 327.68, 655.36, 1310.72, 2621.44, 5242.88, 10485.76, 20971.52, 41943.04, 83886.08, 167772.16, 335544.32, 671088.64, 1342177.28, 2684354.56, 5368709.12, 10737418.24, 21474836.48, 42949672.96, 85899345.92, 171798691.84, 343597383.68, 687194767.36, 1374389534.72, 2748779069.44, 5497558138.88, 10995116277.76, 21990232555.52, 43980465111.04, 87960930222.08, 175921860444.16, 351843720888.32, 703687441776.64, 1407374883553.28, 2814749767106.56, 5629499534213.12, 11258999068426.24, 22517998136852.48, 45035996273704.96, 90071992547409.92, 180143985094819.84, 360287970189639.68, 720575940379279.36, 1441151880758558.72, 2882303761517117.44, 5764607523034234.88, 11529215046068469.76, 23058430092136939.52, 46116860184273879.04, 92233720368547758.08, 184467440737095516.16, 368934881474191032.32, 737869762948382064.64, 1475739525896764129.28, 2951479051793528258.56, 5902958103587056517.12, 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TU 20-891050

Attachment 3

Address: 8991 Charles Street

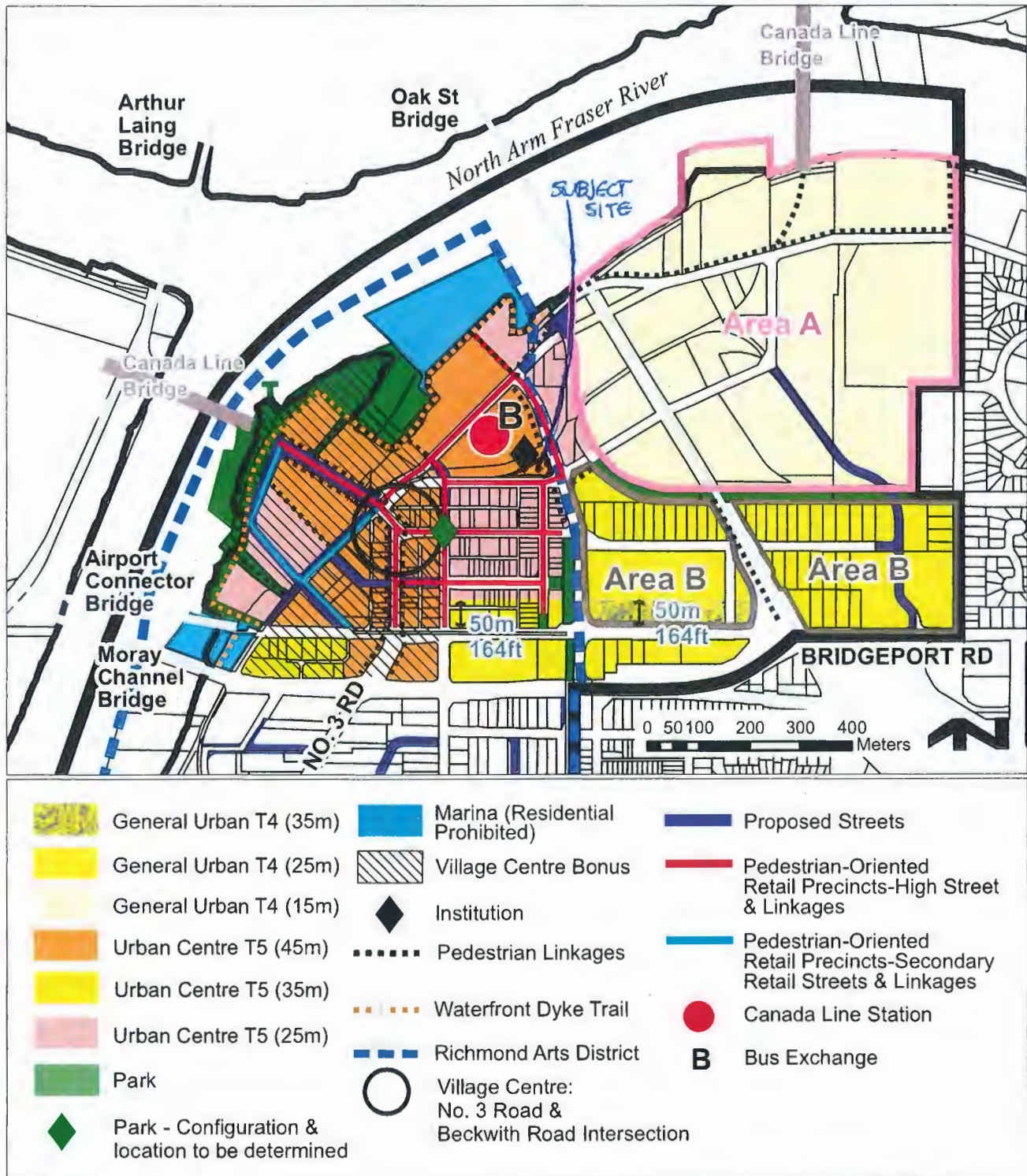
Applicant: DA Architects & Planners

Planning Area(s): City Centre Area Plan; Bridgeport Village Sub-Area Plan

	Existing	Proposed
Owner:	Great Canadian Gaming Corp.	No change
Site Size (m²):	4,640 m ²	4,640 m ²
Land Uses:	Light Industrial (IL)	Light Industrial (IL) & "Vehicle Rental, Convenience" specific to 8991 Charles Street
OCP Designation:	Commercial	No change
Area Plan Designation:	City Centre Area Plan – Urban Centre T5 (45m)	No change
Zoning:	Light Industrial (IL)	Light Industrial (IL) & "Vehicle Rental, Convenience" specific to 8991 Charles Street

	Bylaw Requirement	Proposed	Variance
Lot Coverage (% of lot area):	Building: Max. 60% Non-porous Surfaces: n/a	Building: n/a Non-porous Surfaces: n/a	none
Lot Size:	4,640 m ²	4,640 m ²	none
Setbacks (m):	Front (South): Min. 3.0 m Rear (North): Min. 0.0 m Side (West): Min. 0.0 m Exterior Side (East): Min.3.0 m	Front (South): Min. 3.0 m Rear (North): Min. 0.0 m Side (West): Min. 0.0 m Exterior Side (East): Min.3.0 m	No change

Specific Land Use Map: Bridgeport Village (2031) Bylaw 9041 2016/07/25



Bylaw 10020 2019/05/21 Maximum building height may be subject to established Airport Zoning Regulations in certain areas.

LANDSCAPE NOTES

1. All landscape construction to meet the current status of the landscape. Plantings shall be in accordance with the City of Richmond and City of Richmond. Existing trees for plant material to be retained shall be noted on the plan.
2. Trees on the planting plan shall be considered minimum size.
3. Root balls to be free of permanent weeds.
4. The soil mixture for the project shall be based for particle size and nutrient content. The soil mixture shall be based on the following:
 - 60% topsoil
 - 30% compost
 - 10% peat moss
5. The soil mixture shall be approved by the Council prior to application of the mixture. All trees planted shall be in accordance with the City of Richmond. The soil mixture shall be based on the following:
 - 60% topsoil
 - 30% compost
 - 10% peat moss
6. The soil mixture shall be approved by the Council prior to application of the mixture. All trees planted shall be in accordance with the City of Richmond. The soil mixture shall be based on the following:
 - 60% topsoil
 - 30% compost
 - 10% peat moss
7. The soil mixture shall be approved by the Council prior to application of the mixture. All trees planted shall be in accordance with the City of Richmond. The soil mixture shall be based on the following:
 - 60% topsoil
 - 30% compost
 - 10% peat moss
8. All landscaping to have high efficiency irrigation system to be installed.

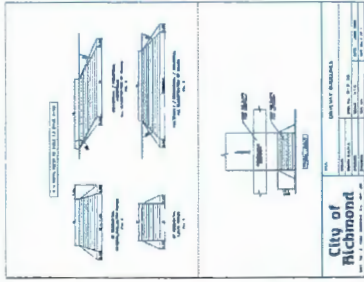


Table 2.3 Driveway Crossing Types and Widths

Access Type	Driveway Type	On Local Road	On Arterial Road
Residential (SR)	Two-way	4.0m	4.0m
Residential (SR) - shared	Two-way	6.4m	6.4m
Commercial (TL/MP)	Two-way	7.5m	7.5m
Single Commercial	Two-way	7.5m	7.5m
Multiple Commercial	Two-way	11.0m	11.0m

Notes:

1. Applicant to apply industry standard vehicle turning templates (e.g. Transportation Canada's) to ensure vehicles do not cross centerline of road in order to measure clear width and ensure that the final driveway design meets the minimum clear width requirements.
2. Continuous sidewalk shall be provided at the back of the driveway and top of sidewalk not to be less than 2 meters, except of driveway. Reference may include:
 - 1.0m for residential
 - 1.5m for commercial
 - 1.8m for arterial
3. Other, non-standard sidewalk widths, shall be approved by the City of Richmond.

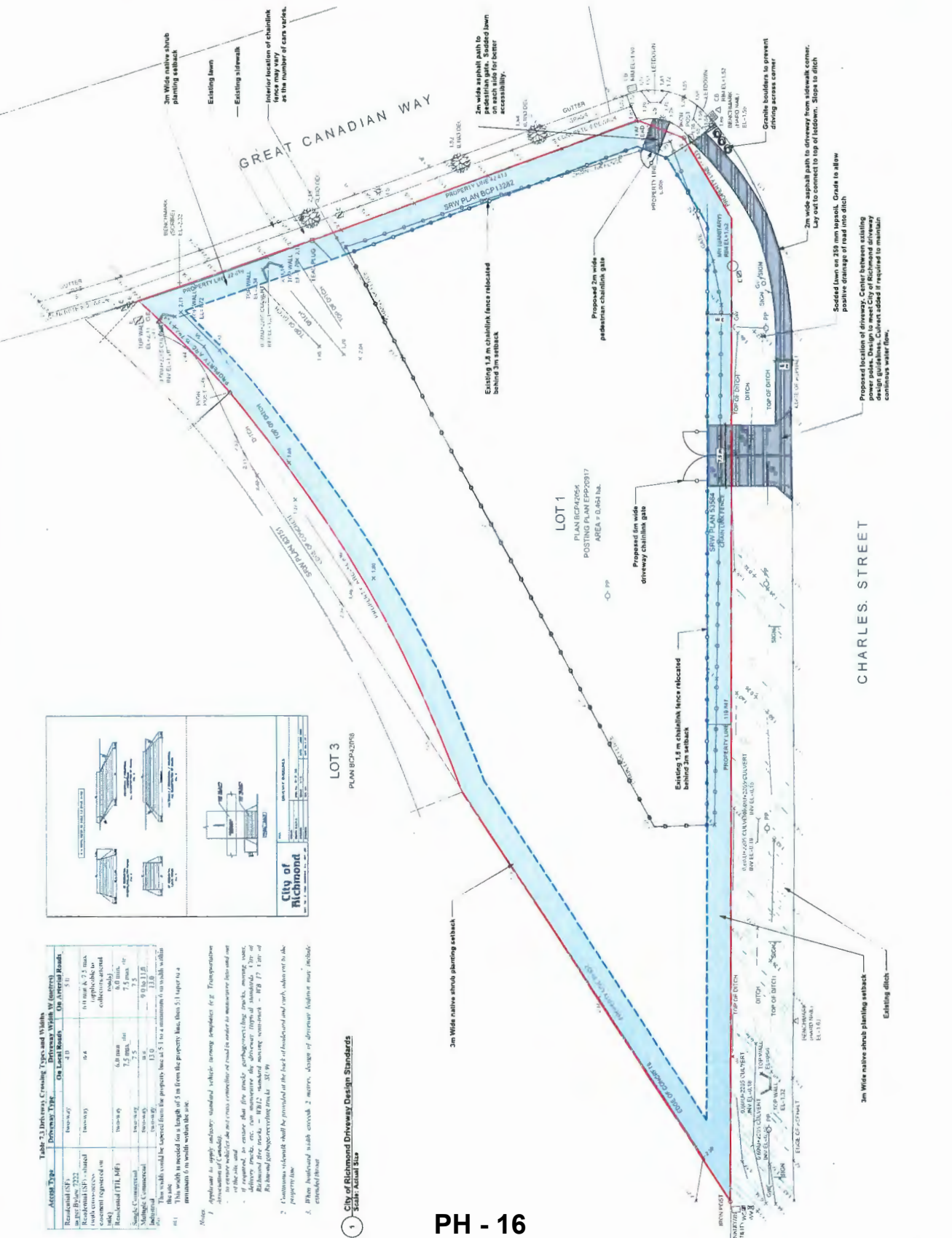
Project Name	Prospect & Refuge
Client	LANDSCAPE ARCHITECTS
Date	Nov 14, 2019
Scale	1:500
Sheet No.	L2
Project No.	2019-29
Scale	1:500
Scale	AS

Prospect & Refuge
LANDSCAPE ARCHITECTS
1520 Main Street, Suite 200
Richmond, BC V6V 2G4
Tel: 604-271-1111
www.landscapedesignbc.com

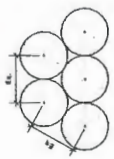
Revised Drawing Log

Revised	By	Reason
1	AS	Issue for Comment

Landscape Layout Plan



PLANT LIST	Common Name	Quantity	Scheduled Size	Notes
SHRUBS				
Cs	Cornus sericea	95	#2 pot	Cont.
Gs	Gaultheria shallon	609	#1 pot	Cont.
Ma	Mahonia aquifolium	281	#1 pot	Cont.
Sa	Symphoricarpos alba	194	#2 pot	Cont.
Vot	Vaccinium oxycoccos	315	#2 pot	Cont.
	Thunderbird Evergreen Huckleberry			



Planting notes and specifications for the landscape plan, including instructions on soil preparation, watering, and maintenance.

Notes regarding the planting of trees and shrubs, including specific instructions for the 'Prescribed and Shrub Planting on Grade'.

PH - 17

LANDSCAPE NOTES

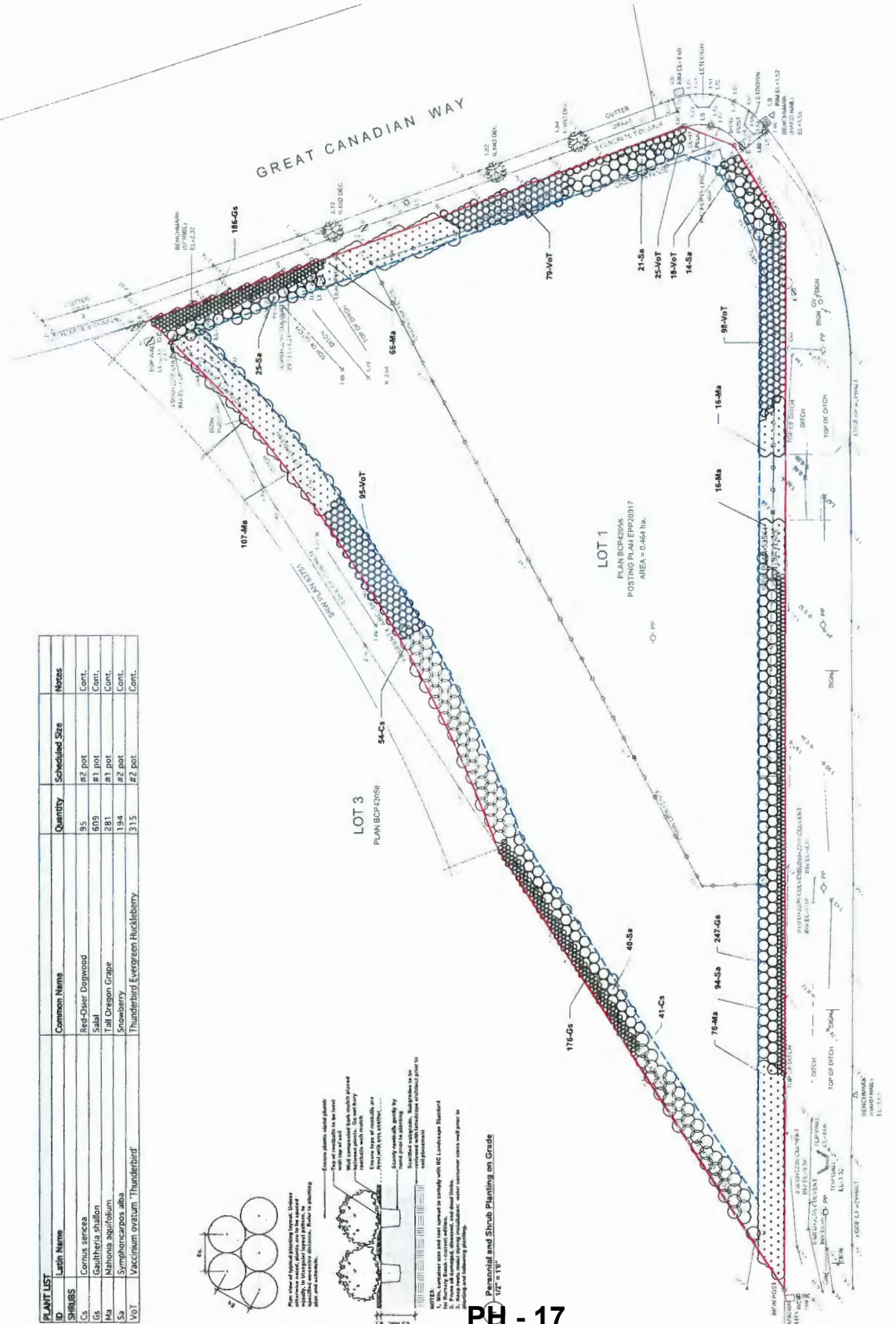
- All landscape construction to meet this report shall be completed by the contractor. Plant materials shall be delivered to the site and installed by the contractor. Plant materials shall be delivered to the site and installed by the contractor. Plant materials shall be delivered to the site and installed by the contractor.
- Steps on the planting plan shall be completed in the order shown.
- Plant materials shall be delivered to the site and installed by the contractor. Plant materials shall be delivered to the site and installed by the contractor. Plant materials shall be delivered to the site and installed by the contractor.
- The soil conditions for the project shall be tested for pH, nutrient levels, and organic matter. The soil shall be amended as necessary to provide a suitable growing medium for the plants. The soil shall be amended as necessary to provide a suitable growing medium for the plants. The soil shall be amended as necessary to provide a suitable growing medium for the plants.
- Plant materials shall be delivered to the site and installed by the contractor. Plant materials shall be delivered to the site and installed by the contractor. Plant materials shall be delivered to the site and installed by the contractor.
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D	100-120	Plant for Temporary Use Plant
C	100-120	Plant for Permanent Use Plant
B	100-120	Plant for Permanent Use Plant
A	100-120	Plant for Permanent Use Plant

Prospect & Refuge
 LANDSCAPE ARCHITECTS
 1421 14th Avenue West, Suite 100
 Vancouver, BC V6C 1K7
 Phone: 604-681-1111
 Fax: 604-681-1112
 Email: info@prospectandrefuge.com

Routes Planning Ltd
 1000 Columbia St
 Vancouver, BC V6C 1K7
 Phone: 604-681-1111
 Fax: 604-681-1112
 Email: info@routesplanning.com

Project No: 2018-29
 Date: 1/20/20
 Scale: AS
 Drawing No: L3



CHARLES STREET



No. TU 20-891050

To the Holder: DA ARCHITECTS & PLANNERS
Property Address: 8991 CHARLES STREET
Address: C/O RANDY KNILL
DA ARCHITECTS & PLANNERS
200 – 1014 HOMER STREET
VANCOUVER, BC V6B 2W9

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial uses:

Vehicle Rental, Convenience; limited to the storage of rental vehicles only with no associated buildings and no public access.
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the development permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "B" attached hereto, the security shall be returned to the Holder.

There is filed accordingly:

An Irrevocable Letter of Credit in the amount of \$2,000.00.

To the Holder: DA ARCHITECTS & PLANNERS

Property Address: 8991 CHARLES STREET

Address: C/O RANDY KNILL
DA ARCHITECTS & PLANNERS
200 – 1014 HOMER STREET
VANCOUVER, BC V6B 2W9

- 6. As a condition of the issuance of this Permit, the City is holding a Landscape Security in the amount of \$52,731.72 for the landscape works described in Schedule "C". The City will release 90% of the security upon inspection, and 10% of the security will be released one year after the inspection to ensure that the agreed upon planting has survived.
- 7. As a condition of the issuance of this Permit, enter into an agreement for frontage improvements via a City Work Order at the developer's sole cost.
- 8. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
- 9. If the Holder does not commence the construction permitted by this Permit within 24 months of the date of this Permit, this Permit shall lapse and the security shall be returned in full.

This Permit is not a Building Permit.

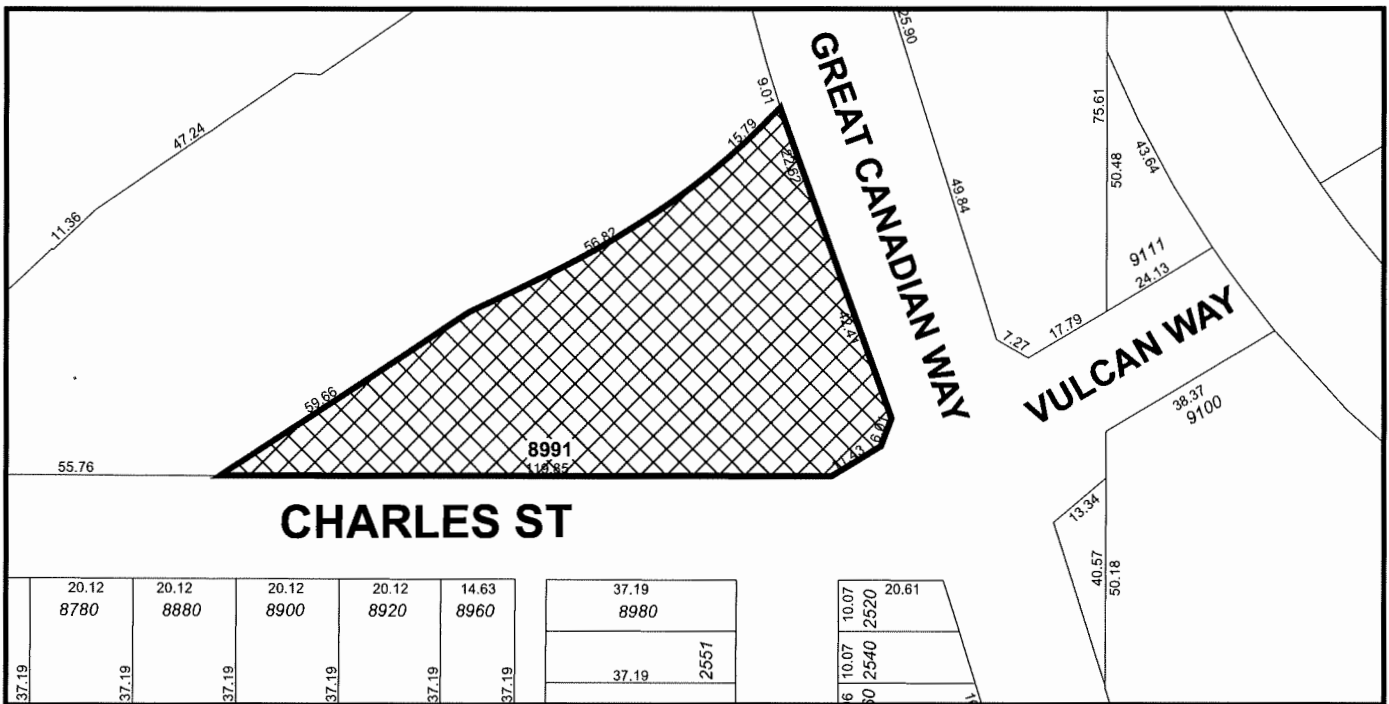
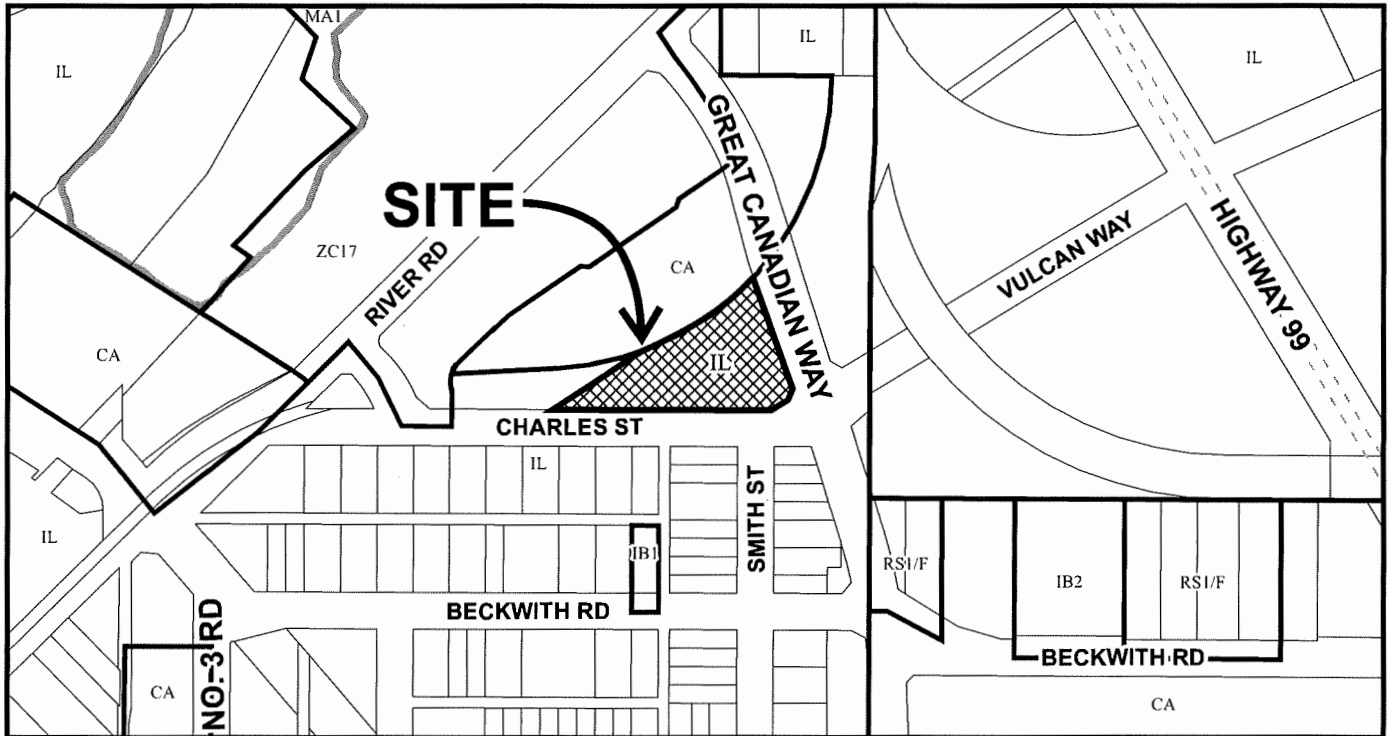
AUTHORIZING RESOLUTION NO.
DAY OF

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF

MAYOR

CORPORATE OFFICER



TU 20-891050

Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES

Undertaking

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

DA Architects & Planners
by its authorized signatory



ARCHITECT AIBC



To: Planning Committee
From: Wayne Craig
Director, Development

Date: January 10, 2020
File: 08-4100-01/2019-Vol 01

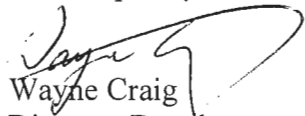
Re: Council Referral on Signage Improvements for Rezoning and Development Projects – Revised Report

Staff Recommendation

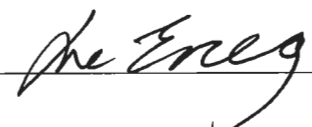


1. That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;
2. That Bylaw 10125, having been considered in conjunction with:
 - the City’s Financial Plan and Capital Program; and
 - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*.

3. That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.
4. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and
5. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.


Wayne Craig
Director, Development
(604-247-4628)

WC:ss
Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
City Clerk	<input checked="" type="checkbox"/>	
Customer Service	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
		

Staff Report

Origin

At the April 17, 2018 Planning Committee Meeting, the following referral motion was passed:

That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.

A Staff Report dated April 10, 2019 was prepared in response to the referral (Attachment A), providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards.

The Staff Report was considered at the May 7, 2019 Planning Committee Meeting and the following motion was passed:

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and

That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.

The Staff Report was subsequently considered at the May 13, 2019 Council Meeting where following motion was passed:

That the Staff Report titled "Signage Improvements for Rezoning and Development Projects" from the Director, Development dated April 10, 2019 be referred back to staff to further refine the proposed sign specifications.

Discussion centered around additional modifications including the use of more general language on the signs for project descriptions, adjusting the font size in some locations (City contact information), incorporating renderings of the project where possible, the use of additional colours and further highlighting the information regarding when the project will be considered at Public Hearing.

A revised set of signage responding to these comments has been prepared and is attached to this Staff Report (Attachment B).

Related Reports, outlining amendments to the Heritage Procedures Bylaw (including signage improvements) and changes to notification requirements for developments (City Clerk's department) will be considered in separate reports.

This Staff Report supports Council's Strategic Plan 2018-2022 Goal #6 Strategic and Well-Planned Growth and Strategy #8 – An Engaged and Informed Community:

6.1 Ensure an effective OCP and ensure development aligns with it; and

8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.

Findings of Fact

As outlined in the Staff Report dated April 10, 2019 (Attachment A), the City of Richmond has established signage requirements for most development application types through the adoption of measures in the Zoning Bylaw No. 8500, in accordance with the provisions of the *Local Government Act*. In the past, these signage requirements were not applied to all types of development applications through bylaws although common for signs to be installed at staffs' request. This Report includes recommendations to entrench standards through the introduction of bylaw requirements for signage across all development application categories. This requires amendments to the Zoning Bylaw No. 8500, the Official Community Plan No. 9000 and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

Heritage related sign requirements will be addressed in a related Staff Report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this Staff Report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

Analysis

The main purpose of the application sign is to inform members of the public that an application has been made.

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following:

- The City's project file number.
- The project address.
- The present zone.
- The proposed new zone.
- A general description of the proposed development project.
- The applicant's name.
- The appropriate phone number of a City contact for further information.
- A location map.

With these requirements, the signs provide basic information about the application.

The applicant is responsible for the cost and installation of the sign or signs on the site.

Signage Improvements

The improvements envisioned for the City's development application signage aim to improve the appearance of the signs as well as the accessibility of information on current applications under consideration. The signs include all of the new information outlined in the Staff Report dated April 10, 2019 (Attachment A) including the addition of a rendering on Development Permit signs.

A rendering is included only on Development Permit signs for a number of reasons. Certain applications cannot be represented by an image e.g. a Development Variance Permit to reduce parking requirements or a Zoning Amendment application to add an additional use. Bylaw requirements are not discretionary and as such it is not possible to require a rendering for certain applications and not for others. Furthermore, the Development Permit stage is the stage when the detailed design of the development is confirmed. Including an image prior to this stage would risk confusion for members of the public should there be any changes to the design prior to Development Permit.

Further enhancements to the signs presented here include; additional changes to the format, colour, font size, language used; and the addition of the City webpage and logo on the signs.

An effort has been made to ensure the signage appears more current and easy to read while retaining elements of the existing signage (including some blue and red colours) so that community members will continue to recognize the signs.

Content

The new signage would include:

- The City's project file number.
- The project address.
- The present zone (reference removed).
- The proposed new zone (reference removed).
- A general description of the proposed development project (simplified).
- The applicant's name.
- The applicant's contact information (NEW).
- The appropriate phone number of a City contact for further information.
- Project Milestones (NEW).
- Information on public input opportunities (NEW).
- City website (NEW).
- City logo (NEW).
- A location map.
- A rendering (image) of the proposed development at Development Permit stage (NEW).

Image/Colour

The design of the sign has been modernized without losing some familiar design elements (base colour). The revised sign provides the larger font for the title, file number and City website. This provides higher visibility for those passing by quickly.

Information on opportunities for public input into the process is included on the right hand side of the sign for those looking to review the sign in more detail. In this section, the spaces designated for future information on Public Hearing or Development Permit Panel date/time will be added inside a blue or red box as the information becomes available (more information on this is in Attachment A). The addition of colour in this section will ensure the new information (blue or red box added with date/time when available) stands out on the sign. Yellow circles are also used to highlight opportunities during the project milestones for public input.

Language

The language to be used in the description on future signage will be more general and easier for community members to understand. Where previously an application was described on the sign as rezoning from one zone to another, the new approach will focus on describing the intent of the application in more simple terms.

Revised Text

Changes have been made to the location and size of City contact information. In this manner the application description is paired with the applicant contact information on the left hand side of the sign and the City contact information is grouped with the information on input opportunities on the right hand side.

City Logo and Website

The City's logo is included on the revised signage. The majority of applications involve private property and are not City initiated amendments. However the inclusion of the logo could be seen as a signal that the changes are being considered by Richmond City Council and may help prompt community members to contact staff for information or provide input on the application.

The signage also includes the City's website address.

Improved Access to Information

The City website address is included on the sign as a prompt to find more information on developments on the City website. While information on in-stream development applications is currently available on the website, plans are in place to look at enhancements to improve the accessibility of the information.

Next Steps

In order to implement the above revisions, amendments to Richmond Zoning Bylaw No. 8500, Official Community Plan Bylaw 9000 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Amendments to the Zoning and Official Community Plan Bylaws require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose coordinating the consideration of final adoption for all three amendment bylaws. This would see the consideration of final adoption to follow the conclusion of the Public Hearing and its associated readings.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

Financial Impact

None.

Conclusion

This Staff Report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to formalize the existing process and implement improvements. It is recommended that Richmond Official Community Plan No. 9000, Amendment Bylaw 10125, Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 be introduced and given first reading.



Suzanne Smith
Program Coordinator, Development
(604-276-4138)

SS:blg

Attachments:

Attachment A: Staff Report: Signage Improvements for Rezoning and Development Projects
Attachment B: Updated Sign Specifications



**City of
Richmond**

Report to Committee

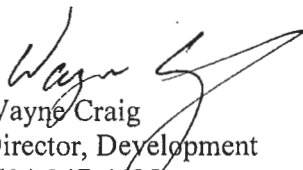
To: Planning Committee
From: Wayne Craig
Director, Development

Date: April 10, 2019
File: 08-4100-01/2019-Vol 01

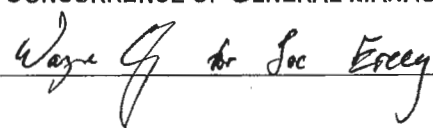


Re: Signage Improvements for Rezoning and Development Projects

Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given First Reading; and
2. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given First Reading.


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

WC:ss
Att. 2

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

Staff Report

Origin

At the April 17, 2018 Planning Committee meeting, the following referral motion was passed:

That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.

This report responds to the referral by providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards. These changes are anticipated to improve communication on development projects and better engage local residents. A related report on development application notification requirements is being brought forward by the City Clerk's Office.

Findings of Fact

In accordance with provisions in the *Local Government Act*, the City of Richmond has established signage requirements for different development application types through the adoption of measures in the Zoning Bylaw 8500, and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

While there are currently no formal bylaw-based signage requirements for Official Community Plan (OCP) Amendment and Temporary Use Permit (TUP) applications, a consistent process is employed for these types of applications. Historically, signs have been required for Official Community Plan Amendment applications and signs for Temporary Use Permit applications have been considered on a case by case basis. This report includes recommendations to update this process with the introduction of bylaw requirements for signage across these categories. Heritage Alteration Permit (HAP) sign requirements will be addressed in a future staff report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

Current Procedures for Signage

The current process for rezoning (including text amendments) and development applications begins with receipt of the application followed by an acknowledgement letter from City staff. The letter contains the required wording for the signage to be posted on the property. If a development site has multiple street frontages, signs will be posted on each road frontage. The applicant is required to install the sign or signs on the development site and maintain the signage throughout the application review process. Applicants are required to provide staff with verification that the signage has been installed.

The main purpose of the application sign is to inform members of the public that an application has been made. Contact information is included on the sign so that any interested party can access additional information and provide input into the process. Staff document any correspondence received (emails, letters) in reports to Council for the Planning Committee and the Development Permit Panel, respectively. The public also has the ability to delegate at Planning Committee, Council and the Public Hearing for rezoning, OCP Amendment and Temporary Use Permit applications or at the Development Permit Panel Meeting for Development Permits and Development Variance Permits.

Analysis

Current Signage Requirements

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following: the City's project file number, the project address, the present zone, the proposed new zone, a general description of the proposed development project, the applicant's name, the appropriate phone number of a City contact for further information, and a location map. The applicant is responsible for the cost and installation of the sign or signs on the site.

With these requirements, the signs provide basic information about the application. Due to the consistent use of background colors of red and blue, the signs are easily recognizable by the public as a being associated with a development project. Including the City's contact information also allows people to provide input and ask questions about proposed developments.

Signage Requirement Research

In considering improvements to the development application signage, staff conducted an environmental scan of signage requirements in other municipalities in Metro Vancouver and compared them with the City's signage requirements and processes (Attachment 1). The results of the scan determined that:

- Most municipalities require applicants to produce the signs.
- A limited number of signs in Metro Vancouver municipalities include a Public Hearing date.
- Most signs include both the municipality and the applicant's contact information.
- Most signs are 4 ft. x 8 ft. in size.
- Some municipalities require a rendering of the proposed development, and all require a location map.
- All municipalities require a sign on each road frontage.
- The timeframe within which a sign has to be posted varies across the municipalities, but is typically at least 14 days prior to a Public Hearing or Council date.

Recommendations

Based on the review of signage procedures and requirements and internal discussion of the pros and cons of different approaches, staff have identified a few specific changes to improve the quality of development application signs in the City which would lead to better communication and engagement with citizens.

The proposed changes to development application signs include:

- 1) ***Signs to include project milestones.*** The sign template has been modified to include a section highlighting key project milestones for the application.
 - All development application sign types to include the date the application was received.
 - Rezoning (including Text Amendments), OCP Amendment and Development Permit application signs to include the ability to add details regarding a Public Information Meeting where applicable. This meeting type is employed for early input on large, complex and/or controversial projects.
 - Rezoning (including Text Amendments) and OCP amendment application signs to include the date of the Public Hearing once assigned.
 - Temporary Use Permit application signs to include the date of the Public Hearing.
 - Development Permit and Development Variance Permit application signs to include the Development Permit Panel meeting date.
- 2) ***Signs to include public input opportunities.*** The proposed new template includes wording regarding opportunities for public input throughout the process as well as meetings that are open to public input:
 - Information to residents about opportunities to provide input and when decisions will be made.
 - Note: each sign will need to be updated by the applicant with the date, time and location of any upcoming meetings a minimum of 14 days prior to the meeting. Provision for this change is included in the new template. Staff have been in contact with a number of sign companies in Richmond to confirm that this process is achievable. This approach has been used elsewhere in the region. The applicant is to provide staff with verification of the updated sign once completed.
- 3) ***Signs to include renderings, where appropriate.*** Renderings are proposed to be required and included on Development Permit application signs as they address the form and character of planned developments. Renderings are coloured, perspective drawings of the proposed development in context. Staff will advise the applicant which rendering to include on the sign.

- Renderings add a visual element that may encourage people to read the signs and see what the proposed development may look like.

4) Signs to include applicant contact information.

- In addition to having a staff contact on the sign, the public would also have direct contact with the applicant for any questions regarding the development.

The City process for ensuring development application signage on sites will remain largely the same as the current process with the exception of confirming the update of pertinent meeting information on the signs. The information posted on signs will continue to be reviewed and approved by staff prior to being posted on-site. The proposed changes will result in both reinforcing the existing signage process and better highlighting the opportunities for public input on development applications.

The updated signage templates incorporating the above noted enhancements for Rezoning, Development Permit, and Development Variance Permit applications and formalized sign specifications for Temporary Use Permit and Official Community Plan (OCP) Amendment applications are included in Attachment 2.

It is worthwhile to note the proposed new signage will continue to feature a solid red (Rezoning, OCP amendment, Temporary Use Permit) or blue (Development Permit, Development Variance Permit) background as the current signs do which will ensure they are easily recognizable to community members.

Next Steps

In order to implement the above revisions, amendments to Richmond Zoning Bylaw 8500 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Staff propose concurrent adoption of the two amendment bylaws. Amendments to the Zoning Bylaw 8500 require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose holding final adoption of the Procedure Bylaw so both bylaws could be considered for adoption at the first Council Meeting following the Public Hearing.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

Financial Impact

None.

April 10, 2019

- 6 -

Conclusion

This report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to both formalize the existing process and make those improvements. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 both be introduced and given First Reading.



Suzanne Smith
Program Coordinator, Development
(604-276-4138)

SS/NC:blg/rg

Attachments:

- Attachment 1: Summary Table of Signage Requirements in Other Municipalities
- Attachment 2: Updated Sign Specifications.

Jurisdiction	Type of Application*	Produced by City or Applicant		Public Hearing Date is Included	Contact Information Listed on Sign			Signage Size	Development Rendering is Included	One Sign is Posted on Each Frontage	Location Map is Included	When Sign is Posted
		City	Applicant		City	Applicant	Both					
Richmond (current)	DP, DVP, RZ		•		•		•		•	•	•	Within 3 weeks of receiving acknowledgement letter
Richmond (proposed)	DP, DVP, HAP, OCP amendment, RZ, TUP		•	•		•	•	•	•	•	•	Within 3 weeks of receiving acknowledgement letter. It is updated with Public Hearing date a minimum of 14 days before Public Hearing
Burnaby	RZ		•	•		•	•		•	•	•	10 days before Public Hearing
Coquitlam	LUC discharge, OCP amendment, RZ		•			•	•		•	•	•	No later than 2 weeks before scheduled Council Date.
Delta	DP, DVP, HAP, LUC and OCP amendments, RZ, SD, TUP		•			•	4x6 ft		•	•	•	Not more than 10 days after submitting an application
City of Langley	RZ	•	Approx. \$600			•	•		•	•	•	Prior to Public Hearing. After 2 nd reading of zoning amendment
Township of Langley	LUC discharge or amendment of HRA that includes land use change, RZ		•			•	•		•	•	•	At least 14 days prior to proceeding to a Public Hearing
New Westminster	RZ		•			•	•		•	•	•	At least 14 days prior to Advisory Planning Commission meeting date
North Vancouver	DP, LUC amendment and discharge, RZ, SD, TUP		•			•	•		•	•	•	Maximum of 20 days following submission of application
Surrey	DP, LUC amendment and discharge, NCP amendment, OCP amendment of RZ, SD, TUP		•			•	•		•	•	•	At least 2 weeks prior to application being forwarded to Council
Vancouver	DP, RZ		•			•	•		•	•	•	No later than 14 days prior to a City-hosted rezoning open house for the project

*Acronyms of Application Types
 DP: Development Permit
 NCP: Neighbourhood Concept Plan
 DVP: Development Variance Permit
 OCP: Official Community Plan
 HAP: Heritage Alteration Permit
 RZ: Rezoning
 HRA: Heritage Revitalization Agreements
 SD: Subdivision
 LUC: Land Use Contract
 TUP: Temporary Use Permit



Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 170
PH - 37

Arial Bold
All Caps
100pt

Arial Regular
80pt

Circle
diameters:
70mm

Arial Bold
80pt

Arial Regular
80pt

*Public Information Meeting details to be included only as applicable.

SPECIFICATION

4. Red background (Warm Red) with white Helvetica Medium lettering.
5. Site map will have white background with red lines.
6. The map will show the project location, adjoining roads and properties, address and north arrow.

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 171
PH - 38

Arial Bold
130pt

Arial Bold
100pt

Arial Regular
100pt

OFFICIAL COMMUNITY PLAN AMENDMENT

Application No. <number>

Address

<Name of applicant> has applied to the City of Richmond for permission to <outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

For more information please contact:
Planning and Development Department
Richmond City Hall, 6911 No. 3 Road
604-276-4395 | DevApps@richmond.ca

Subject Property Map

PUBLIC INPUT:
Input on the application may be received throughout the process up to and including the Public Hearing.

PROJECT MILESTONES
Application Received:
Date _____

Staff Review

Public Input

Public Input

Public Input

Public Information Meeting*
TBD or Date, Time
Location _____

Public Hearing
TBD or Date, Time
Location _____

*Public Information Meeting details to be included only as applicable.

SPECIFICATION

7. Red background (Warm Red) with white Helvetica Medium lettering.
8. Site map will have white background with red lines.
9. The map will show the project location, adjoining roads and properties, address and north arrow.

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 172
PH - 39

Arial Bold
130pt

Arial Bold
100pt
Arial Regular
100pt

TEMPORARY USE PERMIT APPLICATION
Application No. <number>

Address
<Name of applicant> has applied to the City of Richmond for permission to <outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

For more information please contact:
Planning and Development Department
Richmond City Hall, 6911 No. 3 Road
604-276-4395 | DevApps@richmond.ca

Subject Property Map

PUBLIC INPUT:
Input on the application may be received throughout the process up to and including the Public Hearing.

PROJECT MILESTONES
Application Received:
Date _____
Staff Review
Public Hearing
TBD or Date, Time
Location _____

Circle diameters:
70mm
Arial Bold 80pt
Arial Regular 80pt

100mm 100mm 50mm 500mm 50mm 525mm 100mm
100mm 780mm 1200mm
1125mm 2450mm

SPECIFICATION

1. Red background (Warm Red) with white Helvetica Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 173
PH - 40

Arial Bold
130pt

Arial Bold
100pt
Arial Regular
100pt

DEVELOPMENT PERMIT APPLICATION
Application No. <number>

Address
<Name of applicant> has applied to the City of Richmond for permission to <outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

For more information please contact:
Planning and Development Department
Richmond City Hall, 6911 No. 3 Road
604-276-4395 | DevApps@richmond.ca

Rendering

Subject Property Map

PUBLIC INPUT:
Input on the application may be received throughout the process up to and including the Development Permit Panel.

PROJECT MILESTONES
Application Received:
Date

Staff Review

Public Input
Public Input
Public Input

Public Information Meeting*
TBD or Date, Time
Location

Development Permit Panel
TBD or Date, Time
Location

Dimensions: 100mm, 1125mm, 50mm, 500mm, 525mm, 100mm, 750mm, 60mm, 200mm, 1200mm

*Public Information Meeting details to be included only as applicable.

SPECIFICATION

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 174
PH - 41

Arial Bold
130pt

Arial Bold
100pt
Arial Regular
100pt

Arial Bold
All Caps
100pt

Arial Regular
80pt

Circle
diameter:
70mm

Arial Bold
80pt

Arial Regular
80pt

DEVELOPMENT VARIANCE PERMIT APPLICATION
Application No. <number>

Address
<Name of applicant> has applied to the City of Richmond for permission to <outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

For more information please contact:
Planning and Development Department
Richmond City Hall, 6911 No. 3 Road
604-276-4395 | DevApps@richmond.ca

Subject Property Map

PUBLIC INPUT:
Input on the application may be received throughout the process up to and including the Public Hearing.

PROJECT MILESTONES
Application Received: [Date] [Date]
Staff Review [Date]
Development Permit Panel
TBD or Date, Time
Location

Dimensions: 100mm, 1125mm, 50mm, 500mm, 525mm, 100mm, 750mm, 100mm, 200mm, 50mm, 1200mm, 2450mm

SPECIFICATION

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

Colours:

- Black
- Pantone Reflex Blue C
- Pantone Red 032 C
- Pantone Yellow C

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

Arial Bold
130pt


Arial Bold
160pt

Rezoning Application

Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project> _____



richmond.ca

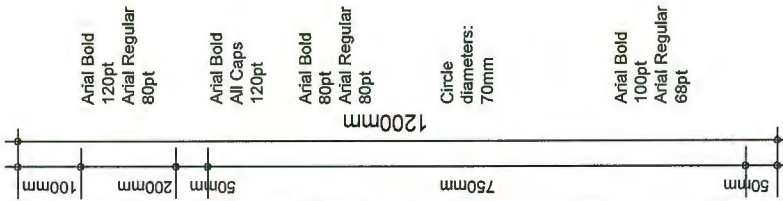
**Subject
Property
Map**

Public input:
Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received: Date	Public Input
Staff Review	
Public Information Meeting* TBD or Date, Time Location	Public Input
Public Hearing TBD or Date, Time Location	Public Input

For more information please contact:
Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca



*Public Information Meeting details to be included only as applicable.

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

Arial Bold All Caps 250pt
 Arial Bold 200pt
 10pt rule
 Arial Bold 200pt
 Arial Regular 130pt

Arial Bold 130pt
 Arial Bold 160pt

Official Community Plan Amendment
Application No. <number>

Address
 The City of Richmond has received and application to
 <outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca




Public input:
 Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

- Application Received:**
 Date: _____
 Staff Review: _____
- Public Information Meeting***
 TBD or Date, Time: _____
 Location: _____
- Public Hearing**
 TBD or Date, Time: _____
 Location: _____

For more information please contact:
 Planning and Development Department
 Richmond City Hall
 6911 No. 3 Road
 604-276-4395
 DevApps@richmond.ca

1200mm
 100mm
 200mm
 50mm
 750mm
 50mm
 Arial Bold 120pt All Caps 120pt
 Arial Bold 80pt Arial Regular 80pt
 Circle diameters: 70mm
 Arial Bold 118pt Arial Regular 90pt

100mm 1125mm 50mm 500mm 50mm 100mm 525mm 1000mm 2450mm

*Public Information Meeting details to be included only as applicable.

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

Arial Bold
 All Caps
 250pt

Arial Bold
 200pt

10pt rule

Arial Bold
 200pt

Arial Regular
 130pt

Development Permit Application

Application No. <number>

Address

The City of Richmond has received and application to
 <outline description of project> _____

Applicant: <Name of applicant>
 Contact: <Phone number of applicant>

richmond.ca



Richmond

Public input:
 Input on the application may be received throughout the process up to and including the Development Permit Panel.

Project milestones

Application Received:
Date
Staff Review

Development Permit Panel
TBD or Date, Time
Location

For more information please contact:
 Planning and Development Department
 Richmond City Hall
 6911 No. 3 Road
 604-276-4395
 DevApps@richmond.ca

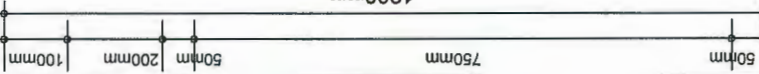
Arial Bold
 120pt
 Arial Regular
 80pt

Arial Bold
 All Caps
 120pt

Arial Bold
 80pt
 Arial Regular
 80pt

Circle diameters:
 70mm

Arial Bold
 100pt
 Arial Regular
 68pt



*Public Information Meeting details to be included only as applicable.

Colours:

- Black
- Pantone Reflex Blue C
- Pantone Red 032 C
- Pantone Yellow C

Arial Bold
All Caps
240pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

Arial Bold
130pt

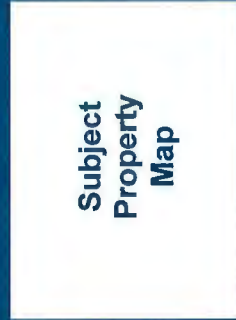
Arial Bold
160pt

Development Variance Permit Application

Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project>



Applicant: <Name of applicant>

Contact: <Phone number of applicant>

richmond.ca



Public input:

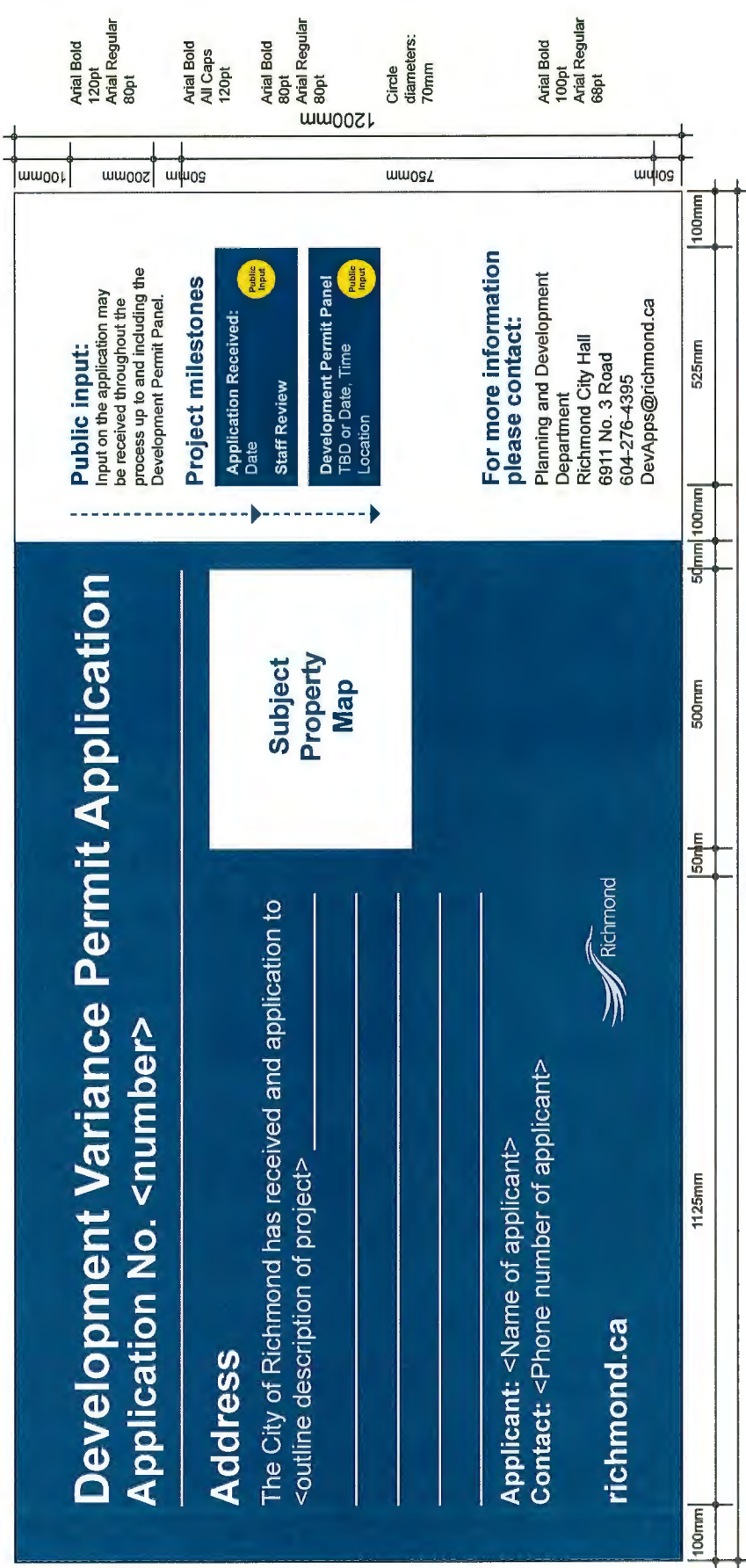
Input on the application may be received throughout the process up to and including the Development Permit Panel.

Project milestones

Application Received: Date	Public Input
Staff Review	
Development Permit Panel TBD or Date, Time Location	Public Input

For more information please contact:

Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca



Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

Arial Bold
 All Caps
 250pt
 Arial Bold
 200pt
 10pt rule
 Arial Bold
 200pt
 Arial Regular
 130pt

Arial Bold
 130pt
 Arial Bold
 160pt

Temporary Use Permit Application

Application No. <number>

Address

The City of Richmond has received and application to
 <outline description of project>



**Subject
 Property
 Map**

Applicant: <Name of applicant>
 Contact: <Phone number of applicant>



richmond.ca

Public input:
 Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received: Date	Public Input
Staff Review	
Public Hearing TBD or Date, Time Location	Public Input

For more information please contact:
 Planning and Development Department
 Richmond City Hall
 6911 No. 3 Road
 604-276-4395
 DevApps@richmond.ca



Arial Bold
 120pt
 Arial Regular
 80pt
 Arial Bold
 All Caps
 120pt
 Arial Bold
 80pt
 Arial Regular
 80pt
 Circle
 diameters:
 70mm

Arial Bold
 100pt
 Arial Regular
 68pt



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10004 (Signage Improvements)**

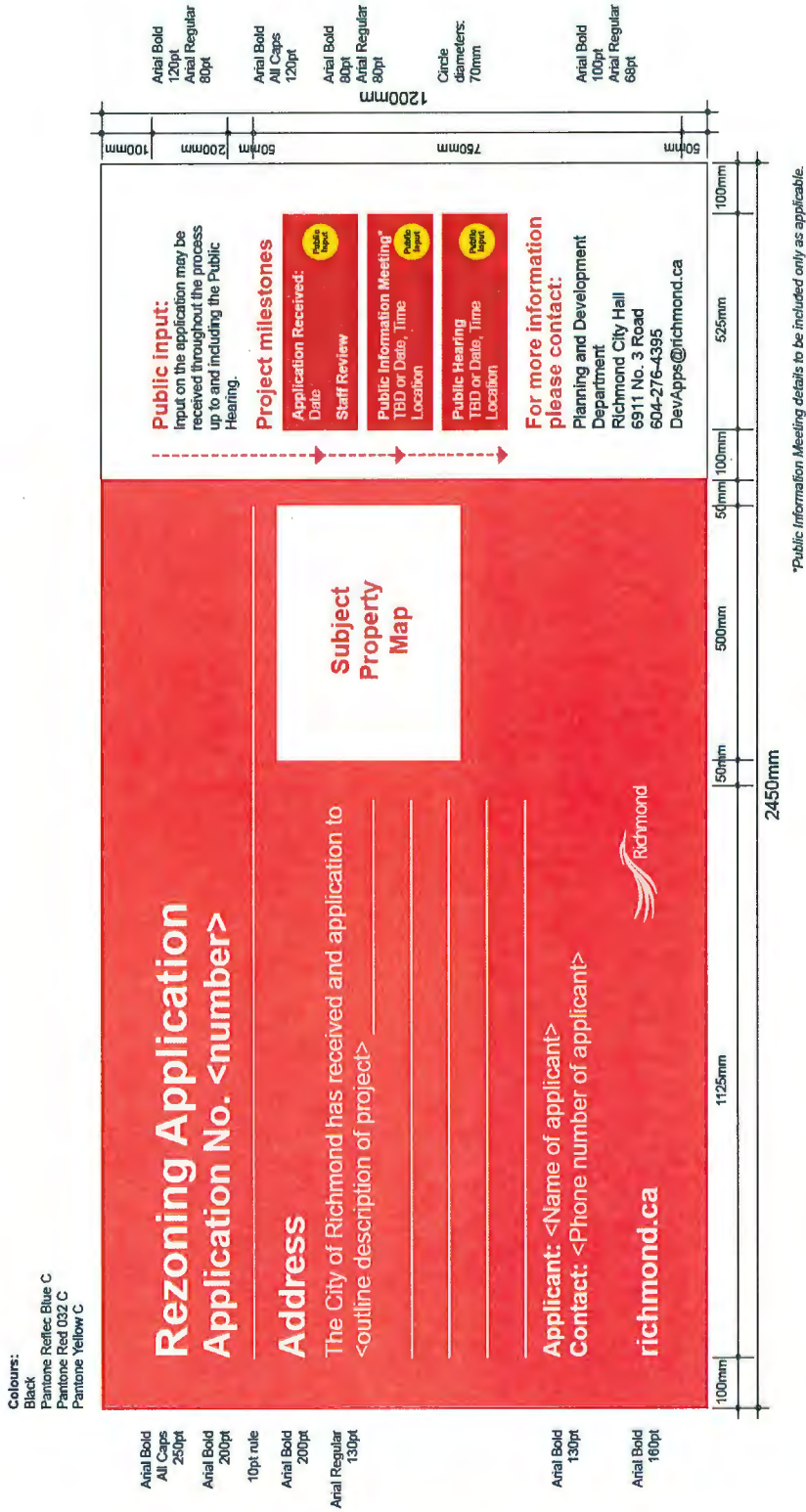
The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting Section 2.4 [Notification Signs] in its entirety and replacing it with the following, in numerical order:

“2.4 Notification Signs

- 2.4.1 The applicant for rezoning amendment shall post a notification sign(s) on the **site** which must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application.
- 2.4.2 All required notification signs for rezoning applications must comply with the specifications shown in Section 2.4.8.
- 2.4.3 The sign must indicate the project address, the **City’s** project file number, a general description of the **uses** which could be developed under the proposed **zone**, the applicant’s name and contact number, the **City’s** website address, the **City’s** logo, a location map, information on public input opportunities, and a **City** contact for further information.
- 2.4.4 When the **City** advises the applicant that the sign required is deficient, including new information on meeting dates that involve public input, all corrections and modifications to such signage must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the Public Hearing.
- 2.4.5 In every case, a sign shall be located on the **site** near the **front lot line**. A sign must be placed so as to be clearly visible from the fronting **road** but must not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from **roads, lanes** or driveways.
- 2.4.6 Where the **site** also **abuts** a separate unconnected improved public **road**, a second sign shall be located **adjacent** to the second **road** as determined by the Director of Development or the Director’s designate.
- 2.4.7 A notification sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner. A notification sign shall remain in place until **Council’s** final decision or the rezoning is abandoned. All signs shall be removed within 21 days of the completion of **Council’s** final decision or if the rezoning amendment application is abandoned.

2.4.8 Rezoning Sign



2.4.9 Notwithstanding Section 2.4.1, a notification sign is not required for City-initiated rezoning or text amendments.”

2. This Bylaw may be cited as “Richmond Zoning Bylaw 8500, Amendment Bylaw 10004”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

FEB 10 2020



MAYOR

CORPORATE OFFICER



**Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273
Amendment Bylaw 10005 (Signage Improvements)**

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

1. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Section 1.2 [Sign Posting Requirements – Development Permits and Development Variance Permits] in its entirety and replacing it with the following, in numerical order:

“1.2 Sign Posting Requirements – Development Permits, Development Variance Permits, and Temporary Use Permits

1.2.1 After having complied with the requirements of the applicable provisions of section 1.1, an **applicant** for a **development permit**, a **development variance permit**, or a **temporary use permit** must:

- (a) post a clearly visible sign on the subject site indicating the intent of the **development permit**, **development variance permit**, or **temporary use permit**, whichever is applicable, within three weeks of being notified of the sign requirements by the **Director, Development**;
- (b) send a digital copy of the sign to the **Director, Development** for review and approval prior to posting on site;
- (c) inform the **Director, Development** when such sign has been posted, before the **development permit** application, **development variance permit** application, or **temporary use permit** application, whichever is applicable, will be presented to the Development Permit Panel; and
- (d) update the sign when informed of the meeting dates that involve public input as soon as possible, and notify the **Director, Development** for approval when such updates have been made prior to the Development Permit Panel.

1.2.2 The sign required under the provisions of clauses (a) and (b) of subsection 1.2.1:

- (a) must comply with the specifications shown on Schedule A, Schedule B, or Schedule C, whichever is applicable, all of which are attached and form a part of this bylaw including the project address, the **City’s**

project file number, a general description of the proposed development, the applicant's name and contact number, the City's website address, the City's logo, a location map, a rendering image for **development permits**, information on public input opportunities, and a City contact for further information; and

(b) does not apply to **development permit** applications for a **granny flat** or a **coach house.**"

- 2. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Schedule A and Schedule B in their entirety and replacing them with Schedule A attached hereto.
- 3. This Bylaw may be cited as "**Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

FEB 10 2020



MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 7273

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

Arial Bold 120pt
 Arial Regular 80pt

Arial Bold All Caps 120pt

Arial Bold 80pt
 Arial Regular 80pt

Circle diameters: 70mm

Arial Bold 100pt
 Arial Regular 69pt

100mm
1200mm

Development Permit Application
Application No. <number>

Address
 The City of Richmond has received and application to
 <outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca

Rendering

Subject Property Map

Public input:
 Input on the application may be received throughout the process up to and including the Development Permit Panel.

Project milestones

Application Received: Date	Public input
Start Review	
Development Permit Panel TBD or Date, Time Location	Public input

For more information please contact:
 Planning and Development Department
 Richmond City Hall
 6911 No. 3 Road
 604-276-4395
 DevApps@richmond.ca

100mm
1125mm
50mm
500mm
50mm
100mm
100mm
525mm
100mm

2450mm

*Public Information Meeting details to be included only as applicable.

- Specification:**
1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
 2. Site map will have white background with blue lines.
 3. The map will show the project location, adjoining roads and properties, address and north arrow.

SCHEDULE B to BYLAW NO. 7273

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

Arial Bold 120pt
 Arial Regular 80pt

Arial Bold All Caps 120pt

Arial Bold 80pt
 Arial Regular 80pt

Circle diameters: 70mm

Arial Bold 100pt
 Arial Regular 68pt

100mm
1125mm
500mm
500mm
50mm
100mm
525mm
100mm

60mm
750mm
50mm
200mm
100mm

1200mm

Development Variance Permit Application
 Application No. <number>

Address
 The City of Richmond has received and application to
 <outline description of project> _____

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca

Subject Property Map

Public input:
 Input on the application may be received throughout the process up to and including the Development Permit Panel.

Project milestones

Application Received:
 Date: _____
 Staff Review

Development Permit Panel
 TBD or Date, Time
 Location

For more information please contact:
 Planning and Development
 Department
 Richmond City Hall
 6911 No. 3 Road
 604-276-4395
 DevApps@richmond.ca

100mm
1125mm
500mm
500mm
50mm
100mm
525mm
100mm

60mm
750mm
50mm
200mm
100mm

1200mm

Specification:

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

SCHEDULE C to BYLAW NO. 7273

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

Arial Bold 120pt
 Arial Regular 80pt
 Arial Bold All Caps 120pt
 Arial Bold 80pt
 Arial Regular 80pt
 Circle diameters: 70mm
 Arial Bold 100pt
 Arial Regular 68pt

100mm
1125mm
50mm
500mm
50mm
100mm
525mm
100mm

1200mm
750mm
50mm
200mm
50mm
100mm

Temporary Use Permit Application

Application No. <number>

Address

The City of Richmond has received and application to
 <outline description of project>

Applicant: <Name of applicant>
 Contact: <Phone number of applicant>

richmond.ca

Subject
Property
Map

Public input:
 Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received: Date	
Staff Review	
Public Hearing TBD of Date, Time Location	

For more information please contact:
 Planning and Development
 Department
 Richmond City Hall
 6911 No. 3 Road
 604-276-4385
 DevApps@richmond.ca

Specification:

1. Red background (Red 032) with white Helvetica. Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.



**Richmond Official Community Plan Bylaw 9000,
Amendment Bylaw 10125 (Signage Improvements)**

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

1. Richmond Official Community Bylaw 9000, as amended, is further amended by adding under Section 13.1.4 [OCP Monitoring, Review and Amendments] the following:

- “c) notification signs are required when an application is made to amend the OCP:
- an applicant for an amendment to the OCP must post a notification sign(s) on the site;
 - sign must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application;
 - sign must remain in place until City Council’s final decision or the OCP amendment application is abandoned;
 - all signs must be removed within 21 days of the completion of Council’s final decision or if the OCP amendment application is abandoned;
 - sign must indicate the project address, the City’s project file number, a general description of the purpose of the OCP amendment, the applicant’s name and contact number, the City’s website address, the City’s logo, a location map, information on public input opportunities, and a City contact for further information;
 - all required notification signs for rezoning applications must comply with the specifications shown in the figure below:

OCP Amendment Notification Sign Specifications



*Public Information Meeting details to be included only as applicable.

- Specification:**
1. Red background (Red 032) with white Helvetica. Medium lettering.
 2. Site map will have white background with red lines.
 3. The map will show the project location, adjoining roads and properties, address and north arrow.

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C

- if the City advises the applicant that the sign is deficient, including new information on meeting dates that involve public input, all corrections and modifications must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the public hearing in respect of the OCP amendment application;
- sign must be located on the site near the front lot line, and be placed so as to be clearly visible from the fronting road, but not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from roads, lanes or driveways;
- where the site also abuts a separate unconnected improved public road, a second sign must be located adjacent to the second road as determined by the Director of Development or the Director’s designate;
- sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner; and
- notwithstanding the above, a notification sign is not required for City-initiated OCP amendments.”.

2. This Bylaw may be cited as “**Richmond Official Community Bylaw 9000, Amendment Bylaw 10125**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

FEB 10 2020



MAYOR

CORPORATE OFFICER