



# MINUTES

## Community Planning Advisory Committee

Wednesday, May 1, 2024 at 7:00 p.m.  
City Hall Council Chambers, 410 Espanade

---

**PRESENT:** Chair – Jason Robertson; Members - Keona Wiley, Tonya Soules, Julika Pape, John Scott; Alt. Council Liaison - Amanda Jacobson; Director of Development Services – Jake Belobaba; Planner – Julia Tippet; Recorder – Cassandra Taylor

**ABSENT:** Members - Jennifer Aker, Anthony Price; Council Liaison - Marsh Stevens

**GUESTS:** Applicant – Brody Phillips (file no. 3060-24-01)

---

Chair Jason Robertson called the meeting to order at 7:06pm.

Jason Robertson acknowledged with gratitude that Ladysmith is located on the unceded territories of the Stz'uminus First Nation.

### 1. ELECTION OF CHAIR

Jason Robertson declared that he will be stepping down as Chair. The Committee has deferred the election of a new Chair to the next meeting.

### 2. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of May 1, 2024, Community Planning Advisory Committee meeting be approved.

### 3. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of April 3, 2024, Community Planning Advisory Committee meeting be approved.

### 4. NEW BUSINES

None

### 5. COUNCIL REFERRALS

#### a. Development Permit Application 3060-24-01 – 11 & 17 Warren Street

Applicant Brody Phillips introduced himself as the agent acting on behalf of the developer. Brody was available for questions during discussion. Brody noted that the developer is inclined to create affordable housing within the Town of Ladysmith.

Planner Julia Tippet provided an overview of the Development Permit application at 11 & 17 Warren Street for the purpose of obtaining feedback from CPAC on the application as it pertains to the DPA 2.

During discussion, Committee members raised questions regarding the exterior design of the proposal, snow storage and drainage, retention and planting of shade trees, parking, and waste management. The applicant is prepared to take these questions back to the designer for further discussion.

Committee members felt that overall, the application aligns well with the look and feel of downtown and were particularly pleased with the articulation of the roof line. The Committee has no major concerns with the proposal.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Development Permit application 3060-24-01 for 11 & 17 Warren Street as presented subject to the following comments:

- That Council consider the following pertaining to the DPA 2 - Downtown guidelines:
  - The form and character on the north-east lane side on the property;
  - Storm water management;
  - Retention of shade trees;
  - Snow storage; and
  - Onsite homeowner/tenant storage to help maintain the form and character of the downtown area.

**6. MONTHLY BRIEFING**

- 3360-22-07 - District Proposal (Lot A Holland Creek) – going to council on May 7 for introduction.
- Director of Development Services Jake Belobaba provided a brief update on the Provincial Small Scale Multi-Unit Housing legislation. Staff have been working towards the June 30 deadline.

**7. NEXT MEETING - TBD**

**8. ADJOURNMENT**

It was moved, seconded, and carried that the meeting be adjourned at 8:06 PM.

---

Chair (Jason Robertson)

RECEIVED:

---

Corporate Officer (S. Bouma)