

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: January 4, 2021
RE: Conditional Use Application – 6-151 Industrial Road – *For Information Only*

ISSUE

Application for conditional use approval to allow for an office on the ground floor and more than 50% of gross floor area at Unit 6, 151 Industrial Road in Marwell.

REFERENCE

- Zoning Bylaw 2012-20

HISTORY

In December 2020, Administration brought forward to Council a proposal to enter into a lease for temporary office space at Unit 6 – 151 Industrial Road. The associated bylaw is proceeding through the bylaw process and is scheduled to be brought forward for second and third reading on January 25th, 2021 if the conditional use application is approved.

The purpose of the lease is to provide temporary accommodation for the City's Land and Building Services department, pending construction of the proposed Services Building, where that department will be located as part of the Building Consolidation Plan.

In connection with this lease, Administration has applied to change the use of Unit 6, 151 Industrial Road to Office. The primary functions of Land and Building Services are the processing of applications for development permits, building/plumbing permits, business licenses and subdivisions, and administering land management services.

The location is currently zoned CIM, which allows offices on the ground floor or more than 50% of gross floor area as a conditional use. The process to approve the conditional use commences with an application from the proponent, and requires public notification and a public input session prior to an eventual decision by Council.

PUBLIC INPUT SESSION SCHEDULED

In accordance with section 4.8 of Zoning Bylaw 2012-20, a public input session has been scheduled for the regular council meeting on January 11, 2021. A total of 16 letters were sent to property owners within a 100 metre radius of the site. Government of Yukon, Kwanlin Dün First Nation and the Ta'an Kwäch'än Council were also notified by mail and email. A notice of the proposed development was placed in local newspapers on December 18, 2020.

The proposed schedule for consideration of the conditional use application is:

Letter notification	December 14, 2020	Public Input Session	January 11
Newspaper ads	December 18, 2020	Report to Committee	January 18
Planning Committee	January 4, 2021	Council decision	January 25