



**RD-2**

**COUNCIL AGENDA REPORT**

<b>DATE:</b>	<b>October 8, 2015</b>	<b>COUNCIL MEETING DATE:</b>	<b>October 19, 2015</b>
<b>DEPARTMENT:</b>	<b>Administration</b>		
<b>SUBJECT:</b>	<b>Development Permit No. 03-2015 – Visitor Centre</b>		

**PURPOSE:**

District of Chetwynd Development Procedures Bylaw No. 917, 2010 establishes procedures for the issuance of Development Permits by Council. A Development Permit is required prior to "the construction, alteration, or addition of a structure located on land within a designated Development Permit Area."

**SUMMARY/BACKGROUND:**

Attached for Council's consideration is a Development Permit Application for the Visitor Centre located at 5400 North Access Road. Section 920 of the *Local Government Act* authorizes Council to approve Development Permits to regulate form and character of improvements in a Development Permit Area.

After District office staff move into the new municipal building at 5400 Hospital Road, the Visitor Centre at 5400 North Access Road will be renovated in accordance with the drawings included as Attachment "B" to this report. A \$250,000 grant was received from the Northern Development Initiative Trust to be applied toward this project.

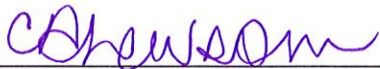

**PAST PRACTICE/PREVIOUS ACTION TAKEN:**

In the past Development Permit applications have been submitted to Council for review and consideration.

**RECOMMENDATION(S):**

**THAT Council receive the report for information; or**

**THAT Council approve and issue Development Permit No. 03-2015 to the District of Chetwynd for the renovation of the Visitor Centre located at 5400 North Access Road.**

<b>SUBMITTED BY:</b>   _____ Department Head	<b>REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:</b>   _____ Chief Administrative Officer
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Attachments:

Attachment "A" – Development Permit No. 03-2015

Attachment "B" – Application for a Development Permit

**DISTRICT OF CHETWYND  
DEVELOPMENT PROCEDURES BYLAW NO. 917, 2010**

**SCHEDULE "E"**

**DEVELOPMENT PERMIT**

**DATE:** October 19, 2015 **DEVELOPMENT PERMIT NO.** 03-2015

This Development Permit is hereby issued by the Council for the District of Chetwynd to:

District of Chetwynd  
PO Box 357  
Chetwynd, BC V0C 1J0

(Permittee)

For the development of: Renovations to the existing Visitor Centre

(Describe Proposal)

Subject to the following conditions:

1. This Development Permit is issued subject to compliance with all of the Bylaws of the District of Chetwynd applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to, and only to, those lands within the District described below, and to any and all buildings, structures and other development thereon:

Legal Description: Lot 1, Plan PGP15224, D.L. 398

Municipal P.I.D.: 013-162-730

Address: 5400 North Access Road

To permit: Renovations to Existing Visitor Centre Building

3. Bylaw(s) n/a is/are hereby varied or supplemented by:

4. The sequence and timing of all work in Number 5 is to be completed within one (1) year.

5. As a condition of the issuance of this Permit, as per Section 925 of the *Local Government Act*, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit.

Security Deposit Amount: N/A

Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that, should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of this Permit within the time provided, the District may use the security to carry out the work by its employees, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Permit within the times set out above, the security shall be returned to the Permittee.

There is filed accordingly:

☐ N/A

6. As per Section 925 of the *Local Government Act*, if the District considers that:
- (a) A condition in a permit that natural landscaping along the road frontage and perimeter of the property is not retained;
  - (b) An unsafe condition has resulted as a consequence of contravention of a condition in the permit; or
  - (c) Damage to the natural environment has resulted as a consequence of a contravention of a condition in a permit;

The District will:

- (a) Undertake, at the expense of the holder of the permit, the works, construction or other activities required to satisfy the above noted conditions, correct the unsafe condition or correct the damage to the environment;
7. The land described within shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this Permit shall form part hereof.
8. This Permit is not a Building Permit.

If the Permittee does not complete the development permitted by this Permit within one (1) year of the date of issuance of this Permit, this permit shall lapse.

AUTHORIZING RESOLUTION PASSED BY COUNCIL THIS    DAY OF    , 2015.

~~APPROVED BY THE MINISTRY OF TRANSPORTATION ON THE    DAY~~  
~~OF    , 20~~\_\_\_\_\_. (If Applicable)

ISSUED THIS    DAY OF    , 2015.

\_\_\_\_\_  
Chief Administrative Officer

**DISTRICT OF CHETWYND  
DEVELOPMENT PROCEDURES BYLAW NO. 917, 2010**

**SCHEDULE "A"**

**APPLICATION FOR A DEVELOPMENT PERMIT**

I/We hereby make application for a Development Permit.

1. Name of Applicant(s): District of Chetwynd
2. Address: 5400 North Access Road (PO Box 357) Folio # 514-00450-000
3. Telephone Number: Business: (250) 401-4100 Residence: \_\_\_\_\_
4. Name of Owner(s): \_\_\_\_\_  
(If different from Applicant)
5. Address: \_\_\_\_\_
6. Legal Description of Property: Lot 1, Plan PGP15224, D.L. 398
7. Street Address of Property: 5400 North Access Road
8. Existing Use of Subject Property: Institutional (Visitor Centre)
9. Existing Use of Adjacent Property: North: Vacant land zoned RM2  
South: Highway Commercial (C2)  
East: Institutional (P2)  
West: Highway Commercial (C2)
10. Official Community Plan Map Designation: Institutional
11. Present Zoning: Public and Institutional (P2)

12. Detailed Description of Permit:

Attach two (2) Site Plans. Site plan should illustrate legal information, setbacks, parking, access, outer perimeter of buildings and structures, topographic features, water courses, proposed elevations, cross sections or relevant detail drawings.

Please see attached sketches of work to be performed.

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13. The following items are attached:

- ☒ Application Fee of \$250.00
- ☒ Current, date stamped State of Title Certificate
- ☒ Letter of Consent from the Owner (if the Applicant is not the Owner)

I/WE HEREBY DECLARE THAT THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

NOTES:

1. The Local Government Act states that a development permit shall not vary:
  - (a) The use or density of land from that specified in the Bylaw; or
  - (b) A flood plain specification
2. Prior to the issuance of a Development Permit, the District may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

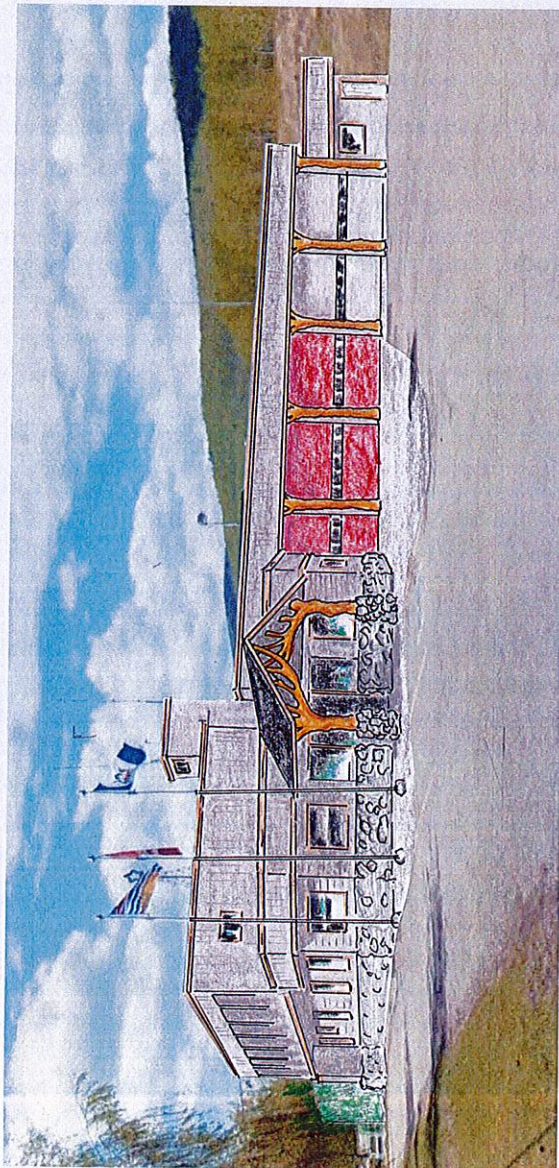


# **DISTRICT OF CHETWYND**

## **NEW VISITORS CENTER**

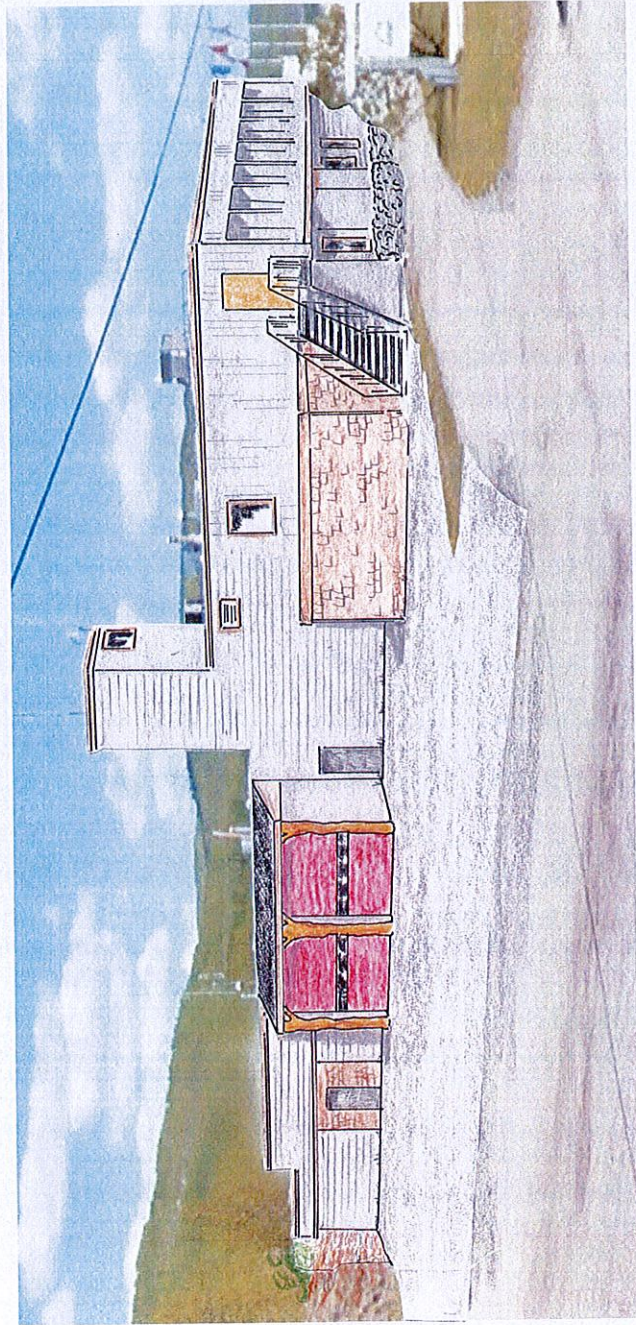
Drawings of the new Visitors Center based on design and colour schemes provided.

From the East



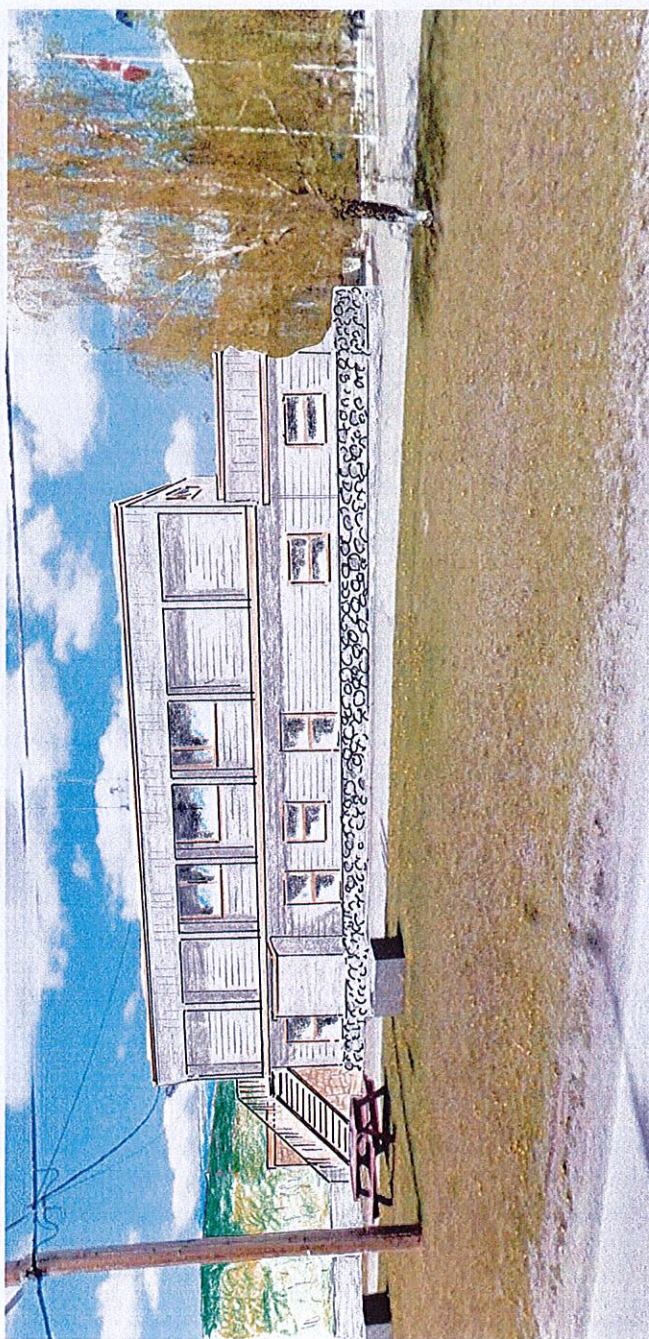


From the West

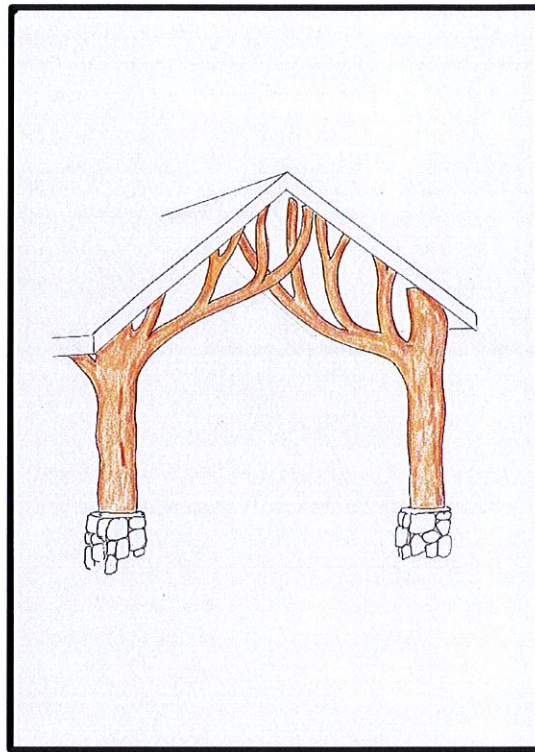




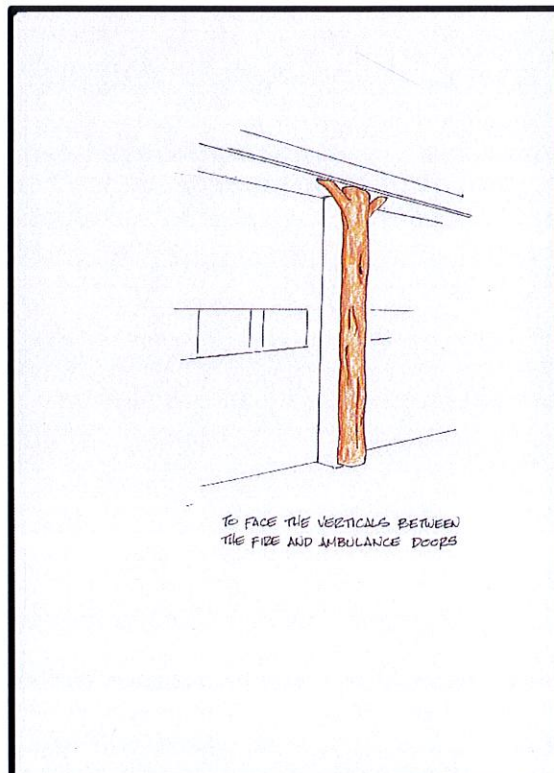
From the South



Entrance Detail



Façade covering between fire doors





Possible add-ons



JUST AN IDEA ....

IF YOU HAVE SOME LIGHT, SMALLER CARVINGS,  
PERHAPS THEY COULD BE INSTALLED IN THE  
SECOND FLOOR ALCOVES. LIT UP AT NIGHT?