
TO: CITY MANAGER **DATE:** 2018 January 17

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 86000 20
Reference: STR #16-04

SUBJECT: STRATA TITLE APPLICATION #16-04
3921 Gilpin Street

PURPOSE: To obtain Council authority for strata titling of an existing occupied two-family dwelling.

RECOMMENDATION:

1. **THAT** Strata Titling of 3921 Gilpin Street be approved subject to complete satisfaction of the Guidelines for Conversion of Existing and Occupied Two-Family Dwellings into Strata Title Units.

REPORT

The Planning and Building Department is in receipt of an application for strata title approval of the subject two-family dwelling constructed in 1974 at the above location. Council approval is required when strata titling of existing occupied two-family dwellings is requested. The conversion is being pursued in accordance with Section 242 of the *Strata Property Act*.

The subject property is zoned R5 Residential District, which permits single and/or two-family dwellings, and is not in an area proposed for alternative use (see *attached* sketch).

At the present time, the two-family dwelling is owned by Larry Wong, Executor of the Will of Chuck Wong, and occupied by tenants.

This application has been circulated to the Engineering, and Planning and Building Departments to ensure all Zoning Bylaw and Building Code issues have been addressed. Departmental approvals have been substantially met. The applicant has submitted the required independent health consultant's certificate guaranteeing that the property is free of any infestation and certification of the building's structural and mechanical integrity by a qualified Engineer.

With Council approval for the strata titling of the subject property, the owner would be requested to submit the required strata survey plans. Once received, the necessary Section 219 Covenant will be prepared by the City Solicitor to ensure that each unit is used as a single family dwelling

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only and, after the requisite signatures have been obtained, the legal agreement and plans will be registered at the Land Title Office.


Lou Pelletier, Director
PLANNING AND BUILDING

MB/spf
Attachment

cc: Director Engineering
Director Engineering – Environmental Engineering
Chief Building Inspector
City Solicitor

