



## INTER-OFFICE MEMORANDUM

**TO:** DIRECTOR LEGISLATIVE SERVICES March 10, 2026

**FROM:** GENERAL MANAGER  
PLANNING AND DEVELOPMENT

**Subject:** **REZONING REFERENCE # 25-05**  
**BYLAW 14763, AMENDMENT BYLAW NO. 14, 2025**  
Six Storey Self Storage Facility with Underground Parking  
Reconsideration and Final Adoption

**Address:** 3944 and 3942 Still Creek Avenue  
**Legal:** PID: 032-437-447 and 032-437-455  
Lot 1 District Lot 69 Group 1 New Westminster District Plan  
EPP137044; and Lot 2 District Lot 69 Group 1 New Westminster  
District Plan EPP137044

**Applicant:** 1074649 B.C. Ltd.  
203-1312 Ketch Court,  
Coquitlam, BC V3K 6W1  
Attention: Tony Russo

**Current Zoning:** CD Comprehensive Development District (based on M1 Manufacturing  
District and M2 General Industrial District as guidelines and in  
accordance with the development plan entitled "Self Storage Units  
3944 Still Creek Burnaby, BC" prepared by Studio One Architecture  
Inc.)

**Proposed Zoning:** Amended CD Comprehensive Development District (based on M1  
Manufacturing District and M2 General Industrial District as guidelines  
and in accordance with the development plan entitled "Amended Self  
Storage Units 3944 Still Creek Burnaby, BC" prepared by Studio One  
Architecture Inc.)

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The following information applies to the subject rezoning bylaw:

1. First Reading and Second Reading given on October 14, 2025; and
2. Third Reading given on November 25, 2025.

The prerequisite conditions have been completely satisfied as follows:

1. The submission of a Suitable Plan of Development including all necessary details outlined in the 2025 Rezoning Application Submission Checklist.

*A complete suitable plan of development has been submitted.*

2. The submission of the following updated plans and studies acceptable to the City:
  - a. Comprehensive Sign Plan;
  - b. Construction Management Access Plan;
  - c. Fire Access Plan;
  - d. Solid Waste and Recycling Plan;
  - e. Loading Management Plan;
  - f. Geotechnical and Groundwater Study;
  - g. Storm and Ground Water Management Plan;
  - h. Remediation Plan; and
  - i. Flood Hazard Report prepared by a qualified professional, confirming that the land can be safely used for the use intended, and that the recommended Flood Construction Level (FCL) elevations and flood-resilient design measures have been fully integrated into all architectural, structural, civil, mechanical, and landscape drawings, to the satisfaction of the General Manager of Engineering.

*The applicant has submitted the required plans and studies noted above.*

3. A Servicing Agreement was approved under Rezoning Reference #22-24 and Subdivision Reference #23-31. The Development Services Division, Engineering Department has confirmed that the approved agreement does not need to be updated and the proposed amendments under the subject rezoning application do not impact or alter the Servicing Agreement finalized under REZ#22-24.

*The applicant has sufficiently addressed all the requirements above the time of rezoning adoption for REZ #22-24 and has submitted the necessary funds including a 4% inspection fee to cover the costs of all services necessary to serve the site, and the servicing agreement has been completed.*

4. The submission for registration in the Land Title Office of the following legal instruments with security, where necessary:
  - a. Amendment to (or replacement of) any and all existing charges registered on title to the site in association with REZ #22-24 as required by the City, including without limitation:
    - Section 219 Covenant CB1833201 and Indemnification Agreement regarding Storm and Ground Water Management matters;
    - Section 219 Covenant CB1833203 regarding Geotechnical matters;
    - Section 219 Covenant CB1833211 regarding Environmental Remediation;
    - Section 219 Covenant CB1833205 regarding Use Restriction;
    - Section 219 Covenant CB1833207 regarding Demolition; and
    - Section 219 Covenant Statutory Right of Way, and Option To Purchase CB1833213 through CB1833218 regarding Road Parcel over Lot 2, Plan EPP13704.

- b. Discharge of Section 219 Covenant CB1833209 regarding No-Building Permit Holds.
- c. Section 219 Covenant regarding Flood Protection matters to ensure all building and structures are constructed at or above the required FCL and used in accordance with the approved Flood Hazard Report;
- d. Indemnification Agreement in favour of the City to be given by the applicant and additional indemnitor(s), as required by the City, in respect of losses associated with flood-related damage to the land, structures, or contents;
- e. Acknowledgment Agreement (and/or other amending agreements, as required by the City) confirming that the security and certain other agreements and covenants given in favour of the City by the applicant and other indemnitor(s), as applicable, in relation to REZ#22-24 shall apply in respect of REZ#25-05 *mutatis mutandis*; and
- f. Any additional Easements, Statutory Rights of Way and Section 219 Covenants, as required by the City.

*The requisite Statutory Rights of Way and covenants have been deposited in the Land Title Office.*

5. Submission of a Site Disclosure Statement

*The applicant has submitted the required remediation plan, approved by the Ministry, and all necessary covenants and financial securities through REZ#22-24. An updated Remediation Plan referencing the updated development plan, and a letter from the applicant's qualified environmental consultant confirming that there have been no Schedule 2 activities on site from the date of issuance of the Approval in Principle for the site, have been submitted. In lieu of road dedication for the purpose of future road improvements, a Section 219 Covenant, Statutory Right of Way, and Option to Purchase over the road parcel (Lot 2) has been deposited in the Land Title Office. This agreement includes a requirement that the road parcel be remediated to numerical standards prior to occupancy of the building, and in line with the accepted remediation plan and Ministry of Environment requirements. Through this agreement, the City has secured the option to purchase Lot 2 for a nominal fee once the remediation and Site Disclosure obligations have been completed by the applicant.*

6. Confirmation of approval of the proposed development from the BC Ministry of Transportation and Infrastructure.

*Confirmation of approval has been received.*

7. Additional requirements as determined by the City, in its discretion, as part of the review of the development proposal.

*There are no additional requirements.*

As the prerequisite conditions to this rezoning are now completely fulfilled, could you please arrange to return this amendment bylaw to Council for Reconsideration and Final Adoption on March 10, 2026.

E. W. Kozak, GENERAL MANAGER  
PLANNING AND DEVELOPMENT

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