

## ADMINISTRATIVE REPORT

Date: January 27, 2004  
Author/Local: GLougheed/7721  
RTS No. 03893  
CC File No. 5311  
Meeting Date: February 10, 2004

TO: Vancouver City Council  
FROM: Subdivision Approving Officer  
SUBJECT: Strata Title Conversion - 3075 Willow Street

### **RECOMMENDATION**

***THAT the application to convert the previously occupied building at 3075 Willow Street (Lot 11, Block 457, D.L. 526, Plan 2118) to strata title ownership be approved in principle, but that pursuant to Section 242(3) of the Strata Property Act, the Certificate of Approval (Form T) shall not be issued unless the following condition has been met within one year of the date of this approval:***

***Completion of all work under the necessary permits, at no cost to the City and to the satisfaction of the City Building Inspector, in order for the building to substantially comply with all relevant By-laws.***

### **GENERAL MANAGER'S COMMENTS**

***The General Manager of Community Services RECOMMENDS approval of the foregoing.***

### **COUNCIL POLICY**

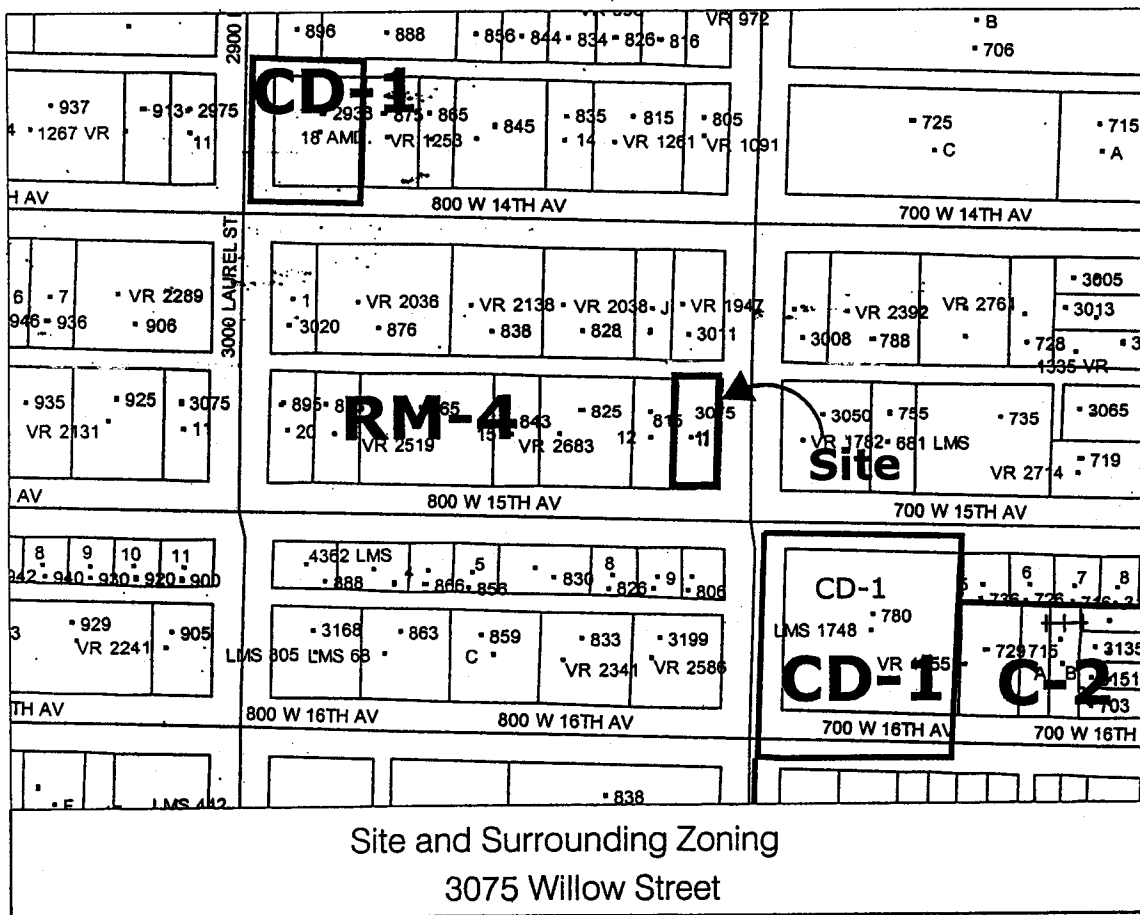
***Council policy is reflected in the City's Strata Title and Cooperative Conversion Guidelines, which outline factors which Council will consider in reviewing applications for converting previously occupied buildings to strata title or cooperative ownership. Council approval is required specifically for all residential buildings containing six dwelling units or more.***

### PURPOSE

Council approval is required for an application to convert the previously occupied building at 3075 Willow Street (Lot 11, Block 457, D.L. 526, Plan 2118) to strata title ownership. A total of eight residential strata lots are proposed.

### BACKGROUND

The site is zoned RM-4 and contains a four storey multiple dwelling building constructed in 1993 under Development Permit No. DE213830 and Building Permit No. BU321389, and related trades permits. The location of the site is shown below.



A strata plan for the development was prepared by a surveyor in 1993. However, that plan was never deposited for registration prior to building occupancy, due to the property owner's oversight.

The owner has indicated in a notarized declaration submitted with the application that appropriate notices have been posted in the building advising of his intent to convert the ownership of the building to strata title. The owner has provided estimates of the unit prices and management fees to the tenants, and has indicated that he intends to retain the existing tenancy following the conversion process.

When this application was received, City staff provided tenants with copies of the City's Strata Title and Cooperative Conversion Guidelines and a Tenant Information Brochure, along with a covering letter to describe the process. The tenants were advised to complete the attached Tenant Response Forms and the applicant returned the completed forms to the City. The results are as follows:

Support the application:	6	75.0%
Oppose the application:	1	12.5%
Don't Know:	1	12.5%
<b>Total:</b>	<b>8</b>	<b>100%</b>

Results of the notification satisfy the City Guideline of obtaining the written consent of at least 2/3 of the households occupying the building.

#### STAFF ANALYSIS

In addition to Development Services, the City Engineer, City Building Inspector and the Manager of the Housing Centre have reviewed this application.

The City Engineer has no servicing or dedication requirements for this site. The City Building Inspector reports that upgrading to the building under the various trades (building, fire, plumbing and electrical) will be required in order for the previously-occupied building to substantially comply with all relevant City By-laws.

The Manager of the Housing Centre has no comments on this application.

#### CONCLUSION

Based on the foregoing, and on the applicant's compliance with the City's Strata Title and Cooperative Conversion Guidelines, the Subdivision Approving Officer supports this application.

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