



---

---

## MEMORANDUM

---

---

**TO:** MAYOR AND COUNCIL  
**FROM:** BRIGID REYNOLDS, CONSULTING TOWN PLANNER  
**SUBJECT:** ZONING AMENDMENT BYLAW NO. 1122-2025, 134 COWICHAN LAKE RD  
**FILE NO:** ZA2025-02  
**MEETING DATE:** SEPTEMBER 09, 2025

---

### **Purpose**

The purpose of this report is to consider Zoning Amendment Bylaw no. 1122-2025 and grant first, second and third reading to amend Zoning Bylaw No. 1055-2021 section 4.3.11 Home Based Business to add (j) despite any other provision in this bylaw, a structure (“medical services”) as shown in Building Permit 06-2024-19 is deemed to be a permitted home-based business at 134 Cowichan Lake Rd, Lot 1, Section 6, Cowichan Lake District, Plan VIP5853 (PID: 005-902-118).

### **Background/Discussion**

The subject property is zoned R-3 Traditional Urban. Is 1601 m<sup>2</sup> large and located in the Highway Corridor neighbourhood.

- Home-based business is permitted as an accessory use.
- Accessory use is defined as a use that is subordinate to and must be in conjunction with a permitted principal use.

This matter was the subject of Zoning Amendment Bylaw No. 1021 that was considered by Council at its August 19, 2025 special meeting. The staff report from that meeting is located in Attachment 1. A majority of Council did not grant any readings to that bylaw. The Mayor has requested reconsideration of this matter, per Section 131 (1) of the Community Charter.

Town's legal council has reviewed and confirmed the terms in draft Zoning Amendment Bylaw no. 1122-2025. The draft bylaw is in Attachment 2.

### **Public Notification and Consultation**

As required in the Development Approval Procedures and Notification Bylaw No. 1109-2024 a letter was sent to neighbours within 50 m of the subject property about the proposed zoning amendment. The property owner has posted a sign on their property. A notice has been posted on the Town's website and on its Facebook page.

At the time of writing the report no comments have been received

Section 464(2) of the Local Government Act states that the Town is not required to hold a public hearing for proposed Zoning Amendment Bylaw No. 1121-2025 as the proposed bylaw is consistent with the Official Community Plan. Section 467(1) of the Local Government Act states that when a public hearing is not being held, the notice must state the date when first reading of the bylaw will be held.

### **Options**

1. That Council proceed with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings of the zoning amendment bylaw and not require the application fee to be paid, in the circumstances; or
2. That Council not grant 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading of the zoning amendment bylaw; or
3. The Council direct the applicants to provide more information related to the application.

### **Recommendation**

The contract planner recommends Council

1. grant 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading of Zoning Amendment Bylaw No. 1122-2025 to amend Zoning Bylaw No. 1055, 2021 section 4.3.11 Home Based Business to add (j) despite any other provision in this bylaw, a structure ("medical services") as shown in Building Permit 06-2024-19 is deemed to be a permitted home-based business at 134 Cowichan Lake Rd, Lot 1, Section 6, Cowichan Lake District, Plan VIP5853 (PID: 005-902-118).
2. not require the application fee to be paid.

Signed:

*Brigid Reynolds*

Brigid Reynolds RPP MCIP  
Contract Planner

Concurrence:

*John Thomas*

John Thomas MBA

Chief Administrative Officer

Attachment No. 1  
[Staff Report Council Meeting August 19, 2025](#)

Attachment 2  
[Zoning Amendment Bylaw No. 1122, 2025](#)