



AGENDA

Special Meeting of Council

Village of Clinton Council Chambers, 1423 Cariboo Highway

Monday, June 9, 2025 at 6:00 pm

Mission Statement: *"To Increase Economic Opportunity and Improve the Quality of Life for all Citizens."*

Vision Statement: *"Clinton is a lively resilient community, proud of its rich heritage while building a sustainable future with local Secwepemc and neighboring communities"*

Call to Order

"Mayor and Council acknowledge that we are meeting on the traditional ancestral and unceded territory of the Whispering Pines/Clinton Indian Band and High Bar First Nation"

Adoption of Agenda

Administrative Reports

	Updated DVP Application – 1504/1506 Cariboo Highway	
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Correspondence

	None	
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Meeting Guests

	None	
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Bylaws

Notice to Proceed to In-Camera

- Notice to proceed to Closed Meeting as per Section 90.1 (k) of the Community Charter.

Adjournment



Staff Report to Council Regular Meeting

Date: June 9, 2025

From: Chief Administrative Officer

Subject: Updated Development Variance Permit Technical Report – 1504 & 1506 Cariboo Hwy 97
Parking Requirements

Attachments:

1. May 28th DVP Technical Report
2. Revised Development Variance Permit application – 1504 & 1506 Cariboo Hwy 97 Parking Requirements

Recommendations:

THAT Council of the Village of Clinton authorize staff to proceed with the notification process, including notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to James Woods and Sarah Munroe for the property located at 1504 Cariboo Hwy, and legally described as Lot A, Plan KAP8160, District Lot 1, Group 5, Lillooet land district and the property located at 1506 Cariboo Hwy, and legally described as Lot B, Plan KAP8160, District Lot 1, Group 5, Lillooet land district, Except Plan 35605 to vary Zoning Bylaw No. 439, 2007, s. 17.3 a) from the requirement for 13 parking spaces to only 5 parking spaces, in substantial accordance with the application as submitted on May 16, 2025.

Background:

The owner of 1504 Cariboo Hwy has applied for a development Variance Permit to vary the parking requirements of the Zoning Bylaw in the following ways:

- Reduce number of required off-street parking spaces from 13 to 5.

The application has been referred to the following agencies. Their comments are indicated below:

Fortis BC: No response

Ministry of Transportation and Transit: No concerns

Clinton Volunteer Fire Department: No concerns

Village of Clinton Public Works Department: No concerns

Following Council's consideration of the application May 28th, Staff contacted the applicant to request changes to the applicant including:

1. Measurements of all structures, fence lines, other obstructions and features, and proposed parking spaces ensuring they are all the required 10'x25'.
2. Property boundaries and rights of way, with measurements.
3. Distances from the fence to the front and side property lines and to the Right-of-Way.

4. Assurance that there is adequate space for vehicles to turn into the parking spots from the highway.
5. A strategy to avoid congestion in the alleyway.

The applicant supplied the attached information to supplement their application. Staff subsequently performed measurements and concluded the following:

- The distance from the business to the church building next door is 66', leaving ample room for vehicles to park and navigate according to the diagram.
- The distance from the fence to the church building next door is 32', likewise leaving enough room for access to the home behind the church if patrons park as indicated.
- The drawing accurately shows that full size (25'x10') parking spaces can be positioned on the lot and not extend into the Right of Way.

In light of these updated measurements, Administration recommends moving forward with the DVP. The next step in the process is to pass a resolution to proceed with notifying adjacent property owners of Council's intent to offer the DVP to the applicant. The responses will be compiled and presented to Council at the next meeting, at which point Council can issue the permit.

Financial Impacts:

None



Brian Doddridge
Chief Administrative Officer

CFO Initial 



Staff Report to Council Regular Meeting

Date: May 28, 2025

From: Chief Administrative Officer

Subject: Development Variance Permit Technical Report – 1504 & 1506 Cariboo Hwy 97 Parking Requirements

Attachments:

Development Variance Permit application – 1504 & 1506 Cariboo Hwy 97 Parking Requirements

Recommendations:

THAT Council of the Village of Clinton authorize staff to proceed with the notification process, including notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to James Woods and Sarah Munroe for the property located at 1504 Cariboo Hwy, and legally described as Lot A, Plan KAP8160, District Lot 1, Group 5, Lillooet land district and the property located at 1506 Cariboo Hwy, and legally described as Lot B, Plan KAP8160, District Lot 1, Group 5, Lillooet land district, Except Plan 35605 to vary Zoning Bylaw No. 439, 2007, s. 17.3 a) from the requirement for 13 parking spaces to only 5 parking spaces, in substantial accordance with the application as submitted on May 16, 2025.

Background:

The owner of 1504 Cariboo Hwy has applied for a development Variance Permit to vary the parking requirements of the Zoning Bylaw in the following ways:

- Reduce number of required off-street parking spaces from 13 to 5.

The application has been referred to the following agencies. Their comments are indicated below:

Fortis BC: No response

Ministry of Transportation and Transit: No concerns

Clinton Volunteer Fire Department: No concerns

Village of Clinton Public Works Department: No concerns

Staff confirmed with the applicant that the parking spaces which have been proposed are standard size (7.5m x 3m) and that there is enough space on the site as indicated by the applicant. The easement on the property, indicated on the map by a thick black border, is to maintain access to a Village water main and will not be affected by the parking areas indicated in the application. However, the area may become congested, and issues arise if patrons park on both sides of the alley. Once comments from adjacent property owners are received, Staff may recommend the installation of No Parking Signs and or barriers to be installed as a condition of the permit.

As there are only one or two staff members, and the building is not being used as a dwelling, more spots will remain available for customers. There are many on-street parking spaces within a reasonable walking distance of the property and parking is rarely at capacity. Other than during peak tourism season and the possible congestion mentioned above, Administration does not anticipate any significant concerns about parking in the general vicinity.

Administration has reviewed the application and referral responses, and recommends moving forward with the DVP. The next step in the process is to pass a resolution to proceed with notifying adjacent property owners of Council's intent to offer the DVP to the applicant. The responses will be compiled and presented to Council at the next meeting, at which point Council can issue the permit.

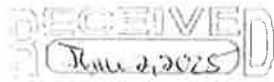
Financial Impacts:

None



Brian Doddridge
Chief Administrative Officer

CFO Initial 



June 2nd 2025

Clinton Emporium DVP request amendment,

See attached a more detailed map of property lines and current fencing, with proposed parking spaces. All proposed parking spaces will be 10' x 25' as noted on the map.

If necessary, we will post signs stating not to block the right of way and clearly mark the designated parking spaces with marking paint. Anyone parking so as to block the right of way could be subject to fines and or towing. We will also take a proactive approach in communicating with the public if we see them blocking the access.

We would be willing to seek permission from the landowner to move the fence over to the property line and rearrange his currently stored goods however we believe the current location of the fence is beneficial to the neighboring home as to their access.

Thank you for your prompt attention,

James Wood, Sarah Jane Munroe - Clinton Emporium

**VILLAGE OF CLINTON
DEVELOPMENT PROCEDURES BYLAW NO. 510, 2014**

SCHEDULE "B"

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

I/We hereby make application for a Development Variance Permit.

1. Name of Applicant(s): James Ward, Sarah Munroe
2. Address: 1504 Cariboo Hwy Folio # _____
3. Telephone Number: Business: _____ Residence: 250-706-3425 / 706-7627
4. Name of Owner(s): Xing (Brian) Chen
(If different from Applicant)
5. Address: 47202 Skyline Dr. Chilliwack BC
6. Legal Description of Property: Lot A/B Plank AP8160 District Lot 1,
group 5, Lillooet land district
7. Street Address of Property: 1504 Cariboo Hwy
8. Existing Use of Subject Property: Storage
9. Existing Use of Adjacent Property:
North: Commercial (church)
South: Commercial (motel)
East: Hwy
West: Commercial (Apartments)
10. Official Community Plan Map Designation: COMMERCIAL
11. Present Zoning: C1
12. The Development Variance(s) requested vary the provisions of the following Village Bylaws:

Village Bylaw	Variance Requested	Applicable Sections
Zoning	<u>Parking-21</u>	<u>17.3 a)</u>
Subdivision Control and Servicing	<u>N/A</u>	_____

13. 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.

We are seeking to vary parking requirements from 13 spaces down to 5 full size parking spaces.

14. The following items are attached:



Application Fee of \$ 100.00



Current, date stamped State of Title Certificate



Letter of Consent from the Owner (if the Applicant is not the Owner)

pending

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 16 day of may, 2025

James Wood

Print Name of Applicant

Sarah Munroe

Print Name of Applicant

[Signature]
Signature of Applicant

[Signature]
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. The flood plain specification
2. Prior to the issuance of a Development Permit, the Village may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

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PLAN 35605

Deposited in the Land Title Office
at Karmah, B.C. Day of: 1985

J.C. Hargrove
Regional Registrar
DF X 33989/km P. 100

THE CORPORATION OF THE VILLAGE OF CLINTON
STORM SEWER LINE RIGHT-OF-WAY

**EXPLANATORY PLAN
OF A STATUTORY RIGHT-OF-WAY
THROUGH AMENDED LOT 4
AND LOT 15, PLAN 10169
DISTRICT LOT 1, GROUP 5
AND THROUGH LOT B, PLAN 8160
TOWNSITE OF CLINTON
LILLOOET DISTRICT**



Distances are in metres unless otherwise indicated.
Bearings are magnetic and are derived from Plans 10169 and 8160.

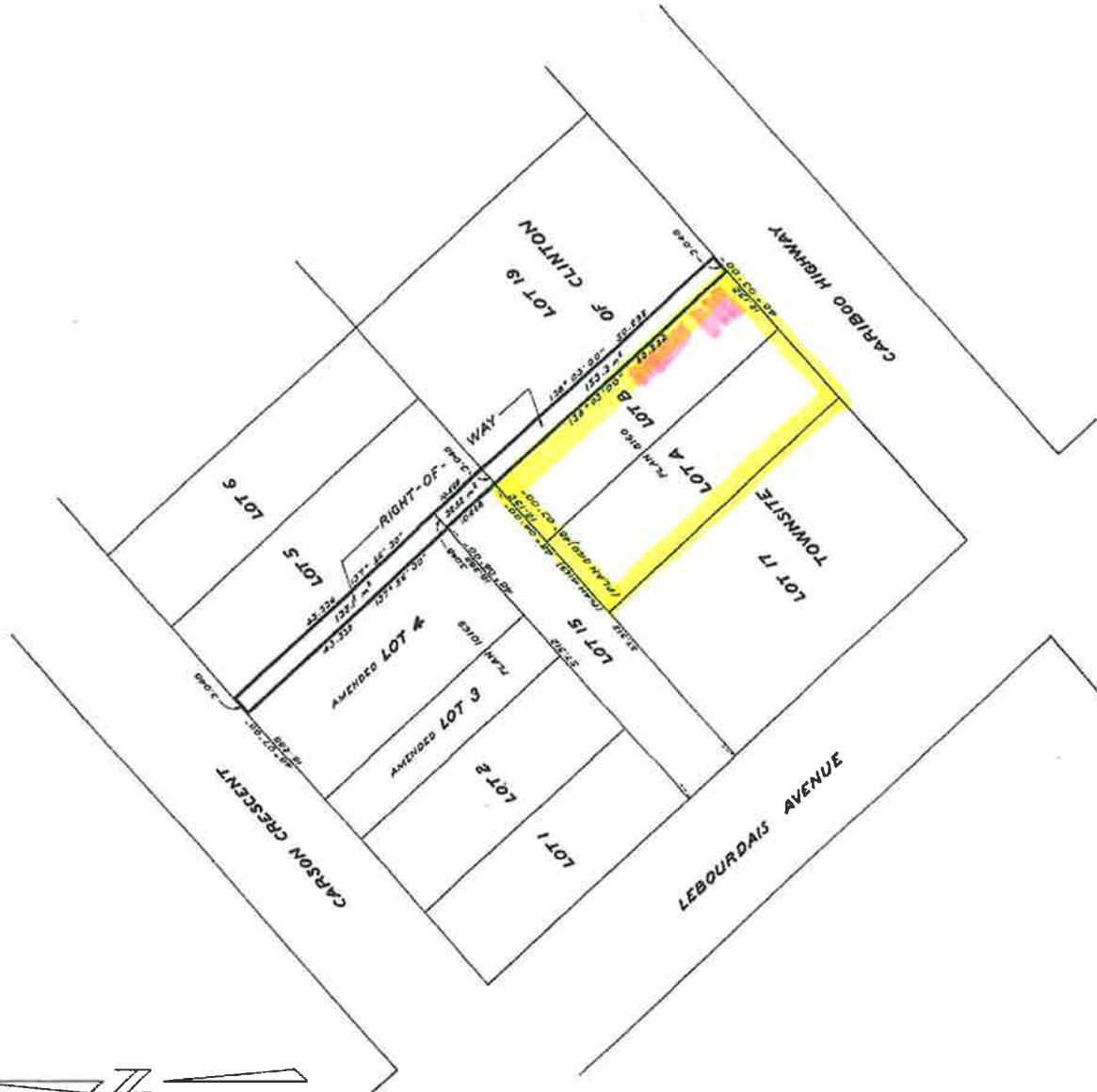
This plan lies within the Thompson-Nicola regional district.

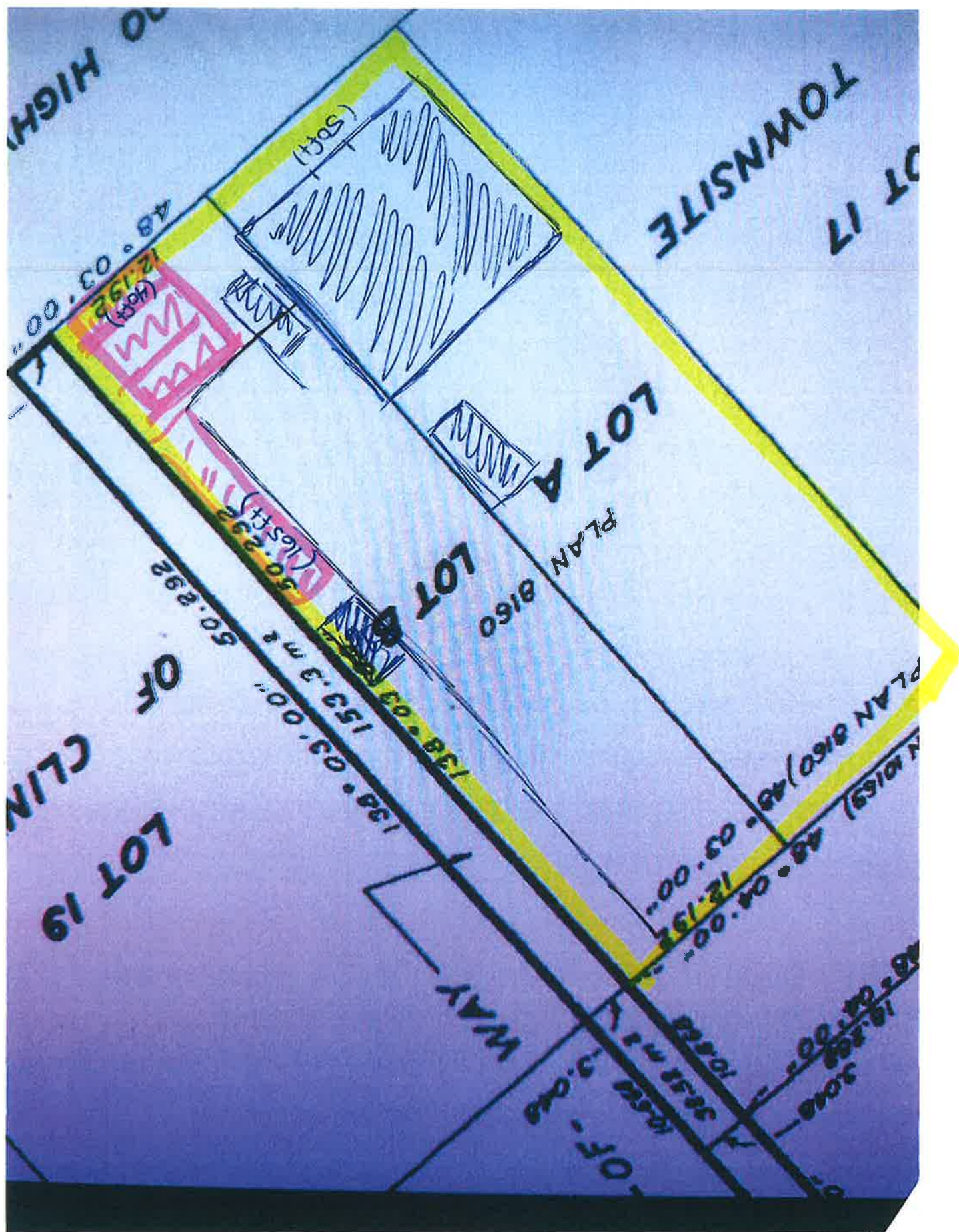
DESCRIPTION	AREA OF R/W
AMENDED LOT 4, PLAN 10169	132.1 m ²
LOT 15, PLAN 10169	32.52 m ²
LOT B, PLAN 8160	133.3 m ²
TOTAL:	317.9 m ²

Certified correct
according to survey records
this 13th day of November 1984

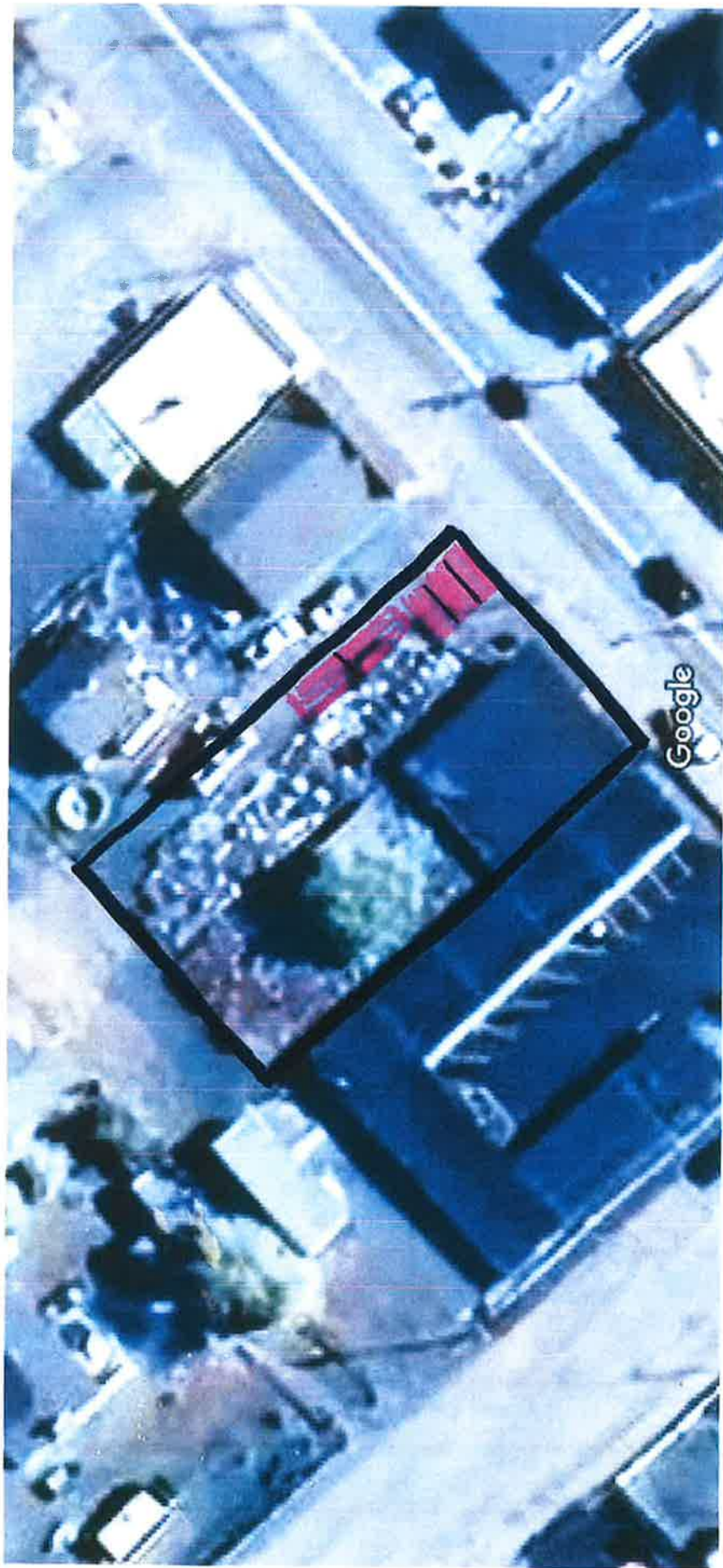
P. Ganton

PAUL GENTON
LAND SURVEYOR
CLINTON, B.C.
P.L.T. 1203





Google Maps



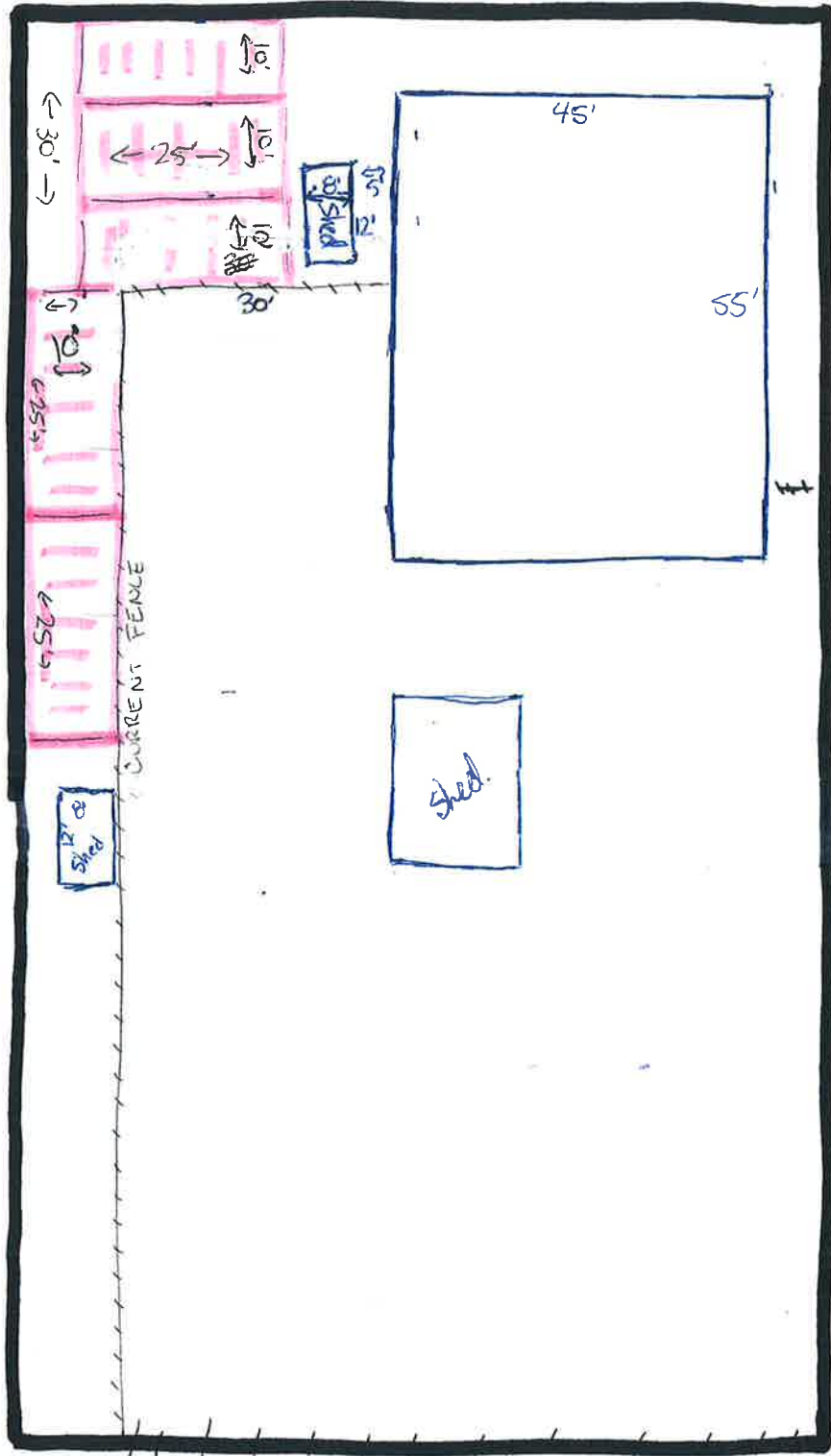
Map data ©2025, Map data ©2025 10 m

90'

Church/health center
Building

10'

Right of way



NOMAD
HOTEL

Parking
Space

Property line
Fence
Building

