



# City of Vancouver *Planning - By-law Administration Bulletins*

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## **PROCEDURE FOR REVIEW OF PROTECTED HERITAGE PROPERTY STATUS IN THE FIRST SHAUGHNESSY HERITAGE CONSERVATION AREA (HERITAGE CHARACTER AND HERITAGE VALUE ASSESSMENT)**

*Authority - Director of Planning*

*Effective March 8, 2016*

*Amended July 24, 2020*

### **Background**

On September 29, 2015, Council adopted the Heritage Conservation Area Official Development Plan (HCA ODP) and designated the First Shaughnessy area as a Heritage Conservation Area (FSHCA). The designation of the FSHCA includes a list of sites that are protected heritage property, as they contain buildings, structures, lands or features that are of heritage character and heritage value to the area (see Appendix A4 of the HCA ODP). Circumstances may arise where a site listed as protected heritage property may not retain sufficient heritage character or heritage value to justify its continued conservation. The HCA ODP includes provisions for how such properties may be considered by Council for demolition or removal from the list (See Schedule A, Section 1.11 and 1.12).

### **Purpose**

This bulletin provides a description of the procedure for review of the status of a property listed as protected heritage property in the HCA ODP. In particular, it explains the process to determine whether a property retains heritage character and value worthy of conservation, or whether it can be demolished and removed from the protected heritage properties list.

### **Review Procedure**

#### **Step 1 - Enquiry**

1. Property owners wishing to request a review of the protected heritage property status of their property in First Shaughnessy shall submit the request by email to [par@vancouver.ca](mailto:par@vancouver.ca). A Development Planner will contact the property owner to discuss their enquiry and the review process.

2. The Director of Planning may require an impact assessment as authorized by Part 8 of the Heritage Procedure By-law and will inform the enquirer of materials to be submitted in order to process the review. This may include, but is not limited to the following material to support the assessment of the heritage character and heritage value of the property:
  - (a) Current photographs (all sides) including photographs of the building from the street(s) including adjacent sites to show the building within its context;
  - (b) Historic photographs and/or background information related to determining heritage character or value including:
    - (i) the aesthetic, historic, scientific, cultural, social or spiritual importance or significance of the building, feature, property, site or area;
    - (ii) the age of a building; and,
    - (iii) the builder or architect;
  - (c) An evaluation of the building and its original features to include the following:
    - (i) exterior form;
    - (ii) roof;
    - (iii) exterior walls;
    - (iv) windows and doors;
    - (v) entries, porches and verandahs;
    - (vi) interior architectural features if protected; and
    - (vii) landscape features;
  - (d) A summary of development data (zoning analysis), including:
    - (i) site area;
    - (ii) existing building area;
    - (iii) current allowable density;
    - (iv) existing building use;
    - (v) existing building height; and
    - (vi) site plan showing building location and footprint;
  - (e) A summary of alterations to the existing dwelling comprised of a graphic record of prior City of Vancouver permit approvals for alterations.

NOTE: It is recommended that a design professional or heritage consultant is engaged to prepare this information.

3. Property owners may meet with a Development Planner once materials are assembled to review materials and make a formal enquiry submission once all materials are confirmed as complete.

## **Step 2 - Review**

4. Planning staff and the Director of Planning review the submitted materials. As part of this review, the provision of further documentation may be required and a Heritage Inspection of the property may be requested.
5. The advice of the Vancouver Heritage Commission and/or the First Shaughnessy Advisory Design Panel may be sought by Planning staff and the Director of Planning in the assessment of the heritage character and heritage value of a property.

### **Step 3 - Director of Planning Decision**

6. The Director of Planning makes a decision on the status of the property and responds in writing to the enquirer confirming the status of the property being either:
  - A. The property retains sufficient heritage character and heritage value to justify its conservation and should remain on the protected heritage property list in the HCA ODP.

OR

- B. The property does not retain sufficient heritage character and heritage value to justify its conservation, and the Director of Planning would support an application to demolish the home and/or remove it from the list of protected heritage property in the HCA ODP.

### **Step 4 - City Council Decision**

For Demolition

7. If the Director of Planning supports the demolition of the building (Decision B above), staff will prepare a report to Council with this recommendation and request that Council refer the matter to a Public Hearing for discussion and decision.
8. If the Director of Planning does not support the demolition of the building (Decision A above) and the property owner disagrees with this decision, the property owner can pursue reconsideration by Council in accordance with Part 6 of the Heritage Procedure by-law. Typically, this will require them to make a development permit application to demolish the protected heritage property and build a new home on the site. This development permit application will be refused by the Director of Planning, thus enabling the applicant to request a reconsideration by City Council, in accordance with section 6.1 (a) of the Heritage Procedure By-law.

For Removal

9. For applications to be removed from the schedule of protected heritage properties (Appendix A4), staff will prepare a report to Council and request that Council refer the matter to a Public Hearing for discussion and decision.

### **Reference**

Heritage Conservation Area Official Development Plan (HCA ODP):  
<http://former.vancouver.ca/commsvcs/BYLAWS/ODP/FSD.PDF>

Heritage Procedure By-law:  
<http://former.vancouver.ca/blStorage/11350.PDF>

