

ITEM	20
MANAGER'S REPORT NO.	84
COUNCIL MEETING	Dec. 12/77

Re: SUMMARY OF THE PROVISIONS OF THE ZONING BYLAW  
REGARDING CONVERSION OF BUILDINGS AND CHANGE OF USE  
(Item 11, Report No. 82, November 28, 1977)

At the November 28, 1977 meeting of Council, the Director of Planning was asked to submit the proposed text of the Newsletter Release for inclusion in the Information Burnaby Newsletter.

Following is a report from the Director of Planning dated December 5, 1977 regarding the proposed text for Council's approval.

RECOMMENDATION:

1. THAT Council concur in the text reproduced in the Director of Planning's report for inclusion in the upcoming issue of the Information Burnaby Newsletter.

\* \* \* \* \*

PLANNING DEPARTMENT  
DECEMBER 5, 1977

**TO:** MUNICIPAL MANAGER  
**FROM:** DIRECTOR OF PLANNING  
**SUBJECT:** CONVERSION OF BUILDINGS AND CHANGE OF USE

At the November 28 meeting of Council, Council received a report containing a summary of the provisions of the Zoning Bylaw regarding conversion of buildings and change of use, for their information. Arising out of Council's discussion on the report Council requested that the notice that is proposed to appear in the Information Burnaby Newsletter be referred to Council for their approval prior to publication.

In keeping with Council's desire to keep the notice general in its terms and to advise interested persons to contact the municipality for detailed information on the subject, the following draft text is being proposed for the brief article to appear in the next issue of the Newsletter:

"Are you considering a new location in Burnaby for your business, or thinking of a change in the use of your existing building? If you are, you should find out in advance about the permits you will need to obtain and any conditions of use you will need to observe.

Depending upon whether physical alterations to the premises or a change in class of land use is involved, it may be necessary to obtain approval from the Building Department or Planning Department, as well as the usual Business Licence.

When a change in the class of land use of a property occurs, you will want to know at an early stage the particular requirements that will apply to the new use. For example, if the use of a building is to be changed from a warehouse to a manufacturing plant, or from a retail store to a restaurant, it will be necessary to meet

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the applicable Bylaw standards with respect to off-street parking and loading facilities, screening, landscaping, and the like. Or, if you are contemplating physical alterations or additions to the building, it will be necessary that you observe the requirements of the Zoning and Building Bylaws.

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Before you invest any money or make any commitments, check at the Municipal Hall at 4949 Canada Way. To find out the requirements that will apply specifically to your proposal, you are advised to contact one of the following Departments:

- Municipal Licence Department - phone 294-7320
- Municipal Building Department - phone 294-7150
- Municipal Planning Department - phone 294-7400."

**RECOMMENDATION**

It is recommended THAT Council concur in the text reproduced above for inclusion in the upcoming issue of the Information Burnaby Newsletter.

*Ad*  
DGS:cm

*[Signature]*  
A. L. Parr,  
DIRECTOR OF PLANNING.