

TO: CITY MANAGER

2002 April 30

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: STRATA TITLE APPLICATION #01-4  
5169/5171 Manor Street

PURPOSE: To obtain Council authority for strata titling of an existing two-family dwelling subject to the conditions outlined in this report.

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**RECOMMENDATION:**

1. **THAT** Strata Titling of 5169/5171 Manor Street be approved subject to complete satisfaction of the Guidelines for conversion of Existing Occupied Two-Family Dwellings into Strata Title Units.

**REPORT**

The Planning and Building Department is in receipt of an application for Strata Title Approval of an existing and two-family dwelling at the above location. Council approval is required where conversion of previously occupied buildings into strata title is requested, according to the provision of Section 242 of the Strata Property Act.

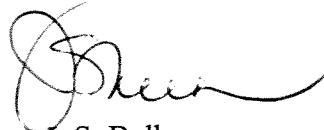
The subject property falls within a single or two family district ( R5), and is not in an area proposed for alternative use (see ***attached*** sketch).

At the present time, the vacant two family dwelling is owned by Stephen Chu, Phyllis Oi-Yee Chu, Kenneth Wu and Alice Wu. There are no tenants that will be displaced by this conversion.

This application has been circulated to the Engineering, Building, Health and Fire Departments to ensure all Zoning Bylaw and Building Code issues have been addressed. All departmental approvals have been given and staff would, therefore, support the proposed Strata Titling provided all requisite Guidelines for Conversion of Existing Occupied Two-Family Dwellings into Strata Title Units are fully satisfied.

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The Guidelines require the certification of the building's structural and mechanical integrity by a qualified Engineer or architect and the submission of an independent health consultant's certificate guaranteeing the property is free of any infestation. Once the requisite certificates, strata plans and legal fees have been submitted, the necessary covenant will be prepared by the City Solicitor to preclude the illegal creation of a fourplex. When all conditions and Guideline requirements governing final strata title approval have been completely satisfied, the executed strata plan and documents will be forwarded to the City Solicitor for registration.

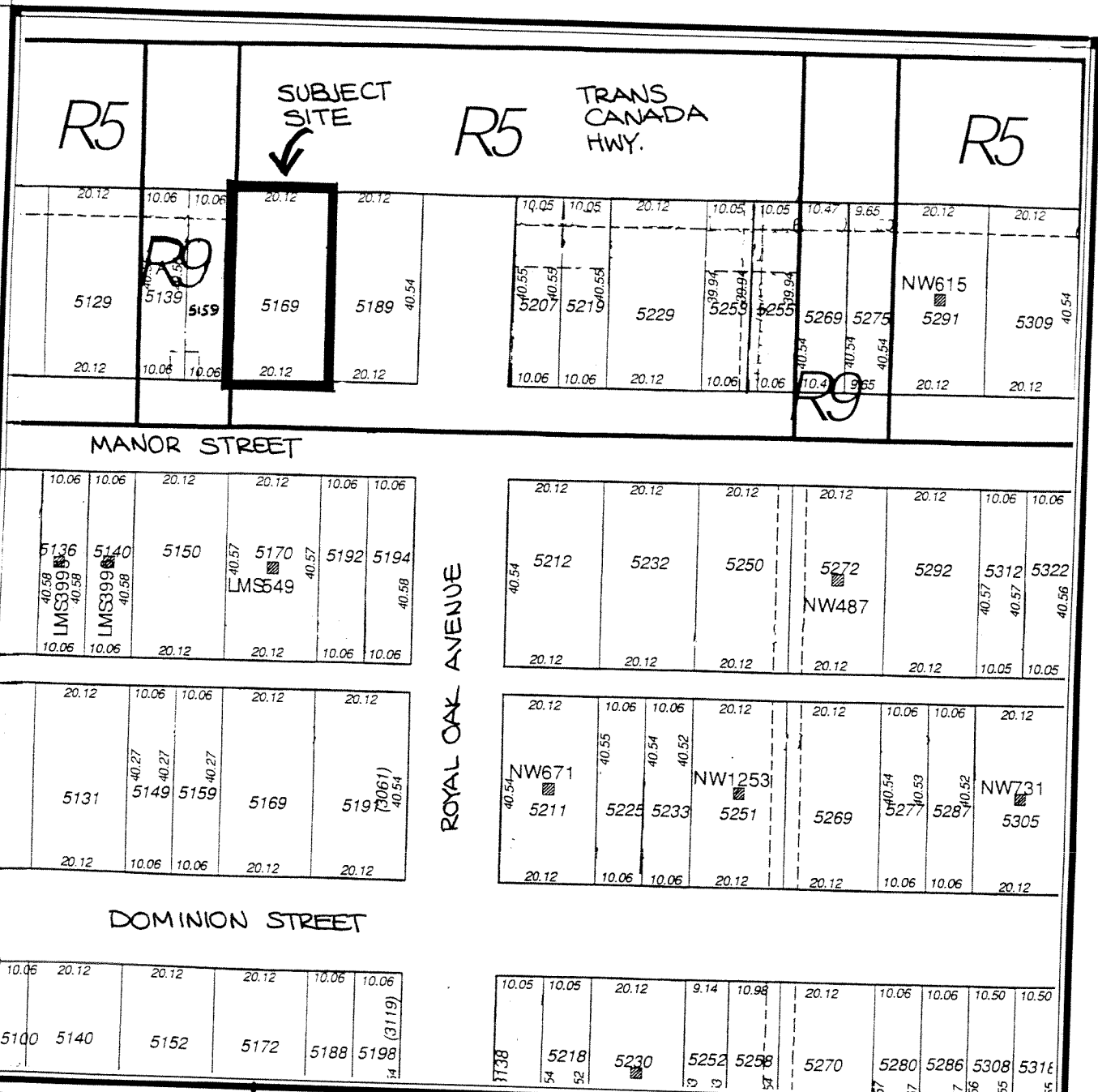


J. S. Belhouse  
Director Planning and Building

SK:hr  
Att.

cc: Chief Building Inspector  
Director Engineering  
Director Engineering, Environmental Services Division

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Date:  
2002 APRIL 19

Scale:  
NTS

Drawn By:  
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City of  
**Burnaby**  
Planning & Building Dept.

STRATA TITLE APPLICATION #01-4  
5109/5171 MANOR STREET

