



Planning, Property & Buildings Department  
 638 Princess Avenue. Brandon MB. R7A 0P3  
 T: 204.729.2110 F: 204.728.2406  
 www.brandon.ca/planning

**Conditional Use**

Name of Property Owner: City of Brandon  
 Name of Applicant: Carla Richardson  
 Civic Address of Property: 21 - 8th Street  
 Legal Description of Property: Lot 19 Block 75 Plan 2 BLTO E 1/2 23-10-19 WPM

**References:**

BAPD Development Plan By-law No. 95/01/12  
 Applicable Secondary Plan By-law  
 City of Brandon Zoning By-Law No. 7124

*\*\*Prior to submitting a formal application, the Planning, Property & Buildings Department strongly recommends that all applicants meet with a Community Planner to complete a pre-application review\*\**

**Conditional Use Request:**

~~Installation of new Transit Station at 21 - 8th Street in Brandon, MB~~  
 Office space on the main level in the HES zone

*As the applicant, I confirm and verify to the City that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, the Zoning By-law, and the provisions of other relevant laws, by-laws or agreements.*

Signature of Applicant: CRichardson Date: Apr. 10/18  
 Address: 900 Richmond Avenue East, Brandon MB Postal Code: R7A 7M1  
 Phone No.: (Primary) (204) 729-2594 (Secondary) (204) 761-0431  
 Email Address: c.richardson@brandon.ca

Signature of Owner: Angie Robertson Date: Apr 10/18  
 Address: 638 Princess Avenue, Brandon MB Postal Code: R7A 0P3  
 Phone No.: (Primary) (204) 729-2163 (Secondary) \_\_\_\_\_  
 Email Address: a.robertson@brandon.ca

The personal information which you are providing is being collected under the authority of The Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of information, contact Jennifer Houlihan, FIPPA Coordinator, City of Brandon Planning, Property & Buildings Department, 638 Princess Avenue Brandon, Manitoba, R7A 0P3, Telephone 204-729-2116

<b>FOR PLANNING DEPARTMENT USE ONLY:</b>			
Community Planner: <u>Shengxu Li</u>	Planning File No.: <u>C-06-18-B</u>	CityView No.: <u>2018-47</u>	
Date Application Received: <u>Apr 10/18</u>	Payment Date: <u>Apr. 10/18</u>	Receipt No.: _____	Amount: <u>\$ 780.-</u>
<small>Conditional Use - Application</small>			<small>REV 05/2017</small>

**Variance to Zoning By-law No. 7124**

Name of Property Owner: City of Brandon  
 Name of Applicant: Carla Richardson  
 Civic Address of Property: 21 - 8th Street, Brandon MB R7A 3W7  
 Legal Description of Property: Lot 19 Block 75 Plan 2 BLTO E 1/2 23-10-19 WPM

**References:**

BAPD Development Plan By-law No. 95/01/12  
 Applicable Secondary Plan By-law  
 City of Brandon Zoning By-Law No. 7124

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**Variance Request(s):**

~~Installation of new Transit Station at 21 - 8th Street in Brandon, MB.~~

*Reduce 2-storey requirement to a 1-storey in the HES Zone.*

*As the applicant, I confirm and verify to the City that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, the Zoning By-law, and the provisions of other relevant laws, by-laws or agreements.*

Signature of Applicant: *C Richardson* Date: Apr. 10/18  
 Address: 900 Richmond Avenue East, Brandon MB Postal Code: R7A 7M1  
 Phone No.: (Primary) (204) 729-2594 (Secondary) (204) 761-0431  
 Email Address: c.richardson@brandon.ca

Signature of Owner: *Alycia Robertson* Date: Apr 10/18  
 Address: 638 Princess Avenue, Brandon MB Postal Code: R7A 0P3  
 Phone No.: (Primary) (204) 729-2163 (Secondary) \_\_\_\_\_  
 Email Address: a.robertson@brandon.ca

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**FOR PLANNING DEPARTMENT USE ONLY:**

Community Planner: *Shengxu Li* Planning File No.: V-04-18-B CityView No.: 2018-50  
 Date Application Received: Apr 10/18 Payment Date: Apr. 10/18 Receipt No.: \_\_\_\_\_ Amount: \$ 625.-

Variance - Application

REV 05/2017



ANGIE ROBERTSON, ACTING MANAGER OF  
PROPERTY AND DEVELOPMENT  
DEVELOPMENT SERVICES DIVISION  
638 Princess Avenue, Brandon, MB R7A 0P3  
Phone: (204) 729-2163 Fax: (204) 725-3235  
Email: [a.robertson@brandon.ca](mailto:a.robertson@brandon.ca)

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April 6, 2018

City of Brandon  
Operations Department  
900 Richmond Avenue East  
Brandon, MB R7A 7M1

Attention: Carla Richardson, Director of Transportation

Dear Ms. Richardson,

**Re: Letter of Authorization ~ 21 – 8<sup>th</sup> Street**

I, Angie Robertson, Acting Manager of Property and Development for the City of Brandon as owner of 21 – 8<sup>th</sup> Street legally described as Lot 19, Block 75, Plan 2 BLTO, do hereby authorize the Operations Department to apply for a Conditional Use and Variance Application to build a new transit station located on the property.

Should you have any questions in this regard, please contact me.

Yours truly,

A handwritten signature in cursive script that reads "Angie Robertson".

Angie Robertson  
Acting Manager of Property and Development

c.c. Ryan Nickel, Principal Planner  
Stefanie Lynch, Contract Administrator



**Carla Richardson,  
Director of Transportation Services**

Phone: (204) 729-2594 Fax: (204) 729-2485

E-mail: [c.richardson@brandon.ca](mailto:c.richardson@brandon.ca)

City of Brandon, 900 Richmond Avenue East.

Brandon, Manitoba R7A 7M1 [www.brandon.ca](http://www.brandon.ca)

April 6, 2018

City of Brandon  
Planning, Property & Buildings Department  
638 Princess Avenue  
Brandon, MB R7A 0P3

Dear Sir/Madame,

The City of Brandon Operational Services Division (Transportation Services) is requesting to build a new Transit Station at 21 – 8<sup>th</sup> Street in Brandon, Manitoba.

We have been working with a Consultant and will be issuing a 'Tender' through the City's procurement department to obtain a price for the construction of the new Transit Station. The existing 650 square foot building on site will be demolished and a new 1246 square foot building will be constructed within the same footprint.

The new building will amalgamate two separate buildings providing similar functions to support Brandon Transit and improving the overall functionality of the system and enhancing our customer's experience.

If approved, the City will require the successful contractor to obtain all applicable permits for the project.

Please do not hesitate to contact me directly should you have any questions.

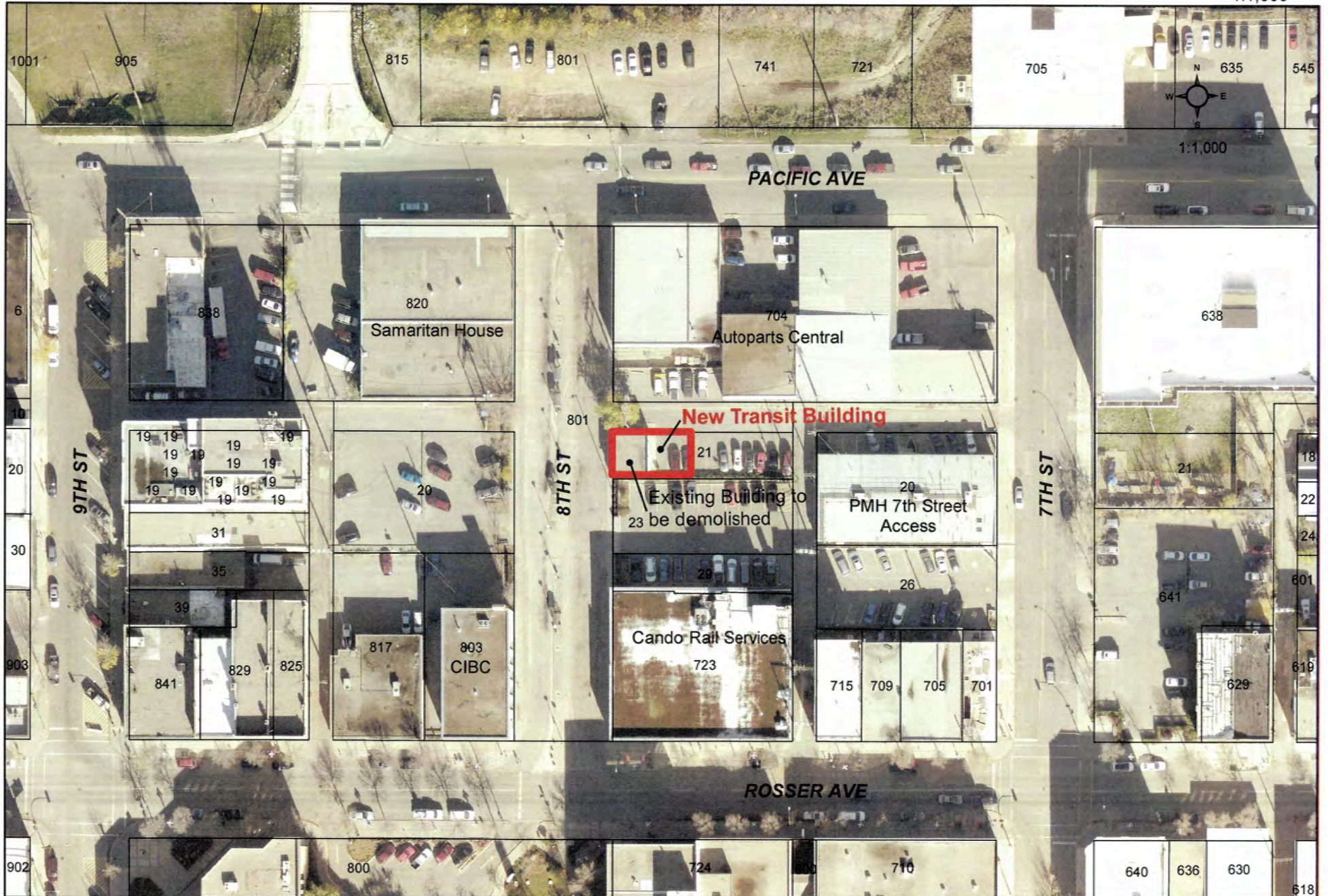
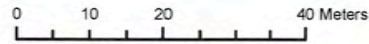
Respectfully,

A handwritten signature in black ink that reads "CRichardson".

Carla Richardson  
Director of Transportation Services

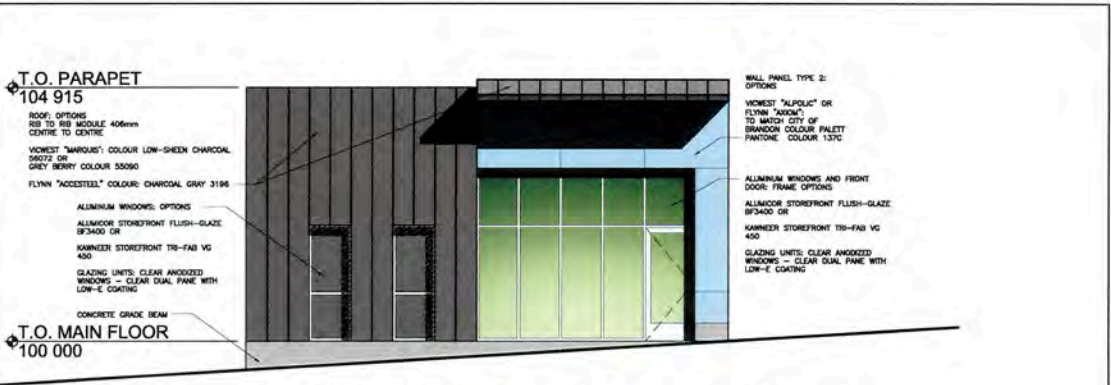
cc Stefanie Lynch, Contract Administrator

# Site Plan

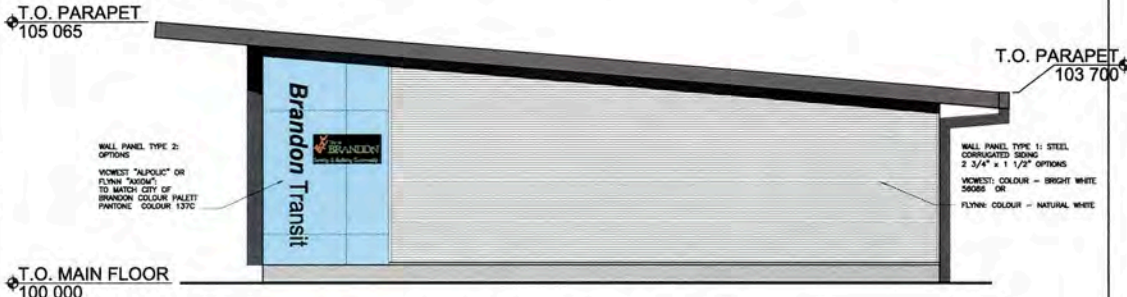








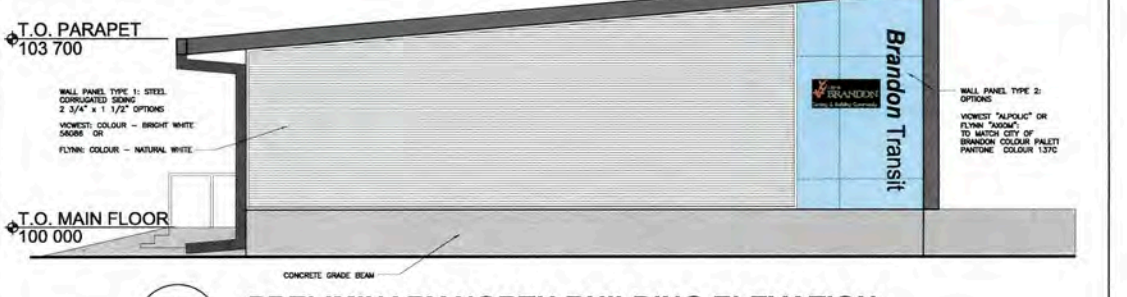
**1 PRELIMINARY WEST BUILDING ELEVATION**  
A-102 SCALE: 1:100



**2 PRELIMINARY SOUTH BUILDING ELEVATION**  
A-102 SCALE: 1:100



**3 PRELIMINARY EAST BUILDING ELEVATION**  
A-102 SCALE: 1:100



**4 PRELIMINARY NORTH BUILDING ELEVATION**  
A-102 SCALE: 1:100

I:\1445\active\14451707\0300\_drawing\0300\_model\final\04\_architectural\04\_0101\_01\_13\_bldg\_Ext\_green\_Grass.dwg bldg elev 11 X 17  
 2018/01/19 3:58 PM By: kvilvickova, Vince

ORIGINAL SHEET - ISO A4 - v17.05