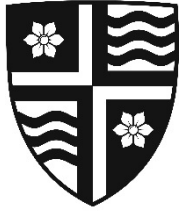


Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	JUNE 26, 2017 - PUBLIC HEARING	REPORT:	17-65
FROM:	COMMUNITY DEVELOPMENT DIVISION	FILE:	08-11-0085
SUBJECT:	BREWERY LOUNGE STRUCTURAL CHANGE ENDORSEMENT APPLICATION NO. 000030 (TRADING POST BREWING CORPORATION / 107, 20120 – 64 AVENUE)		

PROPOSAL:

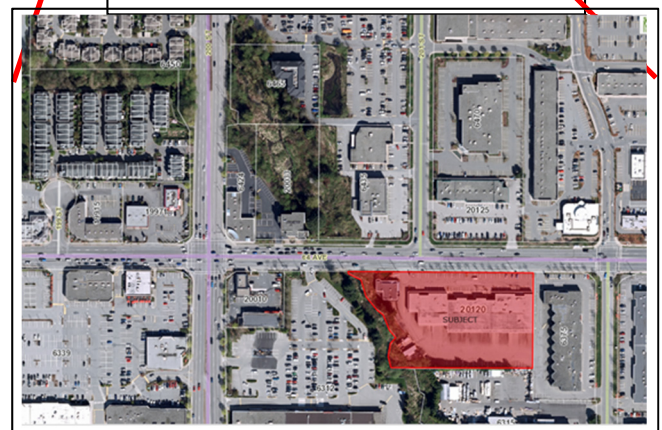
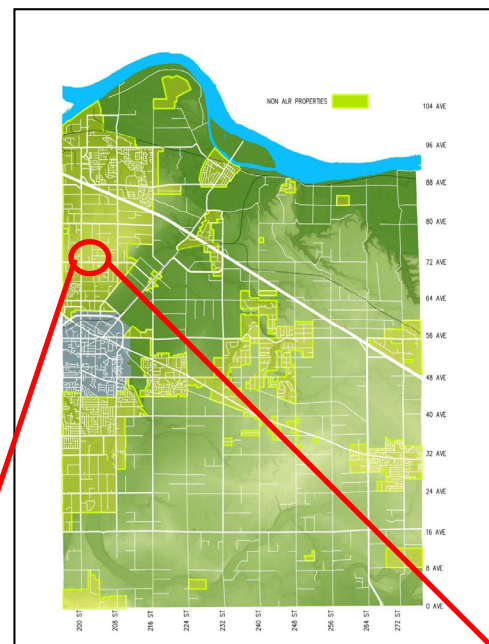
Request for Council endorsement (to the Liquor Control and Licensing Branch) for a structural change (addition of a new licenced area) for Trading Post Brewing Corporation located at 107, 20120 - 64 Avenue.

RECOMMENDATION SUMMARY:

That Council consider the request to endorse the structural change (addition of a new licenced area) application including input received at the "Liquor Endorsement Hearing" in accordance with Council's Liquor Licence Endorsement Policy.

RATIONALE:

Council's consideration of the structural change endorsement request is required in accordance with Council's Liquor Licence Endorsement Policy and Liquor Control and Licensing Branch regulations.



BREWERY LOUNGE
STRUCTURAL CHANGE ENDORSEMENT APPLICATION NO. 000030
(TRADING POST BREWING CORPORATION / 107, 20120 – 64 AVENUE)
Page 2 . . .

RECOMMENDATIONS:

That Council consider the endorsement request for a structural change (addition of a new licenced area) for Trading Post Brewing Corporation located at 107, 20120 - 64 Avenue; and further

That Council adopt the following resolution, should it decide to endorse the Trading Post Brewing Corporation's request:

"That Council has considered and ENDORSED the request by Trading Post Brewing Corporation for the structural change (addition of a new licenced area) for the existing Trading Post Brewing Corporation located at 107, 20120 – 64 Avenue, Langley.

In ENDORSING this request, Council deems that it has considered and found acceptable the potential for noise and the impact on the community if the application is approved.

In ENDORSING this request, Council has considered the views of area residents expressed to Council at a Liquor Endorsement Hearing held on June 26, 2017 at the Township of Langley Civic Facility (Fraser River Presentation Theatre), 20338 – 65 Avenue, Langley, BC, the minutes of which and written submissions provided by the public being attached to this resolution.

ENDORSEMENT of this request is subject to compliance with Municipal Bylaws and Policies and Liquor Control and Licensing Act Regulations."

EXECUTIVE SUMMARY:

Trading Post Brewery Corporation has made application to Council to endorse a structural change (addition of a new licenced area) for the existing establishment located at 107, 20120 - 64 Avenue, consisting of a lounge area on the main floor and mezzanine accommodating 50 persons in total.

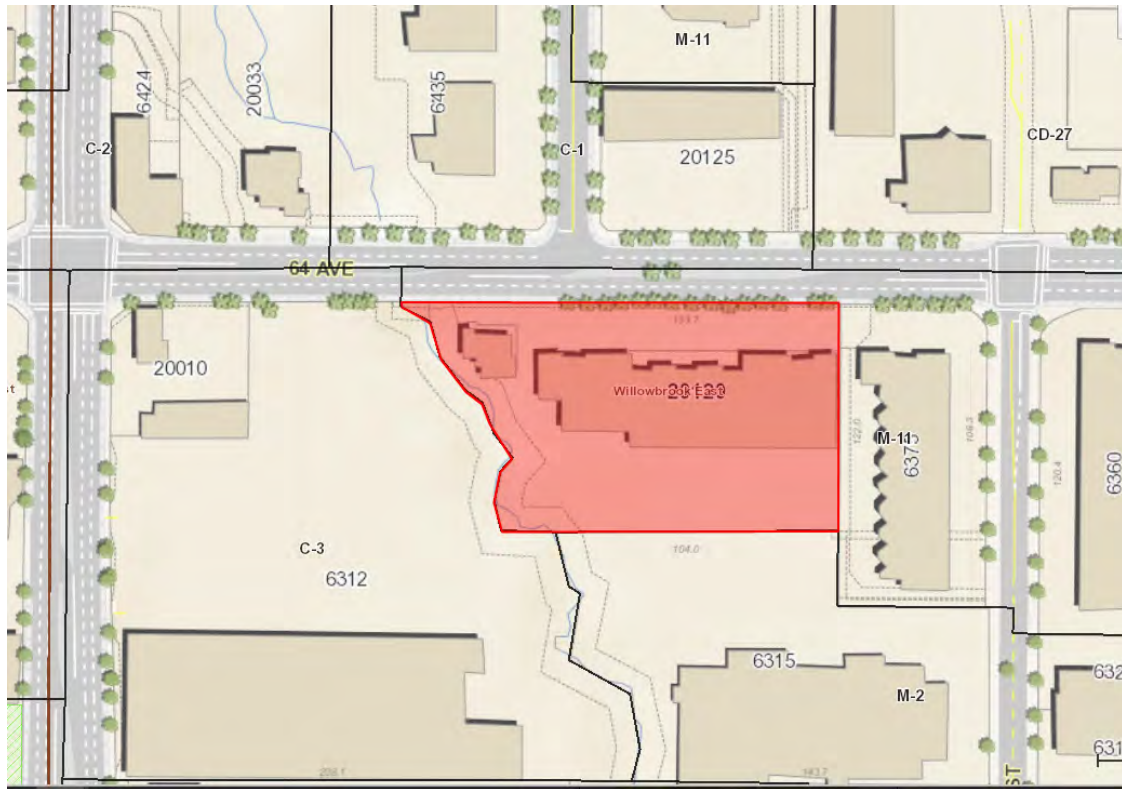
The subject application proposes an increase in overall occupant load to 60 patrons, through addition of a new licenced area (15 person outdoor patio) and reconfiguration of existing indoor seating (resulting in 45 indoor seats and a total licenced occupant load of 60 persons).

Although the approval of structural changes (including the addition of a new licenced area) is a Provincial jurisdiction, the Liquor Control and Licensing Branch provides Council with the opportunity to "endorse" or "not endorse" applications for the addition of a new licenced area to an existing establishment that results in an increased occupant load. Council (through its Liquor Licence Endorsement Policy) has chosen to participate in the endorsement process involving applications for increased occupant load. Accordingly, Council may consider the public input prior to consideration of the endorsement request.

PURPOSE:

The purpose of this report is to provide Council with information and recommendations with respect to the endorsement request for a structural change application (addition of a new licenced area) for Trading Post Brewery Corporation located at 107, 20120 – 64 Avenue.

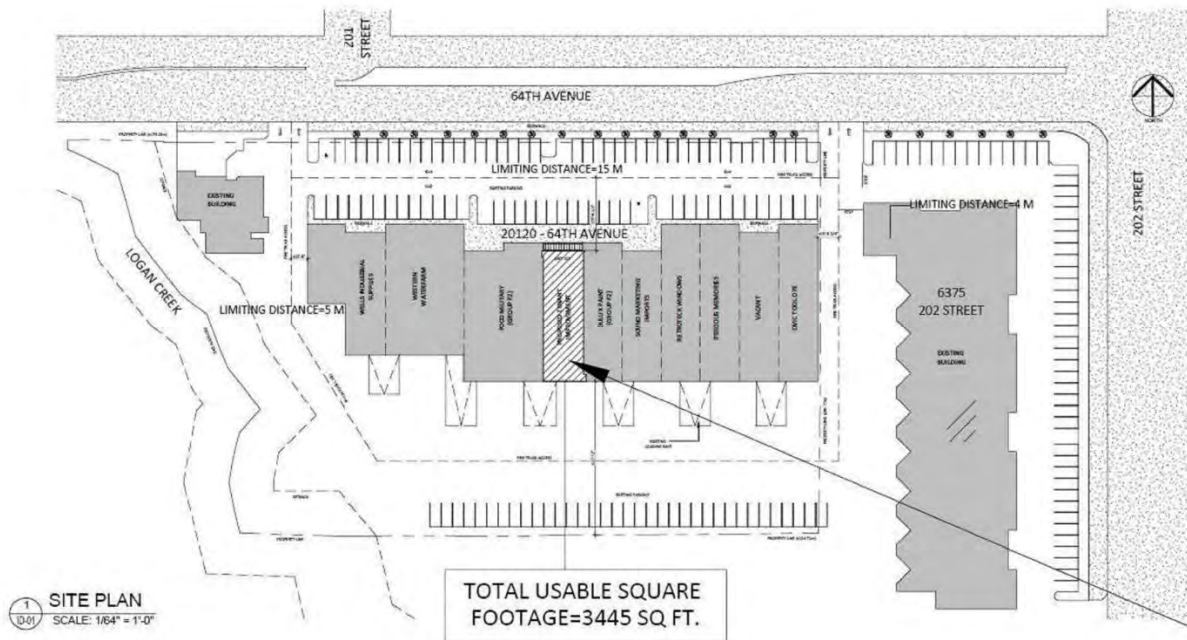
BREWERY LOUNGE
STRUCTURAL CHANGE ENDORSEMENT APPLICATION NO. 000030
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ZONING BYLAW NO. 2500



BREWERY LOUNGE
 STRUCTURAL CHANGE ENDORSEMENT APPLICATION NO. 000030
 (TRADING POST BREWING CORPORATION / 107, 20120 – 64 AVENUE)
 Page 5 . . .



OVERALL SITE PLAN

REFERENCE:

Applicant:	Trading Post Brewing Corporation Lance Verhoeff 107, 20120 – 64 Avenue Langley, BC V2Y 1K7
Owner:	Homestar Holdings Ltd. 282783 BC Ltd. Cambridge Business Centres Inc. 100, 20120 – 64 Avenue Langley, BC V2Y 1M8
Legal Description:	Strata Lot 1 District Lot 311 Group 2 New Westminster District Strata Plan NW3314 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1
Location:	107, 20120 – 64 Avenue
Area:	1.3 ha (3.3 ac)
Unit Area:	355 m ² (3,818 ft ²)
Existing Zoning:	Business/Office Park Zone M-11
Willowbrook Plan:	Business Office Park

BACKGROUND/HISTORY:

The subject property is designated Business Office Park in the Willowbrook Community Plan and is zoned Business/Office Park Zone M-11. The Trading Post received a manufacturing brewery licence (including a tasting area), an onsite store endorsement and a brewery lounge endorsement following Council's endorsement of a Brewery Lounge licence at its April 27, 2015 meeting.

DISCUSSION/ANALYSIS:

The Trading Post Brewing Corporation has made application to Council to endorse a structural change (addition of a new licenced area) to the existing establishment located at 107, 20120 - 64 Avenue. The application proposes to expand the licenced area to include an additional 10 seats. The applicant is proposing a reconfiguration of the existing seats in the establishment to allow 15 seats on the patio, 25 seats on the ground floor and 20 seats on the mezzanine level. If approved the establishment will have a total licenced occupant load of 60 persons (including the existing 50 seats (30 seats on the ground floor and 20 seats on the mezzanine) previously approved).

The current licence for the brewery lounge specifies hours of operation from 10:00 a.m. to 1:00 a.m. seven days a week. No changes are proposed to the hours of operation of the establishment.

The new licenced area endorsement request is being considered pursuant to the Liquor Licence Endorsement Policy (Attachment A). The policy requires Council to hold a “Liquor Endorsement Hearing” prior to it considering endorsement (to the Liquor Control and Licensing Branch) as it pertains to applications for the addition of a new licenced area to an existing establishment that results in an increased occupant load.

Adjacent Uses:

North: 64 Avenue, beyond which is a multi-tenant commercial building zoned Regional Commercial Zone C-1;
South: An industrial building zoned General Industrial Zone M-2;
East: A multi-tenant building zoned Business/Office Park Zone M-11; and
West: Matheson Creek, beyond which is a commercial building zoned Service Commercial Zone C-3.

Liquor Licence Endorsement Policy:

Council adopted its Liquor Licence Endorsement Policy in 2004 (Attachment A). The policy requires Council endorsement (prior to Provincial approval) as it pertains to applications for the addition of a new licenced area to an existing establishment that results in an increased occupant load. It also requires Council to hold a Liquor Endorsement Hearing when it considers an endorsement request.

Liquor Control and Licensing Branch Application:

The proponent has submitted a structural change application (addition of a new licenced area) to the Liquor Control and Licensing Branch (see Attachment C). According to Liquor Control and Licensing Branch regulations, a Council resolution commenting on the following criteria is required:

- a) the potential for noise if the application is approved;
- b) the impact on the community if the application is approved.

The Liquor Control and Licensing Branch application form is provided as Attachment C to this report. The proponent’s letter of intent (Attachment D) provides further information with respect to the proposal.

Locational Criteria:

Council’s Liquor Licence Endorsement Policy contains locational criteria intended to guide the consideration of new or relocated liquor licence endorsement requests. The locational criteria were previously reviewed in conjunction with the application in 2015 for the Brewery Lounge Endorsement licence for Trading Post Brewing Corporation. The Policy does not contain any locational criteria for the addition of a new licenced area to an existing licence.

BREWERY LOUNGE
STRUCTURAL CHANGE ENDORSEMENT APPLICATION NO. 000030
(TRADING POST BREWING CORPORATION / 107, 20120 – 64 AVENUE)
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RCMP Comments:

RCMP comments (Attachment E) do not identify any concerns that would impact the granting of the licence.

POLICY CONSIDERATIONS:

Although the approval of structural changes (including the addition of a new licenced area) is a Provincial jurisdiction, the Liquor Control and Licensing Branch provides Council with the opportunity to “endorse” or “not endorse” applications for the addition of a new licenced area to an existing Liquor Primary establishment that results in an increased occupant load. Council (through the Liquor Licence Endorsement Policy) has chosen to participate in the endorsement process as it pertains to applications that result in an increased occupant load.

Pursuant to Council's Liquor Licence Endorsement Policy, staff have advertised the proposal in area newspapers and mailed out notices to nearby residents for a “Liquor Endorsement Hearing”. Providing an opportunity for public comment is consistent with Liquor Control and Licensing Branch requirements.

Following the “Endorsement Hearing,” Council has the option of endorsing the application as submitted, endorsing the application subject to conditions, or not endorsing the application. If Council is supportive of the application, the resolution must be consistent with Liquor Control and Licensing Branch requirements. Accordingly, a resolution similar to the following will need to be adopted.

Required Council Resolution:

In accordance with Liquor Control and Licensing Branch requirements, subsequent to the Liquor Licence Endorsement Hearing it is recommended that Council adopt the following resolution:

“That Council has considered and ENDORSED the request by the Trading Post Brewing Corporation for the addition of a new licenced area for the existing Trading Post Brewing Corporation located at 107, 20120 – 64 Avenue, Langley.

In ENDORSING this request, Council deems that it has considered and found acceptable the potential for noise and the impact on the community if the application is approved.

In ENDORSING this request, Council has considered the views of area residents expressed to Council at a Liquor Endorsement Hearing held on June 26, 2017 at the Township of Langley Civic Facility (Fraser River Presentation Theatre), 20338 – 65 Avenue, Langley, BC, the minutes of which and written submissions provided by the public being attached to this resolution.

ENDORSEMENT of this request is subject to compliance with Municipal Bylaws and Policies and Liquor Control and Licensing Act Regulations.”

BREWERY LOUNGE
STRUCTURAL CHANGE ENDORSEMENT APPLICATION NO. 000030
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Council may, of course, add to or expand upon the items referenced in the resolution, however, according to the Liquor Control and Licensing Branch, all items in the resolution must be referenced.

Respectfully submitted,

Ruby Sandher
DEVELOPMENT PLANNER
for
COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A	Liquor Licence Endorsement Policy
ATTACHMENT B	Site and Floor Plan
ATTACHMENT C	Liquor Control and Licensing Branch Application Form
ATTACHMENT D	Applicant's Letter of Intent
ATTACHMENT E	RCMP Comments



COUNCIL POLICY

Subject: Liquor Licence Endorsement

Policy No:	07-407
Previous Policy No:	07-615
Approved by Council:	2004-06-14
Revised by Council:	2016-05-30

1. Purpose

- 1.1 To outline Council's involvement in providing endorsement/non-endorsement recommendations to the Provincial Liquor Control and Licensing Branch.

2. Background

- 2.1 Provided pursuant to revisions made to Provincial Liquor Licence policies.

3. Related Policy

- 3.1 Zoning Bylaw 1987 No. 2500 and Business Licence Bylaw 2001 No. 4050, both as amended from time to time.

4. Policy

- 4.1 That until further notice, Council will continue to be consulted by the Provincial Liquor Control and Licensing Branch with respect to the endorsement of:
 - 4.1.1 new, relocated or increased patron capacity of Liquor Primary and Winery Licences.
 - 4.1.2 Liquor Primary, Winery and Food Primary Licences requesting liquor service later than 1am.
 - 4.1.3 Licensee Retail stores when not located within a Liquor Primary or Winery establishment, or not located on the same lot as a Liquor Primary or Winery establishment.
 - 4.1.4 exotic entertainment requests regulated by Township of Langley Business Bylaw 2001 No. 4050, as amended.
- 4.2 That until further notice, Council will continue to "opt out" of the Food Primary licence endorsement process as it applies to:
 - 4.2.1 new, relocated or increased patron capacity Food Primary licences.
 - 4.2.2 patron participation or other entertainment not subject to Township of Langley Business Bylaw 2001 No. 4050, as amended.
 - 4.2.3 hours of liquor service not later than 1am.
- 4.3 That until further notice, Council will "opt out" of the Winery licence endorsement process as it applies to:
 - 4.3.1 patron participation or other entertainment not subject to Township of Langley Business Bylaw 2001 No. 4050, as amended.
 - 4.3.2 hours of liquor service not later than 1am.

- 4.4 That until further notice, Council authorizes staff to respond directly to the Provincial Liquor Control & Licensing Branch (when requested by the Liquor Control & Licensing Branch) with respect to compliance/non-compliance of “opted out” requests and applications for a Temporary Change to a Liquor Licence requiring local government comment (with such applications being referred to the RCMP) as they pertain to Township bylaws and Council policies.
- 4.5 That applications to Council for consideration of liquor licence endorsement requests include the following information:
 - 4.5.1 a letter from the Provincial Liquor Control & Licensing Branch formally requesting Council’s consideration of the liquor licence endorsement request;
 - 4.5.2 a fully completed application form, fee and title search in accordance with Development Application and Fee Bylaw 1987 No. 2470, as amended;
 - 4.5.3 a plan of existing and proposed building floor space including outside patio(s), existing and proposed number of seats, occupant load, size and location of licensee retail store (if applied for);
 - 4.5.4 a site plan indicating the location and size of all buildings on the lot, patio areas, parking spaces, landscaping, buffering, entrance doorways, loading space, garbage containers, driveway aisles and access points;
 - 4.5.5 existing and/or proposed entertainment type;
 - 4.5.6 existing and/or proposed hours of liquor service;
 - 4.5.7 location and details of proposed licensee retail store;
 - 4.5.8 a rationale or explanation by the proponent of the character of the proposed establishment and the market area and population it is intended to service; and
 - 4.5.9 other details of the proposed establishment as may be required by Council to facilitate its review.
- 4.6 That all new, relocated or increased patron capacity “Liquor Primary”, “Winery”, or “Licensee Retail Stores” endorsement requests, and all liquor service requests beyond 1am, be referred to the RCMP; Fire; Engineering; Permit, Licence & Inspection Services Departments and relevant outside agencies for review and recommendation, prior to being submitted to Council.
- 4.7 That Council’s review process for consideration of new, relocated or increased patron capacity “Liquor Primary”, “Winery” or “Licensee Retail Store” endorsements include a “public consultation process”, either in conjunction with an accompanying rezoning, development permit or development variance permit application, or, if a rezoning/development permit/development variance permit is not required, in accordance with the rezoning “public process” which includes individual hearing notice mail outs, newspaper notice and a “Liquor Endorsement Hearing” where affected persons may express their views to Council.
- 4.8 That Council confirm that Township of Langley Business Licence Bylaw 2001 No. 4050, as amended, prohibiting exotic performer entertainment in the Township applies to all “Liquor Primary”, “Food Primary” and “Winery” establishments, except for pre-existing exotic performer entertainment located in hotels holding a Class A licence before October 25, 1993.
- 4.9 That Council adopt the following locational criteria for consideration of new or relocated “Liquor Primary” or “Licensee Retail Store” endorsement requests:
 - 4.9.1 May be located on property zoned “Liquor Primary Zone C-12” or in a Zone where “Liquor Primary Use” is a permitted use, subject to adequate

- access and parking being provided in accordance with Township bylaws and policies.
- 4.9.2 May be located in a designated Regional or Community Town Centre (as per Official Community or Neighbourhood Plans) subject to adequate access and parking being provided in accordance with Township bylaws and policies.
- 4.9.3 May be located on the same site as a hotel or community recreational use (such as an arena or golf course) subject to adequate access and parking being provided in accordance with Township bylaws and policies.
- 4.9.4 Notwithstanding locational criteria 4.9.1, 4.9.2, and 4.9.3, a new or relocated "Liquor Primary" or "licensee Retail Store" establishment shall not be located with a one half kilometer distance of an existing proposed elementary or secondary school, an existing church, or an existing or proposed neighbourhood or –sub-neighbourhood level park. This distance may be revised by Council if the establishment is located within a community centre or other facility owned or operated by or on behalf of the Township, or elsewhere on a site specific basis at the discretion of Council.
- 4.9.5 Proposed new or relocated "Liquor Primary" or "Licensee Retail Store" establishments shall not directly abut single family residential uses or zones, or existing or proposed park sites, unless adequate buffer mechanisms are incorporated into site development plans specifically approved by Council as part of a Rezoning or Development Permit.
- 4.9.6 New or relocated "Licensee Retail Stores" shall not be located within a one half kilometer radius of another "licensee Retail Store" and not remain open later than 11pm.
- 4.10 That Council require that all new, relocated or increased patron capacity liquor establishments also comply with:
 - 4.10.1 Township Building and Fire Codes (including Langley Building Bylaw 2008 No. 4642, as amended);
 - 4.10.2 Township Zoning Bylaw 1987 No. 2500, as amended, requirements including siting, parking, loading, landscaping and screening;
 - 4.10.3 Access, servicing and other requirements of the Township Subdivision and Development Servicing Bylaw 2011 no. 4861 as well as Traffic Bylaw 2010 No. 4758, both as amended;
 - 4.10.4 The Township's Noise Control Bylaw 1989 No. 2573, as amended;
 - 4.10.5 The Township's Business Licence Bylaw 2001 No. 4050, as amended;
 - 4.10.6 The Township's Exterior Lighting Impact Policy;
 - 4.10.7 Crime Prevention Through Environmental Design (CPTED) criteria;
 - 4.10.8 Other requirements that may be established by Council as a condition of either a rezoning, a development permit, development variance permit, building permit, or as a condition of Council's endorsement of the application to the Liquor Control and Licensing Branch; and
 - 4.10.9 Requirements and conditions imposed by the Provincial Liquor Control and Licensing Branch, pursuant to the Liquor Control and Licensing Act and Regulations.



Liquor Control and Licensing Branch
4th Floor, 3350 Douglas St. Victoria, BC V8W 9J8
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
Phone: 1 866 209-2111 Fax: 250-952-7066

B.1 ATTACHMENT C

MANUFACTURING FACILITY STRUCTURAL CHANGE APPLICATION

Liquor Control and Licensing Form LCLB013

Instructions:

Complete all applicable fields then submit with the required documentation, if applicable, and payment as outlined in Part 6 of this application form. If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.

Licence Information

Licence # affected: 306725

☐ Please check if licence is currently dormant.

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? ☐ Food Primary _____ (Licence #)

☒ Liquor Primary _____ (Licence #) ☐ Licensee Retail Store _____ (Licence #) ☐ UBrew/UVin _____ (Licence #) or Other

Licensee name [as shown on licence]: Trading Post Brewing Corporation

Establishment name [as shown on licence]: Trading Post Brewing

Establishment

Location address: Unit 107 - 20120 64th Ave

(as shown on licence)

Street

Langley

City

BC

Province

V2Y1M8

Postal Code

Business Tel with area code: 604-343-2337

Business Fax with area code:

Business e-mail: lance@tradingpostbrewing.com

Business

Mailing address:

(if different from above)

Street

City

Province

Postal Code

Contact Person

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Lance Verhoeff

Phone number: 604-343-2337

E-mail address: lance@tradingpostbrewing.com

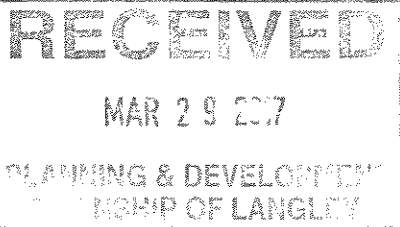
Type of Change Requested

Please check ☒ appropriate box(es) below:

Sub- Job Number
Office Use Only

Part 1	<input checked="" type="checkbox"/> New Outdoor Patio: when the licensee proposes to add a new patio. (This only applies to approved lounge or special event endorsements.)	1	Outdoor Patio (C4-LIC) _____
Part 2	<input type="checkbox"/> Structural Alterations: when the licensee proposed changes to: A: Approved lounge or special event endorsement areas B: Manufacturing facilities (includes changes to on-site store area, tasting/ sampling area, manufacturing area, storage areas, etc.)	2	Structural - with capacity change (C4-LIC) _____ Structural - no capacity change (C4-LIC) _____

Note: To apply for changes to your existing picnic area, including an increase in capacity, use the Manufacturer On-Site Store and/or Picnic Area Endorsement Licence Application Form (LCLB049B).



Part 1: Addition of a New Outdoor Patio

Only applies to Approved Lounge or Special Event Area Endorsements

Fee: \$440 per licence = \$440

The addition of a licensed outdoor patio must be approved by the Liquor Control and Licensing Branch. Floor plans must have sufficient detail to be acceptable to the branch. Please be advised that the applicant is responsible for complying with any local bylaws related to the licensed establishment patios.

Attach the following:

- ☒ Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 7 for floor plan instructions). The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

1. Provide height and composition of the patio perimeter or bounding that is designed to control patron entry/exit. (i.e., railing, fencing, planters, hedging, etc.)

patio height: 42" railing. Patio length: 26.5 feet. Patio depth: 13 feet. Entrance to building in the middle of the patio for easy access.

2. Describe the location of the patio in relationship to the interior service area.

the location of the patio is directly in front of the front door (and only door) to the tasting room / lounge endorsement.

3. Describe how patrons will access the patio (ie. from interior).

Patrons will walk out the front door and enter the patio. They will have to walk through the patio and outside of the fencing to get to the parking lot.

4. Will servers have to carry liquor through any unlicensed area to get to the patio? ☒ No ☐ Yes If Yes, please explain:

5. Describe how staff will manage and control the patio from the interior service area.

Staff will consistently be going to the patio to maintain proper occupancy, as well as maintain guest satisfaction. There are large windows that will have full view of the patio from the bar / serving area.

6. Is the patio located on: (a) grass, (b) earth, (c) gravel, (d) finished flooring, (e) cement sidewalk or (f) other (please specify below). If located on grass, earth or gravel, please make sure that you have local health authority approval.

cement sidewalk.

7. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☒ No

8. If "No", will liquor be served from the interior service bar? ☒ Yes ☐ No

9. Attach a photo if the patio is already built.

10. Is the manufacturing site part of the Agricultural Land Reserve (ALR)? ☐ Yes ☒ No

Note: Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and/or patio. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

Note: You must request a local government/First Nation resolution commenting on the application. Local government must complete and sign Part 4 of this form. For further information on local government resolutions, read Part 3.

Also complete Parts 5 and 6

Part 2: Structural Alterations (Sections A & B)

C3 - LIC C4 - LIC

A. Structural Alterations to an Approved Lounge or Special Events Area Endorsement

(This only applies to existing and approved lounge or special event areas)

Fee: \$440 per endorsement = \$

Note: If you are adding a new patio complete Part 1. If you are expanding or making changes to an existing lounge/patio area or Special Event Area, complete this section.

Attach the following:

- ☐ Attach one 11" x 17" copy of the proposed floor plan reflecting proposed changes (see Appendix I on page 7 for floor plan instructions). The branch requires an occupant load (patrons plus staff) for the proposed area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your plans.

1. Current total person capacity of endorsement area (as shown on the liquor licence):

2. Occupant load for all new areas, as stamped on the submitted plans:

3. Proposed capacity of Outdoor Special Event Area(s):

Important: If the proposed changes result in an increase to your total occupant load/person capacity, you must request a local government/First Nation resolution. Local government/First Nation must complete Part 4 of this form.

3. Describe the proposed alterations, including the general construction changes.

Is this manufacturing site part of the Agricultural Land Reserve? ☐ Yes ☐ No**Note:** Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and special event area. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

Also complete Parts 5 and 6

B. Structural Alteration to a Manufacturing Facility (winery, brewery or distillery)

C4 - LIC

Check those applicable.

Fee: \$440 per licence

- ☐ Changes to the manufacturing facility.
- ☐ Changes to or adding new secured storage facility/building.
- ☐ Adding new tasting or sampling area(s).
- ☐ Making changes to the existing on-site store area (or point of sale).

1. Describe in full detail the proposed alterations.

Provide the following:

- ☐ Attach one 11" x 17" scaled, detailed floor plan of the manufacturing facility showing the changes proposed, manufacturing equipment, sampling area(s), retail sales area, and storage areas.
- ☐ Attach a site plan showing the location of the manufacturing buildings as well as all other buildings (i.e. storage, personal residence, garage, other businesses, agricultural crops, roadways, driveways, parking) on the manufacturing site.
- ☐ If your manufacturing facility abuts other businesses, please provide details regarding the other businesses (i.e., type of business, physical connection to your business, etc.)

Note for distilleries only: The Office of the Fire Commissioner (OFC) requires that a distillery owner/applicant construct and maintain their distillery in conformance with the BC Fire Code requirements for fire prevention/protection.

Also complete Parts 5 and 6

Part 3: Local Government/First Nation Resolutions: Information for the Applicant**B.1**

For the following changes to an existing lounge and/or special event area(s) endorsement, a resolution from your local government or First Nation, commenting on the application is required:

- Addition of a new patio to an approved lounge and/or special event area endorsement
- Any alteration that increases the total occupant load/capacity of the lounge or interior special event endorsement areas.

Licensee responsibilities:

1. Fill out appropriate sections in this form.
2. Attach updated floor plans showing the proposed changes with an updated occupant load calculation stamped on it.
3. Request your local government/First Nation to sign and date Part 4 of this form.
4. Request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch (LCLB), Victoria.
5. Send the original form, application fees, and updated floor and/or site plan to the branch.
6. The LCLB will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request. An extension may be required by local government.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. If they indicate on the form that they opt out of providing comment, submit your application to LCLB.

Part 4: Local Government / First Nation (LG/FN) Confirm Receipt of Application

If you are applying for a new patio (Part 1) or a proposed change that increases the occupant load/capacity (Part 2) then public interest factors may be affected by the structural change(s). This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local government/First Nation (name):

TOWNSHIP OF LANGLEY

Name of Official:

KNALL/ROBERT/ANDRE

(last / first / middle)

Title/Position:

MANAGER DEVELOPMENT PLANNING

Email:

RKNALL@TOL.CA

Phone:

604-533-6060

Date Received:

29/03/2017

(Day/Month/Year)

Signature of Official:

Robert Knall

Check here if LG/FN will not be providing comment: ☐ Yes, opting out of comment

Note: The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land? ☐ Yes ☒ No

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a structural change to a manufacturer lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed Structural Change application form and floor plan to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

Part 5: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. Or I have an option purchase or offer to lease the establishment, or portion of the establishment to be licensed, and prior to a licence being issued I will have title or obtain a completed lease which will not expire for a minimum of 12 months after the date the licence is issued.
- I understand the general manager has the right to request documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request.
- I understand loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand I must advise the Branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

Note: An agent, lawyer may not sign the declaration on behalf of the applicant.

Signature: _____

Authorized signatory of the applicant

Name: Lance Verhoeff

(last / first / middle)

Position: General Manager

(if not an individual)

Date: 22 / 03 / 2017

(Day/Month/Year)

This form should be signed by an appropriate individual who has the authority to bind the applicant. The applicant is responsible for ensuring that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an sole proprietor, the individual himself/herself
- If the applicant is a corporation, an officer or, in some cases, a director
- If the applicant is a general partnership, one of the partners
- If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, a director or a senior manager (as defined in the Societies Act)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the applicant's behalf, the branch will accept the licensee representative's signature.

I understand and acknowledge: All of the information given is true and complete to the best of my knowledge. Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59."

Part 6: Application Fees (non-refundable)

Total Fee Submitted: \$

B.1

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)☐ Money order, payable to Minister of Finance☒ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX

☒ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

Note: To ensure legibility, this application and supporting material cannot be faxed to the branch.

Part 7: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch

Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 or email us at liquor.licensing@gov.bc.ca. Visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB013

6 of 7

Manufacturer Application for Structural Change

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:

(Month)

(Year)

Signature: _____

Appendix I - Lounge and Special Event Area Floor Plan and Occupant Load

B.1

Your application can only be considered if you include floor plans with occupant load. Plans must show all service areas and the following details:

- labels for each room
- patio(s)
- liquor service bars
- furniture layout
- kitchen
- stage
- sound or DJ booth
- washrooms
- stairs, entrances and exits

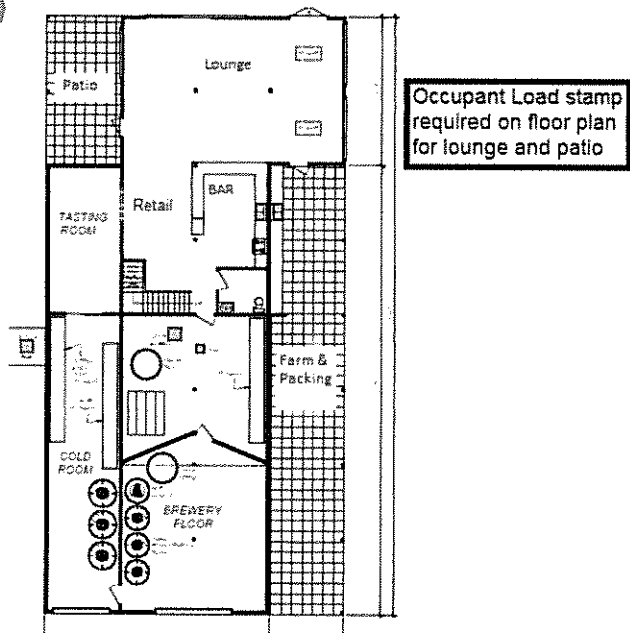
Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed service area(s) from other licences or unlicensed areas. If there is another licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the lounge or special event area.

Occupant Load Calculation

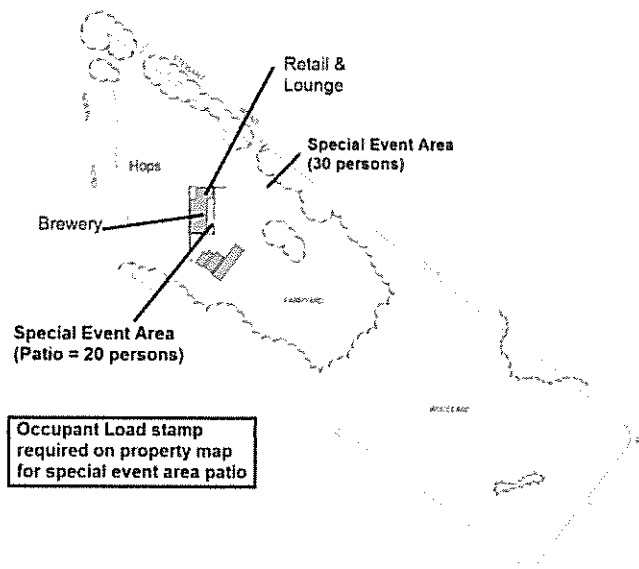
Occupant Load is the maximum number of people (patrons plus staff) permitted in a service area. Contact the LG/FN to obtain an occupant load on your floor plan. The occupant load must be stamped or written, dated and signed on the floor plan by the appropriate authority.

If LG/FN will not provide the occupant load, they must supply a letter confirming they do not issue an occupant load. You must submit the LG/FN letter with your floor plan. Where a LG/FN will not provide the occupant load, the Branch will accept an occupant load calculation from a professional architect or engineer.

Sample Floor Plan



8f. Sample Floor Plan: Patio and Outdoor Special Event Area





Trading Post Brewing

Township of Langley

Re: Letter of Intent for addition of patio

We have been operating a brewery with manufacturing license and a tasting room with a Liquor Primary license and a Lounge Endorsement since February 2016 at Unit 107 – 20120 64th Ave. We now would like to add a small patio to outside of the front of our space where there is sufficient room directly adjacent to our front door. Attached is a drawing of the space.

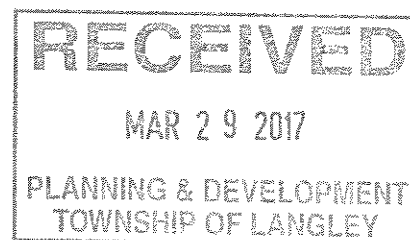
A patio will allow our customers to enjoy a beer outside on nice sunny summer days. We will have space for 15 people on the patio with several tables which will bring our occupancy to total of 60. Building department has confirmed that at an occupancy of 60 we comply with all regulations including washrooms, and parking.

The patio will be open at the same time as our current hours or as weather permits. Our hours of operation may change from time to time within our approved hours on our liquor license however we would not stay open any later than 11PM on any day of the week.

Benchmark Properties (Cambridge Business Centres Inc.) who represent the owners of the building have provided their approval and as well as our neighboring tenants on either side of the proposed patio.

The patio will be clean, smoke free and we will maintain control of occupant load by having staff consistently monitoring the patio by going outside to do a physical count. This patio will be relatively small, and will have the appropriate signage to not allow alcohol outside of the licensed patio.

Lance Verhoeff
H. M. [Signature]





SITE REVIEW REPORT

Langley RCMP

Report Produced by: Dianne Robinson

Date of Report: 17.06.01

Township of Langley

PROJECT # 08-11-0085

Development Planner ~ Ruby Sandher

In General:

A number of questions arise from the application.

What will be the operating hours be for the outdoor patio? Will there a staff member outside at all times when they have customers utilizing the patio; this would lessen the opportunity for a drink being passed over to an underage person or for open alcohol to be carried out of the patio area.

Will food be served?

A suggestion would be to reinforce the patio by having bollards installed to protect the patrons who will be utilizing the space as the patio is virtually in the parking area of the businesses at this location.

The patio should be designed and installed in such way as to maintain barrier-free access for persons with disabilities and should not have any possible effects on adjacent businesses.

Patio furniture (chairs, tables and umbrellas) should not be stored or stacked outside when the business is closed; this could bring unwanted behaviours to this space.

These suggestions will contribute to the overall safety and security of your property. However, they do not guarantee that crime will never occur at or on your property. Comments and recommendations made during the security assessment or in the above report done by the Township of Langley and/or the RCMP are not a guarantee for the safety and/or security of the inspected property. The report author, the Township of Langley, the Government of Canada and the RCMP employees are not responsible for the damages or loss suffered by the property owners or residents following this security assessment.

If you have any questions regarding this review, please contact, Dianne Robinson Crime Prevention Program and Volunteer Coordinator 604.532.3210.