



January 20, 2025

City of Port Moody – Development and Planning  
 Second Floor, 100 Newport Drive  
 Port Moody, BC, V3H 5C3

**Attention: Doug Allan**

Dear Doug:

**Re: Woodland Park (Areas 4A, 4B & 5) Text Amendment to CD83 Zoning Bylaw – Letter of Intent**

Further to our recent correspondence, 1030 Cecile Drive Holdings Ltd, the owner of 1142 Cecile Drive, Port Moody, is requesting a Text Amendment to the CD83 Zoning Bylaw, in order to subdivide Areas 4A, 4B & 5 of Woodland Park. No change to the permitted use, density or height is being proposed; the text amendment confirms the density apportionment in each Site (Lot) Area, before and after the Density Transfer. Please see below for further details on our proposed text amendments.

**1. Amendment to Figure 3 – Maximum Permitted Floor Area Ratios**

In Figure 3 of the current CD83 Zoning Bylaw, the subdivision line between Area 4A and 4B was noted as “to be determined.” The amended Figure 3 in the Text Amendment confirms this subdivision line and the density apportioned to Areas 4A, 4B & 5.

**2. Amendment to Figure 5 – Maximum Floor Area Ratios Permitted by Density Transfer**

In Figure 5 of the current CD83 Zoning Bylaw, the subdivision line between Area 4A and 4B was noted as “to be determined.” The amended Figure 5 in the Text Amendment confirms this subdivision line and the density apportioned to Areas 4A, 4B & 5.

**3. Amendment to Figure 7 – Building Setbacks**

In Figure 7 of the current CD83 Zoning Bylaw, the internal setback between Area 4A and 4B is 0 meters. The amended Figure 7 in the Text Amendment has been updated to establish a varied building setback ranging from 6 to 18 meters. This change allows each Area to be developed independently by providing adequate separation between buildings in Area 4A & 4B, ensuring that both Areas can achieve their maximum allowable density.

**4. Amendment to Figure 9 – Building Setback Details – Section D Only**

The amendment to Figure 9 shows the proposed 3-meter setback for the City of Port Moody's (CoPM) future service upgrade and clarifies that this setback is measured from the existing property line.

5. Addition of Figure 9.1 – Building Setback Details – Incorporating Sections E and F

Section E clarifies that the 0-meter internal parking setback between Areas 4A and 4B remains unchanged and illustrates the varied building setback introduced in the amendment to Figure 7, as noted in point #2 above.

Section F outlines the setback requirements for the southern property line of Area 4B and confirms that the active trail will be located within the existing Area 4B property line.

Sincerely,

1030 Cecile Drive Holdings Ltd



Parker Forch



