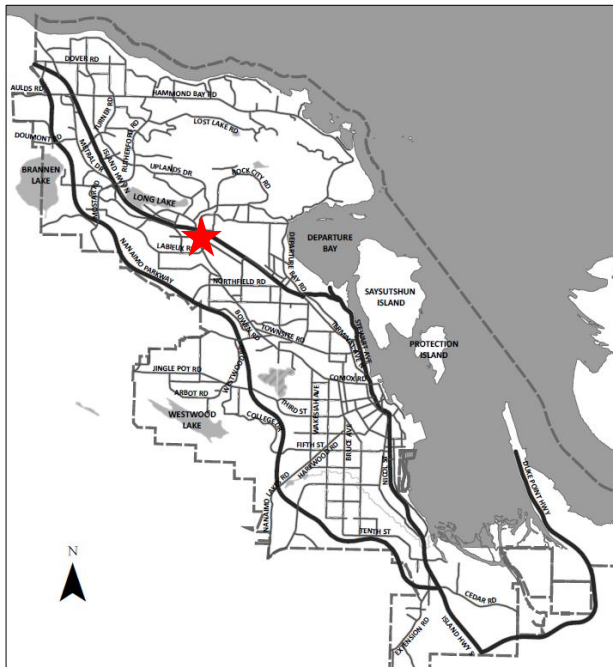


DATE OF MEETING | November 3, 2025 |

AUTHORED BY | CALEB HORN, PLANNER, CURRENT PLANNING |

SUBJECT | **TEMPORARY USE PERMIT APPLICATION NO. TUP27 –
2520 BOWEN ROAD**



Proposal:

Office use within a portion of an existing building.

Current Zoning:

I2 – Light Industrial

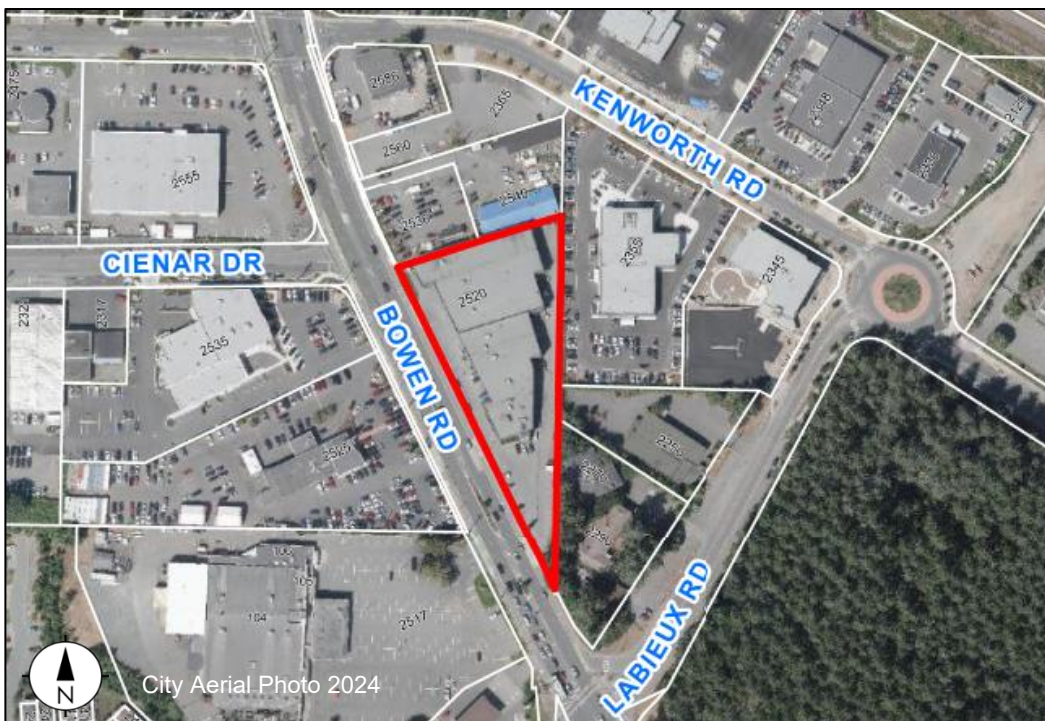
City Plan Land Use Designation:

Mixed Use Corridor

Lot Area:

6,935m²

TUP



OVERVIEW

Purpose of Report

To present for Council's consideration a temporary use permit application to allow office use at 2520 Bowen Road. |

Recommendation

That Council issue Temporary Use Permit No. TUP27 to allow office use within a portion of an existing industrial building at 2520 Bowen Road for a period of three years. |

BACKGROUND

A temporary use permit application, TUP27, was received from 460 Commercial Inc., on behalf of Tri Finn Holdings Ltd., to allow general office use within the second storey of an existing building at 2520 Bowen Road.

Subject Property and Site Context

The subject property contains a two-storey building known as the Nanaimo Home Centre that was built in 1981. The building was originally constructed for large-format light industrial tenants with mezzanine accessory offices above. Since the time of construction, the second storey offices have been leased independently from the ground floor industrial tenants. Presently, the building contains a mix of uses permitted by the Light Industrial (I2) zone including furniture and appliance sales, wholesale, custom workshop, and manufacturing / contractor office, in addition to a number of vacant units. The property includes a surface parking lot in front of the building facing Bowen Road and loading bays in the rear.

The surrounding neighbourhood consists of a mix of residential, light industrial, and commercial uses, including car dealerships to the west, north, and northeast.

Public Notification

Statutory notification has taken place prior to Council's consideration. |

DISCUSSION

Proposed Development

The applicant is proposing to allow general office use within the second storey of the existing building. No other site or building changes are proposed.

The property manager has made efforts to limit tenants on the second floor to manufacturing / contractor offices and other uses which are permitted by the I2 zoning, but has found it difficult to attract and accommodate these larger format uses within the limited floor space. The applicant is requesting the TUP in order to allow general office use throughout the second storey units without limiting to manufacturing / contractor offices. A Building Permit will be required to formalize the unit composition.

City Plan identifies the subject property within the Mixed Use Corridor future land use designation which supports a mix of commercial, residential, parks, and institutional uses along arterial streets such as Bowen Road. Prior to expiry of the TUP, the applicant intends to explore the opportunity to align the property zoning with the land use designation and allow general office use on a permanent basis. Per Provincial legislation, a TUP may be considered for up to three years and may be renewed once for an additional three years.

Impacts from the proposed general office use are not anticipated to be greater than the existing light industrial and manufacturing / contractor office uses currently occurring onsite. Hours of operation will be generally consistent with the other uses occurring in the building. The change of use does not trigger any additional parking or loading space requirements. Staff support the proposed TUP as it will allow an existing building to be leased to more diverse office tenants, and will allow for uses which more closely align with the Mixed Use Corridor land use designation as envisioned in City Plan.

SUMMARY POINTS

- Temporary Use Permit Application No. TUP27 is to allow general office use within the second storey of an existing building at 2520 Bowen Road.
- A Building Permit will be required to formalize the unit composition.
- Staff support the proposed TUP as it will allow an existing building to be leased to more diverse office tenants, and will allow for uses which more closely align with the Mixed Use Corridor land use designation as envisioned in City Plan.

ATTACHMENTS

ATTACHMENT A: Permit Conditions
ATTACHMENT B: Subject Property Map
ATTACHMENT C: Lease Plan

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

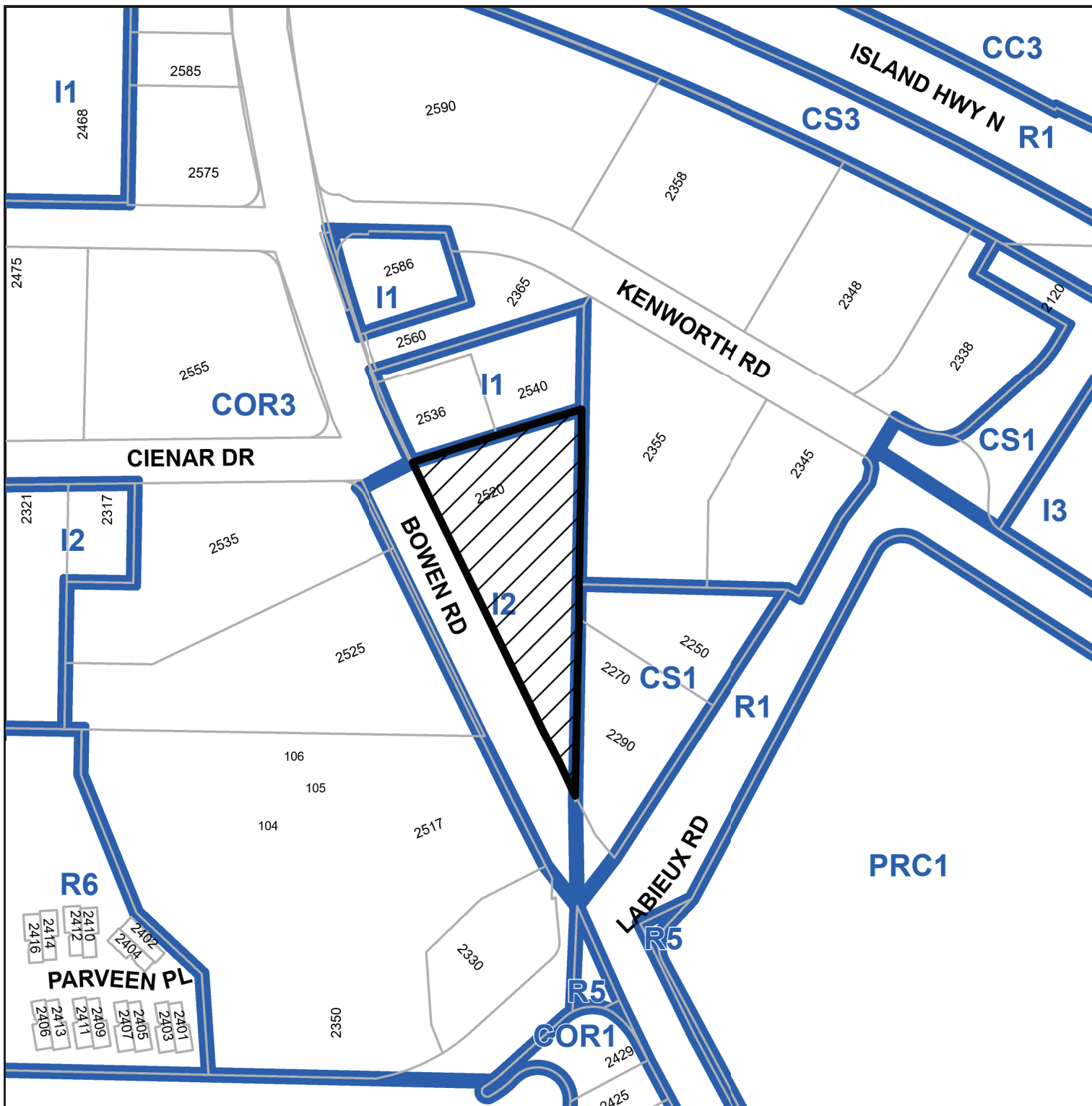
ATTACHMENT A PERMIT CONDITIONS

CONDITIONS OF PERMIT

1. The Temporary Use Permit authorizes the use of a portion of the existing building at 2520 Bowen Road for office as a principal use.
2. Office as a principal use shall be limited to the second storey of the existing building as identified on the Lease Plan shown in Attachment C.
3. The Temporary Use Permit is valid for a period of three years and may be considered for renewal once for up to three years.
4. Upon the expiry of the Temporary Use Permit, unless otherwise permitted by zoning, the use shall immediately cease, and all associated items and debris shall be removed from the subject property within 30 days of permit expiry.

ATTACHMENT B

SUBJECT PROPERTY MAP



2520 BOWEN ROAD

ATTACHMENT C

04-NA-218-R14

LEASE PLAN

FILE N^o 37958

EXPLANATORY PLAN TO ACCOMPANY LEASE
OF PARTS OF A BUILDING SITUATE ON LOT 3,
SECTION 20, RANGE 6, MOUNTAIN DISTRICT,
PLAN 16051, FOR LEASEHOLD PURPOSES

PURSUANT TO SECTION 99(1)(k) OF THE LAND TITLE ACT

This plan lies within the Nanaimo Regional District

All distances are in metres

SCALE 1:400



LEGEND

- TIP denotes IRON POST found
- OAP denotes ALUMINUM POST found

NOTE - all angles are 90° unless shown otherwise

Bearings are derived from Plan 16051

A

PLAN

2299

PLAN

1823R

Proposed Office Use Area

SECOND

FLOOR

PLAN

CERTIFIED CORRECT:

this 26th day of November, 1981.

W. C. L. S.

RECEIVED

TUP27

2025-AUG-07

Current Planning