HYLOFT MANAGEMENT (2015) LIMITED

200 – 1111 West Georgia Street
Vancouver, BC
V6E 4S4 CANADA
Tel: (604) 688-8387
Fax: (604) 688-8377

June 26, 2026

City of Vancouver
515 W 10th Ave

Re: Development Permit Application – 500 Dunsmuir Street & 619 Richards Street / DP-2026-00351

On behalf of the property owner, we are pleased to submit this operational letter for the Development Permit application for the temporary use of the vacant property located at 500 Dunsmuir Street & 619 Richards Street as an at-grade commercial parking lot.

Description of Operation

The subject property is currently a vacant and undeveloped lot. As an interim use pending future redevelopment of the site, we propose to operate the property as a temporary surface parking lot.

The proposed parking lot will include:

- An at-grade parking layout with clearly marked parking stalls and circulation aisles.
- Controlled vehicle access and egress.
- Appropriate lighting, signage, landscaping, and drainage measures as required by the City.
- Wheel stops, accessible parking spaces, and other safety features in accordance with applicable regulations.

This temporary use will activate an otherwise vacant site, improve its appearance and maintenance, and provide additional parking capacity to serve surrounding businesses, visitors, and the local community.

Hours of Operation

The proposed hours of operation are:

- Sunday through Saturday: 6:00 a.m. to 11:00 p.m.

The parking lot will not operate outside of these hours unless otherwise authorized by the City.

Name of Operator

The parking facility will be professionally managed by Impark or another qualified and certified third-party parking management company. The operator will be responsible for:

- Daily operations and maintenance
- Parking enforcement
- Customer service

- Site cleanliness and litter removal
- Ongoing monitoring to ensure safe and orderly operation.

Site Management
The site will be maintained in a clean, safe, and orderly condition throughout the duration of the temporary use. Regular inspections and maintenance will be undertaken to ensure compliance with City requirements and to minimize impacts on neighbouring properties.

We respectfully request that the Director of Planning exercise discretion to approve the requested relaxation in support of this temporary development permit application.

Conclusion
The proposed temporary at-grade parking lot represents a practical interim use that will activate a vacant site, improve its maintenance and security, and provide valuable parking for the surrounding area until permanent redevelopment proceeds.

We respectfully request the City's support and approval of this Development Permit application and would be pleased to provide any additional information required during the review process.

Thank you for your consideration.