



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Final

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

### APC Design Review Committee

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Wednesday, April 10, 2024

2:30 PM

Esquimalt Council Chambers

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**Present:** 4 - Chair Graeme Verhulst  
Member Shaun Smakal  
Member Simon Williams  
Member Alexander Robinson

**Regrets:** 3 - Vice Chair Tara Todesco  
Member Xeniya Vins  
Member Chris Windjack

**Council Liaison:** Darlene Rotchford

**Staff Present:** Bill Brown, Director of Development Services  
James Davison, Manager of Development Services  
Jill Walker, Recording Secretary

#### 1. CALL TO ORDER

The Chair called the meeting of the Advisory Planning Commission to order at 2:30PM and gave a Territorial Acknowledgment.

#### 2. LATE ITEMS

There were no late items.

#### 3. APPROVAL OF THE AGENDA

The agenda was approved as circulated.

#### 4. PRESENTATION FROM CORPORATE OFFICER

Deb Hopkins, Corporate Officer for the Township, introduced herself and presented a 'Respectful Workplace Reminder'.

#### 5. MINUTES

1) [24-195](#) Draft Minutes of DRC Meeting March 13, 2024

Moved by Member Smakal, seconded by Member Williams: That the minutes of the March 13, 2024 meeting of the APC Design Review Committee be adopted as circulated. Carried Unanimously.

#### 6. STAFF REPORTS

1) [24-194](#) Small Scale Multi-Unit Housing

The Manager of Development Services gave an overview of the Small-Scale Multi-Family Unit policy mandated by the Province. He spoke to the two reports for Council in March and April and indicated that Council is looking for feedback on proposed general guidelines.

The committee discussed and commented on each question in the Manager of Development Services' presentation separately.

Does the Committee wish to recommend including a maximum FAR for these zones?

- \* don't feel the need for FAR max for design flexibility.
- \* building code will naturally create limitations.
- \* other parts of the zoning bylaw will control this.
- \* a side effect would be encouraging more basements. (Director clarified that basements are not currently counted in FAR).

Does the Committee wish to include a maximum floor area per unit?

- \* no limit to provide flexibility in order to support different size families.
- \* agreed. Homeowners can make those decisions for themselves (communal living, extended families, etc.).
- \* don't want things to get micro. Can we say a minimum size? Good to have for long-term occupation if size is liveable and the right size (Adaptable/ Aging in Place).
- \* may be a risk of unintended discrimination with minimum floor area.

The committee settled on the need for a maximum floor area per unit and the use of the variance process for larger requests.

Does the Committee wish to recommend more restrictive site standards than recommended by the Province?

- \* no, it would be more trouble than it's worth.

Does the Committee wish to recommend implementing the recommended height of 11m for principal buildings?

- \* no problem with it.
- \* sensitivity for shading/shadowing and overlook for neighbouring back yard privacy. Consider guidelines for overlook.
- \* building code would influence design but we may write them into the zone.

Does the Committee recommend refining the grade and height calculation within the Zoning Bylaw in the SSMUH zoning amendment?

- \* wish the calculation was consistent across the municipalities.

Does the Committee wish to consider recommending designating the Esquimalt Road, Craigflower Road, Admirals Road, and Tillicum Road corridors as 'frequent transit'?

- \* development implications can affect ridership and the reverse - don't know how it will play out but yes, definitely makes sense.
- \* strongly in favor- we need to build to back-cast, not forecast - "if it built, they will come" i.e. bike lanes.
- \* these areas already align with high density vision in the OCP/Transit/Road network.

Should 200m be considered as a buffer around the transit corridors or would the Committee want to see a 400m buffer as the Province recommends?

- \* looking at the map, 200m is too abrupt a transition. 400m would be more appropriate.
- \* it's going to take time to build out to the map, 400m gives more area.
- \* need to consider the impact on servicing and infrastructure. What is the increase from 200m to 400m? How are these costs addressed? How sustainable is it for the Township to implement one versus the other?

If the Committee wishes to implement frequent transit zoning which does not yet meet the SSMUH minimum requirements, does the Committee wish to see minimum parking standards beyond the zero space maximum which the Province is requiring for these lots?

- \* the Manager of Development Services clarified that current parking minimum is .5 per unit, but transit-oriented by province would be zero.
- \* needs to be a bike parking requirement and consideration for visitors.
- \* we should follow the provincial guidelines if we are calling these 'frequent transit' corridors.
- \* parking requires a lot of space on site. Leave it to homeowners to configure stalls.
- \* allow tandem parking.

Does Committee wish to recommend the exclusion of basement floor areas in Floor Area/Floor Area ratio calculations?

- \* basements are not currently calculated in FAR in the zoning bylaw.

Does the Committee wish to recommend the inclusion of daycare uses in some or all of these zones?

- \* needs to be sound control/attenuation. A lot can be done with modern building techniques for sound privacy.
- \* In favor of daycares.
- \* relate the size of the daycare to the size of the units and include outdoor

space.

That the APC Design Review Committee recommends to Council the following in relation to the Small-Scale Multi-Unit Housing (SSMUH) Policy and ensuing Zoning Bylaw changes:

- \* Do not include a maximum FAR for the new SSMUH zones
- \* Include a maximum floor area per unit with an opportunity to vary through a Development Variance Permit.
- \* Do not require more restrictive site standards that recommended by the Province.
- \* Implement the height restriction of 11m for principal buildings.
- \* Make the grade and height calculation within the Zoning Bylaw in the SSMUH zoning amendment consistent with other municipalities in the CRD.
- \* Designate the Esquimalt Road, Craigflower Road, Admirals Road, and Tillicum Road corridors as 'frequent transit'.
- \* Create a 400m buffer for 'frequent transit' corridors.
- \* Follow the provincial guidelines for parking if the corridors are to be designated 'frequent transit' corridors and support more on site bicycle parking for all types of bikes; e-bikes, cargo bikes, etc.
- \* Include daycare uses in the new zones.

CARRIED UNANIMOUSLY.

In 4 - Chair Graeme Verhulst, Member Shaun Smakal,  
Favour: Member Simon Williams and Member Alexander  
Robinson

## **7. DIRECTOR OF DEVELOPMENT SERVICES PROJECT UPDATE**

The Director gave a status update on projects that had previously been considered by the committee.

## **8. ADJOURNMENT**

The meeting of the APC Design Review Committee adjourned at 4:20PM

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GRAEME VERHULST, CHAIR  
APC DESIGN REVIEW COMMITTEE  
THIS 12TH DAY OF JUNE, 2024

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JILL WALKER  
RECORDING SECRETARY  
CERTIFIED CORRECT