



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
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Esquimalt, B.C. V9A 3P1

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## PERIOD REPORT

**DATE:** May 3, 2017 Report No. DEV-17-027

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Bill Brown, Director of Development Services

**SUBJECT:** Development Services - 2017 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2017 to April 30, 2017.

### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

#### **1. Rezoning Applications/Official Community Plan Amendments/Temporary Use Permits**

- In addition to processing applications submitted previously, the Department received two new rezoning applications in the first period.
- (New) 460/464 Head Street - A proposal to rezone two parcels bounded by Head Street and Lyall Street located immediately adjacent to the recently approved West Bay Triangle to accommodate a five storey, 16 unit commercial and residential mixed-use building incorporating 4 commercial tenancy spaces on the first storey and 12 residential units above.
- (New) 780 Dominion Road - A proposal to rezone an existing detached dwelling for a children's day care.

- 101 Island Highway - A proposal to convert the current tourist accommodation use of the property (Econo-Lodge), to commercial and residential mixed-use.
- 455 Nelson Street - A proposal to rezone to allow a two-lot, infill subdivision. The rezoning amendment bylaw was adopted by Council on April 3<sup>rd</sup>.
- 468 Head Street - West Bay Triangle - A proposal for a commercial and residential mixed-use development including 6 commercial tenancy spaces and 73 residential multi-family units.
- 856 & 858 Esquimalt Road - Temporary Use Permit Renewal to allow continuation of the Commercial/Industrial Parking for Moving Trucks (for 2 Burley Men Moving Ltd.) at this location. Staff are waiting for property owner compliance with Council request for 'landscaping barrier'.
- 910 McNaughton Avenue - A proposal to rezone to allow a two lot, infill subdivision.

## **2. Development Permit Applications**

- In addition to the existing development permit applications that Development Services continues to process, the Department received twelve new applications in the first period.
- 337 Victoria View Road - 108 ML Waste Water Treatment Plant. The development permit for the Waste Water Treatment Plant was approved by Council February 27, 2017.
- 429 Lampson Street (English Inn) - Development permit application for approximately 180 residential units, a new spa, and additional hotel rooms in the new north wing.
- (New) 455 Nelson Street - Development Permit for a two lot, infill, subdivision.
- (New) 468 Head Street - Development Permit to authorize the form and character including landscaping for a commercial and residential mixed-use development including 6 commercial tenancy spaces and 73 residential multi-family units.
- (New) 533 Admirals Road - Form and character of new signs (Tudor House Liquor Store).
- 851 Coles Street - (Infill home) Development Permit Amendment to accommodate changes to windows, removal of the basement and associated landscaping changes.
- 519 Foster Street - (Four-unit Townhouse) Development Permit Amendment requested to accommodate minor changes to cladding materials and landscaping to accommodate grading issues.
- 616/620 Lampson Street - (New Address - 618 Lampson St. - DP issued April 5, 2017) (form and character of 12 Townhouse development).
- (New) 808 Viewfield Road - Form and character of new signs (Trampoline facility).
- 826 Esquimalt Road - (30-unit apartment) - Development Permit Amendment has been

submitted to address technical building issues that generated need for minor amendments to design of building and improvements to pedestrian and cycling access to the building.

- 910 Yarrow Place - Development permit for placement of new single family dwelling in Gorge Waterway development permit area no. 4. Approved by Council February 6, 2017, issuance is pending receipt of landscape deposit.
- (New) 910 McNaughton Avenue - Lot A - Development Permit to authorize form and character of proposed infill home including landscaping.
- (New) 910 McNaughton Avenue - Lot B - Development Permit to authorize form and character of proposed infill home including landscaping.
- (New) 910 McNaughton Avenue - Subdivision
- (New) 1122 Craigflower Road - Form and character of new single family dwelling
- (New) 1151 Colville Road - Form and Character for a new duplex.
- 1235 Esquimalt Road - Esquimalt Town Square - Mixed Use Commercial - Residential
- (New) 1235 Esquimalt Road - Excavation of contaminated soils
- (New) 1235 Esquimalt Road - Signs illustrating the design of the Esquimalt Town Square.
- 1310 Esquimalt Road - Development Permit and Development Variance Permit - Red Barn Market - follow up and file administration.
- (New) 1318 Esquimalt Road - Form and character of new sign

### **3. Development Variance Applications**

- In addition to continuing to process existing Development Variance Permit applications, three new Development Variance Permit Applications were received during the first period.
- (New) 398 Constance Avenue - setback variance for a deck.
- 429 Lampson Street (English Inn) - several minor variances are required in order to accommodate proposed design elements.
- 846 Viewfield Road - Variance to area of sign copy.
- 910 Yarrow Place - Setback variance for placement of new single family dwelling.
- (New) 1036 Munro Street - Setback variance for a shed.
- 1041 Wurtele Place - Setback variance for larger replacement decks on existing building.

- 846 Viewfield Road - Variance to area of sign copy.
- 910 Yarrow Place - Setback variance for placement of new single family dwelling. Approved by Council February 6, 2017.
- (New) 445 Head Street - Variance to allow a short term recreational vehicle parking space with a grade of 9.5% and retaining walls reaching 1.5 metres in places.

#### **4. Heritage Alteration Permits**

- No new heritage alteration permits were received.
- 429 Lampson Street (English Inn) - application for minor alterations to the exterior of the English Inn. The proposed alterations to the exterior of the building will be sympathetic to the original architecture.

#### **5. Subdivision Applications**

- Three new subdivision applications were received during the first period. Staff continued to process existing applications.
- (New) 455 Nelson Street - Two-lot residential subdivision.
- 622 Admirals Road - Legion - Subdivision for road widening - on hold pending receipt of civil engineering plans.
- (New) 910 McNaughton - Two-lot residential subdivision.
- (New) 1258 Esquimalt Road - Lot line adjustment.
- 1385 Tree Bank Road West - Three-lot subdivision - on hold pending receipt of engineering plan for retaining wall and revised cost estimates for servicing.

#### **6. Other Planning Projects**

- Esquimalt Town Square - Reviewed development permit application.
- Worked with the CAO and the development consultant for the Esquimalt Town Square project to finalize the various agreements related to the construction of the new library.
- Worked with Urban Forum Associates to organize two open houses related to the draft Esquimalt Road Urban Design Guidelines.
- Participated in meetings to determine a dispute resolution process for the proposed Regional Growth Strategy.
- Staff met with Corporate Services and Parks and Recreation staff on implementation of a

Canada 150 grant to celebrate Esquimalt heritage with the Canada sesquicentennial celebration.

- Coordinated with Engineering Services in the public realm redesign of both Gore Street and the east end of Lyall Street in West Bay to accommodate public and private realm design improvements associated with the redevelopment of the West Bay Triangle lands.

## 7. Consultation

- Consulted with developers and commercial realtors to identify possible sites for small lot infill, commercial mixed use and high density residential development in Esquimalt.
- Fielded a significant volume of realtor, appraiser, developer, and potential home buyer inquiries regarding properties in Esquimalt.
- Updated BC Assessment regarding the number and scope of approved development proposals within the Township.
- Worked with a local business to acquire a BC Liquor Control and Licensing Branch - 'Picnic Area Endorsement License'.

## 8. Official Community Plan (OCP) Review

- Continued with OCP Review Phase 4 (September 2016 - May 2017) "Policies & Guidelines - Development".
- Held 18 meetings to review and revise new OCP policies.
- Consulted on the future needs for school facilities and support services with the principals for Macaulay Elementary School and Rockheights Middle School.
- Updated the project web pages ([www.esquimalt.ca/communityplan](http://www.esquimalt.ca/communityplan) <<http://www.esquimalt.ca/communityplan>>).

## 9. Economic Development

- EDS 5.3.1 - Promote Esquimalt as "place to visit" (ongoing): Updated the Esquimalt portion of the revised 2017 "Destination Victoria" Map with new photos.
- Met with the CAO and Communications Coordinator on various economic development initiatives.

## 10. Sustainability

2016 Climate Action Revenue Incentive Program (CARIP) reporting:

- Carbon tax grant reporting completed. Grant equaled \$31,769 and will be placed in the Sustainability Reserve Fund.
- Collected data to complete corporate operations Greenhouse Gas Emissions Inventory

reporting by June 1<sup>st</sup>.

- Began drafting the Public Report and Climate Actions Survey to be submitted to the Province by June 1st.
- Completed a review of the Electric Vehicle Charging Station use and prepared a bylaw amendment to the "Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874. The amendment is to add a fee of \$1.00 per hour for electric vehicle charging beginning July 1, 2017.
- Reviewed and provided feedback on the Draft CRD Climate Projections Report.

## **11. Geographic Information System (GIS)**

- Developed programs that enable the enhance use of the GIS for managing infrastructure.
- Worked on creating greater integration between the GIS and Tempest.
- Provided digital data to the Integrated Cadastral Information Society.
- Worked on creating greater integration between the Computer Aided Design (CAD) system ant the GIS system.
- Created and updated online maps.
- Created specific thematic maps for staff.
- Responded to external requests for GIS data.

## **12. Other**

- Registered seventeen (17) Notices with Land Title and Survey Authority
- 948 Aral-Handling development variance permit for setback variances
- Reviewed forty-eight (48) Business License Applications for Zoning Compliance
- Many telephone and counter enquiries - realtors, owners and potential buyers
- Updated West Bay kiosk monthly, and when extra posters received
- Continued to discuss Hither Green Park redesign.
- Completed 11 plan checks.

## **13. Training**

Staff attended the following training sessions:

- March 9th - Meeting: CRD Climate Action Inter-Municipal Working Group
- April 18th - Building Neighbour-to-Neighbour Connections - Round Table
- February 28<sup>th</sup> - Staff Training - Webinar - The Energy Step Code & the Future of BC's Built Environment
- March 3rd - Staff Training - Review of property title(s) to ensure appropriate registration of legal charges (S.219 Covenants etc.) - Carvello Law Corporation
- Young Anderson Municipal Law Seminar

- LEED workshop

## II. COMMITTEES

### Advisory Planning Commission

- The Advisory Planning Commission met twice in the first period and reviewed 5 applications

### Design Review Committee

- The Design Review Committee met four times in the first period and reviewed 6 applications.

### Environmental Advisory Committee

- Community Development Coordinator, staff liaison to the Environmental Advisory Committee, attended 1 meeting and provided more than 17 hours of support to the committee.

### Board of Variance

- One new Board of Variance Application was received.
- On April 5, 2017, the Board convened to hear an application from Greg Long for a relaxation of the front lot setback at 1000 Dunsmuir Road. The Board ordered that the variance be granted.