



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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PERIOD REPORT

DATE: May 3, 2016 Report No. DEV-16-031
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Development Services Department - 2016 First Period Report

The following is a report on the activities pertaining to the Development Services from January 1, 2016 to April 30, 2016.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications/Official Community Plan Amendments

- Interim Zoning Amendments - Council gave bylaw third reading and subsequently adopted the bylaw on February 1.
- 616/620 Lampson Street (proposed 12-unit townhouse development) - Rezoning bylaw was given first and second reading on January 18. Public hearing was held on March 7 and bylaw was also given third reading on March 7. Staff are waiting for applicant to complete registration of section 219 covenant before bringing bylaw back to Council for adoption.
- 448 Head Street (Triangle Lands) - Application was taken to Advisory Planning Commission on January 19 and reviewed by Design Review Committee on February 10 and April 13. Staff are currently drafting rezoning bylaw to bring to Council in May or June.

- 322 Plaskett Place (proposed two-lot subdivision) - Public hearing was held on January 18. Council also defeated third reading on January 18.
- 826 Esquimalt Road (proposed 30-unit apartment) - Council gave first and second reading to rezoning bylaw on January 4. Public hearing was held on February 1. Council subsequently gave bylaw third reading on February 1. Staff coordinated and reviewed section 219 covenant and ensured it was registered on title. Bylaw was subsequently adopted by Council on May 2.
- 543 Fraser Street (proposed Fraser Street Adventure Park) - Official Community Plan amendment and rezoning applications were reviewed by Advisory Planning Commission on April 19.
- 910 McNaughton Avenue (proposed two-lot subdivision) - Staff had initial discussions with applicant who is now modifying the application.

2. Development Permit Applications

- 973 Wollaston Street (deck setback variance) - Council defeated this application at the January 18 meeting.
- 933 Admirals Road (sign for condo complex) - Approved by Council January 18.
- 856 Esquimalt Road (12-storey mixed use development) - Council approved two year extension to the development permit on February 1.
- 1038 Colville Road - Council approved development permit for a two-lot subdivision on April 4.
- 834 and 836 Devonshire Road - The Director approved development permit for exterior recladding and new windows on March 29.

3. Development Variance Applications

- 933 Admirals Road - Council approved a variance to the maximum size of a sign on January 18.
- 808 Viewfield Road - Council approved parking variance on January 18.
- 1188 Esquimalt Road (Renaissance) - Advisory Planning Commission reviewed application for variance to site coverage at March 15 meeting.
- 543 Fraser Street (Fraser Street Adventure Park) - Advisory Planning Commission reviewed application at April 19 meeting.
- 741 Admirals Road - Staff did detailed review of the existing situation vis a vis zoning and parking bylaws to facilitate development variance application.

4. Temporary Use Permits

- 856 Esquimalt Road - Commercial parking for a moving company - Advisory Planning Commission reviewed application at January 19 meeting. Council approved it on February 1.

5. Other Planning Projects

- Green Event Guidelines were approved by Council on January 4.
- "Planning process efficiency" report was presented to Council on January 11.
- The 2016 edition of "Attractions Victoria Map" was approved by Council on February 1.
- Council passed a resolution stating that it had no objection to removal of Agricultural Land Reserve from Gorge Vale Golf Course to facilitate expansion of the

military cemetery. Staff forwarded Council resolution to Agricultural Land Commission. The removal was approved by Agricultural Land Commission and the project is moving forward.

- Esquimalt Village Project:
 - Met with President of Aragon to discuss process for moving project forward.
 - Met with project architects to work on detailed design.
 - Met with senior administration of the Greater Victoria Public Library Board to discuss needs of the Library.
 - Had numerous discussions with Township's Development Advisor on issues related to moving project forward.
 - Met weekly with CAO and relevant senior staff to ensure that the project moves forward in an efficient and coordinated manner.
- Proposed regional waste water treatment plant:
 - Provided planning input to the CAO related to various issues surrounding the proposed waste water treatment plant.

6. Subdivision Applications

- 948 Aral Road - waiting for subdivision plan.
- 622 Admirals Road - waiting for engineering drawings.
- 865 and 867 Kindersley Road - approved March 14.
- 1038 Colville Road - applicant to enter into a subdivision servicing agreement.

7. Consultation

- Numerous meetings were held with land owners or developers to discuss the potential development of various sites in Esquimalt.

8. Official Community Plan (OCP) Review

- Commenced OCP Review Phase 2: Community Engagement Strategy.
- Prepared and presented Staff Report DEV-16-004, OCP "Kick Off" survey results, at January 11th Committee of the Whole meeting.
- Prepared and presented Staff Report DEV-16-018, outlining the community engagement strategy for Phase 2 of the OCP Review, at February 15th Committee of the Whole meeting.
- Prepared and presented Staff Reports DEV-16-022 and DEV-16-026 on the updating of the community vision statement. A draft community vision statement will be included on the OCP Review "Looking Forward Forum" survey.
- Organized Phase 2 community engagement event "Looking Forward Forum" for the evening of May 4th at the Esquimalt Recreation Centre.
- Promoted "Looking Forward Forum" using the following channels: story in community newsletter; post card mailed to every address in Esquimalt; advertisement in April 26th edition of Victoria News; event posters and post card displayed in municipal buildings, library and in select local businesses; and using social media.
- Drafted and sent project updates to stakeholders list (2 emails) and email subscribers (3 emails).
- Continued to update project web pages at www.esquimalt.ca/communityplan.
- Age-friendly Assessment of Esquimalt (January - August 2016):

- Sought quotations for consultant to conduct age-friendly assessment of Esquimalt and develop policy for inclusion in OCP update.
- Signed professional services agreement with James van Hemert & Co.
- Coordinated participation of community partners on project including Greater Victoria Housing Society, Greater Victoria Public Library (Esquimalt Branch), Esquimalt Neighbourhood House, Esquimalt Lions, Renaissance Retirement Residence, Royal Canadian Legion (Esquimalt Dockyard Branch #172 Seniors Group), and West Bay Residents Association.
- Organized two partners meetings with consultant and participating community groups.
- Reviewed meeting agendas, notes, drafts of community survey, and draft of part 1 of the assessment.
- Assisted with promotion of age-friendly community workshop and survey using website, social media, news release, community newsletter and posters.
- Coordinated distribution of printed surveys to community partners.
- Attended age-friendly community workshop held on April 28, 2016.

9. Economic Development

- Hosted second Community to Community Forum with Songhees First Nation on March 16, 2016 in Esquimalt Council Chamber. The purpose of the meeting was to allow the sharing of each community's strategic and economic priorities.
- Completed and submitted final reporting and financial summary to UBCM for the 2015/16 Regional Community to Community Forum Program.
- EDS 5.3.1 - Promote Esquimalt as "place to visit" (ongoing):
 - Assisted with updating Esquimalt portion of revised 2016 "Destination Victoria" Map.
 - Secured an exhibitor table for Township of Esquimalt to participate in the 20th Annual Victoria Tourism Showcase happening on May 11th at Victoria Conference Centre. Event attendees are front line hospitality employees who wish to learn more about local tourism attractions and businesses.

10. Sustainability

- Started preparing Township's Climate Action Revenue Incentive Program (CARIP) reporting requirements for the year 2015.
- Carbon tax grant reporting completed. Grant equaled \$28,935 and will be placed in Sustainability Reserve Fund.
- Began collecting data to complete corporate operations Greenhouse Gas Emissions reporting by June 1st
- Began drafting Public Report and Climate Actions Survey to be submitted to the Province by June 1st.
- Participated in the CRD Ready, Set, Solve Challenge. A group of fourth-year University of Victoria Law students - Erin Placatka, Lina Truong and Dora Tsao - were awarded second place for drafting Development Permit Areas that encourage water conservation, energy conservation, and Greenhouse Gas reductions in Township of Esquimalt. The students presented their recommendations at April 18th Council meeting. The draft development permit area guidelines will be considered during the update of the official community plan.

- Attended Earth Day Celebration in High Rock Park to promote the Esquimalt Neighbourhoods Watershed Map.

11. **Geographic Information System**

- Staff initiated the recruitment process to replacement our Planning Technician who went to work for the City of Victoria.

12. **Other**

- Registered ten Notices with Land Title and Survey Authority.
- Reviewed twenty Business Licence Applications for compliance with Zoning Bylaw.
- Updated the West Bay kiosk monthly, and when extra posters are received.
- Staff worked with Engineering Department regarding speed humps in laneway behind 519 Foster Street.
- Completed multiple building permit plan checks.
- Numerous site inspections to ensure compliance with planning approvals.
- Responded to multiple phone, e-mail, and counter inquiries.
- Provided department comments to Board of Variance Secretary regarding proposed variances to setbacks.
- Attended numerous “pre-application” meetings with developers interested in developing various parcels of land in Esquimalt.
- Continued with on-going clean-up of Tempest data.
- Imported missing data into Tempest (e.g. zoning and map reference numbers).
- January 30th - Meeting: CRD Ready, Set, Solve Challenge.
- February 18th - Meeting: Electric Vehicle Charging Stations in Multi-Residential Applications.
- March 4th - Meeting: Victoria Richards, Key Account Manager, BC Hydro.
- April 1st - Meeting: CRD Climate Action Inter-Municipal Working Group.
- April 26th - Webinar: Building Act and Local Government Energy & Emissions Leadership - An Update on the Stretch Code.
- One staff member served as Development Services representative on staff team working on website re-design.
- One staff member represents the department on Esquimalt Early Years Committee.

13. **Training**

- Two department staff attended the Green Shores Level 1 workshop held at University of Victoria on January 18.
- All staff attended Tempest Training.
- One staff member attended Young Anderson Municipal Law Seminar.
- Two staff members attended “Presiding with Precision and Poise” workshop hosted by Parliamentarians Association of BC.

II. **COMMITTEES**

- Heritage Advisory Committee

- No meetings held.
- Staff worked with Corporate Services staff to host an event to celebrate Gorge Park for Heritage Week 2016 with theme “Distinctive Destinations”.
- Environmental Advisory Committee
 - Community Development Coordinator, staff liaison to Environmental Advisory Committee, attended 3 meetings and provided more than 56 hours of support to committee.
 - Chair and Vice-Chair attended training workshop “Presiding with Precision and Poise” hosted by the Parliamentarians Association of BC.
 - Committee provided comments on Draft CRD Regional Trails Management Plan (submitted directly to CRD due to time constraints).
 - Committee considered examples of measurable “green event” activities to create visual aids for groups using the Guide (recommendation going to Council in May).
 - Committee discussed activities for inclusion on BC Climate Leadership Plan and in development of federal plan for combatting climate change (recommendation going to Council in May).
 - Staff completed teacher resource binders featuring Esquimalt Neighbourhoods Watershed Map for each of the four local schools.
- Advisory Planning Commission
 - The staff liaison attended APC meetings in January, March, and April during which time the APC considered twelve (5) applications.
- Board of Variance
 - One meeting was held on March 23, 2016. They dealt with two applications. One at 610 Bryden Court for a variance to the front setback to accommodate the front stairs and one at 612 Bryden Court to accommodate some stairs at the side of the house. In both cases the Board of Variance issued orders approving the variances.