



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Details (With Text)

**File #:** 18-027      **Version:** 1      **Name:**  
**Type:** Period Report      **Status:** Agenda Ready  
**File created:** 1/10/2018      **In control:** Special Committee of the Whole  
**On agenda:** 1/15/2018      **Final action:**  
**Title:** Development Services - 2017 Third Period Report, Staff Report DEV-18-004  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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## PERIOD REPORT

**DATE:** January 3, 2018      Report No. DEV-18-004  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Bill Brown, Director of Development Services  
**SUBJECT:** Development Services - 2017 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2017 to December 31, 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 five new rezoning applications in the third period.

- (New) 1052 / 1054 Tillicum Road - A proposal to rezone the property to a Comprehensive Development Zone and an OCP amendment to accommodate a new 5 unit townhouse development.
- (New) 669 Constance Avenue - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 12 storey, 83 unit, mass timber condominium project.
- (New) 1379 Esquimalt Road (St. Peter's and St. Paul's Church) - A proposal to rezone the

property to a Comprehensive Development zone to accommodate 24 new non-market seniors' rental apartments.

- (New) 833 / 835 Dunsmuir Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 5 storey, 34-unit multi-residential strata building.
- (New) 520 Constance Avenue - A proposal to rezone the property from P-4 to an RM-1 zone.
- 101 Island Highway - A proposal to convert the current tourist accommodation use of the property (Econo-Lodge) to commercial and residential mixed-use incorporating commercial space located adjacent to Island Highway and 96 market rental units of varying sizes. Amendment Bylaw No. 2893 and Housing Agreement Bylaw No. 2897 were adopted by Council on December 4, 2017.
- 460/464 Head Street - A proposal to rezone two parcels bounded by Head Street and Lyall Street located abutting 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. Development Services Staff worked with the applicant's design team and coordinated with Engineering and Parks Services to finalize the detailed design of the public realm. Staff have coordinated drafting of the covenant and provided it to the applicant for execution to facilitate completion the rezoning.
- 615 Fernhill Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a new four storey, 10-unit residential building.
- 780 Dominion Road - A proposal to rezone an existing detached dwelling for a 'Group Children's Day Care Centre'. Approved by Council December 4, 2017.
- 899 Esquimalt Road - A proposal to rezone the consolidated parcels bounded by Esquimalt Road, Head Street, and Wollaston Street to accommodate a twelve (12) storey, 72 unit, commercial and residential mixed use building incorporating 2 commercial retail spaces oriented toward Esquimalt Road and 70 residential units. This application will also require approval of an OCP Amendment to proceed. Staff completed a comprehensive review and provided feedback to the applicant resulting in amended plans scheduled to be provided in early January 2018.

## **2. Development Permit Applications**

In addition to the existing development permit applications that Development Services continues to process, the Department received one new application in the third period.

- (New) 832 Old Esquimalt Road - Development Permit application for a new strata titled duplex.
- 10 Phillion Place - Development Permit application for the construction of a new accessory building in the Gorge Waterway (Development Permit Area 4). Approved by Council August 21, 2017 and issued on September 7, 2017.
- 429 Lampson Street (English Inn) - Development Permit application for 179 residential units, a new spa, and additional hotel rooms in the new north wing. Permit amended by Council to

include only the 'Site B' portion of the property and approved for Issuance on November 27, 2017. Issuance is pending receipt of the landscape deposit.

- 455 Nelson Street - Development Permit application to authorize the form and character, including landscaping, of one new single family infill dwelling. Permit is being prepared for the Director's approval based on recent submission of an amended landscaping plan and landscaping estimate.
- 460/464 Head Street - Development Permit application to authorize form and character, including landscaping of 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. Permit is held in abeyance pending adoption of the zoning for this project.
- 468 Foster Avenue - Development Permit to authorize the form and character including landscaping for a two-family dwelling. Approved by Council September 11, 2017, issued December 12, 2017.
- 778 Dominion Road - Development Permit application for a new two family dwelling. Approved by Council October 23, 2017, issued November 1, 2017.

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

In addition to continuing to process existing Development Variance Permit applications, one new Development Variance Permit Application was received during the third period.

- (New) 1003 Wollaston Street - Variance to increase the allowed lot coverage for a new single family dwelling. Approved by Council November 6, 2017. The permit was issued on December 13, 2017.
- 10 Phillion Place - Variance to the building height and front setback for the placement of a new accessory building. Variance to the siting of the provision of off-street parking. Approved by Council August 21, 2017 and issued on September 7, 2017.
- 429 Lampson Street (English Inn) - Permit amended by Council to include only the variances on the 'Site B' portion of the property and approved by Council on November 27, 2017.
- 468 Foster Avenue - Variance to the building height and second storey massing of a new two-family dwelling. Approved by Council September 11, 2017 and issued on November 29, 2017.
- 778 Dominion Road - Several variances to allow new two family dwelling. Approved by Council October 23, 2017. The permit was issued on November 1, 2017.
- 1219 Old Esquimalt Road - Variance for a decreased rear setback for the addition of an attached carport, an attached garage and a deck to a single family dwelling. Approved by Council October 23, 2017. Issued December 13, 2017.

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

- (New) 1379 Esquimalt Road. (St. Peter's and St. Paul's Church)
- 429 Lampson Street (English Inn) - Application for minor alterations to the exterior of the English Inn. Approved by Council October 2, 2017.

## **5. Subdivision Applications**

- No new subdivision applications were received during the third period. Staff continued to process existing applications.
- 455 Nelson Street - Two-lot residential subdivision. Approved October 6, 2017
- 622 Admirals Road - Legion - Subdivision for road widening - on hold pending receipt of civil engineering plans.
- 744 Fairview Road Lot 5 - Subdivision to create 4 individual warehouse units.
- 1385 Tree Bank Road West - Three-lot subdivision - on hold pending receipt of engineering report for retaining wall.

## **6. Other Planning Projects**

- 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. In addition, worked on the Open Spaces Operating Agreement, Parking Agreement, and Phased Development Agreement.
- Esquimalt Road Urban Design Guidelines - Directors met with the Consultant to review and revise the draft Guidelines.
- Participated in the mediation process for the proposed Regional Growth Strategy.

## **7. Consultation**

- Staff participated in pre-application consultations with various developers and architects actively preparing submissions for multiple family residential projects totaling more than 200 dwelling units.
- 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.
- Consulted repeatedly with Community Living Victoria regarding the P-4 zone and C-3 zone and coordinated a legal review of permitted uses relating to a proposed relocation of this service provider.

## 8. Official Community Plan (OCP) Review

- Continued work on OCP Review Phase 6 (since July 2017) “Draft Official Community Plan - Development”.
- Hosted 12 meetings to review and revise new OCP policies, maps and content.
- Held a Special Meeting of Committee of the Whole on October 3, 2017 to review and seek direction on draft housing policies for the OCP.
- Updated project web pages ([www.esquimalt.ca/communityplan](http://www.esquimalt.ca/communityplan) <<http://www.esquimalt.ca/communityplan>>).
- OCP Legal Review session between Township Solicitor and Development Services staff - October 30, 2017.

## 9. Economic Development

EDS 5.3.1 - Promote Esquimalt as “place to visit” (ongoing):

- Negotiated the contract for the 2018 “Destination Victoria” Map to ensure the Township continues to receive the same size of advertising space.
- Met with provincial government officials to discuss various partnership possibilities related to clean technology.
- Meeting with the Mayor, Christine Fast, Director, Knowledge Transfer & Commercialization, Ministry of Jobs, Trade and Technology, and Andrew Brooke, Director, Technology and Innovation Strategy, Ministry of Technology, Innovation, and Citizens’ Services regarding partnering opportunities for economic development.
- Teleconference call with the Mayor and Yuri Navarro, CEO & Executive Director of the National Angel Capital Organization.
- Teleconference with Jessica McIlroy, Executive Director of the BC Cleantech Alliance.
- Met with the CAO and Communications Coordinator on various economic development initiatives.

## 10. Sustainability

- In the fall of 2017, the BC Sustainable Energy Association “*Cool It! Climate Leadership Training*” program reached 5 Esquimalt classrooms. Students committed to several energy saving actions over a 4-week period. The top class was a Grade 4/5 class at Macaulay Elementary School. The students’ energy saving actions resulted in an estimated total reduction of 44 tonnes of greenhouse gas emissions (tCO<sub>2</sub>e). This is equivalent to nearly 9 passenger vehicles being taken off the road for a year. A pizza pool party was organized for the winning class in December.
- Promoted the availability of Esquimalt’s Top-up incentive to encourage local uptake in the Oil to Heat Pump Incentive Program. The Township is offering 20 incentives of \$150 to participating residents until March 31, 2018. As of December, Esquimalt homeowners have claimed 4

incentives.

- Hosted the Resilient Region Breakfast Exchange on November 17<sup>th</sup> in the Lounge at the Archie Browning Sports Centre. The meeting theme was “Complete Communities” on which Mayor Desjardins gave a short talk on recent municipal efforts.

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

- Developed programs that enable the enhanced 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 and the GIS.
- Created and updated online maps.
- Created specific thematic maps for staff.
- Responded to external requests for GIS data.

## **12. Other**

- Registered 14 Notices with Land Title and Survey Authority (compared with 17 in second period and 10 in first period).
- Reviewed 28 Business Licence Applications for Zoning Compliance (compared with 48 in second period and 43 first period).
- Updated West Bay kiosk monthly, and when extra posters received.
- Completed 29 plan checks.

## **13. Training**

Staff attended the following training sessions:

- October (various dates) - Tempest 8 Training
- November (various dates) - Building Effective Teams - Roles, Responsibilities, Tips and Tools for an Optimal Workplace
- November 18 - Planner and Senior Planner attended the BC Society of Landscape Architect's - 'The Value of Urban Greenspace' workshop in Victoria

- October & November (various dates) - Staff Training: Microsoft Word & Excel (Levels 2 & 3)
- September 14<sup>th</sup> and December 14<sup>th</sup> - Meeting: CRD Climate Action Inter-Municipal Working Group.

## II. **COMMITTEES**

### Advisory Planning Commission

- The Advisory Planning Commission met three times in the third period and reviewed 5 applications.

### Design Review Committee

- The Design Review Committee met four times in the third period and reviewed 5 applications.

### Environmental Advisory Committee

- Community Development Coordinator, staff liaison to the Environmental Advisory Committee, attended 1 meeting and provided more than 25 hours of support to the committee.

### Board of Variance

- No new Board of Variance applications were received.