



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
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Esquimalt, B.C. V9A 3P1

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## PERIOD REPORT

**DATE:** September 10, 2018      Report No. DEV-18-069

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

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

**SUBJECT:** Development Services - 2018 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2018 to August 31, 2018.

### 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 four new rezoning applications in the second period.

- (New) 939 Colville Road/825 Lampson Street - A proposal for 10 townhouses. Reviewed by the Design Review Committee on August 8, 2018 and the Advisory Planning Commission on August 21, 2018.
- (New) 901 Selkirk Avenue - A proposal for a 3 lot single family subdivision. Reviewed by the Advisory Planning Commission on June 19, 2018.
- (New) 471 Kinver Street - A proposal for two new single family dwellings in a small lot

subdivision. Reviewed by the Advisory Planning Commission on August 21, 2018.

- (New) 1198 Munro Street - A proposal to create a small lot on existing corner lot and build a single family dwelling.
- 916/920 Old Esquimalt Road - A proposal for 5 new single family homes to replace existing homes. Was reviewed by the Advisory Planning Commission on July 17, 2018.
- 636/638/640/642 Drake Avenue - A proposal for 8 new townhouses. Was reviewed by the Design Review Committee on July 17, 2018.
- 1182 Colville Road - Unit 15 - A proposal to add further commercial uses to the property where the convenience store is, to allow music, dance, yoga classes. Considered by Advisory Planning on May 15, 2018. The amending bylaw received first and second reading on June 25, 2018. The public hearing was held on July 16, 2018. The amending bylaw was also given third reading and adopted on July 16, 2018.
- 1109 Lyall Street - A proposal to construct a new two-family dwelling (duplex) behind and existing house. Considered by Advisory Planning Commission on April 17, 2018. At the August 20, 2018 meeting, Council instructed staff not to proceed with the rezoning process; however, at the August 27, 2018 meeting Council reconsidered their motion from the previous meeting and instructed staff to proceed with the rezoning process.
- 838/842 Admirals Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 4 storey, 30-unit multi-residential purpose built rental building. Considered by the Advisory Planning Commission on February 20, 2018. Considered by the Design Review Committee on February 14, 2018. Considered for 1<sup>st</sup> and 2<sup>nd</sup> reading by Council on August 20, 2018.
- 638/640 Constance and 637 Nelson - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 6 storey, 77-unit multi- residential purpose built rental building. Considered by the Design Review Committee on February 14, 2018. Considered for 1<sup>st</sup> reading by Council on August 20, 2018.
- 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. The amending bylaws were adopted by Council on June 25, 2018.
- 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. Public Hearing held on April 23, 2018. Second reading was rescinded and read anew on June 11. A second public hearing was held on June 25, 2018 and the amending bylaw was adopted by Council on July 16, 2018.
- 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. The proposed rezoning was reviewed by the Design Review Committee on May 9,

2018 and the Advisory Planning Commission on May 15, 2018. The bylaw was given first and second readings on July 6, 2018. The public hearing was held on August 27, 2018 and third reading was given to the bylaw at the same meeting.

- 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. Considered by Design Review Committee on February 14, 2018 and by Advisory Planning Commission on February 20, 2018. The bylaw was given first and second reading by Council on August 20, 2018.
- 520 Constance Avenue - OCP amendment and Rezoning - A proposal to rezone the property from P-4 (Institutional) to a RM-1 (Residential) zone. Considered by Advisory Planning Commission on February 20, 2018. The public hearing was held on May 7, 2018 following which Council gave the bylaw third reading and then adoption.
- 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. The bylaw was adopted by Council on June 11, 2018.
- 899 Esquimalt Road - A proposal to rezone the consolidated parcels bounded by Esquimalt Road, Head Street, and Wollaston Street to accommodate a 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 being provided in early January 2018. Considered by Design Review Committee on March 14, 2018. The application was considered by the Advisory Planning Commission on May 15, 2018. The applicant has put the application on hold.
- Zoning Bylaw Amendment to Regulate Cannabis - The bylaw received first and second readings on May 7, 2018. The public hearing was held on June 11, 2018. Following the public hearing the bylaw was given third reading and adopted.
- Omnibus Zoning Bylaw Amendments - This bylaw was reviewed by the Advisory Planning Commission on June 19, 2018. It was given first and second reading by Council on July 16, 2018. Second reading was rescinded and the bylaw amended to remove provisions related to the floor area for a day care. The bylaw was then given second reading as amended.

## 2. Development Permit (DP) Applications

In addition to the existing development permit applications that Development Services continues to process, the Department received nine new applications in the second period. In addition, the Department received two applications to amend exiting Development Permits.

- (New) 941 Ellery Street - DP application for signage for an industrial building. Approved by the Director of Development Services on June 7, 2018.
- (New) 890C Esquimalt Road - DP application to authorize a new façade of an existing commercial building. Approved by the Director of Development Services on June 7, 2018.
- (New) 955 Craigflower Road - DP application for signage for a gas service station. The processing of the application was held up because the applicant had to obtain regulatory clearances from the Ministry of the Environment.
- (New) 480-482 Grafton Street - DP application to construct a uniquely shaped duplex. The application was approved by Council on August 27, 2018.
- (New) 520 Comerford Street - DP application to construct an elevator and hoistway in an existing commercial building. Approved by Council on August 27, 2018.
- (New) 485 Head Street - DP application to construct an accessory building.
- (New) 669 Constance Avenue - DP application to authorize form, character, landscaping, natural environment protection, energy conservation, greenhouse gas reduction and water conservation for a 12 storey, mass timber, 83-unit, multiple family, prefabricated residential building. Approved by Council on August 20, 2018.
- (New) 615 Fernhill Road - DP application to authorize form, character, landscaping, natural environment protection, energy conservation, greenhouse gas reduction and water conservation for a 10-unit multiple family residential building. Approved by Council on August 20, 2018.
- (New) 833/835 Dunsmuir Road - DP application to accommodate a 4 storey, 30-unit multi-residential purpose built rental building.
- 1052 Tillicum Road - Application for five townhomes. Approved by Council on June 25, 2018.
- 468 Foster Street - Application to amend an existing development permit for a duplex by adding a roof top deck to the northern unit. On August 20, 2018, Council did not approve the amendment and instructed the applicant to prove that there would be not privacy issues before Council would reconsider the application.
- 460/464 Head Street - DP application to authorize form and character, including landscaping of

a 5 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.

### **3. Development Variance Permit (DVP) Applications**

In addition to continuing to process existing Development Variance Permit applications, three new DVP Applications were received during the second period.

- (New) 1173 Old Esquimalt Road - Variance to the rear setback to construct a deck and to legitimize portion of the home. Council denied variance to the rear setback to construct the deck, however approved the variance legitimizing portion of the home already in the rear setback on July 16, 2018.
- (New) 955 Craigflower Road - Variance for signage for a gas service station.
- (New) 404 Constance Avenue - Variance for fence height.

### **4. Board of Variance Application ( BOV)**

- (New) 1217 Juno Street - Variance to install a door off the kitchen to access the backyard.

### **5. Heritage Alteration Permits (HAP)**

- 1379 Esquimalt Road. (St. Peter's and St. Paul's Church) - Application on hold pending outcome of OCP Amendment and Rezoning Application.

### **6. Subdivision Applications**

No new subdivision applications were received during the second period. Staff continued to process existing applications.

- 622 Admirals Road - Legion - Subdivision for road widening.
- 1385 Tree Bank Road West - Three-lot subdivision - on hold pending receipt of engineering report for retaining wall.

### **7. Other Planning Projects**

- Conducted extensive research on the impacts on local governments related to the legalization of non-medical cannabis.
- Responded to four requests for information on starting a cannabis retail operation.
- Developed FAQs for cannabis retail rezoning applications.

- Reviewed technical aspects of exclusion fencing for deer in the municipality.
- Provided demographic statistics for the municipality to Island Health.
- Provided statistics on development units to School District 61 in preparation for a School Acquisition Fee.
- Worked with the CAO, Director of Engineering and Public Works, and the lawyer acting on behalf of the Township, to negotiate an agreement to allow the developer of the Esquimalt Town Square to install a private water connection on Park Place.
- Researched Garden Suite regulations in neighbouring municipalities.
- Submitted application to Plan H Strategic Wellness Strategies Grant program for public engagement project to develop multi-family design guidelines that encourage healthy communities in housing project for the missing middle.
- Submitted successful application to UBCM for two Community to Community (C2C) forums.
- Worked with development consultant to prepare the request for proposals for 880 Fleming Street.

## **8. Consultation**

- Staff participated in a number of pre-application consultations with various developers and architects actively preparing submissions for multiple family residential projects.
- 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.

## **9. Official Community Plan (OCP) Review**

- Significant time devoted to preparing the draft Official Community Plan for the Public Hearing.
- Public Hearing held on May 28, 2018.
- Adopted on June 25, 2018.
- Updated project web pages ([www.esquimalt.ca/communityplan](http://www.esquimalt.ca/communityplan) <<http://www.esquimalt.ca/communityplan>>).

## **10. Economic Development**

- Worked with numerous developers to promote development in Esquimalt .

## **11. Sustainability**

- Prepared data for Climate Action reporting requirements for 2017.
- Calculated energy use and Greenhouse Gas emissions for corporate activities for 2017.
- Calculated Carbon Tax expenditures and credits for corporate activities in 2017.
- Submitted survey results of municipal efforts to reduce Greenhouse Gases in corporate and community activities.
- Completed CARIP public reporting requirements by June 1 deadline.
- Prepared staff report and presentation on CARIP program for August 27 Council meeting.
- Responded to request for information on EV charging data since pay per use introduced.
- Assisted CRD with public survey for EV demand and barriers to adoption.
- Began work on ICLEI adaptation planning project.
- Updated Green Building Checklist.
- Researched bicycle valet parking systems for Esquimalt events.
- Researched plastic bag regulations in preparation for EAC meeting in September.
- Attended Climate Action Intermunicipal Working Group meeting at the CRD.

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

- Extensive work to prepare the maps for the OCP.
- 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.
- Created and updated online maps and specific thematic maps for staff.

## **13. Other**

- Electronically registered a number of Notices with B.C. Land Title and Survey Authority.
- Reviewed a number of Business Licence Applications for Zoning Compliance.
- Updated West Bay kiosk monthly, and when extra posters received.
- Prepared 9 Building Permit History & Zoning Letters.
- Attended the provincial rental accommodation workshop.
- Attended the Urban Development Institute luncheon.
- Worked with the Urban Development Institute's Executive Director to organize the next joint liaison meeting between the Township and the Urban Development Institute.

#### **14. Training**

Staff attended the following training sessions:

- PIBC conference and AGM
- Resilient Region breakfast session on EVs
- Emergency Operations Centre training
- Webinar on carbon accounting
- Subdivision Approving Officers workshop

## **II. COMMITTEES**

### Advisory Planning Commission

- The Advisory Planning Commission met four times in the second period and reviewed 12 applications.

### Design Review Committee

- The Design Review Committee met four times in the second period and reviewed 8 applications.

### Environmental Advisory Committee

- No meetings during this period.

### Board of Variance

- One new Board of Variance application was received.