



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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## PERIOD REPORT

**DATE:** January 7, 2019      Report No. DEV-18-007  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Bill Brown, Director of Development Services  
**SUBJECT:** Development Services - 2018 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2018 to December 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 third period.

- (New) 937 Colville Road - A proposal for 6 townhouses.
- (New) 821/823/825 Wollaston Street - To permit an existing triplex (3 unit- townhouse) on the subject property.
- (New) 616-620 Constance Avenue & 619-623 Nelson Street & 1326 Miles Street - A proposal for a 106 unit building with ground floor commercial.

- (New) 522 Admirals Road - To amend the Zoning to accommodate a Cannabis Retail Store
- 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. Council granted amending bylaw 1<sup>st</sup> and 2<sup>nd</sup> reading on October 1, 2018. Public Hearing and 3<sup>rd</sup> reading of bylaw occurred on November 26, 2018.
- 901 Selkirk Avenue - A proposal for a 3 lot single family subdivision. Reviewed by the Advisory Planning Commission on June 19, 2018.
- 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. Council granted amending bylaw 1<sup>st</sup> and 2<sup>nd</sup> reading on November 26, 2018.
- 1198 Munro Street - A proposal to create a small lot on existing corner lot and build a single family dwelling. Reviewed by the Advisory Planning Commission on October 16, 2018. Council gave the rezoning bylaw first and second readings on December 17, 2018.
- 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. Staff working with applicant to make revisions, in response to comments received from neighbours.
- 636/638/640/642 Drake Avenue - A proposal for 8 new townhouses. Reviewed by the Design Review Committee on July 17, 2018. Reviewed by Advisory Planning Commission on October 16, 2018. Council authorized OCP consultation circulation on December 17, 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. Public hearing and third reading of bylaw occurred on December 3, 2018.
- 838/842 Admirals Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 4 storey, 28-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. The public hearing was held on November 19<sup>th</sup>, 2018.
- 638/640 Constance and 637 Nelson - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 6 storey, 71-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. Considered for 2<sup>nd</sup> reading by Council on November 26, 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. The bylaw was adopted by Council on October 1, 2018. Staff were given direction to remove outdated development permit notices from the land titles at this same meeting. Notices have been removed.

- 833 / 835 Dunsmuir Road - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 5 storey, 32-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. The public hearing was held on September 17, 2018. Council also gave the rezoning bylaw third reading at the September 17, 2018 meeting.
- 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. The rezoning bylaw was adopted by Council on October 1, 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.
- 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. At their August 27, 2018 meeting, Council rescinded second reading to remove provisions related to the floor area for a day care and then read the bylaw anew and gave it second reading.

## **2. Development Permit (DP) Applications**

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

- (New) 801 Esquimalt Road - DP application for balcony repairs.
- (New) 1129 Munro Street - DP application for a new accessory building, located in front of the face of the principal building.
- (New) 852 Esquimalt Road - DP application for an illuminated business sign for Cask & Keg.

- (New) 1234 Esquimalt Road - DP application to alter the storefront by bringing out windows to redirect pedestrian traffic.
- (New) 838/842 Admirals Road - DP application for a 4 storey 28-unit purpose built rental building.
- (New) 1109 Lyall Street - DP application to construct a 2 storey duplex in the rear of the property.
- 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. Application was approved by Council on November 26, 2018.
- 485 Head Street - DP application to construct an accessory building. The development permit was approved by Council at their December 17, 2018 meeting.
- 833 / 835 Dunsmuir Road - A DP application to accommodate a 5 storey, 32-unit multi-residential strata building. Considered by Design Review Committee on November 14, 2018.
- 1052 Tillicum Road - Application for five townhomes. Approved by Council on June 25, 2018. Landscape security received, DP issued November 8, 2018.
- 460/464 Head Street - Development permit 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. The development permit was approved by Council on October 1, 2018.

### **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 third period.

- (New) 1129 Munro Street - Variance for siting requirement of an accessory building.
- (New) 1181 Old Esquimalt Road - Variance for a side yard setback requirement for the existing second storey deck/balcony. Reviewed by the Advisory Planning Commission at their December 18, 2018 meeting.
- (New) 832 Old Esquimalt Road - Variance to the Works and Service for the underground wiring as per Schedule E, s.5.01 of the Subdivision and Development Control Bylaw No. 2715. Reviewed by the Advisory Planning Commission at their December 18, 2018 meeting.
- 955 Craigflower Road - Variance for signage for a gas service station. Approved by Council on November 26, 2018.
- 404 Constance Avenue - Variance for fence height. Reviewed by the Advisory Planning Commission at their December 18, 2018 meeting.

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

No new applications were received during the third period.

- 1217 Juno Street - Variance to install a door off the kitchen to access the backyard. Approved at the September 13, 2018 Board of Variance meeting.

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

No new applications were received during the third period.

- 1379 Esquimalt Road. (St. Peter's and St. Paul's Church) - Application on hold pending outcome of applicant's heritage review committee consultation process.

#### **6. Subdivision Applications**

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

- (New) 455 Sturdee Street - Two-lot subdivision.
- 622 Admirals Road - Legion - Subdivision for road widening. The plan has been registered at the Land Titles Office.

#### **7. Temporary Use Permit Applications**

One new Temporary Use Permit Application was received during the third period.

- (New) 1237 Esquimalt Road - Temporary Use Permit to allow the site to be used temporarily as a parking lot. Approved by Council on November 19, 2018.

#### **8. Legal Document**

- (New) 622 Admirals Road - Amendment to the existing Covenant & Housing Agreement.

#### **9. Other Planning Projects**

- Signed partnership agreement with PlanH Healthy Communities for \$10,000 funding to develop multi-family design guidelines that encourage healthy communities in housing project for the missing middle.
- Prepared RFQ for PlanH project for bid, chose successful consultant and signed contract.
- Prepared amendments to the zoning bylaw to bring cannabis regulations into alignment with changes in the ALC regulations and medical cannabis regulations.
- Responded to three requests for information on starting a cannabis retail operation.

- Updated website for new OCP and Cannabis retail operations.
- 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.
- Worked with development consultant to prepare the request for proposals for 880 Fleming Street.
- Organized Legal Workshop for the Advisory Planning Commission.
- Attended meeting about the new Provincial Housing Policies.
- Attended the CRD's Development Planning Advisory Committee.
- Attended the DND's Esquimalt Harbour Authority meeting.

## **10. 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.
- Met with BC Transit and DND staff for start up of View Royal/Esquimalt Transit Plan.

## **11. Economic Development**

- Met with the Urban Development Institute's Esquimalt Liaison Committee.
- Worked with numerous developers to promote development in Esquimalt.

## **12. Sustainability**

- Held workshop for Adapting Together project to identify risks associated with climate change in the municipality.
- Joined successful application for Transition 2050 funding by FCM. Partnering with 8 other municipalities and regional districts on Vancouver Island in a two year project to accelerate home retrofits for energy efficiency.
- Prepared report on Checkout Bag regulation options for Council Dec 3, 2018.

- Prepared memo for EAC regarding Cigarette Butt disposal options.
- Attended Climate Action Intermunicipal Working Group meeting at the CRD.

### **13. 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.
- Created and updated online maps and specific thematic maps for staff.

### **14. Other**

- Hired a temporary planning technician.
- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Electronically registered 11 Notices with B.C. Land Title and Survey Authority.
- Reviewed 22 Business Licence Applications for Zoning Compliance.
- Updated West Bay kiosk monthly, and when extra posters received.
- Prepared 10 Building Permit History & Zoning Letters.
- 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.

### **15. Training**

Staff attended the following training sessions:

- Advancing Collaborative Climate Adaptation in British Columbia, Nov. 2018
- Workshop on Electric Vehicle and Electric Bike Infrastructure Planning, CRD, Nov. 2018.
- EOC training Level 1.
- How to Use Census Data.
- Turning Statistics into Stories.
- Fairness in Practice - Skills Development Workshop.
- Accident Investigation Course.

## II. COMMITTEES

### Advisory Planning Commission

- The Advisory Planning Commission met 3 times in the third period and reviewed 9 applications.

### Design Review Committee

- The Design Review Committee met 3 times in the third period and reviewed 4 applications.

### Environmental Advisory Committee

- The Environmental Advisory Committee met two times in the third period.

### Board of Variance

- No new Board of Variance application was received.