



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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PERIOD REPORT

DATE: January 2, 2020 Report No. DEV-20-001
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Development Services Department - 2019 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2019 to December 31, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications/ Official Community Plan Amendments

In addition to processing applications submitted previously, the Department received three new rezoning applications in the third period:

- New - 842 Carrie Street: to amend the Zoning from RS-1 to a CD Zone to accommodate a 2 lot subdivision.
- New - 481 Joffre Street: to amend the Zoning for a CD Zone to accommodate a garden suite.
- New - 876/880 Dunsmuir Road: to amend the Zoning to a CD Zone to accommodate a 6 unit townhouse development.
- 1048 & 1050 Tillicum Road: to amend zoning from an RD-1 to a CD Zone to accommodate a duplex and triplex (5 unit townhouse) as reviewed by the Design Review Committee [DRC] on July 10, 2019.

- 874 Fleming Street (Greater Victoria Housing Society): to amend zoning to a CD Zone to accommodate a 6-storey, 137 unit, purpose built rental and the existing 77 unit building to be demolished. Reviewed by the Advisory Planning Commission [APC] on August 20, 2019. Reviewed by the DRC on September 11, 2019.
- 829 Admirals Road: to amend the zoning to accommodate a Cannabis Retail Store in Unit B; public hearing was held on September 30, 2019 and the bylaw was defeated.
- 1314 Esquimalt Road: to amend zoning to accommodate a Cannabis Retail Store in Unit A; Public Hearing was held on October 7, 2019. The bylaw received third reading and adoption on October 28, 2019.
- 681 & 685 Admirals Road: proposal for a 50-unit purpose built rental apartment building as reviewed by the DRC on April 3, 2019; reviewed by the APC on April 16, 2019, and given 1st reading on July 15, 2019. Council requested the applicant provide further public consultation opportunities. Public consultation meeting was held on October 3, 2009. Subsequently, Council gave 2nd reading on November 4, 2019, with a Public Hearing on December 2, 2019.
- 615 Bryden Court: proposal to accommodate a two lot infill subdivision for two infill dwelling units; reviewed by the APC on April 16, 2019 and given 1st and 2nd readings by Council on September 9, 2019. The Public Hearing was held on October 7, 2019. The bylaw received 3rd reading and adoption on October 7, 2019.
- 610 & 612 Lampson Street and 1100 & 1004 & 1108 Esquimalt Road: proposal to accommodate a six storey building with 98 residential units. Applicant's architect preparing revisions based on discussions with staff. The application was reviewed by the DRC on November 13, 2019 and by the Advisory Planning Commission on December 16, 2019.
- 1072 Colville Road: proposed Duplex reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2019. The Public Hearing was held on December 16, 2019.
- 1076 Colville Road: proposed Duplex reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2019. The Public Hearing was held on December 16, 2019.
- 937 Colville Road: proposed 6 townhouses; reviewed by the DRC on February 13, 2019, APC on May 21, 2019, and the amending bylaw given 1st and 2nd readings on August 19, 2019. Public Hearing was held on December 2, 2019. The bylaw received 3rd reading.
- 616-620 Constance Avenue & 619-623 Nelson Street & 1326 Miles Street: a proposal for a 106 unit building with ground floor commercial. Reviewed by the Design Review Committee on January 9, 2019. Reviewed by the Advisory Planning Commission on March 19, 2019. The bylaw received 1st and 2nd readings on August 19, 2019. The Housing Agreement Bylaw received 1st, 2nd, and 3rd readings on December 16, 2019.
- 522 Admirals Road: an application to amend the Zoning Bylaw to accommodate a Cannabis Retail Store. A Public Hearing was held on October 7, 2019. The bylaw was given third reading on October 28, 2019. The bylaw was adopted on December 2, 2019.
- 916/920 Old Esquimalt Road: a proposal for 5 new single family homes to replace existing homes. Reviewed by the APC on July 17, 2018. The bylaw received 1st reading on March 4, 2019 and 2nd reading on June 10, 2019. The Public Hearing was held on July 15, 2019, and the amending bylaw received 3rd reading.
- 636/638/640/642 Drake Avenue: a proposal for 8 new townhouses. Reviewed by the DRC on July 17, 2018. Reviewed by APC on October 16, 2018. Council authorized OCP consultation circulation on December 17, 2018. The bylaw received 1st and 2nd readings on April 1, 2019. Public Hearing was held on December 2, 2019.
- 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 69 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 DRC on March 14, 2018. The application was considered by the APC on May 15, 2018. The bylaw received 1st and 2nd readings on May 27, 2019. The Public Hearing was held on July 8, 2019. The applicant held their community engagement meeting on September 21, 2019. The applicant amended the proposed building by reducing the height from 45 to 35 metres in addition to amending the amenities provided. Council rescinded 2nd reading and read it anew on November 4, 2019. The Public Hearing was held on November 25, 2019.

2. Development Permit (DP) Applications

In addition to the existing development permit applications that staff continued to process, the department received five new applications in the third period and **two applications to amend existing Development Permits:**

- New - 519 Sturdee Street: DP application to replace stucco on exterior walls with vinyl cladding. Approved by the Director of Development Services on October 17, 2019.
- New - 519 Sturdee Street: DP amendment application to extend the installation of vinyl cladding to the lowest floor of the building. Approved by the Director of Development Services on December 16, 2019.
- New - 445 Foster Street: DP application for an interior renovation Development Permit Area [DPA] No. 2.
- New - 469 Sturdee Street: DP application for a new duplex.
- New - 429 Lampson Street: DP application for a marketing sign.
- New - 321 Plaskett Place: DP application for DPA No. 2 for a covered outdoor gazebo consisting of four posts and a roof on an existing patio.
- 1198 Munro Street: DP application for a new single family dwelling.
- 638 Constance Avenue - DP application for a 71 unit purpose rental building. Approved by Council on October 7, 2019.
- 455 Sturdee Street: DP application for DPA 2 Hazardous Conditions to create a 3 lot strata subdivision. Reviewed by the APC on August 20, 2019. Approved by Council on September 30, 2019.
- 885 Dunsmuir Road: DP application for balcony repairs. Approved by the Director of Development Services on September 11, 2019.
- 880 A Esquimalt Road: DP application for exterior façade changes to the Tim Hortons. Reviewed by the DRC on September 11, 2019. Approved by Council on September 30, 2019.
- 622 Admirals Road: DP amendment application for minor changes to windows and patio doors. Approved by the Director of Development Services on September 11, 2019.
- 1052 Tillicum Road: DP amendment application for changes to retaining walls. Approved by the Director of Development Services on December 16, 2019.
- 1110 Craigflower Road: DP Amendment application for changes to landscaping and driveway design. Approved by the Director of Development Services on October 3, 2019.
- 468 Head Street: DP amendment application for changes to exterior stair design and landscaping.
- 10-300 Plaskett Place: DP application received for a patio deck extension.

3. Development Variance Permit (DVP) Applications

In addition to continuing to process existing DVP applications, two new DVP applications were received during the third period.

- New - 429 Lampson Street: Variance to vary the permissible dimension of marketing signage.
- New - 429 Lampson Street: Variance to vary footprint of the principal building to accommodate addition to terrace on east elevation. Considered by the APC on December 17, 2019
- 614 Grenville Avenue: Variance for parking to allow 14 spaces instead of the required 24 parking spaces to increase seating
- New - 1010 Wychbury Avenue: Variance for relaxation of the Parking Bylaw to accommodate a Child Care Studio. Reviewed by the APC on August 20, 2019. Approved by Council on October 28, 2019.
- New - 455 Sturdee Street: Variance for height, siting requirements (front setback) and Siting Requirements (rear Setback).

4. Board of Variance Application (BOV)

No new applications were received.

5. Heritage Alteration Permits (HAP)

- 429 Esquimalt Road (Rosemead House): proposed changes to windows and addition to terrace on east elevation. Reviewed by Design Review Committee on December 11, 2019.

6. Subdivision Applications

In addition to continuing to process existing Subdivision Applications, six new Subdivision Applications were received during the third period.

- New 1158 Craigflower Road - Subdivision Application to create 2 lots
- New 1109 Lyall Street - Subdivision Application to create 2 additional lots
- New 901 Selkirk Avenue - Subdivision Application to create 2 additional lots
- New 916 / 920 Old Esquimalt Road - Subdivision Application to create 3 additional lots for a total of 5 lots.
- New 615 Bryden Court - Subdivision Application to create 2 lots
- New 1235 Esquimalt Road - Subdivision Application to subdivide 4 buildings into 3 parcels
- New 1198 Munro Street - Subdivision Application to create 2 lots
- New 808 Viewfield Units A, B & C - Subdivision Application to covert existing warehouse into 3 strata lots.
- 1179 & 1181 Old Esquimalt Road - Subdivision application to convert bare land strata to a fee simple.
- 455 Sturdee Street - Three-lot subdivision. Approved by the Subdivision Approving Officer on December 23, 2019.

7. Temporary Use Permit [TUP] Applications

In addition to continued processing of existing TUP applications, two new TUP applications were received during the third period:

- New - 856 / 858 Esquimalt Road: TUP for parking of commercial motor vehicles and trucks on site.
- New - 460 / 464 Head Street: TUP for a construction lay down area for Westbay Quay Phase 1 Development.
- New - 624 Admirals Road: for a temporary lay down site for the “Legion” project. Approved by Council November 25, 2019.

8. Legal Document

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

Design for Social Connectedness Project:

- Completed analysis of survey results.
- Presented at ‘Creating Healthy and Safe Communities’ workshop in September.
- Developed recommendations.
- Designed and delivered open house.
- Presented final report to Council.

Cannabis Referrals:

- Responded to two provincial referrals for Cannabis licences.

Esquimalt Housing Inventory:

- Completed and presented to COTW on October 22, 2019.

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.

11. Economic Development

- Worked with numerous developers to promote development in Esquimalt.

12. Sustainability

- Made enquiries with the Province regarding ministerial approval for Checkout Bag Regulation

Bylaw.

- Attended Climate Action Inter-municipal Working Group meeting at the CRD.
- Participated in monthly updates for Residential Retrofit Acceleration Project (RRAP)
- Attended meeting at CRD for RRAP pilot project.
- Reviewed RRAP draft report for Esquimalt.
- Presented Climate Action Progress Report and Terms of Reference for Climate Action Planning Project to Council.
- Submitted information to Partners for Climate Protection for Milestone 2 for Corporate Operations.
- Delivered third workshop in Esquimalt for Adapting Together project October 8.
- Attended meeting with all municipal participants in Adapting Together project and ICLEI representatives.
- Attended Liveable Cities Forum for climate adaptation.
- Investigated funding opportunities for energy audits of corporate buildings.
- Issued request for proposals for Climate Mitigation Plan for Esquimalt as well as Climate Emergency Response Plan. Closing date is January 17, 2020.
- Met with Esquimalt Community Organizers and other community members regarding climate planning.
- Attended CRD session on communicating climate change.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Provided mapping services to other departments as requested.
- Prepared a fire hydrant map for the Fire Department.
- Updated fire hydrant information in collaboration with City of Victoria and DND.
- Building inventory with attributes for use, residential units, year of construction, and storeys as the basis for the Housing Inventory report.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed 37 Business Licence Applications for Zoning Compliance.
- Prepared 35 Building Permit History & Zoning Letters.
- Attended the Blanket Exercise at the Songhees Wellness Centre.
- Attended a meeting of the regional planning directors.
- Attended two Urban Development Institute luncheons.
- Attended the CRD's Healthy and Safe Environment Workshop.
- Attended a Regional Housing Action Committee meeting.
- Attended a Law Seminar on Labour Relations.
- Director attended the Base/Township Luncheon.

15. Training

Staff attended the following training sessions:

- How to Build Better Teams Through our Day-to-Day Actions.
- How to set up the secondary EOC.

16. Statistics

See Attachment No. 1 for status of existing housing applications.

II. COMMITTEES

Advisory Planning Commission:

The Advisory Planning Commission met twice in the third period and reviewed 4 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 twice in the third period.

Board of Variance:

No new Board of Variance applications were received.