



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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## PERIOD REPORT

**DATE:** January 10, 2017      Report No. DEV-17-004  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Bill Brown, Director of Development Services  
**SUBJECT:** Development Services - Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2016 to December 31, 2016.

### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

#### **1. Rezoning Applications/Official Community Plan Amendments/Temporary Use Permits**

- The Department received one new rezoning application in the third period.
- **(NEW)** 101 Island Highway (proposed conversion of tourist accommodation property (Econo-Lodge) to 96 rental units) - Pre application meeting, receipt, review and circulation of the application. The application was presented to the Advisory Planning Commission on December 20, 2016.
- 429 Lampson (English Inn) - This application is for some minor text amendments to accommodate slight changes to the development program. First and second reading were given to the bylaw on September 12, 2016. The public hearing was held on October 24, 2016. In addition, Council gave the bylaw third reading and adopted it on the same day as the public

hearing.

- 455 Nelson Street - (proposed two-lot split infill) - Rezoning Bylaw has received three readings. Staff are currently drafting a Section 219 Covenant for the property. Once the covenant has been reviewed by the applicant and registered at the Land Titles Office the Bylaw will be returned to Council for adoption.
- 468 Head Street - (Triangle Lands - mixed use commercial/residential) - Public Hearing was held on October 3, 2016. Staff are currently finalizing the Section 219 covenant with the applicant.
- 616/620 Lampson Street - Amendments to the Official Community Plan and the Zoning Bylaw (12 Townhouses) - January 18, 2016 [1<sup>st</sup> and 2<sup>nd</sup> reading] - March 7, 2016 [public hearing and 3<sup>rd</sup> reading] - Covenant registered - Returned to Council September 12, 2016 for adoption.
- 826 Esquimalt Road (30-unit apartment building) - Rezoning - Coordination of S.219 Covenant/ Adoption of Bylaw No. 2864 May 2, 2016.
- 856 & 858 Esquimalt Road - Temporary Use Permit Renewal to allow continuation of the Commercial/ Industrial Parking for Moving Trucks (for 2 Burley Men Moving Ltd.) at this location - reviewed by the Advisory Planning Commission December 20, 2016.
- 910 McNaughton Avenue - (proposed two-lot split infill) - Public hearing was held on September 19, 2016. Third reading was also granted on September 19, 2016. Covenant was negotiated.

## 2. Development Permit Applications

- In addition to the existing development permit applications that Development Services continues to process, the Department received five new applications in the third period.
- **(NEW)** 337 Victoria View Road - 108 ML Waste Water Treatment Plant.
- 429 Lampson Street (English Inn) - Development permit application for approximately 180 residential units, a new spa, and additional hotel rooms in the new north wing.
- 519 Foster Street - Development Permit (Four-unit Townhouse) - Land Title and Survey Authority of British Columbia registration, File Administration.
- **(NEW)** 616/620 Lampson Street - (form and character of 12 Townhouse development) - reviewed by Design Review Committee October 12, 2016, Approved by Council November 7, 2016. Issuance of the permit conditional upon the payment of a security deposit for landscaping and consolidation of the lots.
- 826 Esquimalt Road - (30-unit apartment) - Design Review Committee [April and May], Council June 13<sup>th</sup>, Land Title and Survey Authority of British Columbia registration, File Administration.
- **(NEW)** 846 Viewfield Road - New sign for the wholesale food store.

- **(NEW)** 910 Yarrow Place - Development permit for placement of new single family dwelling in Gorge Waterway development permit area no. 4.
- 933 Mesher Place - worked with consulting biologist on the terms of reference for the rehabilitation of the shore of the Gorge.
- **(NEW)** 1235 Esquimalt Road - Esquimalt Town Square - Mixed Use Commercial - Residential.
- 1310 Esquimalt Road - Development Permit and Development Variance Permit - Red Barn Market - follow up and file administration.

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

- In addition to continuing to process existing Development Variance Permit applications, four new Development Variance Permit Applications were received during the third period.
- 429 Lampson Street (English Inn) - several minor variances are required in order to accommodate proposed design elements.
- 741 Admirals Road - Development Variance Permit and Covenant revisions - approved by Council June 13, 2016 - Permit issued on October 7, 2016.
- **(NEW)** - 846 Viewfield Road - Variance to area of sign copy.
- **(NEW)** 910 Yarrow Place - Setback variance for placement of new single family dwelling.
- 912 McNaughton Avenue - Pre-application consultation for the siting of a shed.
- **(NEW)** 926 Parklands Drive - Second floor addition. Approved by Council on November 21, 2016.
- **(NEW)** 1041 Wurtele Place - Setback variance for larger replacement decks on existing building.

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

- No new heritage alteration permits were received.
- 429 Lampson Street (English Inn) - application for minor alterations to the exterior of the English Inn. The proposed alterations to the exterior of the building will be sympathetic to the original architecture.

### **5. Subdivision Applications**

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

- 622 Admirals Road - Legion - Subdivision for road widening - on hold pending receipt of civil engineering plans.
- 1385 Tree Bank Road West - Three-lot subdivision - on hold pending receipt of engineering plan for retaining wall and revised cost estimates for servicing.

## **6. Other Planning Projects**

- Esquimalt Town Square - Reviewed development permit application for the Esquimalt Town Square.
- Participated in the Interdepartmental Coordinating Committee for the Esquimalt Town Square project.
- Participated in the second and third design workshops for the new public library.
- Continue to refine the Memorandum of Understanding between the Township and the Greater Victoria Public Library.
- Hired Urban Forum Associates to prepare the Esquimalt Road Urban Design Guidelines.
- Held an organizational meeting with Urban Forum Associates to discuss details of the process for the development of the Esquimalt Road Urban Design Guidelines.
- Held a stakeholders' workshop related to the Esquimalt Road Urban Design Guidelines.
- Continued to work on the process for the development of 867 Lampson Street.
- Met a number of times with the Harbour Resource Partners design team to refine the design of the proposed waste water treatment plant as part of the development permit review process.
- Reviewed the proposed Regional Growth Strategy and prepared a Council response.
- Staff worked with Corporate Services staff in submission of a Canada 150 grant to celebrate Esquimalt heritage with the Canada sesquicentennial celebration.

## **7. Consultation**

- Consulted with developers and commercial realtors to identify possible sites for 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.
- Updated BC Assessment regarding the number and scope of approved development proposals within the Township.

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

- Commenced Official Community Plan Review Phase 4 (September 2016 - February 2017) “Policies & Guidelines - Development” and assigned OCP topic areas to the responsible departments.
- Organized two meetings of the OCP Review Team to discuss the development of new OCP policies and guidelines.
- Designed templates for new OCP goals, objectives, policies, and development permit areas.
- Consulted on the future needs for school facilities and support services with representatives from Greater Victoria School District No. 61 and Victor-Brodeur.
- Updated OCP Review Project Charter (to be presented to Council in early 2017)
- Updated the project web pages ([www.esquimalt.ca/communityplan](http://www.esquimalt.ca/communityplan)).

## **9. Economic Development**

- Worked with the Township’s Communications Coordinator to respond to every possible opportunity to promote Esquimalt.
- EDS 5.4.5. - Respond to community needs for information and resources to support community driven initiatives.
- Staff met with a representative from Esquimalt United Church and provided community information to assist them with a funding proposal to the United Church of Canada.
- Staff provided a 1.5 hour presentation to the PEERS small business training group on business licensing, zoning and business related bylaws

## **10. Sustainability**

- Displayed the Esquimalt Neighbourhood Watersheds Map along with related CRD information brochures and children activity pages at the Esquimalt Library Branch, Esquimalt Recreation Centre and Archie Browning Sports Centre.
- Reviewed and provided feedback on the CRD Climate Action Strategy.

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

### GIS Data:

- Acquiring the postal code FSA layer
- Acquiring and reformatting the 2011 Canada dissemination area census data into an usable format for ArcGIS
- Creating a land use designation layer and updating it based on recent OCP amendments

- Creating an DPA area layer from the existing DPA layer in AutoCAD format and updating it based on recent OCP amendments
- Created a layer with BC Assessment land and improvement values in ArcGIS capable of future analyses.
- Acquired the Tsunami Modelling Hazard line data from the CRD
- Digitized the Coast to Cairn trail
- Updated the consolidation of 337 Victoria View Road

Integrated Cadastral Information Society (ICIS):

- Scripting to send our addresses, water, sewer and drain lines for ICIS

Tempest/GIS Integration:

- Update addresses on ArcGIS to match Tempest
- Adding alias to ArcGIS for appropriate child properties or parents
- Updating alias on ArcGIS for apartments listed on Tempest
- Creating a T-SQL script to extract BC Assessment actual use code and manual classes from Tempest into a table for use in GIS
- Creating a T-SQL script to extract a land owners from Tempest into a table for use in GIS
- Updated addresses to reflect additions, deletions and edits from Tempest

Computer Aided Design (CAD)/GIS Integration:

- Updating the PID and polygon numbers on our cadastral parcels feature class.
- Creating and updating python scripts to convert AutoCAD data into ArcGIS data.
- Updated the task scheduler script to create a nightly log file for troubleshooting errors.
- Updated our parcels layer to include the cemetery polygons

ArcGIS Online Mapping:

- Uploading orthophotos and creating a raster dataset
- Building tiles and caches for the online map
- Creating a trip hazard app to be used on mobile devices to manage an inventory of trip hazards with Brad Daly
- Creating a general online map, an online aerial map, two online utilities map and an online zoning map in ArcGIS Portal for internal use
- Creating a general online map and an online aerial map in ArcGIS Online for public use
- Plan Checks for:
  - 846 Viewfield Rd
  - 1110 Craigflower Rd
  - 1007 Gosper Crescent
  - 925 Esquimalt Road
  - 1063 Gosper Crescent
  - 11-915 Glenvale Road
  - 1198 Munro Street
  - 928 Dunsmuir Road
  - Esquimalt Town Square
  - 1031 Dunsmuir Road
  - 101 Island Highway

- 452 Constance Ave
- 614 Grenville Ave
- 1063 Gosper Cres
- 455 Nelson St
- 1220 Juno St
- 1005 Gosper Cres
- 103-1020 Esquimalt Road
- 948 Aral Rd
- 910 Yarrow Place

Maps for:

- Subject property map, mail out map and 100m property buffer map for 910 McNaughton Avenue
- Schedule A, figure map, 100m property buffer map and a mail notice map for 455 Nelson, crafting an adjusted lot line based on the most recent survey
- Macauley Point map for Morlene Tomlinson
- Neighbourhood Map with for Blair McDonald
- 100m property buffer map and mail out notice map for 429 Lampson Street (English Inn)
- 100m property buffer map for the block of 468 Head Street
- Subject property map and a mail out map for 846 Viewfield Road
- Proposed Tax Exemption Area Map
- 50m property buffer map and a mail notice map for 926 Parklands Drive
- Fire Hydrant map for Chris Jancowski
- 100m property buffer map for 101 Island Highway
- Coast to Cairn Trail map

External Requests:

- Packaging the parks layer for the Local Government Park Natural Areas GIS Layer Project for the Nature Trust of British Columbia
- Three comfort letters were issued.

## 12. Other

- Community Development Coordinator completed a systematic review of the Development Services pages on the website. Outdated information and links were corrected with further improvements being completed in the next period.
- Completed and submitted final report on the Age-friendly Assessment conducted of Esquimalt to UBCM for the project funding received from the Seniors' Housing & Support Initiative. Prepared an article on Esquimalt's Age-friendly Assessment in the Greater Victoria Eldercare Foundation Newsletter (Cornerstone - Issue 40)
- Registered three (3) Notices with Land Title and Survey Authority
- 948 Aral-Handling development variance permit for setback variances

- Reviewed nineteen (19) Business License Applications for Zoning Compliance
- Many telephone and counter enquiries - realtors, owners and potential buyers
- Updated West Bay kiosk monthly, and when extra posters received
- 622 Admirals Road - Registration of Notice of Housing Agreement at Land Title and Survey Authority of British Columbia
- Development permit inspection and report for 448 Admirals Road
- Development permit inspection and report for 450 Admirals Road
- Coordinated staff, architect and owner meetings regarding the Hither Green Park redesign.

### **13. Training**

Staff attended the following training sessions:

- “Earthquake Cottage” and participated in demonstration
- September 9th - CRD Resilient Region Breakfast
- September 16th - CRD Event - information session for local governments about electric vehicles and charging infrastructure
- September 21st - Meeting: Collaborating to Build Resilient Neighbourhoods & Streets
- September 22nd - Meeting: CRD Climate Action Inter-Municipal Working Group
- October 18th - Meeting: CRD Community Mapping Priorities
- October 27th - Meeting: Esquimalt Seniors Coalition
- November 15th - Webinar: Attract Investment and Promote your Community with BritishColumbia.ca
- November 19th - CRD Forum of All Councils - Climate Change
- November 17 - Staff Training - Entry on to Private Land, delivered by Phoenix Law
- November 22nd - FOI Staff Training
- December 1st - Webinar: Six Questions to Shape Your Public Engagement Plan
- December 15th - Meeting: CRD Climate Action Inter-Municipal Working Group

## **II. COMMITTEES**

### Advisory Planning Commission

- The Advisory Planning Commission met once times in the third period and reviewed 2 applications

### Design Review Committee

- The Design Review Committee met twice in the third period and reviewed 2 applications.

### Environmental Advisory Committee

- Community Development Coordinator, staff liaison to the Environmental Advisory Committee, attended 2 meetings and provided more than 48 hours of support to the committee.
- During the third period, the committee commenced work on the development of new urban

agriculture and food systems policies for the Official Community Plan.

- Committee received a presentation from representatives of Glenlyon Norfolk School on the reduction of plastic shopping bags.

#### Board of Variance

- One new Board of Variance Application was received.
- On December 13, 2016, the Board convened to hear an application from Raminder Mahal for a relaxation of the rear lot setback. The Board ordered that the variance be denied.