



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Details (With Text)

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## PERIOD REPORT

**DATE:** August 21, 2017      Report No. DEV-17-052  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Bill Brown, Director of Development Services  
**SUBJECT:** Development Services - 2017 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2017 to August 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 three new rezoning applications in the second period.
- 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 has been read three times in the second period with adoption pending registration of a Section 219 Covenant and the execution of a Housing Agreement
- 453 Head Street - Temporary Use Permit for a sales office / presentation centre - Approved by Council August 21, 2017.

- 460/464 Head Street - A proposal to rezone two parcels bounded by Head Street and Lyall Street located immediately adjacent to 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 and are now proceeding with completion of the covenant to facilitate completion the rezoning.
- (New) 615 Fernhill Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a new four storey, 10 unit residential building.
- (New) 780 Dominion Road - A proposal to rezone an existing detached dwelling for a children's day care.
- (New) 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, 71 unit, commercial and residential mixed use building incorporating 1 commercial retail space oriented toward Esquimalt Road and 70 residential units. This application will also require approval of an OCP Amendment to proceed as it is inconsistent with the split OCP Land Use Designations currently applied to the parcel.

## **2. Development Permit Applications**

- In addition to the existing development permit applications that Development Services continues to process, the Department received six new applications in the second period.
- (New) 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; issuance is pending receipt of landscape deposit.
- 101 Uganda Avenue - Lot A - Development Permit to authorize form and character of one infill home including landscaping.
- 99 Uganda Avenue - Lot B - Development Permit to authorize form and character of one infill home including landscaping.
- 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.
- (New) 455 Nelson Street - Development Permit application to authorize the form and character, including landscaping, of one new single family infill dwelling.
- (New) 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.

- (New) 468 Foster Avenue - Development Permit to authorize the form and character including landscaping for a two-family dwelling.
- (New) 778 Dominion Road - Development Permit application for new two family dwelling.
- (New) 860 Esquimalt Road - Development Permit application for form and character for new façade and signage for 'A&W'. Approved by Council August 28, 2017.
- 1151 Colville Road - Form and character for a new duplex. Approved by Council on June 12, 2017

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

- In addition to continuing to process existing Development Variance Permit applications, ten new Development Variance Permit Applications were received during the second period.
- (New) 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.
- 398 Constance Avenue - Setback variance for a deck. Approved June 5, 2017.
- 429 Lampson Street (English Inn) - Several minor variances are required in order to accommodate proposed design elements.
- (New) 468 Foster Avenue - Variance to the building height and second storey massing of a new two-family dwelling.
- (New) 651 Grenville Avenue - Two variance permits to allow two new single family dwellings with secondary suites on two existing narrow lots. Approved by Council July 21, 2017.
- (New) 780 Dominion Road - Several variances to allow new two family dwelling.
- (New) 860 Esquimalt Road - Variances to sign placement, numbers and siting. Approved by Council August 28, 2017.
- (New) 1151 Colville Road - Variance to side yard setback.
- (New) 1219 Old Esquimalt Road - Variance for rear setback for the addition of a garage.
- (New) 1229 Esquimalt Road - Variance for an expansion of the underground parade, a reduction in the number of parking stalls allocated to the subject site available for use by staff and visitors to the Municipal Hall, a reduction in the minimum depth of a parking stall space and a reduction in the width of a parking stall space abutting a fence or structure.

- (New) 1235 Esquimalt Road - Variance Permit for a reduction in the number of surface parking stall spaces, an increase in the number of underground parking stalls, a reduction in the number of parking stall spaces allocated to the Municipal Hall, a reduction in the minimum depth of a parking stall space and a reduction in the width of a parking stall abutting a fence or structure.

#### **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.

#### **5. Subdivision Applications**

- One new subdivision application was received during the second period. Staff continued to process existing applications.
- 455 Nelson Street - Two-lot residential subdivision. On hold pending fulfillment of engineering report conditions.
- 622 Admirals Road - Legion - Subdivision for road widening - on hold pending receipt of civil engineering plans.
- (New) 744 Fairview Road Lot 5 - Subdivision to create 4 individual warehouse units.
- 910 McNaughton - Two-lot residential subdivision. Approved on May 11, 2017.
- 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 meetings to determine a dispute resolution process for the proposed Regional Growth Strategy.
- Coordinated with Engineering Services in the public realm redesign of both Gore Street and the east end of Lyall Street in West Bay to accommodate public and private realm design improvements associated with the redevelopment of the West Bay Triangle lands.

## 7. Consultation

- Staff participated in pre-application consultations with various developers and architects actively preparing submissions for multiple family residential projects totaling more than 300 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.
- Updated BC Assessment regarding the number and scope of approved development proposals within the Township.
- Worked with a local business to acquire a BC Liquor Control and Licensing Branch - 'Picnic Area Endorsement License'.

## 8. Official Community Plan (OCP) Review

- Completed OCP Review Phase 4 (September 2016 - May 2017) "Policies & Guidelines - Development".
- Organized a May 5<sup>th</sup> Affordable Housing Workshop that was facilitated by the Whistler Centre for Sustainability. Close to 60 representatives from the following sectors attended: local government, federal government, builders/developers, architects, non-profit organizations, and residents. A summary report of the workshop findings went to Committee of Whole and Council in July. A special Committee of the Whole Meeting will be held October 3<sup>rd</sup> to discuss affordable housing policies for the OCP.
- Completed OCP Review Phase 5 (June 2017) "Policies & Guidelines - Consultation".
- Prepared a series of seven Official Community Plan draft policy documents and four draft maps for public review.
- Hosted an Open House on June 7, 2017 that was attended by more than 85 people. Open House materials were posted online for two weeks to provide an opportunity for those individuals who were unable to attend to participate.
- Received a total of 98 written submissions from residents and stakeholders providing input on the draft policies and maps. Comments went to Council as part of Staff Report DEV-17-042 on July 10<sup>th</sup>.
- Commenced OCP Review Phase 6 (July 2017 - ) "Draft Official Community Plan - Development".

- Held 15 meetings to review and revise new OCP policies, maps and content.
- Consulted on the future of transit services and planning in Esquimalt with BC Transit representatives.
- Updated the project web pages ([www.esquimalt.ca/communityplan](http://www.esquimalt.ca/communityplan) <<http://www.esquimalt.ca/communityplan>>).

## 9. Economic Development

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

- Distributed copies of the updated 2016 “Destination Victoria” Map to local businesses.
- Promoted Esquimalt events, attractions and walking tours at the Victoria Tourism Showcase held May 24<sup>th</sup> at the Victoria Conference Centre. The event is aimed at informing front line hospitality staff about local tourism attractions and activities.
- Met with the CAO and Communications Coordinator on various economic development initiatives.

## 10. Sustainability

- Completed the Township’s Climate Action Revenue Incentive Program (CARIP) reporting requirements for the year 2016. 2016 carbon tax grant equaled \$31,769 and will be placed in the Sustainability Reserve Fund. Greenhouse gas emissions from corporate operations (building and fleet) totaled 1,113 tCO<sub>2</sub>e. The CARIP public report was posted to the website and submitted to the Province by the June 1st deadline.
- Implemented and communicated the introduction of a new user fee of \$1.00 per hour for electric vehicle charging beginning July 4, 2017.
- Signed a Memorandum of Understanding with the BC Sustainable Energy Association to deliver five ‘Cool It! Climate Leadership Training’ workshops to elementary school students in Fall 2017.
- Promoted the availability of Esquimalt’s Top-up incentive to encourage local uptake in the Oil to Heat Pump Incentive Program. The program offers up to \$1,700 per home to help British Columbians upgrade from oil heating to efficient electric air source heat pumps. The Township is offering 20 incentives of \$150 to participating residents. As of June 1<sup>st</sup>, Esquimalt homeowners have claimed 4 incentives and there is 1 application pending. The program ends on March 31, 2018.

## 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 system.
- Created and updated online maps.
- Created specific thematic maps for staff.
- Responded to external requests for GIS data.

## **12. Other**

- Registered 17 Notices with Land Title and Survey Authority (compared with 10 first period).
- Reviewed 48 Business License Applications for Zoning Compliance (compared with 43 first period).
- Updated West Bay kiosk monthly, and when extra posters received.
- Interdepartmental coordination of the proposed design for the redevelopment of Hither Green Park.
- Completed 13 plan checks.
- Director presented an overview of Esquimalt's sustainability initiatives at the Cascadia Collaborative's monthly meeting in June.

## **13. Training**

Staff attended the following training sessions:

- May 30 to June 2 - Director attended the Planning Institute of British Columbia conference in Prince George and co-presented a session about Esquimalt's Age Friendly Study.
- June 8th - Meeting: CRD Climate Action Inter-Municipal Working Group & Task Force Joint Meeting.

- June 20<sup>th</sup> - Staff Training - Webinar - How Government and Industry are getting ready for the BC Energy Step Code.
- August 21<sup>st</sup>-22<sup>nd</sup> - InforSWMM training for sanitary and stormwater modelling and management.

## II. **COMMITTEES**

### Advisory Planning Commission

- The Advisory Planning Commission met four times in the second period and reviewed 8 applications.

### Design Review Committee

- The Design Review Committee met once in the second period and reviewed 2 applications.

### Environmental Advisory Committee

- Community Development Coordinator, staff liaison to the Environmental Advisory Committee, attended 1 meeting and provided more than 9 hours of support to the committee.

### Board of Variance

- No new Board of Variance applications were received.