



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, January 17, 2019, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

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*E.1	<u>Rezoning Application No.00649 for 2424 Richmond Street (North Jubilee)</u> <u>Addendum: Presentation</u> <i>A report presenting Council with information for a Rezoning Application for the property located at 2424 Richmond Road proposing to add a new two-storey single-family dwelling to the lot and recommending it be declined.</i>	27
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submissions to increase transparency, ensure due process for the public hearings and improve internal process efficiencies.

***F.2 2019 Draft Financial Plan - Mayor's Office Support**

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Addendum: Report

A report providing Council with requested information regarding the proposed position of "Head of Strategy and Operations Mayor's Office".

G. NOTICE OF MOTIONS

H. NEW BUSINESS

H.1 Call for Written Submissions - Select Standing Committee on Ride Hailing Services

188

An opportunity for Council to provide input to the Select Standing Committee on Crown Corporations related to ride hailing services.

H.2 Extension of Vacancy Taxation Authority to Local Governments

190

A Councillor members' motion requesting that Council endorse sending a resolution to AVICC, UBCM and other agencies regarding the extension of vacancy taxation authority to local governments.

***H.3 Neighbourhood Input on Greenway Design Standards**

202

Addendum: Report

A Councillor member motion recommending that Council refer materials compiled by the Oaklands Rise and Brighton Greenway neighbourhood working groups to staff, to inform this review and harness research and policy development undertaken by these working groups.

***H.4 Engagement Summit - Walk-through (Verbal)**

Addendum: Verbal Update

A verbal update to provide an overview of the engagement summit.

***H.5 Councillor Sharing**

A Councillor Sharing regarding the passing of Barb McLintock.

***H.6 Mayor's Housing Summit in New Westminster on February 16, 2019**

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE



MINUTES - COMMITTEE OF THE WHOLE

September 27, 2018, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Coleman, Councillor Isitt, Councillor Loveday, Councillor Lucas, Councillor Madoff, Councillor Thornton-Joe, Councillor Young

STAFF PRESENT: C. Coates - City Clerk, P. Bruce - Fire Chief, S. Thompson - Director of Finance, J. Tinney - Director of Sustainable Planning & Community Development, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, C. Havelka - Deputy City Clerk, A. Hudson - Assistant Director of Community Planning, AM Ferguson - Committee Secretary, L. Taylor - Senior Planner, M. Angrove - Planner, M. Betanzo - Senior Planner, J. Tarbotton - Senior Planner Housing Policy, R. Batallas - Senior Planner, B. Dellebuur - Assistant Director, Transportation

A. APPROVAL OF AGENDA

Councillor Isitt and Loveday was not present at the time the meeting convened.

Moved By Councillor Coleman

Seconded By Councillor Alto

That the agenda be approved.

Moved By Councillor Lucas

Seconded By Councillor Coleman

Amendment:

That the agenda be amended to include the following items on the consent agenda:

Consent Agenda:

E. 1 - 27 Pilot Street - Development Permit with Variance Application No. 00081 (James Bay)

Councillor Loveday joined the meeting at 9:01 a.m.

E. 3 - 1046-1048 North Park Street - Rezoning Application No. 00632 and Development Permit with Variance Application No. 00071 (North Park)

F. 1 - Vancouver Island Intercommunity Business Licensing Proposal

F. 2 - Requests for Boulevard Removal from the Taxed Boulevard Program

F. 3 - National Zero Waste Council

F. 4 - Bylaw Officers

F. 5 - Proclamation- Miriam Temple No. 2 Daughters of the Nile Day

F. 6 - Proclamation - Pulmonary Hypertension Awareness Month

F. 7 - Proclamation- Waste Reduction Week

F. 8 - Proclamation- World Mental Health Day

F. 9 - Proclamation- World Pancreatic Cancer Day

On the amendment:

CARRIED UNANIMOUSLY

Main motion as amended:

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Coleman

Seconded By Councillor Lucas

That the following items be approved without further debate

CARRIED UNANIMOUSLY

B.1 27 Pilot Street - Development Permit with Variance Application No. 00081 (James Bay)

Committee received a report dated September 13, 2018 from the Director of Sustainable Planning and Community Development presenting information, analysis and recommendations for a Development Permit with Variance Application proposing to permit a garden suite through an addition to an existing accessory building.

Moved By Councillor Coleman

Seconded By Councillor Lucas

That Council, after giving notice and allowing an Opportunity for Public Comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit with Variance Application No. 00081 for 27 Pilot Street, in accordance with:

1. Plans date stamped August 7, 2018
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:

- i. Schedule M- Garden Suites - reduce the rear yard setback from 0.6m to 0.2m
3. Development Permit lapsing two years from the date of this resolution."

CARRIED UNANIMOUSLY

B.2 1046-1048 North Park Street - Rezoning Application No. 00632 and Development Permit with Variance Application No. 00071 (North Park)

Committee received a report dated September 13, 2018 from the Director of Sustainable Planning and Community Development presenting information, analysis and recommendations for a Rezoning and Development Permit Application proposing to construct a rest home for the property located at 1046 and 1048 North Park Street.

Moved By Councillor Coleman
Seconded By Councillor Lucas

Rezoning Application No. 00632

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00632 for 1046 and 1048 North Park Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

Development Permit with Variance Application No. 00071

1. That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00632, if it is approved, consider the following motion:
"That Council authorize the issuance of Development Permit Application No. 00071 for 1046 and 1048 North Park Street, in accordance with:
 - a. Plans date stamped September 18, 2018.
 - b. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - ii. reduce the required number of parking spaces from 16 to 4.
 - c. The Development Permit lapsing two years from the date of this resolution."
2. That Council direct staff to discharge Section 219 Covenant (CA4449030) registered on the property at 1046 North Park Street to the satisfaction of City staff, which was associated with a previously approved Development Permit, if Development Permit with Variance Application No. 00071 is approved.

CARRIED UNANIMOUSLY

B.3 Vancouver Island Intercommunity Business Licensing Proposal

Committee received a report dated September 19, 2018 from the City Clerk and Director of Finance providing information on a new Vancouver Island Initiative for an Inter-Community Business Licensing regime for Vancouver Island

municipalities and to recommend that Council approve the City's participation in the Program.

Moved By Councillor Coleman
Seconded By Councillor Lucas

That Council direct staff to bring forward a bylaw establishing the City's participation in a Vancouver Island Inter-Community Business Licensing (ICBL) program.

CARRIED UNANIMOUSLY

B.4 Requests for Boulevard Removal from the Taxed Boulevard Program

Council received a report dated September 18, 2018 from the City Clerk regarding the removal of 1750 Rockland Avenue and 1694 St. Francis Wood from the Taxed Boulevard Program effective the 2019 tax year.

Moved By Councillor Coleman
Seconded By Councillor Lucas

That Council approve the removal of 1750 Rockland Avenue and 1694 St. Francis Wood (comprising one block) from the Taxed Boulevard Program effective the 2019 tax year.

CARRIED UNANIMOUSLY

B.5 National Zero Waste Council

Committee received a report dated September 18, 2018 from the Director of Engineering and Public Works presenting goals and broad objectives to reduce waste sent to landfill and make recovery, re-use, recycling and composting of resources standard practice.

Moved By Councillor Coleman
Seconded By Councillor Lucas

That Council:

1. Direct staff to submit an application for membership to the National Zero Waste Council;
2. Appoint a member of Council as the City's representative to the National Zero Waste Council; and
3. Demonstrate its commitment to waste prevention and reduction to the National Zero Waste Council through a letter containing the City of Victoria's "Statement of Intent", as contained in Attachment A.

CARRIED UNANIMOUSLY

B.6 Bylaw Officers

Committee received a report from the Lead of Bylaw and Licensing Services dated September 24, 2018 regarding the requirement for a specific Council resolution to enable a Bylaw Officer to act with full capacity.

Moved By Councillor Coleman

Seconded By Councillor Lucas

That Council approve the appointment of Michael Alton:

1. as a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061);
2. as a Business Licence Inspector for the City of Victoria

CARRIED UNANIMOUSLY

B.7 Proclamation- Miriam Temple No. 2 Daughters of the Nile Day

Committee received a report dated September 17, 2018 from the City Clerk regarding a proclamation for a "Miriam Temple No. 2 Daughters of the Nile Day" for October 18, 2018.

Moved By Councillor Coleman

Seconded By Councillor Lucas

That the *Miriam Temple No. 2 Daughters of the Nile Day Proclamation* be forwarded to the October 4, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

B.8 Proclamation - Pulmonary Hypertension Awareness Month

Committee received a report dated September 17, 2018 from the City Clerk regarding a proclamation for a "Pulmonary Hypertension Awareness Month" for November 2018.

Moved By Councillor Coleman

Seconded By Councillor Lucas

That the *Pulmonary Hypertension Awareness Proclamation* be forwarded to the October 4, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

B.9 Proclamation- Waste Reduction Week

Committee received a report dated September 17, 2018 from the City Clerk regarding a proclamation for a "Waste Reduction Week" for October 15-21, 2018.

Moved By Councillor Coleman

Seconded By Councillor Lucas

That the *Waste Reduction Week Proclamation* be forwarded to the October 4, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

B.10 Proclamation- World Mental Health Day

Committee received a report dated September 17, 2018 from the City Clerk regarding a proclamation for a "World Mental Health Day" for October 10, 2018.

Moved By Councillor Coleman
Seconded By Councillor Lucas

That the *World Mental Health Day Proclamation* be forwarded to the October 4, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

B.11 Proclamation- World Pancreatic Cancer Day

Committee received a report dated September 17, 2018 from the City Clerk regarding a proclamation for a "World Pancreatic Cancer Day" for November 15, 2018.

Councillor Isitt joined the meeting at 9:05 am.

Moved By Councillor Coleman
Seconded By Councillor Lucas

That the *World Pancreatic Cancer Day Proclamation* be forwarded to the October 4, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

E. LAND USE MATTERS

E.2 2501 Blanshard Street - Development Permit with Variances Application No. 00089 (Hillside/Quadra)

Councillor Thornton-Joe withdrew from the meeting at 9:03 a.m. due to a pecuniary conflict of interest with the following item as she is the Chair of the Aboriginal Coalition to End Homelessness.

Committee received a report dated September 13, 2018 from the Director of Sustainable Planning and Community Development proposing to construct a three-storey, multi-unit residential, affordable rental building on the northern portion of the property.

Committee discussed:

- *The City right of way for access to the site.*

Moved By Mayor Helps
Seconded By Councillor Alto

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit with Variances Application No. 00089 for 2501 Blanshard Street, in accordance with:

1. Plans date stamped August 9, 2018.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
 - i. increase the number of buildings permitted on-site by one building for a total of 21 buildings
 - ii. decrease the minimum unit floor area from 33.0m² to 29.5m²
 - iii. decrease the north side yard setback from 4.85m to 2.40m.
3. The Development Permit lapsing two years from the date of this resolution.”

Committee discussed:

- *The future of this type of housing and the factors that will make it successful.*
- *Neighbourhood improvements associated with this project.*

CARRIED UNANIMOUSLY

Councillor Thornton-Joe joined the meeting at 9:23 am.

E.5 Request to Remove Restrictive Covenant from 1007 Government (Downtown)

Councillor Lucas withdrew from the meeting at 9:23 a.m. due to a non pecuniary conflict of interest with the following item as she manages the liquor retail store located in the Hotel Rialto.

Committee received a report dated September 13, 2018 from the Director of Sustainable Planning and Community Development requesting to remove restrictive covenant number EX39978 from the property located at 1007 Government Street.

Moved By Councillor Thornton-Joe

Seconded By Councillor Coleman

That Council authorize the Mayor and City Clerk to execute a legal agreement, in a form satisfactory to the City Solicitor, to discharge covenant number EX39978 from the property at 1007 Government Street.

CARRIED UNANIMOUSLY

Councillor Lucas joined the meeting at 9:27 am.

E.6 Approach for Updating Industrial Zoning in Rock Bay (Burnside)

Committee received a report dated September 12, 2018 from the Director of Sustainable Planning and Community Development regarding a proposed

approach for developing and implementing new industrial zones within the Rock Bay employment sub area.

Moved By Councillor Young

Seconded By Councillor Coleman

That Council:

1. Direct staff to develop new industrial zones to align with the Council approved land use policies for the Rock Bay employment sub-area as outlined in the *Burnside Gorge Neighbourhood Plan*.
2. Direct staff to develop the Rock Bay industrial zones premised on their implementation through a City-initiated rezoning process and conduct public engagement for feedback on the draft zones.
3. Direct staff to report back with the draft Rock Bay industrial zones and feedback collected from the public engagement process for Council's consideration prior to a public hearing

Committee discussed:

- *The desire to retain industrial zoning in Rockland.*

CARRIED UNANIMOUSLY

E.7 Victoria Housing Reserve Fund Program Update

Committee received a report dated September 14, 2018 from the Director of Sustainable Planning and Community Development regarding enhancing and strengthening the long term sustainability of the Victoria Housing Reserve Fund.

Councillor Lucas left the meeting at 10:36 am.

Councillor Isitt joined the meeting at 11:08 am.

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

1. That Council direct staff to update the Victoria Housing Reserve Fund Guidelines appended to this report, based on the following changes:
 - a. An update to the tiered grant structure by changing funding allocation for different levels of affordability for projects in the City of Victoria and lowering the allocation for projects outside of the City of Victoria but within the CRD;
 - b. An update to the eligibility criteria to ensure that applicants adhere to the Tenant Assistance Policy and submit a Tenant Assistance Plan for staff approval;
 - c. An update to the project priority section to prioritize projects that receive no other supports from the City of Victoria; and

- d. An update to the important notes section that advises applicants that the City will publish project eligibility information from applications to demonstrate that the projects have met all the eligibility requirements.
2. That Council direct staff to create a deadline for submissions to the Victoria Housing Reserve Fund for 2018, and assess the applications concurrently;
3. That Council direct staff, from 2019 forward, to set annual deadlines of March 31 and September 30 for submissions to the Victoria Housing Reserve Fund and assess applications received by these dates concurrently; and
4. That Council refer consideration of potentially increasing the funding allocation to the Housing Reserve Fund to the 2019 financial planning process.

Councillor Lucas joined the meeting at 10:39 am.

Committee discussed:

- *Deadlines associated with the funding.*

Moved By Councillor Thornton-Joe

Seconded By Councillor Madoff

Amendment:

That the motion be amended to include the following:

5. That Council direct staff to send the report to housing providers for comment.

CARRIED UNANIMOUSLY

Committee discussed:

- *Concerns about providing grants to providers displacing tenants.*

Moved By Mayor Helps

Seconded By Councillor Young

Amendment:

That the motion be amended as follows:

6. That the policy be amended to not include funding to housing outside of the City of Victoria.

Committee discussed:

- *The funding being provided by senior levels of government to assist supportive housing development.*
- *Concerns of impacting the development of this type of housing and the pros and cons of supporting projects outside of the City.*

Moved By Mayor Helps
Seconded By Councillor Alto

Amendment to the amendment:

That the amendment be amended to include the following:

and that this element of the policy be reviewed in five years.

FOR (7): Mayor Helps, Councillor Alto, Councillor Coleman, Councillor Loveday, Councillor Lucas, Councillor Madoff, and Councillor Young

OPPOSED (1): Councillor Thornton-Joe

CARRIED (7 to 1)

Moved By Councillor Loveday
Seconded By Councillor Thornton-Joe

Amendment to the amendment:

That the amendment be amended as follows:

and that this element of the policy be reviewed in two five years.

FOR (8): Mayor Helps, Councillor Alto, Councillor Coleman, Councillor Loveday, Councillor Lucas, Councillor Madoff, Councillor Thornton-Joe, and Councillor Young

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Alto

Amendment to amendment:

That the amendment be amended as follows:

and that this element of the policy be reviewed in two years from the adoption of the new policy.

CARRIED UNANIMOUSLY

On the amendment:

FOR (7): Mayor Helps, Councillor Alto, Councillor Coleman, Councillor Isitt, Councillor Loveday, Councillor Lucas, and Councillor Young

OPPOSED (2): Councillor Madoff, and Councillor Thornton-Joe

CARRIED (7 to 2)

Moved By Councillor Young
Seconded By Councillor Loveday

Amendment:

That the motion be amended to include the following:

That the program be focused on net-new units provided.

Councillor Lucas withdrew from the meeting at 10:36 a.m. and returned at 10:39 a.m.

Committee discussed:

- *Various potential impacts with stricter criteria.*

Committee recessed at 10:46 a.m. and returned at 10:52 a.m.

Councillor Loveday was not present at the time the meeting reconvened.

FOR (3): Mayor Helps, Councillor Isitt, and Councillor Young

OPPOSED (5): Councillor Alto, Councillor Coleman, Councillor Lucas, Councillor Madoff, and Councillor Thornton-Joe

DEFEATED (3 to 5)

Moved By Councillor Young

Seconded By Mayor Helps

Amendment:

That the motion be amended to include the following:

that the program not provide ongoing rental assistance.

Councillor Loveday returned to the meeting at 10:52 a.m.

Moved By Mayor Helps

Seconded By Councillor Young

Amendment to the amendment:

That the amendment be amended as follows:

that the program not provide ongoing rental assistance

FOR (6): Mayor Helps, Councillor Isitt, Councillor Loveday, Councillor Lucas, Councillor Madoff, and Councillor Young

OPPOSED (3): Councillor Alto, Councillor Coleman, and Councillor Thornton-Joe

CARRIED (6 to 3)

on the amendment:

FOR (5): Mayor Helps, Councillor Lucas, Councillor Madoff, and Councillor Young

OPPOSED (4): Councillor Alto, Councillor Coleman, Councillor Loveday, and Councillor Thornton-Joe

CARRIED (5 to 4)

Main motion as amended:

Committee agreed to vote on the motion separately as follows:

1. That Council direct staff to update the Victoria Housing Reserve Fund Guidelines appended to this report, based on the following changes:
 - a. An update to the tiered grant structure by changing funding allocation for different levels of affordability for projects in the City of Victoria and lowering the allocation for projects outside of the City of Victoria but within the CRD;
 - b. An update to the eligibility criteria to ensure that applicants adhere to the Tenant Assistance Policy and submit a Tenant Assistance Plan for staff approval;
 - c. An update to the project priority section to prioritize projects that receive no other supports from the City of Victoria; and
 - d. An update to the important notes section that advises applicants that the City will publish project eligibility information from applications to demonstrate that the projects have met all the eligibility requirements.
2. That Council direct staff to create a deadline for submissions to the Victoria Housing Reserve Fund for 2018, and assess the applications concurrently;
3. That Council direct staff, from 2019 forward, to set annual deadlines of March 31 and September 30 for submissions to the Victoria Housing Reserve Fund and assess applications received by these dates concurrently; and
4. That Council refer consideration of potentially increasing the funding allocation to the Housing Reserve Fund to the 2019 financial planning process.
5. That Council direct staff to send the report to housing providers for comment.

CARRIED UNANIMOUSLY

Main motion as amended:

6. That the policy be amended to not include funding to housing outside of the City of Victoria and that this element of the policy be reviewed in 2 years from the adoption of the new policy.

FOR (7): Mayor Helps, Councillor Coleman, Councillor Isitt, Councillor Loveday, Councillor Lucas, Councillor Madoff, and Councillor Young

OPPOSED (2): Councillor Alto, and Councillor Thornton-Joe

CARRIED (7 to 2)

H. NEW BUSINESS

H.2 Defer Gonzales Neighbourhood Plan

Moved By Mayor Helps

Seconded By Councillor Isitt

That the draft Gonzales Neighbourhood plan be put on hold indefinitely until such time as a new neighbourhood plan is agreed upon by the community.

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

Amendment:

That the motion be amended as follows:

That the draft Gonzales Neighbourhood plan be put on hold indefinitely until such time as a new neighbourhood plan is agreed upon by the community **after completion of all other neighbourhood plans.**

Moved By Councillor Thornton-Joe

Seconded By Councillor Isitt

Amendment to the amendment:

That the amendment be amended as follows:

That the draft Gonzales Neighbourhood plan be put on hold indefinitely until such time as a new neighbourhood plan is agreed upon by the community **and be brought back for discussion after completion of all other**

FOR (8): Mayor Helps, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Lucas, Councillor Madoff, Councillor Thornton-Joe, and Councillor Young

OPPOSED (1): Councillor Coleman

CARRIED (8 to 1)

On the amendment:

CARRIED UNANIMOUSLY

Moved By Mayor Helps

Seconded By Councillor Lucas

Amendment:

That the motion be amended to include the following:

and that the 2002 neighbourhood plan and the OCP are the policy documents that staff will refer to with regard to proposed developments in the neighbourhood.

CARRIED UNANIMOUSLY

Main motion as amended:

That the draft Gonzales Neighbourhood plan be put on hold and be brought back for discussion after completion of all other neighbourhood plans and that the 2002 neighbourhood plan and the OCP are the policy documents that staff will refer to with regard to proposed developments in the neighbourhood.

FOR (7): Mayor Helps, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Lucas, Councillor Madoff, and Councillor Thornton-Joe

OPPOSED (2): Councillor Coleman, and Councillor Young

CARRIED (7 to 2)

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Coleman

Seconded By Councillor Alto

That the Committee of the Whole Meeting be adjourned at 11:38 a.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES - COMMITTEE OF THE WHOLE

November 15, 2018, 9:01 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Potts, Councillor Collins

PRESENT FOR A PORTION OF THE MEETING: Councillor Isitt, Councillor Dubow

STAFF PRESENT: J. Jenkyns - City Manager, C. Coates - City Clerk, P. Bruce - Fire Chief, S. Thompson - Director of Finance, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, C. Havelka - Deputy City Clerk, A. Hudson - Assistant Director of Community Planning, C. Mycroft - Manager of Executive Operations, AM Ferguson - Committee Secretary, T. Zworski - City Solicitor, L. Taylor - Senior Planner, B. Dellebuur - Assistant Director, Transportation, N. Sidhu - Assistant Director of Parks, Recreation, and Facilities; M. Fedyczkowska - Legislation and Policy Analyst; L. Campbell - Manager of Parks Planning, Design, and Development, C. Tunis - Planning Analyst, R. Morhart - Manager of Permits and Inspections

GUESTS: Mr. G. Watson - Principal, Turnball Construction Services Ltd.; Mr. C.J. Rupp - Principal, HCMA Architecture and Design

A. APPROVAL OF AGENDA

Moved By Councillor Collins

Seconded By Councillor Dubow

That the agenda be approved.

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

Amendment:

That the motion be amended to include the following items on the consent agenda:

C. 2 - Minutes from the meeting held June 28, 2018

F. 6 - Proclamation - Movember

On the amendment:

CARRIED UNANIMOUSLY

Main motion as amended:

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Collins

Seconded By Councillor Alto

That the following items be approved without further debate:

CARRIED UNANIMOUSLY

B.1 Minutes from the meeting held June 28, 2018

Moved By Councillor Collins

Seconded By Councillor Alto

That the minutes from the meeting held June 28, 2018, be approved.

CARRIED UNANIMOUSLY

B.2 Proclamation - Movember

Committee received a report dated November 7, 2018, from the City Clerk regarding a proclamation for Movember.

Moved By Councillor Collins

Seconded By Councillor Alto

That the *Movember* Proclamation be forwarded to the November 22, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

C. READING OF MINUTES

C.1 Minutes from the meeting held June 14, 2018

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That the minutes from the closed meeting held June 14, 2018, be approved with the following change:

Include the time Councillor Alto left the meeting.

CARRIED UNANIMOUSLY

D. UNFINISHED BUSINESS

D.1 Crystal Pool and Wellness Centre Replacement Project Update

Committee received a report dated October 29, 2018, from the Director of Parks, Recreation, and Facilities regarding an initial review of elements of the recently adopted motion concerning Central Park and the Crystal Pool and Wellness Centre project.

Committee discussed:

- *Partnerships and building configurations including options for the curling club.*
- *Minimizing impacts to central park and ensuring accessibility for users.*
- *Timelines for construction and associated costs, including government funding and potential for a referendum.*

Councillor Isitt joined the meeting at 9:48 a.m.

Councillor Loveday withdrew from the meeting at 9:49 a.m. and returned at 9:49 a.m.

Committee recessed at 10:22 a.m. and returned at 10:30 a.m.

Moved By Councillor Potts

Seconded By Councillor Alto

That Council direct staff to carry forward with the plan for the south west corner of central park and report back with plans for consideration of the amenities brought forward by the community with regards to affordable housing, child care, etc., to be looked at in place of the Royal Athletic Park parking lot.

Councillor Dubow joined the meeting at 10:31 a.m.

Committee discussed:

- *Potential configurations and locations for the new site.*

Moved By Mayor Helps

Seconded By Councillor Collins

Amendment:

That the motion be amended to include the following:

including no net loss of parking

FOR (7): Mayor Helps, Councillor Alto, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Potts, and Councillor Collins

OPPOSED (2): Councillor Isitt, and Councillor Dubow

On the amendment:

CARRIED (7 to 2)

Moved By Mayor Helps
Seconded By Councillor Collins

Amendment:

That the motion be amended as follows:

and the Mayor to explore potential funding and partnership opportunities.

On the amendment:

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Alto

Amendment:

That the motion be amended to include the following:

to put forward the Royal Athletic Park parking lot land as a potential site for affordable housing.

Committee discussed:

- *Reviewing the potential benefits of internal resourcing to deliver the project.*

On the amendment:

CARRIED UNANIMOUSLY

Committee discussed:

- *Timelines associated with securing funding.*

Moved By Councillor Thornton-Joe
Seconded By Councillor Collins

Amendment:

That the motion be amended in the following point:

to put forward the Royal Athletic Park parking lot land as a potential site for affordable housing **and potentially a pocket park.**

On the amendment:

CARRIED UNANIMOUSLY

Moved By Councillor Thornton-Joe
Seconded By Councillor Isitt

Amendment:

That the motion be amended to include the following:

and the Mayor to have discussion with RG Properties on current and future opportunities for parking space land and report back in two weeks.

Moved By Councillor Isitt
Seconded By Councillor Loveday

Amendment to the amendment:

and the Mayor to have discussions with RG Properties on current and future opportunities for parking space land and report back in two weeks regarding options for redevelopment of the arena parking lot for uses including community recreation and nonmarket housing, and report back to Council on a priority basis.

On the amendment to the amendment:
CARRIED UNANIMOUSLY

On the amendment:
CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Loveday

Amendment:

That the motion be amended as follows:

To report back on the feasibility and advisability of providing ~~to put forward~~ the RAP parking lot land as a potential site for affordable housing and a possible pocket park.

Moved By Councillor Loveday
Seconded By Councillor Isitt

Amendment to the amendment:

That the amendment be amended as follows:

To report back on the feasibility and advisability of putting forward ~~providing to put forward~~ the RAP parking lot land as a potential site for affordable housing and a possible pocket park.

On the amendment to the amendment:

CARRIED UNANIMOUSLY

On the amendment:

FOR (1): Councillor Isitt

OPPOSED (8): Mayor Helps, Councillor Alto, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Dubow, Councillor Potts, and Councillor Collins

DEFEATED (1 to 8)

Committee agreed to vote on the main motion as amended separately as follows:

Moved By Councillor Potts

Seconded By Councillor Alto

That Council direct staff:

To carry forward with the plan for the south west corner of Central Park

FOR (7): Mayor Helps, Councillor Alto, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Potts, and Councillor Collins

OPPOSED (2): Councillor Isitt, and Councillor Dubow

CARRIED (7 to 2)

Moved By Councillor Potts

Seconded By Councillor Alto

and report back with plans for consideration of the amenities brought forward by the community with regards to affordable housing, child care, etc., to be looked at in place of the Royal Athletic Park (RAP) parking lot including no net loss of parking.

FOR (9): Mayor Helps, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Dubow, Councillor Potts, and Councillor Collins

CARRIED (9 to 0)

Moved By Councillor Potts

Seconded By Councillor Alto

That Council direct staff:

And the Mayor to explore potential funding and partnership opportunities.

To put forward the RAP parking lot land as a potential site for affordable housing and a possible pocket park.

FOR (9): Mayor Helps, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Dubow, Councillor Potts, and Councillor Collins

CARRIED (9 to 0)

Moved By Councillor Potts
Seconded By Councillor Alto

That Council direct staff:

And the Mayor to have discussion with RG Properties regarding options for redevelopment of the arena parking lot for uses including community recreation and nonmarket housing, and report back to Council on a priority basis.

FOR (9): Mayor Helps, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Dubow, Councillor Potts, and Councillor Collins

CARRIED (9 to 0)

E. LAND USE MATTERS

E.1 Rezoning Application No. 00653 for 205 Simcoe Street (James Bay)

Committee received a report dated November 2, 2018, from the Acting Director of Sustainable Planning and Community Development regarding an application to allow for a preschool daycare.

Committee discussed:

- *Accessibility of the site and the potential for a land lift analysis.*

Moved By Councillor Isitt
Seconded By Councillor Potts

That the rules be suspended to allow Council to receive information from the applicant Marley Cummings.

CARRIED UNANIMOUSLY

Committee discussed:

- *The proposed lease arrangements with the daycare provider.*
- *Options to provide affordable childcare to families.*

Moved By Councillor Isitt
Seconded By Councillor Alto

That the item be referred to the November 22, 2018, Committee of the Whole Meeting to report back on options for increasing affordability of the proposed child care spaces in return for the City's agreement to relax the covenant.

CARRIED UNANIMOUSLY

Committee recessed at 12:03 p.m. and returned at 12:34 p.m.

F. STAFF REPORTS

F.1 Application for a Permanent Change to Increase Licensed Capacity

Committee received a report dated October 25, 2018, from the Acting Director of Sustainable Planning and Community Development regarding an application to increase the licensed capacity for the Churchill located at 1140 Government Street.

Committee discussed:

- *Consultation with various stakeholders.*

Moved By Councillor Thornton-Joe
Seconded By Mayor Helps

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. Council, after conducting a review with respect to noise and community impacts, does support the application of The Churchill, located at 1140 Government Street, to increase licenced capacity from 90 to 127 patrons and staff within existing hours of operation, 11:00 am to 1:00 am Monday through Saturday and 11:00 am to 12:00 am Sunday.

Providing the following comments on the prescribed considerations:

1. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request is not expected be a significant issue.
2. If the application is approved, the net impact on the community is expected to be positive economically as the approval supports the request of the business and presumably their long term viability as a local business and employer.
3. The views of residents were solicited via a mail-out to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice posted at the property. The City received no letters opposed to, or in support of the application, and also did not receive correspondence from the Downtown Residents Association.
4. Council recommends the issuance of the license

Moved By Councillor Thornton-Joe
Seconded By Mayor Helps

Amendment:

That the motion be amended as follows:

That Council receive a report from the downtown community development coordinator at the November 22, 2018 Council Meeting.

FOR (9): Mayor Helps, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Dubow, Councillor Potts, and Councillor Collins

On the amendment:

CARRIED (9 to 0)

Committee discussed:

- *Impacts to police resources.*

Moved By Councillor Isitt

Amendment:

That the motion be amended to include the following:

d. subject to accessibility improvements to the satisfaction of the Director of Engineering and Public Works.

MOTION FAILED DUE TO NO SECONDER

On the main motion as amended:

FOR (8): Mayor Helps, Councillor Alto, Councillor Loveday, Councillor Thornton-Joe, Councillor Young, Councillor Dubow, Councillor Potts, and Councillor Collins

OPPOSED (1): Councillor Isitt

CARRIED (8 to 1)

F.2 2019-2023 Draft Financial Plan

Committee received a report dated November 5, 2018, from the Director of Finance regarding the introduction of the draft 2019-2023 Financial Plan.

Committee discussed:

- *Options for the use of surplus and new assessed revenue.*

Councillor Alto withdrew from the meeting at 1:26 p.m.

Moved By Mayor Helps

Seconded By Councillor Collins

That Council receive this report for information and further consideration on December 7, 2018.

CARRIED UNANIMOUSLY

F.3 Community Garden Licenses of Occupation

Committee received a report dated October 3, 2018, from the Director of Parks, Recreation, and Facilities regarding new Licences of Occupation for two existing community gardens.

Councillor Alto returned to the meeting at 2:03 p.m.

Committee discussed:

- *Options for the configuration of trees on site.*

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That Council authorize the Mayor and City Clerk to execute new Licences of Occupation for the following existing community gardens, subject to the publication of notices as required by the Community Charter, and with all terms to the satisfaction of the City Solicitor and the Director of Parks, Recreation and Facilities Department:

1. Burnside Allotment Garden (Cecelia Ravine Park, near Napier Lane and Burnside Rd East)
2. Neighbourhood Garden of All Sorts (Macdonald Park, adjacent to Niagara St)

CARRIED UNANIMOUSLY

F.4 Alternate Directors to the Capital Regional District and Capital Regional Hospital District Boards

Committee received a report dated November 6, 2018, from the City Clerk regarding appointments for alternate directors to the Capital Region District and the Capital Region Hospital District boards.

Councillor Alto joined the meeting at 1:40 pm.

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

That Council receive this report for information.

CARRIED UNANIMOUSLY

Moved By Councillor Thornton-Joe

Seconded By Councillor Isitt

That Council appoint Councillors Potts, Thornton-Joe, and Dubow as alternate directors to the CRD and CRHD Boards.

CARRIED UNANIMOUSLY

F.5 Appointments to Boards and Committees

Committee received a report dated October 30, 2018, from the City Clerk regarding appointments to boards and committees.

Committee discussed:

- *Proposed process to formalizing various committee appointments.*

Committee Members noted which boards and committees they would like to be nominated for.

Moved By Councillor Loveday

Seconded By Councillor Potts

That the meeting be extended to 2:45 p.m.

CARRIED UNANIMOUSLY

Committee discussed:

- *Neighbourhood liaison appointments.*

Committee agreed to refer consideration of the item to the November 22, 2018, Committee of the Whole Meeting.

H. NEW BUSINESS

H.1 Bonus Density Above OCP and Affordable Housing

Committee received a Council member motion dated November 8, 2018, from Mayor Helps and Councillor Alto regarding recommendations to create affordable housing through encouraging increased densities.

Moved By Mayor Helps

Seconded By Councillor Alto

That the following item be referred to the November 22, 2018 Committee of the Whole Meeting:

That as an interim measure until the final policy is adopted, Council directs staff to encourage proponents of strata projects to consider densities up to 10% in excess of OCP densities, in all areas of the city, in exchange for affordable units.

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Loveday

Seconded By Councillor Potts

That the Committee of the Whole Meeting be adjourned at 2:36 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR

DRAFT



Committee of the Whole Report

For the Meeting of January 17, 2019

To: Committee of the Whole **Date:** January 3, 2019

From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development

Subject: Rezoning Application No. 00649 for 2424 Richmond Road

RECOMMENDATION

That Council decline Rezoning Application No. 00649 for the property located at 2424 Richmond Road.

LEGISLATIVE AUTHORITY

In accordance with Section 479 of the *Local Government Act*, Council may regulate within a zone the use of land, buildings and other structures; the density of the use of the land, building and other structures; the siting, size and dimensions of buildings and other structures; as well as, the uses that are permitted on the land, and the location of uses on the land and within buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Rezoning Application for the property located at 2424 Richmond Road. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a site-specific zone to retain the existing house and add a new two-storey, single-family dwelling on the lot.

The following points were considered in assessing this application:

- the subject property is designated Traditional Residential in the *Official Community Plan, 2012* (OCP) which supports ground-oriented buildings up to two-storeys, and envisions a density up to 1:1 floor space ratio (FSR). While the proposal is not contrary to this designation, the site does not easily lend itself to a second single-family dwelling being added to the property, and the OCP also encourages the logical assembly of lots to facilitate better site planning and better utilization of land within the City
- the Jubilee Neighbourhood Plan (1996) identifies the property within an area where the goal is to "maintain current zoning" and consider duplexes and small lot single-family dwellings that meet established City criteria. In this instance, although the applicant maintains that the application is not a small lot rezoning application as they are not subdividing the lot into two fee simple properties, if reviewed against the small lot regulations and policies, it would not meet the criteria
- the Jubilee Plan also emphasizes that any new infill development should meet established policies and regulations, and provide a design that is sensitive to the scale of development in the immediate context. The proposed new dwelling does not

comfortably fit on Emerson Street in terms of siting and massing, and the proposal does not meet established policies and design guidelines

- retention and reuse of the existing house supports green building initiatives as demolition waste is reduced. The existing house is proposed to have new natural gas heating installed and receive exterior changes (new roof, gutters, paint, and thermal windows).

BACKGROUND

Description of Proposal

This Rezoning Application is to retain the existing single-family dwelling on the lot and construct a new single-family dwelling in the rear yard, with separate strata ownership for each dwelling. Changes to the exterior west side elevation of the existing house (reconfiguration of the stairs and porch) are required to provide a surface parking stall between the two units, the existing house will also be repainted and a new roof will be installed.

Affordable Housing Impacts

The applicant proposes the creation of one new residential unit which would increase the overall supply of housing in the area.

Sustainability Features

As indicated in the applicant's letter dated December 10, 2018, the following sustainability features are associated with this application:

- retaining existing home
- drought tolerant, native plants
- Energy Star windows, appliances, and ventilation fans
- gas radiant heat system
- MDF casing and baseboard trim
- low VOC interior paints
- low flow faucets and shower valves and low flush toilets.

Active Transportation Impacts

The applicant has not identified any active transportation impacts associated with this application.

Public Realm Improvements

No public realm improvements are proposed in association with this Rezoning Application.

Accessibility Impact Statement

The British Columbia Building Code regulates accessibility as it pertains to buildings.

Land Use Context

The area is characterized by single-family dwellings on Emerson Street, which is typical for the immediate neighbourhood. Along Richmond Road, there is a mix of single-family and multiple-dwellings, along with health care uses (Royal Jubilee Hospital and other medical facilities). Richmond Road forms the boundary between the District of Saanich and the City of Victoria.

Existing Site Development and Development Potential

At present, a single-family dwelling is on the site; this single-family dwelling was constructed in the 1940s. The house entrance fronts Emerson Street and a number of small accessory buildings are located along the rear and side property lines.

Under the current R1-B Zone, Single Family Dwelling District, the property could be developed as a single-family dwelling with a secondary suite or garden suite.

Data Table

The following data table compares the proposal with the current R1-B Zone. An asterisk is used to identify where the proposal is less stringent than the existing Zone.

The challenge with a comparison to current zoning is the interpretation of lot lines, i.e., Richmond Road is considered the front lot line as it is defined as the lot line on the widest right-of-way (street). The challenge is, that functionally the front yards are on Emerson Street (considered side yard setback – south), and the rear yards are considered side yards (north).

Zoning Criteria	Proposal			Current Zone R1-B
Site area (m ²) – minimum	586.00 (293.00m ² per dwelling unit)			460.00 (for one dwelling unit)
Lot width (m) – minimum	15.99 (Richmond frontage)			15.00
Number of single family dwellings – maximum	2*			1
Floor space ratio – maximum	0.34			n/a
Site coverage % – maximum	27.00			40.00
Open site space % – minimum	62.63			n/a
Zoning Criteria	West Bldg. (proposed)	East Bldg. (existing)	Both Bldgs.	Current Zone (R1-B)
First and second storey floor area (m) – maximum	127.00	74.98	201.98	280.00
Combined floor area (m) – maximum	127.00	146.35	273.35	300.00
Storeys – maximum	2	1 (plus basement)		2

Height (m) – maximum	6.46	4.50		7.6
Basement	none	yes		permitted
Setbacks (m) – minimum	<i>Note that setbacks are applied to entire lot with Richmond Road considered the front lot line</i>			
Front	23.95 ⁱ	8.18		7.50
Rear	1.52*	15.20 ⁱ		9.16
Side (north)	5.53	2.54		1.60
Side (south)	3.66	5.96		3.00
Combined side yards	9.19	8.50		4.50
Separation space	3.15	3.15	3.15	n/a
Parking – minimum	2			1

i. Note: the table indicates the rear yard setback for the existing house as being 15.20m and the front yard setback for the proposed house as being 23.95m, which suggests an expansive rear yard for the existing house and front yard for the new house; however, in reality, these yards don't exist because of the presence of buildings.

Small Lot Comparison

Although the subdivision of land is not being proposed, if this application proposed a subdivision, the siting (setbacks) of the proposed dwelling would not conform to standards within the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

For analysis purposes, a comparison to the small lot zone has been provided below. An imaginary lot line was drawn between the houses; and site areas, frontages and setbacks adjusted. In this scenario, Richmond Road would be the frontage for the existing house, and Emerson Street would be the frontage for the proposed house. Further, a road dedication on Richmond Road that would be required at subdivision for public realm improvements, and as such, it would impact lot size and setbacks. An asterisk is used to identify where the proposal is less stringent than the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

Zoning Criteria	West Lot (approx.) Proposed House	East Lot (approx.) Existing House	Comparison Zone R1-S2
Site area (m ²) – minimum	242.70* (approx.)	337.40 (approx.)	260.00
Lot width (m) – minimum	15.20 (Emerson)	16.11 (Richmond)	10.00

Number of single family dwellings – maximum	1	1	1
Floor space ratio – maximum	0.52	0.22	0.60
Site coverage % – maximum	29.22	25.88	40.00
Total floor area (m ²) – maximum	127.00	74.98	190.00
Storeys – maximum	2	1 (plus basement)	2
Height (m) – maximum	6.46	4.60	7.50
Basement	none	yes	permitted
Setbacks (m) – minimum			
Front	3.66* (Emerson)	7.32 ⁱⁱ (Richmond)	6.00
Rear	5.53*	0.2*	6.00
Side	1.52* (habitable - west)	2.54 (north)	2.40 (habitable) 1.50 (non-habitable)
Side	2.95 (east)	5.96 (south)	2.40 (habitable) 1.50 (non-habitable)
Parking – minimum	1	1	1

ii. Note, the front setback is to the property line as if there was a road dedication of 0.86m.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the North Jubilee CALUC at a Community Meeting held on May 29, 2018. A letter dated July 14, 2018 is attached to this report.

The applicant polled neighbours on Emerson Street and the immediate neighbours. The petitions and illustrative map provided by the applicant are attached to this report. It is noted that a petition of this nature is required for small lot proposals; however, the applicant is preferring to not subdivide and this is technically not a small lot Rezoning Application. If the petition were completed as per the small lot policy, 100% of immediate neighbours to the north, south and west, are reported to be in support of the application. The neighbouring property (Jubilee Hospital) across Richmond Road was not petitioned.

ANALYSIS

Official Community Plan

The subject property is designated Traditional Residential in the *Official Community Plan*, which supports ground-oriented buildings up to two-storeys and a density up to 1:1 floor space ratio (FSR). The proposal is for two-storey, ground-oriented housing with a density of 0.34:1 FSR.

While retaining the existing single-family dwelling supports green building policies, it does limit a more logical and integrated redevelopment of the site due to the siting of the building. In any event, infill potential, while keeping the existing house, is limited due to the parcel size, access limitations, and the Statutory Right-of-Way requirements. A single-family dwelling with a secondary suite or garden suite, or potentially a duplex, would be the preferred redevelopment option, if the lot is not combined with others, as it would preserve private outdoor space in the rear yard.

Richmond Road is considered a secondary arterial road, which would support ground-oriented residential buildings such as multi-unit dwellings, including attached residential, and apartments on arterial and secondary arterial streets. The OCP also encourages logical assembly of development sites that enable the best realization of permitted development potential.

As this proposal is technically not a small lot development, it is exempt from Development Permit Area 15A, Intensive Residential – Small Lot, and therefore, the design guidelines applicable to small lots do not apply; however, the applicant is willing to register a Section 219 covenant on title to secure the design of the proposed single-family dwelling and landscaping, and changes to the existing dwelling to ensure they are constructed in accordance with the plans, if approved by Council.

Design

Although design, form and character are not a consideration for the Rezoning, and this proposal is not subject to a Development Permit Area, staff have evaluated the proposal based on the *Small Lot House Design Guidelines*. The main areas of concern include:

Streetscape

The *Small Lot House Design Guidelines* encourage dwellings that fit in and reinforce the existing patterns and massing of the streetscape. The proposed building would be larger in mass and height when compared to the immediate context along Emerson Street, and would be disruptive to the streetscape. Additionally, the siting of the building is closer to the street (smaller front yard setback) than the established building setback pattern in order to preserve the rear yard for a private outdoor space. The combination of these elements mean the proposed dwelling is more visually prominent along Emerson Street than the neighbouring houses.



Landscape Design

The Design Guidelines encourage parking, when located in the front yard, to have a softened appearance. The proposal would have a shared driveway with two separate parking stalls: one between the houses, and one oriented parallel in front of the existing house. The shared driveway helps to reduce the disruption to the pedestrian environment, but the separated parking and parking locations would create an extensive paved area visible along Emerson Street. The applicant is proposing permeable pavers for hard surfaces, which would create a more attractive landscape and would help with rain water management. New shrubs would also surround the parking area to help screen and soften the visual impact. Although the parking layout is not ideal, the proposal does provide design solutions to help soften the appearance.

A solid board fence along the frontages of both houses is also proposed. This could be softened by including shrubs or vines along the outside of the fence, or by varying the fence height or design. Private outdoor space is provided in the rear yard of the proposed house; and although a front patio is provided for the existing house, the house will not have a functional rear yard as the outdoor space associated with this building is somewhat compromised.

Local Area Plans

The Jubilee Neighbourhood Plan places the subject property within an area of greatest stability characterized by single-family homes with the intention of maintaining the existing zoning. Duplexes and small lot single-family dwellings are considered if they meet established criteria (policies and regulations). In this instance, the proposal would not meet the small lot design guidelines and regulations (variances would be required).

The Plan recognizes that many streets within the area establish the character of the neighbourhood as single-family. The plan states that new housing should fit in with the established form and character of the street into which it is being placed, and that Emerson Street is characteristic of smaller post-war homes on small lots. Further, an appropriate fit may be achieved through sensitive, small-scale in-fill development. While the proposal would be infill, it is not sensitive to the scale of development in the immediate context.

The Plan also encourages developments to respect the balance between adequate parking and green space. The proposal has located the parking in front of and between the two houses, which would reduce the amount of greenspace in the frontage areas. The functional greenspace for the proposed house would be primarily in the rear yard, and for the existing house greenspace would be provided in the front yard along a busier road (Richmond Road), meaning it may not be the most usable outdoor space.

Tree Preservation Bylaw and Urban Forest Master Plan

There are two existing bylaw protected Dogwood trees on the existing single-family lot facing Richmond Avenue. In addition, there are two bylaw protected trees (Dogwood and Deodar Cedar) on the neighbouring property near the property line at 2432 Richmond. All these protected trees are to be retained and protected during construction. An arborist report may be required at building permit stage to identify construction impacts and protection measures for the trees on the subject site and neighbouring property.

The City will require three new trees be planted in the boulevard on Emerson Street, with the species determined by City Staff at the building permit stage. The applicant will be responsible for the cost of these trees, along with any other improvements within the City Right-of-Way.

Regulatory Considerations

The proposal has been compared to the current zone, R1-B Zone, Single Family Dwelling District; the main difference is the buildings' setbacks and number of buildings, and would therefore require a site-specific zone. It is worth noting the combined floor areas and site coverage of the two houses is below the maximum floor area and coverage in the current zone. Essentially, under the current zone, one single-family dwelling with a floor area greater than what is being proposed could be developed.

Setback Variance

Due to the lot configuration and street widths, Richmond Road is considered the front lot line, while functionally the two proposed houses front onto Emerson Street. There would be a variance from the existing zone for the rear yard setback, which is reduced from 9.16m to 1.52m. Although considered the rear yard setback, functionally, it is the side yard for the proposed house.

If considered functionally, the proposed setback is less than the established side yard setback for small lots (minimum 2.4m for habitable windows), or for single-family dwellings (3.0m), creating an imposing structure relatively close to the property line. Notwithstanding, the habitable window is a transom window in the dining room and would likely not pose significant privacy issues.

When compared to the existing standard zones for single-family dwellings or small lot development, the main area of divergence is the front yard setback requirement. If Emerson Street is considered the front lot line for the proposed dwelling (Richmond is technically the front), the general established minimum setback is 6.0m for small lots, and the proposal is for 3.66m; staff notes that this disrupts the established pattern of the immediate street context. The applicant feels this placement would maximize the private outdoor space at the rear. The general established minimum standard for a rear yard setback in small lot zones is 6.0m, and the proposal is for 5.53m.

These compromises in the setbacks may be considered an indication that the proposed dwelling does not comfortably fit in this location, and the location of the existing house does not allow flexibility in siting.

Small Lot Regulations

Proposals of this type are generally submitted as small lot proposals, which would entail a fee-simple subdivision (two separate lots, each with its own title with one dwelling on each lot). While there is sufficient land area to achieve the small lot minimum parcel size (260 m² per lot), the siting of the existing house does not make the creation of an additional lot feasible. As shown in the comparative data table above, if the proposal was to create two small lots, the proposed house would not meet the lot area, the minimum front yard setback, the side yard setback (west), and the rear yard setback; additionally, the existing house would not meet the rear yard setback (close to 0m setback). The variances that would be required are an indication that due to retaining the existing house, there are challenges to creating an additional lot and meeting the regulations and policy.

The proposal is to create a building strata by retaining the existing house and building an additional house on the lot. In essence, the units will form part of a strata plan similar to a condominium development. As a building strata is technically not a subdivision of land, the City does not have the authority to require any road dedications. If this application proposed the subdivision of land, a 0.86m dedication would be required along Richmond Road, which would

marginally reduce the overall parcel size. This dedication would be in conjunction with any Statutory Right-of-Way requirements (see Section below).

Transportation Requirements

The OCP identifies this section of Richmond Road as a secondary arterial street, and indicates that further improvements are required to the cycling network along this section. The Standard Right-of-Way for an arterial street is 30m. To achieve future transportation needs on this portion of Richmond Road, a Statutory Right-of-Way (SRW) of 4.82m is requested. In essence, although the land remains part of the subject property, the City will have the right to use this SRW for public purposes such as enhanced sidewalks, boulevards to support large canopy trees, and facilities to encourage cycling. As such, no new permanent structures will be permitted in this area, nor is any required parking or turnaround area permitted within 1.0m of this area. Staff recommend that if Council chooses to advance the application for further consideration at a Public Hearing, that Council make this SRW a condition of rezoning to achieve these transportation objectives. The applicant is willing to grant the SRW and the appropriate wording has been included in the alternate motion.

CONCLUSIONS

The proposal to construct a second dwelling on the subject property poses several challenges. By retaining the existing house, the proposed dwelling is sited in the rear yard, which is not sufficient to accommodate an additional dwelling of the proposed size and the parking required for an additional dwelling. The building mass of the proposed dwelling does not fit with the established streetscape and has a smaller setback in front of the house, which disrupts the established pattern on the street. Further, there are alternatives to increasing the density on this lot which would not require a rezoning, such as a garden suite or secondary suite. Alternatively, the assembly of this property with others on Richmond Road may help realize better redevelopment opportunities. The proposal to construct an additional house and retain the existing house is not ideal; therefore, staff recommend Council decline the application.

Alternate motions have been provided should Council wish to consider the application with revisions, or move the application forward to a Public Hearing. The first alternate motion is to have the applicant work with staff to revise the proposal to have a larger setback on Emerson Street, reduce the massing of the proposed dwelling, and revise the landscaping. The second alternate motion is to proceed with preparing the applicable bylaws and legal agreements to advance the application to a Public Hearing without further revisions.

ALTERNATE MOTIONS

Option 1

That the applicant work with Staff to make changes to the proposed design to ensure a better fit with the context of the surrounding properties, and return back to Committee of the Whole with a revised proposal, including:

- a. increase the front yard setback to be more in line with the established streetscape setback along Emerson Street
- b. redesign the proposed dwelling to reduce the mass of the building for a better fit with the streetscape
- c. provide more details of the landscape plan that include paving materials, to reconsider fence design details for the perimeter fence, consider landscaping along the fence line, reducing the height of the wood screen for the outdoor area for the existing house, and ensure all fences meet Fence Bylaw requirements.

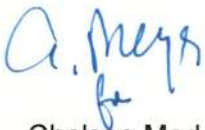
Option 2

That Council instruct staff to prepare the necessary *Zoning Regulation Bylaw* Amendment that would authorize the proposed development outlined in Rezoning Application No. 00649 for 2424 Richmond Road; that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council; and that a Public Hearing date be set once the following conditions are met:

Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:

- a. registration of a section 219 covenant to secure the design of the proposed single-family dwelling unit, and to ensure that the existing single-family dwelling is upgraded in accordance with the plans approved by Council and to specify the sequencing of construction and landscaping, including retention of a landscape security deposit
- b. receipt of an executed Statutory Right-of-Way (SRW) of 4.82m along Richmond Road, to the satisfaction of the Director of Engineering and Public Works.

Respectfully submitted,



Chelsea Medd
Planner
Development Services Division

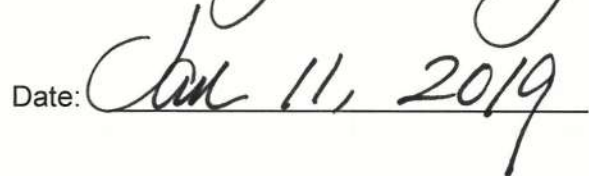


Andrea Hudson, Acting Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

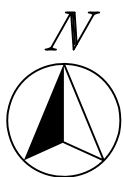
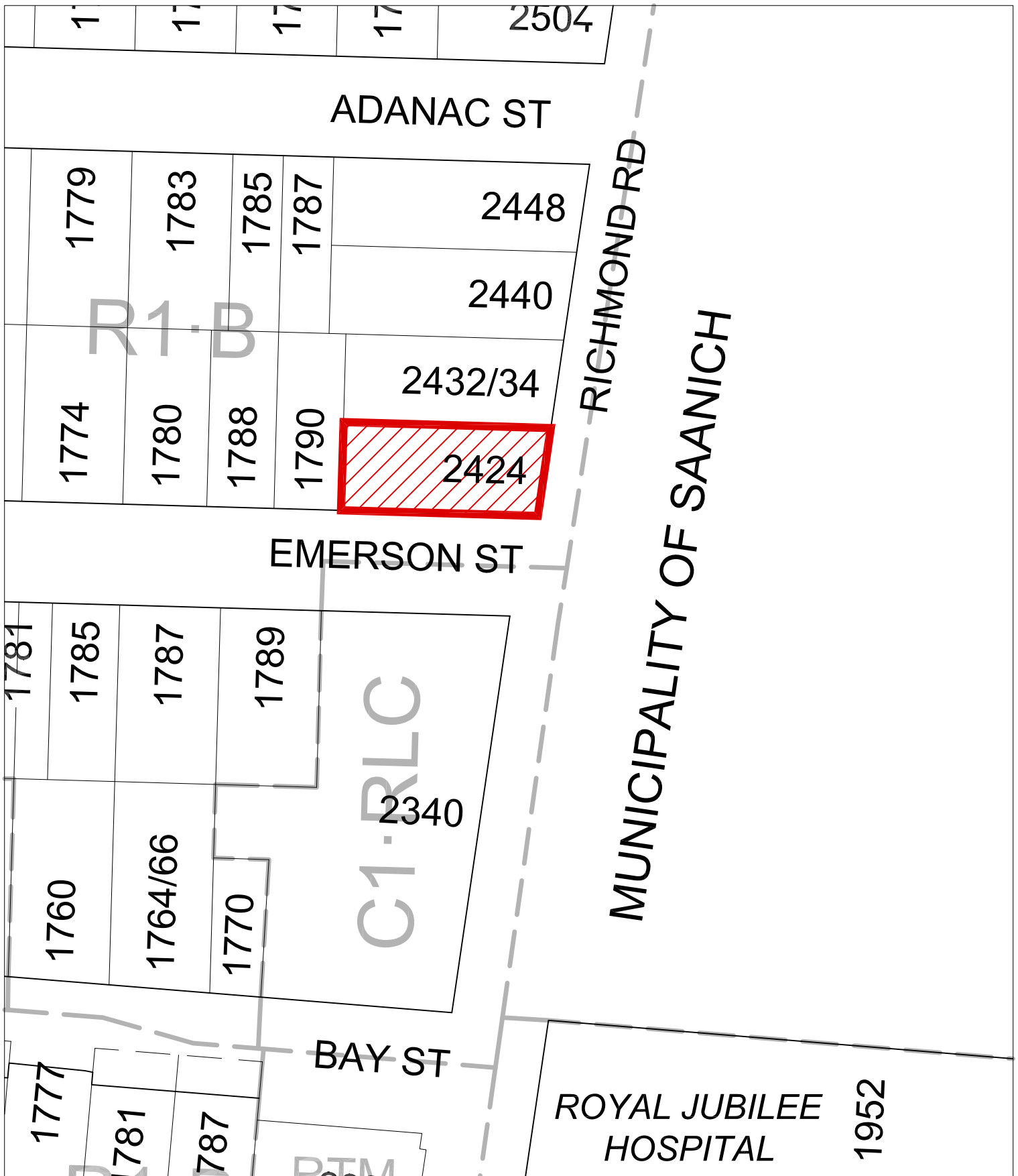


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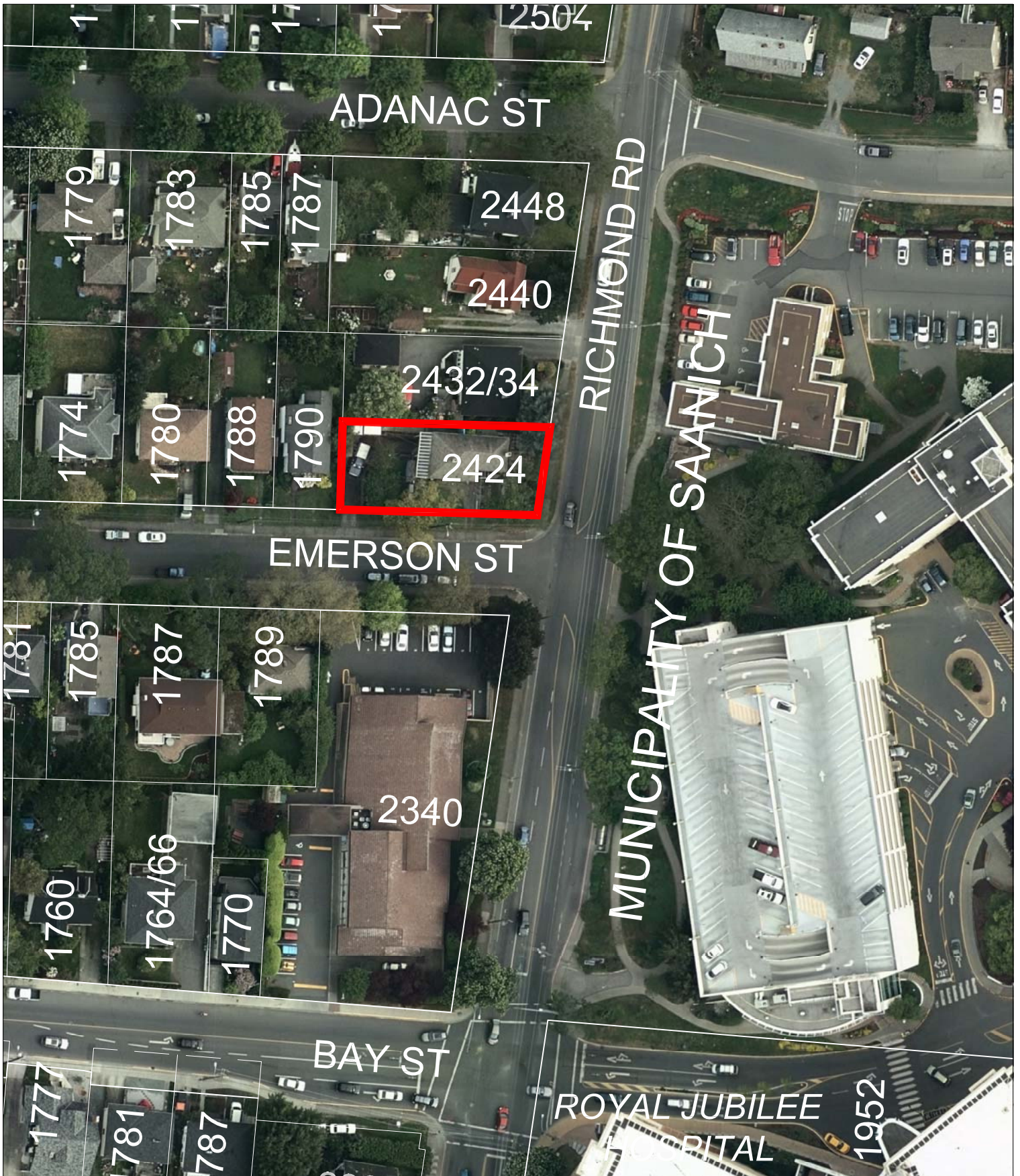
List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped November 2, 2018
- Attachment D: Letter from applicant to Mayor and Council dated December 10, 2018
- Attachment E: Community Association Land Use Committee Comments dated July 14, 2018
- Attachment F: Applicants Neighbourhood Petition Map and Petitions



2424 Richmond Road
Rezoning No.00649

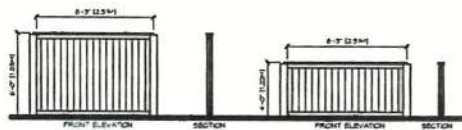




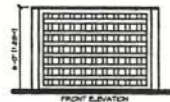
2424 Richmond Road
Rezoning No.00649

Air Photo

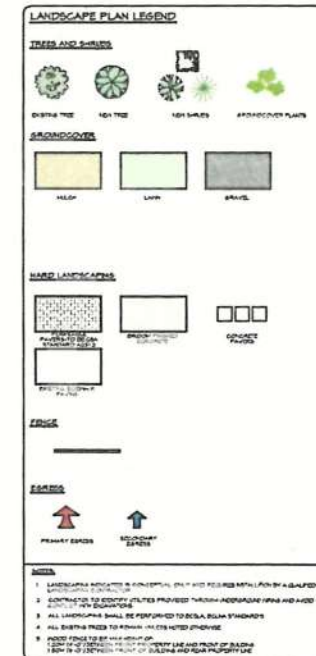




Proposed Fence Design
SCALE 1/4" = 1'-0"



Proposed Wood Screen Design
SCALE 1/4" = 1'-0"



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REZONING
SEPTEMBER 4, 2016

ZEBRADESIGN

1161 NEWPORT AVE
Victoria, B.C. V8S 5S5
Phone: (250) 360-2144
Fax: (250) 360-2115

Drawn By: L. HORVAT

Date: Nov. 20, 2017

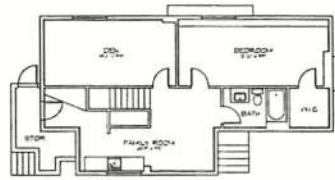
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Project:
PROPOSED STRATA
SUBDIVISION & 2424
RICHMOND ROAD

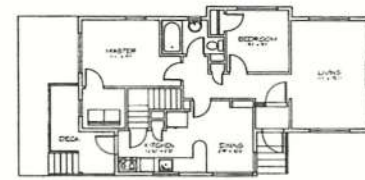
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EXISTING SITE PLAN
& SITE DATA

Revision: Sheet:
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Date: 10-10
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Date: 10-10
REV. 2
Date: 10-10
REV. 3
Date: 10-10
Proj. No.:
DP-2

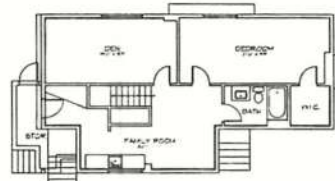
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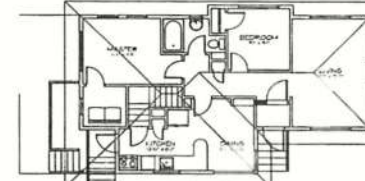
Existing Lower Floor Plan - Existing House
SCALE 1:100



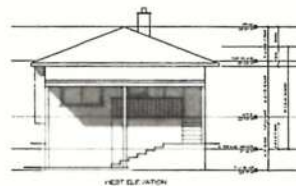
Existing Main Floor Plan - Existing House
SCALE 1:100



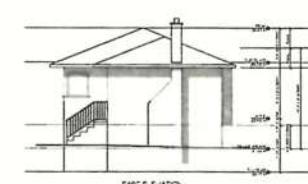
Proposed Lower Floor Plan - Existing House
SCALE 1:100



Proposed Main Floor Plan - Existing House
SCALE 1:100



Existing Elevations - Existing House
SCALE 1:100



Proposed Elevations - Existing House
SCALE 1:100

MAXIMUM GLAZING CALCULATION - SIDE ELEVATION (WEST)
DISTANCE TO PROPERTY LINE 1.51 M (5.15')
EXPOSED BUILDING FACE AREA 14.30 M² (201.54 SF)
GLAZING AREA 0.38 M² (6.00 SF)
PERCENTAGE 2.40% (ALLOWED 14.20%)

MAXIMUM GLAZING CALCULATION - REAR ELEVATION - PLANE A
DISTANCE TO PROPERTY LINE 2.33 M (7.64')
EXPOSED BUILDING FACE AREA 4.10 M² (104.64 SF)
GLAZING AREA 2.12 M² (22.86 SF)
PERCENTAGE 21.88% (ALLOWED 16.40%)
** EXISTING NON CONFORMING CONDITION **

MAXIMUM GLAZING CALCULATION - REAR ELEVATION - PLANE B
DISTANCE TO PROPERTY LINE 2.54 M (8.33')
EXPOSED BUILDING FACE AREA 31.30 M² (401.31 SF)
GLAZING AREA 5.07 M² (54.62 SF)
PERCENTAGE 13.61% (ALLOWED 14.20%)

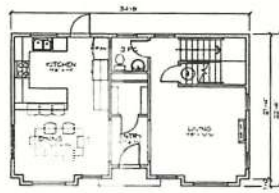
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SEPTEMBER 4, 2018



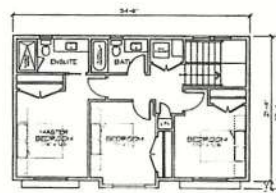
1161 NEWPORT AVE
VICTORIA, B.C. V8S 5E6
PHONE: (250) 360-2144
FAX: (250) 360-2115
Drawn By: L. MORVAT
Date: Nov. 20, 2017
Scale: AS NOTED
Project:
PROPOSED STRATA
SUBDIVISION # 2424
RICHMOND ROAD

Title:
EXISTING & PROPOSED
PLANS, EXISTING &
PROPOSED
ELEVATIONS
Revision: 10/11/2017
Sheet: 10/11/2017
REV 1/18
REV 2/18
DP-3
Proj. No. -

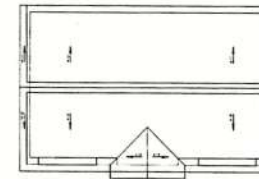
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City of Victoria
NOV 02 2018
Planning & Development Department
Development Services Division



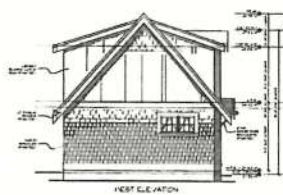
Proposed Main Floor Plan - Proposed House
SCALE 1:100



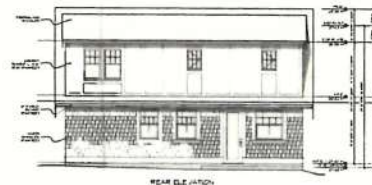
Proposed Upper Floor Plan - Proposed House
SCALE 1:100



Proposed Roof Plan - Proposed House
SCALE 1:100



MAXIMUM GLAZING CALCULATION - SIDE ELEVATION (WEST)	
DISTANCE TO PROPERTY LINE	15.2 M (50.0')
EXPOSED BUILDING FACE AREA	40.70 M ² (435.11 SF)
GLAZING AREA	0.81 M ² (8.65 SF)
PERCENTAGE	2.00% (ALLOWED 0.12%)



MAXIMUM GLAZING CALCULATION - SIDE ELEVATION (EAST)	
DISTANCE TO PROPERTY LINE	15.2 M (50.0')
EXPOSED BUILDING FACE AREA	26.70 M ² (287.53 SF)
GLAZING AREA	0.81 M ² (8.65 SF)
PERCENTAGE	2.30% (ALLOWED 0.12%)

Proposed Elevations - Proposed House
SCALE 1:100



Streetscape - Emerson Street
SCALE 1:100

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City of Victoria
NOV 02 2018
Planning & Development Department
Development Services Division

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REZONING
SEPTEMBER 4, 2018



1161 NEWPORT AVE
Victoria, B.C. V8S 5E6
Phone: (250) 360-2144
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Drawn By: L.HORVAT
Date: Nov. 20, 2017
Scale: AS NOTED
Project:
PROPOSED STRATA
SUBDIVISION # 2424
RICHMOND ROAD

Title:
PROPOSED NEW
HOUSE PLANS &
ELEVATIONS;
STREETSCAPE
Revision: Sheet:
REV. 1 SHEET 1 OF 1
REV. 2 SHEET 2 OF 2
REV. 3 SHEET 3 OF 3
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**MALARKEY SHINGLES
"MIDNIGHT BLACK"
ROOF SHINGLES**



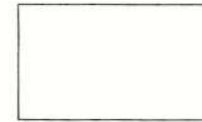
CLOVERDALE PAINT
"BUMMIT" CA019
CEMENT BOARD PANELS, FASCIA
BOARDS, WINDOW AND DOOR
TRIM, BASE TRIM



MATCH PAINT TO : CLOVERDALE PAINT -
SEMI-TRANSPARENT STAIN
"SMOKE BLUE" STO 14
HARDI SHINGLES



Front Elevation - Proposed Building
SCALE 1:50



VINYL
WHITE
RANDOM GUTTERS AND
DOWNSPOUTS



CLOVERDALE PAINT
"IRON" CA201
KNEE BRACKETS, DOORS



MALARKEY SHINGLES
"MIDNIGHT BLACK"
ROOF SHINGLES



CLOVERDALE PANT
"SUMMIT" GA019
FASCIA BOARDS



CLOVERDALE PANT
"SAND SCULPTURE" CA014
STUCCO PANT



Front Elevation - Existing Building
SCALE 1/50



CLOVERDALE PAINT
"IRON" CA201
PONDON TRM.



VINYL
"WHITE"
PAINTS, BUTTERS AND
DOWNSPUTS



MATCH PAINT TO : CLOVERDALE PAINT -
SEMI-TRANSPARENT STAIN
"SMOKE BLUE" STO 14



Proposed Fence
SCALE 1:50



UNTREATED FIBER (NATURAL)
CEDAR FENCE

Received
City of Victoria

NOV 02 2018

Planning & Development Department
Development Services Division

RE-ISSUED FOR
REZONING
SEPTEMBER 4, 2018

ZEBRADESIGN



1161 NEWPORT AVE
Victoria, B.C. V8S 5E6
Phone: (250) 360-2144
Fax: (250) 360-2115

Drawn By: L.HORVAT

Date: Nov. 20, 2017

Scale: AS NOTED

Project:
PROPOSED STRATA
SUBDIVISION @ 2424
RICHMOND ROAD

Title:
COLOUR AND
FINISH SELECTIONS

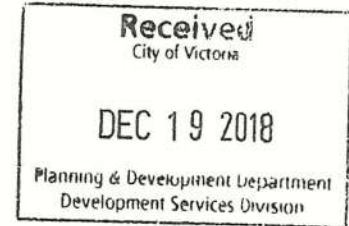
Revision:	Sheet:
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JUNE 7-10	
REV 1	
SEPT 4/10	
REV 2	
NOV 2/10	

DP-5

Pre/No. =

December 10, 2018

Mayor and Council
Corporation of the City of Victoria
1 Centennial Square
Victoria, B.C. V8W 1P6



Introduction

In creating this plan, I reviewed the various government policies and am presenting an application that support its goals and objectives. The impetus for this plan comes from the City's need to address housing demand pressures by maximizing the use of available land with creative harmonious developments.

The property at 2424 Richmond is a corner lot and as such provides greater opportunity to support the City's intention to utilize land more creatively and build additional housing in an area where there is an acute shortage. More importantly, this property is directly across the street for the Royal Jubilee, and the new house could provide an additional home for a family whose workplace is a stone's throw away.

The proposal is to create a strata development which retains the existing house and adds one additional home on the property. The new house is an open design concept on the main floor with a powder room, as well as 3 bedrooms and 2 bathrooms on the upper floor.

Saving the existing house is important to the neighbourhood and in-keeping with the City's policy to upgrade rather than demolish them. The house is structurally very sound but needs exterior refurbishment. The process will include:

- New roof
- New gutters and downspouts
- Removal of the back porch and reconfiguring the backdoor stairs
- Painting house and trim
- New thermal windows, where required
- New natural gas heating system
- New fencing
- Upgraded landscaping

Neighbour Engagement

The Royal Jubilee Hospital is directly across the street from this property, on the north side of Richmond Road. CNIB is across Emerson Street on the south-west corner of Richmond. I have visited every neighbour on Emerson as well as those on Richmond to the north. Of the 32 people canvassed, only 1 neighbour is against (and that neighbour is a **renter**). All other contiguous and adjacent neighbours are in support. That is **97% support** for my proposal.

Government Policies

This application supports government policies by accommodating housing growth that is gradual and small scale. I am integrating residential development in an area that is supported through policy in a manner that is respectful to the character of the neighbourhood and considers privacy for my neighbours.

Regional Growth Strategy

Two main objectives of the Regional Growth Strategy are supported with this proposal.

- **Keep Urban Settlements Compact**
 - o Increase the amount of detached and ground access housing within the urban containment and servicing area in the core municipalities (i.e. Victoria)
 - o Locate a minimum of 90% of the region's cumulative new dwelling units to 2026 within the Regional Urban Containment and Servicing area.
- **Build Complete Communities**
 - o Support the development of communities that offer a variety of housing types and tenures in close proximity to places of work, schools, shopping, recreation, parks and green space.

Official Community Plan

Creativity is the key when retro-fitting a built-out City and the Official Community Plan (OCP) recognizes this in one of its Land Management and Development objectives:

Give consideration to site-specific amendments that are consistent with the intent of the Urban Place Designations and that further the broad objectives and policies of the plan.

Additionally, the OCP highlights other Land Management and Development objectives to address housing demand pressures and the following are consistent with my proposal:

- Compact development patterns that use land efficiently.
- Additional housing needed to satisfy widespread demand.
- Urban development to focus on building coherent, livable places of character, where the goods and services people need are close to home.

This is a flat corner site situated along a major corridor close to public transit, amenities, jobs and services - an ideal location for in-fill. The goal is to maximize the use of this land but remain sensitive to the SFD character.

Jubilee Neighbourhood Plan

The Jubilee Neighbourhood Plan highlights support for this type of development by *permitting sensitive, small scale in-fill development*. It asks that we ensure *new residential development fits into the character of the existing neighbourhood and street through a design that respects the scale and form of housing*. This proposal supports both these initiatives.

Design Guidelines

We are willing to enter into a design covenant guarantee the design to be constructed as proposed.

Building

Design elements are incorporated in the proposal that are sensitive to the siting, massing and visual character of these homes. The new home meets the following Design Guidelines:

- Support growth through small, adaptive and gradual change.
- Revitalize neighbourhoods by allowing new infill construction.
- Make (optimal) use of neighbourhood infrastructure (schools, water and sewer).
- Meet changing needs, wants and values of existing and future residents throughout the life cycle (e.g., the need for ground-oriented housing for families with children, the desire for smaller houses and yards for seniors, couples, empty nesters or singles).

Zebra Design has applied their expertise to the new home design to meet the objectives of these guidelines. The proposal includes:

- A streetscape that is sensitive to the character and rhythm of the neighbourhood.
- Roof detail, pattern changes and proportional windows for visual character.
- Colors and material finishes to harmonize with the area.
- Repetition of similar finishes and materials for visual continuity.
- A design that responds on both the front and flanking streets of the development without adversely affecting adjoining properties.
- A principal entry that is visible from the street.

Landscape

All the existing fencing will be removed and replaced. Consultation with neighbours will ensure compatibility with them. As well, chain link fencing, sheds and exterior structures will be removed, including the porch on the existing house, and yard spaces will be tidied and landscaped.

The plant selection is environmentally appropriate for the climate and zone, and takes into consideration sun and shade, size and shape, along with colour and seasonal interest. It also considers where screening would be required and where low planting for visibility is necessary. No invasive species have been included.

Parking

The proposed parking configuration provides 1 parking stall for each home, which meets the bylaw requirement. The parking has been placed outside the homes, so valuable square footage normally allocated to a garage could be utilized as living space. There is ample adjacent street parking for visitors.

Green Building Features for New Home

- Retaining existing home.
- Drought tolerant, native plantings.
- Energy Star Windows.
- Energy Star Appliances.

Rezoning Application: 2424 Richmond Ave.

- Use of non HCFC expanding foam around window and door openings.
- Fibreglass Exterior Doors.
- Natural Hardi Exterior Siding.
- Minimum 30 year warranty of roofing material.
- MDF casing and baseboard trim (reducing reliance on old growth forest products).
- Installation of hardwired carbon monoxide detector to ensure air quality.
- Low Formaldehyde insulation, subfloor sheathing, exterior sheathing, insulation, carpet underlayment and cabinetry.
- Low VOC Interior paints.
- Gas Radiant Heat System.
- Energy Star ventilation fans.
- Toilets CSA approved, 4.8L flush volume or less.
- Low flow faucets and shower valves.

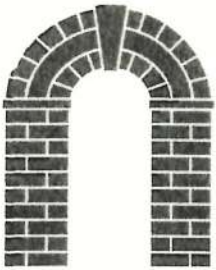
Summary

I respectfully request Mayor and Council to approve this application. Here is why:

1. Victoria is a built-out City with little land left to create additional housing to meet the demands of population growth.
2. The minor variances are not precedent setting and do not negatively impact the design, siting, massing and character of the new home and have no impact on the neighbouring houses.
3. The proposal is a creative solution to available land in an area where the OCP supports this.
4. It is a centrally located property with a very high walk score.
5. The Royal Jubilee hospital has a desperate need for 'close by' housing for its workers.
6. You have approved applications of this type in the past.
7. The City will have a beautiful new home to welcome another family into its community.

Sincerely,

Li Xin (Lisa) Wang, Applicant



North Jubilee Neighbourhood Association

North Jubilee Neighbourhood
Association
1766 Haultain Street
Victoria, BC V8R 2L2

July 14, 2018

Mayor Lisa Helps and City Councillors
1 Centennial Square
Victoria, BC V8W 1P6

Dear Mayor Helps and Victoria City Councillors,

Re: REZ 00649, 2424 Richmond Road



North Jubilee Land Use Committee hosted a CALUC meeting on May 29th at the RJH campus, PCC S150, for the above-mentioned proposal. The meeting was co-chaired by Sheena Bellingham and Pat May and the note-taker was Wilma Peters. Earl Large represented the applicant Li Xin (Lisa) Wang. Also in attendance were 7 neighbouring residents as well as 3 members of the North Jubilee Neighbourhood Association and Land Use Committee.

The proposal, located at the corner of Richmond and Emerson, is to change the existing R1-B single-family residential zoning to site-specific zoning allowing strata subdivision. The approximately 7,000 square foot lot would be divided into two lots sharing a common driveway. The applicant wishes to keep and renovate the existing 900 square foot home while building a new two-storey 750 square foot house on slab with 3 bedrooms and 3 bathrooms.

Mr. Large indicated he had canvassed the neighbourhood and received generally positive support for the proposal.

Comments from residents gathered at the community meeting are summarized as follows:

1. Plans presented by Zebra Design were met with approval. Concern about previous problem renters. Neighbour supported home ownership.
2. Improvement to neighbourhood. Concern about previous problem renters in house. Concern regarding noise and length of time for construction.
3. Concern related to height of structure, setback from road, fencing on Richmond.
4. Consider implementation of permeable paving for driveway and/or patio pavers.

CALUC observations: The meeting was short in duration as there were not a great number of attendees other than immediate neighbours who all seemed generally in favour of the proposal. This may be a result of the fact that the applicant intends to retain the original house while adding density in the form of a new home that is respectful of its surroundings. There shouldn't be a significant increase in traffic, an obstruction of someone's view or an invasion of privacy. In addition, these two modest-sized homes will be relatively 'affordable' to young families compared with many other options being considered in our area. The 16 townhomes proposed at the corner of Kings and Richmond (Saanich/Victoria border,

zoning #9486, 11 variances) will not only impact traffic, neighbours' privacy and greenspace, but does nothing to alleviate affordability and thus has resulted in a contentious response from our neighbouring Saanich residents.

Ms. Wang's application at 2424 Richmond Road increases density yet manages to retain a reasonable amount of privately-owned green space, is relatively sympathetic to its adjacent neighbours and should not have a major impact on affordability in our area.

Respectfully submitted,



Sheena Bellingham, Co-Chair
NJNA Land Use Association



Jean Johnson, Co-Chair
NJNA Land Use Association

Cc: Sustainable Planning and Community Development Department of the City of Victoria
City of Victoria Councilor Pam Madoff

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July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

Aisha Rod

1715 Emerson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

Donna 17's Emerson St.

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road -- Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

A. M. N. [Signature]

1719 Emerson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

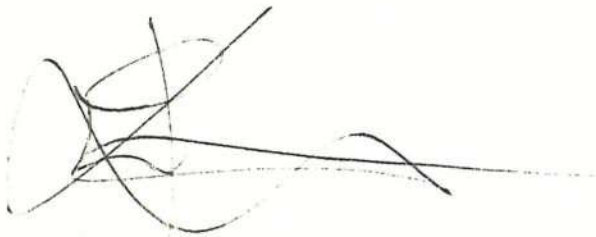
1720 Emerson St
Robert P. Chiu

July 2017

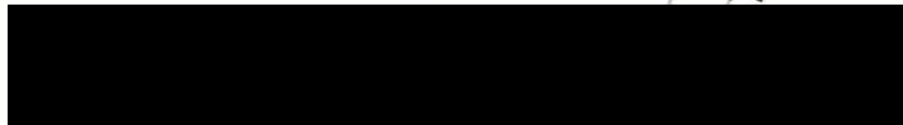
City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.



E KRAMCZAN



1723 Emerson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

David Cole

1724 Emerson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1727 Emerson

No decision - advisory planning Corp

Patrick May

1727 Emerson Street
Victoria B.C. V8R 2C2

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1728 Emerson St, Victoria BC

Kirstie Lauder

K. Lauder

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1731 Emerson St Victoria, BC V8A 2C2 *Christine Hume*

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1732 Emerson

Five calls to this home
either answer or don't
answer the door

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 3P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1735 Luter

Tenant friend will notify tenant
and landlord

Three visits to see if owner
notified - no contact by owner.

Tenant had no opinion

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1736 Emerson St

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1737 B Emerson
Plumb

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V5W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at
2424 Richmond Road, we the undersigned have no objection.

1745 Emerson

Delaney

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at
2424 Richmond Road, we the undersigned have no objections.

1743 Emerson

To busy to talk

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

David Clapp
1744 Emerson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

Jennifer Helle 1747 Emerson Str.

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V6W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1748 Emerson

Five calls to the home

They are either away or
don't come to the door

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1751 EMERSON Ack:

Jon Taylor

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

W. Campbell
1752 Emerson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1755 EMERSON
Dale Siv

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1759 Emerson

A handwritten signature in dark ink, appearing to be 'E. G. X' or similar, with a large 'X' at the end.

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1760 Emerson St.

W. H. D. -

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

A handwritten signature in dark ink, appearing to read "Vince Ban". The signature is fluid and cursive, with a large initial "V" and a trailing flourish.

1763 Emerson St
Victoria, BC V8K 2C2

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at
2424 Richmond Road we the undersigned have no objections


1764 Emerson - J.A. Pickard

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1767 EMERSON ST. 

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1Y6

Re: 2424 Richmond Road - Private Development

After review of the plans and elevations for the proposed sign development at
2424 Richmond Road, we have the following comments:

1768 Emerson

Geri Dickson
Sharon Dickson

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

A handwritten signature in black ink, appearing to be 'TV' followed by a stylized flourish.

1774 Emerson St.

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

Ken Gower
1780 Emerson St.

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at
2424 Richmond Road, we the undersigned have no objections.

1781 Emerson

Against

~~No reason given~~

~~THIS A RENTER~~

Confusion on Renters

Owner contacted & he
is 100% in favor

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1785 Emerson

A handwritten signature in blue ink, appearing to be "John W. W.", written below the address.

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections

1787 Emerson

Dale Spurr

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at
2424 Richmond Road, we the undersigned have no objection.

1788 Emerson

Totally in Favour

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1789 Emerson

Jim Wong

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

1790 Emerson

To belly in favour.

Contiguous

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

2340 RICHMOND

CNIB.

Spoke to manager - Has no problem with our plans

Also sent info to owner's Email

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

2434 Richmond Rd

Kholghi S. Homafar

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2432 Richmond Road - Strata development

After reviewing the plans and elevations for the proposed strata development at
2432 Richmond Road, we the undersigned have no objections.

2432 Richmond

Owner lives out of province
uses this house for daughter who
is a university student.

Daughter has no problem but deferred
to father. Father provided full
info via email. No response yet

July 2017

City of Victoria
Building and Development
1 Centennial Square
Victoria, B.C. V8W 1P6

Re: 2424 Richmond Road – Strata development

After reviewing the plans and elevations for the proposed strata development at 2424 Richmond Road, we the undersigned have no objections.

h. C. C. C.
have kind
24 40 K. C. C. C. C.



Subject Property (Emerson)



Subject Property (Richmond)



1780, 1788, and 1790 Emerson Street
(West)



2432/2434 Richmond Road (North)

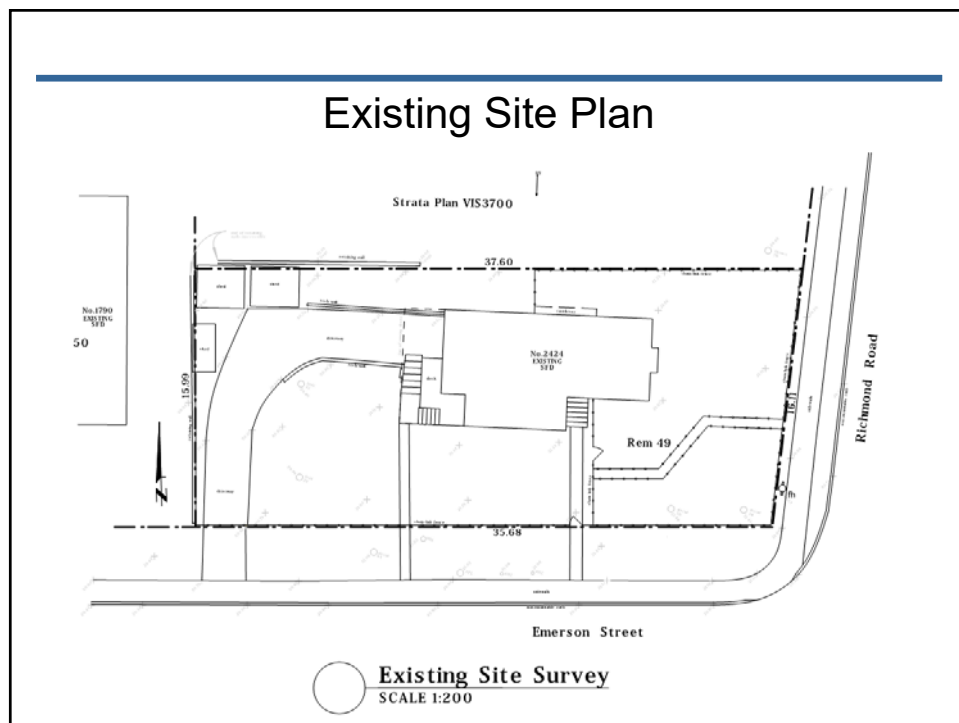
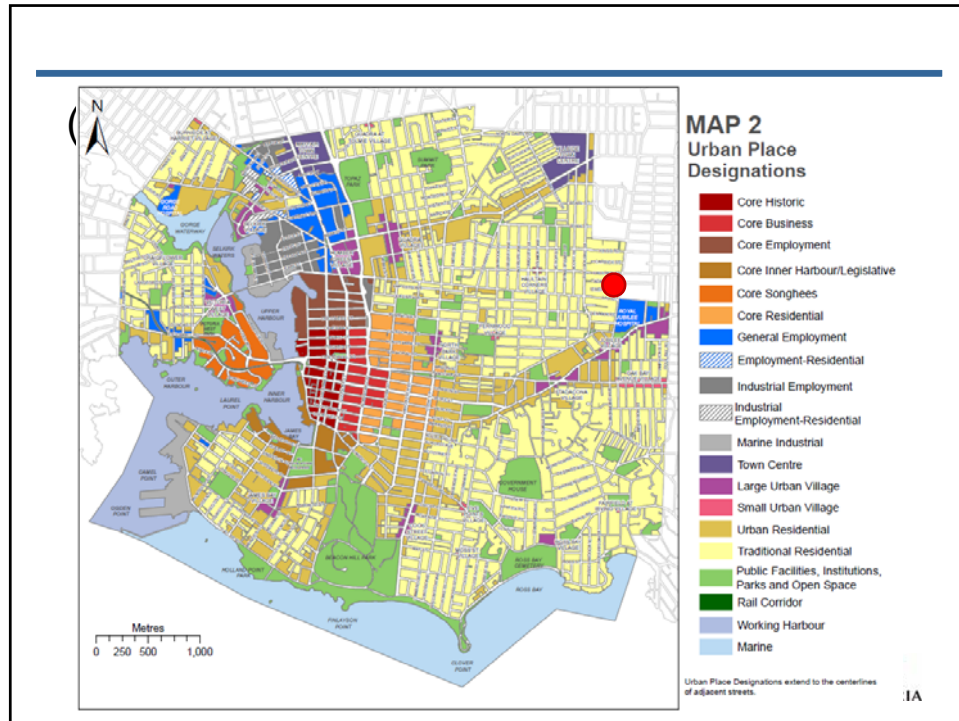


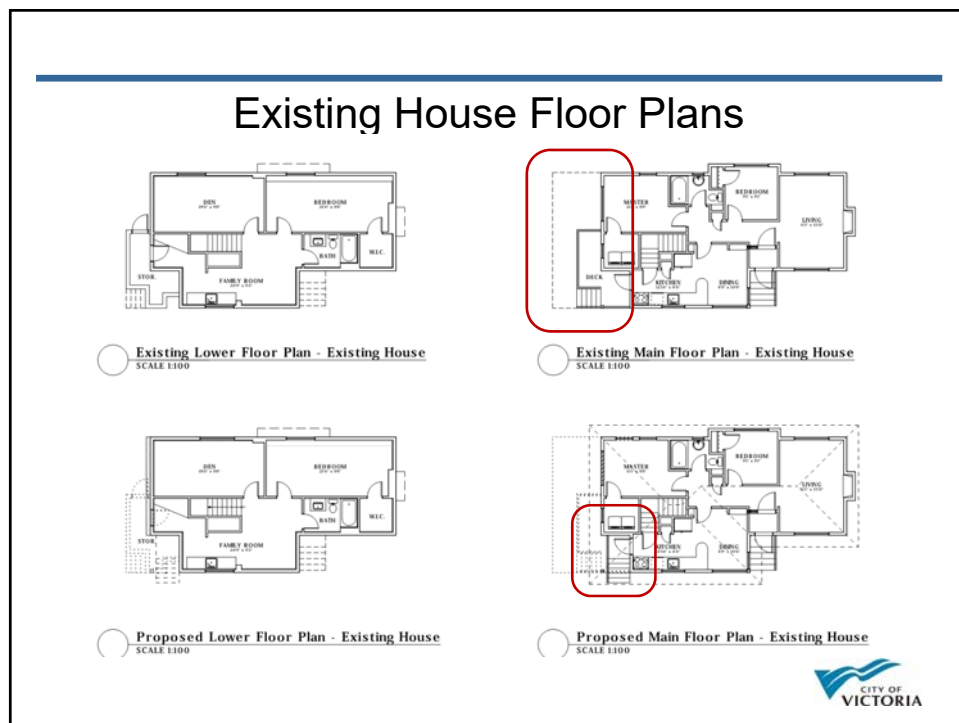
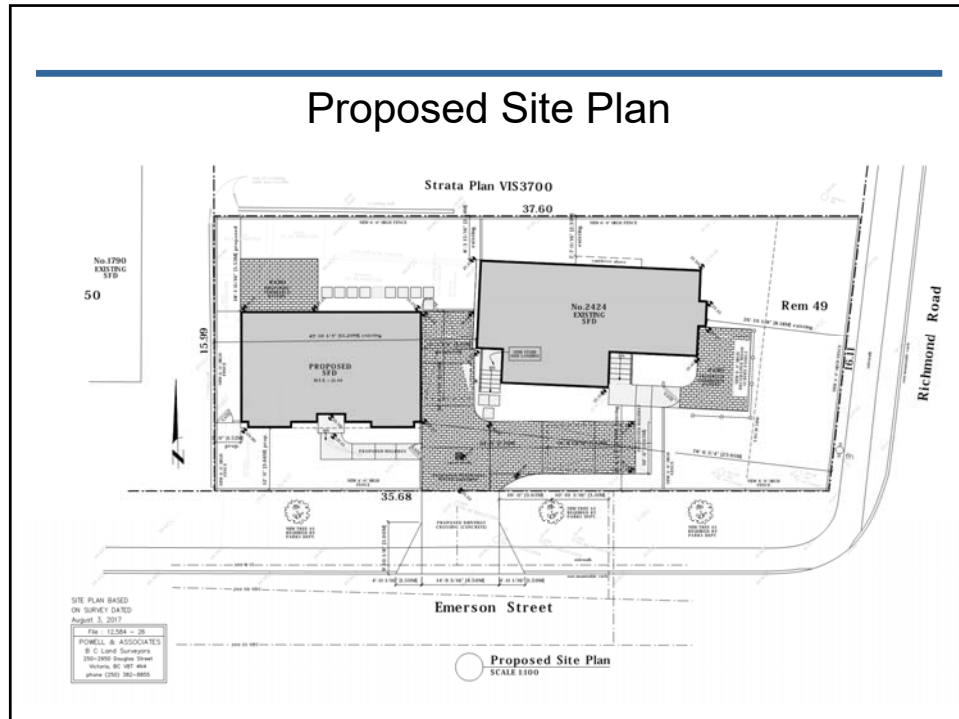
2340 Richmond Road (South)



Royal Jubilee Hospital (District of Saanich)



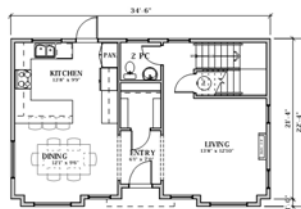




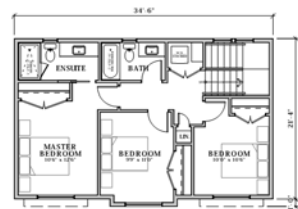
Existing House Elevations



Proposed Floor Plan



Proposed Main Floor Plan - Proposed House
SCALE 1:100



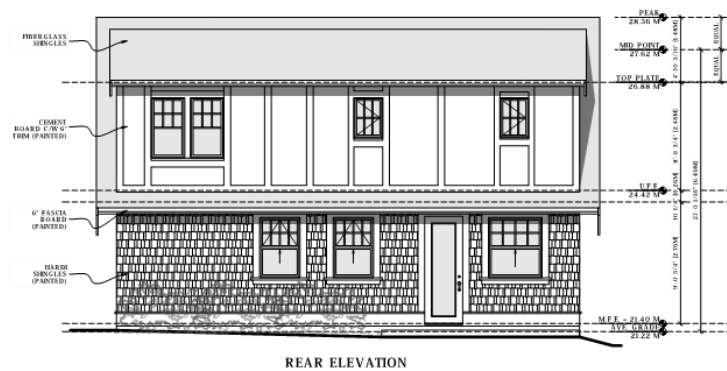
Proposed Upper Floor Plan - Proposed House
SCALE 1:100



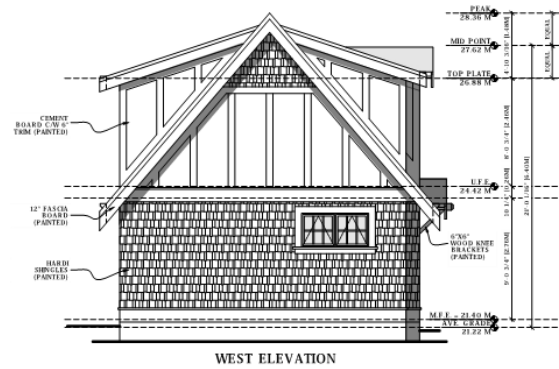
Front Elevation



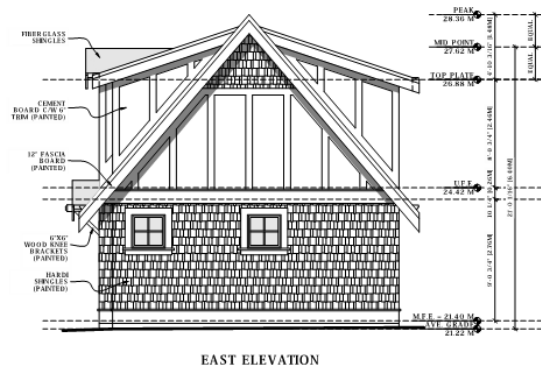
Rear Elevation



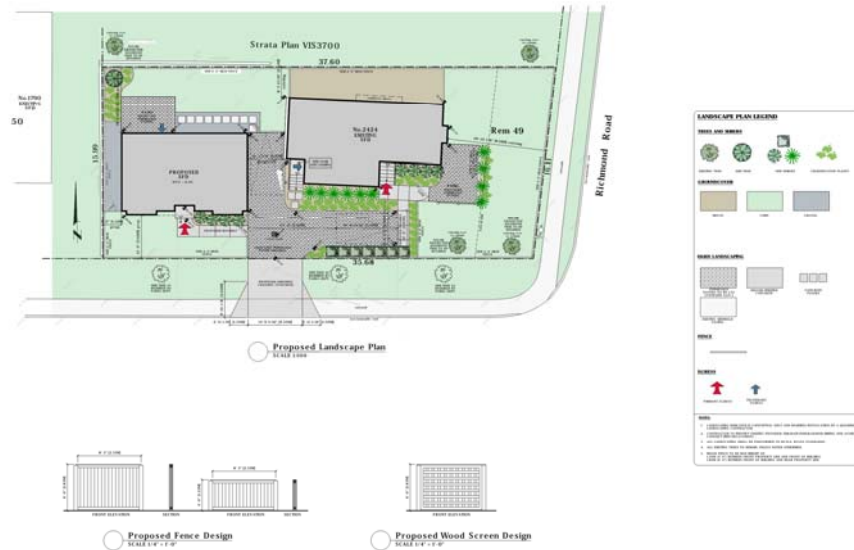
Side Elevation (West)



Side Elevation (East)

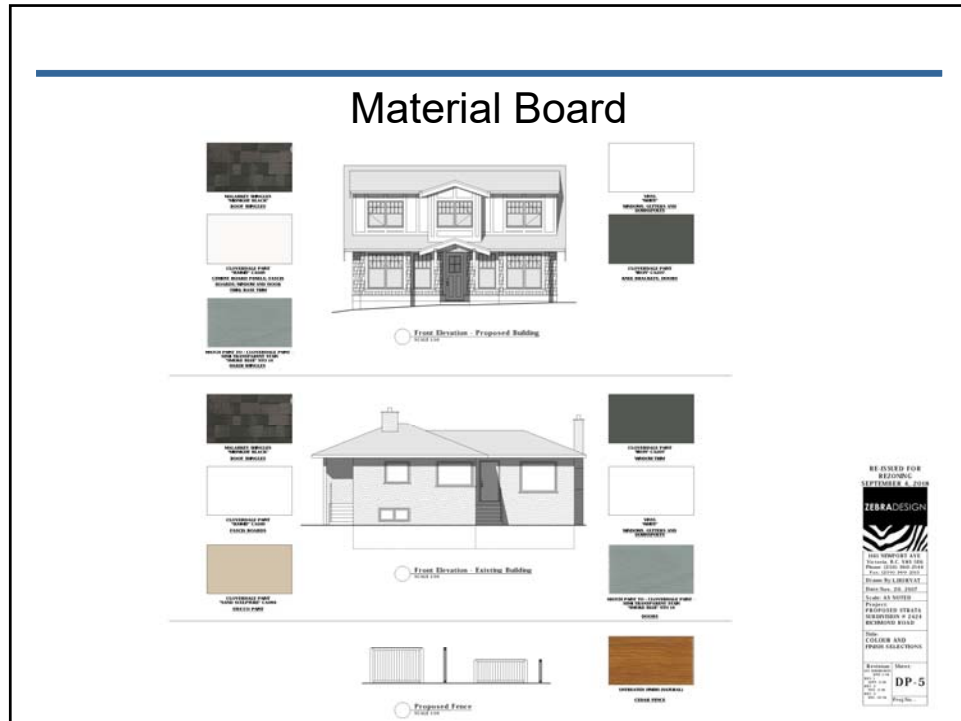


Landscape Plan



Streetscape







Committee of the Whole Report

For the Meeting of January 17, 2018

To: Committee of the Whole **Date:** January 3, 2019

From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development

Subject: Update Report for Rezoning Application No. 00556 and Development Permit with Variance Application No. 00028 for 1417 May Street

RECOMMENDATION

Rezoning Application No. 00556:

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00556 for 1417 May Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council, and a Public Hearing date be set once the legal agreement for on-site storm water management is updated based on the revised proposal.

Development Permit with Variance Application No. 00028:

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00556, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00556 for 1417 May Street, in accordance with:

1. Plans date stamped September 10, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - i. reduce the minimum vehicle parking requirement from six stalls to four stalls.
3. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

In accordance with Section 479 of the *Local Government Act*, Council may regulate within a zone the use of land, buildings and other structures; the density of the use of the land, building and other structures; the siting, size and dimensions of buildings and other structures; as well as, the uses that are permitted on the land, and the location of uses on the land and within buildings and other structures.

In accordance with Section 483 of the *Local Government Act*, Council may enter into a Housing

Agreement which may include terms agreed to by the owner regarding the occupancy of the housing units provided such agreement does not vary the use of the density of the land from that permitted under the zoning bylaw.

In accordance with Section 489 of the *Local Government Act*, Council may issue a Development Permit in accordance with the applicable guidelines specified in the *Official Community Plan*. A Development Permit may vary or supplement the *Zoning Regulation Bylaw* but may not vary the use or density of the land from that specified in the Bylaw.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with updated information regarding the Rezoning and Development Permit with Variance Applications for the property located at 1417 May Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a new site-specific zone in order to construct a two-storey residential building with four ground-oriented, self-contained dwelling units. A parking variance is associated with this proposal to reduce the vehicle parking requirement from six to four stalls.

This rezoning application was declined by Council at a Public Hearing on June 14, 2018. At the following meeting of Council, a motion was carried to rescind the third reading of the Zoning Regulation Amendment Bylaw and refer the application back to the applicant and staff for design revisions. The minutes from the Public Hearing and the subsequent Council meeting are attached to this report. The applicant has submitted revised plans; therefore, staff recommend for Council's consideration that the Rezoning and Development Permit with Variance Application proceed for consideration at a Public Hearing.

BACKGROUND

Description of Proposal

As with the previous proposal, the revised proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a new site-specific zone in order to increase the density and construct a two-storey residential building with four ground-oriented dwelling units. A parking variance to reduce the required number of vehicle parking stalls is also proposed.

Previous Committee of the Whole (COTW) reports for Rezoning Application No. 00556 and Development Permit with Variance Application No. 00028, dated August 31, 2017 and presented at the COTW meeting on September 14, 2017, are attached for additional information and reference. At the Council meeting of June 28, 2018, Council passed the following motion:

"That Council rescind its decision with regard to third reading of Zoning Regulation Bylaw, Amendment Bylaw (No. 1139) No. 18-013, and refer this proposal back to staff for more work on design based on the comments made at the public hearing and return the matter to Council."

The revised proposal is the subject of this report. Changes are outlined in the applicant's letter to Mayor and Council, dated September 10, 2018, and summarized in the analysis section of this report.

Legal Agreements

As a condition of rezoning, the applicant executed a Housing Agreement to ensure that a future strata cannot restrict the rental of units to non-owners. In addition, the applicant registered the

following legal agreements on title in advance of the June 14, 2018 Public Hearing:

- a section 219 covenant on title ensuring the building will be designed to Passive House Standards.
- a section 219 covenant for the design, inspection and long-term maintenance requirements of the proposed on-site storm water system.

These agreements are consistent with the revised proposal and the storm water covenant will be updated to reflect the revised proposal should Council choose to advance the application to a Public Hearing.

Data Table

The following data table compares the proposal with the existing R1-B Zone. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Existing Zone R1-B
Site area (m ²) - minimum	926.85	460.00
Density (Floor Space Ratio) - maximum	0.33:1	N/A
Floor area of all floors (m ²) - maximum	445.76*	420.00
Lot width (m) - minimum	15.22	15.00
Height (m) - maximum	8.30*	7.60
Storeys - maximum	2	2
Site coverage % - maximum	31.00	40.00
Open site space % - minimum	47.60	N/A
Rear yard open site space % - minimum	61.00	N/A
Setbacks (m) - minimum:		
Front	6.00*	7.50
Rear	31.19	15.12
Side (east)	3.00	3.00
Side (west)	2.7	1.52
Parking - minimum	4	1
Bicycle parking stalls (minimum)		
Class 1	4	N/A
Class 2	6	N/A

Design Revisions

In response to Council's motion from June 28, 2018, the applicant has made several changes to the building design to achieve a better overall fit with the existing context. Specific details include:

- the roof has changed from a single pitch to a butterfly roof (inverted roof) with a larger overhang
- tongue and groove cedar soffits for the roof and projecting balconies provides visual interest and helps to soften the building's appearance
- board and batten fin walls between the units have been removed on both the north (street facing) and south façades
- board and batten wood siding wraps the south façade and metal screens integrate with the aluminium sun shade and provide privacy screening on the rear balconies
- shiplap wood siding has been introduced on the south, west and east elevations to visually break up the façades into smaller elements and provide visual interest
- rainwater leaders now follow the vertical break on the side façades, created by the shiplap siding, and direct all storm water to the rain gardens in the rear yard
- the front landscape rain gardens have been replaced with additional shrubs and ornamental grasses.

The revised proposal was presented to the Advisory Design Panel for review on December 19, 2018 and recommended approval as presented. The draft meeting minutes are attached to this report.

Therefore, staff recommends for Council's consideration that the building design is generally consistent with the design guidelines for Development Permit Area 16: General Form and Character, and achieves the objectives as outlined in the previous report for Development Permit with Variances Application No. 00028 (attached).

Tenant Assistance Policy

The proposal is to demolish an existing building which would result in a loss of one existing residential rental unit. The current tenant has been renting the house for less than one year; therefore, consistent with the Tenant Assistance Policy, a tenant assistance plan is not required.

Regulatory Considerations

When the application was last presented to Council it included two parking variances which included reducing the number of vehicle parking stalls from six to four, and reducing the visitor parking from one to zero.

With adoption of the new Schedule C of the *Zoning Regulation Bylaw*, the visitor parking requirements have changed and visitor parking is no longer required with this application. A parking variance is still required for the number of stalls based on the Schedule C requirements for larger, strata-titled, multiple-dwelling units. Staff recommend Council consider supporting the reduced parking as there is sufficient street parking available to meet any additional parking demand that may be generated with this proposal.

CONCLUSIONS

Given the revisions undertaken by the applicant to address the Council motion from June 28, 2018, it is recommended for Council's consideration that the application move forward to a Public Hearing.

ALTERNATE MOTIONS

Rezoning Application No. 00556:

That Council decline Rezoning Application No. 00556 for the property located at 1417 May Street.

Development Permit with Variances No. 00028:

That Council decline Development Permit with Variances Application No. 00028 for the property located at 1417 May Street.

Respectfully submitted,



Alec Johnston
Senior Planner
Development Services Division





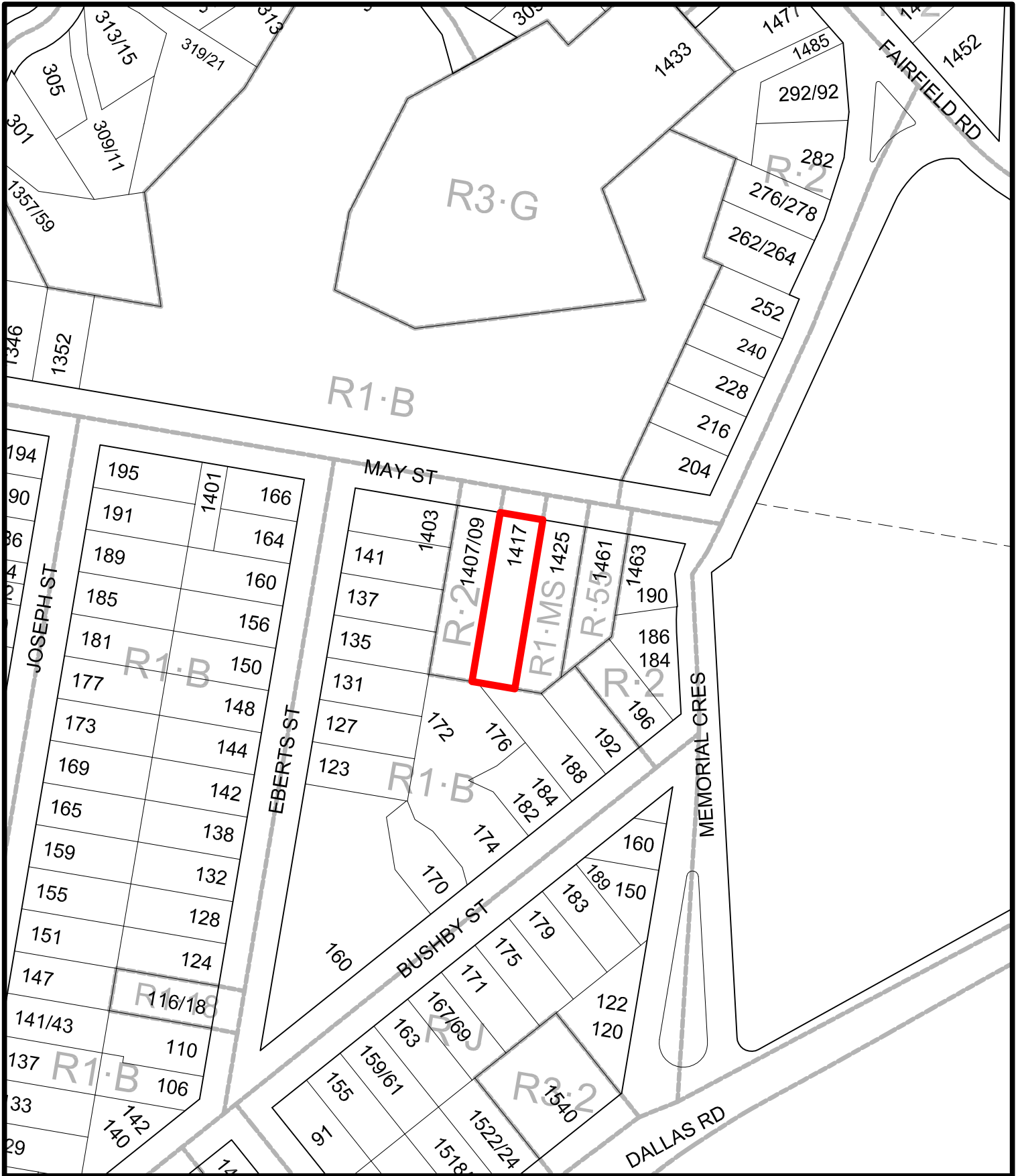
Andrea Hudson, Acting Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:


Date: Jan 11, 2019

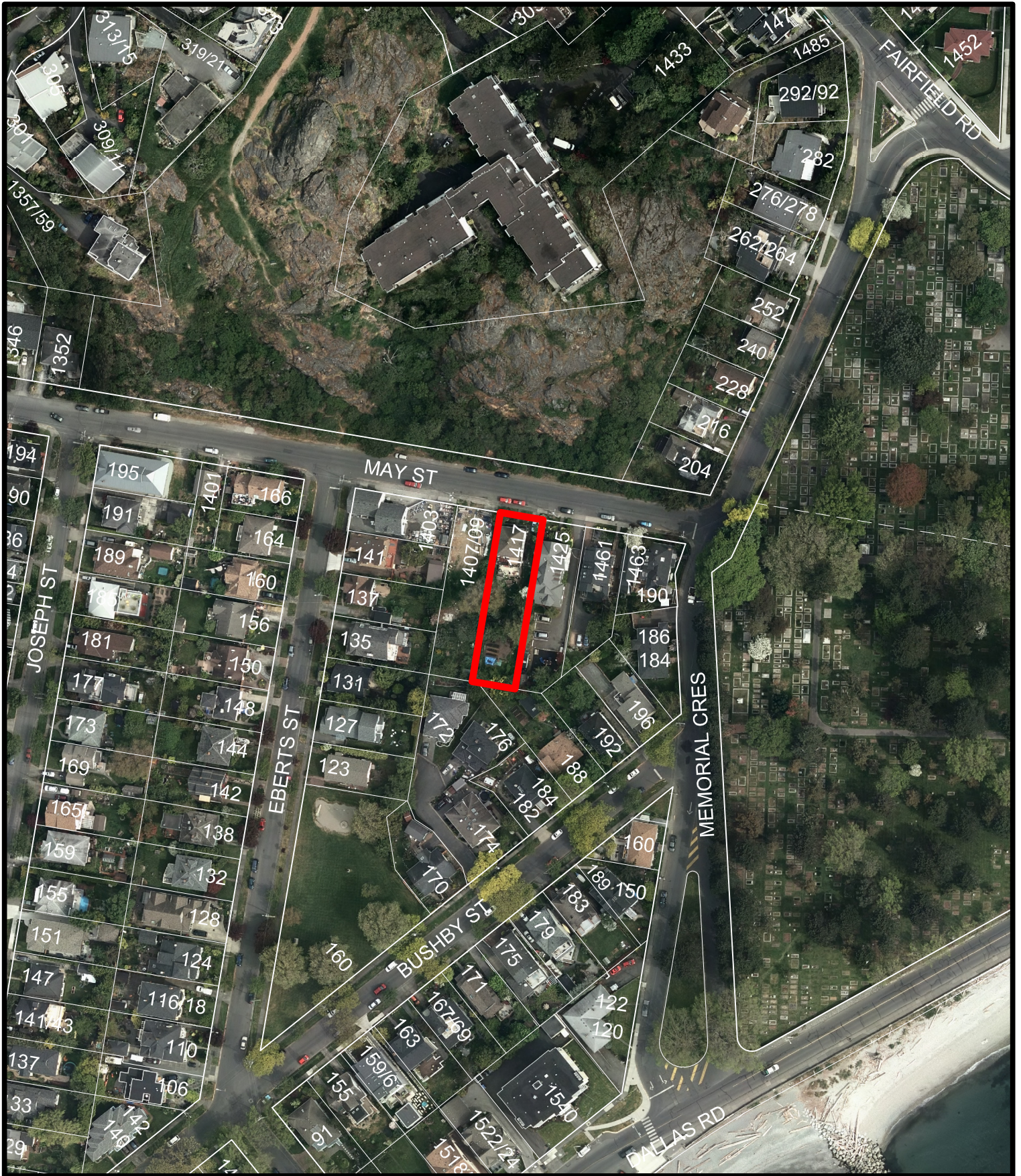
List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped September 10, 2018
- Attachment D: Letter from applicant to Mayor and Council dated September 10, 2018
- Attachment E: Council meeting minutes from June 28, 2018
- Attachment F: Council meeting minutes from June 14, 2018
- Attachment G: Previous Committee of the Whole reports dated August 31, 2017
- Attachment H: Advisory Design Panel draft meeting minutes from December 19, 2018



1417 May Street
Development Variance Permit No.00028





1417 May Street
Development Variance Permit No.00028



MAY STREET PASSIVE HOUSE

1417 MAY STREET, VICTORIA

ISSUED FOR REZONING & DEVELOPMENT RESUBMISSION

AUGUST 30, 2018

DRAWING LIST

CASCADIA ARCHITECTS INC.

Sheet No.	Sheet Title:
A200	COVER
A101	SURVEY & PROJECT DATA
A102	SITE PLANS - DEMOLITION & PROPOSED
A201	PROPOSED FLOOR PLANS
A202	PROPOSED FLOOR PLANS
A203	PROPOSED FLOOR & ROOF PLAN
A300	ELEVATIONS & BUILDING SECTION
A301	ELEVATIONS
A400	RENDERINGS & MATERIAL BOARD

BIOPHILIA DESIGN COLLECTIVE LTD.

Sheet No.	Sheet Title:
L-001	PROPOSED LANDSCAPE PLAN



CLIENT

NILA HOLDINGS LTD.
185 - 911 Yates Street
Victoria BC V8V 4Y9

Contact:
Howard Sparks
hsparks2@telus.net

ARCHITECT

CASCADIA ARCHITECTS
1060 Meares Street
Victoria BC V8W 1E4
250.590.3223

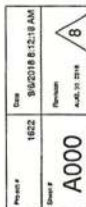
Contact:
Peter Johannknecht Architect AIBC LEED AP
peter@cascadiaarchitects.ca

LANDSCAPE DESIGN

BIOPHILIA design collective ltd.
1719 Lee Avenue
Victoria BC V8R 4W7
250.589.8244

Contact:
Blanca Bodley
biancabodley@gmail.com

NILA HOLDINGS
MAY STREET PASSIVE HOUSE
REZONING & DEVELOPMENT RESUBMISSION - AUG 30, 2018



CASCADIA ARCHITECTS
1060 Meares Street
Victoria BC V8W 1E4
250.590.3223
peter@cascadiaarchitects.ca



BUILDING SETBACKS (m)
FRONT YARD:
REAR YARD:
SIDE YARD:
DECK YARD:
LAWNSIDE SIDE YARD:

RESIDENTIAL USE DETAILS
TOTAL NUMBER OF UNITS:
UNIT TYPE:
GROUND-ORIENTED UNIT:
MINIMUM UNIT FLOOR AREA (sq.m):
TOTAL RESIDENTIAL FLOOR AREA (sq.m):

LOT AREA	PROPOSED
LOT AREA	(625 sq ft)
FLOOR AREA	0.87: 1
LOOAR SPACE RATIO	0.21-0.24 sq m
TOTAL FLOOR AREA	
HEIGHT, STOREYS	0.10 m
HEIGHT	
STOREYS	
SETBACKS	
FRONT YARD SETBACK	0.9 m
REAR YARD SETBACK	0.9-1.8 m
SIDE YARD SETBACK (EAST)	2.0 m
SIDE YARD SETBACK (WEST)	2.0 m
SITE COVERAGE, OPEN SITE	
SPACE, PARKING	30%
SITE COVERAGE	50%
OPEN SITE SPACE	
VEHICLE PARKING	4 RESIDENT
BICYCLE PARKING	4+ CLASSES
	6+ CLASSES

PROVINCE: Western Columbia
LOCATION: Victoria
BUILDING HEIGHT (ft): 10 or below

DATA SOURCE:
Table C-1: Typical Performance of Windows & Doors in Part 6 Building
Code of the City of Victoria

CLIMATIC DATA (ISO 5169): 200 Pa
CLIMATIC DATA (ISO 5169): 0.573 Pa
SPECIFIED LOADS (q_{ref}): 200 Pa
SPECIFIED LOADS (WIND LOAD - P₀): 1154 Pa
SPECIFIED LOADS (WIND LOAD - p₀): 24.11 psf
REQ'D PENETRATION PERFORMANCE (R_{sp}): 1200 Pa
REQ'D PENETRATION PERFORMANCE (R_{sp}): 25
REQ'D PENETRATION PERFORMANCE (WATER RESIST.): 200 Pa

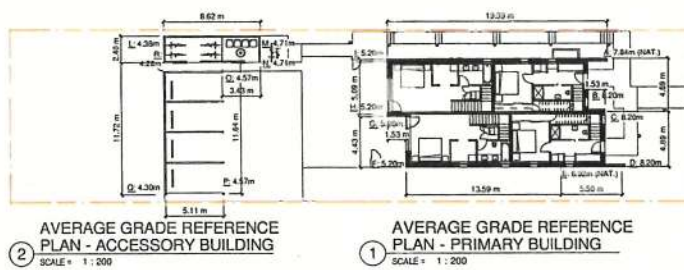
CALCULATION	
FLOOR AREA 1 (Not Included)	144.42 SQ. FT.
FLOOR AREA 2	144.42 SQ. FT.
FLOOR AREA 3	156.92 SQ. FT.
TOTAL (STRUCTURE)	301.34 SQ. FT.
LOT AREA:	906.69 SQ. FT.
TOTAL (STRUCTURE)	301.34 SQ. FT.
LOT AREA:	906.69 SQ. FT.
FLOOR SPACE RATIO	0.33:1

REAR YARD ACC.	(207.00)	87.00 sq ft	
REAR YARD FARMING			
TOTAL		47,430 sq ft	
LOT AREA		90,540 sq ft	
REAR YARD FARMING + ACC.		47,430 sq ft	
OPEN SITE SPACE		43,110 sq ft	
OPEN SITE SPACE		43,110 sq ft	
LOT AREA		90,540 sq ft	
		0.50 = 50%	
REAR YARD AREA		47,430 sq ft	
REAR YARD FARMING + ACC.	(46.00)	87.00 sq ft	
REAR YARD OPEN SITE SPACE		235.00 sq ft	
REAR YARD OPEN SITE SPACE		235.00 sq ft	
REAR YARD AREA		41,000 sq ft	

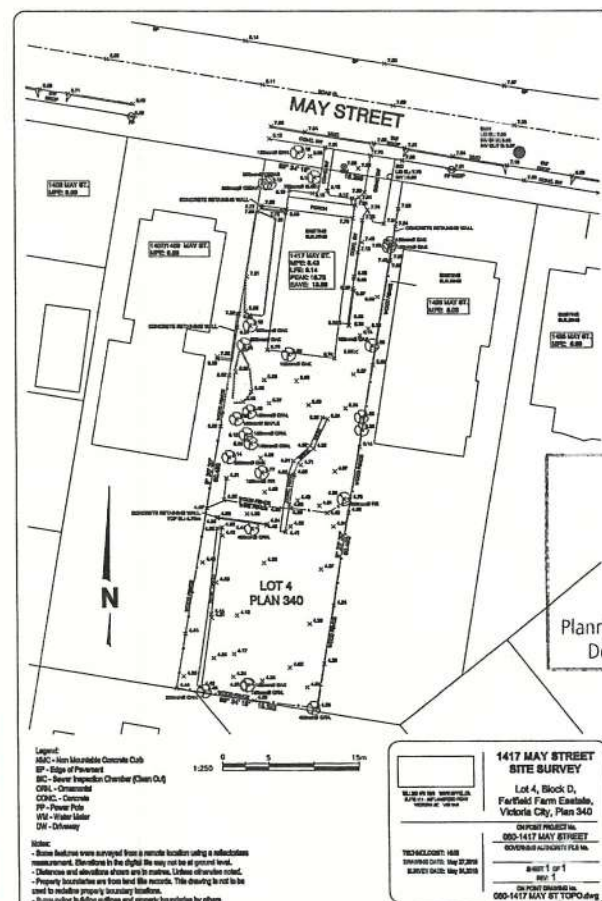
MAY STREET PASSIVE HOUSE:
CIVIC ADDRESS:
1417 May Street
Vancouver BC V6S 1C2
LEGAL ADDRESS:
Lot 4, Block 0
Fairview Farm Estates, Plan 340
Fairview Heights, 009-137-581
ZONING:
R05, May Street Multiple Dwelling District
TYPE OF WORK:
New Four Dwelling Residence
REFERENCED DOCUMENT:
British Columbia Building Code 2012, Part 9
BUILDING AREA:
165.8 SQ. M
FIRE RESISTANCE RATINGS:

GRADE POINTS			
GRADE POINT A	4.000	GRADE POINT D	1.000
GRADE POINT B	3.000	GRADE POINT E	0.500
GRADE POINT C	2.000	GRADE POINT F	0.000
CALCULATION			
GRADE POINTS	AVERAGE OF POINTS	DI-VI-DUE BETWEEN	TOTALS
POINTS A & B	(4.00 + 3.00) / 2 = 3.50	4.00 - 3.50	= .50
POINTS B & C	(3.00 + 2.00) / 2 = 2.50	3.00 - 2.50	= .50
POINTS C & D	(2.00 + 1.00) / 2 = 1.50	2.00 - 1.50	= .50
POINTS D & E	(1.00 + .50) / 2 = .75	1.00 - .75	= .25
POINTS E & F	(.50 + .00) / 2 = .25	.50 - .25	= .25
POINTS F & G	(.00 + .00) / 2 = .00	.00 - .00	= .00
POINTS G & H	(.00 + .00) / 2 = .00	.00 - .00	= .00
POINTS H & I	(.00 + .00) / 2 = .00	.00 - .00	= .00
POINTS I & J	(.00 + .00) / 2 = .00	.00 - .00	= .00
TOTAL			2.50
AVERAGE GRADE			2.50

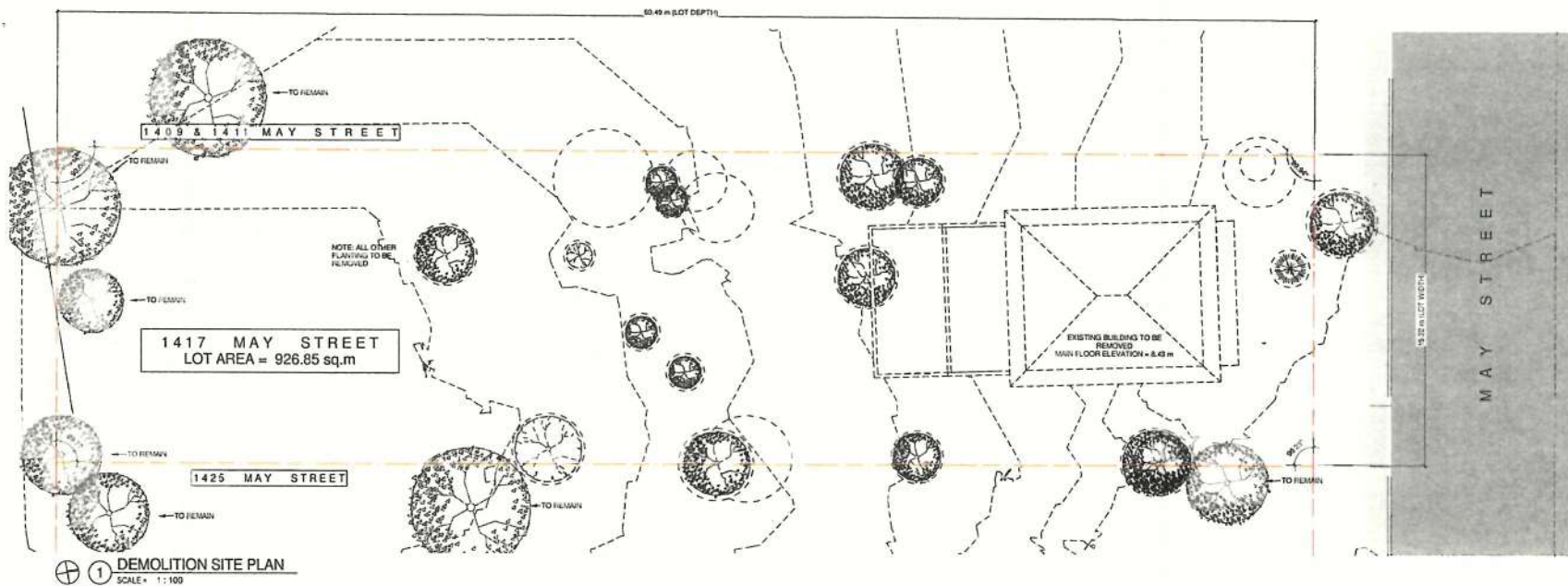
GRADE POINTS			
GRADE POINT L: 4.30m	GRADE POINT O: 4.57m		
GRADE POINT M: 4.71m	GRADE POINT P: 4.57m		
GRADE POINT N: 4.71m	GRADE POINT Q: 4.30m		
	GRADE POINT R: 4.57m		
CALCULATION			
GRADE POINTS	AVERAGE OF POINTS	DISTANCE BETWEEN	TOTALS
POINTS L & M $(4.30 + 4.71) / 2$	$= 4.505m$	$= 8.60m$	$= 38.16m$
POINTS M & N $(4.71 + 4.71) / 2$	$= 4.71m$	$= 11.59m$	$= 54.59m$
POINTS N & O $(4.71 + 4.57) / 2$	$= 4.64m$	$= 11.44m$	$= 53.11m$
POINTS O & P $(4.57 + 4.57) / 2$	$= 4.57m$	$= 11.44m$	$= 52.64m$
POINTS P & Q $(4.57 + 4.30) / 2$	$= 4.435m$	$= 11.72m$	$= 52.07m$
POINTS Q & R $(4.30 + 4.57) / 2$	$= 4.435m$	$= 11.39m$	$= 50.39m$
POINTS R & L $(4.57 + 4.30) / 2$	$= 4.435m$	$= 8.60m$	$= 38.16m$
AVERAGE GRADE		$= 49.32m$	$= 203.19m$



CALCULATION	
ACCESSORY BUILDING	67.00 Sd ±
TOTAL (STRUCTURE)	67.00 Sd ±
REAR YARD LOT AREA:	476.00 Sd
TOTAL (STRUCTURE)	67.00 Sd ±
REAR YARD LOT AREA:	476.00 Sd
SEE COVERAGE	0.18 = 18%

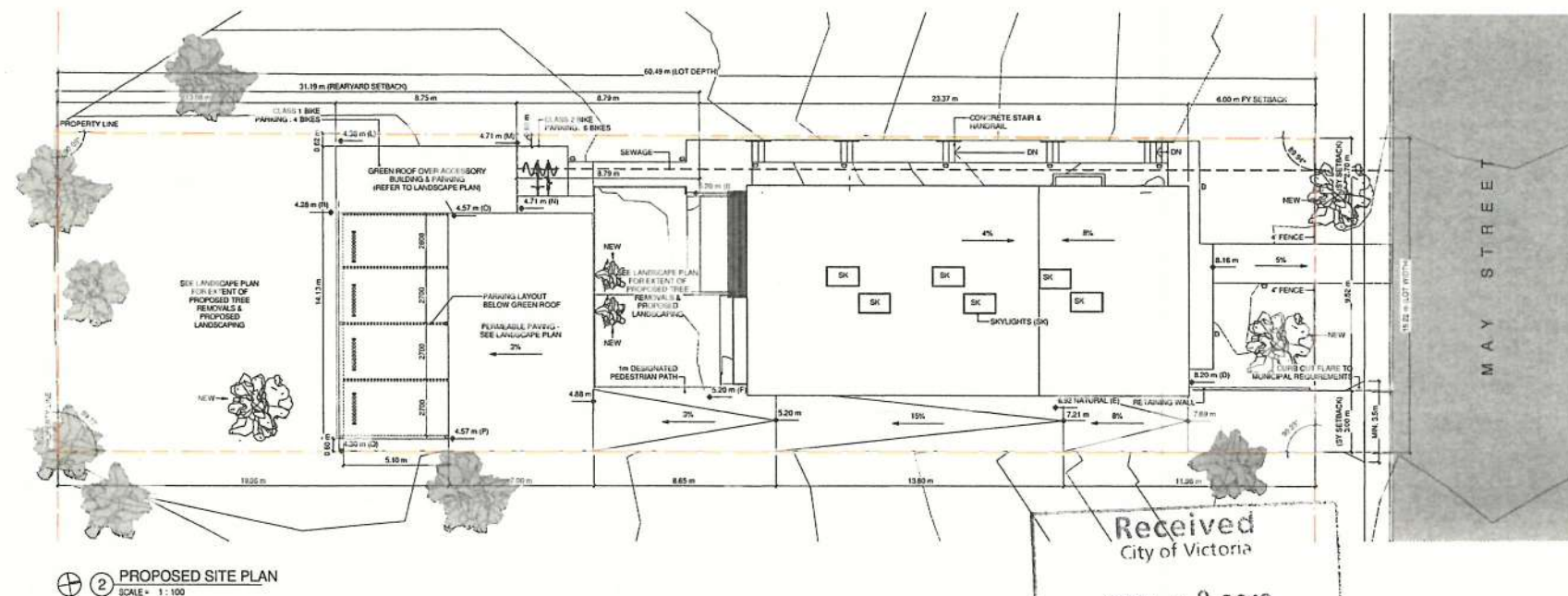


NO.	DESCRIPTION	DATE
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7	UPHOLD 2nd FLOOR ELEVATOR	06/03/2012
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9	UPHOLD 2nd FLOOR ELEVATOR	08/03/2012
4	UPHOLD 2nd FLOOR ELEVATOR	09/03/2012
5	UPHOLD 2nd FLOOR ELEVATOR	10/03/2012
2	UPHOLD 2nd FLOOR ELEVATOR	11/03/2012
1	UPHOLD 2nd FLOOR ELEVATOR	12/03/2012



LEGEND

TO BE REMOVED



NO.	DESCRIPTION	DATE
1	PRELIMINARY SITE PLAN	2018.08.01
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3	PRELIMINARY SITE PLAN	2018.08.01
4	PRELIMINARY SITE PLAN	2018.08.01
5	PRELIMINARY SITE PLAN	2018.08.01
6	PRELIMINARY SITE PLAN	2018.08.01
7	PRELIMINARY SITE PLAN	2018.08.01
8	PRELIMINARY SITE PLAN	2018.08.01
9	PRELIMINARY SITE PLAN	2018.08.01
10	PRELIMINARY SITE PLAN	2018.08.01

Scale: 1:100



CASCADIA ARCHITECTS INC.

1417 MAY STREET
VICTORIA, BC

MAY STREET PASSIVE HOUSE
NILA HOLDINGS
1417 MAY STREET
VICTORIA, BC

SITE PLANS - DEMOLITION & PROPOSED

Date: AUG 30, 2018

Scale: As indicated

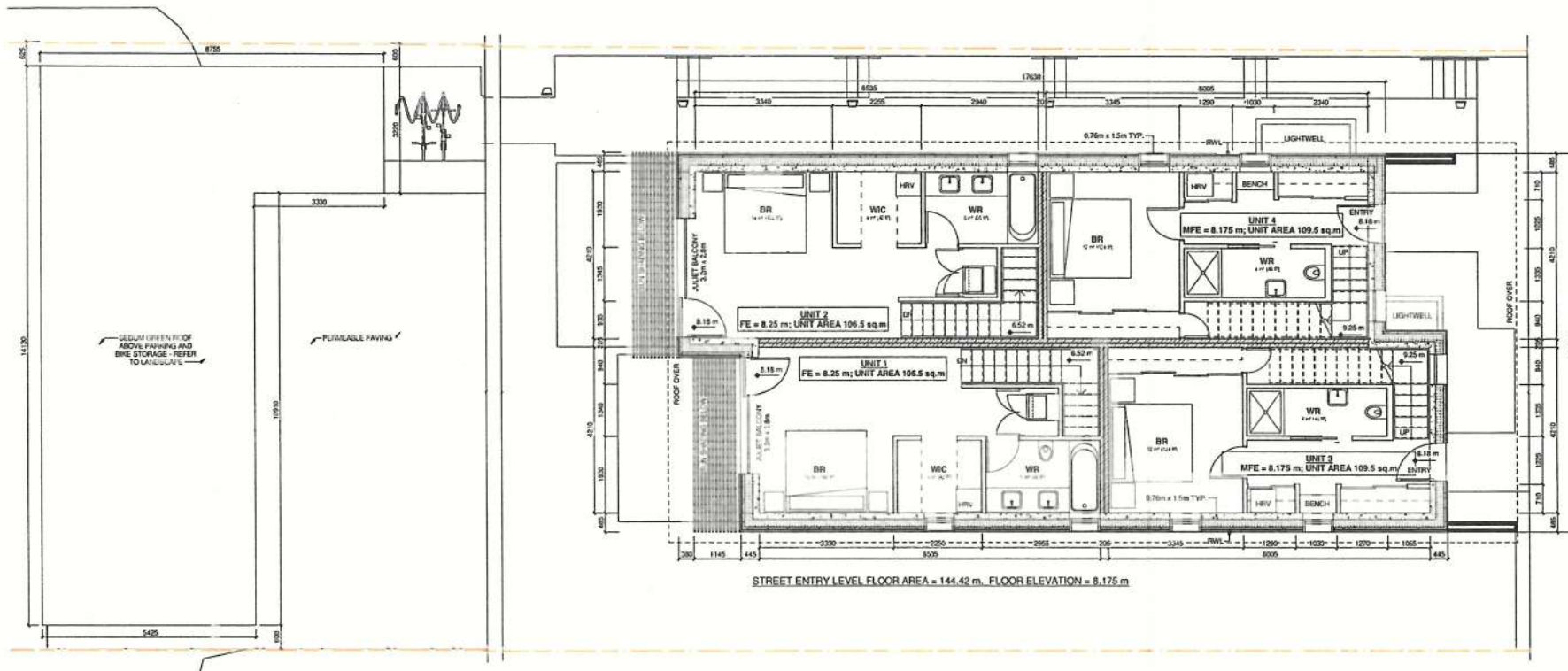
Project: 1622

Revision: 8

Sheet: A102

9/5/2018 9:12:31 AM

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⊕ 2 PROPOSED ACCESSORY BUILDING ROOF PLAN
SCALE = 1:50

⊕ 1 PROPOSED STREET LEVEL PLAN
SCALE = 1:50

NO.	DESCRIPTION	DATE
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2	TOP OF FLOOR FINISHES	2018.08.01
3	TOP OF FLOOR FINISHES	2018.08.01



MAY STREET PASSIVE HOUSE
NILA HOLDINGS
1417 MAY STREET
VICTORIA, BC

PROPOSED FLOOR PLANS

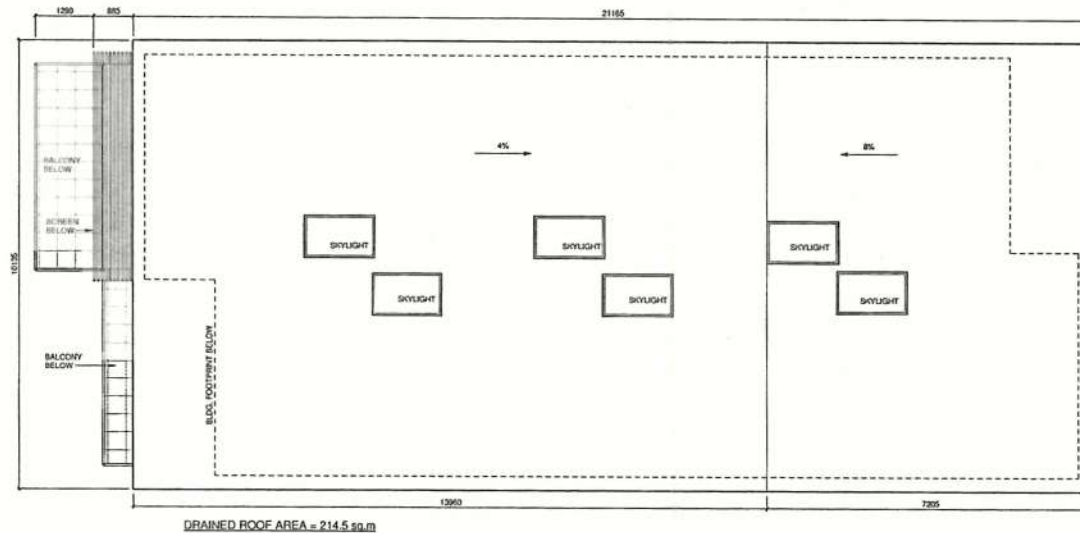
Date: AUG 30, 2018

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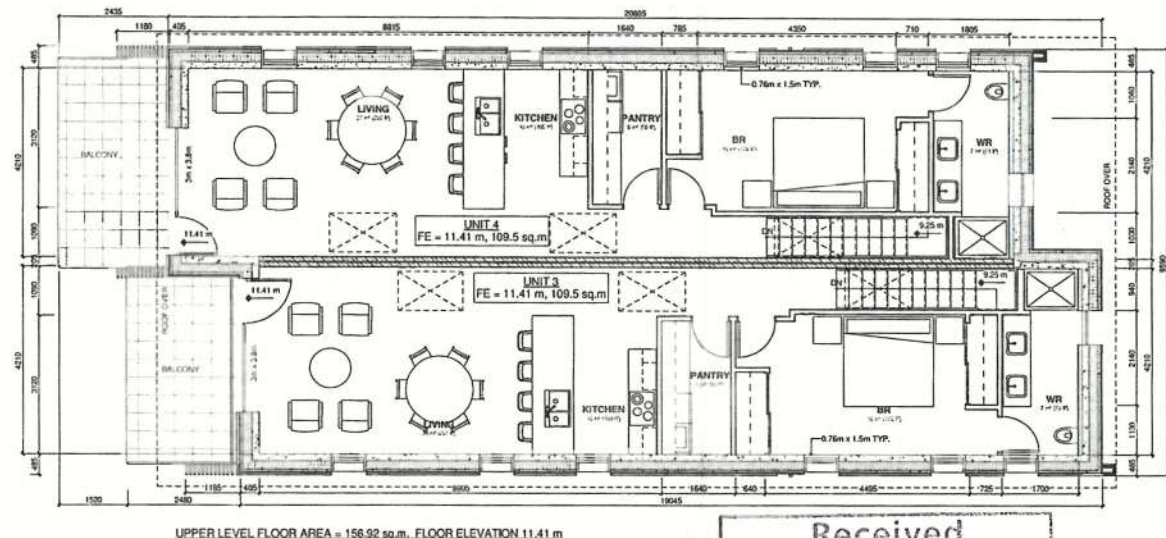
Revision: 8

Sheet #: A202

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② PROPOSED ROOF PLAN
SCALE = 1:50



① PROPOSED UPPER LEVEL PLAN
SCALE = 1:50

CASCADIA ARCHITECTS INC.		
NO.	DESCRIPTION	DATE
1	PROPOSED FLOOR & ROOF PLAN	AUG 30, 2018

MAY STREET PASSIVE HOUSE
NLA HOLDINGS
1417 MAY STREET
VICTORIA, BC

PROPOSED FLOOR & ROOF PLAN

Scale: 1:50

Project #: 1622

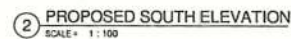
Revision: 8

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0	OPREC2 NAME REVISION 3	JUNE 15, 2011
4	OPREC2 NAME REVISION	MAY 24, 2011
0	OPREC2 NAME REVISION	FEB 28, 2011
0	OPREC2 NAME REVISION	JAN 9, 2011
NO.	DESCRIPTION	DATE



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Project
**MAY STREET PASSIVE
HOUSE**
NILA HOLDINGS
1417 MAY STREET
VICTORIA, BC

Sheet
**ELEVATIONS & BUILDING
SECTION**

DATE: AUG 30, 2018

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1:100	1622
Feuerstein	A

8

Share #

A300

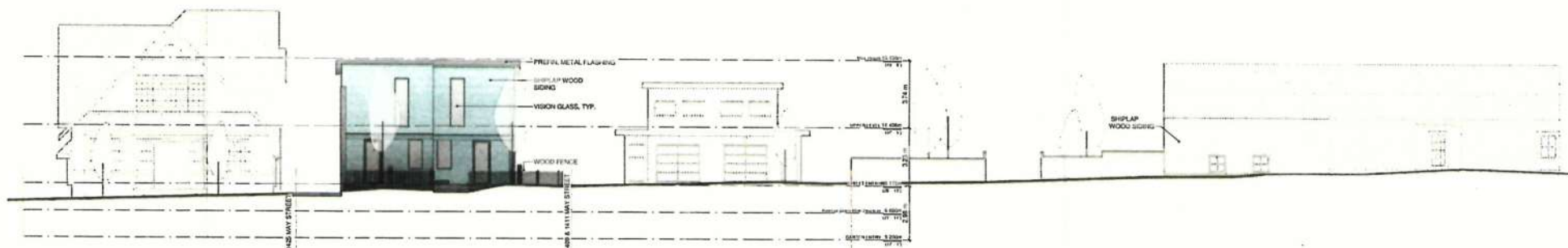
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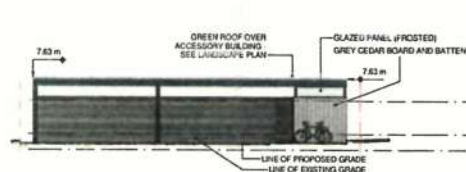
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SEP 10 2018

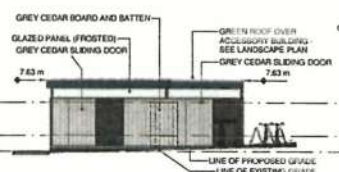
Planning & Development Department
Development Services Division



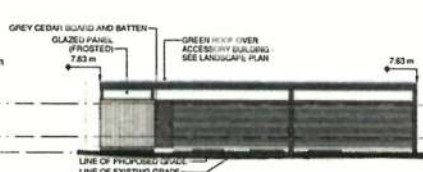
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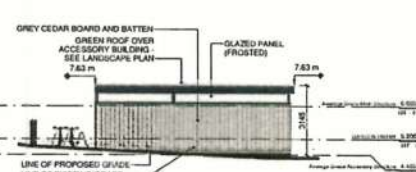
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③ PROPOSED EAST ELEVATION ACC. BUILDING
SCALE = 1:100



④ PROPOSED SOUTH ELEVATION ACC. BUILDING
SCALE = 1:100



⑤ PROPOSED WEST ELEVATION ACC. BUILDING
SCALE = 1:100

NO.	DESCRIPTION	DATE
1	PROPOSED NORTH ELEVATION	2018.08.20
2	PROPOSED NORTH ELEVATION ACC. BUILDING	2018.08.20
3	PROPOSED EAST ELEVATION ACC. BUILDING	2018.08.20
4	PROPOSED SOUTH ELEVATION ACC. BUILDING	2018.08.20
5	PROPOSED WEST ELEVATION ACC. BUILDING	2018.08.20



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Project	
MAY STREET PASSIVE HOUSE NILA HOLDINGS 1417 MAY STREET VICTORIA, BC	
Sheet Name	
ELEVATIONS	
Date	
AUG 30, 2018	
Scale	1:100
Sheet #	1622
Revision	AUG 20, 2018
Sheet #	8
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SEP 10 2018
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Development Services Division



1417 MAY STREET - VIEW FROM YARD



1417 MAY STREET - VIEW FROM STREET

NO.	DESCRIPTION	DATE
1	1417 MAY STREET - VIEW FROM YARD	AUG 30, 2018
2	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
3	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
4	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
5	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
6	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
7	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
8	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
9	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018
10	1417 MAY STREET - VIEW FROM STREET	AUG 30, 2018



Project: MAY STREET PASSIVE HOUSE
NLA HOLDINGS
1417 MAY STREET
VICTORIA, BC

Sheet Name: RENDERINGS & MATERIAL BOARD

Date: AUG 30, 2018

Scale: 1:1

Revision: 1622

Sheet # 8

A400

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Development Services Division

CASCADIA ARCHITECTS

DAMANT + JOHANNKNECHT

02 October 2018

City of Victoria
No.1 Centennial Square
Victoria BC
V8W 1P6

Attn.: Mayor & Council

Re: REVISION 7: 1417 May Street Rezoning & Development Permit Application

Cascadia Architects, on behalf of Nila Holdings, is pleased to resubmit this *revised* application for Rezoning and Development Permit for 1417 May Street in Victoria.

The following adjustments to the application have been made in response to the comments made during the Public Hearing meeting held June 14th 2018 and the council meeting held June 28th. The applicant has taken the new design and met with neighbours individually in order to present the adjustments. The new changes are summarized in point form below and also correspond with numbered bubbles in the drawing package.

Revisions:

1. The single pitch roof has been replaced with a butterfly roof with overhangs on all sides, creating increased visual interest and a more familiar residential appearance. This change in form will still allow for future photovoltaic panels orientating to the south.
2. The board and batten fin wall between the units on the north façade has been removed.
3. The board and batten fin walls to the south have been removed and replaced with a metal screen which integrates with the existing aluminum sun shade.
4. The building height has increased to 8.3m from the previous 8.26m, a difference of 4cm.
5. The average grade has dropped to 6.45m from the previous 6.58m, a difference of 13cm.
6. The board and batten wraps around the south face of the building, softening the south façade.
7. The rain water leaders now break the continuous east and west facades. The painted ship lap siding emphasizes this break and visually separates the long building faces into smaller elements.
8. The ship lap siding now creates a continuous band of colour below the roof overhang on all faces of the building, and adding visual variety.
9. Tongue and groove cedar soffits have been introduced to the roof and patio overhangs, softening the overall appearance of the building.



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A Corporate Partnership

Principals

GREGORY DAMANT
Architect AIBC, LEED AP

PETER JOHANNKNECHT
Architect AIBC, LEED AP,
Interior Architect AKNW Germany

10. The rain gardens located in the front yard have been removed in response to the newly positioned rain water leaders. The rain gardens in the rear yard have been enlarged to accommodate all the rain water on site.

In preparing these revisions the team has carefully considered council's and neighbours' comments and input related to the previous design, and recalibrated the project accordingly. The changes are bubbled and itemized in the drawing sets as requested.

All the other aspects of the previous submission, in regard to land use, density, area, setbacks, parking and environmental performance remain unchanged. If you have any questions or require further clarification of any part of the application please do not hesitate to contact our office.

Thank you.

Sincerely,

CASCADIA ARCHITECTS INC.



Peter Johannknecht, Architect AIBC, AKNW, RAIC, LEED AP
Principal



Gregory Damant, Architect AIBC, RAIC, LEED AP
Principal

Moved By Councillor Coleman
Seconded By Councillor Thornton-Joe

That the following bylaw **be given first, second, and third readings:**

1. Reserve Fund Bylaw, Amendment Bylaw (No. 1) No. 18-080.

CARRIED UNANIMOUSLY

L. CORRESPONDENCE

L.1 Letter from the Mayor and Fire Chief of the Corporation of the District of Oak Bay

Moved By Councillor Thornton-Joe
Seconded By Councillor Alto

That the correspondence dated June 5, 2018 from the Mayor and Fire Chief of the Corporation of the District of Oak Bay be received for information.

CARRIED UNANIMOUSLY

L.2 Letters from the Minister of Municipal Affairs and Housing and from the Premier

Moved By Mayor Helps
Seconded By Councillor Alto

Write back to both the Minister of Municipal Affairs and Housing and the Premier to thank them for the opportunity but that as the Capital City with easy access, we would like to free up the time for colleagues in other municipalities.

CARRIED UNANIMOUSLY

M. NEW BUSINESS

M.1 1417 May Street Reconsideration of Rezoning and Development Permit with Variances Application

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council rescind its decision with regard to third reading of Zoning Regulation Bylaw, Amendment Bylaw (No. 1139) No. 18-013, and direct staff to convene a new public hearing that follows all the regular public hearing requirements (advertising, mailout, etc.).

Council discussed the following:

- *The supportability of this type of gentle density.*
- *That net zero energy buildings would help the City meet their climate commitments.*
- *Whether changes to the design would make the application more supportable.*

Amendment:

Moved By Councillor Loveday
Seconded By Councillor Young

That the motion be amended by striking the following wording:
"direct staff to convene a new public hearing that follows all the regular public hearing requirements (advertising, mailout, etc.)."

and replacing it with the following:
"refer this proposal back to staff for more work on design."

Amendment to the amendment:

Moved By Mayor Helps
Seconded By Councillor Thornton-Joe

That the amendment be amended by adding the following:
"and return the matter to Council."

CARRIED UNANIMOUSLY

Amendment to the amendment:

Moved By Mayor Helps
Seconded By Councillor Isitt

That the amendment be amended by adding the following:
"based on comments made at the Public Hearing".

CARRIED UNANIMOUSLY

On the amendment:
CARRIED UNANIMOUSLY

Motion as Amended:

That Council rescind its decision with regard to third reading of Zoning Regulation Bylaw, Amendment Bylaw (No. 1139) No. 18-013, and refer this proposal back to staff for more work on design based on the comments made at the public hearing and return the matter to Council.

FOR (8): Mayor Helps, Councillor Alto, Councillor Coleman, Councillor Loveday, Councillor Lucas, Councillor Madoff, Councillor Thornton-Joe, and Councillor Young

OPPOSED (1): Councillor Isitt

CARRIED (8 to 1)

N. QUESTION PERIOD

A question period was held.

Rezoning Application No. 00556 and Development Permit with Variances
Application No. 00028 for 1417 May Street

Zoning Regulation Bylaw, Amendment Bylaw (No.1139) No. 18-013:

To rezone the land known as 1417 May Street from the R1-B Zone, Single Family Dwelling District, to the R-86 Zone, Ground-Oriented Dwelling May Street District, to permit a multi-unit residential building with four ground-oriented units.

Development Permit Application:

The Council of the City of Victoria will also consider issuing a development permit for the land known as 1417 May Street, in Development Permit Area 16: General Form and Character for the purposes of approving the exterior design, finishes and landscaping for the multi-unit residential building.

E.3.a Public Hearing & Consideration of Approval

Michael Angrove (Planner): *Advised that the application is to rezone the property to allow for a two storey multi-family dwelling.*

Mayor Helps opened the public hearing at 7:24 p.m.

Peter Johannknecht and Bianca Bodley (Applicants): Provided information regarding the application.

Council discussed the following:

- *What public consultation was undertaken by the applicant.*

Ric Houle (Pandora Avenue): Expressed concerns relating to the application, due to the increased density.

David Reed (Eberts Street): Expressed concerns relating to the application, due to the increased density and lack of neighbourhood consultation.

Lisa Sesser (May Street): Expressed concerns relating to the application, due to the increased density and lack of neighbourhood consultation.

Carol Finley (Eberts Street): Expressed concerns relating to the application, due to the increased density, traffic concerns, and lack of neighbourhood consultation.

Council discussed the following:

- *That the design of the building reflects the passive house design.*

Mayor Helps closed the public hearing at 7:59 p.m.

Moved By Councillor Alto
Seconded By Mayor Helps

That the following bylaw **be given third reading:**

4. Zoning Regulation Bylaw, Amendment Bylaw (No. 1139) No. 18-013

Council discussed the following:

- *The supportability of a passive house, which will create energy efficiencies.*
- *The lack of neighbourhood consultation following the change to the design and application.*
- *That the fourplex design supports the need for gentle density.*
- *Concerns relating to the lack of affordable housing.*
- *Whether the design of the building is a good fit for the neighbourhood.*

FOR (3): Mayor Helps, Councillor Alto, and Councillor Lucas

OPPOSED (5): Councillor Isitt, Councillor Loveday, Councillor Madoff, Councillor Thornton-Joe, and Councillor Young

DEFEATED (3 to 5)



Committee of the Whole Report

For the Meeting of September 14, 2017

To: Committee of the Whole **Date:** August 31, 2017

From: Jonathan Tinney, Director, Sustainable Planning and Community Development

Subject: Rezoning Application No. 00556 for 1417 May Street

RECOMMENDATION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00556 for 1417 May Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:

1. Preparation of the following legal agreements to the satisfaction of the City Solicitor:
 - a. Housing Agreement to ensure a future strata cannot restrict the rental of units;
 - b. A Section 219 Covenant ensuring the building is constructed to Passive House standards, to the satisfaction of the Director of Sustainable Planning and Community Development.
2. Preparation of a technical report to the satisfaction of the Director of Engineering and Public Works, identifying how the site will manage all storm water generated on site and, if necessary, preparation of legal agreements for the design, inspection and long term maintenance requirements of the storm water system to the satisfaction of the City Solicitor and the Director of Engineering and Public Works.

LEGISLATIVE AUTHORITY

In accordance with Section 479 of the *Local Government Act*, Council may regulate within a zone the use of land, buildings and other structures, the density of the use of the land, building and other structures, the siting, size and dimensions of buildings and other structures as well as the uses that are permitted on the land and the location of uses on the land and within buildings and other structures.

In accordance with Section 483 of the *Local Government Act*, Council may enter into a Housing Agreement which may include terms agreed to by the owner regarding the occupancy of the housing units and provided such agreement does not vary the use of the density of the land from that permitted under the zoning bylaw.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Rezoning Application for the property located at 1417 May Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a new site-specific zone in order to construct a two-storey residential building with four ground-oriented self-contained dwelling units.

The following points were considered in assessing this Application:

- the property is designated as Traditional Residential in the *Official Community Plan, 2012* (OCP). The proposed ground-oriented housing and density is consistent with the land designation and OCP policies related to sensitive infill in the Fairfield neighbourhood
- the proposal is consistent with the policies specified in *Suburban Neighbourhoods, 1984*
- one bylaw-protected tree is proposed for removal with this Application and the applicant has provided an arborist report outlining measures to mitigate the impact of development on the nearby trees
- the applicant is proposing Passive House certification with this proposal, which will be secured through a Section 219 Covenant.

BACKGROUND

Description of Proposal

This Application is to rezone the subject site from the R1-B Zone to a new site-specific zone in order to construct a two-storey ground-oriented residential building with four self-contained dwelling units at a floor space ratio of 0.33:1. The nearby property located at 1461 May Street is in the R-55 Zone, May Street Multiple Dwelling District, and is comparable in terms of density and height. The new zone would be similar to the R-55 Zone, but with the following differences:

- maximum floor space ratio (FSR) reduced from 0.5:1 to 0.33:1
- maximum of number of storeys reduced from three to two
- minimum side yard (west) reduced from 3.00m to 2.70m.

Variances related to parking are also being proposed and will be discussed in relation to the concurrent Development Permit with Variances Application:

- reduced vehicle parking from six stalls to four stalls
- reduced visitor parking from one stall to zero stalls.

The design aspects of this proposal are also reviewed in the concurrent Development Permit with Variances Application report.

Affordable Housing Impacts

The applicant proposes the creation of four new residential units which would increase the overall supply of housing in the area. A Housing Agreement is also being proposed which would ensure that future Strata Bylaws could not prohibit the rental of units to non-owners.

Sustainability Features

The applicant has identified a number of sustainability features which will be reviewed in association with the concurrent Development Permit with Variances Application for this property.

Active Transportation Impacts

The Application proposes four Class 1 bicycle parking stalls and one six-space Class 2 bicycle rack which supports active transportation.

Public Realm Improvements

No public realm improvements are proposed in association with this Rezoning Application.

Accessibility Impact Statement

The British Columbia Building Code regulates accessibility as it pertains to buildings.

Land Use Context

The area is characterized by single family dwellings, duplexes and multiple dwelling unit house conversions. Moss Rocks Park is located north of the property on the opposite side of May Street.

Existing Site Development and Development Potential

The site is presently developed as a single family dwelling.

Under the current R1-B Zone, the property could be developed as a single family dwelling with either a secondary suite or a garden suite, or converted to multiple dwelling units subject to the house conversion regulations under Schedule G of the *Zoning Regulation Bylaw*.

Data Table

The following data table compares the proposal with the existing R1-B Zone and the R-55 Zone, May Street Multiple Dwelling District. An asterisk is used to identify where the proposal is less stringent than the R-55 zone.

Zoning Criteria	Proposal	Zone Standard R-55	Existing Zone R1-B
Site area (m ²) - minimum	926.85	555.00	460.00
Number of units in an attached dwelling - maximum	4	4	1
Density (Floor Space Ratio) - maximum	0.33:1	0.55:1	N/A
Floor area of all floors (m ²) - maximum	445.76	N/A	420.00
Lot width (m) - minimum	15.22	15.00	15.00

Zoning Criteria	Proposal	Zone Standard R-55	Existing Zone R1-B
Height (m) - maximum	8.28	8.50	7.60
Storeys - maximum	2	3	2
Site coverage % - maximum	31.00	40.00	40.00
Open site space % - minimum	47.60	30.00	N/A
Rear yard open site space % - minimum	61.00	33.00	N/A
Setbacks (m) - minimum:			
Front	6.00	6.00	7.50
Rear	31.19	19.00	15.12
Side (east)	3.00	3.00	3.00
Side (west)	2.7*	3.00	1.52
Parking - minimum	4*	6	1
Visitor parking (minimum) included in the overall units	0*	1	N/A
Bicycle parking stalls (minimum)			
Class 1	4	4	N/A
Class 2	6	6	N/A

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Fairfield Gonzales CALUC at a Community Meeting held on December 19, 2017. A summary of the meeting is attached to this report.

ANALYSIS

Official Community Plan

The *Official Community Plan, 2012* (OCP) Urban Place Designation for the subject property is Traditional Residential, which supports ground-oriented residential uses. The OCP states that new development may have a density of generally up to 1:1 floor space ratio (FSR) and up to two storeys in height. The Application meets the place character features of the Traditional Residential urban place guidelines and housing policy in the OCP which supports a diversity of housing types to create more home ownership options such as ground-oriented multi-unit residential developments.

Local Area Plans

The land use policies of *Suburban Neighbourhoods, 1984* that relate to Fairfield identify the subject lands as suitable for residential development and encourages infill development of small scale townhouses, small lot houses and duplexes. The proposal for a ground-oriented multi-unit residential building is consistent with this policy.

Housing Agreement

The applicant is amenable to entering into a Housing Agreement with the City to ensure that a future strata corporation could not pass any bylaws that would prohibit or restrict the rental of units to non-owners.

Tree Preservation Bylaw and Urban Forest Master Plan

There is an existing Bylaw protected Maple tree on the subject property. The tree was reviewed by an ISA consulting arborist and it was determined that the tree is unhealthy and would not survive the amount of excavation work for the proposed landscape plan and as such the tree will be removed. As per the Bylaw, two replacement trees will be planted by the applicant on site. There is an existing large Maple tree on the property to the east which will be negatively affected by the proposed driveway. This tree will be explored further by the consulting arborist prior to construction and tree protection measures will be put in place. There is an existing boulevard tree in poor health that will be removed and replaced on the city boulevard.

CONCLUSIONS

The Application is consistent with the place character features of the Traditional Residential urban place guidelines, and housing policy in the OCP which supports the diversity of housing types to create more home ownership options such as ground-oriented multi-unit residential developments. Staff recommend that Council consider supporting the Application.

ALTERNATE MOTION

That Council decline Rezoning Application No. 00556 for the property located at 1417 May Street.


Respectfully submitted,


Alec Johnston
Senior Planner
Development Services

St.


Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

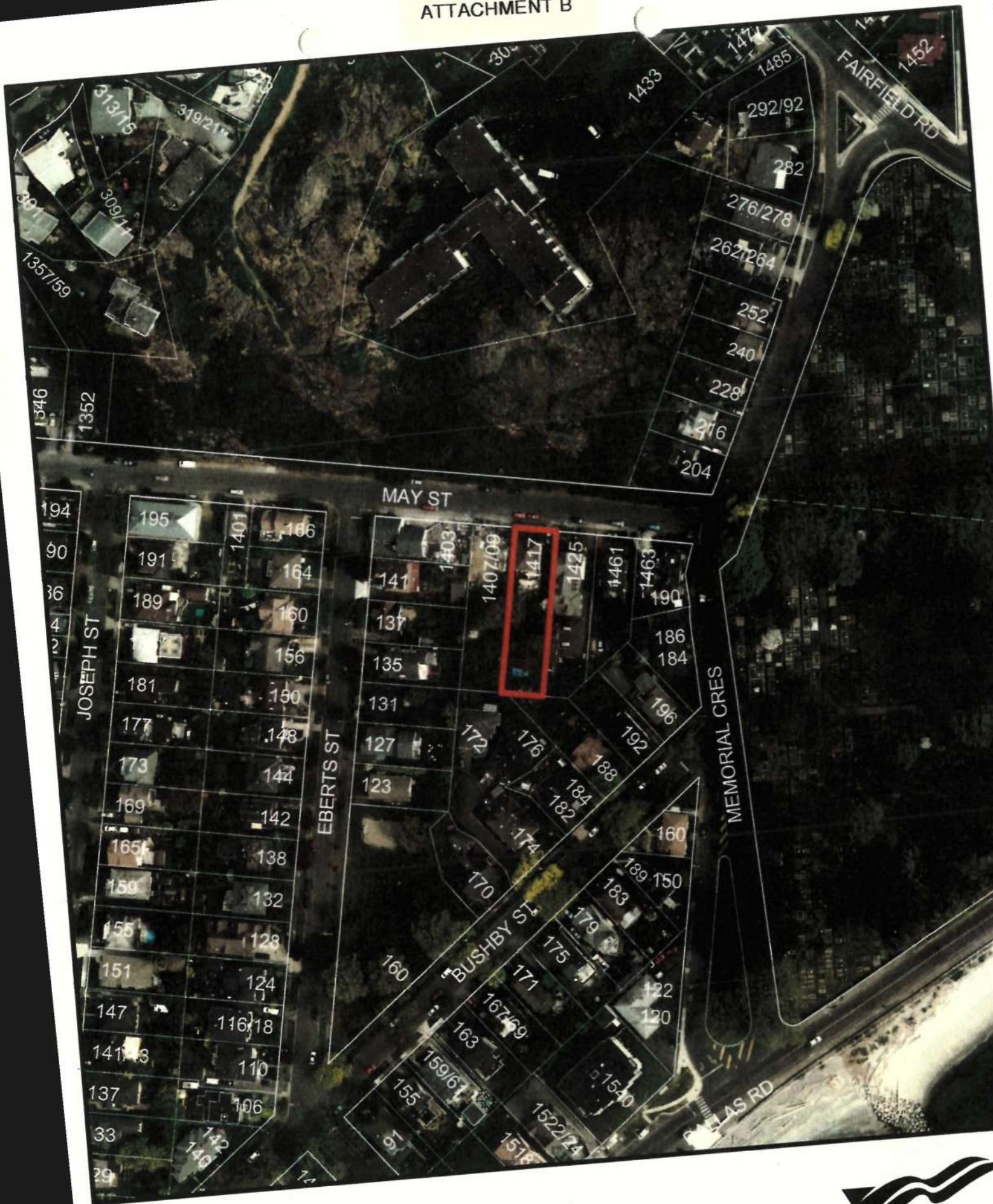
Report accepted and recommended by the City Manager:


Date: Sept 7, 2017

List of Attachments

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Plans date stamped July 12, 2017
- Attachment D - Letters from applicant to Mayor and Council dated May 18, 2017 and December 26, 2016
- Attachment E - Community Association Land Use Committee Summary of December 19, 2016 Meeting
- Attachment F - Arborist Report dated August 20, 2017
- Attachment G - Neighbourhood Correspondence.

ATTACHMENT B



1417 May Street
Rezoning No.00556

ATTACHMENT C

MAY STREET PASSIVE HOUSE

1417 MAY STREET, VICTORIA

ISSUED FOR REZONING & DEVELOPMENT RESUBMISSION

JULY 05, 2017

DRAWING LIST

CASCADIA ARCHITECTS INC.

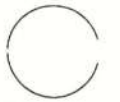
Sheet No.	Sheet Title
A000	COVER
A101	SURVEY & PROJECT DATA
A102	SITE PLANS - DEMOLITION & PROPOSED
A201	PROPOSED FLOOR PLANS
A301	PROPOSED FLOOR PLANS
A302	PROPOSED FLOOR & ROOF PLAN
A303	ELEVATIONS & BUILDING SECTION
A304	ELEVATIONS
A305	RENDERINGS & MATERIAL BOARD

BIOPHILIA DESIGN COLLECTIVE LTD.

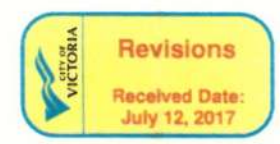
Sheet No.	Sheet Title
L-001	PROPOSED LANDSCAPE PLAN

NILA HOLDINGS
MAY STREET PASSIVE HOUSE
REZONING & DEVELOPMENT RESUBMISSION - JULY 05, 2017

PROJECT #	1422	DATE	7/12/2017 4:39:33 PM
REV	AU00	DATE	7/12/2017



CASCADIA ARCHITECTS INC.
1800 Hayes Street
Victoria BC V8V 3J6 Canada
T 250.589.8244
W www.cascadiaarchitects.ca



CLIENT NILA HOLDINGS LTD. 185 - 911 Yates Street Victoria BC V8V 4Y9	Contact: Howard Sparks hspark2@telus.net	ARCHITECT CASCADIA ARCHITECTS 1060 Meares Street Victoria BC V8W 1E4 250.590.3223	Contact: Peter Johannknecht Architect AIBC LEED AP peter@cascadiaarchitects.ca	LANDSCAPE DESIGN BIOPHILIA design collective ltd. 1719 Lee Avenue Victoria BC V8R 4W7 250.589.8244	Contact: Bianca Bodley biancabodley@gmail.com
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Client acknowledges that the design is preliminary and subject to change without notice. The design is not to be used for construction or other purposes without the written consent of the architect. The architect is not responsible for any errors or omissions in the design or for any consequences arising therefrom.

PROJECT INFORMATION

EXISTING ZONE:	P-2
PROPOSED ZONE:	P-55
SITE AREA:	726.85 sq.m
TOTAL FLOOR AREA (sq.m):	391.34 sq.m
COMMERCIAL FLOOR AREA (sq.m):	9.94 sq.m
FLOOR SPACE RATIO:	0.32 : 1
SITE COVERAGE (%):	31%
OPEN SITE SPACE (%):	50%
HEIGHT OF BUILDING (m):	8.26 m
NUMBER OF STOREYS:	3
MARKING STALLS (S) ON SITE:	1
BICYCLE PARKING # (STORAGE & RACK):	4
BUILDING SETBACKS (m):	
FRONT YARD:	6.00 m (NORTH)
REAR YARD:	31.19 m (SOUTH)
SIDE YARD:	3.00 m (EAST)
SIDE YARD:	2.70 m (WEST)
COMBINED SIDE YARDS:	5.70 m
RESIDENTIAL USE DETAILS:	
TOTAL NUMBER OF UNITS:	4
UNIT TYPE:	2 BEDROOM
GROUND-ORIENTED UNITS:	4
MINIMUM UNIT FLOOR AREA (sq.m):	106 sq.m
TOTAL RESIDENTIAL FLOOR AREA (sq.m):	444 sq.m

ZONING REVIEW

LOT AREA	PROPOSED - P-55 ZONE
LOT AREA	726.85 sq.m (EXISTING)
FLOOR AREA	
FLOOR SPACE RATIO	0.33 : 1
TOTAL FLOOR AREA	391.34 sq.m
HEIGHT, STOREYS	
HEIGHT	8.26 m
STOREYS	3
SETBACKS	
FRONT YARD SETBACK	6.00 m
REAR YARD SETBACK	31.19 m
SIDE YARD SETBACK (EAST)	3.00 m
SIDE YARD SETBACK (WEST)	2.70 m
SITE COVERAGE, OPEN SITE SPACE, PARKING	
SITE COVERAGE	31%
OPEN SITE SPACE	50%
VEHICLE PARKING	4 RESIDENT
BICYCLE PARKING	4 + CLASS 1 6 + CLASS 2

NAPS CALCULATION

PROVINCE:	British Columbia
LOCATION:	Vancouver
BUILDING HEIGHT (Pp):	10 or below
DATA SOURCE:	Table C-4 "Required Performance of Windows & Doors in Part 9 Buildings" Forming Part of Appendix C
CLIMATIC DATA (US HWY):	230 F _h
CLIMATIC DATA (US HWY):	637 W _h
SPECIFIED LOADS (DRWV):	120 F _h
SPECIFIED LOADS (WIND LOAD - Pp):	1154 F _h
SPECIFIED LOADS (WIND LOAD - Pp):	24.11 psf
REQ'D REINFORCEMENT PERFORMANCE (Pp):	1200 F _h
REQ'D REINFORCEMENT PERFORMANCE (Pp):	15
REQ'D REINFORCEMENT PERFORMANCE (WATER RESIST):	230 F _h

FLOOR SPACE RATIO CALCULATION:

CALCULATION	
FLOOR AREA 1 (This Included)	144.42 P _h
FLOOR AREA 2	144.42 P _h +
FLOOR AREA 3	156.92 P _h +
TOTAL (STRUCTURE)	391.34 P _h +
LOT AREA	926.85 P _h
TOTAL (STRUCTURE)	391.34 P _h /
LOT AREA	926.85 P _h
FLOOR SPACE RATIO	0.32 : 1

SITE COVERAGE CALCULATION:

CALCULATION	
MAIN STRUCTURE	207.00 P _h +
ACCESSORY BUILDING	87.00 P _h +
TOTAL (STRUCTURE)	294.00 P _h +
LOT AREA	926.85 P _h
TOTAL (STRUCTURE)	294.00 P _h /
LOT AREA	926.85 P _h
SITE COVERAGE	0.32 = 32%

REAR YARD SITE COVERAGE CALCULATION:

CALCULATION	
ACCESSORY BUILDING	87.00 P _h +
TOTAL (STRUCTURE)	87.00 P _h +
REAR YARD LOT AREA	478.00 P _h
TOTAL (STRUCTURE)	87.00 P _h /
REAR YARD LOT AREA	478.00 P _h
SITE COVERAGE	0.18 = 18%

OPEN SITE SPACE CALCULATION

BUILDING + ACC.	(207.00 + 87.00) sq.m +
PARKING	180.00 sq.m +
TOTAL	474.00 sq.m +
LOT AREA	926.85 sq.m -
BUILDINGS & PARKING	474.00 sq.m -
OPEN SITE SPACE	452.85 sq.m /
LOT AREA	926.85 sq.m = 50%
REAR YARD AREA	478.00 sq.m -
REAR YARD PARKING + ACC.	(76.00 + 87.00) sq.m -
REAR YARD OPEN SITE SPACE	295.00 sq.m /
REAR YARD OPEN SITE SPACE	295.00 sq.m /
REAR YARD AREA	478.00 sq.m = 62%

AVERAGE GRADE CALCULATION: PRIMARY BUILDING

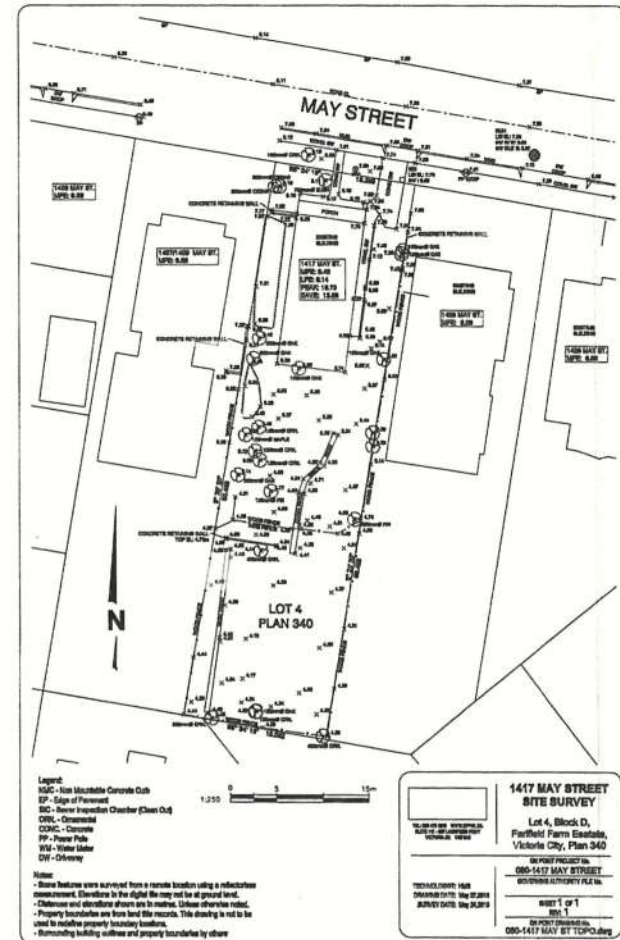
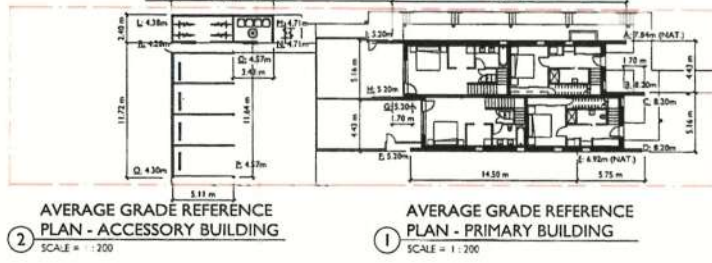
GRADE POINTS	AVERAGE OF POINTS	DISTANCE BETWEEN	TOTALS
GRADE POINT A: 7.84m (NAT)	GRADE POINT D: 8.20m	GRADE POINT H: 5.20m	
GRADE POINT B: 8.20m	GRADE POINT E: 6.70m (NAT)	GRADE POINT I: 5.20m	
GRADE POINT C: 8.20m	GRADE POINT F: 5.20m	GRADE POINT G: 5.20m	
POINTS A & B	(7.84 + 8.20) / 2	x 4.30m	= 35.53
POINTS B & C	(8.20 + 8.20) / 2	x 1.70m	= 13.94
POINTS C & D	(8.20 + 8.20) / 2	x 5.16m	= 42.31
POINTS D & E	(8.20 + 6.70) / 2	x 7.70m	= 43.47
POINTS E & F	(6.70 + 5.20) / 2	x 14.50m	= 87.87
POINTS F & G	(5.20 + 5.20) / 2	x 4.30m	= 22.64
POINTS G & H	(5.20 + 5.20) / 2	x 1.70m	= 8.84
POINTS H & I	(5.20 + 5.20) / 2	x 5.16m	= 26.83
POINTS I & A	(5.20 + 7.84) / 2	x 20.20m	= 132.03
			= 413.84

AVERAGE GRADE
413.84 / 43.08 = 9.58m

AVERAGE GRADE CALCULATION: ACCESSORY BUILDING

GRADE POINTS	AVERAGE OF POINTS	DISTANCE BETWEEN	TOTALS
GRADE POINT L: 4.30m	GRADE POINT O: 4.37m		
GRADE POINT M: 4.71m	GRADE POINT P: 4.37m		
GRADE POINT N: 4.71m	GRADE POINT Q: 4.30m		
GRADE POINT R: 4.30m	GRADE POINT S: 4.30m		
POINTS L & M	(4.30 + 4.71) / 2	x 8.42m	= 39.18
POINTS M & N	(4.71 + 4.71) / 2	x 5.40m	= 25.36
POINTS N & O	(4.71 + 4.37) / 2	x 3.65m	= 16.14
POINTS O & P	(4.37 + 4.37) / 2	x 11.64m	= 53.19
POINTS P & Q	(4.37 + 4.30) / 2	x 5.11m	= 22.44
POINTS Q & R	(4.30 + 4.30) / 2	x 11.75m	= 50.37
POINTS R & S	(4.30 + 4.30) / 2	x 2.40m	= 10.35
			= 203.15

AVERAGE GRADE
203.15 / 43.32 = 4.69m



EXISTING SURVEY
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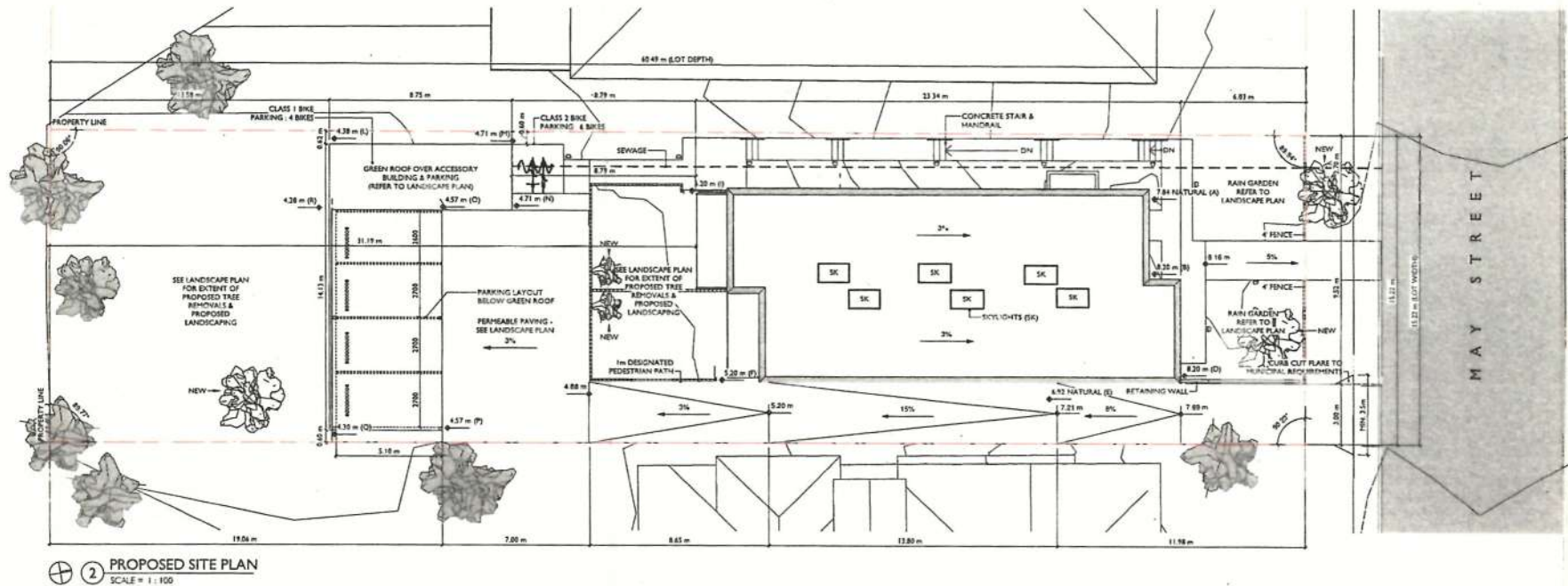
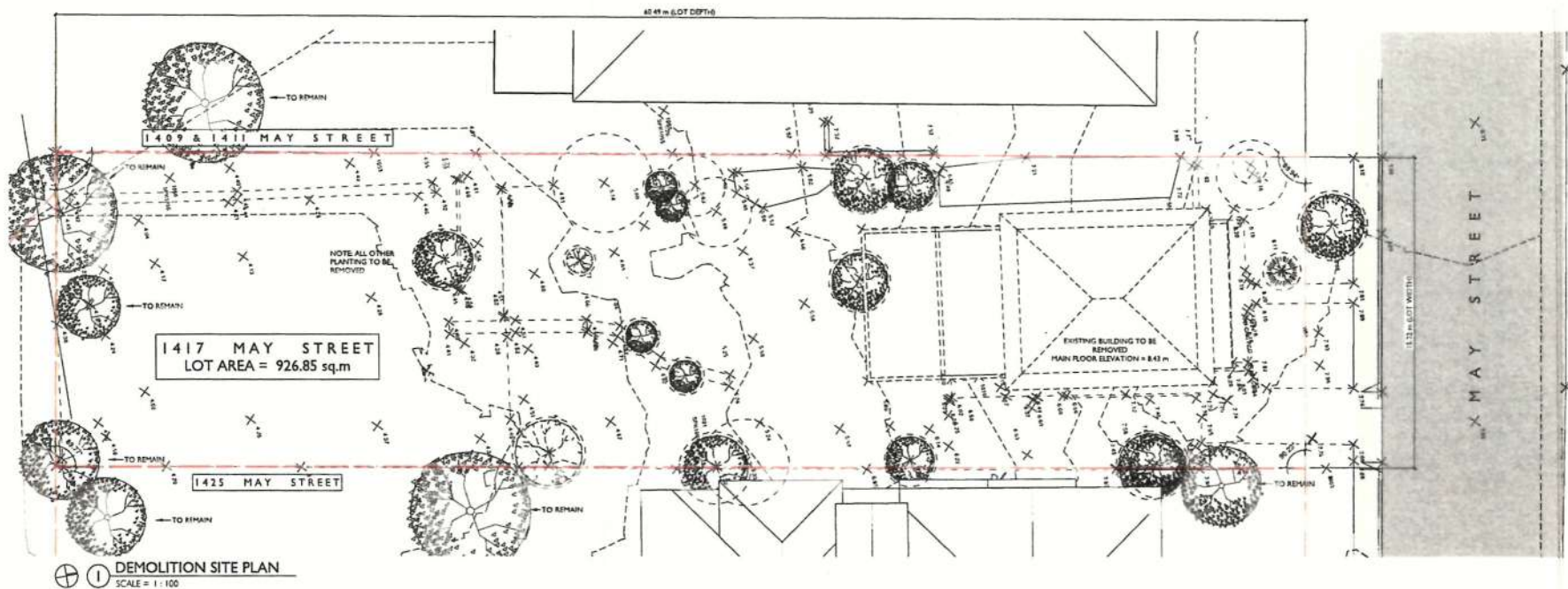


LOCATION PLAN
SCALE = 1:2000

CASCADIA ARCHITECTS INC.
1040 Meares Street
Victoria BC V8V 3J4 Canada
T 250.590.3233 office@cascadiaarchitects.com

NO.	DESCRIPTION	DATE
1	1417 MAY STREET SITE SURVEY	2017.05.10
2	1417 MAY STREET SITE SURVEY	2017.05.10
3	1417 MAY STREET SITE SURVEY	2017.05.10
4	1417 MAY STREET SITE SURVEY	2017.05.10
5	1417 MAY STREET SITE SURVEY	2017.05.10
6	1417 MAY STREET SITE SURVEY	2017.05.10
7	1417 MAY STREET SITE SURVEY	2017.05.10
8	1417 MAY STREET SITE SURVEY	2017.05.10
9	1417 MAY STREET SITE SURVEY	2017.05.10
10	1417 MAY STREET SITE SURVEY	2017.05.10

PROJECT	MAY STREET PASSIVE HOUSE
CLIENT	NILA HOLDINGS
1417 MAY STREET	
VICTORIA, BC	
1422	JULY 05, 2017
SCALE	As indicated
CM	
AUG 14 2017	
A101	



LEGEND

TO BE REMOVED

No.	DESCRIPTION	DATE
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5	1417 MAY STREET	2017.05.05
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7	1417 MAY STREET	2017.05.05
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9	1417 MAY STREET	2017.05.05
10	1417 MAY STREET	2017.05.05

SITE PLANS - DEMOLITION & PROPOSED

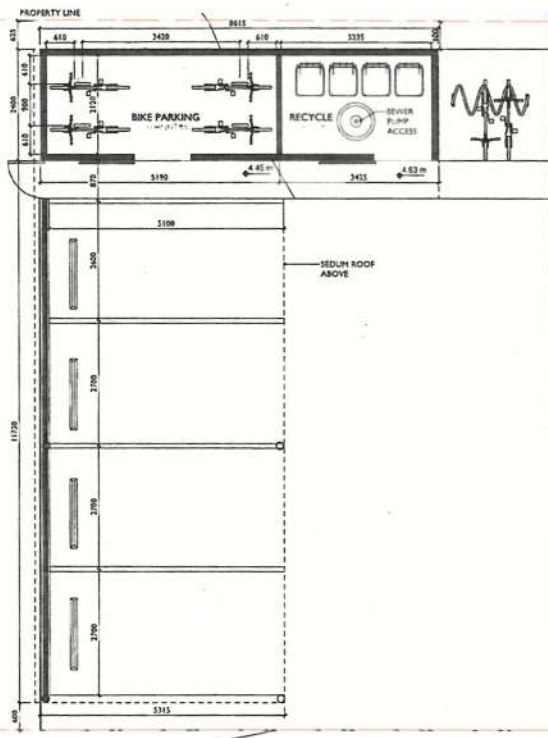
MAY STREET PASSIVE HOUSE
NILA HOLDINGS
1417 MAY STREET
VICTORIA, BC

1622 JULY 05, 2017
As indicated

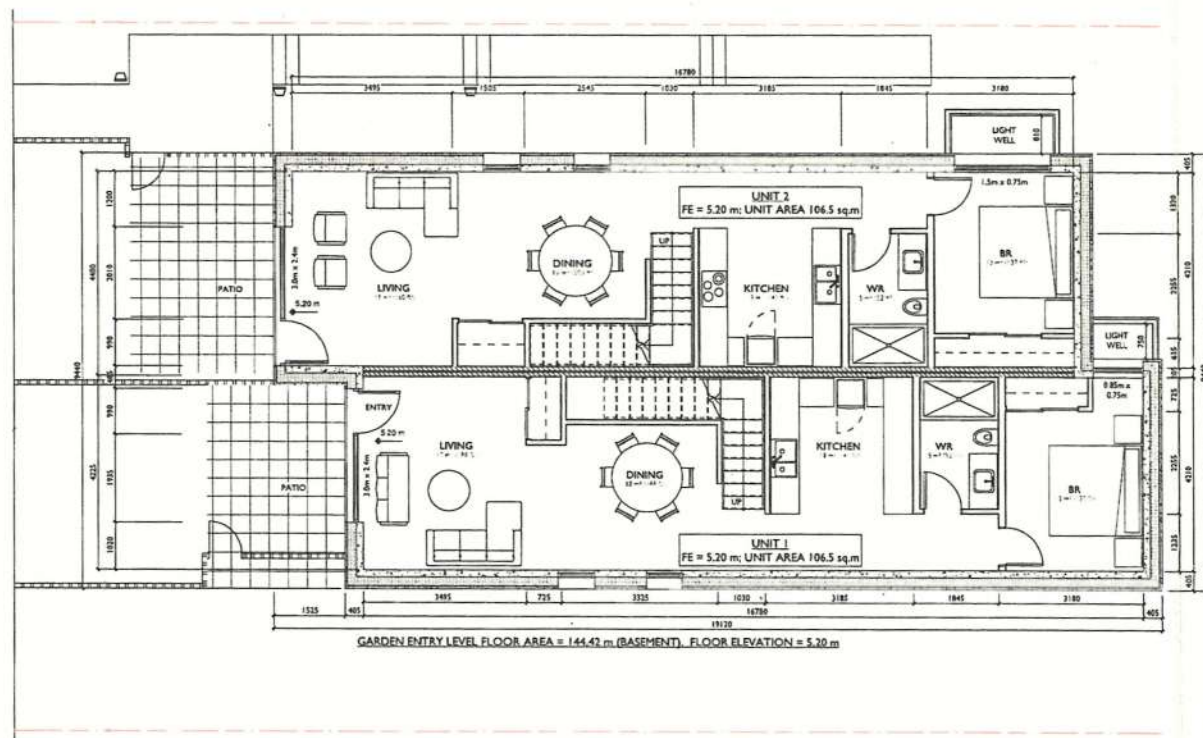
1622 JULY 05, 2017
As indicated

1622 JULY 05, 2017
As indicated

1622 JULY 05, 2017
As indicated



⊕ ③ PROPOSED BIKE PARKING /
 RECYCLE AREA PLAN
 SCALE = 1 : 50



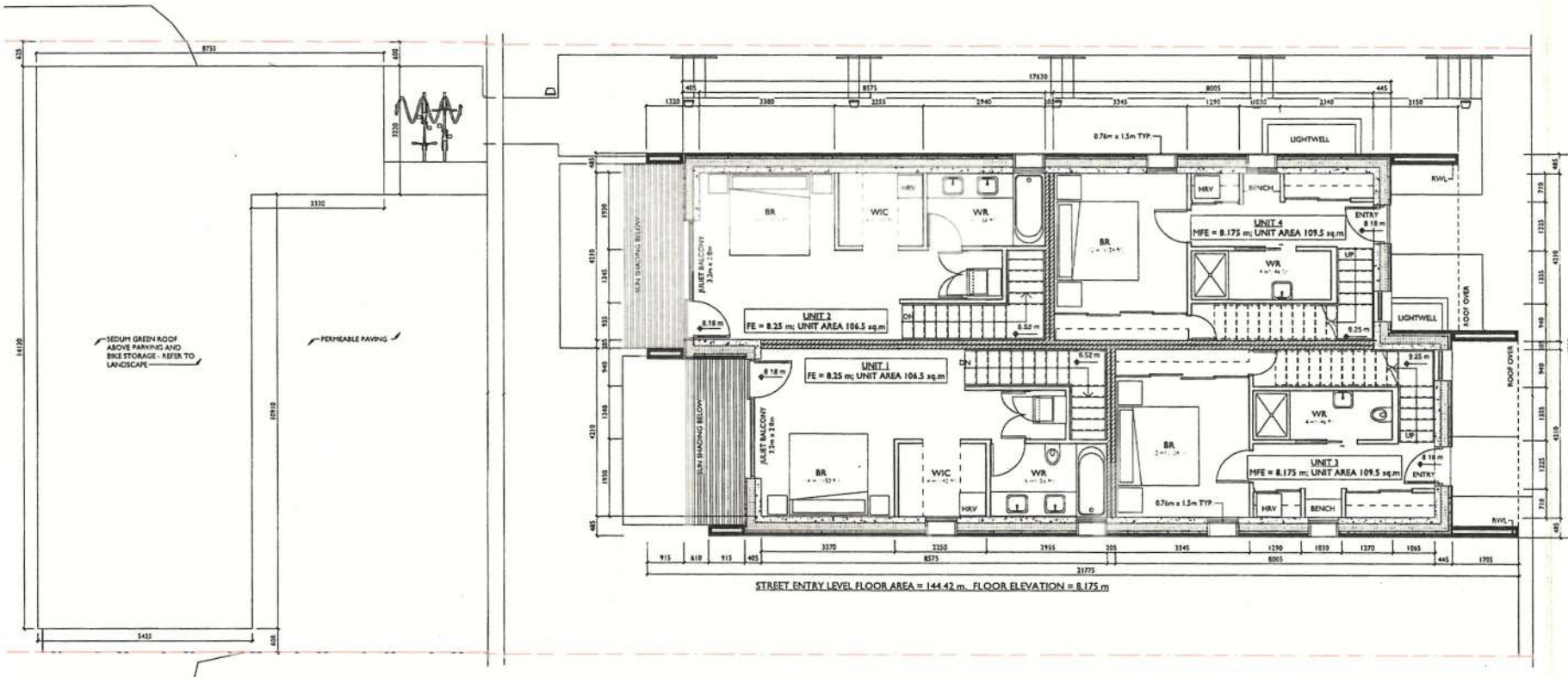
⊕ ① PROPOSED GARDEN LEVEL PLAN
 SCALE = 1 : 50

PROPOSED FLOOR PLANS

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**MAY STREET
 PASSIVE HOUSE**
 NILA HOLDINGS
 1417 MAY STREET
 VICTORIA, BC

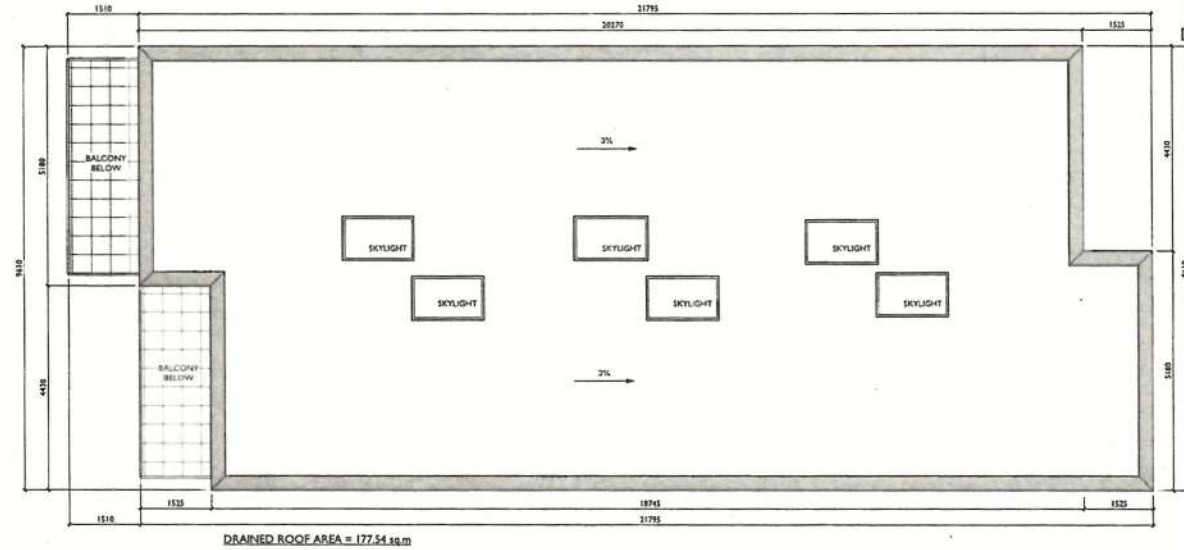
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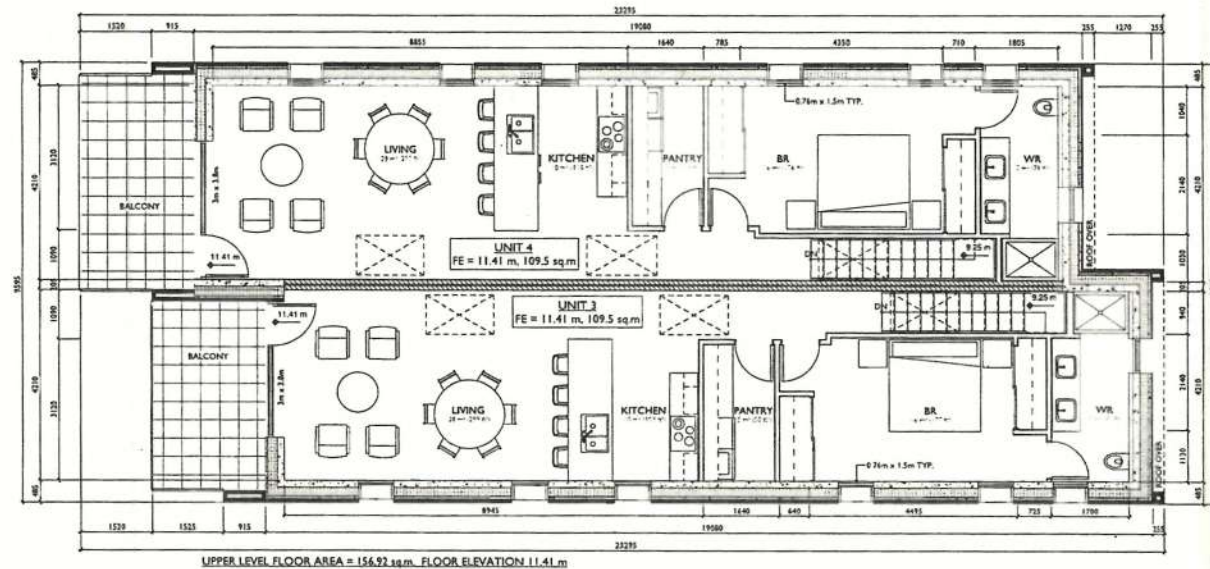
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1	PROPOSED FLOOR PLANS	

**MAY STREET
 PASSIVE HOUSE**
 NILA HOLDINGS
 1417 MAY STREET
 VICTORIA, BC

PROJECT NUMBER: 1622
 DATE: JULY 05, 2017
 SCALE: 1:50
 DRAWN BY: PJ
 CHECKED BY: CM524
 JULY 05 2017
 6
 A202



⊕ ② PROPOSED ROOF PLAN
 SCALE = 1 : 50



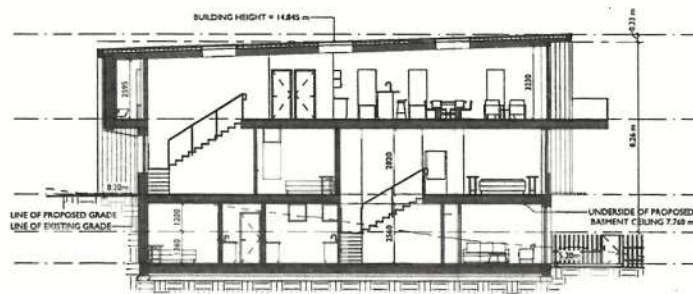
⊕ ① PROPOSED UPPER LEVEL PLAN
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PROPOSED FLOOR & ROOF PLAN

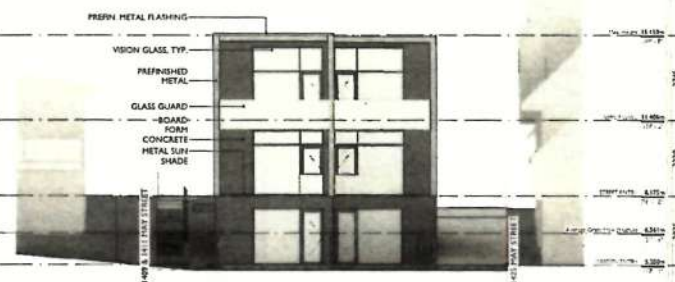
MAY STREET PASSIVE HOUSE
 NILA HOLDINGS
 1417 MAY STREET
 VICTORIA, BC

1622 JULY 05, 2017
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 JUN 4, 2017

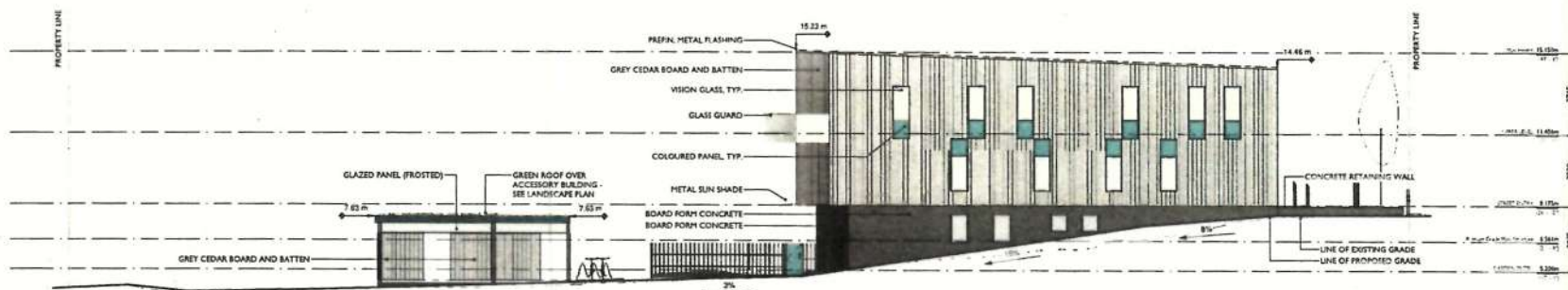
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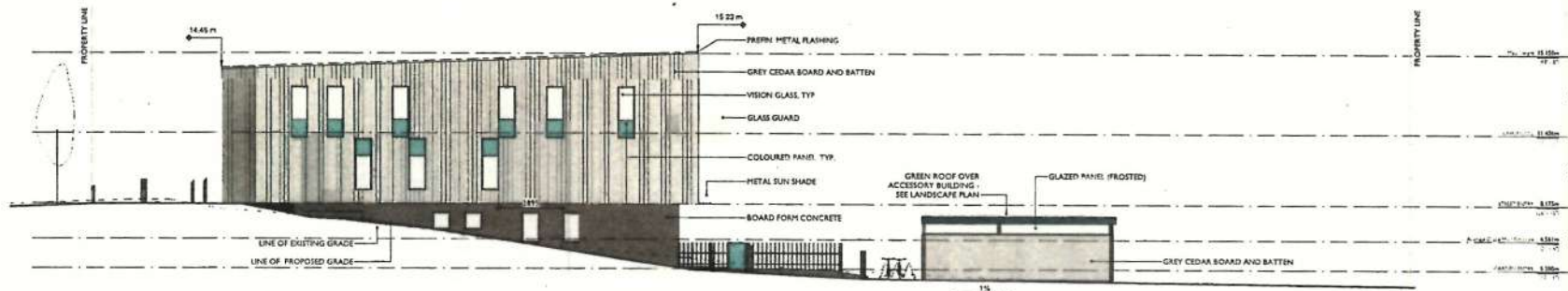
⑤ PROPOSED BUILDING SECTION
SCALE = 1 : 100



② PROPOSED SOUTH ELEVATION
SCALE = 1 : 100



③ PROPOSED EAST ELEVATION
SCALE = 1 : 100



④ PROPOSED WEST ELEVATION
SCALE = 1 : 100



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1620 Morris Street
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T 250.590.3223 a@cad@casarchitects.com

No.	DESCRIPTION	DATE
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2	CONSTRUCTION	2017
3	CONSTRUCTION	2017
4	CONSTRUCTION	2017
5	CONSTRUCTION	2017

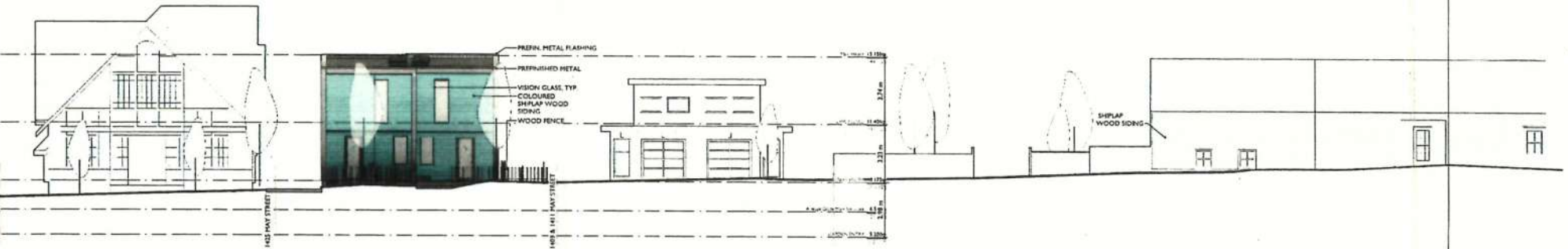
ELEVATIONS & BUILDING SECTION

MAY STREET PASSIVE HOUSE
NILA HOLDINGS
1417 MAY STREET
VICTORIA, BC

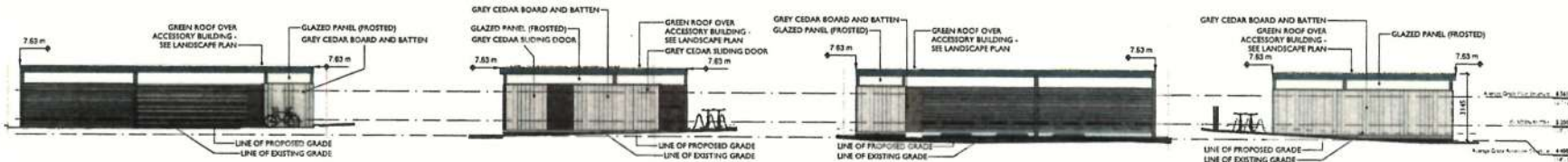
1622 JULY 05, 2017
1:100 CM5H
JULY 05, 2017
A300



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1000 Morris Street
Victoria BC V8V 3A6 Canada
T: 250.590.2222 e: info@cascadiaarchitects.ca



1 PROPOSED NORTH ELEVATION
SCALE = 1 : 100



2 PROPOSED NORTH ELEVATION ACC. BUILDING
SCALE = 1 : 100

3 PROPOSED EAST ELEVATION ACC. BUILDING
SCALE = 1 : 100

4 PROPOSED SOUTH ELEVATION ACC. BUILDING
SCALE = 1 : 100

5 PROPOSED WEST ELEVATION ACC. BUILDING
SCALE = 1 : 100

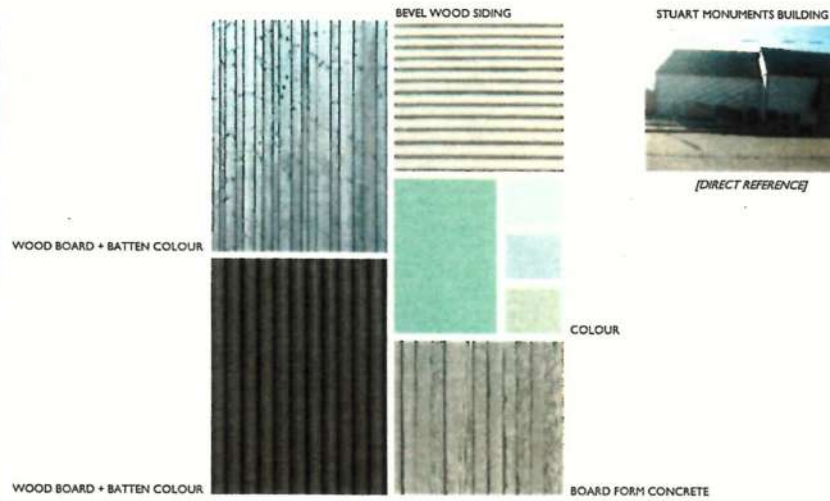
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3	PROPOSED EAST ELEVATION ACC. BUILDING	2017
4	PROPOSED SOUTH ELEVATION ACC. BUILDING	2017
5	PROPOSED WEST ELEVATION ACC. BUILDING	2017

ELEVATIONS

PROJECT	
MAY STREET PASSIVE HOUSE	
NILA HOLDINGS 1417 MAY STREET VICTORIA, BC	
1622	
DATE	JULY 05, 2017
SCALE	1 : 100
DESIGNED BY	CHOSH
CHECKED BY	CHOSH
DATE	JULY 05, 2017
DATE	JULY 05, 2017
A301	



○ 1417 MAY STREET - VIEW FROM YARD



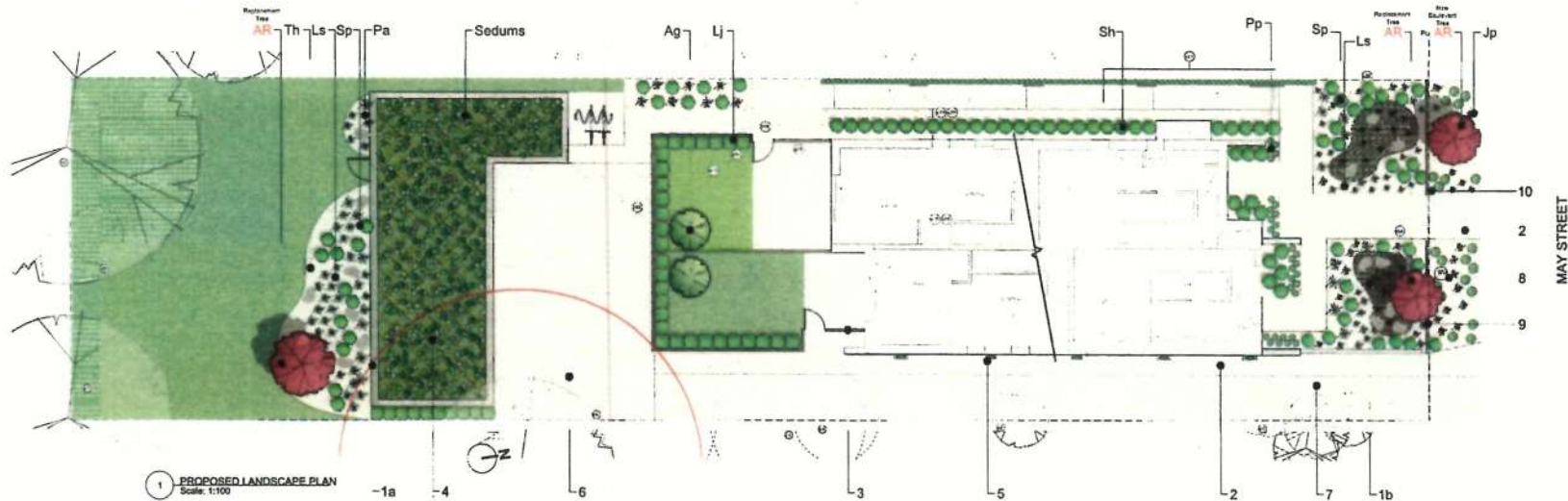
○ 1417 MAY STREET - VIEW FROM STREET

CASCADIA ARCHITECTS INC.
1400 Haines Street
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T 250.596.3323 e office@cascadiaarchitects.ca

No.	DESCRIPTION	DATE
1422	RENDERINGS & MATERIAL BOARD	JULY 05, 2017

MAY STREET PASSIVE HOUSE
NILA HOLDINGS
1417 MAY STREET
VICTORIA, BC

1422 JULY 05, 2017
1:1 CM5H
6
A400



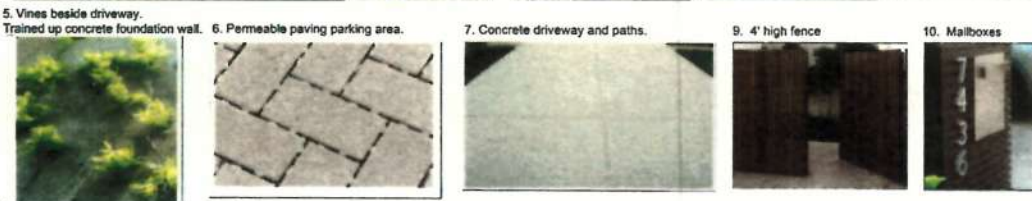
ID	Quantity	Latin Name	Common Name	Category	Size
43	1	Acer glabrum	Red Maple or Trembling Maple	Tree	12-16 ft
44	1	Rosa rugosa	Pruning Rose	Shrub	3-5 ft
45	1	Spiraea alba	White Flowering Spiraea	Shrub	2-3 ft
46	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
47	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
48	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
49	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
50	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
51	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
52	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
53	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
54	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
55	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
56	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
57	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
58	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
59	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
60	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
61	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
62	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
63	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
64	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
65	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
66	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
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87	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
88	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
89	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
90	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
91	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
92	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
93	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
94	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
95	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
96	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
97	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
98	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
99	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
100	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft

ID	Quantity	Latin Name	Common Name	Category	Size
41	1	Acer glabrum	Red Maple or Trembling Maple	Tree	12-16 ft
42	1	Rosa rugosa	Pruning Rose	Shrub	3-5 ft
43	1	Spiraea alba	White Flowering Spiraea	Shrub	2-3 ft
44	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
45	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
46	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
47	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
48	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
49	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
50	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
51	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
52	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
53	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
54	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
55	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
56	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
57	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
58	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
59	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
60	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
61	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
62	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
63	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
64	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
65	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
66	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
67	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
68	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
69	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
70	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
71	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
72	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
73	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
74	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
75	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
76	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
77	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
78	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
79	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
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81	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
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88	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
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90	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
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96	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
97	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
98	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
99	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft
100	1	Spirea alba	White Flowering Spiraea	Shrub	2-3 ft

- 8. Water main
- 9. Fence
- 10. Mailboxes

- 1a. Bioswale to filter the run-off from the green roof only.
- 1b. Rain garden to filter storm water from the main residence roofs.

- 2. Paver treatment to create pause points in concrete to delineate suite entries patios.



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No. 1517	
DESCRIPTION	PROPOSED LANDSCAPE PLAN
PROJECT MAY STREET PASSIVE HOUSE	
NILA HOLDINGS	
1417 MAY STREET VICTORIA, BC	
Copyright reserved. These drawings and the design contained herein are the property of Cascadia Architects Inc. and are not to be reproduced or used in any form without the written consent of Cascadia Architects Inc.	
SCALE	1:100
PROJECT NUMBER	DATE July 7 2017
DESIGNED BY BB / PJ	DATE July 7 2017
1417 May Street v001	REV
DWS NO L-001	

May 24, 2017

City of Victoria
No.1 Centennial Square
Victoria BC
V8W 1P6

Attn.: Mayor & Council

Re: 1417 May Street - Rezoning and Development Submission

Cascadia Architects, on behalf of Nila Holdings, is pleased to submit this revised application for Rezoning and Development Permit for 1417 May Street in Victoria. The existing single family dwelling sits on a 927.1 sqm large property (R1-B). It is located across from Moss Rock Park and slopes from north to south. The proposal is to replace the single-family dwelling with a Fourplex, designed to the international Passive House standard. The proposed development would conform to Victoria's R-55 zone with variance. This letter to Mayor and Council describes the ways in which the project's architectural rationale meets a variety of items laid out in the City of Victoria Official Community Plan and Design Guidelines for Multi-Unit Residential, Commercial and Industrial.

These items can be summarized as follows:

1. In reference to Design Guidelines for Multi-Unit Residential, Commercial and Industrial, paragraph 1.1.1, 1.1.2, 1.1.3, 1.5, 1.6.1, 3.3.2:

- i. The form, massing, building articulation, features, and materials incorporated into the project's architectural approach provide coherence and unity in relation to existing place character and patterns of development. It has been sensitively designed to respond to its contexts, and to respect the character of the area that it is situated in. The project is situated across the street from Moss Rocks Park, upon which there is no urban development to which the project must respond. The group home (zoned R1-MS) located on the adjacent property to the east has an articulated gable and valley roof and symmetrical street facing façade. It has larger massing and a higher maximum roof height than the proposal. Similar to the group home, another fourplex is located at 1461 May Street where the R-55 zoning has already been applied a few years ago.

The duplex at 1407/09 May Street (zoned R-2) on the adjacent property to the west has a flat roof and also presents a symmetrical street facing façade, dominated by two garages. Its maximum roof height is lower than the proposal's. The Stuart Monuments building located two properties west of the proposal, is a distinct building with placemaking value in the greater context of the neighbourhood, with shiplap siding and a gable roof oriented to Eberts Street.



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A Corporate Partnership

Principals

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PETER JOHANNKNECHT
Architect AIBC, LEED AP,
Interior Architect AKNW Germany

- a. The maximum height of 1417 May Street provides a transition in form and massing between the duplex to the west and the multi-unit residential housing to the east, relating the three buildings together in a natural and logical manner.
 - b. The roof, sloping gently from south to north, also provides a transition in form and massing between the two buildings on either side, complementing their character without replication or mimicry.
 - c. The project incorporates ship lap siding, a direct reference to the Stuart Monuments building, into its street facing façade, tying it materially to its context.
- 2. In reference to Design Guidelines for Multi-Unit Residential, Commercial and Industrial, paragraph 2.4, 2.5, 3.1.3, 3.3, 3.6:
 - ii. The architectural expression and internal layout of the proposal promotes interaction with the street, balanced access to natural light and ground floor access for its occupants, and a varied, human scale proportion to its public face.
 - a) Interaction with the street is promoted by a pathway which leads pedestrians directly from the sidewalk to the entryways facing the street, passing between two raingardens and the occupants' mailboxes, situated at the front property line.
 - b) Lit bollards augment this experience, while also guiding pedestrians along the east side of the building to the garden level units, bicycle storage, and parking in the rear yard.
 - c) The street facing entryways incorporate steps and alcoves as a means of providing a transition from the public realm of the street and sidewalk to the private realm of the residences, while their painted pastel blue ship lap finish enhances their legibility and prominence.
 - d) The stepped site and internal organization of the units allow each to have a front door at grade and a large south facing patio or balcony overlooking the green roof above parking and backyard.
 - e) The mirrored floorplates of the units are offset from one another, creating rhythm and visual interest to the street facing façade, and reducing the perceived building mass of the proposal. The step also articulates the distinct residence entries.
- 3. In reference to Design Guidelines for Multi-Unit Residential, Commercial and Industrial, paragraph 8.1, 8.3, 8.5:
 - iii. The proposal reduces the impact of parking on the streetscape appearance and the pedestrian experience of the site.
 - a) The parking is located entirely to the rear of the building, providing 1 stall for each suite.
 - b) Permeable paving materials are used for the parking area, while paver treatment creates pause points in the concrete and delineates suite entries and patios.
 - c) 4 secure bicycle stalls are located in a freestanding accessory building in the rear yard. In addition, 2 Class-2 stalls are placed highly visible next to the accessory building.
 - d) The parking stalls and accessory building are covered with a lightweight green roof structure to improve the aesthetics for all adjacent residents.
- 4. In reference to the Official Community Plan, Section 12 Climate Change and Energy - Goals 12(B), paragraph 12.17, 12.17.2, 12.19:
 - iv. The applicant is committed to providing a building that is energy efficient, produces low greenhouse gas emissions, and creates energy resiliency.

- a) The project will adhere to the International Passive House standard, the world's leading standard in energy efficient construction. This rigorous standard requires that space heating demand does not exceed 15kWh annually per square meter of useable living space, that the primary energy demand does not exceed 120 kWh annually per square meter of useable living space, that there is a maximum of 0.6 air exchanges per hour at 50 Pascals pressure, and that thermal bridges within the building envelope are removed.
- b) The landscaping elements allow the stormwater to be managed exclusively on site. These elements include a sedum green roof above the parking and bicycle storage area and correlating bioswale to filter its run-off, rain gardens which filter storm water from the main residence roof, and permeable pavers in the parking area which filter storm water from the driveway.
- c) The low slope roof is designed to adapt to future sustainable technologies in photovoltaic energy.


This proposal carefully responds to key items laid out by the City as priorities for new multi-unit development in Victoria. Its relationship to both its surrounding contexts and to its site are methodical and considered, and are continually underscored by a commitment to sustainable building practice and a contemporary sensitivity to the existing character of the area.

Sincerely,

CASCADIA ARCHITECTS INC.



Peter Johannknecht, Architect AIBC, LEED AP
Principal



Gregory Damant, Architect AIBC, LEED AP
Principal

December 26th, 2016

City of Victoria
No.1 Centennial Square
Victoria BC
V8W 1P6

Attn.: Mayor & Council

Re: 1417 May Street Rezoning and Development Permit Application

We are pleased to submit this Rezoning and Development Permit application for 1417 May Street on behalf of Howard and Claudia Sparks (NILA Holdings Limited, the 'Applicant'). The rezoning and development permit are required in order to construct a two-storey fourplex residential building with a basement and associated secondary structures. The details contained within this application have been carefully crafted to respect the neighbourhood and immediate neighbours.

Prior to commencement of any design work, the Applicant undertook a consultation process with the owners of neighbouring properties as well as City of Victoria planning and engineering staff. The consultation and review process continued throughout the Schematic and Design Development stages and included but was not limited to the following meetings:

- ✓ Conversation with Charlotte Wain to discuss development potential – May 6th, 2016
- ✓ Meeting with Robert Bateman to discuss project
- ✓ Meeting with Ken Rousche of the Fairfield Gonzales CALUC – June 3rd 2016
- ✓ Canvassed the neighborhood: 1461 May Street Unit 2, 1463 May St, 190 Memorial Street, 172 Bushby and Stewart Monuments – June 3rd to 4th, 2016
- ✓ Pre-Planning Meeting City of Victoria – November 1st, 2016
- ✓ Engineering Meeting City of Victoria – November 15th, 2016
- ✓ Pre-CALUC Meeting - November 22nd, 2016
- ✓ Canvassed the neighborhood with plans: 192, 188, 184, 172, 176 Bushby and 137, 141 Eberts – December 17th, 2016
- ✓ Formal CALUC Meeting at FGCA - December 19th, 2016

Existing Site Characteristics, Official Community Plan and Zoning:

The parcel encompassed by the proposal is 927 sq.m. in total area, and is currently occupied by a single detached house that is not registered heritage.

The site is sloped, falling over 3m from the north property line (May Street) to the south property line and is relatively flat beyond the proposed building, with no bylaw protected trees.



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The current zoning is R-1B. Over the last few years adjacent properties have been rezoned to R2, R1-MS and R55, allowing moderate densification along May Street. We are proposing to rezone this property to R-55 in respect of the scale of this in-fill context.

The property is characterized by both its proximity to the natural landscape of Moss Rocks Park to the north and to the Ross Bay Cemetery to the east, including the eclectic mix of single-family homes, townhouses, and small scale apartment buildings that constitute the Fairfield community. In fact, the site is bordered by a mix of building types. To the east is a large group residential building and a fourplex, to the west a duplex and to the south single detached homes, some with secondary suites. May Street is a local road but not part of the City's greenway network and does host transit service. The nearest bus stop is approx. 100m away from the property.

The site is not within a localized DP area, but is subject to the OCP Design Guidelines for Multi-unit Residential buildings, and forms part of the Fairfield community, whose neighbourhood plan is currently under development. The analysis of the OCP, zoning and site context reinforces the initial input of neighbours that the proposed R-55 zoning reflects an appropriate level of development density for this site, and the proposal presented here is based on that starting point.

Description of Proposal

Massing & Siting:

The building design concept is based on two imperatives – firstly to maximize daylight and views to the south to achieve the international Passive House standard, while maintaining a sense of privacy for the neighbours to the east and west. Due to the topography on site, the building design changes from a 2 level street frontage at the north to a 3 level garden view to the south. The 4 side by side suites are shifted horizontally along the centre partition to break the building mass and create small scale residential proportions in the massing. The resulting building form is a 2 level wood volume resting on a concrete basement pedestal. Carefully placed vertical, narrow windows and coloured panels along the east and west elevation add rhythm and visual interest. This addresses the OCP context-related guideline 1.6, which suggests that buildings “be designed to address privacy, particularly for portions of the development abutting the side yards of adjacent single-family dwellings.” The large south facing windows will have fixed horizontal solar shading to reduce the risk of overheating during the summer months.

In terms of massing, the building is much smaller than the density allowed in the R-55 zone. The allowed FSR in the R-55 zone is 0.55 and the proposed FSR is 0.33. Due to the narrow lot width of 50' and the required parking access along the side property line, the applicant is requesting a side setback variance from 3.00m to 2.70m. Another reason why we request this variance is due to the increased wall thickness to achieve the Passive House standard. These wall assemblies are typically approx. 150mm wider than the current building code requires.

Furthermore, the roof line is sloping towards the street frontage and adds another visual interest. The low slope roof will allow for future installation of photovoltaic panels.

Streetscape / Relation to street:

Along May Street, 2 suite entry doors together with the 2 level building mass will appear like a duplex. Yet all 4 suites are facing south due to the unique stacking and programming design. Except 1 visitor stall, all parking is placed in the rear yard, with access along the east property line. These elements of the building form address the principles of

the OCP Design Guidelines Section 2 that state "residential use at street level should have strong entry features and building designs that encourage interaction with the street" (2.4) and that "individual entrances with direct connections to the public sidewalk are encouraged." (2.5.1). The landscape design prepared by Biophilia Design Collective Ltd. also includes a raingarden with new trees growing to a scale appropriate to create visual interest at the public sidewalk without overwhelming the spaces. A separate pedestrian walkway along the west side will connect the street with the 2 lower accessed suites and parking area. This will be a more convenient, friendlier and safer access than walking up or down the vehicle ramp.

Exterior Finishes

Architecturally, the solid volume of wood wall panels define the massing and create a rhythm of vertical elements on the east and west elevations, separated by colorful glass panels extending the vertical windows and visually connecting the 2 upper floors above the sloped base. The lower floor is built into the hill and constructed of concrete with an architectural board-form finish. This texture will be complementary to the vertical board and batten cedar siding above, which is pre-stained with a silver grey weathered finish. As a stark contrast, the south elevation shows expansive glazing area with transparent balcony rails to allow a maximum level of natural light and solar gain during the off season. The north facing elevation along May Street is framed with vertical cedar siding, but features beveled horizontal cedar siding in a light turquoise blue colour for the primary facade. The beveled siding pays homage to the distinctive Stewarts Monuments building at the corner of May St. and Eberts St., and flows from top to bottom via a sloped entry soffit over the inset main floor and glazed front doors.

Materially, the design expands on that image, using a minimal exterior palette of high quality, durable and traditional finishes including concrete, rough sawn west coast red cedar, aluminum sun screen elements, clear triple glass Passive House certified windows, and smooth stucco soffits under the balconies. The result is a building that achieves an elegant, and timeless expression and addresses the OCP guidelines for exterior finishes, which state that "exterior building materials should be high quality, durable and capable of weathering gracefully." The guidelines continue, stating that "quality materials used on the principal façade should be continued around any building corner or edge which is visible from the public realm", and in this case the pre-weathered wood siding is used to good effect at the east and west elevations, nicely framing the features of the north and south elevations.

As a further and final feature of visual interest, coloured glass spandrel panels along the side elevations will create visual interest and a lively expression, and to "complement the palette of exterior materials used on the rest of the building." (Guideline 4.4)

Transportation & Infrastructure

The project is well situated and fully serviced by City of Victoria infrastructure. Schools, parks and recreation facilities are all located within walking distance of the site. In addition, the nearby work and shopping opportunities available at Cook Street, Moss Street Village, and in the Ross Bay Village make this site suitable for an increased population density. This population will be well serviced with regard to transportation options, including immediate proximity to Transit routes on May Street, Dallas Road and Memorial Crescent, as well as vehicle and bicycle parking and storage provisions.

The project will include rear-yard parking accessed from a drive aisle along the east side of the property. The project provides 1 stall for each of the 4 units, plus 1 visitor stall accessed off May Street. In doing so, the applicant has committed to addressing another primary concern of the community – that parking be fully accommodated on site so to not further burden street parking on May Street. Additionally, a secure bicycle room with 4 racks is located right next to the parking stalls and recycling space. The required 6 additional Class-2 racks are located in that area as well.

Project Benefits and Amenities

The project will bring 4 new residences to the Fairfield Community, in a form that is supportable relative to the goal of the draft Fairfield Community Plan to "encourage new housing design that fits in with the neighbourhood character." The applicant will commit to design and build this fourplex to the *International Passive House* standard. The unique building design will contribute to the quality of the public realm along May Street, by the quality of design, materials, and detailing. Together with a colourful and pleasant interface this proposed building will achieve a strong sense of place and identity.

Safety and security

The creation of a resident population is the primary factor in creating a safe pedestrian environment, through the placement of 'eyes on the street', and in this design all areas of the site are overlooked in good proximity by multiple dwelling units. Most importantly, the top floor units facing May Street have individual front doors and a common front yard that address the street, and re-inforce the sense of the street and boulevard as active and shared space. Site lighting will illuminate the areas around the building with ambient light to promote safety and visibility of landscaped areas. It is important to note also that this lighting will be shielded and kept at a lower mounting height in order to avoid glare and light pollution to neighbouring properties.

Green Building Features

The Applicant has reviewed and is prepared to construct and develop the project in accordance with the international Passive House standard. The following is a list of green building initiatives that will be deployed within the project:

- High performance, air tight building envelope to meet PH.
- Triple pane windows and doors.
- High efficient Heat Recovery Ventilation units in all 4 residences.
- Solar shading.
- Natural and recyclable building materials, and where possible materials will be sourced within 800km of the site. Exterior envelope materials are highly durable, and detailing will suit life-span management of components.
- Directly metered suites.
- Solar Ready Design.
- Individual residences have private outdoor deck living space.
- All appliances EnergyStar® rated.
- LED lighting throughout.
- Construction waste diverted from landfill during construction through smart on-site waste management.
- Low-VOC paint in all interior areas.
- Low-flow plumbing fixtures used throughout all units.

- Secure bike storage.
- Stormwater retention on site through raingardens at the front and rear yards.
- Permeable paving at the parking stalls.
- Extensive green roof over the parking, bike and recycling area.

In preparing this rezoning and development permit application package the team has carefully considered community concerns, the relevant OCP objectives, and the DP Area Design Guidelines. The design is respectful of the neighbouring properties and proposes an elegant and timeless architecture that responds to the unique character of the location. We believe it will add to the strength and character of the Fairfield Neighbourhood and in particular the May Street area, and we look forward to presenting the project to Council. If you have any questions or require further clarification of any part of this application please do not hesitate to contact our office.

Sincerely,

CASCADIA ARCHITECTS INC.



Gregory Damant, Architect AIBC LEED AP
Principal



Peter Johannknecht, Architect AIBC, LEED AP
Principal

Minutes for the application for 1417 May Street
From the FGCA CALUC meeting on Dec 19th

There were very few questions or comments about this application, however there were some specific concerns :

1. The adequacy of permeable surfaces
2. The adequacy of on site parking

There was also one comment concerning the lack of curbing on the north side of May St. which inhibits appropriate parking and drainage as well forces people to park on parkland. Resident J. Kell put it well when he said:

“I support the rezoning application, although I have **concerns about the parking**:

· I do not see why the City of Victoria will not allow parking at the front, which was allowed for the duplex next door to the west, at 1407/1409 May Street. Having an enclosed garage or a carport at the front has two immediate benefits: it would remove the need for the long driveway, and provide more green space at the back.

· I do not see why the City of Victoria continues to allow parking on the North side of May Street, on the public parkland of Moss Rock Park. May Street would really benefit from a curb on the North side, from Joseph Street to Memorial Crescent - perhaps with indented parking places to address the parking needs of the multi-family dwellings on May Street, and the weekend demands for parking at St. Sophia. A properly-cambered road with gutters and storm drains would help as well. May Street is a bus route, and deserves a bit of attention from City Engineering.”



D. Clark Arboriculture

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Certified Arborist PN-6523A

TRAQ Certified

ISA Tree Risk Assessor CTRA 459

Arborist Report for Development Purposes
Re: Proposed Demolition/Construction

Site Location: 1417 May St., Victoria BC

Darryl Clark PN-6253A TRAQ Certified

August 20, 2017

August 23, 2017

For Biophillia Design Collective Ltd.
813 Fort St. Victoria BC V8W 1H6

Re. Proposed Demolition/Construction
1417 May St. Victoria BC V8S 1C2

Scope of Work

D. Clark Arboriculture has been retained by Biophillia Design Collective Ltd. to provide comments on trees impacted by a potential house demolition, and a Tree Protection Plan for the property at 1417 May St. as per the requirements of the City of Victoria.

Summary

Demolition of a building, and construction of a new multi-unit dwelling at 1417 May St. will impact the Protected Root Zone of 1 bylaw protected tree on the property, 1 non-bylaw protected tree on the property to the east at 1425 May St. and 1 city owned boulevard tree. The tree at 1425 May requires tree protection measures for retention including tree protection fencing, root zone barriers and supervision of activities in the protected root zone the tree. 1 protected tree on the property at 1417 May will require removal. A city owned boulevard tree at the front of 1417 May will require removal. All other vegetation will be removed from the site during demolition, including a number of unprotected trees. Demolition and construction can proceed following the recommendations in this report.

Introduction and Methodology

I (Darryl Clark) visited the site on Aug. 21, 2017 at 11:30 to perform an assessment of protected trees on-property and off-property that could potentially be impacted by proposed development. Site conditions surrounding affected trees were dominated by overgrown grass at the front and the rear of the property. The yard is largely unmanaged and unmaintained. A design provided by our client indicates building and landscaping changes including modifications to the existing driveway on the east side of the residence, an addition of a covered parking area at the easterly midpoint of the property, and various landscaping elements in addition to a multi-unit dwelling. This report was completed on August 23, 2017.

Tasks performed include:

- An aerial site map was marked indicating tree locations
- visual inspection of (1) on-property and (1) off-property "protected" trees was performed, and notes were collected on health and structural condition
- Photos were taken to document the site and affected on-property and off-property trees
- Tree height was estimated to the nearest metre.
- Crown spread was measured to the nearest metre

Tree Inventory

Tree Inventory									
Tag #	Species	cm/DBH	Height/m	PRZ/m	Canopy/m	Structure	Health	Retain/Remove	Bylaw Protected
1	<i>Acer saccharinum</i>	83	20	10	14x14	Poor	Fair	Remove	Yes
2	<i>Acer saccharinum</i>	79	16	9	12x12	Fair	Fair	Retain	No
15105	<i>Prunus blireana</i>	14	4	2	1x1	Poor	Poor	Remove	City Owned

DBH-Diameter at Breast Height. Measured at 1.4m from the point of germination. Where the tree is multi-stemmed at 1.4m, the DBH shall be considered 100% of the largest stem and 60% of the sum of the remaining stems, rounded to the nearest cm.

PRZ-Protected Root Zone. The PRZ shall be considered 12x the DBH, rounded to the nearest whole meter.

N/T = not tagged

Impacts of Demolition and Construction



from the north and are not expected to impact tree #2. A new driveway will impact the protected root zone of tree #2.

Tree Protection Plan

The Protected Root Zone (PRZ) of all protected trees recognized in this report shall be 12 times the diameter of the tree.¹

During construction protection fencing will be installed, the construction and location of which will be approved by the project arborist. Tree protection fencing must be anchored in the ground and made of 2x4 or similar material frame, paneled with securely affixed orange snow fence or plywood and clearly marked as TREE PROTECTION AREA- NO ENTRY (See appendix A for an example). The area inside the fence will be free of all traffic and storage of materials. Areas outside the tree protection fence but still within the protected root zone (PRZ) may be left open for access, as work areas and for storage of materials. These areas will be protected by vehicle traffic with either 3/4" plywood or a minimum 20cm of coarse wood chips (see Site Plan for suggested locations of each). Tree protection measures will not be amended in any way without approval from the project arborist. Any additional tree protection measures will be documented in a memo to Victoria and the developer. The existing fence between 1417 and 1425 May St. provides a reasonable barrier to tree #2. Orange snow fence should be affixed to the existing fence to make everyone aware that this is a tree protection area.

Excavation inside the Protected Root Zone of any tree identified in this plan for any reason will take place under the supervision of the project arborist or their designate. Working radially inward toward the tree, the excavator will remove the soil incrementally with a non-toothed shovel allowing any exposed roots to be pruned to acceptable standard by the project arborist. Any excavation of the stump of a tree inside a PRZ must be supervised by the project arborist. As well, any excavation for underground services inside a PRZ will be supervised by the project arborist. Where applicable, a hydro-vac or Airspade® may be employed to expose critical roots and services.

Demolition will involve the existing house. All areas exposed to possible compaction from machines and equipment as well as waste bins must be armoured by a minimum 20cm of woodchips or ¾' plywood. Any changes to the TPP layout or expectations must first be approved by the project arborist. Any changes will be documented in a memo to Victoria and the developer.

Any pruning of protected trees will be performed by an ISA (International Society of Arboriculture) certified arborist, to internationally recognised best management practices.

Excavation for two foundations, services and paved surfaces will be occurring in the PRZ of protected trees. Any excavation within or adjacent to the PRZ at any depth for any reason must be supervised by the project arborist. This includes excavation for all underground services, driveways and sidewalks, and structural foundations and the removal of any stumps in the PRZ by an excavator or similar machine. Working radially inward toward the tree, the excavator will remove the soil incrementally with a non-toothed shovel allowing any exposed roots to be pruned to acceptable standard by the project arborist.

¹Best Management Practices (BMP) - Managing Trees During Construction, Second Edition By Kelby Fite and E. Thomas Smiley

Roots that have been pruned are to be covered with a layer of burlap and kept damp for the duration of the project.

The excavation and construction of the garage will occur very close to tree #2. The garage impacts the southeast corner of the PRZ of this tree. The foundation will be slab on grade with a shallow excavation for base material. It is suggested that an exploratory non-invasive excavation with an Airspade® be undertaken prior to excavation to ensure that no critical structural roots are compromised. Should critical structural roots be discovered alternative construction methods (grade beam construction) or tree removal may be considered.

All paved surfaces that are new and inside the PRZ of protected trees will employ alternative construction methods including loadbearing geotextile fabric or a geogrid/geocell system (see Appendix B for examples). The current plan for the entire driveway area south of the proposed dwelling calls for a permeable paved surface. The materials used to achieve permeability may be acceptable inside the PRZ of tree #2, provided that excavation for base material does not negatively impact the PRZ.

Role of the Project Arborist

No aspect of this Tree Protection Plan will be amended in whole or in part without the permission of the project arborist. Any amendments to the plan must be documented in memorandums to the Municipality and the developer.

The project arborist must approve all tree protection measures before demolition and/or construction is to begin.

A site meeting including the project arborist, developer, project supervisor and any other related parties to review the tree protection plan will be held at the beginning of the project.

The developer may keep a copy of the tree protection plan on site to be reviewed and/or initialed by everyone working inside or around the PRZ of trees.

The project arborist is responsible for ensuring that all aspects of this plan, including violations, are documented in memorandums to the municipality and the developer.

Replacement Trees

Victoria requires two replacement trees be planted for every bylaw protected tree removed.

Replacement tree locations will be determined when a landscape plan is finalized, and a map of those locations will be submitted to Victoria and the developer in a memo before the completion of the project. Should suitable locations not be available, the developer may seek to donate the trees to a location determined by the municipality.

Thank you for the opportunity to comment on these trees.

Should any issues arise from this report, I am available to discuss them by phone, email or in person.

Regards,



Darryl Clark

Certified Arborist PN-6523A

TRAQ Certified

ISA Tree Risk Assessor CTRA 459

Disclosure Statement

An arborist uses their education, training and experience to assess trees and provide prescriptions that promote the health and wellbeing, and reduce the risk of trees.

The prescriptions set forth in this report are based on the documented indicators of risk and health noted at the time of the assessment and are not a guarantee against all potential symptoms and risks.

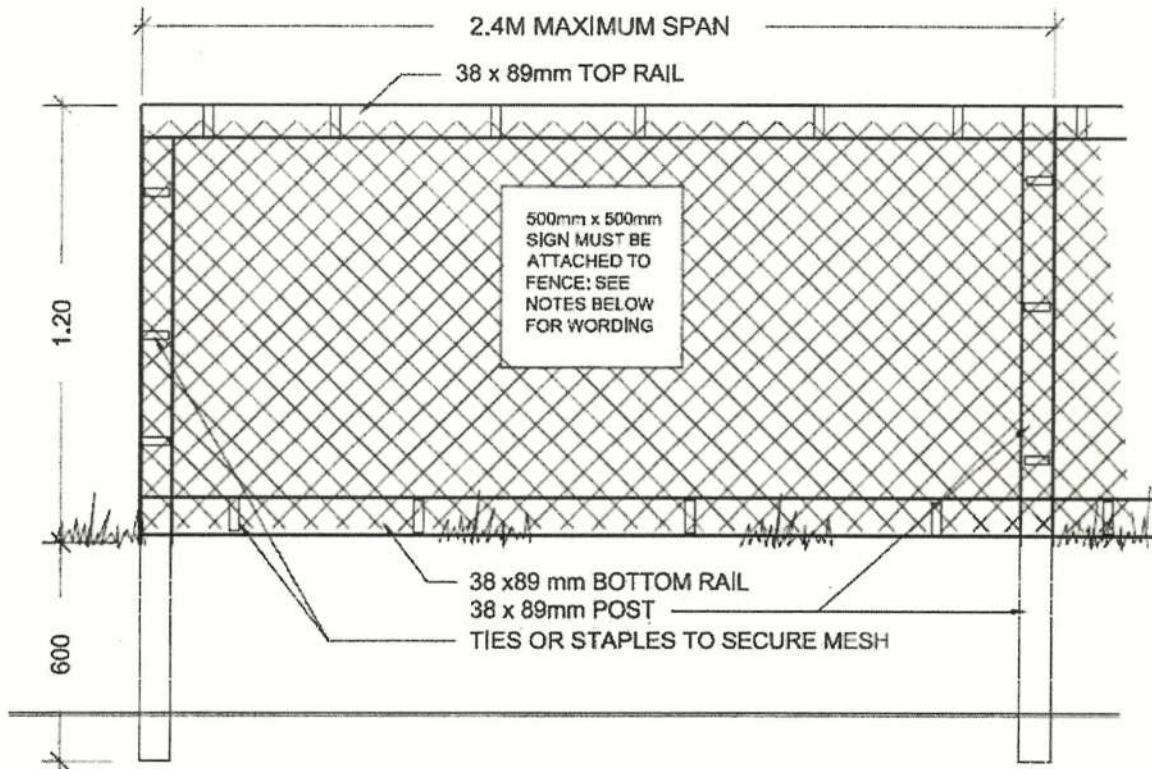
Trees are living organisms and subject to continual change from a variety of factors including but not limited to disease, weather and climate, and age. Disease and structural defects may be concealed in the tree or underground. It is impossible for an arborist to detect every flaw or condition that may result in failure, and an arborist cannot guarantee that a tree will remain healthy and free of risk.

To live near trees is to accept some degree of risk. The only way to eliminate the risks associated with trees is to eliminate all trees.

Assumptions and Limiting Conditions

- Altering this report in any way invalidates the entire report.
- The use of this report is intended solely for the addressed client and may not be used or reproduced for any reason without the consent of the author.
- The information in this report is limited to only the items that were examined and reported on and reflect only the visual conditions at the time of the assessment.
- The inspection is limited to a visual examination of the accessible components without dissection, excavation or probing, unless otherwise reported. There is no guarantee that problems or deficiencies may not arise in the future, or that they may have been present at the time of the assessment.
- Sketches, notes, diagrams, etc. included in this report are intended as visual aids, are not considered to scale except where noted and should not be considered surveys or architectural drawings.
- All information provided by owners and or managers of the property in question, or by agents acting on behalf of the aforementioned is assumed to be correct and submitted in good faith. The consultant cannot be responsible or guarantee the accuracy of information provided by others.
- It is assumed that the property is not in violation of any codes, covenants, ordinances or any other governmental regulations.
- The consultant shall not be required to attend court or give testimony unless subsequent contractual arrangements are made.
- The report and any values within are the opinion of the consultant, and fees collected are in no way contingent on the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, or any finding to be reported.

Appendix A



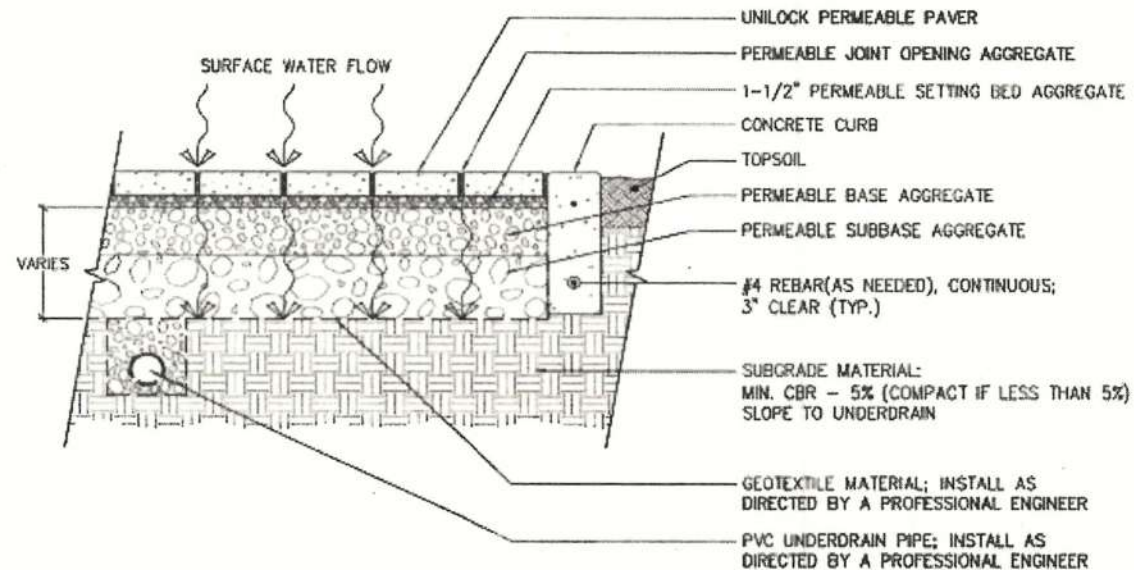
TREE PROTECTION FENCING

Tree Protection Fencing Specifications:

1. The fence will be constructed using 38 x 89 mm (2" x 4") wood frame:
 - Top, Bottom and Posts. In rocky areas, metal posts (t-bar or rebar) drilled into rock will be accepted
 - Use orange snow fencing mesh and secure to the wood frame with "zip" ties or galvanized staples. Painted plywood or galvanized fencing may be used in place of snow fence mesh.
2. Attach a roughly 500 mm x 500 mm sign with the following wording: **TREE PROTECTION AREA-NO ENTRY**. This sign must be affixed on every fence face or at least every 10 linear metres.

Appendix B

Examples of Special Driveway Design



COMMERCIAL APPLICATION PERMEABLE PAVER DETAIL

CREATED: OCTOBER 11, 2011
 REVISED: JANUARY 30, 2014
 FILE NAME: CS-COM-PERM-STRAIGHT-2014.DWG

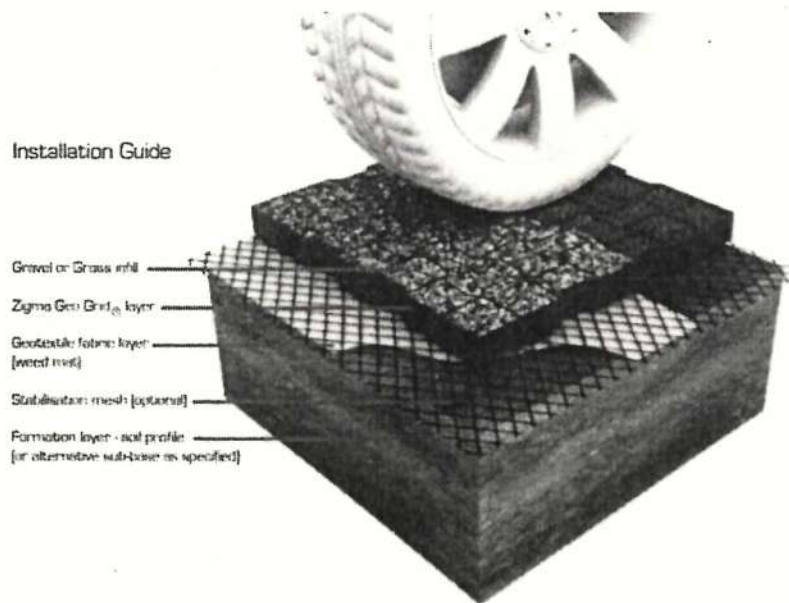
NOTES:
 This cross section is intended for preliminary design purposes only. Confirm site conditions and consult with a qualified design professional or installer prior to installation.

CROSS SECTION

PERMEABLE PAVERS WITH STRAIGHT CURB

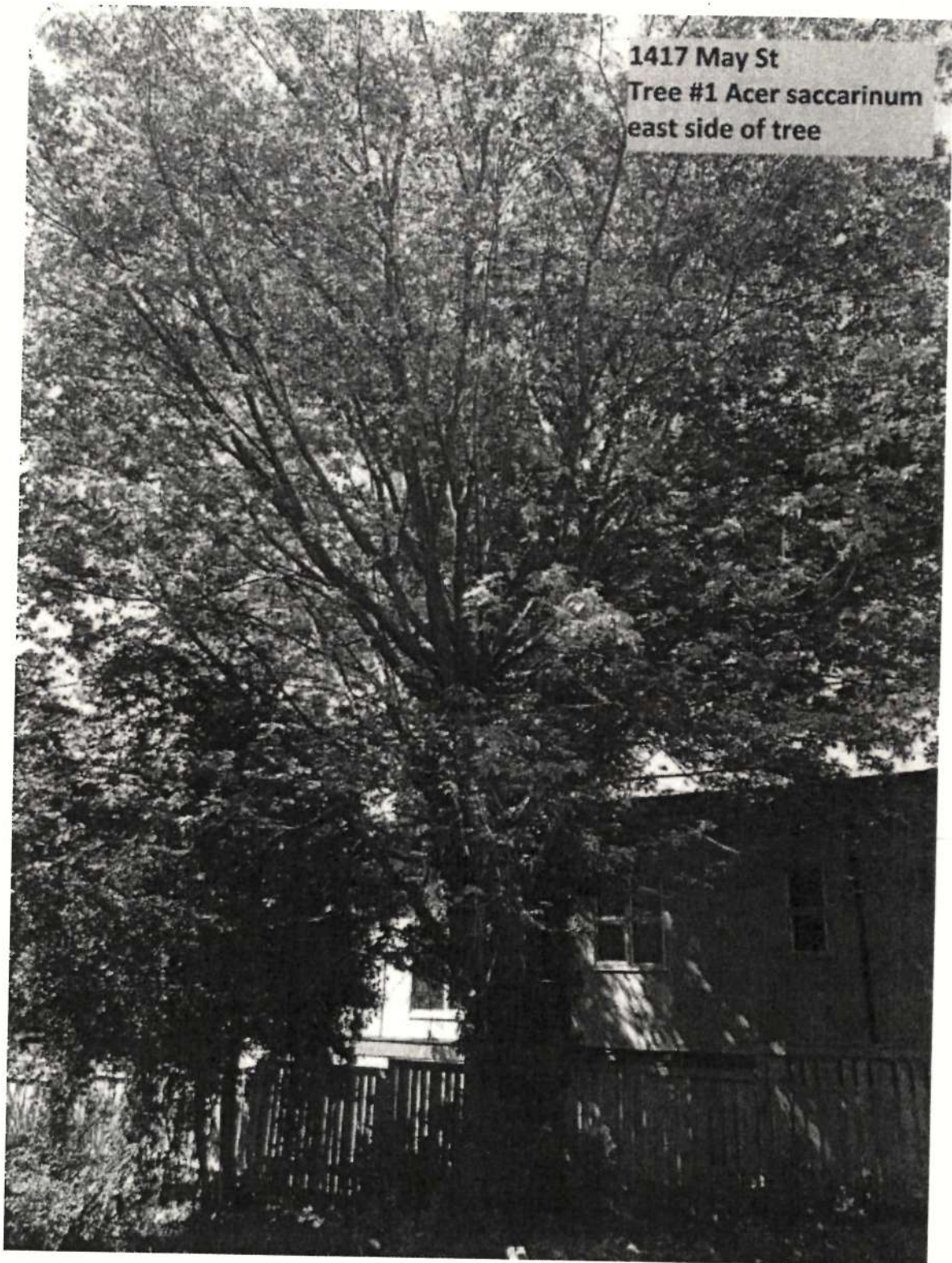
UNILOCK
 DESIGNED TO CONNECT

Installation Guide



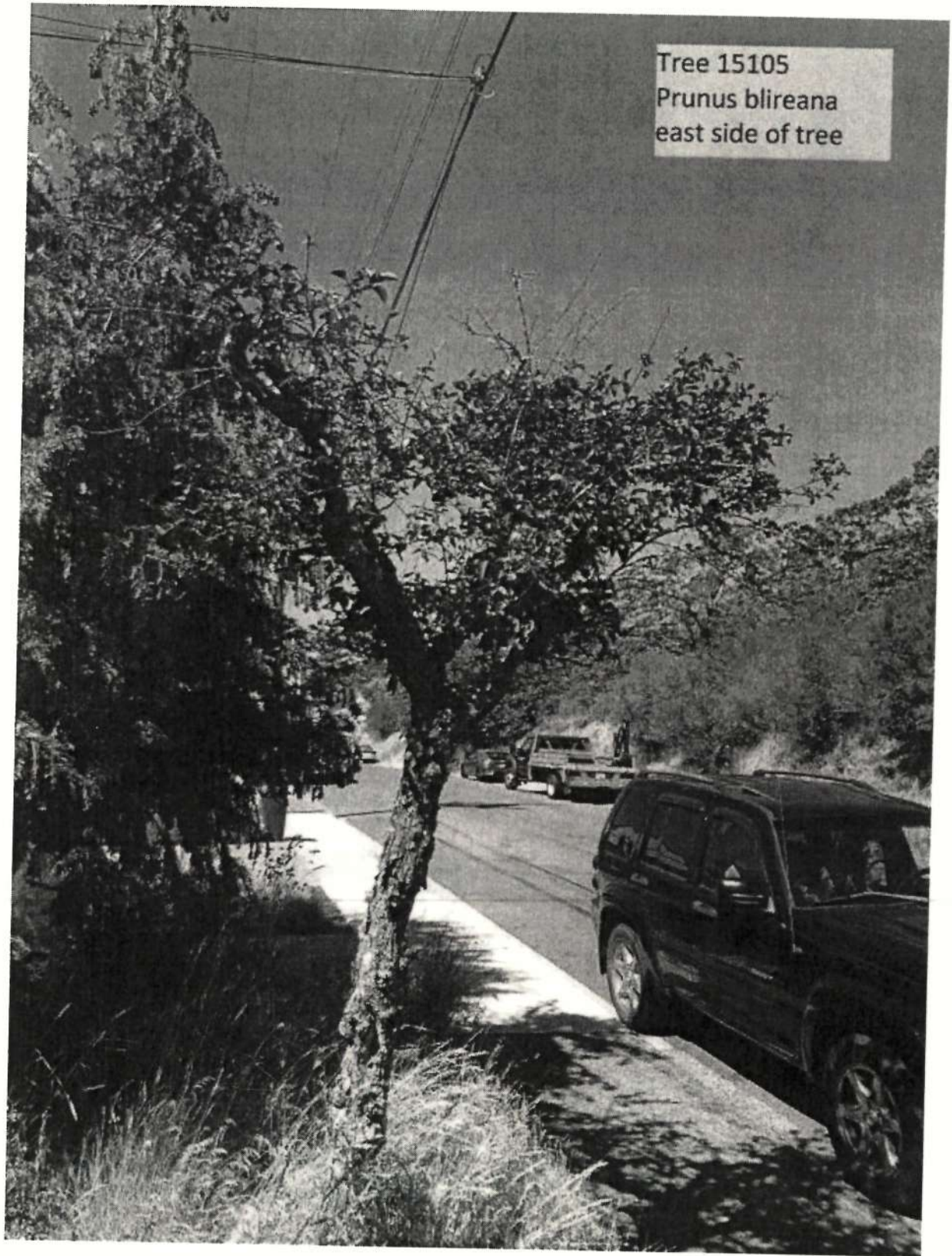
From <http://accessterrain.com/product/geo-grid/>

Images





Tree #2
Acer saccharinum
west side of tree



Tree 15105
Prunus blireana
east side of tree

February 6, 2017

Heide Didzuhn and David R. Goldie
1409 May Street
Victoria, BC, V8S 1C2

City Hall
To the Mayor and Council
1 Centennial Square
Victoria, BC, V8W 1P6

Dear Madam/Sir:

Re: Rezoning of 1417 May Street

We are writing in regards to the development plans for 1417 May Street, Victoria. There is a request for rezoning the property from the status of single dwelling to fourplex. Our property at 1409 May Street will be greatly affected by a change in zoning.

We bought not long ago into the neighborhood in which we had hoped to find a calm, green and family oriented environment. In particular, we wanted to be around and close nature's beauty.

The increase to house four suites will have a major impact on light and noise pollution and loss of green space. We are very concerned by the disturbance we'll experience from increased activities, cars being parked, let alone air pollution. The proposed development includes garages for four vehicles in the middle of the property. The planned location of these will be in direct view from our kitchen and dining room window and the deck. Car fumes will without doubt reach our open air space, creating a most unhealthy environment. Something, we did not expect when we purchased the property. There may also be a need for extra parking which will have to spill over to an already full road side.

We have contacted the owners and expressed our concerns. They gave us a sympathetic ear but also told us that the City of Victoria is given them little choice with their development plans.

We are opposed to a fourplex for reasons mentioned above. Please consider the negative impact the proposal has on the immediate neighborhood.

Thank you.

R. Goldie
Heide Didzuhn

4.3 Development Permit with Variance Application No. 00028 for 1417 May Street

The City is considering a Rezoning and Development Permit with Variance Application to allow for construction of a two-storey ground-oriented residential building with four dwelling units.

Applicant meeting attendees:

PETER JOHANNKNECHT
SARA HUYNH
BIANCA BODLEY

CASCADIA ARCHITECTS INC.
CASCADIA ARCHITECTS INC.
BIOPHILIA COLLECTIVE LTD.

Mr. Betanzo provided the Panel with a brief introduction of the Application and the following design revisions since the June 28, 2018 Council meeting:

- the butterfly roof with tongue and groove cedar soffits
- the projecting balconies
- the removal of fin walls between the units on the north and south façades
- the wood siding of the south façade
- privacy screening on the rear balconies
- the shiplap wood siding on the south, west and east elevations
- rainwater leaders' location on the facades, leading to rain gardens
- the addition of shrubs and ornamental grasses to replace the front landscape rain gardens.

Mr. Johannknecht provided the Panel with a detailed presentation of the site and context of the proposal, and Bianca Bodley provided the Panel with details of the proposed landscape plan.

Questions of clarification were asked by the Panel on the following:

- what is the applicant's feeling about the current proposal? Are the applicants embracing a change in design, or are they lamenting the loss of what was previously proposed?
 - the applicants are embracing change with the proposed contemporary language and some playfulness
 - the former design was a purposeful expression of a box, and had very positive reception from neighbours
 - the current design has been shifted horizontally and vertically, in response to the comments made at the public hearing.
- how has the roof design been refined in the revised design?
 - the revised roof design brings on board comments from the public hearing, and has a changed expression at the front
 - a classic approach with base, middle and top has been maintained
- are the exterior materials flush, or are there shifts in plane between the materials?
 - the board and batten sits slightly farther out than the basement and top materials, creating a slight shadow line between materials which is visible along the driveway
- how is the building entrance demarcated from May Street?
 - house numbers and mailboxes are clearly displayed at the fence line, and each front unit also has a house number
 - the rear units are accessed down the side path and along the sidewalk beside the driveway, which is demarcated by a change in the driveway materials

- is the southernmost portion of the lot to be used as common space?
 - yes, there is access through the garage
 - this area also houses the bioswale to filter the run-off from the roof
- is grass proposed for the rear yard?
 - yes; all the nearby trees are on neighbouring properties
 - the lawn will provide a flexible open space for the four resident families to use
- how would a resident of a front unit, parked at the rear, carry their groceries inside?
 - they may choose to carry their groceries from the rear to the front entry, otherwise they might also park on the street temporarily, to unload groceries
 - the cemetery across the street reduces the demand for parking on May Street
- are the materials colours accurate as shown on the plans?
 - yes, there is a warmth to the pastel green and blue, reminiscent of the Côte d'Azur
- so the blue is not intended as an eggshell blue?
 - no
- were noise concerns considered with the proposed location of the bedroom headboard against the neighbouring unit's bathtub?
 - a party wall with sufficient sound insulation will separate the two units; however, switching the location of the closet and the bathtubs can be considered
- what is the rationale behind the window locations on the east and west façades?
 - the pattern is determined by the inside spaces; windows are placed where they are needed in the interior
 - the windows are for sunlight and add an element of verticality and playfulness to break up the façade
 - the side façades will not be visible in full due to the driveway width and the location of the adjacent buildings
- what is proposed at the top of the upper floor windows? Were punched openings in the wall for the windows considered?
 - the windows are punched
 - the siding will be capped with flashing, which continues above the upper windows
- is there only flashing above the windows?
 - yes, there is no board and batten siding above the windows
- what is proposed where the downspout reaches the ground? Was a landscape feature or a rainwater garden considered?
 - the rainwater leader on the west side could be daylighted
- what material is used for the rainwater leaders?
 - 4" round steel
- how are the rainwater leaders protected from vehicles?
 - there is a 10ft. drive aisle and people will be hesitant to damage their vehicles; however, additional protection for the rainwater leaders can be considered
- is there sufficient driveway width for the rainwater leaders, which is not devoted to the sidewalk or the drive aisle?
 - yes

- is the aluminum screen on the south elevation a similar colour to the board and batten siding?
 - no; however, there is a similar warmth in tone for the cedar-coloured aluminum screen, which adds privacy and a sun screen for the patios
- were privacy concerns considered with the offset balconies?
 - the balconies were shifted to reduce privacy issues, and the aluminum screening also adds privacy
- is there a shift in plane between the top shiplap siding and the board and batten?
 - yes, the board and batten projects about 2"
 - the siding acts as passive insulation
- is the roof edge at the same plane as the board and batten siding?
 - yes
- what is the distance between the proposed building and the adjacent building to the east?
 - there is approximately 4.5m to the building to the east
- what type of windows are proposed?
 - punch windows, similar to other buildings in the neighbourhood
 - the window design has been carefully designed to minimize the impact on adjacent neighbours
- do any windows face directly towards adjacent neighbours' windows?
 - no, they are all offset
- what is the rationale for the location of the lower floor kitchens, which do not have windows?
 - due to the challenging constraints of the project, the kitchen does not have windows; however, interior breaks in the walls will allow some natural light into the space
 - the lower level is as open as possible while meeting seismic standards
 - there are lightwells for the bedrooms below grade
- was a lightwell to the kitchen considered?
 - a lightwell to the driveway would be possible
- the bedrooms facing May Street show a door through the closet; is this correct?
 - this door is for access to the space under the stair
- what is the primary reason for offsetting the units?
 - to break up the massing, to express residential proportions towards the street and to add privacy for the patios.

Panel members discussed:

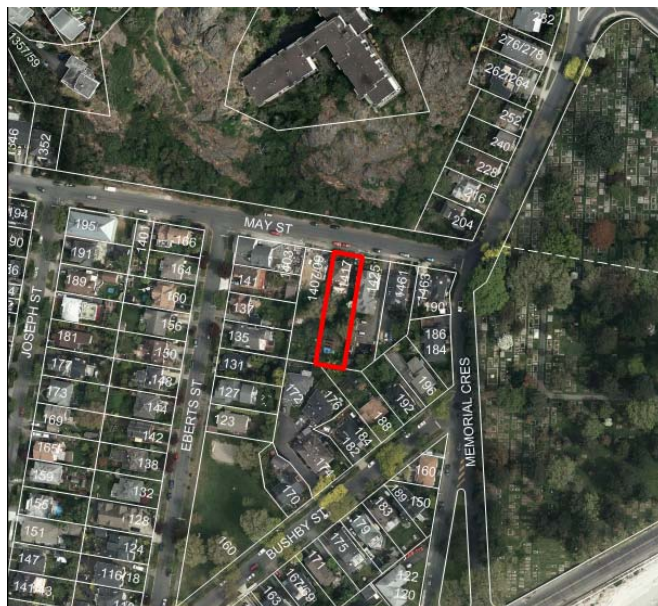
- appreciation for the project's integrated sustainability measures
- the project as an asset to the community
- recognition for the liveability of the units
- concern for the proposal's inactive presentation to May Street
- desire for increased refinement towards the May Street frontage.

Motion:

It was moved by Deborah LeFrank, seconded by Carl-Jan Rupp, that Development Permit with Variance Application No. 00028 for 1417 May Street be approved as presented.

Carried Unanimously

Rezoning & Development Permit with Variances Application for 1417 May Street



Subject Site



Neighbouring Properties



Neighbouring Properties



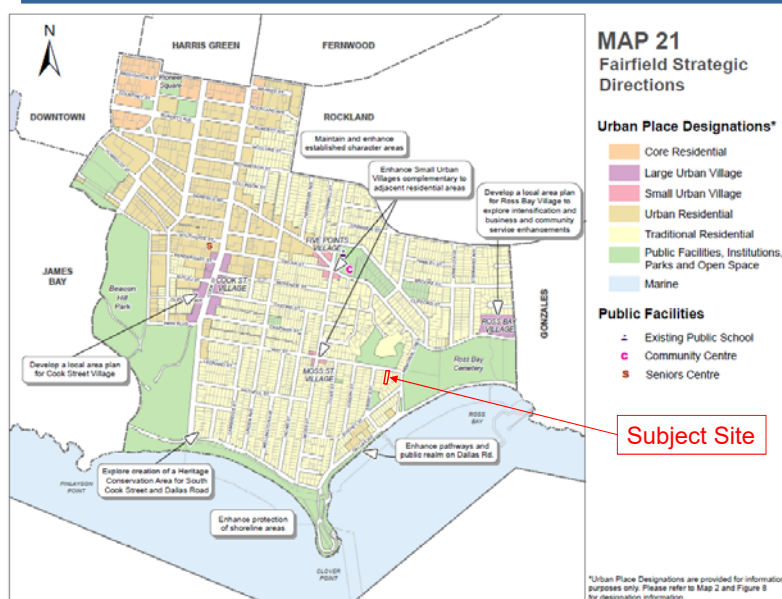
1461 May Street



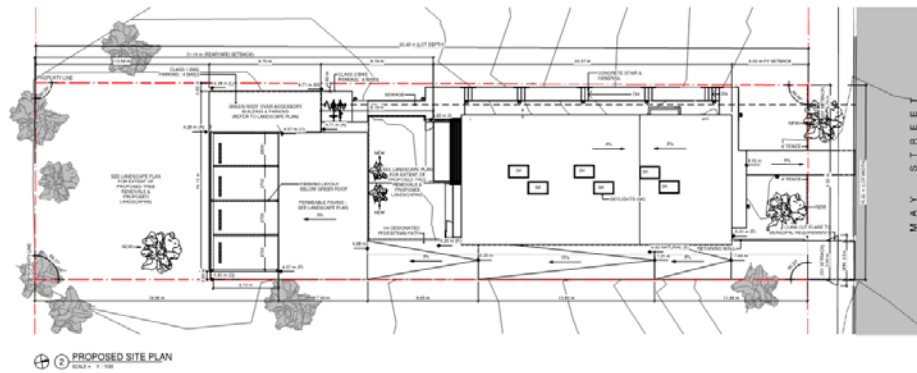
1425 May Street

1417 May Street
(Subject Site)1407 / 1409
May Street1403 May Street
(Stewart Monuments)1403 May Street
(Stewart Monuments)

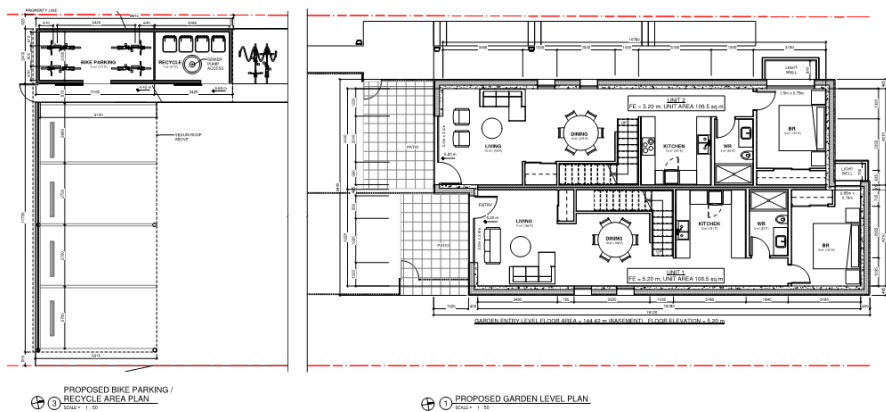
OCP Designation



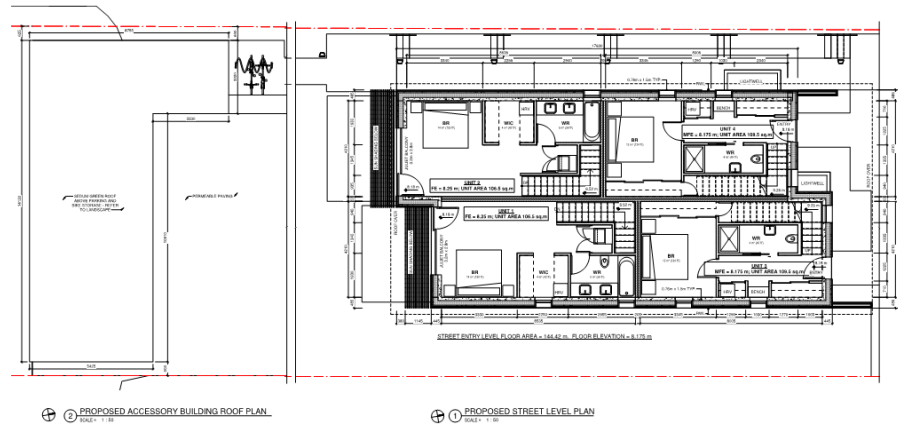
Site Plan



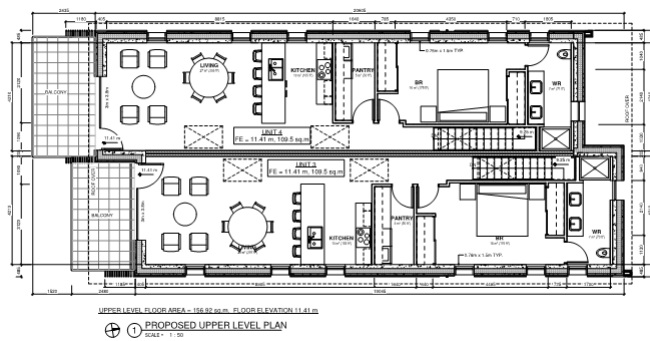
Garden Level & Parking Plan



Street Level Plan



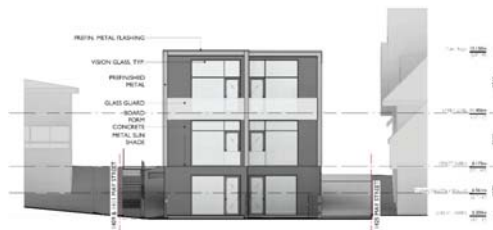
Upper Level Plan



Previous Front & Rear Elevations



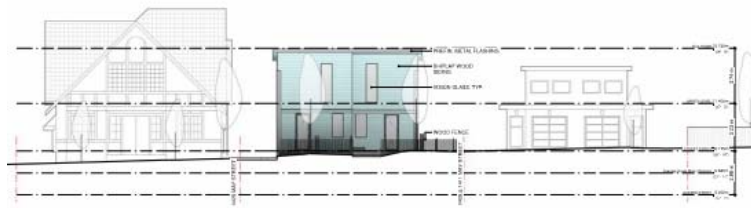
1 PROPOSED NORTH ELEVATION
SCALE: 1:100



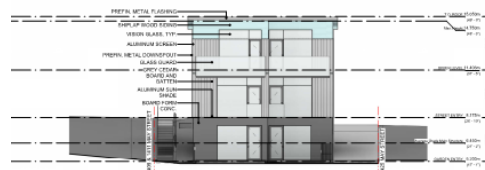
2 PROPOSED SOUTH ELEVATION
SCALE: 1:100



Front and Rear Elevations



1 PROPOSED NORTH ELEVATION
SCALE: 1:100



2 PROPOSED SOUTH ELEVATION
SCALE: 1:100





Side Elevations



Renderings



○ 1417 MAY STREET - VIEW FROM YARD



○ 1417 MAY STREET - VIEW FROM STREET



Committee of the Whole Report For the Meeting of January 17th, 2019

To: Committee of the Whole

Date: January 11, 2019

From: Chris Coates, City Clerk

Subject: Public Hearing Submissions and Public Comment Policy

RECOMMENDATION

That Council direct staff to revise the Council approved Correspondence Management Policy to formalize the submission location and deadline for providing advance written comments before a public hearing that includes:

- a. Standards for receiving different forms of submissions (letter, e-mail, or drop-off);
- b. Closing time of 2:00 pm on the day of the public hearing for receiving submissions by Legislative Services that will be published on the agenda; and
- c. Process for distributing advance submissions to Council prior to a public hearing.

EXECUTIVE SUMMARY

The City has initiated a Corporate Plan to enhance and improve internal systems and processes for greater efficiency and effectiveness. One of the major corporate initiatives within the Corporate Plan is to establish a Client Relationship Management (CRM) plan. CRM is a multi-year, multi-faceted project to review and re-design internal systems and processes on how the City interacts with citizens, businesses, visitors, and stakeholders to ensure optimal customer service. This includes easier access to City information and services, better management of responses to public concerns and requests for service, as well as longer term systems approaches to track interactions, as well as develop performance metrics.

Recent website improvements provide easier public access by reducing the number of choices there are to contact at the City. CRM aims to move in the direction of a "No Wrong Door" model for access by the public to City services. Public hearing submissions are the focus of this report.

The City conducts public hearings each Council meeting on land use related matters. A public hearing provides the public with an opportunity to share their views on proposed land use matters. Anyone may provide submissions for the Council to consider prior to making a decision about a land use matter.

Public hearing notices specify how and when to deliver written submissions to the City in advance of the public hearing. Despite this, other departments and members of Council continue to receive written submissions intended for public hearings which must be returned to the Legislative Services Department for staff to review and distribute to Council and publish for public access. When written submissions are submitted on the day of the public hearing, staff must complete time-constrained

preparation for the Council meeting in the evening, which limits the capacity to process late written submissions in a timely way. Misdirected and late written submissions create administrative challenges and impair timely and transparent access to information, most importantly for Council and the public. A clear policy would improve internal processes by giving direction to staff and members of Council that receive written submissions by specifying a location and deadline to send them, and facilitate greater transparency for the public. This is consistent with a 'No Wrong Door' Model.

In order to improve administration and governance, staff recommend that the Council adopt a formal policy that all submissions be submitted by letter, e-mail, or dropped off to the Legislative Services Department by 2:00 pm on the day of the public hearing. A formal policy would establish that written submissions are submitted to a specific location and that they will be published on the public hearing agenda on the City's website and distributed to Council. A member of the public may otherwise bring a hard copy of a written submission to the public hearing.

PURPOSE

The purpose of this report is to recommend a formal policy covering written public hearing submissions, to increase transparency, ensure due process for the public hearings and improve internal process efficiencies.

BACKGROUND

Under the *Local Government Act (LGA)*, municipalities must hold a public hearing before Council creates or amends a bylaw that changes the Official Community Plan, zoning, phased development agreements or to terminate a land use contract. The purpose of holding a public hearing is to enable Council to make informed decisions about how land will be used in the community. The LGA does not require public hearings for other types of bylaws and non-statutory permits, but Council may institute this requirement by bylaw and has for other matters under the *Land Use Procedures Bylaw*.

For every public hearing, the public may present or provide a submission to Council for the Council consideration. Current practice is to include the following instruction in public hearing notifications:

"For those who are unable to attend, your input can be via mail, an email to publichearings@victoria.ca, or you can drop off your written feedback at Victoria City Hall to the City Hall Ambassador located to the left of the main entrance. Correspondence should be received by 11 a.m. the day before the Council meeting."

Currently written submissions are delivered to various locations in the City and frequently to members of Council directly. A transparent process is vital for Council decision-making, to enable mandatory public access, and to ensure all written submissions are rightly entered into the public record and given proper consideration. These are cornerstones of a sound process.

Staff must document and distribute all written submissions received before the close of a public hearing, and to the fullest extent possible publish them on the public hearing agenda. While the volume of submissions differs for each Council meeting, on average there are 75 pages of submissions for each public hearing. However, a public hearing for a complicated land use matter will often receive hundreds of pages of submissions. On average, staff require approximately 5 hours to process all the written submissions for each Council meeting.

Like many BC municipalities and capital cities in Canada, there is no formal policy in place for written submissions to public hearings.

ISSUES AND ANALYSIS

Transparency, effectiveness and efficiency are the main issues that Council may wish to consider to determine the benefit of a more formal approach to dealing with written submissions for public hearings.

Transparency

While most members of the public provide their written submissions in accordance with the public hearing notices, some written submissions are sent to other locations and after the deadline indicated on the public hearing notice. Setting a formal location and deadline for advance written submissions would facilitate broader distribution and publication of these written submissions. This would provide that both Council and the public could reasonably expect that the published agenda after a deadline would include all the written submissions entered into the record, with the exception of any written submissions including those made during the public hearing.

Effectiveness and Efficiency

The specific location these submissions would be required to be sent by e-mail to publichearings@victoria.ca, mailed to Legislative Services, or dropped off at Legislative Services. This streamlines administration of written submissions for public hearings by providing internal and external clarity as to when and where to submit written submissions to be published on the public hearing agenda. This helps to ensure that the process is sound and submissions are properly and duly considered.

OPTIONS AND IMPACTS

Establishing a specific location and deadline for written submissions is a common practice in BC and Canadian municipalities (see Attachment A and Attachment B). A formal policy is the most effective way to achieve this outcome.

Option 1 – Adopt policy for written submissions to be sent to Legislative Services by 2:00pm on the day of the public hearing (*Recommended*)

This option provides that staff bring forward a policy that requires written submissions to be returned by letter, e-mail, or in person to the Legislative Services Department by 2:00 pm on the day of the public hearing in order to be published on the agenda. Any written submissions received after that time on the day of a public hearing will be provided as a hard copy to Council and available to be viewed by the public at the public hearing. 2:00 pm is selected given the constraints on staff to manage the volume of correspondence and re-publish the agenda in a timely manner before the public hearing.

Option 2 – Adopt policy for written submissions to be sent to Legislative Services by noon on the day of the public hearing

This option provides that staff bring forward a policy that requires written submissions to be returned by letter, e-mail, or in person to the Legislative Services Department by noon on day of the public hearing. Any written submissions received after that time on the day of a public hearing will be provided as a hard copy to Council and available to be viewed by the public at the public hearing.

Accessibility Impact Statement

The recommended approach would serve to increase the opportunity for anyone unable to attend meetings to view submissions on the City's website in advance of the public hearing. For the visually impaired, screen readers enable viewing documents on published agendas.

CONCLUSION

Introduction of a formal policy for written submissions for public hearings would not only lead to significant administrative efficiencies, but also provide better clarity, equity and transparency of all public input that has been received to inform Council decisions on land use decisions. The proposed approach will improve administration of public hearings in general, as well as ensure that Council receives submissions in a timely way while maintaining the public's ability to share their views on a land use matter.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst



Mandi Sandhu
Corporate Initiatives



Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:


Date: Jan 11, 2019

Attachment A – Practices in BC Municipalities
Attachment B – Practices in Capital Cities
Attachment C – Correspondence Management Policy

Appendix A – Practices in BC Municipalities

The jurisdiction scan reviewed 9 municipalities in BC. Every municipality has a set address to deliver written submissions. Most surveyed municipalities have informal policies except for Nanaimo and West Kelowna. The table below shows the surveyed municipalities, ordered by closing time of the public hearing, and includes the delivery location.

Municipality	Location	Closing Time
West Kelowna*	City Clerk	4pm day before PH
Coquitlam	City Clerk	Noon day of PH
Highlands	City Clerk	Noon day of PH
Port Moody	City Clerk	Noon day of PH
Surrey	City Clerk	Noon day of PH
Oak Bay	Planning	3pm day of PH
Nanaimo**	City Clerk	4pm day of PH
Saanich	City Clerk	4pm day of PH
Kelowna	City Clerk	Close of PH
Vancouver	City Clerk	15 minutes after close of speakers' list


*West Kelowna requires that submissions are sent by 4pm to be read at the public hearing.

**Nanaimo requires that e-mail correspondence is sent by 4pm but other formats can be returned at the public hearing.

Appendix B – Practices in Capital Cities

The jurisdiction scan reviewed 6 provincial capitals in Canada. Every capital has a set address to deliver written submissions. Most surveyed capital cities have informal policies except for St. John's and Halifax. The table below shows the surveyed municipalities, ordered by closing time of the public hearing, and includes the delivery location.

Municipality	Location	Closing Time
St. John's	City Clerk	30 days after PH
Halifax	City Clerk	3pm day of PH
Charlottetown	City Clerk	Close of PH
Edmonton	City Clerk	Close of PH
Regina	City Clerk	Close of PH
Winnipeg	City Clerk	Close of PH

 CITY OF VICTORIA	CORRESPONDENCE MANAGEMENT	
		Page 1 of 1
SUBJECT: Correspondence Management		
PREPARED BY: Legislative Services		
AUTHORIZED BY: City Council		
EFFECTIVE DATE: June 2017 REVISION DATE:		
REVIEW FREQUENCY: Two years		

A. PURPOSE

The City receives a high volume of correspondence from the public, agencies and other levels of government on a wide variety of issues. The purpose of this Policy is to clarify the City's procedure for handling correspondence that is submitted to Mayor and Council.

B. OBJECTIVES

Policy objectives involve establishing a consistent, understandable, transparent AND documented procedure for managing Council correspondence so that Council, staff and the public understand the process, and so items of correspondence are managed accordingly.

C. DEFINITIONS

Committee of the Whole means Council sitting as Committee of the Whole.

Correspondence means letter is hard copy as well as emails.

Council means the Council of the City of Victoria.

D. CORRESPONDENCE FOR COUNCIL OR COMMITTEE OF THE WHOLE AGENDA

Correspondence received from the Federal or Provincial Government, Regional, Local and First Nations Governments, shall, where the subject matter warrants, be placed on Council meeting agendas for receipt or further consideration by Council which may include the referral of the correspondence to Committee of the Whole.

E. MANAGEMENT OF LAND USE APPLICATION CORRESPONDENCE

Correspondence for land use applications that will appear before Council shall be provided with staff reports on meeting agendas, as well as added to public hearings as submissions when submitted for that purpose.

F. GENERAL CORRESPONDENCE TO MAYOR AND COUNCIL

Other correspondence that is received by the City addressed to Mayor and Council is responded to by The City's correspondence team. If a member of Council wishes to bring forward the correspondence for Council to consider it further, the member of Council can utilize the council member motion or notice of motion procedures to have the issue raised in the correspondence considered further by Council. This provision should not be exercised on correspondence related to operational matters, but rather to matters of policy.

Committee of the Whole Report
For the Meeting of January 17, 2019

ISSUES & ANALYSIS

The Job Description for the “Head of Strategy and Operations Mayor’s Office” has not been evaluated under the City’s Exempt Job Evaluation Plan due to the unique nature of the position, including the direct reporting relationship to the Mayor and the responsibility to represent the Mayor on internal and external bodies.

In attempting to assess appropriate compensation for the position, staff have consulted with an external compensation consultant and reviewed a small number of similar positions in other municipalities. However, a direct “apples to apples” comparison for compensation purposes is difficult, as other identified positions can be distinguished on the basis that they report to the City Manager or equivalent; or in the case of larger municipalities, may lead a team of staff in the Mayor’s office that is separate and distinct from the City Manager’s office.

The initial Job Description did not address required education and experience, which as noted above are two key factors in determining compensation. The amended Job Description (attached) includes the following:

Qualifications

Master’s Degree in Business Administration or Public Administration and a minimum of ten years of related experienced at a senior level in the public sector; or an equivalent combination of education and experience.

CONCLUSIONS

Considering the information available, comparable compensation for the “Head of Strategy and Operations Mayor’s Office” is in the range of \$120,000 to \$125,000 in total compensation (including salary and benefits).

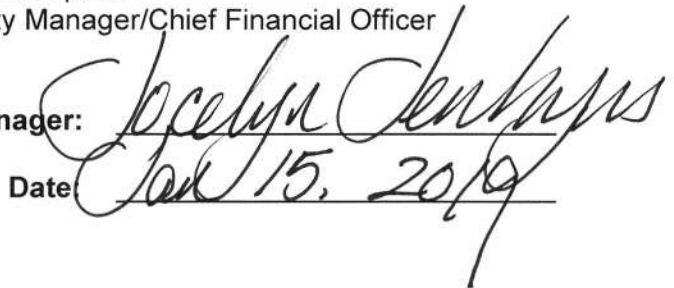
Respectfully submitted,


Jodi Jensen
Head of Human Resources


Susanne Thompson
Deputy City Manager/Chief Financial Officer

Report accepted and recommended by the City Manager:

Date


Jan 15, 2019

List of Attachments

Job Description – Head of Strategy and Operations Mayor’s Office

JOB TITLE – Head of Strategy and Operations Mayor’s Office

Definition

The Head of Strategy and Operations, Mayor’s Office is an executive responsible for assisting the Mayor with developing, communicating, and executing, projects and initiatives that help to deliver on the mayor’s objectives and the Strategic Objectives of Council. With limited direction, the Head of Strategy and Operations, Mayor’s Office supports the Mayor by planning, directing, coordinating, and evaluating the overall operation of the Mayor’s Office, performs a variety of advanced professional duties and analytical projects for the Mayor, relieves the Mayor of administrative detail, acts as a liaison to City Council members, responds to constituent inquiries, and supports the Mayor’s work on strategic initiatives and partnerships that will benefit the City and advance Council’s Strategic Objectives.

Supervision Received and Exercised

Limited supervision is provided by the Mayor. Responsibilities include working with staff in the mayor’s office and with interns and co-op students as applicable.

Essential Duties and Responsibilities

Strategic

The Head of Strategy and Operations, Mayor’s Office focuses on conceptualizing and formulating strategic initiatives and partnerships that will build the profile of the City, create new opportunities for the City, and complement Council’s Strategic Objectives. In collaboration with the Mayor, the Head of Strategy and Operations, Mayor’s Office will help articulate and implement a strategic vision and oversee elements of Council’s Strategic Plan that the mayor is responsible for, in close coordination with the Mayor.

To achieve these aims the Head Strategy and Operations, Mayor’s Office will:

- Develop new relationships and partnerships
- Manage special projects for long term sustainability and meet the needs of key partners
- Serve in an external role to support the Mayor at key functions she is not able to attend
- Develop an environment of collaboration between the City and external partners to work towards a common vision and goal
- Monitor emerging needs and interest among key stakeholders
- Represent the Mayor on relevant committees and task forces
- Collaborate with the Mayor to devise effective short and long term plans

- Develop new business opportunities for the City by leveraging a wide network of contacts
- Monitor and research items required for the Mayor's work on various committees, partnerships and strategic initiatives

Administrative

The Head Strategy and Operations will work to ensure that the Mayor's administrative duties are limited and that the Mayor is free to spend the most of her time driving forward the Strategic Objectives of Council and furthering the goals of the City.

To achieve this aim the Head Strategy and Operations will:

- Discuss resident enquiries or complaints with the Mayor on an as needed basis, receive direction, consult with relevant staff and respond to resident via letter, phone or email.
- Work with Mayor's Executive Secretary to prepare for and organize Mayor's meetings, including goals, location, agenda and participants
- Follow up with meeting participants as needed – in particular for the working groups and committees chaired by the Mayor, ensures any follow up materials are sent and Mayor's actions are completed.
- Draft briefing notes, speaking notes and PowerPoint presentations for the Mayor as needed

Qualifications

Master's Degree in Business Administration or Public Administration and a minimum of ten years of related experience at a senior level in the public sector; or an equivalent combination of education and experience.

Compensation

TBD

Correspondence received Tuesday, December 18, 2018.

This message is being sent by CivicInfo BC to all BC Local Governments on behalf of the Legislative Assembly of British Columbia.

Subject: Call for Written Submissions - Select Standing Committee on Crown Corporations

Intended Recipient(s): Mayors/Chairs/Chief Administrative Officers

Attachments: None. See message below.

MESSAGE:

Dear Mayor and Council / Chair and Board,

On November 27, 2018, the Legislative Assembly of British Columbia authorized the all-party Select Standing Committee on Crown Corporations to conduct an inquiry into transportation network services (ride hailing services).

The Committee's Terms of Reference specifies that the Committee may only consider input on four areas of regulation. As part of its work, the Committee would like to invite you to provide a written submission focused on any or all of the following four topics:

- What criteria should be considered when establishing boundaries?
- How should regulations balance the supply of service with consumer demand, including the application of the Passenger Transportation Board's current public convenience and necessity regime as it pertains to transportation network services?
- What criteria should be considered when establishing price and fare regimes that balance affordability with reasonable business rates of return for service providers?
- What class of drivers' licence should be required for ride-hailing drivers to ensure a robust safety regime without creating an undue barrier for drivers?

Should you wish to participate, would you kindly provide a written submission in pdf or word format to CrownCorporationsCommittee@leg.bc.ca by **Friday, February 1, 2019**. Written submissions may be 500 words in length, with an additional 1000 words to answer each of the questions above for a maximum of 4500 words.

Submissions to parliamentary committees are considered public documents and may be published on the Committee's website or made available to interested parties upon request following the release of the Committee's report.

Further information on the work of the Committee, including a list of Members and the Committee's Terms of Reference, is available online at: <https://www.leg.bc.ca/cmt/cc>

If you have any questions about the work of the Committee, please contact the Parliamentary Committees Office at 250-356-2933 or CrownCorporationsCommittee@leg.bc.ca.

On behalf of the Committee, thank you for your consideration of this invitation. We look forward to your participation.

Sincerely,

Bowinn Ma, MLA (North Vancouver-Lonsdale), Chair
Stephanie Cadieux, MLA (Surrey South), Deputy Chair

cc: Susan Sourial, Clerk to the Committee

Select Standing Committee on Crown Corporations
c/o Parliamentary Committees Office
Room 224, Parliament Buildings, Victoria, BC V8V 1X4



Council Member Motion
For the Committee of the Whole Meeting of January 17, 2019

Date: January 11, 2019

From: Councillor Ben Isitt and Councillor Jeremy Loveday

Subject: Extension of Vacancy Taxation Authority to Local Governments

Recommendation:

THAT Council endorse the following resolution and direct staff to forward copies to the Premier of British Columbia, the Ministers responsible for Local Government, Finance and Housing, the Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention, the Union of British Columbia Municipalities (UBCM) Annual Convention, and member local governments and regional districts within the Capital Region, AVICC and UBCM, requesting favourable consideration and resolutions of support:

Resolution: Extension of Vacancy Taxation Authority to Local Governments

WHEREAS the Province of British Columbia responded to a housing affordability crisis in 2016 with legislation empowering the City of Vancouver to introduce a surtax on vacant residential properties, resulting in \$38-million in revenues for that community in 2018 and creating a strong disincentive to leaving properties vacant;

AND WHEREAS communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant, including properties that have remained derelict for years or decades;

AND WHEREAS vacant and derelict buildings pose substantial risks in terms of public safety in communities, as well as liveability and desirability for nearby and adjoining neighbourhoods and properties;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

A handwritten signature in black ink, appearing to read "Jeremy Loveday".

Councillor Loveday

Empty Homes Tax Annual Report

January 1, 2017 to December 31, 2017 Tax Year

Activity to November 1, 2018



Contents

Introduction	1
Background	1
Why an Empty Homes Tax?	2
Vancouver Declarations: Vacancy and Geographic Data	3
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INTRODUCTION

The City of Vancouver created the Empty Homes Tax (EHT), also known as the Vacancy Tax, to help return empty and under-utilized properties to the market as long-term rental homes for people who live and work in Vancouver. The EHT, the first of its kind in North America, is intended to help relieve pressure on Vancouver's rental housing market, which at less than 1% rental vacancy, has among the lowest rental vacancy rates and the highest rental costs of any Canadian city. With 53% of Vancouver households renting rather than owning (as of the 2016 Statistics Canada Census), low vacancy and high rents have real impacts on whether low- and moderate-income earners can afford to live and work in the city. The net revenue received from the tax is required to be used to fund affordable housing initiatives.

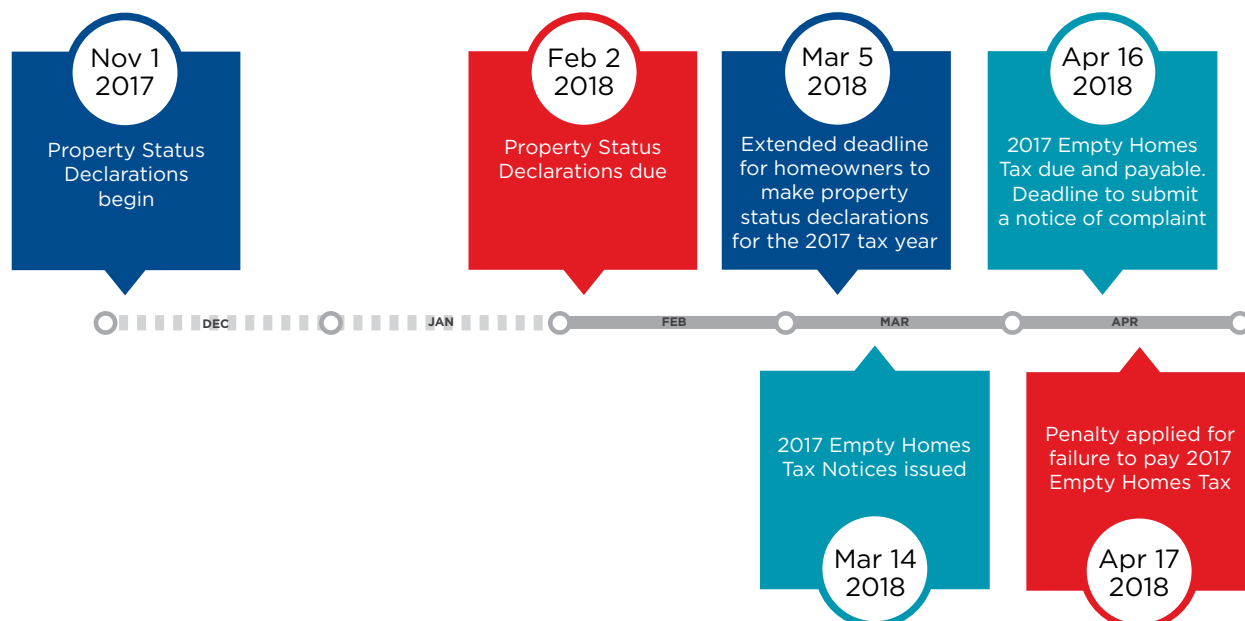
The EHT, the first of its kind in North America, is intended to help relieve pressure on Vancouver's rental housing market

BACKGROUND

On November 16, 2016, Vancouver City Council approved the EHT program and enacted the Vacancy Tax By-law No. 11674 (EHT by-law) to levy a tax on empty and under-utilized class 1 residential properties within the City of Vancouver. As required in the Vancouver Charter, the EHT by-law requires the Collector of Taxes to prepare an annual report regarding the EHT which must include the amount of money raised by the EHT and how such monies were or are intended to be used.

Homes that are determined or deemed to be empty are subject to a tax of 1% of the property's assessed taxable value. The EHT is applied annually, with the first tax reference year having begun on January 1, 2017. Most residential properties are not subject to the tax, including homes that are principal residences for at least six months of the year; homes that are rented out for at least six months of the year; or homes that are eligible for one of eight exemptions as set out in the EHT by-law.

In order to determine which properties were subject to EHT, all homeowners were required to make an EHT declaration by February 2, 2018, confirming the status of their property as occupied, exempt or vacant during the 2017 reference period. The EHT timeline during the first year of implementation was as follows:



This report is for EHT reference period January 1, 2017 to December 31, 2017 (2017 reference year). As all revenue and compliance activity related to the reference period occurs in the following year, the report includes revenue from compliance activities up to November 1, 2018.

WHY AN EMPTY HOMES TAX?

After hearing from more than 15,000 people and consulting with many experts, the City saw both support and need for a tax on empty homes in Vancouver. A 2016 City of Vancouver survey found that more than 90% of Vancouver residents surveyed agreed that empty homes were a problem; a separate poll by Angus Reid in 2015 found that 80% of Metro Vancouver residents were in support of a vacancy tax.

The EHT is the first tax of its kind in North America, and is intended to bring underutilized properties back into use as rental housing, limit speculative investment and ensure housing is used as homes first.

The EHT works in conjunction with a suite of actions that the City is taking to increase housing supply and to ensure that renters have access to safe, secure, and affordable rental housing in Vancouver. The City has committed to monitoring the effectiveness of the EHT as well as other actions to address housing affordability in the City's Housing Vancouver Annual Progress Report and Data Book. The 2018 report can be accessed at: vancouver.ca/files/cov/2018-housing-vancouver-annual-progress-report-and-data-book.pdf

How Does the Empty Homes Tax Work?

The EHT applies to properties that are not being used as principal residences or rented for at least six months of the year, and do not qualify for one of the exemptions outlined in the EHT by-law. A residential property that is rented or serves as a principal residence for an owner or permitted occupier (such as a family member) is not intended to be subject to EHT.

All owners of class 1 residential properties within the City of Vancouver are required to submit a property status declaration each year to determine if their property is subject to the tax. Most residential properties in Vancouver are not subject to the EHT. The tax rate is 1% of the property's assessed taxable value for the reference year.

Net revenues from the EHT will be reinvested into affordable housing initiatives within the City of Vancouver.

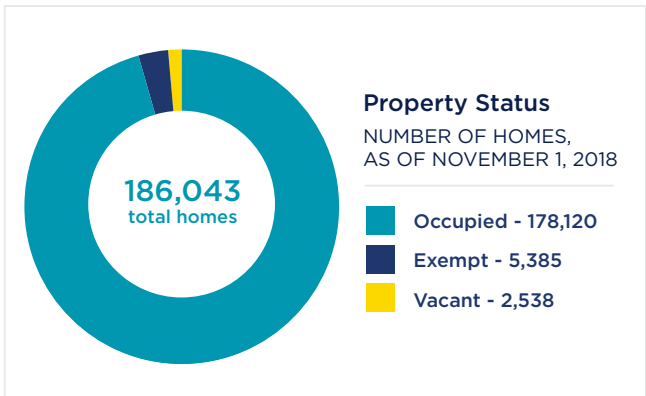
Is the Empty Homes Tax Working?

Isolating the effect of a single policy like the EHT in a rental market as dynamic as the City of Vancouver is challenging. With the first year of declarations complete, staff will begin monitoring the changes in the number of vacant properties on an annual basis. Vacancy rates, which is a key metric for the EHT is tracked annually at the end of each year and will give an indication of the impact of the broad set of actions in the City's 10-year Housing Vancouver strategy. Staff are also continuously monitoring provincial actions, including the new Speculation and Vacancy Tax and changes to the Residential Tenancy Act, for potential impact to the Vancouver rental market.

Annual reporting on the Housing Vancouver strategy can be found at vancouver.ca/housing.

VANCOUVER DECLARATIONS: VACANCY AND GEOGRAPHIC DATA

In April 2018, City staff released an early estimate of the number of vacant properties based on EHT declarations received to date. The initial property status as determined by the declarations has since been impacted by audit, complaint and review panel activities and is updated below.



The majority of the exempt and vacant properties are condominiums, which account for 60% of combined exempt and vacant properties. Single-family homes account for 34% and multi-family homes for 2%.

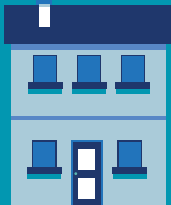
Aligning with the high density of condos in the downtown core, the largest number of vacant and exempt properties was recorded in Downtown Vancouver. The West End recorded the highest percentage of unoccupied properties, relative to the number of residential properties in the neighbourhood that were required to declare. This is illustrated on the following page.



CONDOMINIUMS ACCOUNT FOR 60%
OF COMBINED EXEMPT
AND VACANT PROPERTIES



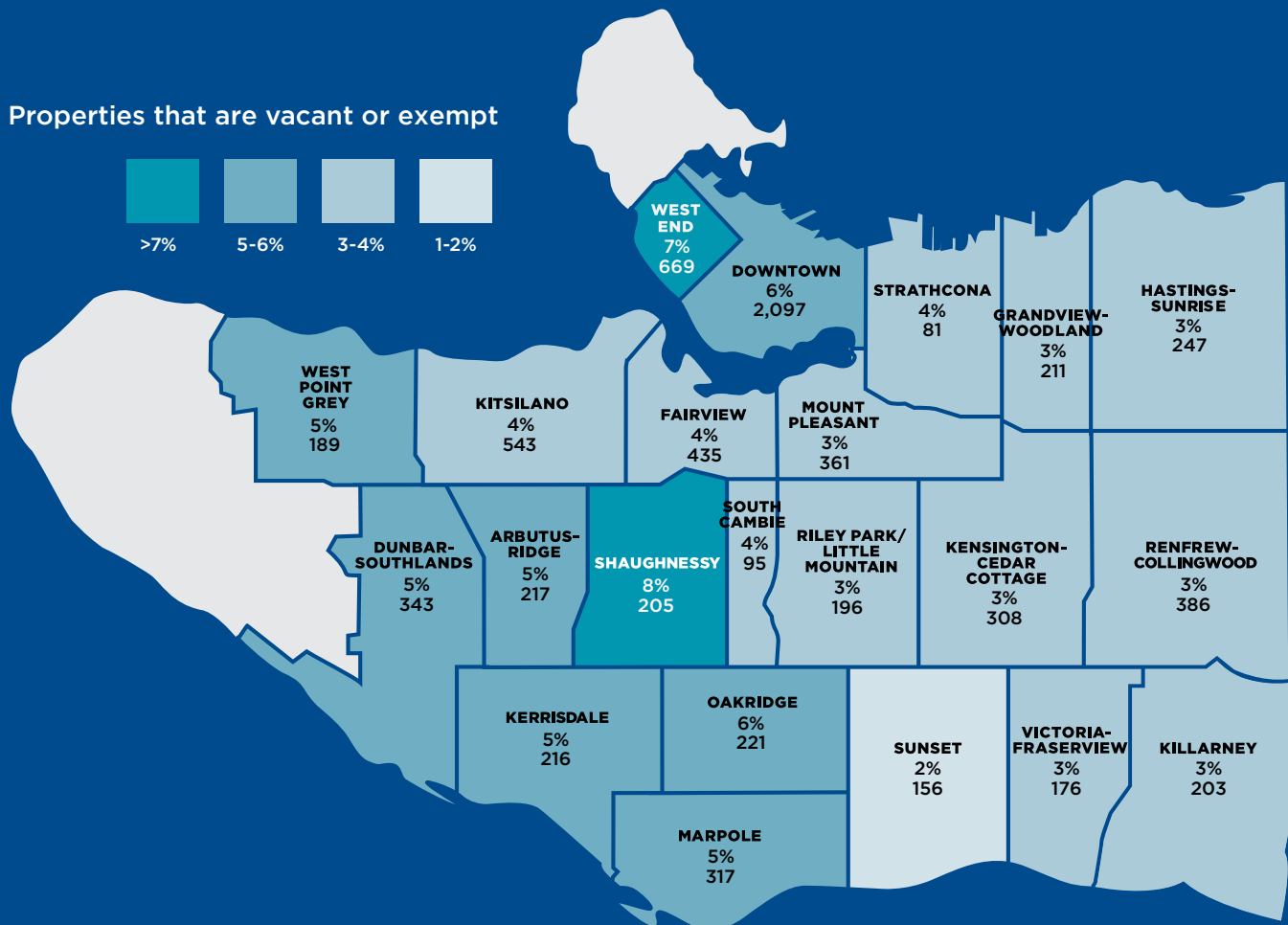
SINGLE-FAMILY HOMES ACCOUNT FOR 34%
OF COMBINED EXEMPT
AND VACANT PROPERTIES



MULTI-FAMILY HOMES ACCOUNT FOR 2%
OF COMBINED EXEMPT
AND VACANT PROPERTIES

2017 EHT Vacant and Exempt Properties

(7,923 total – shown as percentage of total/number of properties)



Vancouver Goes Online

EHT declarations were collected from Vancouver property owners through three channels: online, over the telephone and in person. More than 92% of those required to declare chose to take advantage of the online channel as the fastest and easiest method of making the declaration.

The online success rate was assisted through technical and informational support provided by Vancouver Public Library staff across the city. In addition, instructional materials to help walk owners through the declaration process were available online and print in four languages and translation services were offered through 3-1-1.

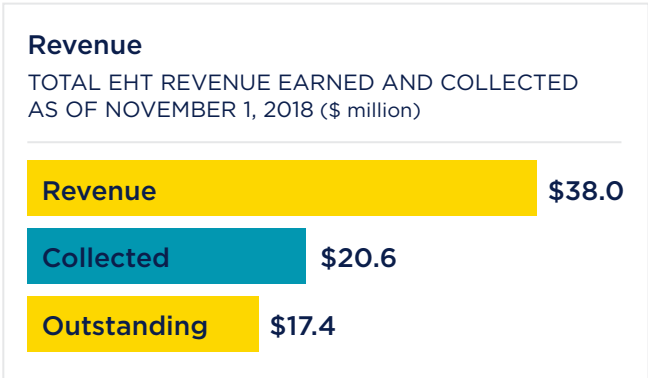
As the online declaration route proved the fastest and easiest method for property owners in Vancouver, the City was able to use this case to support the successful change for home owner grant submissions to move online just a few months later.

MONIES RAISED

In order to determine which class 1 residential properties were taxable properties in accordance with the EHT by-law, property owners were asked to file a property status declaration. As of the deadline for filing the property status declaration, the City received more than 98% of the total required declarations. The total monies raised were ultimately impacted by audit, complaint and review panel activities following the declarations, which are discussed in further detail below. These activities are expected to continue into 2019 and will continue to impact the monies raised by the tax.

Revenue

Total revenue of \$38.0 million from the EHT must be used for the purposes of initiatives respecting affordable housing.

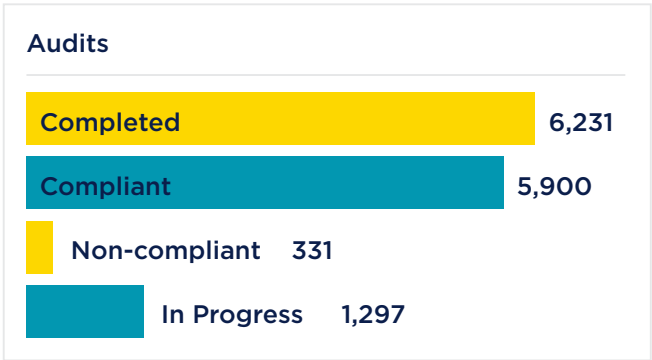


If a payment is not made by December 31, 2018, outstanding amounts may be added to the owner's property tax account and start accruing interest of approximately 7% starting January 2019. At the end of three years and if the taxes are still outstanding, the property would be publicly auctioned at a tax sale to recover the taxes owing.

Audit activities

Using a risk-based approach, as well as random audits, the EHT program has a goal of verifying property status declarations and encouraging compliance with the new tax.

The EHT by-law equally applies to all property owners; therefore, all property status declarations are subject to the audit process, in line with best practices for provincial and federal tax programs.



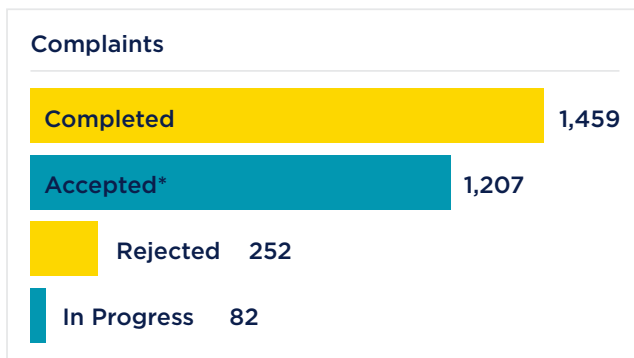
Property owners who were found to be non-compliant were invoiced for the EHT. Revenue generated from audit activities during the year was \$6.2 million. Owners found non-compliant in their audits have the opportunity to submit a complaint. If they are unsuccessful, owners may request a review by an external review panel. Many audits are still in progress and additional audits may be initiated related to the 2017 reference year in the future. As a result, revenue generated from audit activities may be adjusted in future years.

Complaints

For the 2017 reference year, there were 2,132 property owners who failed to make a property status declaration and were initially deemed vacant. These owners were required to submit a notice of complaint, along with supporting evidence, for consideration and potentially to have the tax rescinded.

Complaints were also triggered in the instance that a property owner was selected for audit and disagreed with the determination or declined to provide supporting documents and other information at the audit stage of the process.

Total complaints received by the vacancy tax review officer, including those related to property owners who were deemed vacant because they did not make a declaration, to November 1, 2018 are as follows:



* Most of the accepted complaints related to property owners who were originally deemed vacant because they failed to make a declaration.

Property owners whose complaints were rejected were required to pay the tax or request a review of their case from the external review panel.



Review panel

The review panel activities commenced in fall 2018 and are ongoing. As of the date of this report, the panel had completed 47 reviews and has accepted eight reviews (primarily as a result of new information on the case being submitted by the property owner at the time of the review request). For reviews that were accepted, the tax was rescinded.

INTENDED USE OF FUNDS

THE PUBLIC'S IDEAS FOR SPENDING EHT REVENUE

In April 2018, the City of Vancouver announced that the EHT was anticipated to generate an estimated \$30 million in revenue for the City, with the net revenue after costs to be invested into affordable housing initiatives.

Following the announcement of the anticipated revenue, the City launched an online platform where Vancouver residents could share their own ideas about how they would like to see the revenue from the EHT used to support affordable housing in the city. The three-week, online campaign garnered more than 130 ideas from the public, 5,160 likes and dislikes, and 442 comments. In total, there were 9,189 visitors and 626 registered users on the platform.

The City also hosted a one-day 'IdeaJam' workshop, which brought Vancouver housing stakeholders and members of the public together to develop and refine additional ideas. Thirty-one participants worked to generate a broad set of ideas, then refine those ideas to six key options to present to City Staff.

The top ideas generated through the online and in-person public consultation were key to informing the final set of recommended funding opportunities. The results are outlined the EHT 2018 Engagement Summary, available online at vancouver.ca/files/cov/empty-homes-tax-summary-of-engagement-and-recommendations.pdf.

FUNDING RECOMMENDATIONS FOR INITIAL EHT REVENUE

The EHT revenue collected to date is sufficient to cover the one-time implementation costs (\$7.5 million) and first-year (2018) operating costs (\$2.5 million) of the program. In accordance with Section 616(4) of the Vancouver Charter the remaining revenue can only be used for the purposes of initiatives respecting affordable housing.

On June 20, 2018, Council approved allocation of \$8 million (representing collected revenue less costs at the time of the decision) to affordable housing initiatives. The breakdown of the funding was presented to Council with the City staff's recommendations and is outlined below.

Recommendation	Idea from Public Consultation	Allocation
More affordable co-op and non-profit housing	Provide land and resources for affordable non-profit and co-op housing	\$3,175,000
	More co-op housing – grants to update and improve existing co-ops and build new co-ops	\$1,000,000
Improvements to low income housing	Improve living conditions in private SRO housing	\$3,500,000
Support for vulnerable renters	Support for renters facing eviction; renter protections	\$100,000
	Funding for Vancouver Rent Bank	\$75,000
Funding for skills training in peer support, affordable housing management, and asset management for residents of supportive housing	Temporary Modular College; peer-based mentoring for residents of TMH	\$100,000
Matching empty/underutilized homes and rooms with renters looking for housing	Shared housing models like senior/student housing arrangements	\$50,000
TOTAL:		\$8,000,000



CONCLUSION

With the first year of Empty Homes Tax declarations complete, staff will continue to monitor the impact of the tax on housing supply and affordability, as part of the City's broader set of actions in its 10-year Housing Vancouver strategy. And, while it is challenging to isolate the effect of any single policy like the EHT in a rental market as dynamic as Vancouver's, the City will be looking to several key indicators to understand how City actions are registering in the market. An important source of data is the actual EHT property status declarations, which will indicate changes in the number of properties determined to be vacant on an annual basis. In 2017, the Canada Mortgage and Housing Corporation (CMHC) reported a slight increase in the primary rental market vacancy rate for the City and region from October 2016 to October 2017, from 0.8% to 0.9% for the City of Vancouver and from 0.7% to 0.9% for the region. CMHC Rental vacancy data for 2018 was unavailable as of the publishing date of this report. Staff will also report on trends in the primary rental vacancy rate, published annually by the CMHC each fall.

For additional information on the EHT program, please visit vancouver.ca/ehf.



For More Information:

Visit: vancouver.ca

Phone: 3-1-1 TTY: 7-1-1

Outside Vancouver: 604-873-7000

Hỏi chi tiết Obtenga Información

資料查詢 ਜਾਣਕਾਰੀ ਲਵੋ 3-1-1



Council Member Motion
For the Committee of the Whole Meeting of January 17, 2019

Date: January 16, 2019

From: Councillor Ben Isitt

Subject: Neighbourhood Input on Greenway Design Standards

Background:

Council has given preliminary direction to staff to work with review the Subdivision and Development Services Bylaw (attached) and work with residents to introduce modern standards for shared-use laneways where appropriate within neighbourhoods.

It is therefore recommended that Council refer the attached materials compiled by the Oaklands Rise and Brighton Greenway neighbourhood working groups to staff, to inform this review and harness research and policy development undertaken by these working groups.

Recommendation:

That Council refer the attached materials from the Oaklands Rise and Brighton Greenway neighbourhood working groups to staff, to inform the review and implementation of Greenway Design Standard for shared-use laneways.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt", written over a light blue circular stamp.

Councillor Isitt

Attachments:

1. Subdivision and Development Services Bylaw
2. Materials from Oaklands Rise working group
3. Materials from Brighton Greenway working group

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to regulate and to require the provision of works and services in respect of the subdivision and development of land within the City of Victoria.

Under its statutory powers, including section 938 of the *Local Government Act*, the Council of the Corporation of the City of Victoria enacts the following provisions:

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- 4 Inspection

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PART I – GENERAL PROVISIONS

TITLE

- 1 This Bylaw may be cited as the “Victoria Subdivision and Development Servicing Bylaw No. 12-042

DEFINITIONS

- 2 (1) In this bylaw, unless the context otherwise requires,

“**air space parcel**” means a volumetric parcel, whether or not occupied in whole or in part by a building or other structure, shown as such in an air space plan.

“**air space subdivision**” means the division of land into one or more air space parcels.

“**applicant**” means a person who has applied for approval of a proposed subdivision or building permit whether as the owner or as the authorised agent for the owner.

“**Approving Officer**” means the person appointed by Council pursuant to the *Land Title Act* to be the Approving Officer and includes the Deputy Approving Officer and Alternate Approving Officer.

“**boundary adjustment**” means an adjustment in existing boundaries between legally defined parcels of land that does not create additional parcels.

“**British Columbia land surveyor**” means a land surveyor licensed and registered as a land surveyor in the Province of British Columbia.

“**building inspector**” means the building inspector for the City or his or her designate.

“**building permit**” has the same meaning as under the Building Bylaw.

“**City of Victoria Supplementary Specifications**” means the supplementary specifications and detail drawings that are attached to this bylaw as Schedule “B”.

“**contractor**” means a person that undertakes the installation of works and services on behalf of the applicant.

“**developer**” means the owner or authorized agent engaged in the process of subdividing or developing land.

“**development**” means any improvement to residential, commercial, industrial, institutional and municipal lands, including the construction, alteration or repair of a building pursuant to a building permit.

“**Director of Engineering**” means the Director of Engineering and Public Works of the City or any City employee authorized to act on his or her behalf.

“Director of Parks, Recreation and Culture” means the Director of Parks, Recreation and Culture of the City or any City employee authorized to act on his or her behalf.

“highway” includes a street, road, lane, bridge, thoroughfare, and any other way open to the public, but does not include a right of way on private property.

“landscape professional” means a member of the British Columbia Society of Landscape Architects or other qualified landscape designer.

“landscaping” means work that is generally designed by and constructed under the supervision of a landscape professional.

“Master Municipal Specifications and Standard Detail Drawings” means the Master Municipal Specifications and Standard Detail Drawings that are set out in the most recent edition of the *Master Municipal Construction Documents*, as published by the Master Municipal Construction Documents Association, which as of the date of the adoption of this bylaw is the Platinum Edition dated May 2009, and includes any amendments, supplements, revisions or replacements published by the Master Municipal Construction Documents Association from time to time.

“owner” means a person registered in the records of the Land Title Office as the owner of the land proposed to be developed or subdivided.

“parcel” means any lot, block, or other area in which real property is held or into which real property is subdivided but does not include a street or portion thereof.

“Preliminary Layout Assessment” means the Approving Officer’s review of a Preliminary Layout Assessment Plan in accordance with the provisions of this bylaw.

“Preliminary Layout Assessment Plan” means a dimensioned sketch or plan submitted with an application for Preliminary Layout Assessment prior to submission of a subdivision plan for final approval.

“professional engineer” or “consulting engineer” means a person who is registered or licensed as such under the provisions of the *Engineers and Geoscientists Act* of the Province of British Columbia.

“public utility” means any utility company or utility service provider having facilities installed in a highway or right-of-way for the purpose of providing a service to property and shall include municipal water distribution, sewage and drainage collection, street lighting, electric power distribution, telephone, cable television, and gas distribution systems.

“right of way” means land or any interest in land, including a statutory right of way under section 218 of the *Land Title Act*, acquired for the purpose of:

- a) public rights of passage with or without vehicles;
- b) erecting and maintaining any pole-line;

- c) laying, placing, and maintaining drains, ditches, pipes, transmission lines, or wires for the conveyance, transmission, or transportation of water, electric power, forest products, oil, or gas, or both oil and gas, or solids as defined in the *Pipelines Act*;
- d) the transmission or disposal of sanitary sewage, storm water or drainage; or
- e) the operation and maintenance of any other undertaking of the City.

“roadway” means the portion of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and if a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of them collectively.

“security” means a cash deposit or an unconditional irrevocable letter of credit to ensure completion of works and services required by this bylaw.

“sidewalk” means an area of highway improved for the use of pedestrian traffic.

“street” means a highway which affords the principal means of vehicular access to abutting lots, and includes a road or road allowance.

“subdivision” means:

- a) a subdivision as defined in the *Land Title Act*;
- b) a subdivision as defined in the *Strata Property Act*.

“subdivision approval” “final subdivision approval” and “final approval” each mean approval of the subdivision of land granted by the Approving Officer when all applicable requirements of this bylaw, the *Land Title Act* and any other applicable bylaws and legislation have been fulfilled.

“survey plan” means a fully dimensioned legal plan prepared by a British Columbia land surveyor submitted for final approval.

“works and services” means construction such as roadways, lanes, drainage, water and sewer systems, sidewalks, walkways, boulevards, landscaping, street lighting and underground wiring or any other works to be provided for in connection with the subdivision or development of land under this bylaw.

- (2) Unless otherwise defined herein, any word or expression in this bylaw shall have the meaning assigned to it in the *Local Government Act* or the *Land Title Act* if not defined in the *Local Government Act*.
- (3) A reference in this bylaw to a Schedule is a reference to a Schedule that is attached to and incorporated into the terms of this bylaw.

Standards of Measure

- 3 The equivalent Imperial units of measure shown in parenthesis after metric units are for information purposes only and do not form part of this bylaw.

Inspection

- 4 (1) Subject to section 16 of the *Community Charter*, the Approving Officer, the Director of Engineering and any City employee acting under the authority of any one of them may, at all reasonable times, enter upon any property for the purpose of administering and enforcing this bylaw.
- (2) No person shall prevent or obstruct, or attempt to prevent or obstruct, the entry of any authorized officials upon any property as authorized under this bylaw.

PART II – APPLICATIONS

Application for Preliminary Layout Assessment

- 5 (1) Prior to the preparation of survey plans and the placing of survey posts or other survey monuments upon the land for the purpose of subdivision, an owner may apply to the Approving Officer for approval of a Preliminary Layout Assessment Plan.
- (2) Every application for Preliminary Layout Assessment must be made by the owner or by the owner's authorized agent using the form prescribed in Schedule D.
- (3) An application for Preliminary Layout Assessment must include:
 - (a) an application fee in the amount required under Schedule A;
 - (b) a copy of the Preliminary Layout Assessment Plan prepared by a British Columbia land surveyor;
 - (c) a State of Title Certificate for all land included in the application for subdivision dated within 30 days of the date of application.
- (4) All existing buildings and structures must be shown on the Preliminary Layout Assessment Plan to demonstrate compliance with the setback requirements of the Zoning Regulation Bylaw.
- (5) The Approving Officer's approval of an application for Preliminary Layout Assessment must not be construed as final approval of the proposed subdivision for land registration purposes.

Subdivision Statement of Conditions

- 6 (1) In connection with the review of an application for Preliminary Layout Assessment, the Approving Officer may issue a statement of conditions identifying all conditions or requirements that are necessary for the Approving Officer's consideration of final approval of the proposed subdivision.

- (2) The Approving Officer's statement of conditions shall not be construed as final approval of a subdivision.
- (3) If the Approving Officer's final approval of the proposed subdivision has not been granted within one year of the issuance of the statement of conditions:
 - (a) the approval of the Preliminary Layout Assessment and the Statement of Conditions expires; and
 - (b) if the applicant wishes to proceed with the proposed subdivision, a new application for Preliminary Layout Assessment may be submitted subject to any change in conditions, bylaws or policies that may have occurred.
- (4) The applicant may apply in writing for an extension of no more than six (6) months of the Approving Officer's statement of conditions, provided the application is made before the expiry of the statement of conditions, by paying the application fee prescribed under Schedule "A" of this Bylaw, and by providing a written explanation of the circumstances which the applicant considers supports the application.

Additional Information

- 7 At any time, the Approving Officer may request that an applicant provide further information that is necessary for the Approving Officer to review and consider a Preliminary Layout Assessment Plan.

Referral to Other Agencies

- 8 In the event that the Approving Officer or the City refers an application for Preliminary Layout Approval or any other application for subdivision approval to another public authority whose review of that application is required by law, or in the opinion of the Approving Officer is necessary or desirable, the applicant shall be responsible for direct payment to that public authority of any fee charged by the public authority for that referral.

General Parcel Requirements

- 9
 - (1) Property lines of parcels being created by subdivision which intersect a highway shall be substantially at right angles unless the Approving Officer is satisfied that it is impracticable to comply with this requirement.
 - (2) If a parcel being created by a subdivision fronts on a highway, pursuant to section 944 of the *Local Government Act*, the minimum frontage of the parcel on that highway must be the greater of the following amounts:
 - (a) 10% of the perimeter of the lot that fronts on the highway;
 - (b) the minimum frontage required under the Zoning Regulation Bylaw.
 - (3) Council may exempt a parcel from the requirements of sub-section 9(2).

Works and Services

- 10** (1) As a condition of the approval of a subdivision, the owner shall provide within the subdivision the works and services required by this bylaw, in accordance with the standards and specifications established under section 11 of this bylaw.
- (2) As a condition of the approval of a subdivision or the issuance of a building permit, the owner shall provide the works and services required by this bylaw within the portion of every highway immediately adjacent to the land being subdivided or developed, in accordance with the standards and specifications established under section 11 of this bylaw.

Drawings and Construction Standards

- 11** (1) All works and services required in connection with the development or subdivision of land under this bylaw shall be designed and constructed in accordance with the following standards and specifications:
- (a) the Master Municipal Specifications and Standard Detail Drawings, which are incorporated by reference into this bylaw; and
 - (b) the City of Victoria Supplementary Specifications.
- (2) In the event of any inconsistency between the Master Municipal Specifications and Standard Detail Drawings and the City of Victoria Supplementary Specifications, the City of Victoria Supplementary Specifications shall govern to the extent of the inconsistency.

Professional Certification

- 12** (1) The owner shall retain, at the owner's expense, a professional engineer who must certify that the design and construction of the works and services required under this bylaw conform to the standards and specifications established under this bylaw.
- (2) The owner shall not commence the construction of the works and services required under this bylaw until four copies of the design and construction drawings for those works and services, prepared, signed and sealed by the owner's professional engineer, have been provided to and approved by the Director of Engineering.
- (3) As an exception to subsection (2), a landscape professional shall prepare and certify for the approval of the Director of Parks, Recreation and Community Development the plans for all landscaping works and services required under this bylaw.
- (4) Upon completion of the works and services, the owner shall provide to the City a complete set of as-constructed drawings prepared by the owner's professional engineer or landscape professional, as the case may be.

- (5) The owner shall not construct any works and services required under this bylaw for a subdivision or a development except under the supervision of the owner's professional engineer, or under the supervision of a landscape professional in respect of any landscaping work.
- (6) Prior to the approval of any design or construction drawings under subsection (2) or (3), the owner must provide the City with a letter signed by the professional engineer, or landscape professional in the case of any landscaping work, that outlines the scope of that professional's engagement, including but not limited to:
 - (a) the schedule of inspections of the works and services to be undertaken by the professional in accordance with the requirements of this bylaw;
 - (b) the professional's assurance that the works and services have been designed in accordance with the standards established under this bylaw;
 - (c) the professional's certification of his or her design and construction drawings for the works and services;
 - (d) that the professional will certify and submit as-constructed drawings for the works and services;
 - (e) a statement from the engineer that the engineer has read and understands the requirements of all City bylaws that apply to the works and services.
- (7) The owner must advise the Director of Engineering of any severance of the owner's engagement of the owner's professional engineer or landscape professional during the course of the design and construction of the works and services, and must provide the Director of Engineering with a letter signed by the professional engineer or landscape professional who is retained in their place, outlining the scope of that professional's engagement.

Works and Services Agreements

- 13** (1) All works and services required to be constructed and installed by the owner of the land being subdivided or developed must be constructed and installed to the standards established under this bylaw before, as applicable, the Approving Officer gives final approval of the subdivision plan, or the building inspector issues the building permit, unless the owner:
 - (a) deposits within the City an irrevocable letter of credit or other form of security satisfactory to the Director of Engineering, in the amount of 120% of the estimated cost of the works and services;
 - (b) enters into a works and services agreement with the City in the form attached to this bylaw as Schedule E to construct and install the required works and services by a date specified by the Director of

Engineering, which date shall be no later than twelve months from the registration of the subdivision plan, or issuance of the building permit, failing which the owner shall forfeit the security.

- (2) For the purposes of sub-section 13(1)(a) the estimate of the cost of the works and services must be prepared by a professional engineer, or by a landscaping professional in the case of any landscaping work, and the cost estimate must be acceptable to the Director of Engineering.

Maintenance Agreement for Works and Services

14 The works and services agreement shall include:

- (a) the owner's agreement to rectify any deficiencies in design, materials or workmanship in the works and services that may arise during the twelve months following the assumption of responsibility for the works and services by the City;
- (b) the owner's agreement that the length of the warranty period under paragraph (a) may be increased at the direction of the Director of Engineering, to a period that the Director of Engineering considers reasonable given the nature of the works and services, but in any event not to exceed three (3) years;
- (c) a requirement that the owner deposit with the Director of Engineering security in the form of cash or a letter of credit in the amount of 10% of the estimated cost of the works and services, or \$1,000.00 whichever is the greater, in a form satisfactory to the Director of Engineering as a guarantee of performance of the maintenance obligation referred to in paragraph (a).

Statutory Rights of Way

- 15** Where any works or services required for a subdivision or development are not located within a highway, the applicant shall grant to the City a right of way to secure the City's right to operate and maintain those works and services in a form that is acceptable to the City and that is substantially in the form of the right of way agreement attached as Schedule F to this bylaw.

PART III – SERVICING REQUIREMENTS

Classification of Highways

- 16** For the purposes of the standards of works and services established under this bylaw, highways within the City of Victoria are classified in accordance with the classifications adopted under the Streets and Traffic Bylaw.

Highway Works and Services

- 17** (1) The owner must construct all highways that are required within a subdivision in accordance with the standards established under section 11 of this bylaw that apply to the classification of highway required for that subdivision.

- (2) The owner must reconstruct, in accordance with the standards established under section 11 of this bylaw, all highways that are immediately adjacent to the land being subdivided, up to the center line of the highway.
- (3) Without limiting the requirements of subsections (1) and (2) all highway works and services required under this bylaw shall include, in accordance with the standards established under section 11 of this bylaw:
 - (a) landscaping of all portions of the highway not improved with paved road, curb and gutter or sidewalk;
 - (b) underground irrigation of all landscaped areas;
 - (c) planting of street trees;
 - (d) street lighting;
 - (e) street name signage;
 - (f) traffic control signage.

Driveway Crossings

- 18** The owner shall construct all necessary driveway crossings in accordance with the requirements of the Highway Access Bylaw and the standards established under section 11 of this bylaw.

Stormwater System

- 19** (1) The owner of lands being subdivided must provide within the subdivision a storm drainage system that is designed and constructed in accordance with the standards established under section 11 of this bylaw.
- (2) As a condition of the approval of subdivision or the issuance of a building permit, the owner must provide an extension of or improvements to the City's storm drainage system within that portion of the highway immediately adjacent to the lands being subdivided or developed, in accordance with the standards established under section 11 of this bylaw, where the Director of Engineering determines that the extension or the improvements are directly attributable to the subdivision or development.
- (3) Except as permitted under sections 34 and 35 of the Plumbing Bylaw, all parcels that are created by subdivision or that are developed shall be connected to the City's storm drainage system by means of a suitably sized connection that is designed and constructed in accordance with the standards established under section 11 of this bylaw.
- (4) With the approval of the Director of Engineering, bare land strata subdivisions may be connected to the City's storm drainage system by means of a single service connection that provides service to the individual strata lots through common property.

Water Supply and Fire Control

- 20** (1) The owner of land being subdivided must provide within the subdivision, a water distribution system and a fire hydrant system that shall be designed and constructed in accordance with the standards established under section 11 of this bylaw.
- (2) As a condition of the approval of subdivision or the issuance of a building permit, the owner must provide an extension of or improvement to the City's water system and fire hydrant system within that portion of the highway immediately adjacent to the lands being subdivided or developed, in accordance with the standards established under section 11 of this bylaw, where the Director of Engineering determines that the extension or the improvements are directly attributable to the subdivision or development.
- (3) All parcels shall be connected to the City's water system by means of a suitably sized connection that is designed and constructed in accordance with the standards established under section 11 of this bylaw.
- (4) With the approval of the Director of Engineering, bare land strata subdivisions may be connected to the City's water system by means of a single service connection that provides water to the individual strata lots through common property.

Sanitary Sewer

- 21** (1) The owner must provide within a subdivision, a sanitary sewer system that is designed and constructed in accordance with the standards established under section 11 of this bylaw.
- (2) As a condition of the approval of subdivision or the issuance of a building permit, the owner must provide an extension of or improvements to the City's sanitary sewer system within that portion of the highway immediately adjacent to the lands being subdivided or developed, in accordance with the standards established under section 11 of this bylaw, where the Director of Engineering determines that the extension or the improvements are directly attributable to the subdivision or development.
- (3) All parcels shall be connected to the City's sanitary sewer drainage system by means of a suitably sized connection that is designed and constructed in accordance with the standards established under section 11 of this bylaw.
- (4) With the approval of the Director of Engineering, bare land strata subdivisions may be connected to the City's sanitary sewer system by means of a single service connection that provides service to the individual strata lots over common property.

Other Public Utilities

- 22** (1) Except as provided in subsection (2), all electrical, telecommunication and cable television services supplied through wires to a subdivision shall be installed underground in ducts, the design and construction of which shall be in accordance with the standards established under section 11 of this bylaw.
- (2) Subsection (1) does not apply within a Detached Dwelling or Attached Dwelling Zone under Part 1 and Part 2 of the City's Zoning Regulation Bylaw No. 80-159, as amended from time to time, in the case of the subdivision of land into two parcels or less, or the development of a single parcel of land, except where electrical, telecommunications and cable television services for adjoining lands are already located underground, and except for the subdivision or development of land adjoining a street classified as an arterial street under the Streets and Traffic Bylaw.

Fees and Charges

- 23** Prior to the Approving Officer's final approval of a subdivision plan, or the issuance of a building permit, the owner must pay all applicable fees and charges, including but not limited to those established under Schedule "A" of this Bylaw.

Schedules

- 24** The following schedules are attached to and form part of this bylaw:

SCHEDULE A: Fees

SCHEDULE B: Supplementary Specifications

SCHEDULE C: Supplementary Specifications for Street Trees and Irrigation

SCHEDULE D: Subdivision and Strata Application Form

SCHEDULE E: Works and Services Agreement

SCHEDULE F: Standard Form for Statutory Right of Way

SCHEDULE G: Contractor's Permit

Severability

- 25** If any section, subsection, clause, sub-clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

PART IV - GENERAL

Repeal

- 26** Bylaw No. 82 - 14 being the "Subdivision By-law, 1982" and amendments thereto, are hereby repealed.

READ A FIRST TIME the **24th** day of **May,** 2012

READ A SECOND TIME the **24th** day of **May,** 2012

READ A THIRD TIME the **24th** day of **May,** 2012

ADOPTED on the **14th** day of **June,** 2012

“ROBERT G. WOODLAND”
CORPORATE ADMINISTRATOR

“DEAN FORTIN”
MAYOR

Oaklands Rise Woonerf Pilot Glossary

This glossary is intended to clarify, invite innovation and find agreed meanings for terminology relevant to collaboration toward establishing provisions for the Woonerf concept in Victoria. In general, citations provided for some terms are intended as jump-off points for research for those interested. Definitions included in this non-exclusive glossary are drawn from a range of reputable sources, often several sources for a single term, including quoted text not intended to infringe copyright. References for this and other aspects of the Oaklands Rise Woonerf Pilot may be reviewed by arrangement with the volunteer archivist, a member of the Core Planning Group.

Terms

Arterial: a high-capacity urban thoroughfare fed by sub-arterial collectors, connectors and local roads (terms with sometimes variable meanings) in a traditional Functional Classification System (FCS) model that considers roads primarily as corridors for motorised traffic¹. Alternative models aim to provide a broader range of considerations in recognition that access and mobility are two of many roadway uses. The region of Wentworth-Hamilton in Ontario adds classifiers and inverts the FCS hierarchy by placing “passage” with no vehicular use at the top, and “mobility road” with highest volume and highest speeds at the bottom of the planning pyramid.

Bollard: a post or similar obstruction to create a visual guide and protective barrier; the spacing of bollards can allow passage of bicycles and pedestrians; bollards may incorporate lighting and can be designed to include audio and other features as part of way-finding networks.

Built Environment: person-made surrounding including homes, buildings, public and private spaces and furnishings, transportation routes, parks, and facilities in which people live, work, play; the built environment influences how people experience life and, as infrastructure, factors into all aspects of community development and wellness.

Bump-Out: a curb extension used to narrow the street and widen sidewalk areas at intersections, often in place of on-street parking, thereby narrowing the pedestrian crossing distance over a right-of-way.

Chicane: a horizontal diversion of traffic that can be gentle or more restrictive depending on the design; alternating, off-set mid-block curb extensions or islands that narrow the roadway and require vehicles to follow a curving, S-shaped path to slow speeds and increase safety; a serpentine curve in a road, added by design rather than dictated by geography, and implemented using plantings, benches, parking and other amenities; may involve “choker” and other design choices to achieve the desired effect.

Childstreet²: a perspective on urban public space in which roads in residential areas used for recreation and playing as well as local mobility needs. In principle, children (worldwide) have lost freedom of movement outdoors, caused to a large extent by the increase in motorised traffic. The ability of children to move around freely is of critical importance for physical and mental health development, an issue to which a future-oriented society attaches great importance and so places emphatic conditions on the layout of urban public spaces and on traffic in particular; an integrated approach is advocated, aimed at design, education and enforcement.

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Citizen Involvement: a term used to describe citizen participation in all phases of a comprehensive planning process; work directly with relevant agencies throughout the process to ensure that public concerns and aspirations are consistently understood and considered¹.

Citizen Led Initiative: a grassroots movement emerging to solve challenges, large and small, which traditionally top-down institutions may fail to address effectively. Global examples include the EU Citizen's Initiative and local initiatives include neighbourhood community gardens, way-finding and placemaking activities, often involving and infrastructure related engagements. The Oaklands Rise Woonerf Pilot incorporates such goals as citizens mobilise social capital and intellectual capital networks to promote people-centred planning practices.

Collaboration: a partnering in each aspect of decision processes including the development of alternatives and the preferred solution(s);³ one of five levels of public participation established by the International Association for Public Participation which are: inform, consult, involve, collaborate, and empower, defining degrees of public participation in civic governance.

Collector road⁴: Collector streets are located within the specific area, providing indirect and direct access for land uses within the specific area to the road network. These streets should carry no traffic external to the specific area. See also, FCS and alternatives, under "Arterial".

Community Development: activities and programs designed to strengthen the physical, social and economic conditions of an area with a view toward making it a more healthful, prosperous and gratifying place to live.

Comfort Zone: a psychological state in which things feel familiar to a person and they are at ease and in control of their environment, experiencing low levels of anxiety and stress.

Connector road⁵: a sub arterial road to carry through-traffic between multiple specific areas and arterial roads. See also, FCS and alternatives, under "Arterial".

Core Planning Group: a sub-set of Oaklands Rise Woonerf members tasked by the Initiating Group and the larger General Interest Group to undertake coordinative and design efforts.

CPTED (Crime Prevention through Environmental Design): a group of strategies and concepts (including the design of buildings and landscaping) intended to reduce the fear of crime and opportunities to commit crimes. A wider range of social crime prevention strategies as embedded in Place-making activities includes community meetings and gatherings to encourage social interaction.

Gateway⁶: a physical or geometric landmark that delineates a change in community context or street topography or serves as a de facto entrance to a greenway or woonerf, alerting users to the change in character and behavioural expectations; signals a change in environment from a higher speed arterial or collector road to a lower speed residential or commercial district; clearly indicates that beyond it lies an area with a different character and a lower speed limit⁷.

Gateway Features or Treatment: design elements that signify entrance to/egress from a distinct area, usually a place where a new character or sense of identity should be acknowledged; such a

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gateway can be achieved through details of the built form, through landscaping, or signage; a gateway clearly indicates that beyond it lies an area with a different character and a lower speed limit.

Gateway features are intended to trigger and guide changes in user behaviour in accord with the established context (e.g. increased pedestrian usage; slower traffic speeds, etc.).

Greenway: a linear open space; a corridor composed of natural vegetation. Greenways can be used to create connected networks of open space that include traditional parks and natural areas. A walkable, safe, green spaces to increase possibilities for people to meet and mature relationships beyond family, friends and colleagues.

Hardscape: elements added to a natural landscape, such as paving stones, gravel, walkways, irrigation systems, roads, retaining walls, sculpture, street amenities, fountains, and other mechanical features

Hard Surface: a treatment, as by paving, the surface of, as a road, to prevent muddiness

Home Zone : a residential areas in which street space is shared between pedestrians, cyclists and motorists; the traditional distinction between the carriageway and footways is removed and the street as a whole becomes an extension of the local community's living space; see Woonerf.

Intellectual Capital (IC): a factor of knowledge and skills of involved people (human capital); the practices, systems and evidence-base through which they engage, learn and act (structural capital); and the diverse relationships and networks of capabilities that attends each person (relational capital). The World Bank and other global organisations recognise investment in IC as a crucial factor for nations, states and communities. Recognising IC value expands resource capacity exponentially. See also, social capital.

Landscape Lighting: lighting that is designed to accompany and illuminate landscaping features.

Lighter, Quicker, Cheaper (LQC)⁸: affordable, human-scale, and near-term transformations of the built environment; citizen-led and place-focused projects of variable scope; opportunities to test concepts through shorter term, less engineered interventions as relatively lesser cost alterations to public space.

Living Street: a street designed primarily with the interests of pedestrians, children and non-vehicular users in mind as a social space where people can meet and children can play legally and safely; roads remain available for use by cyclists and motor vehicles, however their design aims to reduce both the speed and dominance of motorised transport. This is often achieved using the shared space approach, with greatly reduced demarcations between vehicle traffic and pedestrians. Vehicle parking may also be restricted to designated bays to optimise the use of space. The Living Street is a social space rather than a route for vehicles to get from point A to point B; see also, Woonerf.

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Local Street: intended to provide access to abutting properties only, see also: residential street. See also, FCS and alternatives, under “Arterial”.

Neighbourhood: an imprecisely defined area within which people live, work, learn, and play. Its edges may be well-defined or more loosely felt by residents. Although it is often defined by a radius equal to an easy walk, its size may vary, from an easily walkable district to a larger region. In some cases, neighbourhoods may overlap, especially where they are well-connected. See also, Twenty (20) Minute Neighbourhood⁹. Official Community Plans may designate official neighbourhood defined geographically rather than as a reflection of community as defined by residents.

Parklet: an example of place-making on public land to encourage socialisation, exercise, play and rest as aspects of community health; a parklet may be a non-permanent use of parking spaces to create a seating area; a green space to provide a pedestrian step-off area; or a fuller implementation of localised community gardening, seniors and children’s equipment, art, or some other visual amenity.¹⁰

People Priority Greenway (PPG): a secondary connector and local streets.

Pedestrian: a person on foot or in a self-propelled vehicle or one propelled by a person afoot such as wheelchair or other assistive device.

Pedestrian-Friendly, also, Walkability: a characteristic of the built environment that is pleasant and inviting for people to experience on foot; specifically offering sensory appeal, safety, street amenities such as plantings and furniture, suitable lighting, easy visual and physical access to buildings, and diverse activities.

Performance Indicator: a term that describes a characteristic of a system in order to measure progress towards a specific goal.

Performance Measure: a method used to assign a value to one or a sum of performance indicators. Performance indicators measure change over time, and the performance measure is a specific activity, change, or outcome that can be measured.

Place: a particular location or space that may be a destination, an area for social interaction, exercise, rest, etc. that is afforded at least an equal value to that of other uses of the shared space.

Place-making: an activity to create “place”, preserving or protecting a public space to achieve benefits in community health and safety; a living space, strengthening the connection between people and the places they share, paying attention to the physical, cultural and social identities that define a place; “place” may be used to designate a zone for such purposes. A key element in the CPTED (Crime Prevention through Environmental Design); 12 principles are included in the City of Victoria Official Community Plan¹¹.

Quality of life: a measure of the standard of living which considers non-financial factors such as health, functional status and social opportunities that are influenced by disease, injury, treatment or social and political policy

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Self-explaining Roads (SER)¹²: a concept in which the driver is encouraged to naturally adopt behaviour consistent with design and function of roads, each distinctive relative to purpose; the built environment effectively provides a "label" for the particular type of road to reduce need for separate traffic control devices such as additional traffic signs to regulate traffic behaviour; such an approach uses simplicity and consistency of design to reduce driver stress and driver error and is already used for the highest road classes (motorways).

Shared Roadway : a roadway upon which a bicycle lane is not designated and which may be legally used by bicycles regardless of whether such facility is specifically designated as a bikeway.

Shared Street: a common space to be shared by pedestrians, bicyclists, and low-speed motor vehicles. These are usually narrowed streets without curbs and sidewalks. Plantings, street furniture, and other obstacles are placed so as to discourage and inhibit through-traffic movements and encourage slow vehicular speed.

Shared Space: an urban design approach which seeks to minimise the segregation of pedestrians and vehicles. This is done by removing features such as curbs, road surface markings, traffic signs, and traffic lights

Social Capital: an aspect of Human or Cultural Capital through which interaction among people in groups; adoption or rejection of norms; inclusion and exclusion are factors to recognise and engage in community related work. See also, Intellectual Capital.

Speed Bump: a modular or permanent, abrupt traffic calming device typical of parking lots; 2-4” in height, short travel distance aimed to produce speeds of 2-10 mph; 2-jolt interventions not typically acceptable for emergency vehicles; utility improves with spaced, repeated placements.

Speed Cushion: a modular or permanent, elongated speed bump approximately 3” high with a 3.5’ travel distance, positioned to permit emergency vehicles to pass with wheels on either side of the cushion; the separated placement can reduce risk of water displacement. The overall efficacy of speed cushions relative to other traffic calming devices is a subject of some debate.

Speed Hump¹³: a generic term for a type of traffic calming that can take many forms: bump, cushion, table. ORW recommends against this term in favour of specifics to avoid confusion.

Speed Slots^{14,15}: a form of speed bump with slots positioned centrally to permit emergency vehicles to avoid the bump or cushion. Speed are reportedly less effective in slowing speeds than other installations and may increase risk of collision. ORW recommends against use of this term to avoid confusion with speed cushions and “slot-systems¹⁶” designed to eliminate traffic lights.

Speed Table: a term used to describe a very long and broad speed hump, or a flat-topped speed hump; may be combined with curb extensions where parking exists; raises the entire wheelbase of a vehicle to reduce its traffic speed; provides both a visual and physical characteristics to communicate requirement for change in driving behaviour. Speed tables are flat-topped, with a height of 3–3.5 inches and a length of 22 feet. Also known as “silent policemen”, speed tables can be used to designate the entrance and exit from a zone.

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Street Furniture: accessories and amenities placed for pedestrian convenience and use including elements such as benches or other seating, trash receptacles, drinking fountains, planters, kiosks, clocks, newspaper dispensers, art installations, exercise and playground equipment.

Streetscape: the visual character of a street as determined by elements such as structures, furnishings, greenery, driveways, open space, view, and other natural and man-made components

Sustainable: a term to describe methods, systems, or materials that will not deplete non-renewable resources or harm natural cycles; outcomes that can be sustained over time.

Step Off: an act of stepping aside or moving to another position or location; a place to step off.

Residential street: a non-arterial street that provides access to residential land uses, and connects to higher level traffic streets; also called residential access or local street.

Traffic Calming a range of measures commonly used on residential streets to reduce the impact of vehicular traffic on street users including residents, pedestrians and cyclists by slowing traffic to improve safety. May include the use of signage, different paving surfaces, roundabouts, speed bumps, perceived and actual narrowing of streets/roads. Visual cues include bringing buildings closer to streets, landscaping and street furniture. See also: speed bump, cushion, table.

Traffic Circle or Mini-circle¹⁷: a level or raised island in the centre of an intersection to calm traffic; can take the place of a signal or four-way stop sign; occasional larger vehicles going through an intersection with a traffic circle (e.g., a fire truck or moving van) can be accommodated by creating a mountable curb in the outer portion of the circle or they may make left-hand turns in front of the circle.

Traffic Circle also called a traffic roundabout, is a raised island located in the centre of an intersection. Traffic circles are usually installed in residential areas to help to reduce vehicle speeds and collisions at intersections.

Twenty (20) Minute Neighbourhood:¹⁸ an conceptual planning model originating in Portland to align the amenities and characteristics of neighbourhood within an approximately twenty minute radius on foot for community wellness, environmental responsibility, an sustainable infrastructure management. This concept should not be rigidly applied but can provide a lens through which shaping a neighbourhood can yield benefits.

Way-finding: a system of information tools to orient users of an area enabling navigation cued by visual, audible, and tactile elements such as artefacts, signs, graphic communications, spatial markets, streetscape elements, building design, and the street network.

Walkable Areas: the extent to which an area accommodates pedestrians; walkable areas are pedestrian friendly and encourage pedestrian travel.

Walkability: reflects overall walking conditions and usually takes into account the quality of pedestrian facilities, roadway conditions, land use patterns, community support, security and comfort for walking. The quality of pathways, building access ways and related facilities, the

Oaklands Rise Woonerf Pilot Glossary

existence of sidewalks and crosswalks, roadway conditions (road widths, traffic volumes and speeds), accessibility (the relative location of common destinations) and the quality of connections between them all affect walkability

Wide-surface Walkway: a surface with a width of eight to sixteen feet or more for mixed, primarily pedestrian and non-motorised vehicle use to accommodate social walking and activate benefits for community health and wellness. This is proposed as a local road classification.

Woonerf: streets featuring human-centred design principles and improved safety for pedestrians and cyclists; vehicles are guests and travel at the speed of pedestrians; a place to play, socialise and engage in the community on a street or square where human-centred design principles enable cars, pedestrians, cyclists, and other local users to coexist without traditional safety infrastructure to guide them. Also sometimes called a "shared street," a woonerf is generally free of traffic lights, stop signs, curbs, painted lines, and the like. Users have equal access to the road and vehicles proceed "at the pace of people" (about 6-12 km/h when people are on the road) as enforced by design including the use of public amenities such as plants, art, playground equipment, street furniture; curving roads, etc. as suited to context; see also: shared streets.

Terms to add/clarify:

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- ¹⁵ Berthod 2011. "Traffic Calming Speed Humps and Speed Cushions."
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**A Proposal to Convert the Brighton Avenue People Priority Greenway into a Shared
Street with a Comfort Zone Pedestrian Walkway**

January 15, 2019

Submitted by:

Brighton Avenue People Priority Greenway Project Group

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1. City of Victoria Greenways Plan

City Council adopted the City of Victoria Greenways Plan in August of 2003 following substantial community input and buy-in. The purpose of the plan is to establish a policy framework to guide the development of a Greenway system throughout the city. The 50-year vision is to provide a “superb, human scaled, people-friendly environment so that pedestrians, cyclists and other non-motorized users will be rewarded with a safe, enjoyable and engaging experience as they use the Greenways.”¹

The goal is a human-powered transportation network that provides a wide variety of benefits²:

- Economic. The presence of Greenways increasing the value of nearby properties.
- Environmental. Provision for alternative modes of transportation resulting in a reduction of motorized vehicles.
- Social/community. Common meeting areas to talk, rest and develop closer ties with neighbours.
- Connectivity. Attempts to provide connections to greenways and pedestrian and cycling trails in adjacent municipalities.
- Recreational. Cycling, walking, running, skateboarding and roller blading to name a few.³

The plan establishes three categories of Greenways, one being a People Priority Greenway (PPG). A PPG would be located on traffic-calmed secondary collector and local roads and designed for pedestrians, bicycles and other non-motorized rolling traffic and motor vehicles.

Upon adoption, the plan became part of the City’s regulatory framework. The implementation of the plan called for a staff position dedicated to developing long-term strategies and policies, as well as securing alternate resources to ensure the development of the plan. Neighbourhoods would play an important role in implementation with the City, as it formed partnerships with neighbourhood groups to develop Greenways.

2. Greenways Plan Implementation

Since its adoption in 2003 little has been done in the way of implementation other than several references in the OCP of 2012. This was due in part to the absence of dedicated resources and construction level guidelines and standards for Greenways. On December 13th Council passed a motion to include in the city’s strategic plan: “Review the Subdivision and Development Services Bylaw, the Greenways Plan and associated city policies and bylaws, to allow for alternate design treatments for shared streets on identified greenways.”

This motion was triggered in part by public reaction to planned construction on two designated PPGs – Kings Rd. in Oaklands and Brighton Ave in Gonzales. Two neighbourhood groups took issue with the proposed projects, both of which involved the installation of sidewalks on existing sidewalk-free blocks. It is unsurprising that opposition arose on these streets as many “low-volume residential streets, especially in older cities, may have narrow or nonexistent sidewalks ... and operate as *de*

¹ City of Victoria Greenways Plan, 2003. Pg. 2

² Ibid pg 3

³ Ibid. pg.4

facto shared spaces in which children play and people walk and cycle, sharing the street with drivers.”⁴ Although the alternatives suggested by the two groups are different, they both raise the issue of what is meant by a shared, people priority greenway under the City’s Greenways Plan.

3. The Shared Street of a PPG

Implicit in the description of the PPG is the intent for pedestrians, runners, non-motorized rolling users and those with assistive devices to share the street with motorized users travelling at a suitable speed. It’s impossible to imagine all of the possible Greenway recreational activities being carried out single file on a 1 ½ metre wide sidewalk while intermittently dodging the residential parking only sign posts; or to envision a child, rolling alone on a scooter because the parents restricted to the sidewalk; or a wheelchair user wanting to avoid the driveway dips being, instead, forced to endure the challenging navigation of the sidewalk. Our understanding of a PPG is that people, rolling or not, have priority on the shared street of a PPG.

In support of this understanding we can cite various sections of the Greenways Plan, the OCP and most recently Council’s motion referencing “alternate design treatments for shared streets on identified greenways” for inclusion in the City’s Strategic Plan. However, in support of a segregated street, with pedestrians restricted to conventional curbed sidewalks, others, including City staff, can also cite the Greenways Plan, the City’s Strategic Plan, alternative sections of the OCP as well as the Pedestrian Master Plan and Official Community Plans.

For example, the *Transportation Association of Canada’s (TAC) Geometric Design Guide for Canadian Roads* used by the City’s Transportation Department in implementing the Pedestrian Master Plan (PMP), makes a very clear distinction between the street, for the cars, and the “pedestrian realm”, segregated from the street. At the same time the TAC manual suggests “a shared roadway with parking on both sides on a local road presents a comfortable environment for users” with pedestrians being “accommodated on the new sidewalk”. The new sidewalk refers to the installation of two blocks of conventional curbed sidewalks on the Brighton Ave PPG between Davie and Clare St. “..as Brighton Ave. was highlighted in the 2008 PMP as a high priority area for the installation of a sidewalk to support the City’s goal of walking”⁵.

The same understanding underpinned the more recent proposal to install sidewalks on the remaining two blocks of the Brighton PPG between Clare and Richmond with similar references to the PMP, the Greenways Plan, and the City’s Strategic Plan and Official Community Plans in support of completing “...a Multi-Modal and Active Transportation Network.”⁶

Contributing to these contrasting interpretations of the “shared” street of a PPG is the wide variety of PPGs identified in the Greenways Plan. They include dual sidewalk roads such as Rockland and Simcoe, single sidewalk blocks such as on Brighton and side-walk free roads such as Kings Road, blocks of Brighton and a block of Maddison Avenue.

⁴ Global Designing Cities Initiative, Residential shared streets <https://globaldesigningcities.org/publication/global-street-design-guide/streets/shared-streets/residential-shared-streets/>

⁵ Correspondence from staff

⁶ Correspondence from staff

Our immediate concern is that the “segregated” interpretation of a shared street will continue the destruction of side-walk free designated PPGs until official shared PPG street-specific construction guidelines and standards are established. These extremely scarce roads, now being lost under the implementation of various plans, are the very roads that have the greatest potential to most fully realize the Greenways vision of a “superb, human scaled, people-friendly environment” with users “being rewarded with a safe, enjoyable and engaging experience”.

In an effort to ‘prime the pump’ in the development of these guidelines, we offer up the following view of a shared street followed by a site-specific alternative plan for the currently sidewalk-free PPG on Brighton Avenue from Clare to Richmond. We hope that this approach may support the work toward an alternative wide-surface walkway concept such as under development for the Oaklands Rise Woonerf Pilot. We also hope that the work on their initiative will support ours and that in the future these two projects will inform relevant projects such as PPGs, People Only Greenways, bicycle routes, etc.

4. Features of a Shared Street

According to the FHWA “The defining feature of a shared street is a shared zone where pedestrians, bicyclists, and motor vehicles can safely interact in the same space.”⁷ Similar to the Greenways Plan vision of a “a safe, enjoyable and engaging experience” the Global Designing Cities Initiative calls for designing “...streets to balance the needs of diverse users in order to shape an enticing environment that ensures access, safety, comfort, and enjoyment for everyone”.⁸ Within the context of a Greenways Plan PPG, in addition to cars, diverse users would include non-motorized rolling traffic (i.e. bicycles, strollers, scooters, skateboarders, rollerbladers, wheelchairs) along with walkers and runners.

The U.S. Department of Transportation Federal Highway Administration states that this mixing in the same space is accompanied by a design that:

- **Distinguishes it from conventional streets** through gateway treatments, traffic calming measures, detectable changes in surface texture and colour, and other design elements⁹
- **Encourages low motor vehicle speeds.** Low motor vehicle speeds increase pedestrian comfort and improve safety for all users by decreasing the likelihood and severity of crashes (Jurewicz, Sobhani, Woolley, Dutschke, & Corben 2016). Shared streets are generally designed to produce motor vehicle operating speeds between 5 and 15 mph.(8-24 KPH)
- **Encourages low motor vehicle volumes.** Low motor vehicle volumes combine with low motor vehicle speeds to increase pedestrian comfort and reduce the potential for crashes. In commercial areas, the low speed environment on a shared street often results in lower volumes of motor vehicles, because drivers tend to avoid the street and take alternative routes unless their destination is located on the shared street.

⁷ The Federal Highway Administration (FHWA)

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/accessible_shared_streets/ pg. 20

⁸ Global Designing Cities Initiative

⁹ FHWA pg 15

- **Lacks design elements that suggest motor vehicle priority and segregate modes.** Such elements include vertical curbs, signs, many pavement markings, traffic controls and other conventional street elements.
 - **Includes design elements that suggest pedestrian priority and the function of the street as a place for social, economic, and cultural exchange.** Such elements include gathering areas, seating and site furnishings, lighting, art, and special plantings.¹⁰

Design guidelines from the Global Designing Cities Initiative include:

- By removing the formal distinctions between spaces dedicated to pedestrians, cyclists, and motorized vehicles, the street is shared by everyone, with each user becoming increasingly aware and respectful of the others
- While designs vary based on local context and culture, curbs are removed and the materials and space allocation indicate that vehicles are guests.
- Shared streets provide pedestrians the right-of way.

Design guidelines from the National Association of City Transportation Officials (NACTO) include:

- “Conversions” from separated to shared streets “...necessitate a conscious redesign rather than the addition of regulatory signage only”
- In some cases a modified YIELD TO PEDESTRIANS sign may be added to reinforce the conversion in early stages. Shared streets should generally be designed to operate intuitively as shared spaces without the need for signage. Signage serves to educate the public in the early stages of a conversion.¹¹

And, last but not least, an important design guideline from a local Canadian source -- Oaklands Rise Woonerf Pilot Glossary (pg. 16)

- **Lighter, Quicker, Cheaper (LQC)** : affordable, human-scale, and near-term transformations of the built environment; citizen-led and place-focused projects of variable scope; opportunities to test concepts through shorter term, less engineered interventions as relatively lesser cost alterations to public space. For example, some initial boulevard plantings through donations and maintained by volunteers followed by cement planting beds, or localised street art elements followed by civic program street art to augment community selections.

¹⁰ FHWA pg. 2

¹¹ <https://nacto.org/publication/urban-street-design-guide/streets/residential-shared-street/>

5. Background of the Brighton Ave. People Priority Greenway

The Brighton Ave. PPG runs from Richmond Ave 6 blocks and dead-ends east of Redfern. (Fig. 1)

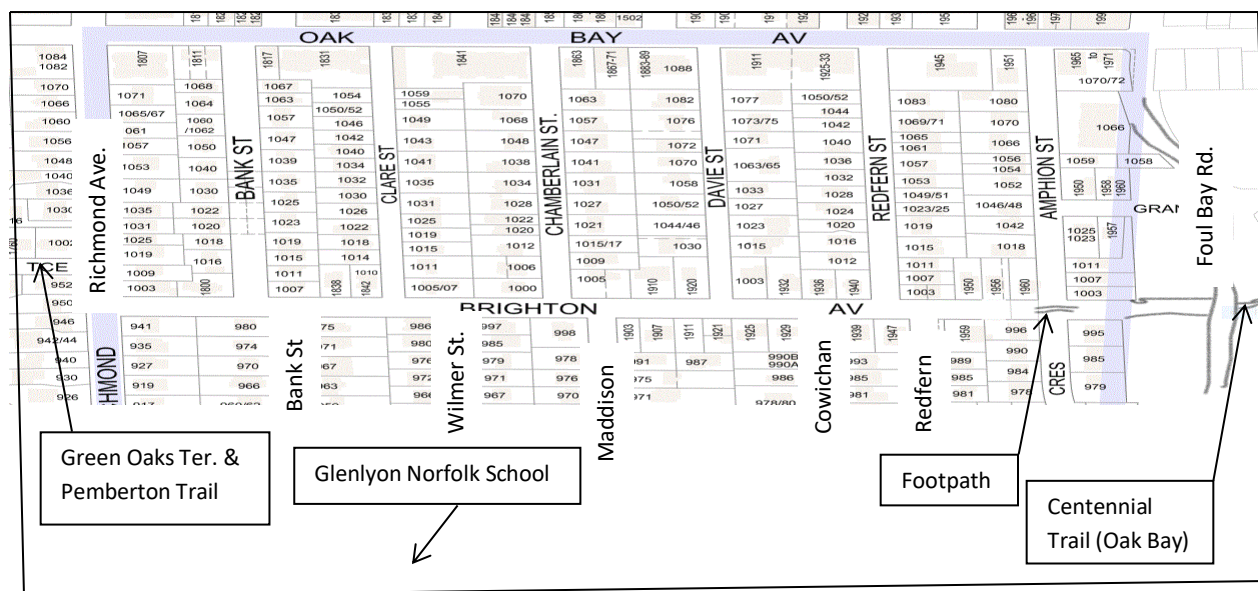


Fig.1 Brighton Ave. PPG

Here it transitions into a foot path through a Gary Oak Meadow (Fig. 2) onto a final block of Brighton to Foul Bay Road. From here it continues east to the Centennial Trail (Fig. 3) in Oak Bay which continues down to Windsor Park and the ocean.



Fig 2: Footpath through Gary Oak Meadow



Fig. 3 Entrance to Centennial Trail @ Foul Bay

At Richmond it continues west as the Pemberton Trail, an urban trail running through historic Rockland, linking south Oak Bay with downtown Victoria and formally adopted as part of the Greenways Plan in November '04 or '05. As is evident in Fig.1, the Brighton PPG serves the Greenways Plan's "connectivity" function by connecting greenways to greenways and pedestrian and cycling trails in adjacent municipalities and neighbourhoods.

Until last year the Brighton Avenue PPG had four sidewalk-free blocks. Despite some residents' objections, two blocks of conventional sidewalk, curb and gutter were installed on the north side between Davie and Clare. We asked Council for a hiatus on the remaining two blocks to allow us time

to develop an alternative design and have been back and forth with Transportation Department staff since June.

We have since offered, and have been asked, to submit for Council's review:

- research of other jurisdictions to formulate succinct guidelines along with supportive design elements and standards.
- provide a visual and photographic 'vocabulary' primarily using elements from within Victoria to illustrate their adaptation to Brighton.
- with feedback from staff, produce a site-specific draft scenario for their consideration and further community input.
- an end result of a pilot plan, appended to the Greenways Plan, for the 2 blocks of Brighton from Richmond to Clare.

A famous urbanologist, possibly Jane Jacobs, wrote that a great city is characterized by 3 qualities -- diversity, density and delight. The freedom to comfortably dog walk, jog, roller blade, walk and talk two or three abreast, skate board and so on, *on* the street has delighted the users of what is locally known as the Brighton Ave walk for decades. This now partially sidewalk free and "de facto shared space" provides a walkable community feeling in the area and attracts users from several nearby neighbourhoods who frequent the Brighton PPG as a destination of choice.

Even more so prior to the recent sidewalk installation from Clare to Davie, Brighton has an accessible, safe, beautiful "pedestrian first" neighbourhood ambiance that preserved a unique, almost rural, walkability. Indeed, upon completion of the sidewalk installation one of the construction workers commented, with understandable pride, to a smiling but disappointed neighbour, "Yep, what you had here before was nothing but a country lane. Now you're part of the city".

Must it be inevitable that neighbourhoods be turned into city transportation corridors to get people out of the way so cars can get somewhere else? It is not. As the City densifies, protecting such a zone as Brighton builds a legacy for the future. Let's not lose the incredible opportunity that it represents, starting with the immediate two blocks, to be developed into a six-block long community asset that will delight users for the years to come.

6. Design Considerations

The draft designs to date, by both City staff and the project group, produced the same outcome — a separated hard surface pedestrian walkway. However, neither was sufficiently informed by the three high-level design considerations of the Greenways Plan and the shared street sections of resources such as the National Association of City Transportation Officials (NATCO), CROW (2009) Road Safety Manual (CROW), U.S. Department of Transportation's Federal Highway Administration (FHWA) publications and the Global Designing Cities Initiative:

Systems perspective The Greenways is first and foremost a system requiring a systems perspective for the design of any section. The design of the two blocks from Clare to Richmond needs to be considered within this larger system. The appropriate larger system frame is the six block section of the Brighton PPG from the west side of Richmond to Amphion

where it continues as a pedestrian/bicycle path. It's this six block frame that makes clear the immediately relevant system dynamics in operation and the myriad ways in which the various design elements could fit together in an overall design to best meet the needs of all users.

Speed Another key consideration is that "...low motor vehicle speeds and volumes are essential in the shared street environment".¹² Without this feature, it is impossible to reward users with a safe, enjoyable and engaging experience as they use the Greenways. As drivers tend to avoid a low speed street and take alternative routes, unless their destination is located on or just off the shared road, the initial consideration of any design treatment must be its contribution to producing low motor vehicle operating speed. "Designers should strive to make the requisite behaviours of this speed for drivers implicit through the design of the street itself... so that over time, the street is shared by everyone, with each user becoming increasingly aware and respectful of the others"¹³.

Conversion to a shared street Inherent in the process of conversion to a shared road is implementation in stages over time. Experimentation, impact of limited resources, temporary design treatments, learning by designers and, in particular, education of and learning by drivers are all part of this conversion process. There will likely be an initial learning curve for many drivers using a shared street for the first time but, as with all driving-related knowledge, they will rapidly become comfortable with subsequent use. The number of first-time users will rapidly diminish and the regular users will quickly learn the requisite driver behaviours of a shared street (i.e. being a guest, not having priority, etc.). Ideally, those drivers wanting to use the road to transit quickly will soon learn to use the through-traffic routes of Oak Bay Avenue to the north or Quamichan to the south. And as driver awareness results in a corresponding decrease in speed and volume on the shared street, many of the pedestrians who initially restricted themselves to the comfort zone walkway will learn to feel comfortable on and enjoy the PPG.

7. PPG Design Components, Guidelines and Application to Brighton Ave.

Just as none of the draft designs produced to date were adequately informed by the three high level design considerations (above), they were also insufficiently informed by the six design components (i-vi) and accompanying guidelines (below) noted in the same publications.

Guidelines include both direct footnoted citations from relevant sources and those, un-footnoted, which are implicit and/or logically follow from these publications.

The following application to the Brighton PPG of these shared street design components and guidelines form the basis of our site specific draft scenario for staff's consideration and further community input. A few requested actions are included.

¹²FHWA pg, 17

¹³FHWA

i) Context The design of shared streets should respond to the context in which they are situated. This includes where the shared street is located, adjacent land uses, the characteristics of nearby and intersecting conventional streets, available right-of-way and other factors will influence how the shared street is designed.¹⁴

Design Guidelines & Application to the Brighton PPG

Establish current PPG project area and relevant systems frame

- The immediate project area runs from the west side of Richmond at the planned new X-walk and along Brighton to the NE corner of Clare St. The relevant systems frame extends down Brighton from the west side of Richmond to the pathway near Amphion. (Fig. 4)

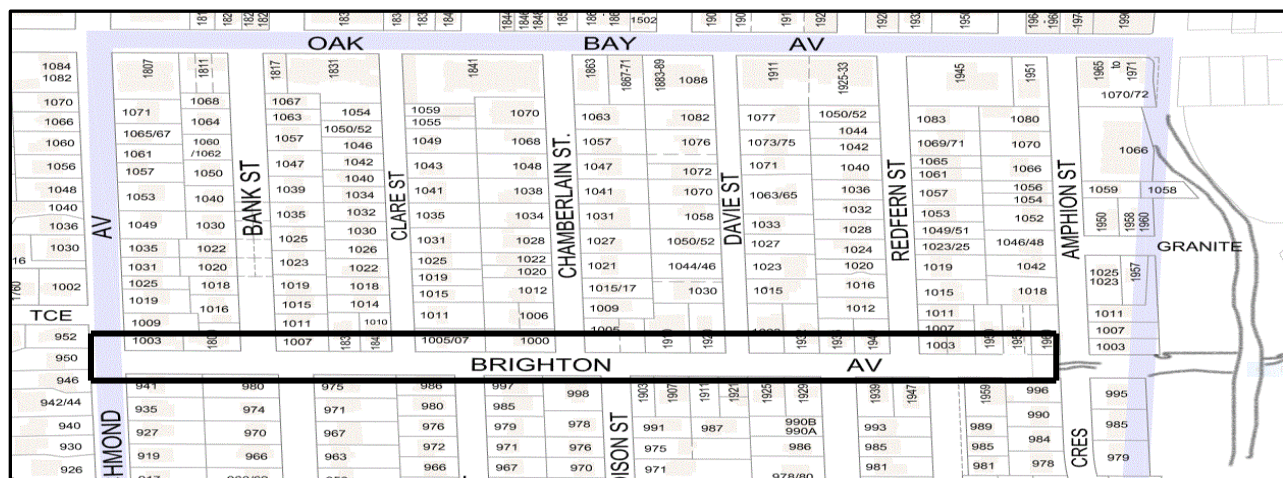


Fig. 4 Systems frame of six blocks

Document characteristics of intersecting conventional streets

- All intersecting conventional streets have stop signs and therefore an entry speed onto the Brighton PPG of 1 KPH. If the Gateway at Richmond is appropriately treated than all motorized traffic will enter the Brighton PPG at well under the anticipated minimum of 8 KPH on a shared street.
- Intersecting streets vary in width with Chamberlain the narrowest. Clare and Bank St carry most of the of Glenlyon Norfolk School (GNS) traffic. Clare St. is, to date, Victoria's only officially signed shared street, although no changes have been made to the allocation of the right of way to give this effect. (Fig. 5)

¹⁴ FHWA pg. 15



Fig. 5 Shared Road sign on Clare at Brighton

Document traffic volume, speed and patterns

- A Feb 13 to 20th 2018 traffic study between Richmond and Clare showed that the 85th percentile speed was 33.1 km/h (i.e. 85% of drivers at or below 33.1 KPH) with a legal speed limit of 50 KPH. Total number of vehicles recorded in both directions over the seven-day period was 6502.
- **Requested action:** Conduct a traffic study at the east end between Cowichan and Davie, and mid-PPG (eg. between Wilmer and Maddison) to help document patterns (e.g. confirm/disconfirm informal observations that much through-traffic enters the PPG from Cowichan and continues through to Richmond vs south Redfern traffic which mainly continues up Redfern to Oak Bay Ave.) This will help establish a baseline of traffic volume, speed and patterns for comparison, as design elements are installed re: past and potential future effectiveness

Within the overall PPG area, determine the most effective treatments to reduce speed and volume, over time, as a shared street

- In light of the systems nature of the Brighton PPG, optimize whatever is done in the immediate two block project area with design treatments *outside* in the larger six block area.

Assess impact of nearby development

An increased use of the Brighton Ave. PPG is anticipated:

- The growing densification of the planned Oak Bay Ave Large Urban Village (LUV) 1 block north
- Spillover from the planned bike lane for Oak Bay Ave. (e.g. the potential of an All Ages and Abilities (AAA) Cycling Masterplan route on Brighton between Chamberlain and Davie, the OCP calls for giving consideration to bicycle boulevard treatments in People Priority Greenways and People Only Greenways”(7.19)
- The possibility of Richmond Ave designated as a north-south connector to Oak Bay Ave and north under the Cycling Masterplan with many east bound cyclists electing to use Brighton rather than Oak Bay.
- Victorians discover and appreciate alternatives to North America’s car-centric transportation system (e.g. Pemberton Trail, Greenways PPGs, Centennial Trail)

Inventory technical infrastructure (e.g. utility poles, curbs, driveways, available right of way, surface and buried infrastructure) for consideration in best placement of design components, elements,

and/or treatments

NOTE: Outstanding

Inventory natural and resident installed assets (e.g. shrubs, trees, rockery, grassed areas, gardens, fences etc.) for consideration in best placement of design components, elements, and/or treatments

South side of Brighton boulevard.

Adjacent to 941 Richmond: 2 Mahonia (aka Oregon grape) bushes

Adjacent to 975 Bank St: 2 chestnut trees

Adjacent to 980 Bank St. 1 flowering Japanese plum

Adjacent to 986 Wilmer St

North side of Brighton

Adjacent to 1003 Richmond: 1 flowering Japanese cherry, 1 Flowering Japanese plum

Adjacent to 1800 Bank: 1 Japanese maple, elevated rock garden, row of coniferous bushes

Adjacent to 1007 Bank: 3 mature trees

Adjacent to 1842 Clare: extension of fenced yard enclosure

Survey topography and assess anticipated drainage requirements

- North side Brighton adjacent to 1800 Brighton boulevard height rises.
- Install bioswale in wet area near driveway for 986 Wilmer St. (Fig.6) Bioswale serves as an east buffer/barrier of on-street parking spot. (Fig. 7)

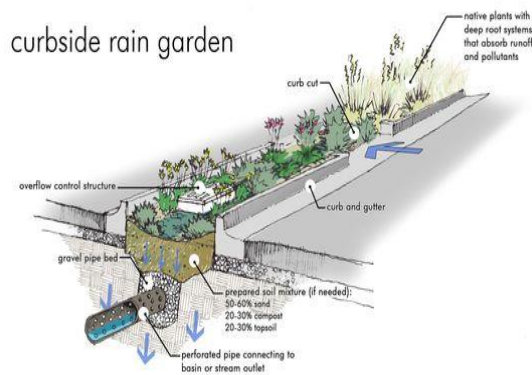


Fig. 6 Bioswale illustration

Fig. 7 Illustration of parking spot ended by a bioswale

Assess characteristics of nearby streets

- Richmond speed limit of 40 KPH and possibility of becoming official north south connector in bike lane master plan. Oak Bay bike lane implications
- The nearby through (i.e. Richmond to Foul Bay) streets of Oak Bay Ave. (1 block north) and Quamichan (1 block south) could accommodate any through-traffic from Brighton

ii) Gateway A gateway is “..a physical or geometric landmark that delineates a change in community context or street topography or serves as a *de facto* entrance to a greenway..., alerting users to the change in character and behavioural expectations.”¹⁵ A “...gateway signals to pedestrians, cyclists and motor vehicle drivers that they [are] entering an environment where pedestrians [have] greater priority and could be expected at any point in the shared zone”.¹⁶

Design Guidelines & Application to the Brighton PPG @ Richmond

Gateway treatments should slow motor vehicle traffic through changes in surfacing, raised crossings and vertical elements that physically narrow the space as well as the field of vision for drivers, etc.¹⁷

A gateway clearly indicates that beyond it lies an area with a different character and a lower speed limit with design elements that signify entrance to a distinct area (glossary pg 2)

Traffic count between Richmond and Bank suggests that of the 10 entrances to the PPG it is the most used and so provides the opportunity to reduce the speed of the most cars through a multi-element and significant gateway treatment including:

- Install a narrowed driveway entrance onto Brighton (Fig. 8)



Fig. 8. Driveway entrance off Fairfield Rd. onto Lilian and Wildwood

- Insert rock triangle just beyond east edge of driveway (Fig. 9)

¹⁵ “Pedestrian Safety Guide and Countermeasure Selection System CROW and Ede, 2009. Road Safety Manual..”).

¹⁶ FHWA pg 15

¹⁷ FHWA pg 26



Fig. 9 Rock insert on Jutland Rd. PPG

- Pedestrian entrances onto PPG from Richmond sidewalk, north and south, indicated by painted sign on street (e.g PEDESTRIAN PRIORITY SHARED STREET)
- As much as possible, obscure entrance to and first part of comfort zone walkway (pg from motorists to reinforce their entry into a “distinct area” (i.e. “Hhhmm..., no sidewalk, I should expect pedestrians on roadway”))
- Relocate 2 existing shrubs to north side of utility pole #1 and continue a vegetation screen down to beginning of parking stalls (Fig. 10)



Fig. 10 Mahonia bushes (a.k.a.) Oregon grape to be relocated

- Introduce rear entry diagonal parking stalls as close to the gateway as possible to supplement gateway impact.
- Install 1-2 benches on both sides of Brighton as close as possible to the gateway (See Fig. 11)
- Install smallish concrete planter on North side to help narrow driveway entrance (see Fig. 12)



Fig. 11 Benches on Rockland PPG between Ave. Quadra and Vancouver



Fig. 12 Planter on Amphion near Oak Bay

- Consider temporary and/or permanent use of signs at gateway entrance (Fig. 13)
- Take advantage of elevation and entering car drivers being able to see (obstructed) PPG shared zone (e.g. install table top entry to supplement slowing impact of driveway) (fig. 14)



Fig.13 Sign options (FHWA pg. 32)



Fig. 14 Photo of table top

iii) **On Street Parking:** If motor vehicle parking is provided on a shared street, its location and design needs to be carefully considered¹⁸

Design Guidelines & Application to the Brighton PPG

On-street parking may be used to help define the shared zone as distinct from the comfort zone.¹⁹

- Install 2-4 rear entry angled parking spaces as close as possible to the gateway on the south side. (Fig 15) To provide traffic calming in the absence of any parked cars, physically delineate outside edge of the 1st and last space by low planters, bike lock ups, etc.. Install vertical element on the north end of 1st space, closest to driveway ramp, to help physically narrow the space as well as the field of vision for drivers entering the street. (Fig 16 illustrates pressed metal dog. Vertical element could be similar construction but of a pedestrian



Fig.15 Diagonal parking stall on Broughton **Fig. 16** Potential parking stall delineators

- Install 1-2 additional defined rear entry angled parking spaces on north side closer to Bank St. The 2 parking areas would allow for a mild chicane effect as cars enter of Richmond
- Face the cut outs into the bank with rock (Fig.17)

¹⁸ FHWA pg 17

¹⁹ FHWA pg 21.



Fig. 17 Rock facing on Foul Bay Rd. @ Brighton

iv) PPG Shared Zone: In concert with defined gateway treatments ...shared zones should reinforce the shared nature of the street by being visually distinct”²⁰ It’s a PPG shared zone that provides the opportunity to realize the “social/community benefits” cited in the Greenways Plan. These include common meeting areas to talk, rest and develop closer ties with neighbours; encouragement to be involved in maintenance of their local section; and, greater neighbor co-operation and sense of community²¹.

Design Guidelines & Application to the Brighton PPG

Visually and physically narrow the street to slow traffic speeds.

- Similar to Leighton at Davie (Fig. 18), Install pinchpoint at S/W corner of Wilmer and Brighton using existing curb material. (see Fig 19) Opposite hydrant so no loss of parking space on other side



Fig. 18 Pinch point on Leighton @ Davie



Fig. 19 Potential pinch point on Brighton @ Wilmer

- Initial boulevard plantings, for above and below pinch points, could be “infrastructure light” through donations and maintained by volunteers.
- Install pinchpoints in front of 1907 Brighton (between Maddison and Cowichan) (Fig 20) and in front of 1932 Brighton (between Davie and Redfern). (Fig. 21). Both opposite driveways

²⁰ FHWA pg, 21

²¹ City of Victoria Greenways Plan pg.



Fig. 20 1907 Brighton



Fig. 21 1932 Brighton

- **Requested Action:** Although these treatments are not within the project zone budget of Clare to Richmond, consider allocating 3-5% of that budget to incorporate them into the project. They have potential to significantly reduce the speed of east-end entry (e.g. Redfern and/or Cowichan) through-traffic to the PPG project zone beginning at Clare. This reduced speed enhances the potential impact of the various PPG shared zone design treatments.
- The initial pinch point should be at Wilmer. Its cost would be relatively low through the use of existing curb material. Its impact would be high as it would reinforce traffic calming at the designated pedestrian X-ing from the comfort zone walkway to the north side sidewalk.

Over time and as resources permit, install design treatments and elements that convert the Brighton PPG shared zone, to the greatest degree possible, into a Childstreet, Home Zone, Living Street, and/or Self-explaining Road.

- Street furniture (Fig 22)



Fig. 22 Street furniture chairs in front of 632

- Install small sitting bench on north side of large rock adjacent to backyard of 975 Bank and/or use as play area for children (see Fig 23)



Fig. 23 Rock for potential sitting bench and play area

v) Intersecting Conventional Streets The offset nature of intersecting streets forces all cars to travel east west on the PPG even if for a short time.

Design Guidelines & Application to the Brighton PPG

Take advantage of and reinforce the extremely low entry speed onto the PPG.

- Install small, temporary signs on stop signs at all intersections alerting drivers to the PPG and the requirement to yield to people on the shared street (Fig 24)



Fig. 24 Temporary sign on stop sign pole @ Brighton

- Install permanent curb extensions at busy intersections (e.g. southbound and northbound traffic on Clare and Bank to and from GNS (Fig 25)

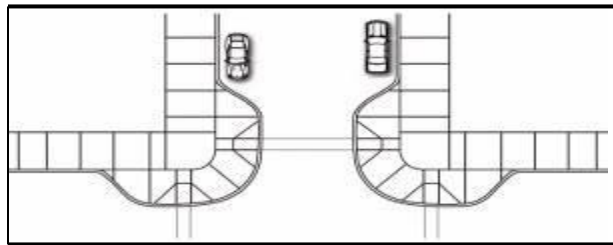


Fig. 25 Curb extension illustration

- Consider insertion of rock insert at Redfern (south side) entrance or Cowichan if warranted by traffic count. (Fig. 26)



Fig. 26 Rock insert on Jutland Rd. PPG

vi) Pedestrian Comfort Zone Irrespective of traffic calming and significantly reduced motorized traffic speed and volume, not all pedestrians will feel comfortable on a shared street. A pedestrian comfort zone, parallel to but well buffered and distanced from the shared street, provides a pedestrian only walkway for these users.

NOTE: Although the primary focus of the current project is a separated walkway, the application of comfort zone guidelines to Brighton was left to last to help ensure that its location and design would be driven by the larger context of the Greenways Plan’s shared street PPG and Council’s recent strategic plan motion regarding alternate design treatments for shared streets on identified greenways.

In addition to specific comfort zone guidelines (below), walkway location should primarily be determined by evaluation of topography, technical assets, and natural and resident and/or city installed assets in Context (above 7-i)

- Install a pedestrian comfort zone walkway on the south side of Brighton:
 - Minimizes permanent removal and/or relocation of natural and resident or city installed assets
 - Maximizes use of utility poles, existing vegetation and on street parking to buffer users from motorized traffic
 - Maximizes width of buffer zone
 - Minimizes loss of actively used driveway space



Fig 27 (FHWA Pg 22)

Pedestrian comfort zones should be continuous, clearly defined, straight, direct and without barriers
22

Note: In keeping with comfort zone design guidelines, an attempt was made to keep it as straight and as distanced and buffered from the shared street as possible. Allowances that were made for trees and topography may be determined as unnecessary by professional arborists, engineers, planners, etc.

Link comfort zones directly with designated crossings which should be located at the entry/exit points of the shared street²³ (Fig. 27)

- Begin comfort zone walkway zone at existing sidewalk termination on south side of Richmond at Brighton and aligned with new X-walk to provide straight and direct access for east bound users from west side of Richmond
- Provide continuous 1.5 metre walkway from Richmond
- Clearly define for users with painted sign on walkway entrance and/or sign at its entry point
- Continue walkway to existing speed bump just east of Clare and use speed bump as designated crossing to north side sidewalk. (Fig 28)

²² FHWA pg 22

²³ FHWA pg.24

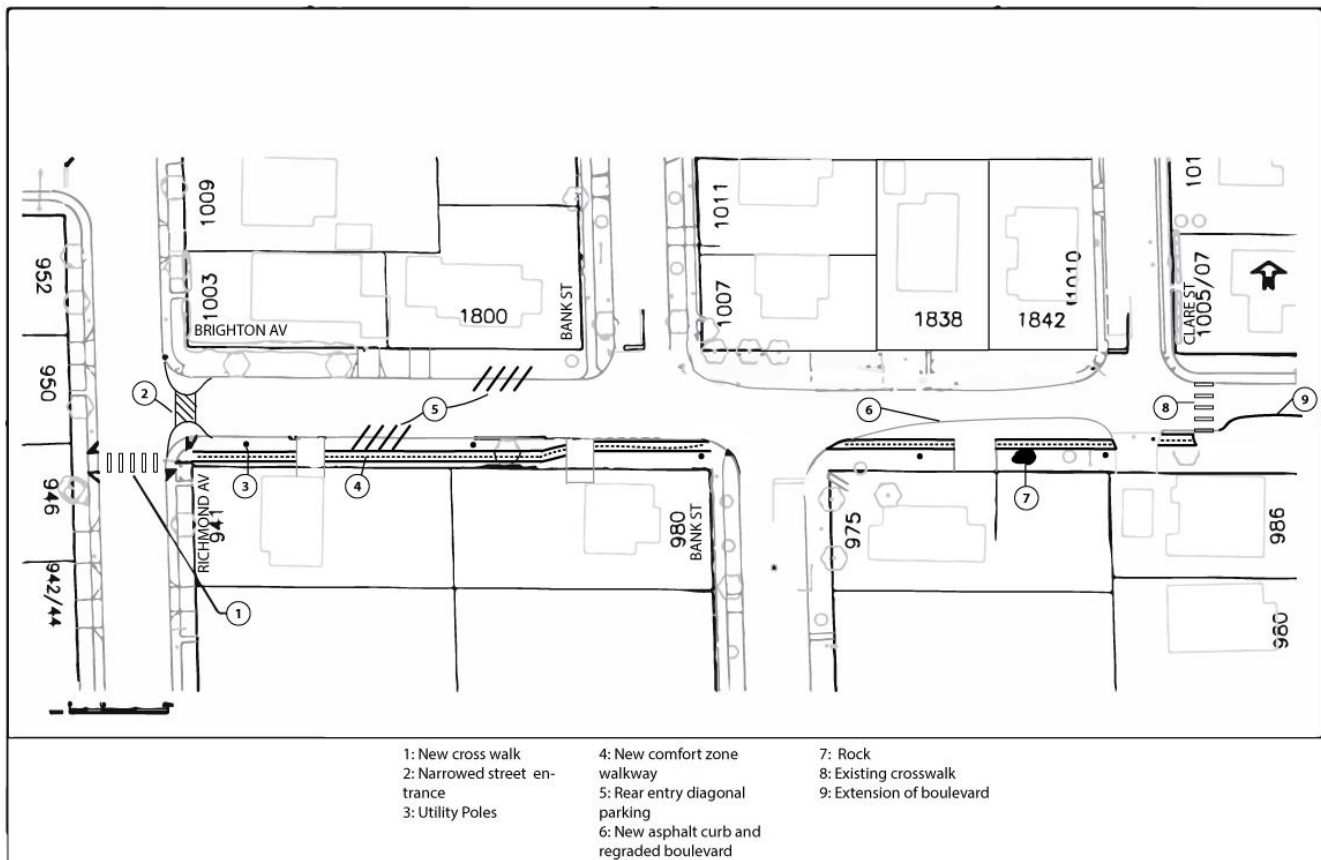


Fig 28 Pedestrian comfort zone walkway parallel to Brighton Ave. Shared Street PPG*

*Note: Not quite to scale

1. X- walk provides straight and direct access to entrance of comfort zone walkway
2. Gateway. Narrowed driveway entrance and possible table top
- 3 Relocate 2 bushes to north side of first utility pole to supplements gateway entrance treatment. Preserve existing plant/vegetation on north side on utility pole (see Fig. 10)
- 4 Position 1.5 metre (standard sidewalk width) walkway as close to fence (property line) as possible past parking stalls and the one tree to accommodate parking stalls and reinforce the gateway's signal that beyond it lies an area with a different character and a lower speed limit (i.e. initial absence of noticeable pedestrian walkway by drivers)
- 5 Install 2-4 rear entry parking stalls to allow better visibility when exiting. Front edge intrudes into road approximately 2 - 2.5 metres and rear edge butts up against walkway. Consider facing any parking stall or walkway "cut outs" from earth with rock. (See Fig. 17) To provide traffic calming in the absence of any parked cars, physically define outside edge of the 1st and last space by low planters, bike lock ups, etc. Install vertical element on the north end of 1st space (see Fig. 16), closest to driveway ramp, to help physically narrow the space as well as the field of vision for drivers entering the street

Install 2-3 parking stalls further down on north side closer to Bank with similar physical delineation of outside edges. The combination of north and south side stalls will produce mild chicane effect close to the gateway. Diagonal parking could also be considered for the north side of Brighton between Bank and Clare

Road width at this point is 9.14 metres as per City of Victoria Drawing: Title: Proposed Alternate Concept
Project: Brighton Avenue Date: 2018-10-11

6 New asphalt curb and regraded boulevard. Road width at this point is 7.5 metres as per City of Victoria Drawing: Title: Proposed Alternate Concept Project: Brighton Avenue Date: 2018-10-11

7 Install small sitting bench on north side of rock and/or play area for children. (see Fig. 23)

8 Extend walkway a very short distance on east side of driveway to connect with speed bump. Not currently an existing X-walk but could use existing speed bump as “official” x-walk to north side sidewalk. This section of the walkway would be “protected” from east bound traffic by the new asphalt curb (see 6) and cars angling north to pass through the single lane pinch point. Accordingly, this short section could be constructed of asphalt on top of the existing asphalt to the speed bump. .

9 Extend corner garden out as a pinch point narrowing roadway to 14.5 feet (as on Leighton Ave.) See (Fig. 18 and Fig 19)

8. Next Steps

In sections 1- 7 we have, as requested:

- researched other jurisdictions and formulated succinct guidelines along with supportive design elements and standards.
- provided a visual and photographic ‘vocabulary’ primarily using elements from within Victoria to illustrate their adaptation to Brighton.
- provided a site-specific draft scenario for staff consideration and further community input.

The next steps are to meet and receive feedback from staff and then, for us or them, to render a second draft that could go out for further community input.

We have made clear the decision required by Council and staff before any further community input. Will the two block Brighton Ave. project continue as it was initially presented (i.e. a “sidewalk upgrade”) or, as we have proposed, the start of the formal conversion of the 6 blocks of the Brighton Ave. PPG into a shared street with the initial project being a south side pedestrian comfort zone walkway Richmond to Clare?

If it is the latter, the shared street literature makes it clear that the foundation of a successful conversion ensures traffic speed and volume support a shared zone where pedestrians, bicyclists, and

motor vehicles can safely interact in the same space. On Brighton the foundation for this outcome is an official reduction of the speed limit to 15 KPH and notice to motorists that pedestrians and non-motorized rolling traffic have priority and cars must yield to them. This directive would be in keeping with Council's motion regarding a review of the Greenways Plan and associated city policies and bylaws to allow for alternate design treatments for shared streets on identified greenways and can be reinforced and supplemented with a variety of traffic calming measures.

Without this bylaw foundation the Brighton Ave. PPG will end up like Victoria's only officially signed shared street to date – Clare St. (see Fig 5 pg. 11). As no Council directed changes were made regarding speed and right of way, the above-mentioned "shared zone" of safe interaction never materialized, despite a variety of formal and informal traffic calming treatments. It is a shared road in name only with pedestrians choosing to restrict themselves to the sidewalk because of the speed of the cars. The FHWA cites a similar case where motor vehicle speed was not sufficiently reduced and so pedestrians avoided the shared zone.²⁴ We need to learn from this one block experiment on Clare and not make the same mistake on the six blocks of the Brighton Ave. PPG.

8. Glossary²⁵

Bump-Out: a curb extension used to narrow the street and widen sidewalk areas at intersections, often in place of on-street parking, thereby narrowing the pedestrian crossing distance over a right-of-way.

Chicane: a horizontal diversion of traffic that can be gentle or more restrictive depending on the design; alternating, off-set mid-block curb extensions or islands that narrow the roadway and require vehicles to follow a curving, S-shaped path to slow speeds and increase safety; a serpentine curve in a road, added by design rather than dictated by geography, and implemented using plantings, benches, parking and other amenities; may involve "choker" and other design choices to achieve the desired effect.

Childstreet2: a perspective on urban public space in which roads in residential areas used for recreation and playing as well as local mobility needs. In principle, children (worldwide) have lost freedom of movement outdoors, caused to a large extent by the increase in motorized traffic. The ability of children to move around freely is of critical importance for physical and mental health development, an issue to which a future-oriented society attaches great importance and so places emphatic conditions on the layout of urban public spaces and on traffic in particular; an integrated approach is advocated, aimed at design, education and enforcement.

Comfort Zone: a psychological state in which things feel familiar to a person and they are at ease and in control of their environment, experiencing low levels of anxiety and stress.

²⁴ FHWA pg 17

²⁵ Selected terms from the Oaklands Rise Woonerf Pilot Glossary

Gateway: a physical or geometric landmark that delineates a change in community context or street topography or serves as a de facto entrance to a greenway or woonerf, alerting users to the change in character and behavioural expectations; signals a change in environment from a higher speed arterial or collector road to a lower speed residential or commercial district; clearly indicates that beyond it lies an area with a different character and a lower speed limit⁷.

Gateway Features or Treatment: design elements that signify entrance to/egress from a distinct area, usually a place where a new character or sense of identity should be acknowledged; such a gateway can be achieved through details of the built form, through landscaping, or signage; a gateway clearly indicates that beyond it lies an area with a different character and a lower speed limit. Gateway features are intended to trigger and guide changes in user behaviour in accord with the established context (e.g. increased pedestrian usage; slower traffic speeds, etc.).

Home Zone : a residential areas in which street space is shared between pedestrians, cyclists and motorists; the traditional distinction between the carriageway and footways is removed and the street as a whole becomes an extension of the local community's living space; see Woonerf.

Lighter, Quicker, Cheaper (LQC) : affordable, human-scale, a 8 nd near-term transformations of the built environment; citizen-led and place-focused projects of variable scope; opportunities to test concepts through shorter term, less engineered interventions as relatively lesser cost alterations to public space.

Living Street: a street designed primarily with the interests of pedestrians, children and nonvehicular users in mind as a social space where people can meet and children can play legally and safely; roads remain available for use by cyclists and motor vehicles, however their design aims to reduce both the speed and dominance of motorised transport. This is often achieved using the shared space approach, with greatly reduced demarcations between vehicle traffic and pedestrians. Vehicle parking may also be restricted to designated bays to optimise the use of space. The Living Street is a social space rather than a route for vehicles to get from point A to point B; see also, Woonerf.

Place-making: an activity to create “place”, preserving or protecting a public space to achieve benefits in community health and safety; a living space, strengthening the connection between people and the places they share, paying attention to the physical, cultural and social identities that define a place; “place” my be used to designate a zone for such purposes. A key element in the CPTED (Crime Prevention through Environmental Design); 12 principles are including in the City of Victoria Official Community Plan¹¹

Self-explaining Roads (SER) : a concept in which t 12 he driver is encouraged to naturally adopt behaviour consistent with design and function of roads, each distinctive relative to purpose; the built environment effectively provides a "label" for the particular type of road to reduce need for separate traffic control devices such as additional traffic signs to regulate traffic behaviour; such an approach uses simplicity and consistency of design to reduce driver stress and driver error and is already used for the highest road classes (motorways).

Shared Roadway : a roadway upon which a bicycle lane is not designated and which may be legally used by bicycles regardless of whether such facility is specifically designated as a bikeway

Shared Street: a common space to be shared by pedestrians, bicyclists, and low-speed motor vehicles. These are usually narrowed streets without curbs and sidewalks. Plantings, street furniture, and other obstacles are placed so as to discourage and inhibit through-traffic movements and encourage slow vehicular speed.

Shared Space: an urban design approach which seeks to minimise the segregation of pedestrians and vehicles. This is done by removing features such as curbs, road surface markings, traffic signs, and traffic lights

Speed Table: a term used to describe a very long and broad speed hump, or a flat-topped speed hump; may be combined with curb extensions where parking exists; raises the entire wheelbase of a vehicle to reduce its traffic speed; provides both a visual and physical characteristics to communicate requirement for change in driving behaviour. Speed tables are flat-topped, with a height of 3–3.5 inches and a length of 22 feet. Also known as “silent policemen”, speed tables can be used to designate the entrance and exit from a zone

Street Furniture: accessories and amenities placed for pedestrian convenience and use including elements such as benches or other seating, trash receptacles, drinking fountains, planters, kiosks, clocks, newspaper dispensers, art installations, exercise and playground equipment.

Traffic Calming a range of measures commonly used on residential streets to reduce the impact of vehicular traffic on street users including residents, pedestrians and cyclists by slowing traffic to improve safety. May include the use of signage, different paving surfaces, roundabouts, speed bumps, perceived and actual narrowing of streets/roads. Visual cues include bringing buildings closer to streets, landscaping and street furniture.

Woonerf: streets featuring human-centred design principles and improved safety for pedestrians and cyclists; vehicles are guests and travel at the speed of pedestrians; a place to play, socialize and engage in the community on a street or square where human-centred design principles enable cars, pedestrians, cyclists, and other local users to coexist without traditional safety infrastructure to guide them.

Also sometimes called a "shared street," a woonerf is generally free of traffic lights, stop signs, curbs, painted lines, and the like. Users have equal access to the road and vehicles proceed “at the pace of people” (about 6-12 km/h when people are on the road) as enforced by design including the use of public amenities such as plants, art, playground equipment, street furniture; curving roads, etc. as suited to context; see also: shared streets.

In this document:

1. Action needed	p. 1
2. Brochure (developed for August 12 street event and public consultation survey launch)	p. 2
3. Illustrated description of the concept (drawing together detail for presentation to staff October 9, 2018)	p. 5
4. Perspectives on infrastructure: for Discussion I-LIGHT NOW, I-HEAVY over decades	p.16
5. Guiding Principles (presented to Council, February 8, 2018)	p.17
6. Representative drawings (illustrating the broader concept and responding to request for the rezoned lot)	p.18

1. Action needed

- De-couple this matter from the precipitating event, i.e. the single lot rezoning of 2695 Capital Heights
 - A variance to current bylaw(s) may provide means to achieve this. However, the need is unclear as we note Council has already approved a relevant variance. Acceptance of the premise and collaboration is needed.
 - Transfer/safeguard the funds held in lieu of a sidewalk in accord with the developer's intent to further the Oaklands Rise Woonerf initiative beyond to topic lot. The Report of Committee of the Whole of December 14, 2017, notes approval to remove the requirement to construct frontage improvement as provided for in the subdivision bylaw and direct funds to alternate improvements based on public consultation. OCA has agreed to hold and administer funds for this purpose.
 - Reinforce the approval already granted relative to the Subdivision Bylaw given that staff continue to raise the arguments made unsuccessfully to the Committee of the Whole. A variance or exception to the sidewalk language in the Pedestrian Master Plan and Greenway Plan may be required to enable staff cooperation.
- Establish the initiative as a *citizen-led* collaboration with the City as a designated pilot toward an alternative means to expand the City pedestrian infrastructure within specific criteria developed through the pilot.
- Direct City staff (a third time) to engage collaboratively to empower citizens as established in the IAP2 spectrum. The City has referenced this model from the International Association for Public Participation and this initiative is ideal for its use.
- Evaluation of the pilot can provide the basis for future amendment of the relevant bylaws and can inform policy to ground future community wellness initiatives as they impinge upon infrastructure, etc. Help us bridge the silos.

2. Brochure

- The 3-fold pamphlet is embedded for easy reference.
- Front
On this page
- Interior including map
On following page
- Back
On following page

Safe, Accessible, Walkable
Help us keep it that way!



Can a street be a people place?
Of course! Join us via oaklandsrise@gmail.com

Shared space, home zone, living streets, woonerf

Traffic engineer Hans ~~Mooderman~~ championed the people-first, community building approach called the woonerf (pr: von-nerf) spreading worldwide.

Over 2 million people in the Netherlands thrive in these "living yards" where people come first and the road is shared with bikes and vehicles as needed.

Details vary internationally, but the take-away is the same: a successful woonerf suits its place.

- ✓ Shared space: it's placemaking for community
- ✓ Way-finding for walkable streetscapes
- ✓ Seniors, children, dog-walkers and more
- ✓ Resident and service vehicles moving at the pace of people
- ✓ Planted boulevards to frame the promenade

Oaklands Rise
Living Streets Woonerf

Oaklands Rise Woonerf (VON-ehrf)

A shared space for community in Victoria, B.C.

Oaklands greenway promenade

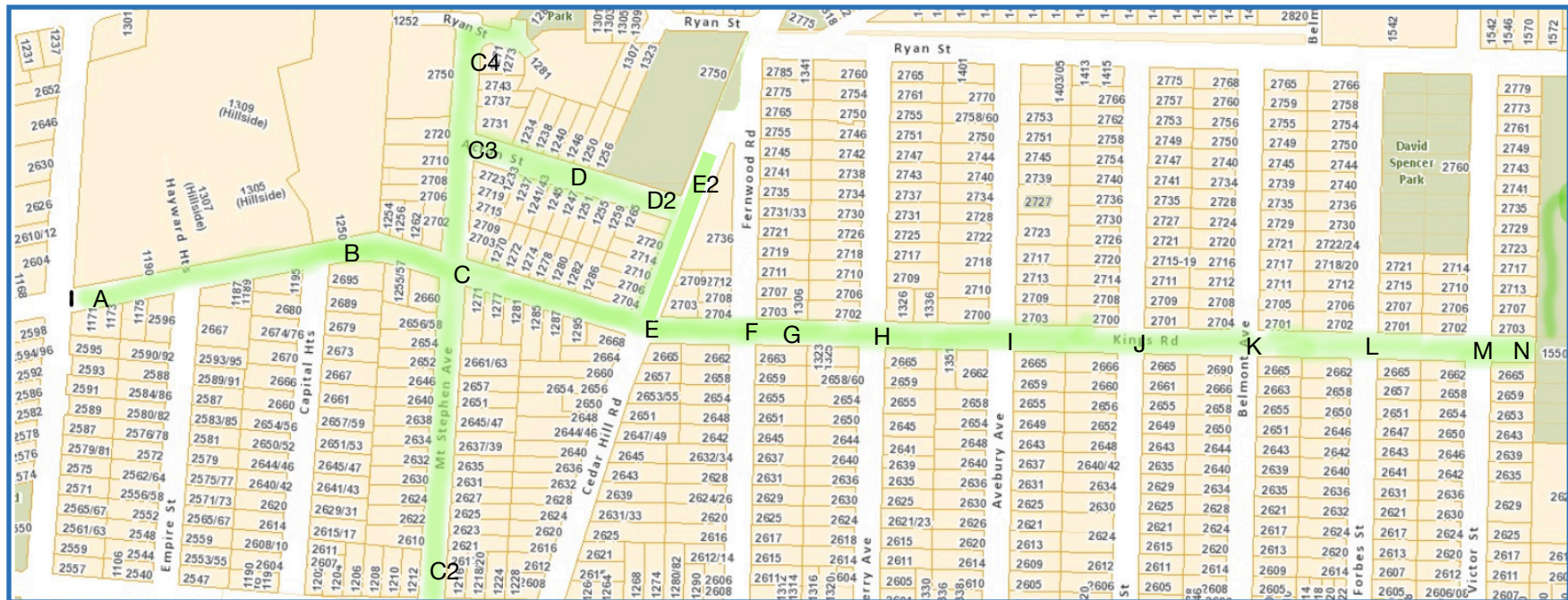
Imagine a time when birdsong, buzzing pollinators and friendly passersby invite a break from the hustle and bustle of City life. That time is now.

Combining the Kings Road Greenway and the Oaklands Rise Living Streets Woonerf is simply a gift for tomorrow.

Specific treatments of areas identified on the map are yet to be determined.

Be a part of the process!

- A Two-block current gap in the Kings Road Greenway
- B West entrance to the living streets woonerf
- C Street art
- C2 South entrance to the living streets woonerf
- C3 Street Art
- C4 Northwest entrance (from Mt. Stephen Park)
- D Street Art - chicanes?
- D2 El-Emanuel Cemetery, Oaklands Chapel needs
- E Traffic calming woonerf crossing at Cedar Hill Rd.
- E2 Northeast entrance to the living streets woonerf
- F Traffic calming woonerf crossing at Fernwood Rd.
- G Parklette & way-finding focal point
- H Street Art
- I Street Art
- J Street Art
- K Street Art augmenting Belmont Ave. roundabout
- L Street Art
- M Street Art
- N East entrance to the Kings Greenway Promenade and Oaklands Rise Living Streets Woonerf



Street art may take the form of surface treatments or vertical elements designed to guide the psychology of drivers and others toward safer speeds and practices.

Way-finding elements may invite exploration of historical and geographical landmarks as well as identification of plantings used to create the zone.

This volunteer, community driven pilot draws upon a concept proven overseas and increasingly adopted for specific, site-suitable locations in North America.

Back of brochure

What's the plan?

- 1) Gateways: you'll know you are "in the home zone"
- 2) Shared spaces: people, bikes, pets, cars
- 3) Surface treatments: design, function, beauty
- 4) Landscaping & furnishings: art, plants, sculptures
- 5) Vertical elements mean drivers must be attentive
- 6) Local context ensures neighbourhood fit
- 7) Human scale welcomes all ages & abilities with attention to way-finding, placemaking & belonging



oaklandsrise@gmail.com

Neighbourhood or road race?

Density: how cities cope with growth.

It seems *inevitable* that neighbourhoods be turned into transportation corridors to get people out of the way so cars can get somewhere else—but it is not!

An alternative to speed bumps, cement, sign forests and flashing lights is to celebrate *living* in shared spaces for people in low-traffic neighbourhoods.



The international sign for a woonerf alerts everyone to the multiple uses of the designated home zone.

You are invited!

The Kings Road Greenway and sidewalk-free streets of Oaklands Rise are enjoyed by walkers of all ages.

Victorians from neighbouring areas stress the value of tranquil "less urban" space in the heart of the city.

Help us preserve this unique area for the future!

Oaklands Rise can be found on Pinterest, Twitter, Facebook and other websites.

Contact us at oaklandsrise@gmail.com

3. Illustrated description of the concept



View up Mt. Stephen Avenue toward Ryan Street near the intersection of Acton Street.

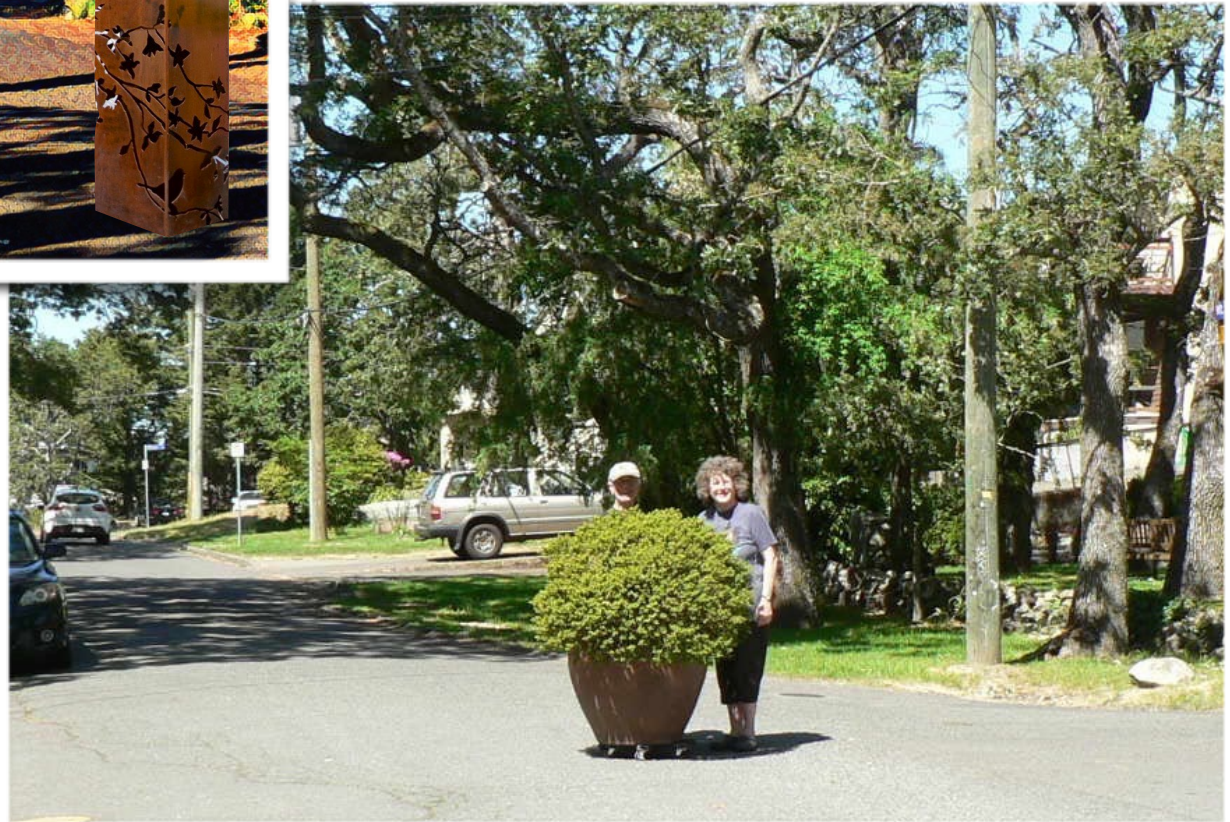
The vertical elements illustrate features under consideration in line with the principles of the woonerf (VON-ehrf).

At right, neighbours Madeline and Rob stand beside an easily achievable alternative.

This brief package of visuals illustrates the approach Oaklands Rise is taking in defining our adaptation of the woonerf (von-ehrf) concept.

We hope it is a useful reference as design concepts are explored with City of Victoria staff.

Oaklands Rise Planning Group
oaklandsrise@gmail.com



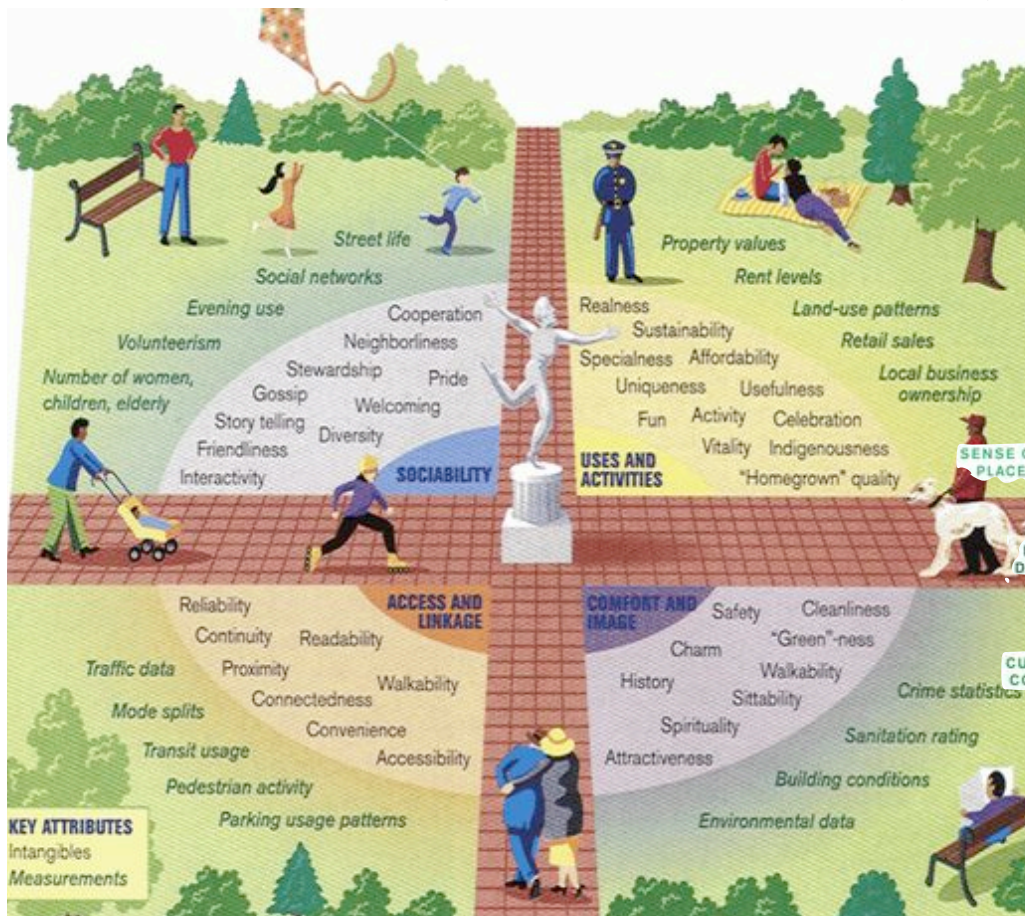
Oaklands Rise Woonerf (VON-ehrf)

The Woonerf is a placemaking model that accommodates local vehicles as “guests” in a people-oriented, shared space.

Design incorporates the need for service and emergency vehicle access while incorporating elements that make the area less attractive to cut-through drivers. In this way, attractiveness as a destination of choice for surrounding areas is maintained while traffic volume and speed—and risk of harm—is reduced.

The Oaklands Rise concept is illustrated in the following images.

A shared space for community in Victoria, B.C.



From an interview about Seattle's "Squire Park: Reclaiming the Streets for the People Project"

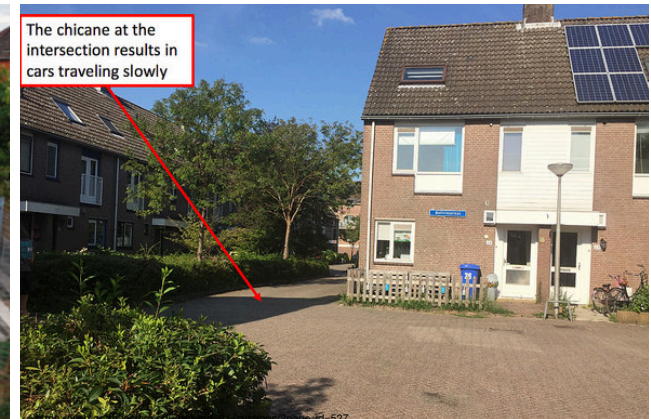
Question: "What makes this project a woonerf?"

Answer: "It is really about transforming the street into a social gathering place rather than a through way for travel. Cars can still snake through the street and even park on the street..."

Illustrations below depict sidewalk-free models in three locations in the Netherlands and Germany. The 2 million Dutch living in woonerven have inspired a global movement. Adaptations are context specific within overriding principles.



PRINCIPLES GROUND IMPLEMENTATIONS THAT SUIT THEIR UNIQUE CONTEXT



The chicane at the intersection results in cars traveling slowly



v18Oct29



Signage for the Woonerf, Home Zone, Spielstrasse, Zhilaya Zona, Living Street, Zone de Rencontre: internationally



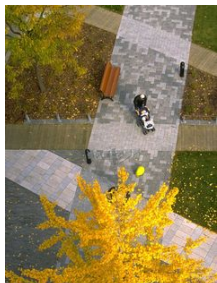
9

Surface treatments can include placemaking activities, way-finding elements and the expansion of visual identity for the area.

A variety of options exist for designating the woonerf area and permeable step-off zones in both infrastructure heavy and light configurations.

It is not if, but *how*.

Building community input into concept design and implementation is key.



Surface treatments can include projections of light and colour: non-permanent and effective.

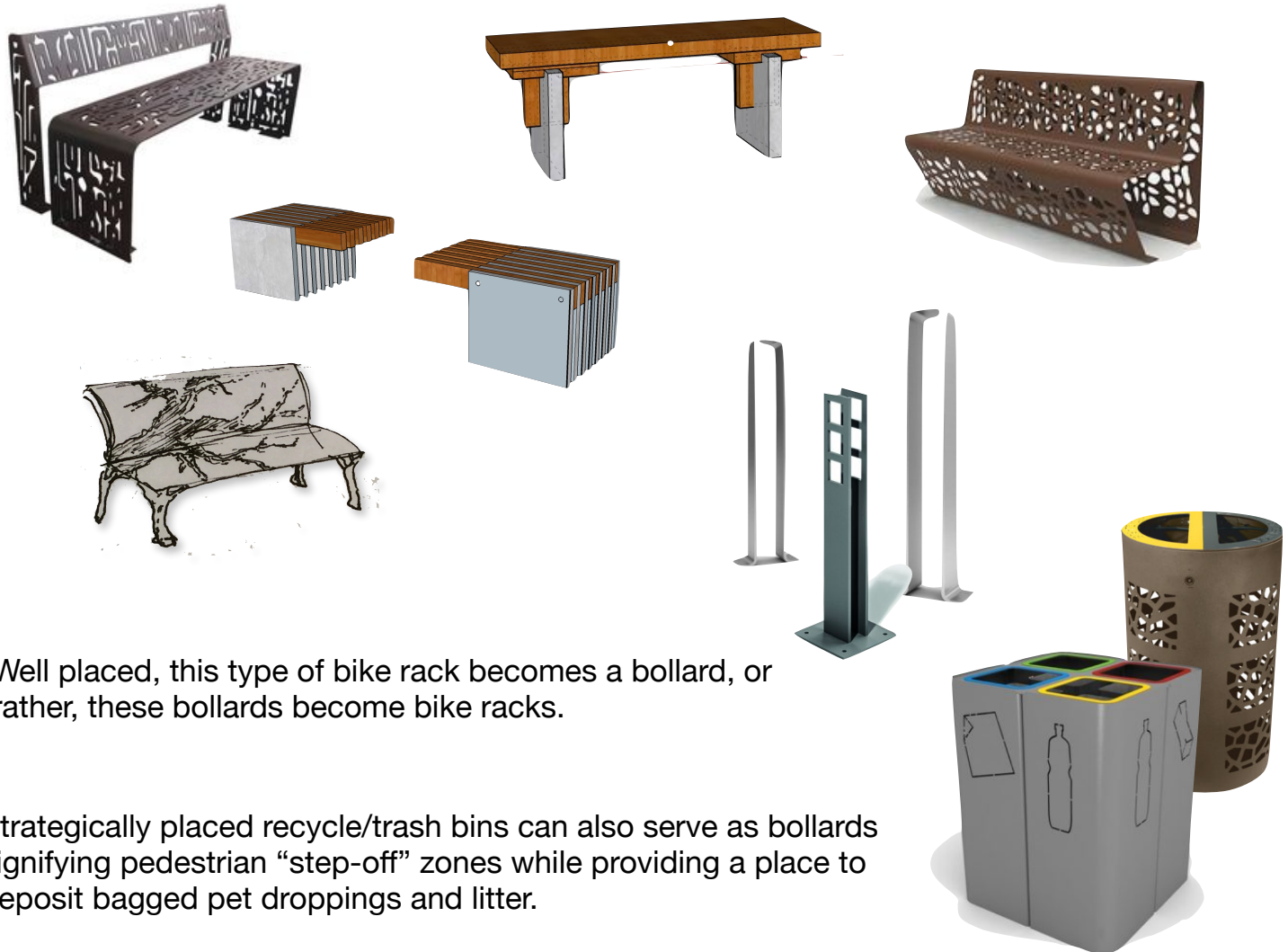
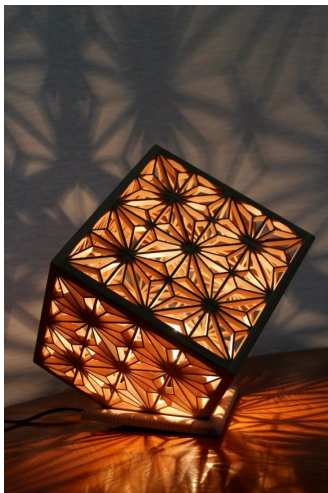


Vertical elements can “paint” with light for safety and effect.



Street furnishings are an important aspect of a visual identity

The guiding principles established by the community vision and provided to Council in 2017 is fundamental. Street furnishings need not be utilitarian. They can inspire connection and wellness.



Well placed, this type of bike rack becomes a bollard, or rather, these bollards become bike racks.

Strategically placed recycle/trash bins can also serve as bollards signifying pedestrian “step-off” zones while providing a place to deposit bagged pet droppings and litter.

Vertical elements and street furnishings invite placemaking.

Placed in intersections and (visually indicated or constructed) chicanes, they require cyclists, drivers and pedestrians to navigate the shared space using slow speeds to achieve the dramatic decrease in risk of harm associated with the Woonerf (VON-ehrf) model.



Vertical elements can take many forms. Solar powered lighting & reflective paint enhances atmosphere and safety.

Photoluminescent technologies have emerged as viable alternatives to powered installations.

The photograph shown at right illustrates one of a range of innovative approaches and materials available from Coreglow of Courtenay, B.C.



Oaklands Rise Woonerf (VON-ehrf)



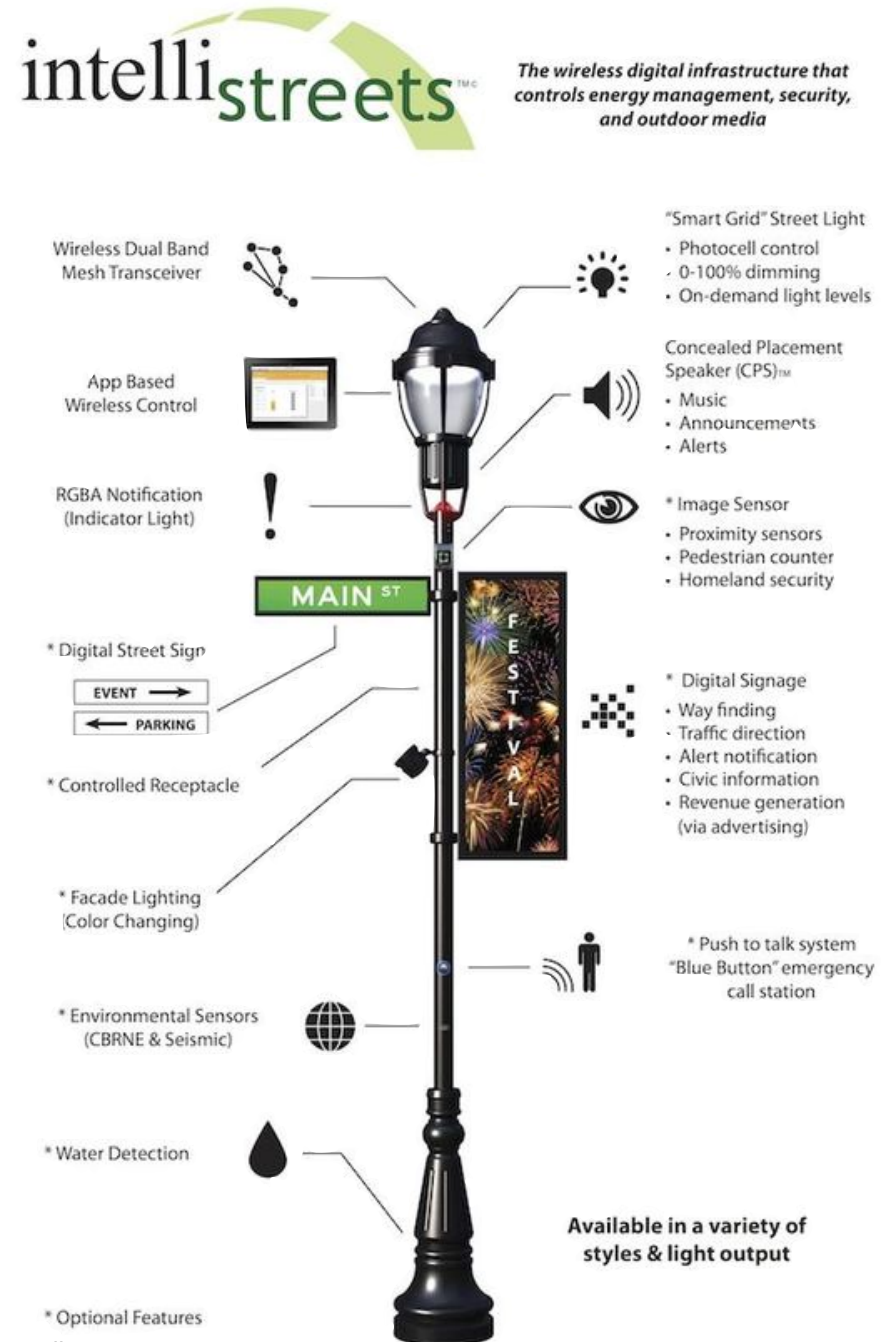
High tech or low, innovation in functional elements creates engagement for multigenerational community.



v18Oct29

oaklandsrise@gmail.com

A shared space for community in Victoria, B.C.



14

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Oaklands Rise Woonerf (VON-ehrf)



The concept has been adapted to much more complex environments than the streets identified for the Oaklands Rise Woonerf.

The area is ideal to pilot with an “infrastructure light” approach and incorporates additional “infrastructure heavy” elements as familiarity with the concept evolves and need may be identified.

We see no need to start with an “infrastructure heavy” approach.



A shared space for community in Victoria, B.C.



4. PERSPECTIVES ON INFRASTRUCTURE: FOR DISCUSSION I-LIGHT NOW, I-HEAVY OVER DECADES

INFRASTRUCTURE LIGHT	INFRASTRUCTURE HEAVY
“I-Light” approaches draw upon a community developed vision to designate a pilot before committing resources required for a more infrastructure heavy model. This approach is supported by volunteer engagement and implementation where feasible to reduce costs while building community. It directly reflects the vision of a shared space in which vehicles are guests.	“I-Heavy” approaches typically involve City driven projects including roadbed preparation; footings; expansion of existing drainage systems and introduction of variables in surface treatments to identify the woonerf zone. Signage within the zone is limited to avoid any sense of transportation primacy. Consistent with the concept, vehicles are guests in a shared space. Speed tables at entrances.
Innovative surface treatments include painted art, pattern projection through light; rolled curbs where needed for water / flow control; tactile buttons; etc.	Varied permeable paving, tactile paving, curbs requiring footings, extension of drain system, etc.
Boulevard plantings through donations / neighbourhood propagation, maintained by volunteers, etc.	Cement planting beds; rain catchment beds, etc.
Localised street art elements	Civic program street art to augment community selections
Street furnishings: benches; little libraries, plant pots, game boards, etc.	Street furnishings: exercise / play equipment for seniors / kids; placemaking, way-finding hardscape; elements of larger scale / scope, etc.
Lighting: Solar lamps as part of street art, seating, etc. to augment existing lighting; integration with placemaking as feasible.	Lighting: Designed per the woonerf visual identity plan; scaled to strengthen the central promenade concept
Traffic calming achieved through woonerf (VON-ehrf) designation and visual identity; use of plantings, surface treatments and art; parking needs of residents and service vehicles can be designed with planted buffers to create, in effect, chicanes for a meandering street as needed.	Expansion of I-light elements with engineered infrastructure: appropriately designed and off-set chicanes; roundabouts and installed verticals including plantings and art; variations in street width; varied permeable angle / front-end parking zones interspersed with defined vegetation buffers.
Progress is organic, in progress now, a multi-year effort as volunteers, resources and community will supports.	Progress is built into long range civic infrastructure planning and implementation, in concert with community efforts.

5. Guiding Principles presented to Council, February 2018

Principles guide action and support evaluation. They reflect the essential characteristics of our purpose, and achievement of that purpose would be threatened or impossible if any one of the principles was to be ignored. A set of agreed principles keeps us focused for success.

Purpose:

- A) To maintain the unique, sidewalk-free walkability of Oaklands Rise and the designated area.
- B) To reduce and slow vehicle road use for safety and the peace of the neighbourhood, bearing in mind accessibility for a multi-generational population
- C) To beautify, preserve and enhance the character of the designated area.
- D) To incorporate protection of the Oaklands Rise Living Streets-Woonerf and the Kings Road Greenway into the City of Victoria Oaklands Neighbourhood Plan (2019).

Principles for Consideration are grouped as follows:

- 1. Collaboration & Steering
- 2. Scope
- 3. Planning and Design
- 4. Funding
- 5. Communications and Feedback
- 6. Implementation

1. Collaboration & Steering

- 1. Invitation to participate is open to all residents of the designated streets (who are responsible to seek agreement from property owners if different from residents).
- 2. Other members of the Oaklands community are welcome to participate.
- 3. A Steering Committee is formed from volunteering community members and is authorised to represent the group to partners and approving bodies.

- 4. Outreach to relevant groups / initiatives in Greater Victoria and beyond will inform progress.
 - Examples include Victoria Place-making, Way-finding, Resilient cities/neighbourhoods; Woonerf projects in Canada and internationally, etc.

2. Scope

- 1. Planning for the Oaklands Rise Living Streets Woonerf incorporates the Kings Road Greenway and provides for phased implementation.
- 2. The plan for the Kings Road frontage at 2695 Capital Heights can be a model for planning throughout the designated area.
- 3. The overall concept and plan will be presented to the City for inclusion in the Oaklands Neighbourhood Plan, a process currently scheduled for 2018-2019.
- 4. The Oaklands Community Association (OCA) and the City of Victoria will be kept informed of the plan and progress through report to the Community Association Land Use Committee (CALUC) and periodic report to the OCA Board of Directors.

3. Planning and Design

- 1. A high level concept plan will be developed as a framework for detailed project planning.
 - The plan to design, build and maintain the Kings Rd frontage at 2695 Capital Heights Boulevard Landscape is the initial project to be planned.
- 2. Foundation research includes the City Of Victoria's Boulevard Gardening & Greenway Guidelines.
- 3. Design elements of the proposed Oaklands Rise Living Streets Woonerf are developed collaboratively for inclusion in the overall plan including the Kings Road Greenway.

Oaklands Rise Woonerf (*VON-ehrf*)

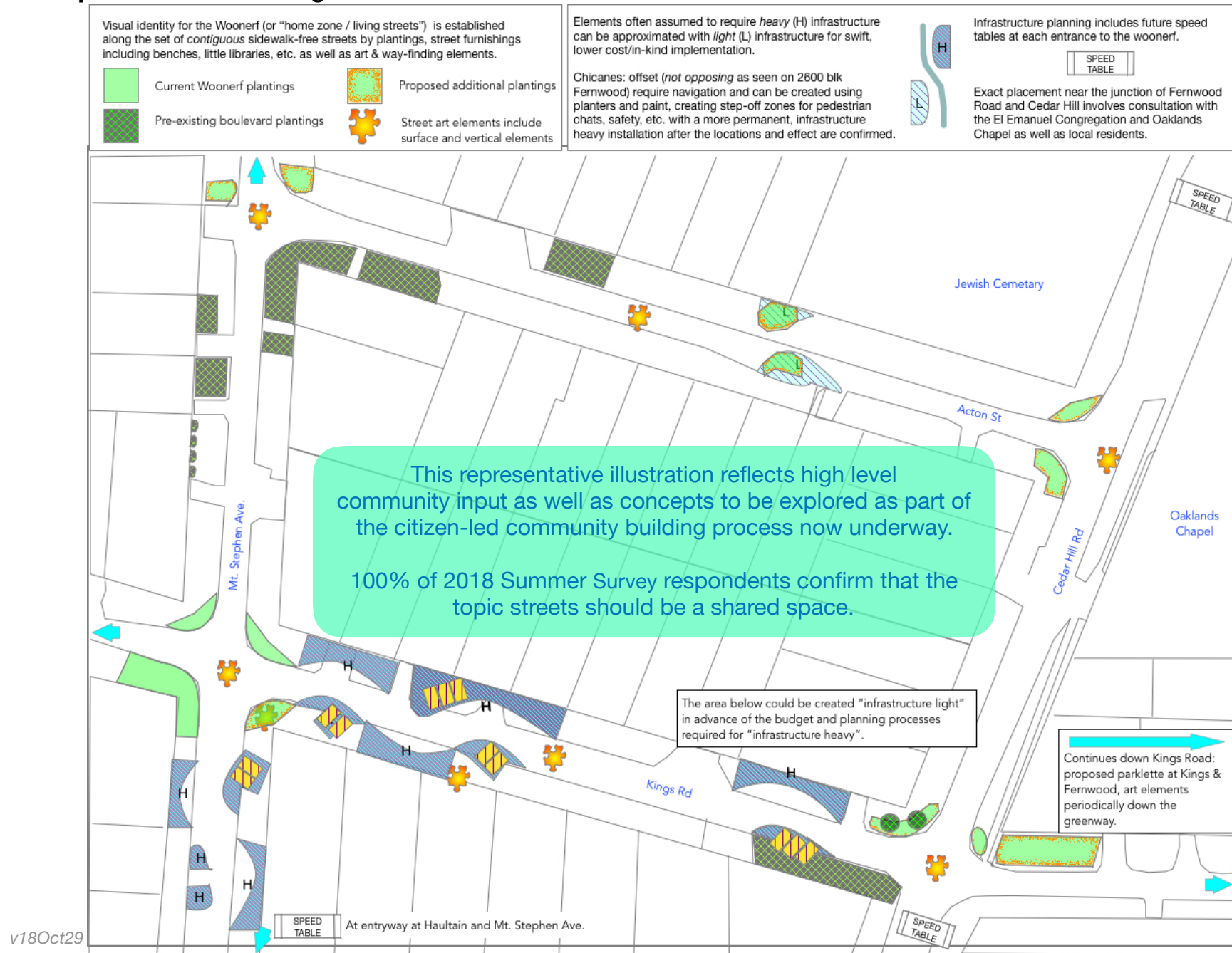
4. Boulevard and intersection treatments will respect perspectives of adjacent property owners / residents.
 5. Design of treatments will aim to create a pleasing visual effect as an identifier of the special zone and to ensure general ongoing support, with attention to repeated patterns in planting, considerations of year-round effect, maintenance, etc.
 6. Ongoing maintenance will be incorporating into streetscape design and planning.
 7. Planning will permit grouping of tasks, volunteers and other resources to optimise effort and to ensure that action that requires City or other approval takes place upon confirmation of approval.
4. Street art and furniture
 1. Principles associated with the internationally proven woonerf concept will be reviewed to inform criteria for street art and furniture.
 2. Considerations include: safety, accessibility, traffic calming, maintenance, community history, shared values and more.
 3. Drawing from international practice, we will define our own woonerf and greenway to suit the unique characteristics of the designated zone.
5. Plantings
 1. Plantings will be selected for:
 1. compatibility with existing Garry Oaks (*Quercus garryana*)
 2. deer resistance
 3. compatibility with the David Suzuki Foundation Butterfly Project (pollinators)
 4. effect on community engagement through way-finding and place-making
 5. low maintenance and year-round effect

A shared space for community in Victoria, B.C.

6. Funding
 1. Funding outreach will include government, private and not-for-profit sectors to attract financial and in-kind support.
 2. The Oaklands Community Association will be asked to support by acting as guarantor for grant and other funds to be held in trust.
 3. The Steering Committee* will maintain records to ensure transparency and accountability.
7. Communications and Feedback
 1. Community members are welcome to provide feedback on the plan throughout its development. Involved members are encouraged to discuss with uninvolved members.
 2. Formal and informal feedback from the City of Victoria will be invited at designated points in the plan.
 3. Periodic communications inform members who have joined distribution lists and the general public via @oaklandsrise on twitter, via updates to CALUC, OCA, etc.
 4. A project web page(s) may be established.
8. Implementation
 1. Required approvals and processes will be identified and included in planning.
 2. Where an approval is required, implementation will follow written confirmation of approval.
 3. Funding to be achieved by means of: a) in kind time of volunteers, b) donations including plants from neighbours; goods, services, grants & funds from sources to be identified.

* The Steering Committee is known by the less formal Planning Group, and includes a Core Planning Group of seven residents.

6. Representative drawings



Visual identity for the Woonerf (or "home zone / living streets") is established along the set of *contiguous* sidewalk-free streets by plantings, street furnishings including benches, little libraries, etc. as well as art & way-finding elements.



Current Woonerf plantings
Pre-existing boulevard plantings



Proposed additional plantings
Street art elements include surface and vertical elements

Elements often assumed to require *heavy* (H) infrastructure can be approximated with *light* (L) infrastructure for swift, lower cost/in-kind implementation.

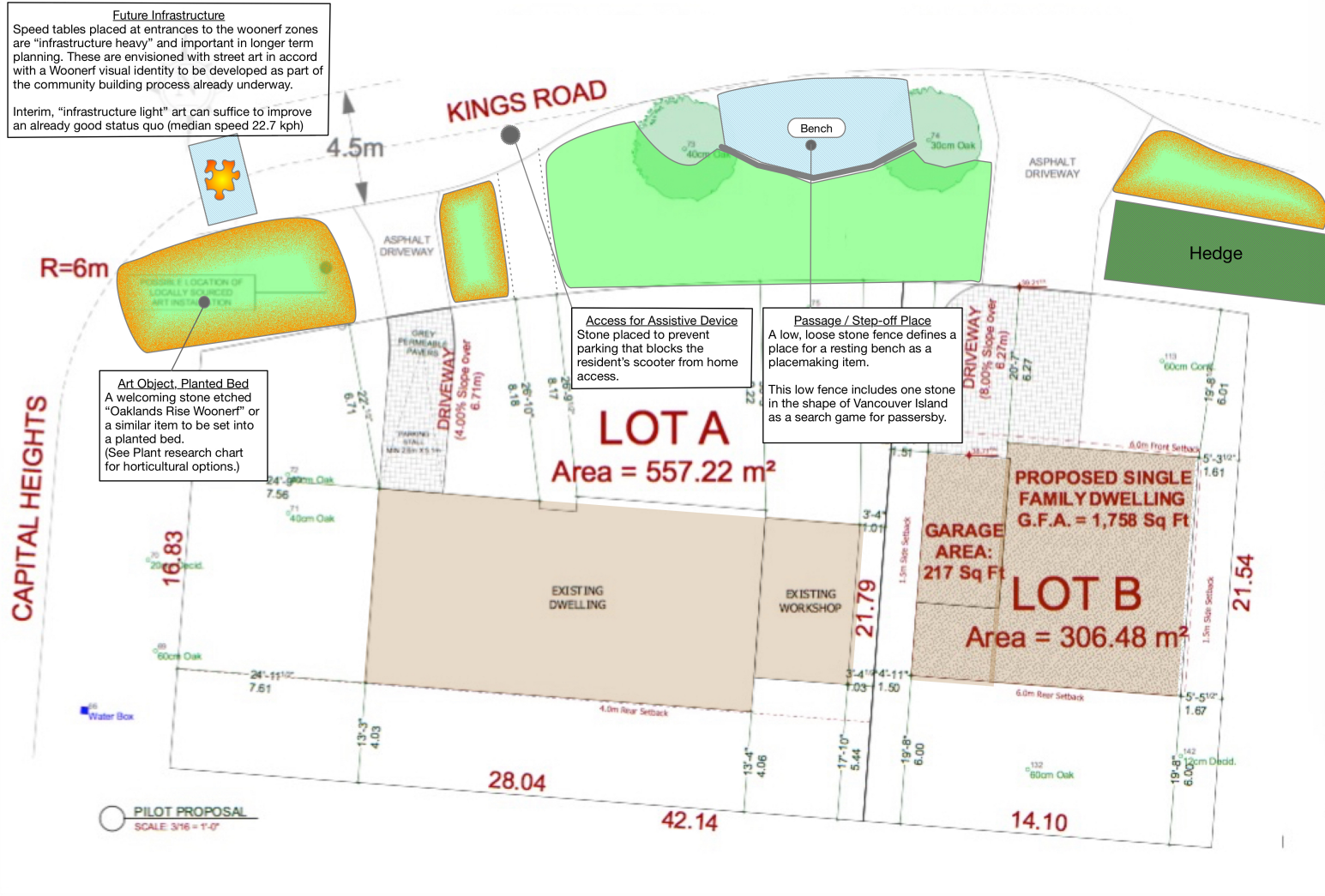
Chicanes: offset (*not* opposing as seen on 2600 blk Fernwood) require navigation and can be created using planters and paint, creating step-off zones for pedestrian chats, safety, etc. with a more permanent, infrastructure heavy installation after the locations and effect are confirmed.



Infrastructure planning includes future speed tables at each entrance to the woonerf.

SPEED	TABLE
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Exact placement involves consultation with the local residents in consideration of the Woonerf model and with planners for proper drainage.



**Mission**

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.

Mayor Helps and Council
City of Victoria
No.1 Centennial Square
Victoria, BC
V8W 1P6

December 12, 2018

Re: Kings Road Greenway

On behalf of the Oaklands Community Association (OCA) Board of Directors, we submit this letter to express our support for the Woonerf concept on the Oaklands Rise section (1200 and 1300 blocks) of Kings Road. We support the neighbourhood-led initiative to explore alternative design solutions for the Oaklands Rise section of Kings Road, with a particular interest in solutions that encourage safety for all modalities (pedestrian, bicycle, vehicular) and abilities (physical disability and for the elderly).

Kings Road is designated as 'people-priority greenway' by the City of Victoria's Greenways Plan (2003). The Oaklands community has an interest in the stewardship of this street, and strengthening greenway linkages to and within our neighbourhood.

The OCA welcomes the opportunity for continued collaboration with the City of Victoria and the Oaklands Rise Living Streets Woonerf group on this neighbourhood greenway initiative.

Sincerely,

Harry Kope, OCA Acting President

Melissa Lim, OCA Parks Committee Chair

cc: Jocelyn Jenkyns, City Manager; Oaklands Community Association Board of Directors; Oaklands Rise Living Streets Woonerf group c/o John O'Brien.