



**AGENDA  
PLANNING AND LAND USE COMMITTEE  
MEETING OF JUNE 19, 2014, AT 9:00 A.M.  
COUNCIL CHAMBERS  
CITY HALL, 1 CENTENNIAL SQUARE**

Page

**CALL TO ORDER**

**APPROVAL OF AGENDA**

**CONSENT AGENDA**

**ADOPTION OF MINUTES**

1. Minutes from the Meeting held June 5, 2014.

**DECISION REQUEST**

2. Rezoning Application # 00417 and Development Permit with Variances for 1574 Bay Street 3 - 32  
*--D. Day, Director of Sustainable Planning & Community Development*  
Neighbourhood: Fernwood Recommendation: Proceed to Public Hearing
3. Rezoning Application # 00434 and Development Permit with Variances for 703 Pine Street 33 - 61  
*--D. Day, Director of Sustainable Planning & Community Development*  
Neighbourhood: Victoria West Recommendation: Proceed to Public Hearing
4. Development Permit Application # 000364 for 645 Dunedin Street 63 - 85  
*--D. Day, Director of Sustainable Planning & Community Development*  
Neighbourhood: Burnside Recommendation: Issue Development Permit

- |    |  |           |
|----|--|-----------|
| 5. | Development Variance Permit Application # 00135 for 1950 Foul Bay Road (Application to Vary the <i>Sign Bylaw</i> )<br><i>--D. Day, Director of Sustainable Planning &amp; Community Development</i> | 87 - 97   |
|    | <u>Neighbourhood:</u> South Jubilee <u>Recommendation:</u> Forward to Public Hearing   |           |
| 6. | Local Area Planning Program - Terms of Reference<br><i>--D. Day, Director of Sustainable Planning &amp; Community Development</i>  | 99 - 120  |
| 7. | Approach to Priority One Local Area Planning<br><i>--D. Day, Director of Sustainable Planning &amp; Community Development</i>  | 121 - 129 |

## **ADJOURNMENT**

## Planning and Land Use Committee Report

### For the Meeting on June 19, 2014

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**Date:** June 5, 2014      **From:** Helen Cain, Senior Planner

**Subject:** **Rezoning Application #00417 and Development Permit with Variances for 1574 Bay Street** - Application to rezone from the R1-B Zone (Single Family Dwelling District) to the R1-S1 Zone (Restricted Small Lot One Storey District) to permit an existing one-storey house on a new small lot fronting Bay Street, and to rezone the rear portion of the property to the R1-S2 Zone (Restricted Small Lot Two Storey District) to permit one new two-storey small lot house fronting Victor Street, and a concurrent Development Permit for subdivision and design.

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### Executive Summary

The purpose of this report is to present Council with information, analysis and recommendations regarding a Rezoning Application and Development Permit with Variances for the property located at 1574 Bay Street. The applicant proposes to rezone the property from the R1-B Zone (Single Family Dwelling District) to the R1-S1 Zone (Restricted Small Lot One Storey District) to permit an existing one-storey house on a newly subdivided small lot and to the R1-S2 Zone (Restricted Small Lot Two Storey District) to permit construction of a new small lot house with three variances for front, rear and north side yard setbacks.

The following points were considered in the recommendation to Council for consideration:

- The subject site is designated as Traditional Residential in the *Official Community Plan, 2012* (OCP). The rezoning proposal is generally consistent with the uses identified for this Urban Place Designation.
- The proposal is compatible with the OCP objectives for sensitive infill and most aspects of the proposed design comply with the applicable guidelines in Development Permit Area 15A, Intensive Residential Small Lot Development.
- The proposal is generally consistent with the Design Guidelines for Small Lots. However, staff have concerns with respect to the visual prominence of a garage built into the front elevation and landscape design deficiencies.

Given the proposal complies with OCP policy and design guidelines, staff recommend that Council advance the application to a Public Hearing, subject to design refinements to improve the landscape and street frontage of the new small-lot house.

### Recommendations

1.
  - a. That Council instruct the City Solicitor to prepare the necessary *Zoning Regulation Bylaw* amendments that would authorize the proposed development outlined in Rezoning Application #00417 for 1574 Bay Street.
  - b. That Council consider giving first and second reading to the bylaw amendments.
  - c. That Council schedule a Public Hearing after the bylaws have received first and second reading, subject to preparation, execution and registration of a Statutory Right-of-Way of 2.50 m along Bay Street to the satisfaction of the Director of Engineering and Public Works and City Solicitor.

2. a. That Council schedule a Hearing to consider a Development Permit with Variances for 1574 Bay Street, concurrently with Rezoning Application #00417;
- b. Following the Hearing, and subject to the adoption of the bylaw amendments for 1574 Bay Street, that Council authorize the issuance of the Development Permit with Variances for 1574 Bay Street, in accordance with:
  - i. plans for Rezoning Application #00417 stamped May 21, 2014
  - ii. design refinements to the front elevation to reduce the visual prominence of the front garage and to increase green space, to the satisfaction of the Director of Sustainable Planning and Community Development
  - iii. development meeting all *Zoning Regulation Bylaw* requirements, except for relaxation of front, rear and side yard setbacks:
    - Part 1.22 – R1-S1 Zone, Restricted Small Lot One Storey District
      - minimum rear yard setback relaxed from 6.0 m to 5.49 m,
    - Part 1.23 – R1-S2 Zone, Restricted Small Lot Two Storey District
      - minimum front yard setback relaxed from 6.0 m to 4.00 m
      - minimum rear yard setback relaxed from 6.0 m to 4.40 m
      - minimum side yard setback from a habitable room relaxed from 2.4 m to 1.5 m;
  - iv. final plans to be in accordance with plans identified above.

Respectfully submitted,




Helen Cain  
Senior Planner  
Development Services Division



Deb Day, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

  
\_\_\_\_\_  
Jason Johnson  
Date: June 13, 2014

HC:aw

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## 1.0 Purpose

The purpose of this report is to present Council with information, analysis and recommendations regarding a Rezoning Application and a concurrent Development Permit with Variances for the property located at 1574 Bay Street.

## 2.0 Background

### 2.1 Description of Proposal

The subject site is a corner lot at the intersection of Bay Street and Victor Street. The applicant proposes to rezone the property from the R1-B Zone (Single Family Dwelling District) to permit subdivision with retention of the existing house on Lot A (Lot A House) and construction of a new small-lot house on Lot B (Lot B House). Lot A House would comply with all the criteria in the R1-S1 Zone (Restricted Small Lot One Storey District) except for the newly created rear yard (north) setback that would be 5.49 m rather than the standard 6.00 m. Lot B House would require three variances from the R1-S2 Zone (Restricted Small Lot Two Storey District). The proposed front yard and rear yard setbacks are 4.00 m and 4.40 m respectively, whereas the standard is 6.00 m. The third variance is to relax the north side yard setback, as measured from habitable windows, from 2.4 m to 1.5 m.

As part of this application, the City is requesting a 2.50 m Statutory Right-of-Way along Bay Street to secure public access to the portion of the parcel needed for future sidewalk expansion, cycling facilities and boulevard trees consistent with the standards in the *Victoria Subdivision and Development Servicing Bylaw, 2012*. It should be noted that the same frontage would be subject to a 0.856 m road dedication at the subdivision stage, should Council approve the Zoning Regulation Bylaw amendment. After road dedication, both of the proposed small lots would be larger than the zoning criteria for minimum site area (260m<sup>2</sup>).

The proposed site plan, house design and landscaping would include:

- mixed materials with concrete fibreboard siding (painted dark grey) and concrete fibreboard panels (painted light grey)
- vinyl windows with wood trim (green) and aluminum door with wood trim (green)
- the Lot A House would retain the existing driveway but would be reduced in its length to enable the existing house to have a deeper rear yard but otherwise the existing landscaping would remain
- the Lot B House would have a new driveway constructed with exposed aggregate concrete and a new private patio surfaced in finished concrete, as well as two rock gardens with small clusters of plantings, and a new hedge and fencing along the north property line.

### 2.2 Existing Site Development and Development Potential

The data table (below) compares the proposal with the R1-S1 Zone (Restricted Small Lot One Storey District) and R1-S2 Zone (Restricted Small Lot Two Storey District). The proposal is less stringent than the zone standards in the criteria identified with an asterisk (\*) as noted below.

Zoning Criteria	Proposed Lot A (Existing House)	Zone Standard R1-S1	Proposed Lot B (Proposed House)	Zone Standard R1-S2
Site area (m <sup>2</sup> ) – minimum	341.12	260.00	265.00	260.00
Lot width (m) – minimum	16.76	10.00	15.85	10.00
Total floor area (m <sup>2</sup> ) – maximum	69.64	160.00	123.20	190.00
Density (Floor Space Ratio) – maximum	0.2:1	0.6:1	0.46:1	0.6:1
Height (m) – maximum	4.00	5.00	5.32	7.50
Storeys – maximum	1	1	2	2
Site coverage (%) – maximum	36.4	40	31.9	40
Setbacks (m) – minimum				
Front	6.75 (Bay)	6.00	4.00* (Victor)	6.00
Rear	5.49* (north)	6.00	4.40* (east)	6.00
Side (west)	3.30 (east)	1.50	1.50* (north)	2.40
Side (east)	3.35 (Victor)	1.50	1.50 (south)	(habitable room) 1.5
Vehicle Parking – minimum	1 space	1 space	1 space	1 space

### 2.3 Land Use Context

The subject property is located at the corner of Bay Street and Victor Street where land use is primarily low-density residential in the form of single-family dwellings and duplexes. Haultain Corner Village, a small node of commercial and community services, is located three blocks (220 m) northwest and Jubilee Hospital is four blocks (620 m) to the east. New infill that is low-scale, ground-oriented housing is well-suited to this context of north Fernwood.

The immediate land use context includes:

- the 2500-block of Victor Street, 22 parcels are in the R1-B Zone (Single Family Dwelling District)
- the 1500-block of Bay Street between Victor Street and Shakespeare Street, two parcels are in the R1-B Zone (Single Family Dwelling District); two parcels are in the R-2 Zone (Two Family Dwelling District); one parcel is in the R1-S1 Zone (Restricted Small Lot One Storey District); and one parcel is in the C-1 Zone (Limited Commercial District).

### 2.4 Legal Description

Lot 11, Section 48, Victoria District, Plan 7812.

### 2.5 Consistency with City Policy

#### 2.5.1 Regional Growth Strategy

The proposal contributes to the *Regional Growth Strategy* goal of adding to the supply of housing within the boundaries of the City.



### 2.5.2 Official Community Plan, 2012

The proposed development is consistent with the relevant land use policies of the *Official Community Plan 2012* (OCP). The property at 1574 Bay Street is designated as Traditional Residential in the OCP where ground-oriented housing, such as small-lot single family dwellings, is enabled as appropriate forms of new infill.

In accordance with the OCP, the new small-lot dwelling is subject to DPA 15A, Intensive Residential Small Lot. The objectives of DPA 15A are:

4. (a) *To accommodate 10% of Victoria's anticipated population growth and associated housing growth in Small Urban Villages and residential area to encourage and support future and existing commercial and community services.*
- (b) *To accommodate housing growth in Traditional Residential areas in a manner that is gradual, of a small scale and adaptive to the local contexts.*
- (c) *To integrate more intensive residential development in the form of single family dwellings on relatively small lots within existing Traditional Residential areas in a manner that respects the established character of neighbourhoods.*
- (d) *To achieve a high quality of architecture, landscape and urban design to enhance neighbourhoods.*
- (e) *To integrate infill development in Traditional Residential areas that is compatible with existing neighbourhoods through considerations for privacy, landscaping and parking.*

The proposal for 1574 Bay Street is generally consistent with DPA 15A objectives for new infill that respects any established character in neighbourhoods and also complies with most of the applicable design guidelines. However, there are some outstanding issues with the proposed house design and landscaping, as detailed in "Section 4 – Analysis".

## 2.6 Consistency with Design Guidelines

The proposal is subject to review under DPA 15A, Intensive Residential Small Lot Development. Building form, character, exterior finishes and landscaping details are controlled and regulated in relation to the *Design Guidelines for Small Lot Houses, 2002*. Staff assessment of this small lot house proposal for compliance with applicable guidelines is summarized below.

### 2.6.1 Siting, Location and Topography

The subject site is a corner lot with an existing house that has its front yard on Bay Street and a rear yard on Victor Street where a new small-lot house is proposed on a subdivided lot. This new dwelling (Lot B House) will front onto Victor Street with east rear yard and side yard setbacks separating the small-lot house from the adjacent property to the north and from the existing house (Lot A House).

The proposed north side setback (1.5 m) is substandard because a wider area (2.4 m) is normally required next to habitable windows, but a hedge is proposed along the property line and the north elevation of Lot B House would face the south side of a neighbouring house, where the latter is a "blank wall". On the south elevation of Lot B House facing Lot A House there would be one small upper window. The rear elevation of Lot B House would have several larger windows but views into the adjacent yard at 1580 Bay Street would be limited due to trees on that property and the existing fence along the east property line.

### **2.6.2 Architectural Envelope**

No exterior changes to the existing house are proposed. With respect to the new small-lot house, the scale, form and massing would be compatible with the block of Victor Street between Bay Street and Haultain Street where houses are small in size and streetscape character is varied. Generally the new small-lot house is influenced by mid-century Modern architectural styles as seen in features such as the flat and obliquely angled roof, horizontal form and a relatively high proportion of glazing to the solid-wall surfaces.

### **2.6.3 Openings**

The main entrance of the new small-lot house would be a prominent feature of the Victor Street frontage, central to the façade with large windows on either side of the door. However, this elevation frontage would have a built-in front garage with a lower façade that is a lighter colour than the upper façade, which would draw visual attention to the garage door. On the rear elevation there would be both patio doors and windows facing the rear yard of the adjacent house to the east, but the proposed depth of the back yard (4.4 m) and the existing fence that separates the two properties would help to protect the privacy of adjacent neighbours.

### **2.6.4 Textures and Detail**

The colour palette for the small-lot house would be neutral with some variety in the materials and textures such as dark grey concrete fibreboard siding and light grey concrete fibreboard panels with wood accent panels, vinyl windows and aluminum front door with wood trim and a painted aluminum garage door.

### **2.6.5 Landscaping**

No new landscaping is proposed for the Lot A house. The landscape design for the Lot B House would include a new hedge along the north property line, rock gardens in the front and rear yards with small clusters of plantings, and a rear patio in finished concrete. There would also be a paved pathway with interspaced groundcover along the south property line, connected from the street through to the rear yard.

## **2.7 Community Consultation**

The applicant consulted with the Fernwood Community Association on September 4, 2013. Correspondence from their Land Use Committee is attached to this staff report.

With respect to the Small Lot Housing Rezoning Policy petition, the required poll of neighbours (attached) was conducted in 2013 and it yielded 83% support.



### 3.0 Issues

The issues related to this application are:

- variances for setbacks
- landscaping deficiency
- front garage visibility.

### 4.0 Analysis

#### 4.1 Variances for Setbacks

The relaxation of the rear yard setback for the Lot A House is reasonable because the front yard is fairly large and the total site coverage is less than the small-lot house standards. With respect to the Lot B House, the north side yard is substandard because this side of the new house would have habitable windows. However, the livability of the house occupants and neighbours would not be negatively impacted from the narrow setback because the north elevation windows are small and would face the “blank wall” of the adjacent house. The depth of the rear yard is also less than standard but adequate for an outdoor amenity area. The low height of the new house, and presence of an existing fence along the east property line, would mean that potential overlooks into the neighbouring yard to the east would be limited. Lastly, this block of Victor Street has some variety in front yard setbacks, some of which are deeper than the proposed small lot house, while others are similar to the proposal or closer to the street, including Lot A House, and the property on the west corner of Victor Street and Bay Street.

#### 4.2 Landscaping Deficiency

Although the proposed site plan includes front and rear yards with room for plantings, the landscape plan is primarily rock gardens. To ensure there is a high quality of outdoor amenity space, the staff recommendation for the Development Permit with Variances includes a condition for design revisions to improve the amount of soft surfaces and green space provided through lawn, or generous shrubs and plants.

#### 4.3 Front Garage Visibility

In this proposal, the garage does not protrude from the rest of the front elevation but would be somewhat visually prominent because of the design choices for materials and colour palette. These exterior finishes should be reconsidered to blend the garage with the upper façade.

### 5.0 Resource Impacts

There are no resource impacts anticipated.

### 6.0 Conclusions

This rezoning proposal for two small-lot houses is aligned with the OCP land use policy for sensitive infill in Traditional Residential areas. The proposed rear yard variance for the existing house on a new small lot is reasonable given that the total site coverage would be less than is normally allowed for this type of development and that the front yard would provide outdoor amenity space. Additionally, the relaxation of standards for the front, rear and north side yard setbacks for the new house would have little impact on adjacent neighbours and would result in a streetscape that is comparable with the existing pattern in the immediate vicinity. With respect

to the Development Permit with Variances, design refinements are needed to reduce the visual prominence of the garage and to improve the quality of landscaping. The staff recommendation to the Planning and Land Use Committee reflects these proposed changes and advances the application to a Public Hearing.

## 7.0 Recommendations

### 7.1 Staff Recommendations

1.
  - a. That Council instruct the City Solicitor to prepare the necessary *Zoning Regulation Bylaw* amendments that would authorize the proposed development outlined in Rezoning Application #00417 for 1574 Bay Street.
  - b. That Council consider giving first and second reading to the bylaw amendments.
  - c. That Council schedule a Public Hearing after the bylaws have received first and second reading, subject to preparation, execution and registration of a Statutory Right-of-Way of 2.50 m along Bay Street to the satisfaction of the Director of Engineering and Public Works and City Solicitor.
2.
  - a. That Council schedule a Hearing to consider a Development Permit with Variances for 1574 Bay Street, concurrently with Rezoning Application #00417; and
  - b. Following the Hearing, and subject to the adoption of the bylaw amendments for 1574 Bay Street, that Council authorize the issuance of the Development Permit with Variances for 1574 Bay Street, in accordance with:
    - i. plans for Rezoning Application #00417 stamped May 21, 2014,
    - ii. design refinements to the front elevation to reduce the visual prominence of the front garage and to increase green space, to the satisfaction of the Director of Sustainable Planning and Community Development,
    - iii. development meeting all *Zoning Regulation Bylaw* requirements, except for relaxation of front, rear and side yard setbacks:
      - Part 1.22 – R1-S1 Zone, Restricted Small Lot One Storey District
        - minimum rear yard setback relaxed from 6.0 m to 5.49 m
      - Part 1.23 – R1-S2 Zone, Restricted Small Lot Two Storey District
        - minimum front yard setback relaxed from 6.0 m to 4.00 m
        - minimum rear yard setback relaxed from 6.0 m to 4.40 m
        - minimum side yard setback from a habitable room relaxed from 2.4 m to 1.5 m;
    - iv. final plans to be in accordance with plans identified above.

### 7.2 Alternate Recommendation

That Council decline Rezoning Application #00417 and the Development Permit with Variances for 1574 Bay Street.

## 8.0 List of Attachments

- Zoning map
- Aerial photo
- Letters from Martin and Patrice Holman, stamped November 14, 2013, and February 5, 2014
- Plans for Rezoning Application #00417 stamped May 23, 2014
- Summary and Responses to Small Lot House Rezoning Petition completed October 2013
- Letter from Fernwood Community Association Land Use Committee, stamped October 24, 2013, and associated correspondence.





1574 Bay Street  
Rezoning #00417  
Bylaw #



Rezoning Application # 00417 and Development Permit with Var...



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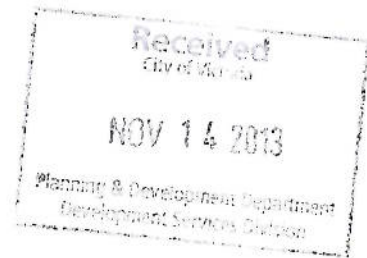


Rezoning





Martin & Patrice Holman  
1254 Kings Road  
Victoria BC  
V8T1X7  
Canada



Mayor and Council  
City of Victoria  
No 1 Centennial Square  
Victoria  
V8W1P6  
Canada

12<sup>th</sup> September 2013

Dear Mayor and Council

### 1574 BAY STREET – PROPOSED REZONING

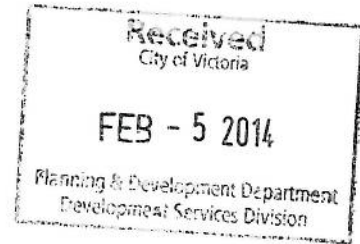
In regards to the Rationale for rezoning :

- **Government Policies** – yes we believe this conforms to official community plan, neighbourhood plan and relevant Design Guidelines.
- **Project Benefits** – good land use, gives an increase tax base and creates needed work.
- **Need & Demand** – creating “In Fill” Lots.
- **Services** – Yes.
- **Neighbourhood** – corner lot.
- **Impacts** – we believe it will compliment the street and not have any negative effects on the street.
- **Design** – The street is an eclectic collection of homes and our contemporary design should enhance the street. We are proposing to sink the house into the ground thus lowering the height and blending better into the street scape. Once the landscaping grows it will be a soft affect.

Yours faithfully

A handwritten signature in blue ink, appearing to be "MH" or similar, written over a horizontal line.

Martin & Patrice Holman



January 23, 2014

Mayor Fortin and Council  
City of Victoria  
#1 Centennial Square  
Victoria, BC

Mayor Fortin and Members of Council,

**RE: 1574 BAY STREET - REZONING APPLICATION**

I respectfully request your consideration of a proposal to rezone my property at 1574 Bay Street from R1-B, Single Family Dwelling District to R1-S2, Restricted Small Lot (Two Storey) District so that I can subdivide the 620 m<sup>2</sup> lot into two separate lots and build a new small lot single family house facing onto Victor Street. The existing one storey house facing onto Bay Street will be retained.

The proposal is in keeping with policies for infill housing in the *Official Community Plan*, the *Fernwood Neighbourhood Plan* and the City's *Small Lot House Rezoning Policy and Design Guidelines*.

The 620 m<sup>2</sup> lot, which is on the north-east corner of Bay and Victor Streets, has a small (69 m<sup>2</sup>), 2 bedroom, single storey, house facing onto Bay Street. The surrounding properties also have smaller single family houses for the most part built in the 1940's and 1950's. A number of other properties in the neighbourhood, similar to this, facing onto Bay Street, have been rezoned to permit duplexes and small lot houses.

The proposed subdivision will create 2 new lots; a 355 m<sup>2</sup> lot for the existing house and a 265 m<sup>2</sup> lot for the new house. Both lots are above the 260 m<sup>2</sup> lot area required for small lot rezoning. The new single storey, 123.2 m<sup>2</sup> home will have 2 bedrooms and a den. The house, with its modern style and quality materials, is specifically designed, given the grade change across the property from north to south, to minimize its street profile and fit into the neighbourhood. Parking is tucked under the building in a one car garage.

The proposed house is well under the R1-S2 zone maximum floor space (123 m<sup>2</sup> compared to 190 m<sup>2</sup>), height (5.58 m compared to 7.5 m) and site coverage (37.7% compared to 40%). However in order to achieve this unique design a number of relaxations are requested:

- *Relaxation of the front and rear yard setbacks from 6.0 m to 4.3 and 4.0 m respectively.* The one storey, low profile nature of the design requires a larger floor plan than a two storey design and pushes the building walls further into the front and rear yard setbacks. The decision to keep the house well below the maximum permitted height (5.58 m as opposed to 7.5 m) makes it a better fit for the neighbourhood and reduces potential shadowing of adjacent properties. Additionally, the 4.3 m front yard setback provides for a transition along Victor Street (from the 3.35 m flanking side yard of the existing house on Bay Street to the

January 23, 2014  
1574 Bay Street  
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possible front yard setback on the property to the north on Victor Street). The proposed rear yard provides a large and usable private patio and garden area for the homeowners.

- *Relaxation of the north and south side yards from 2.4 m to 1.52 m.* The R1-S2 zone actually allows side yards of 1.5 m, as proposed, where walls do not have any windows into habitable spaces. The purpose of this is to minimize concerns over privacy between adjacent properties. Given that the proposed house includes habitable space with windows in the side walls every effort has been made to minimize any concern for privacy. All of the proposed windows in the side walls are either small "piano" windows (placed higher up to still allow light into the room but prevent people looking in or out) or are below grade. The existing house to the north has no windows in the side wall.
- A further relaxation is requested for the proposed rear yard setback for the existing house from 6 m to 5.49 m. This relaxation, which requires the removal of a small porch, does not reduce the usability of the rear yard and is mitigated by the large side yards and low site coverage.

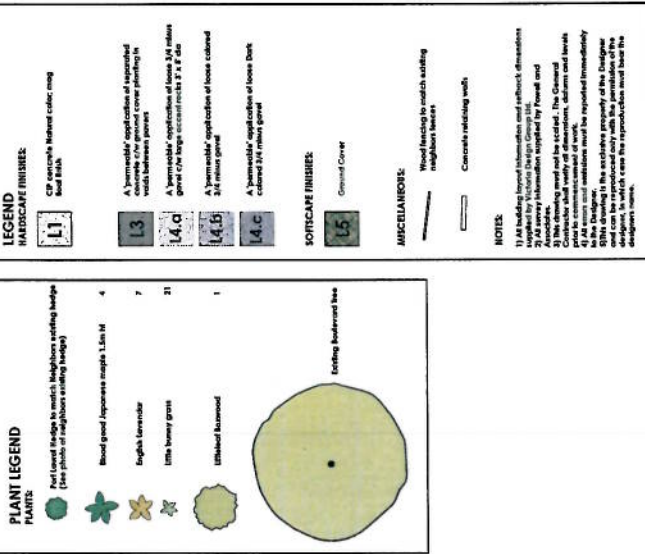
The design of the new home fits well with the neighbourhood and as an infill project, the modest increase in number of units on this property helps the City move forward, albeit in a small way, towards its continued goal for a more sustainable community.

I thank you for your consideration of my application and look forward to discussing it with you.



Martin Holman





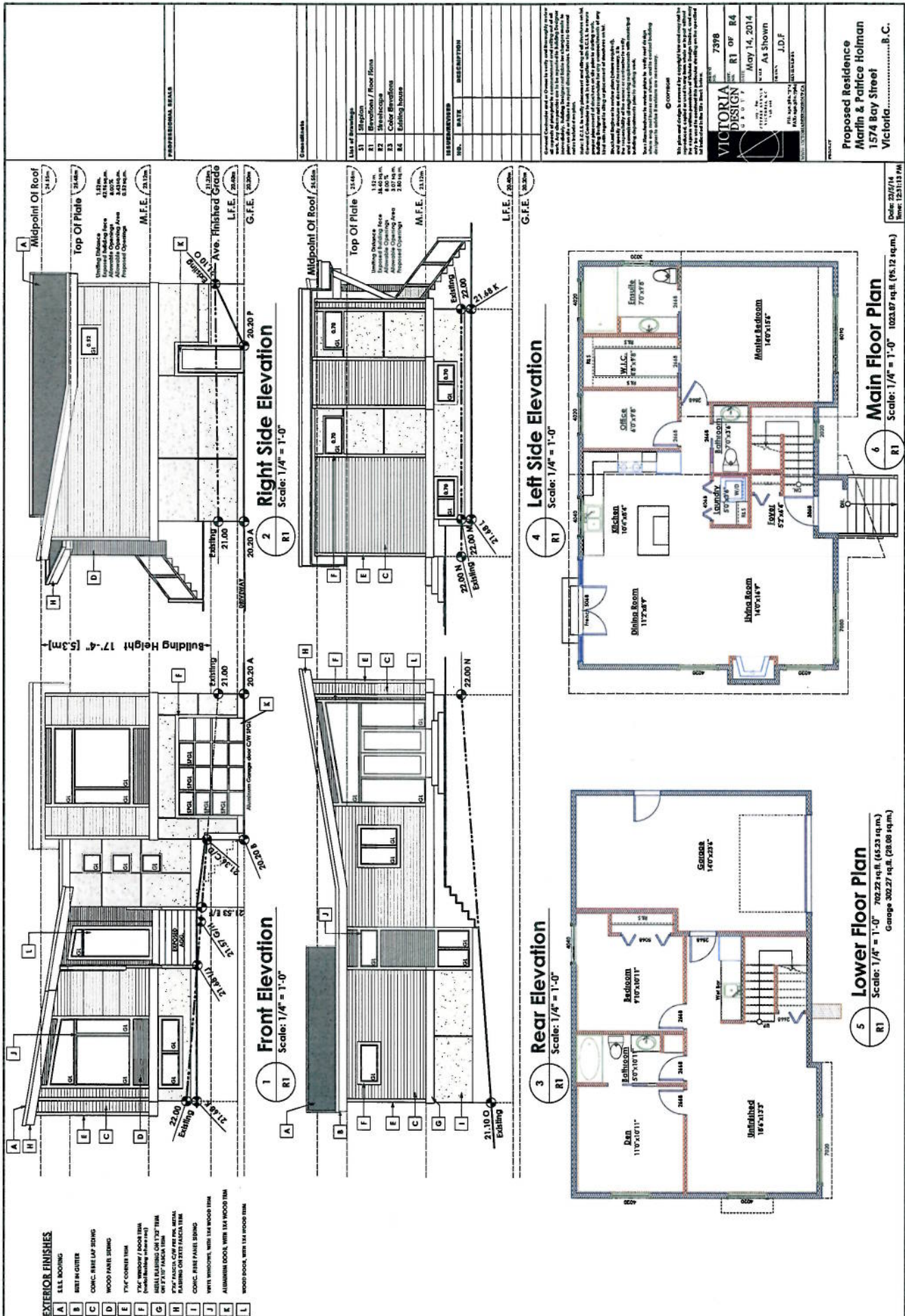


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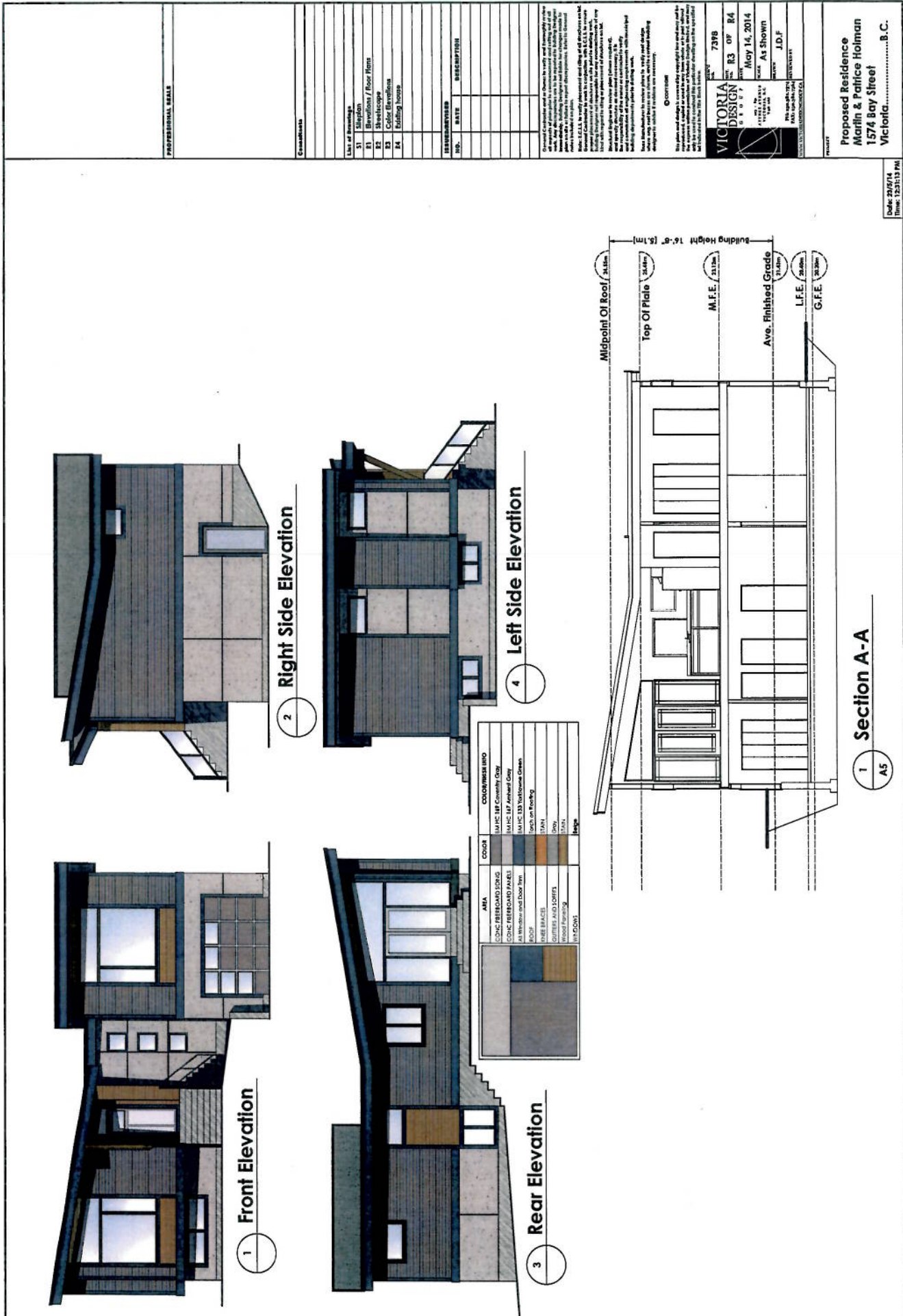




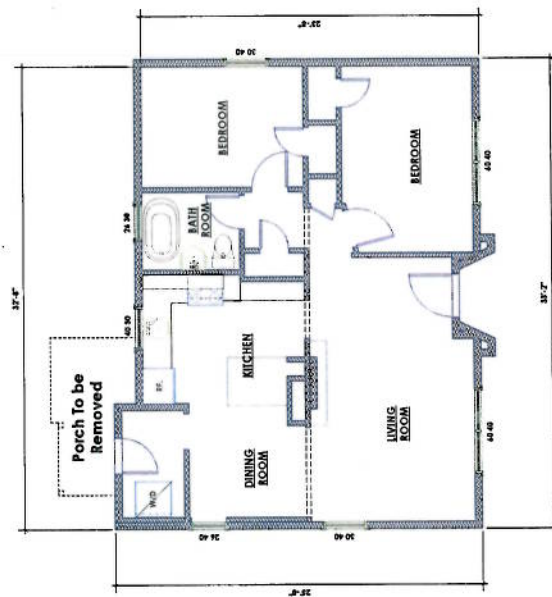




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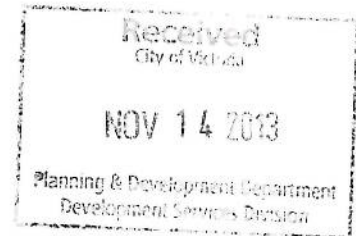
## Main Floor Plan

Scale: 1/4" = 1'-0"

[illegible]

Date: 23/5/14  
Time: 12:31:14 P/A

**SUMMARY  
SMALL LOT HOUSE REZONING PETITION**



I, MARTIN HOCHAN, have petitioned the adjacent neighbours\* in compliance with  
(applicant)

the Small Lot House Rezoning Policies for a small lot house to be located at 1574 BAY ST  
(location of proposed house)

and the petitions submitted are those collected by OCT 29 8:27 AM / 11/13 \*\*  
(date)

Address	In Favour	Opposed	Neutral (30-day time expired)
	✓	✓	✓
1551 BAY ST	✓		
1545 BAY ST	✓		
2506 VICTOR	✓		
1580 BAY	✓		
2515 VICTOR	✓		
2512 VICTOR		✓	

SUMMARY	Number	%
IN FAVOUR	5	83
OPPOSED	1	17
TOTAL RESPONSES	6	100%

NO RESPONSE

\*Do not include petitions from the applicant or persons occupying the property subject to rezoning.

\*\*Note that petitions that are more than six months old will not be accepted by the City. It is the applicant's responsibility to obtain new petitions in this event.





### SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I,

MARTIN HOLMAN (print name), am conducting the petition requirements for the

property located at 1574 BAY ST

to the following Small Lot Zone: R1S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. Please do not include your phone number or email address.

Please review the plans and indicate the following:

NAME: (please print) IAN MUNRO (see note above)

ADDRESS: 2506 VICTOR ST

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DAED OCT 24/13 SIGN. Cjo



### SMALL LOT HOUSE REZONING PETITION

In preparation for/my rezoning application to the City of Victoria, I,

MARTIN HOLMAN (print name), am conducting the petition requirements for the

property located at 1574 BAY ST

to the following Small Lot Zone: R1S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) JOYCE GRANT (see note above)

ADDRESS: 2515 VICTOR ST

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

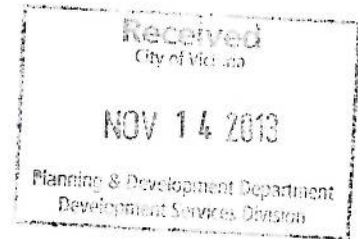
☐ I am opposed to the application.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

DATE Oct 24 / 13 SKN [Signature]





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Please review the plans and indicate the following:

NAME: (please print) JOHN BYRNE (see note above)

ADDRESS: 1545 BAY ST

Are you the registered owner? Yes ☒ No ☐

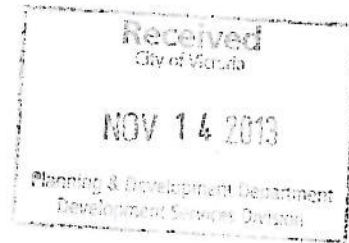
I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Please review the plans and indicate the following:

NAME: (please print) ELIZABETH DEVOLDER (see note above)

ADDRESS: 1551 BAY STREET, VICTORIA BC

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

ACROSS THE BAY IS ALREADY R2.

DATE OCT 24/13 SIGN. BED Devolder





### SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I,

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Please review the plans and indicate the following:

NAME: (please print) Chris Bigelow-Nuttall (see note above)

ADDRESS: 1580 Bay St U8R2124

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

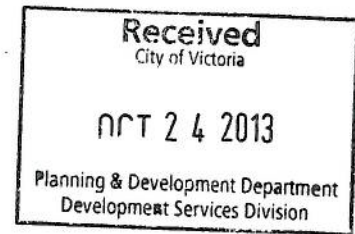
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Land Use Committee  
Fernwood Community Association  
1923 Fernwood Road Victoria, BC V8T 2Y6  
Phone/Fax: (250) 384-7441  
Email: [landuse@fernwoodvic.ca](mailto:landuse@fernwoodvic.ca)

October 22, 2013

Mayor and Council  
City of Victoria



**Re: Rezoning Application #00417 for 1574 Bay Street**

Dear Mayor and Council:

On September 4, 2013 the proposed redevelopment of 1574 Bay Street was presented at the Fernwood Community Association Land Use Committee meeting. This Official Community meeting was attended by ten people where the proponent and his architect presented their plans and answered questions. A Preliminary Community Meeting was also held for the property on August 7, 2013.

Enclosed is a letter received from Elizabeth Martin who was unable to attend the meeting. Ms. Martin lives on Victor Street across from this property.

Generally the comments made at both community meetings did not support this rezoning. The front and rear variances requested for the building proposed for the new small lot were considered excessive. It was the opinion of some at the meeting that the small lot zone already gives people a break on lot size and setback requirements and that a minor variance would be OK but this is asking for too much. The combined square footage of the two variances was estimated to be 42.3 m<sup>2</sup> (462 sq. ft.) or 45% of the buildings footprint.

The proposed house will not align with the other houses on Victor Street. The City's Small Lot House Design Guidelines address this issue by saying 'Unless handled carefully, a setback that varies significantly from the established pattern may be disruptive to the streetscape.' This point is raised by Elizabeth Martin in her letter.



Someone else felt that sometimes a corner lot just doesn't work for two small lot houses. It was suggested that a house that meets the required setbacks be built instead.

The Land Use Committee is concerned that variances of this magnitude will set a precedent for other small lot rezoning applications. As a result the committee will be approaching the Fernwood Community Association and seeking support for a policy statement that reflects this concern. Unfortunately this work was not able to be concluded by the time this letter was needed.

Sincerely,

A handwritten signature in black ink, appearing to read "David Maxwell". The signature is fluid and cursive, with a large, sweeping "D" and "M".

David Maxwell, Chair  
Land Use Committee  
Fernwood Community Association

Pc: Sustainable Planning and Community Development Department, City of Victoria  
Board of Directors, Fernwood Community Association

September 4, 2013.

David Maxwell,

Land Use Committee Chair,

Fernwood Community Association,

Since I am unable to attend the Fernwood Community Meeting on September 4, 2013, I decided to write a letter expressing my views.

I am opposed to Martin Holman's development proposal for the lot at 1574 Bay Street. I have several reasons for this as follows:

- 1) A new zone is requested which is quite out of character with the other single family dwellings on the 2500 block of Victor Street. He is planning to build a number of units/residences on a very small lot.
- 2) The proposed new house is very large and will project out close to the street. It will not fit in with the surrounding houses.
- 3) I am concerned that blasting could damage the neighbouring houses.
- 4) The corner of Bay and Victor is already a very crowded and busy place.

-There is a day-care at 2506 Victor which accommodates up to 5 children.

-The traffic coming and going from Victor to Bay Street is formidable.

5) Martin Holman plans to be an absentee landlord. He will not have to deal with any of the congestion and traffic issues.

I believe that if Mr. Holman is allowed to go through with his proposal, he could seriously undermine the quality of life in this neighbourhood. For many years now Victor Street has been a pleasant place to live and very favourable to young families. My hope is that it will stay this way.

Respectfully submitted,

Elizabeth Martin

[REDACTED]





## Planning and Land Use Standing Committee Report

For June 19, 2014

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**Date:** June 5, 2014      **From:** Mike Wilson, Senior Planner – Urban Design

**Subject:** **Rezoning Application #00434 and Development Permit with Variances Application for 703 Pine Street**  
 Application to rezone to permit retention of a single family dwelling on a subdivided lot and construction of a new small lot house with variances for front and rear yard setbacks

---

### Executive Summary

The purpose of this report is to present Council with information, analysis and recommendations regarding a Rezoning Application and Development Permit with Variances Application for the property located at 703 Pine Street. The proposal is to rezone the property from the R1-B Zone (Single Family Dwelling District) to the R1-S2 Zone (Restricted Small Lot Two Storey) in order to permit the retention of a single family dwelling on a subdivided lot and construction of a new small lot house with variances related to the front and rear yard setback requirements.

The following points were considered in assessing this application:

- The subject site is designated as Traditional Residential in the *Official Community Plan, 2012* (OCP). The rezoning proposal is generally consistent with the uses identified for this Urban Place Designation.
- The proposal to rezone is in keeping with the OCP objectives for sensitive infill and complies with applicable guidelines in Development Permit Area 15A, Intensive Residential Small Lot Development.

Given the proposal's consistency with OCP policy and the applicable design guidelines, staff recommend that Council forward the application to a Public Hearing.

### Recommendation

1.
  - a. That the City Solicitor be instructed to prepare the necessary *Zoning Regulation Bylaw* amendments that would authorize the proposed development outlined in Rezoning Application #00434 for 703 Pine Street;
  - b. That Council consider giving 1<sup>st</sup> and 2<sup>nd</sup> reading to the bylaw amendments;
  - c. That Council schedule a Public Hearing after the *Zoning Regulation Bylaw* amendments have received 1<sup>st</sup> and 2<sup>nd</sup> reading.
2.
  - a. That Council schedule a hearing to consider a Development Permit with Variances application for 703 Pine Street concurrently with Rezoning Application #00434;

- b. Following the hearing, and subject to adoption of the *Zoning Regulation Bylaw* amendments for 703 Pine Street, that Council authorize the issuance of the Development Permit with variances for 703 Pine Street in accordance with:
- i. plans for Rezoning Application #00434, stamped May 14, 2014, development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
    - Part 1.23, R1-S2 Zone, Restricted Small Lot (Two Storey) District minimum front yard setback is relaxed from 6.0 m to 4.0 m;
  - ii. final plans to be in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

Respectfully submitted,



Mike Wilson  
Senior Planner – Urban Design  
Development Services Division



Deb Day  
Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager: \_\_\_\_\_



Jason Johnson

Date: \_\_\_\_\_

June 13, 2014

MW/lw

S:\TEMPEST\_ATTACHMENTS\PROSPERO\PL\REZ\REZ00434\PLUSC PLANNING REPORT TEMPLATE REZ2.DOC



## 1.0 Purpose

The purpose of this report is to present Council with information, analysis and recommendations regarding a Rezoning Application and Development Permit with Variances for the property at 703 Pine Street.

## 2.0 Background

### 2.1 Relevant History

In 2012, the current owners of the property demolished a duplex dwelling on the site that had fallen into disrepair. A new single family dwelling with a secondary suite was built on the site in 2013. This building was granted Board of Variance approval for a reduction of the rear yard setback from 7.5 m to 4.93 m.

### 2.2 Description of Proposal

The subject site is a double-fronting lot with frontage on both Pine Street and Belton Avenue. The applicant proposes to rezone the property from the R1-B Zone (Single Family Dwelling District) to permit subdivision into two parcels, retention of the existing house on Lot 1 and construction of a small lot house on Lot 2. The latter will comply with the R1-S2 Zone (Restricted Small Lot Two Storey District) criteria except for the front yard setback which will be relaxed from 6 m to 4 m.

The proposed site plan, house design and landscaping include:

- exterior materials include horizontal cement board siding, painted wood trim and a fiberglass shingle roof
- landscape finishes include an exposed aggregate driveway and path, two new trees and a 1.8 m tall privacy fence in the rear yard.

### 2.3 Land Use Context

As noted earlier, the subject property is located on Pine Street with frontage also onto Belton Avenue. This is one of two double fronting lots on the block. On both streets, the place character is low-density residential in the form of duplexes, single family dwellings, and small lot single family dwellings.

The immediate land use context includes:

- to the north on Belton Avenue, are single family homes in the R1-B Zone, Single Family Dwelling District and RS-1 Zone, Single Family Infill Dwelling District
- to the east, south and west are parcels in the R1-B Zone, Single Family Dwelling District.

### 2.4 Community Consultation

In accordance with the City's Land Use Procedures Bylaw, a Community Meeting was held with the Victoria West Community Association Land Use Committee (CALUC). No comments were received from the CALUC prior to writing this staff report.

With respect to the *Small Lot House Rezoning Petition*, the required poll of neighbours was initially completed in early 2013. It is to be noted that the design of the proposed dwelling has changed significantly since this poll. The changes were in response to staff comments and comments from the community. The application received 82% support from those surveyed. The petition forms and comments are attached to this report for information.

## 2.5 Existing Site Development and Development Potential

The data table (below) compares the proposal with the R1-B Zone (Single Family Dwelling District) and R1-S2 Zone (Restricted Small Lot Two Storey District). The proposal is less stringent than the applicable zoning criteria where identified with an asterisk (\*) as below. Dimensions marked with a double asterisk (\*\*) are existing legally non-conforming conditions.

Zoning Criteria	Proposed - Lot A	Zone Standard (R1-B)	Proposal - Lot B	Zone Standard (R1-S2)
Site area (m <sup>2</sup> ) minimum	460.00	460.00	286.60	260.00
Lot width (m) minimum	16.75	15.00	16.73	10.00
Total Floor Area (m <sup>2</sup> ) maximum	189.62	300.00	189.90	190.00
Floor space ratio (ratio) maximum	0.41:1	n/a	0.54:1	0.6 to 1
Height (m) maximum	7.40	7.60	6.92	7.50
Storeys maximum	2	2	2	2
<b>Setbacks (m) minimum</b>				
Front	4.93** (Pine St.)	7.50	4.05* (Belton Ave.)	6.00
Rear	8.44 (N)	7.50	6.00 (S)	6.00
Side (E)	1.70	1.50	1.50	1.50
Side (W)	3.10	3.00	2.73	2.40
Combined side setbacks	4.70	4.50		n/a
Site coverage (%) maximum	30.80	40.00	29.90	40.00
Open site space (%)	64.70	n/a	39.40	n/a
Parking minimum	1	1	1	1

## 2.6 Legal Description

Lot 3, Section 10, Esquimalt, Plan 286

## 2.7 Consistency with City Policy

### 2.7.1 Regional Growth Strategy

The proposal contributes to the *Regional Growth Strategy* goal of adding to the supply of housing within the boundaries of the City.



### 2.7.2 Official Community Plan, 2012

The proposed development is consistent with the relevant land use policies of the *Official Community Plan 2012* (OCP). The property is designated as Traditional Residential in the OCP, where ground-oriented housing, such as small lot single family dwellings, are envisioned. In accordance with the OCP, the new small lot dwellings are subject to DPA 15A, Intensive Residential Small Lot.

### 2.8 Consistency with Design Guidelines

The proposal is subject to review under DPA 15A, Intensive Residential Small Lot Development. The applicable design guidelines are the *Design Guidelines for Small Lot Houses, 2002*. Staff have reviewed this small lot house proposal for compliance with applicable guidelines and are generally satisfied with the design of the proposed new house

### 3.0 Issues

The issues associated with this application are the:

- proposed reduction in the front yard setback
- relationship of proposed new house with houses on adjoining lots.

### 4.0 Analysis

#### 4.1 Proposed Reduction in Front Yard Setback

The applicant proposes a reduction in the front yard setback from 6 m to 4 m. The siting of the proposed dwelling projects very slightly beyond the building line of the neighbouring dwellings; however, the proposed siting remains reasonably consistent and helps to establish a consistent street rhythm, in terms of building placement, along Belton Street. The applicant has complied with the guidelines with respect to providing an easily identifiable front entry with a dedicated pedestrian pathway connection to the sidewalk.

Staff recommend that the Committee support the proposed reduction in front yard setback.

#### 4.2 Relationship of Proposed New House with Houses on Adjoining Lots

The new house is somewhat larger than the houses on either side of it, however, it is compliant with the R1-S2 Zone standards. It is further noted that these neighbouring houses have potential for redevelopment or extensive renovation to add new floor area and height. There are also a number of larger homes located in other locations on this block.

The applicant has taken care to ensure that potential overlook issues to the neighbouring properties have been considered. As a result, the east elevation does not contain any window openings, while the west elevation contains one piano window.

### 5.0 Conclusions

This proposal to rezone to the R1-S2 Zone in order to allow the retention of an existing single family dwelling with a secondary suite and the construction of one new small lot house is well-suited to the surrounding land use context. It is also consistent with design guidelines for infill in low-density residential areas with established place character. Staff therefore recommend that the Committee support the application and advance it to a Public Hearing.

## 6.0 Recommendation

1.
  - a. That the City Solicitor be instructed to prepare the necessary *Zoning Regulation Bylaw* amendments that would authorize the proposed development outlined in Rezoning Application #00434 for 703 Pine Street;
  - b. That Council consider giving 1<sup>st</sup> and 2<sup>nd</sup> reading to the bylaw amendments;
  - c. That Council schedule a Public Hearing after the *Zoning Regulation Bylaw* amendments have received 1<sup>st</sup> and 2<sup>nd</sup> reading.
2.
  - a. That Council schedule a hearing to consider a Development Permit with Variances application for 703 Pine Street concurrently with Rezoning Application #00434;
  - b. Following the hearing, and subject to adoption of the *Zoning Regulation Bylaw* amendments for 703 Pine Street, that Council consider passing the following resolution to authorise the issuance of the Development Permit with variances for 703 Pine Street:
    - i. plans for Rezoning Application #00434, stamped May 14, 2014, development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
      - Part 1.23, R1-S2 Zone, Restricted Small Lot (Two Storey)  
District minimum front yard setback is relaxed from 6.0 m to 4.0 m;
    - ii. final plans to be in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

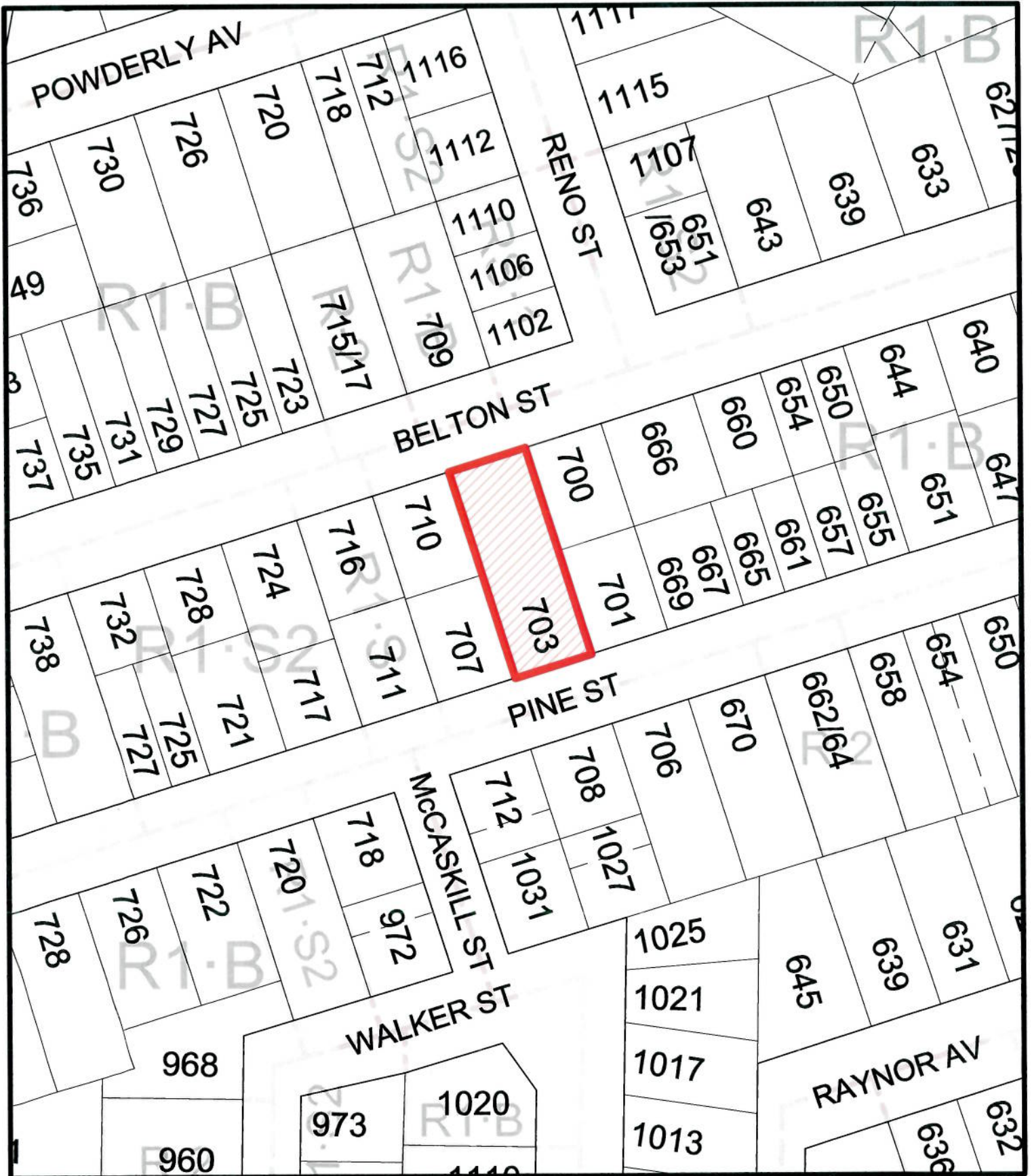
## 7.0 Alternative Recommendation

That Council decline Rezoning Application #00434 for 703 Pine Street.

## 8.0 List of Attachments

- Zoning map
- Aerial photo
- Letter from Applicant dated May 14, 2014
- Small Lot House Rezoning Petition
- Plans for Rezoning Application #00434, stamped May 14, 2014.





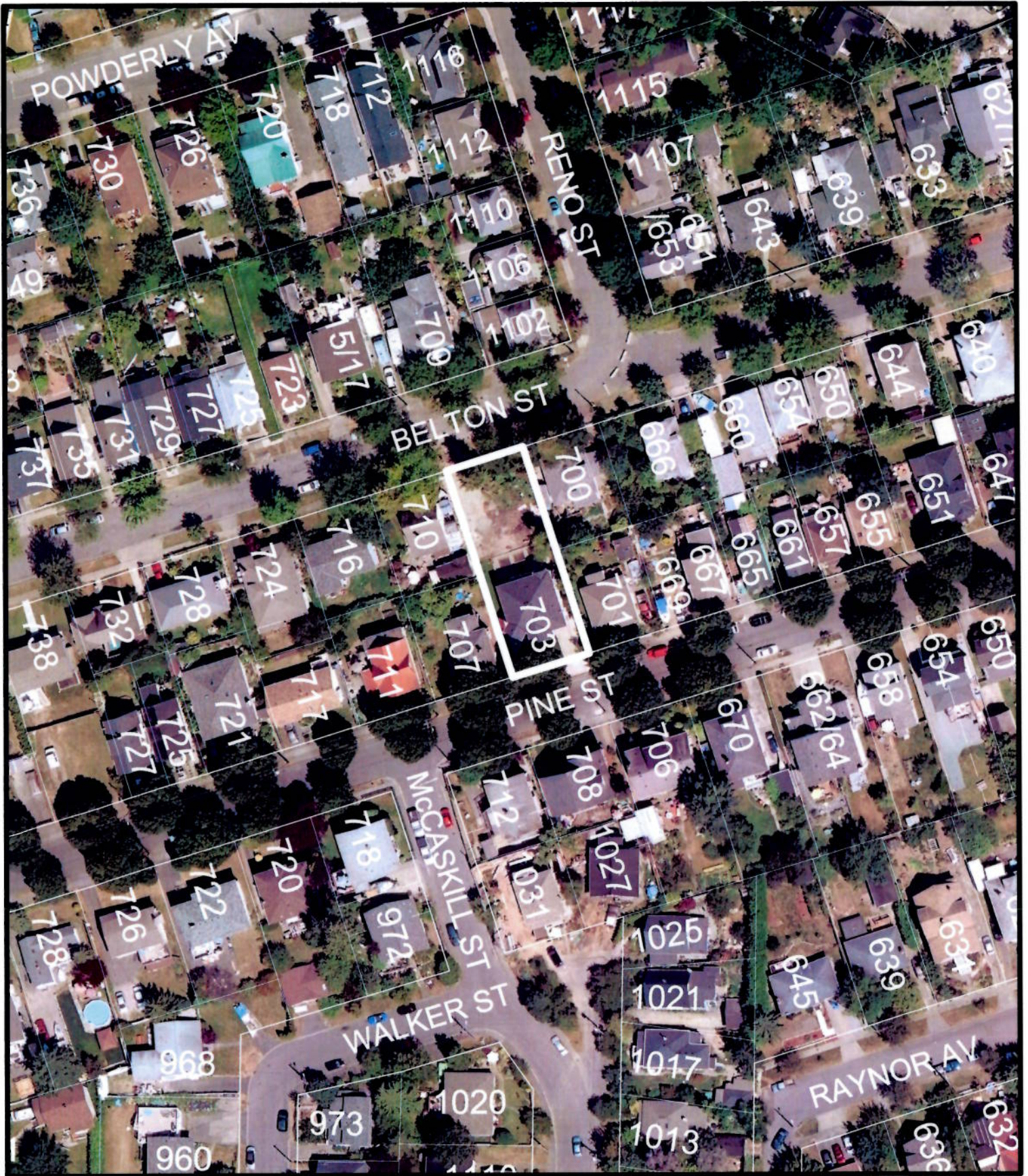
703 Pine Street

Rezoning #00434

Bylaw #

Rezoning Application # 00434 and Development Permit with Var...





703 Pine Street

Rezoning #00434

Bylaw #



Rezoning Application # 00434 and Development Permit with Var...



REVISED MAY 14, 2014

Louise Braybrook & Rob Vandoremalen  
703 Pine Street  
Victoria, BC V9A 2Z8

050 886 9029

May 14, 2014

City of Victoria  
Douglas St.  
Victoria, BC



Delivered by hand

Re: REZONING APPLICATION – 703 Pine Street, Victoria, BC

We are providing this letter in support of our application to rezone 703 Pine Street. A larger lot facing Pine Street will remain R1 B with the legal secondary suite. The smaller lot facing Belton will be changed to R1-S2 Small Lot and in support of a subdivision into the 2 lots.

**Government Policies:** The plans for the proposed dwelling on the new small lot and the existing house on the remaining portion conform to the recommendations of the Official Community Plan, Neighbourhood plan and Design Guidelines for small lots. Our meeting with the Community Association was well attended and greatly encouraging. Extensive changes have been made to the proposed lot sizes and dwelling to comply with the neighbour's and City officials recommendations.

- a) The house was moved closer to Belton to be in line with the other houses on the street
- b) The height is lower and the house has been designed smaller to avoid the back variance.
- c) With the allowance of cement steps to the back door there is now no variance required for the back yard.
- d) The basement is now not accessible from the outside and is below the level of the services eliminating the possibility of an illegal suite in that level.
- e) The front has been designed to conform to the neighbouring houses, particularly those that are relatively new on Reno Street.
- f) The front door is now prominent and is accessible directly from the street by sidewalk.
- g) Moving the house forward will now eliminate the blocking of the sun in the Easterly neighbour's back yard.
- h) The driveway will allow easy access to both the proposed house on Belton and the Westerly neighbour as the power/telephone pole will be removed as it was only used for the old house that was removed on Pine. The existing Pine Street house is serviced from Pine.
- i) Landscaping including plantings and fence in the back yard will address any privacy issues.

**Project Benefits:** The project benefits the neighbours in the following ways:

1. The destruction and cleanup of the existing condemned house was welcomed by the neighbours. An Arborist was hired to assess every tree on the property which was part of a 100+ yr old orchard, with a view to save as many as possible. Unfortunately most were rotten with hollow centers, had black mold which was being spread or were completely dead.

2. The landscaping will include keeping as much of the privacy screen plants at the Belton front as possible, plant ground cover in front and grass in the rear of the new house. This will curb the unfettered growth of invasive plants such as morning glory.
3. A new house with surface drainage into the storm drain system off Pine will help drain seasonal pooled water in both neighbouring property.
4. Removal of the power pole will provide safe ingress and egress from existing driveways.
5. By designing a house in character with the neighbouring houses and by setting the house in-line with existing houses on both streets will keep the pleasant 'look' of the neighbourhood.

**Need and Demand:** The house previously on this property offered 3 suites until one was condemned. We are retaining 3 living accommodations in the proposed rezoning and subdivision, thereby offering sensible densification and not increasing the traffic. The design for the new house is small and will be affordable as far as new houses go in this area. Infill lots in the City of Victoria provide needed, affordable accommodation within walking distance to work or entertainment in the downtown area.

**Services:** There are sidewalks in front, access to water, sewer and power on Belton and Pine. Storm drainage for the lot off Belton will be provided by easement through the Pine St. Lot.

**Neighbourhood:** The lots for the houses along both streets are of the small lot size, this rezoning and subdivision would make the new lot size and house conform to the other lots in the neighbourhood.

**Impacts:** We have discussed the impact with all of the neighbours and have received a very favourable response to the 'clean up' and increased value in the area. The improvements to date on the lot have spurred neighbours to renovate their own homes making the effect overall to be a tremendous change. We have lived on Pine for 11 years and have seen many wonderful changes in that time.

**Design:** The new house on Belton will be built with similar 'green' finishing as the new house on Pine. That is, low flow toilets and shower heads, electric heat pump system, upgraded insulation and hardi-plank siding. We will provide power smart appliances and install efficient low E windows as well. The house is designed with a small footprint on 2 levels (plus basement) to share and retain heat. The façade blends well with the neighbouring houses, that is, small with quaint character. The property will be fully landscaped as mentioned.



Louise Braybrook



Rob Vandoremalen



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandorematten and  
house Braybrook am conducting the petition requirements for the  
(print name)  
 property located at 703 Pine Street  
 to the following Small Lot Zone: R1-S2

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Please review the plans and indicate the following:

NAME: (please print) Sally Gardner (see note above)

ADDRESS: 707 Pine St.

Are you the registered owner? Yes ☐ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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Oct 30/13  
Date

  
Signature

## SMALL LOT HOUSE REZONING PETITION

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Please review the plans and indicate the following:

NAME: (please print) Fred Tamin (see note above)

ADDRESS: 703 Pine

Are you the registered owner? Yes ☐ No ☒

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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Oct. 10/13  
 Date

[Signature]  
 Signature



## SMALL LOT HOUSE REZONING PETITION

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(print name)  
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Please review the plans and indicate the following:

NAME: (please print) David Jones + Ardis Baker (see note above)

ADDRESS: 712 Pine St.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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Oct 19 2013  
 Date

Ardis Baker  
 Signature

## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandorematten and  
House Braybrook am conducting the petition requirements for the  
(print name)  
 property located at 703 Pine Street  
 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) GRAM SMITH (see note above)

ADDRESS: 708 PINE ST.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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05/10/13  
Date

[Signature]  
Signature



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandorematten and  
house Braybrook (print name) am conducting the petition requirements for the  
 property located at 703 Pine Street  
 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) Ed & Lionel Gaudet (see note above)

ADDRESS: 706 Pine St.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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Oct. 19/2013  
Date

x [Signature] x  
Signature

# SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandermaten am conducting the petition requirements for the  
house Braybrook (print name) am conducting the petition requirements for the  
property located at 703 Pine Street  
to the following Small Lot Zone: R1-S2

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Please review the plans and indicate the following:

NAME: (please print) Carrie Charlesworth (see note above)

ADDRESS: 709 Belton

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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Oct 19/2013  
Date

Carrie Charlesworth  
Signature



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandoren <sup>maten an</sup>  
house Braybrook <sub>(print name)</sub> am conducting the petition requirements for the  
 property located at 703 Pine Street  
 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) Scott Birley (see note above)

ADDRESS: 710 BELTON AVE.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Oct 5/2013 Scott Birley  
 Date Signature

## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandorematten an  
house Braybrook am conducting the petition requirements for the  
(print name)  
 property located at 703 Pine Street  
 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) Sharon Merino (see note above)

ADDRESS: 715 Belton Ave

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

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Oct 5, 2013  
 Date

[Signature]  
 Signature



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandorematten and  
house Braybrook (print name) am conducting the petition requirements for the  
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Please review the plans and indicate the following:

NAME: (please print) Wayne VanTassel & Mark Dickerson (see note above)

ADDRESS: 1102 Reno

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☐ I support the application.

☒ I am opposed to the application.

Comments:

SEE ATTACHMENT

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOVEMBER 6, 2013  
 Date

Wayne VanTassel  
Mark Dickerson  
 Signature

Small Lot Rezoning Petition for 703 Pine Street

We oppose the petition.

Comments:

We are concerned the proposed house on Belton Street does not integrate well into the neighbourhood. Not only does the style not appear to adapt to the styles of the neighbourhood, it also appears to overwhelm the neighbouring houses. The proposed home may not be any closer to the street as the homes beside it, but unlike them, the proposed home presents a large, blunt multi-story vertical face to the street, which we worry is going to be much more intrusive.

We are also concerned that the existing trees will not be saved in the construction process. We understand that construction of the other house on Pine Street resulted in the removal of or damage to many trees. The loss of the trees has decreased privacy. And while none of the trees were heritage trees, in an older residential neighbourhood like this it is important to maintain mature boulevard trees to the extent possible. We are concerned that it will not be possible to build a large (for the lot size) two-story home with basement with so little setback without destroying the existing street trees.

We are also concerned about the suite potential of the home. There is already limited parking on the block. We accept the current owners do not intend to create rental suites, but the proposed house seems large enough, and laid out in such a way, that it could easily be converted into suites. I understand the current owners do not intend to live in the house, and there is no telling what the new buyers would want to do with the property.

For all of these reasons we object to the rezoning petition as currently submitted.



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandoren maten an  
house Braybrook (print name) am conducting the petition requirements for the  
 property located at 703 Pine Street  
 to the following Small Lot Zone: R1-S2

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Please review the plans and indicate the following:

NAME: (please print) Eva Cassetti - Mark Johnson (see note above)

ADDRESS: 700 Belton

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

- \* We feel the house is too tall and will exceed the limit of height as set out for Zone R1-S2.
- \* We Also Don't want it to block all of our sun.
- \* We want to ensure it does not become a suited house as there are limited parking spaces on the street.

Oct. 25, 2013  
 Date

[Signature]  
 Signature

## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Rob Vandoren <sup>maten</sup> am conducting the petition requirements for the house Braybrook (print name) property located at 703 Pine Street to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) Wayne VanTassel & Mark Dickerson (see note above)  
ADDRESS: 1102 Reno

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

- ☐ I support the application.  
☒ I am opposed to the application.

Comments:

SEE ATTACHMENT  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOVEMBER 6, 2013 Wayne VanTassel  
Date Signature



Small Lot Rezoning Petition for 703 Pine Street

We oppose the petition.

Comments:

We are concerned the proposed house on Belton Street does not integrate well into the neighbourhood. Not only does the style not appear to adapt to the styles of the neighbourhood, it also appears to overwhelm the neighbouring houses. The proposed home may not be any closer to the street as the homes beside it, but unlike them, the proposed home presents a large, blunt multi-story vertical face to the street, which we worry is going to be much more intrusive.

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For all of these reasons we object to the rezoning petition as currently submitted.



700 BELTON AVENUE

SUBJECT PROPERTY FROM BELTON AVENUE

710 BELTON AVENUE



707 PINE STREET



SUBJECT PROPERTY FROM PINE STREET



SUBJECT PROPERTY FROM PINE STREET



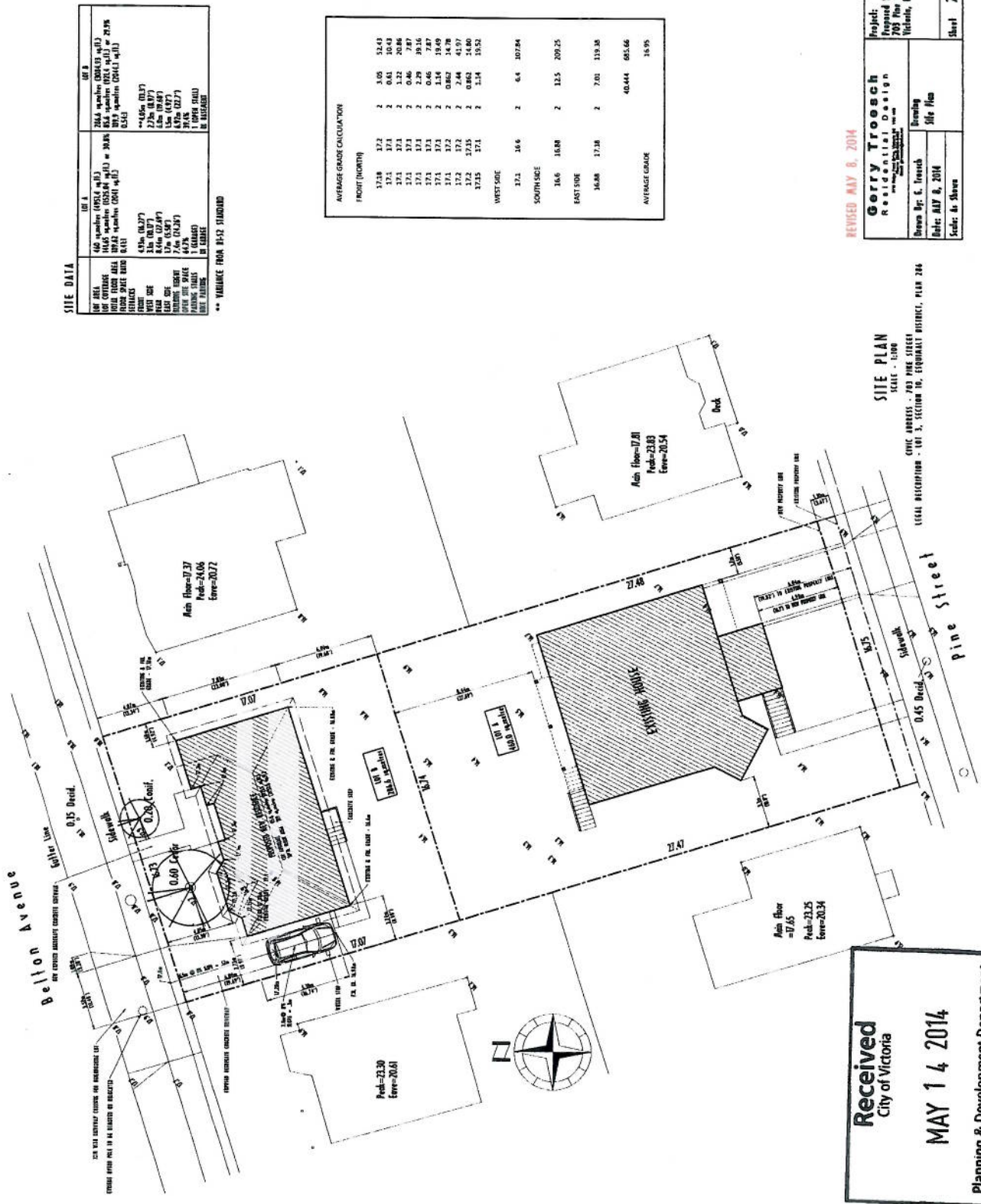
701 PINE STREET

Received  
City of Victoria  
MAY 14 2014  
Planning & Development Department  
Development Services Division

REVISED MAY 8, 2014

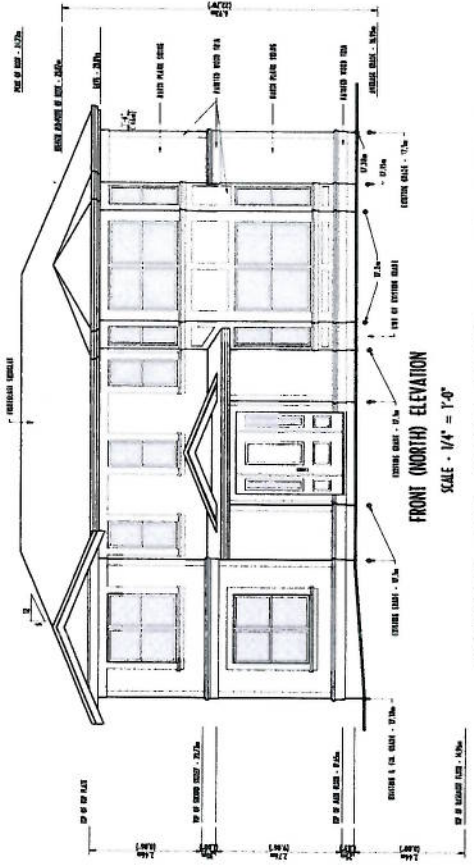
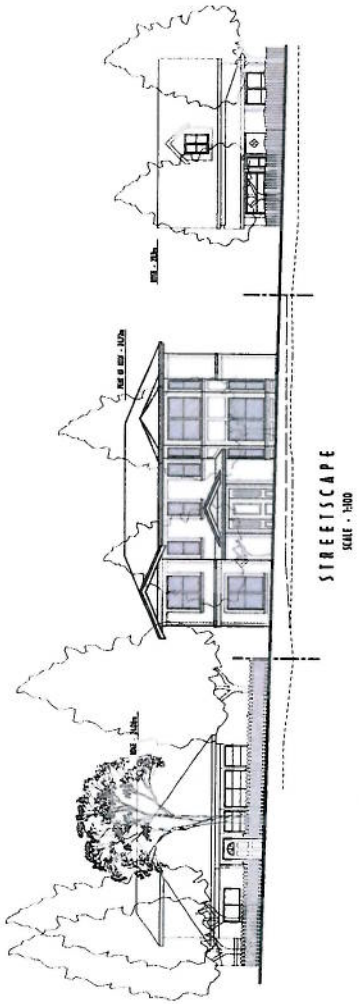
<b>Gerry Troesch</b> Residential Design and Planning www.gerrytroesch.com		Project: Proposed Small Lot Rezoning 703 Pine Street Victoria, BC
Drewn By: G. Troesch	Reviewing Streetscape & Photos	Sheet 1 of 5
Date: May 8, 2013		
Scale: As Shown		



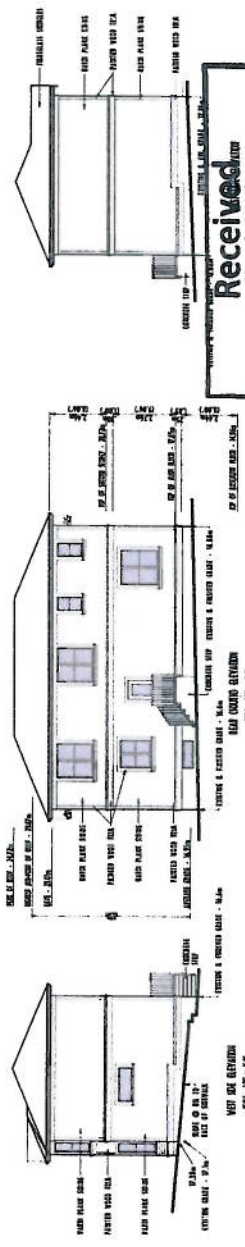




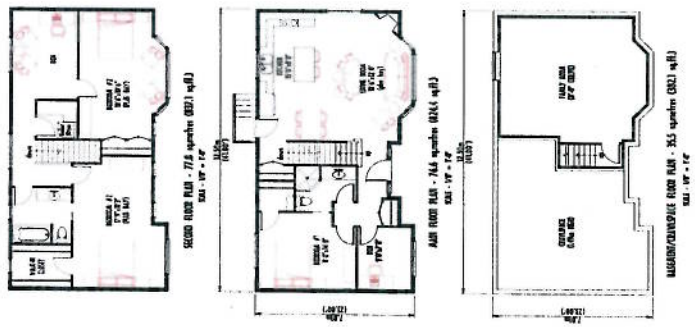




PROPOSED NEW HOUSE FACING BELTON AVENUE



Received  
City of Victoria  
MAY 14 2014  
Planning & Development Department  
Development Services Division

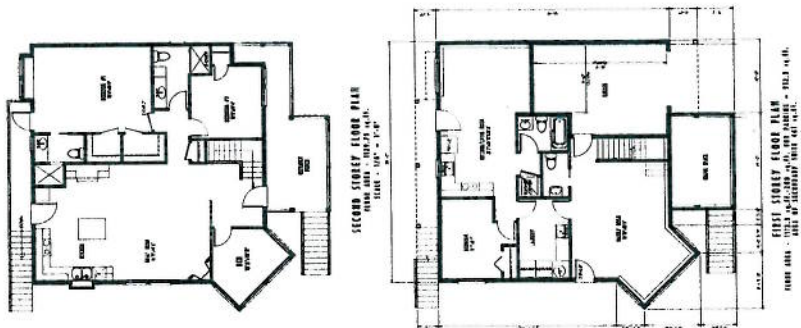


REVISED MAY 8, 2014

Project: Proposed final lot boundary 700 Hwy Street Victoria, BC		Sheet 4 of 5
Gerry Troesch Residential Design www.gerrytroesch.com		
Drawn by: C. Troesch	Working	
Date: May 8, 2014	Revised	
Scale: As Shown	Prepared for:	

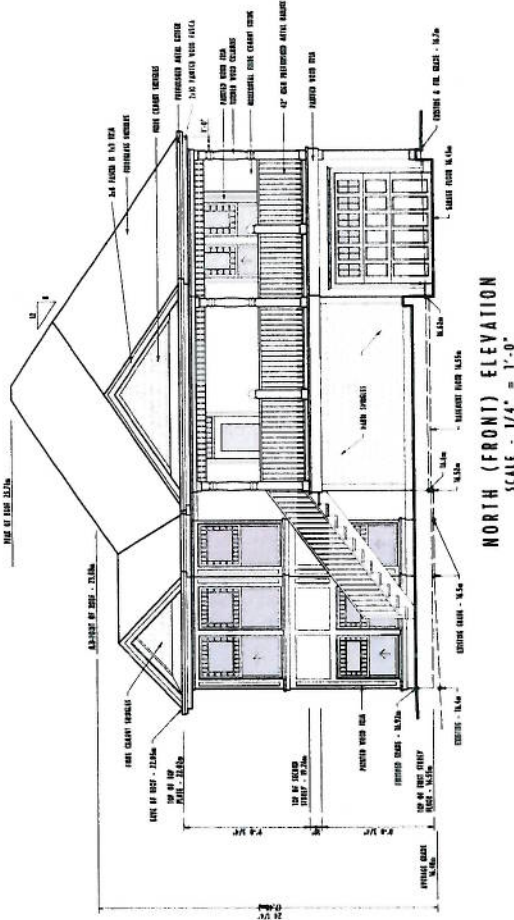




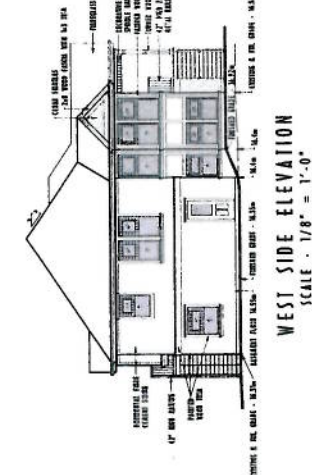
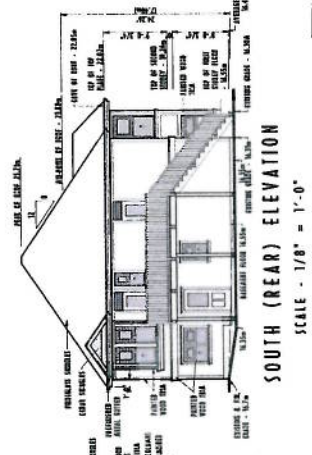
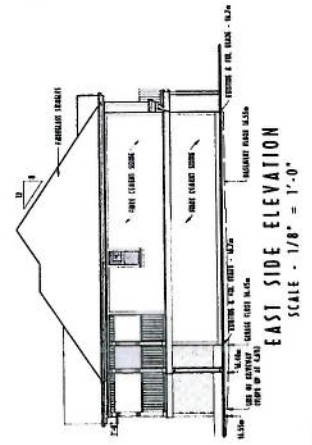


REVISED MAY 8, 2014

Project: <b>Gerry Troesch</b> Residential Design 703 Pine Street Victoria, BC	
Drawn By: C. Troesch Date: May 8, 2014 Scale: As Shown	Sheet 5 of 5



EXISTING HOUSE - 703 PINE STREET



**Received**  
City of Victoria  
  
**MAY 14 2014**  
  
Planning & Development Department  
Development Services Division





## Planning and Land Use Committee Report

For Meeting on June 19, 2014

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**Date:** May 29, 2014      **From:** Charlotte Wain, Senior Planner – Urban Design  
**Subject:** **Development Permit Application #000364 for 645 Dunedin Street**  
Application to construct a two-storey service garage with mezzanine and second storey for offices

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### Executive Summary

The purpose of this report is to present Council with information, analysis and recommendations regarding a Development Permit Application for the property located at 645 Dunedin Street.

The proposal is to construct a three-bay service garage with a storefront office area, a staff lounge above it on a mezzanine level and accessory office space/storage on a full second storey. Loading and garbage collection will be located along the east property boundary. Exterior materials include a combination of corrugated vertical metal siding and painted concrete block wall.

The following points were considered in assessing this application:

- The subject property is within DPA 16, General Form and Character, which seeks to achieve more livable environments through addressing considerations for human-scaled design, quality of open spaces, minimizing privacy impacts, safety and accessibility, as well as providing a sensitive interface between industrial uses and Traditional Residential areas.
- The proposal is generally consistent with the *Design Guidelines for Multi-Unit Residential, Commercial and Industrial Development* (2012), however, refinements to the landscape treatment along Dunedin Street, the screening of the two parking stalls and the loading zone along the eastern property boundary, and mitigation of the blank west wall are warranted.

A hearing is not required for this application as there are no variances.

Staff recommend that Committee support this application subject to the applicant providing landscape screening and effective mitigation of the blank west wall.

### Recommendations

That Council authorize the issuance of Development Permit #00364 for 645 Dunedin Street, in accordance with:

1. Plans date stamped May 21, 2014, for Development Variance Permit #00364.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The applicant providing landscape screening to the satisfaction of the Director of Sustainable Planning and Community Development.

4. The applicant mitigating the effect of the west blank wall to the satisfaction of the Director of Sustainable Planning and Community Development.
5. Final plans to be in accordance with the plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

Respectfully submitted,

*C.R. Wain*

Charlotte Wain  
Senior Planner – Urban Design  
Development Services

*am*

*S.E. Day*

Deb Day, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

  
Jason Johnson

Date: July 13, 2014

CW:aw

S:\TEMPEST\_ATTACHMENTS\PROSPERO\PL\DP\DP000364\PLUSC PLANNING REPORT TEMPLATE DP & DVP3.DOC



## 1.0 Purpose

The purpose of this report is to present Council with information, analysis and recommendations regarding a Development Permit Application for the property located at 645 Dunedin Street.

## 2.0 Background

### 2.1 Description of Proposal

The proposal is to construct a three-bay service garage with a storefront office area, a staff lounge on a mezzanine level and accessory office space/storage on a full second floor. The total floor area of the proposed development will be 328.50 m<sup>2</sup>.

The proposed building would be built to the property boundaries on the east and west boundaries and retaining walls will be constructed along more than 50% of those boundaries. Eight parking stalls would be provided at the front of the subject property although only six parking stalls are needed in order to meet the requirements of the *Zoning Regulation Bylaw*. The required bicycle parking will be provided near the entrance to the office.

The exterior materials include a combination of corrugated vertical metal siding predominantly located on the east and north elevations with horizontal metal siding predominantly located on the south elevation. The west elevation consists of a concrete block wall which will be painted. Overhead garage doors are made of metal panels with glazed sections and aluminum windows.

A row of cedars near the south property boundary will be retained as part of the proposed development. A cherry tree will be removed from the existing boulevard to accommodate the construction of a new driveway crossing at the east end of the property. Loading will be located along the east property boundary and garbage collection on the west.

### 2.2 Existing Site Development and Development Potential

The front portion of the site currently contains surface parking and soft landscaping is located to the rear. Access to the parking lot is situated to the north of the property along Dunedin Street.

### 2.3 Data Table

The following data table compares the proposal with the existing M2-D Zone, Dunedin Light Industrial District. The application is consistent with all aspects of the M2-D Zone and requires no variances.

Zoning Criteria	Proposal	M2-D Zone Standard
Site area (m <sup>2</sup> ) - minimum	626.90	n/a
Total floor area (m <sup>2</sup> ) – maximum	328.50	n/a
Density (Floor Space Ratio) - maximum	0.52:1	3:1
Lot width (m) – minimum	15.27	n/a
Height (m) – maximum	8.97	15

Zoning Criteria	Proposal	M2-D Zone Standard
Setbacks (m) – minimum		
Front yard (North)	26.49	n/a
Rear yard (South)	3.00	Nil or 3
Side yard (East)	0	Nil or 3
Side yard (West)	0	Nil or 3
Parking stalls – minimum	8	5
Bicycle parking (Class 1) – minimum	1	1
Bicycle parking (Class 2) – minimum	1	1
Loading stalls – minimum	1	1

## 2.4 Land Use Context

The subject property:

- fronts onto Dunedin Street and is flanked to the west by properties that are in the M2-1 Zone, Douglas-Blanshard Industrial District, where light industrial uses, including manufacturing, processing, assembly, service commercial and limited retail, are permitted
- is flanked to the east by the Arbutus Inn and National Car Rental at 653 Dunedin Street, which are in the T-1 Zone, Limited Transient Accommodation District
- is immediately across Dunedin Street from properties that are in the R1-B Zone, Single Family Dwelling District, to the northwest
- is immediately across Dunedin Street from properties that are in the C1-N Zone, Neighbourhood Shopping District, and C-1 Zone, Limited Commercial District, to the northeast
- abuts the through-parcel on two sides located at 650 Dunedin Street, which is in the M2-1 Zone, Douglas-Blanshard Industrial District.

## 2.5 Legal Description

Lot 17, Block 5, Section 5, Victoria District, Plan 282.

## 2.6 Relevant History

A previous Development Permit Application was approved by Council on January 23, 2014, for a two-storey service garage and associated offices, located to the front of the lot along the north and west boundaries. However, structural requirements that would have been required to mitigate any additional loads on the warehouse building to the west have proved cost-prohibitive for the applicant and has resulted in a revised proposal to relocate the building to the rear of the lot where, because of existing grade differences, the construction and engineering requirements are less extensive. A copy of the previously approved plans is included as an attachment to this report.



## 2.7 Consistency with City Policy

### 2.7.1 Official Community Plan (OCP)

#### a) Burnside Strategic Directions

The OCP outlines the Burnside Strategic Directions on Map 19. Strategic Direction 21.2.8 refers to the enhancement of community services and facilities with improved linkages to the rest of the City.

#### b) Urban Place Designation

- The subject property is designated General Employment where the Urban Place Guidelines anticipate large floor-plate commercial and light industrial built forms ranging from one to approximately four storeys in height.
- The Place Character Features anticipated for the subject property include ground-oriented buildings that are set close to the sidewalk; off-street parking to the rear or side-yard; and landscape screening for service and parking areas.
- The uses anticipated for the subject property include commercial, office, retail and light industrial.

#### c) Development Permit Area (DPA) 16

The property located at 645 Dunedin Street is covered by Development Permit Area 16, General Form and Character. The proposed development has, therefore, been assessed against the *Design Guidelines for Multi-Unit Residential, Commercial and Industrial Development* (2012) in relation to its exterior design and landscaping.

The subject property is visible from the high-traffic Douglas Street Corridor to the east and from the established residential neighbourhood to the northwest, which merits special attention to the form and character of the east and west streetscapes. The subject property shares an interface with the Traditional Residential area to the northwest that requires consideration for sensitive transition.

#### d) Design Guidelines for Multi-Unit Residential, Commercial and Industrial Development

The following are the key guidelines that relate to the proposal:

##### **Area-Wide Context and Transition Between Areas**

*Where new development is directly abutting lands in a different OCP Urban Place Designation, or it directly abuts a different Development Permit Area, the design should provide a transition between areas in ways that respond to established form and character, and that anticipate any future development.*

### **Streetscape, Relationship to the Street and Orientation**

*Industrial or industrial mixed-use buildings with frontages visible to the street are encouraged to include offices or showrooms at street level, and decorative design elements.*

### **Exterior Finishes**

*Higher quality materials used on the principal façade should be continued around any building corner or edge which is visible from the public realm.*

*Exposed party walls and blank side elevations, where necessary, should incorporate features such as texture, reveals, colours, plantings or other treatments to provide visual interest.*

### **Parking**

*When surface parking is unavoidable, it should be located at the rear of buildings. Landscape elements should be provided, such as planting or fencing, to visually break up and screen parking from public streets and adjacent properties, to improve natural drainage and to enhance pedestrian amenity.*

*The use of alternative modes of transportation should be promoted in site design (e.g. prominent bicycle racks for convenience and security; transit-supportive design features; building entrances oriented to pedestrian areas).*

### **Loading and Service Areas, Ancillary Mechanism and Unenclosed Storage**

*Access to on-site loading and service areas for all uses should be as unobtrusive from the public realm as possible, appropriately shielded and protected from public streets.*

#### **2.7.2. Burnside Neighbourhood Plan (BNP) (Revised 2012)**

A key goal of the Plan is: *to support the role of business and industrial community, which has an essential role in the city economy. This requires an affirmation of the industrial and commercial uses which exist in the neighbourhood.* The proposal is consistent with this goal.

The proposal is not entirely consistent with the *Design Guidelines for Multi-Unit Residential, Commercial and Industrial Development* in relation to the location of the building to the rear of the lot, the location of parking to the front of the lot, exterior finishes and the landscape screening of the parking, garbage and loading areas.

### **3.0 Issues**

The key issues associated with this application are:

- location of the building to the rear of the lot
- location of parking to the front of the lot
- landscape screening
- treatment of the west elevation.



## 4.0 Analysis

### 4.1 Location of the Building

As a result of structural requirements associated with the building to the west, it has not been possible to locate the building at the front of the site. The placement of the building and parking is, therefore, not consistent with the design guidelines since it does not provide a strong street frontage or enhance the character of the established streetscape. However, the site is located in an industrial area where a defined street frontage is not always possible due to the operational requirements of the industry located there. The proposed enhanced landscaping along the front property boundary is considered sufficient mitigation for placing the building to the rear of the site.

### 4.2 Landscape Screening

The proposed development extends across the entire width of the property and is located to the rear of the lot, which results in limited opportunities for landscaping along the side property lines. The location of the building to the rear of the property does allow for enhanced landscape screening along the front of the property, with opportunities to extend this along the side with the removal of stalls 7 and 8, which are surplus to the parking requirements of the *Zoning Regulation Bylaw*. This would provide additional screening for the loading area and could be a more suitable location for the garbage bins. Should the garbage bins remain in their current location, screening would be required to reduce their visual impact. Staff recommend Council consider this refinement as a condition of the approval. Language is included in the recommendation to this effect.

### 4.3 Treatment of the West Elevation

The objectives of DPA 16 include the integration of commercial and industrial buildings into a neighbourhood: enhancing the place character of established areas and their streetscapes through high-quality architecture, landscape and urban design that responds to each distinctive setting through sensitive and innovative interventions.

From the western approach to Douglas Street, on Dunedin Street, the proposed development would be visible particularly from the north side of Dunedin Street where there are mainly single-family dwellings. A two-storey structure in this proposed location would be visible above the existing adjacent warehouse which only extends 2.1 m above grade. In addition, the commercial structures located between Sumas Street and the subject property are predominantly single-storey, with several of these structures being set back from the Dunedin Street property boundary.

The subject property shares an interface with a Traditional Residential area that is located across the street to the northwest. It is therefore important that a sensitive transition between the two uses be provided; one way of encouraging this may be to extend the higher-quality materials used on the Dunedin Street elevation around the western building corner above the adjacent warehouse. Additionally, the exposed blank wall to the west could be improved with design refinements including but not limited to material treatment, surface articulation, variations in colour and planting features. Staff recommend Council consider this refinement as a condition of the approval. Language is included in the recommendation to this effect.

## 5.0 Resource Impacts

There are no resource impacts anticipated.

## 6.0 Conclusions

The proposal is generally consistent with the relevant design guidelines with the exception of providing a strong streetscape frontage along Dunedin Street. The enhanced landscape treatment along the front property boundary is considered an acceptable alternate approach to address streetscape concerns. Two design refinements including landscape screening and treatment of the west blank wall, are recommended to improve the building's fit within the local neighbourhood. Wording is contained in the staff recommendation that would require these design requirements to occur prior to the issuance of the Development Permit.

## 7.0 Recommendations

### 7.1 Staff Recommendations

That Council authorize the issuance of Development Permit #00364 for 645 Dunedin Street, in accordance with:

1. Plans date stamped May 21, 2014, for Development Variance Permit #00364.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The applicant providing landscape screening to the satisfaction of the Director of Sustainable Planning and Community Development.
4. The applicant mitigating the effect of the west blank wall to the satisfaction of the Director of Sustainable Planning and Community Development.
5. Final plans to be in accordance with the plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

### 7.2 Alternate Recommendations

1. That Council authorize Development Permit #00364 without requiring any further design revisions.
2. That Council decline the application.

## 8.0 List of Attachments

- Zoning map
- Aerial map
- Letter from applicant dated April 11, 2014
- Plans dated May 21, 2014
- Previous plans approved at January 23, 2014 Planning and Land Use Committee, dated October 11, 2013 (for reference only).





645 Dunedin Street  
Development Permit #000364

Development Permit Application # 000364 for 645 Dunedin Stre...





645 Dunedin Street  
Development Permit #000364  
Development Permit Application # 000364 for 645 Dunedin Stre...



alan  architect inc.

11 April 2014

City of Victoria  
Planning Department  
#1 Centennial Square  
Victoria, British Columbia, V8W 1R6

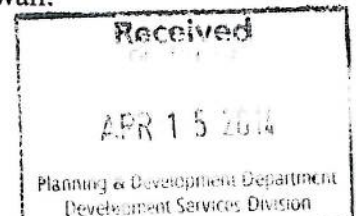
Attention: Mayor and Council

Re: 645 Dunedin Street, Victoria British Columbia

Your Worship Mayor Fortin and Council,

Further to our approvals for a development permit on this property, we have been working with our client and our structural engineer to complete working drawings. During our detailed review of the project, we have been advised that the structure required to build this building adjacent to the building to the west would make this project cost prohibitive for our Client. Our client would have to excavate the majority of his site so that a 12 foot deep retaining wall with a 5 foot wide strip footing could be constructed so we do not place additional loads on the existing building to the west. As our building is a slab on grade building, we would then have to fill the site back up to grade so we can start constructing the building.

We have now revised the siting of our building so that it is located at the rear of the property. The grade at the rear of the property is lower and we would have to excavate less of site and this would be more practical for our client. The building will also be reduced in height. The building will have the same exterior finishes as previously approved and the smaller concrete block walls facing east and west will be reduced in size. The concrete block wall to the east facing the neighbouring hotel will be split faced concrete block and the concrete block wall to the west will be painted. The building will use aluminum windows and a combination of corrugated metal siding and horizontal metal siding. The party walls will be a two hour rated concrete block wall.



By placing the building to the rear of the site, we are now able to add some landscaping to our street frontage. We are proposing to install trees along the frontage along with some low ground cover.

The property is located on Dunedin near Burnside Road and Douglas Street. The property to the west is the former BC Transit garage. The building is built to the property line on all sides. The Arbutus Inn is located to the west of this property. A National Car Rental company also operates out of the Arbutus Inn. Across Dunedin, we have some small neighbourhood commercial buildings to the northeast and R1-B Single Family Residential units to the northwest.

As this property falls within Development Permit #16, we will require approvals for a new Development permit.

We trust that this proposal is in keeping with the neighbourhood. We believe that this modest building on this small lot will be an asset to the neighbourhood and meets your development permit guidelines for form and character for this light industrial use. We meet all of the zoning requirements for the M2-D zone and trust that our proposal receives your favourable recommendation. Should you have any questions, please feel free to contact us at 250-360-2888.

Yours truly,

A handwritten signature in black ink, appearing to read 'Alan Lowe', written in a cursive style.

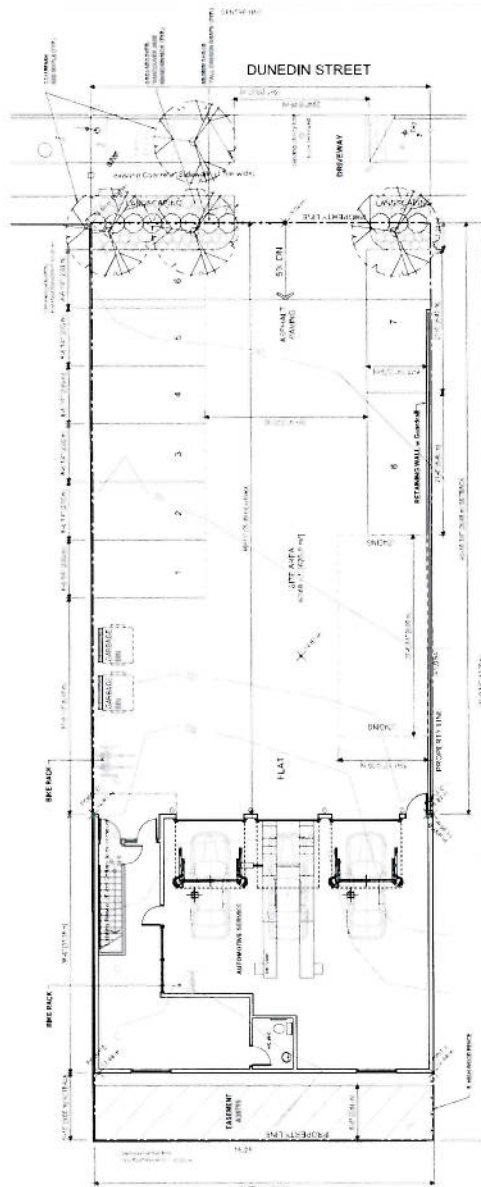
Alan Lowe  
Alan Lowe Architect Inc.

cc. Client



LEGAL ADDRESS: LOT 17, BLOCK 5, SECTION 5,  
VICTORIA DISTRICT, PLAN 242  
CIVIC ADDRESS: 645 DUNCAN STREET  
VICTORIA, BRITISH COLUMBIA

<b>WFO</b>	<b>SITE AREA:</b> 17.48 ac. [60,630 sq m]	<b>MAJOR OCCUPANCIES:</b> GROUP 1-2 MED-HAZARDOUS INDUSTRIAL
	<b>MAIN FLOOR AREA:</b> 752 sq ft [69.59 sq m]	<b>BLDG. CLASSIFICATION:</b> 302.2-N GROUP F, DIVISION 2, UP TO 4 STORIES
	<b>SECOND FLOOR AREA:</b> 786 sq ft [72.69 sq m]	
	<b>TOTAL FLOOR AREA:</b> 1,538 sq ft [142.28 sq m]	
	<b>SECOND FLOOR AREA:</b> 128 sq ft [11.87 sq m]	
	<b>BLDG. AREA (FOOTPRINT) :</b> 1,901 sq ft [176.68 sq m]	
	<b>TOTAL SITE COVERED:</b> 63.21	
	<b>BUILDING HEIGHT:</b> 29' 5 1/2" [9.01 m]	
	<b>NUMBER OF STOREYS:</b> 2 STOREYS	
	<b>ACCESSORY OFFICE:</b> 119.10 sq ft [11.03 STALL PER 600 sq ft PER PERSON]	
	<b>TOTAL STALLS REQUIRED:</b> 119.10	
	<b>PARKING REQUIRED:</b> 119.10	
	<b>COMMERCIAL:</b> 1 BIKER PER 205 sq ft = 1	
	<b>RESIDENTIAL:</b> 2 CARS / 150 sq ft, CLASS 2 (20' x 12')	
	<b>TOTAL CYCLE PARKING:</b> 100	
	<b>OCCUPANT LOAD:</b> 1 PERSON / 150 sq ft, 13.33 PER PERSON	
	<b>OFFICES:</b> 2 PEOPLE / 175 sq ft, 12.50 PER PERSON	
	<b>AUTO REPAIR SHV:</b> 1 PERSON / 27 sq ft, 9.33 PER PERSON	
	<b>LUNCH ROOM:</b> 27 PEOPLE	
	<b>TOTAL:</b> 119.10	
	<b>W.C PROVIDED:</b> 3	
	<b>MAJOR OCCUPANCIES:</b> GROUP 1-2 MED-HAZARDOUS INDUSTRIAL	
	<b>BLDG. CLASSIFICATION:</b> 302.2-N GROUP F, DIVISION 2, UP TO 4 STORIES	



1 SITE PLAN  
SCALE: 1"=10'

SETBACKS:	PROPOSED:	ZONE STANDARD:
FRONT YARD: 10'-0"	10'-0"	5'-0"
REAR YARD: 10'-0"	10'-0"	10'-0"
LEFT SIDE YARD: 10'-0"	0'-0"	5'-0"
RIGHT SIDE YARD: 10'-0"	0'-0"	5'-0"

ala<sup>®</sup> lowe architect inc.

**AUTOMOTIVE SERVICE CENTRE**

645 DUNDAS STREET

**SITE PLAN**

project no.	13-387
date	20 MAY 2014
time	1700
location	6.4444N, 106.0000E

# A1.0

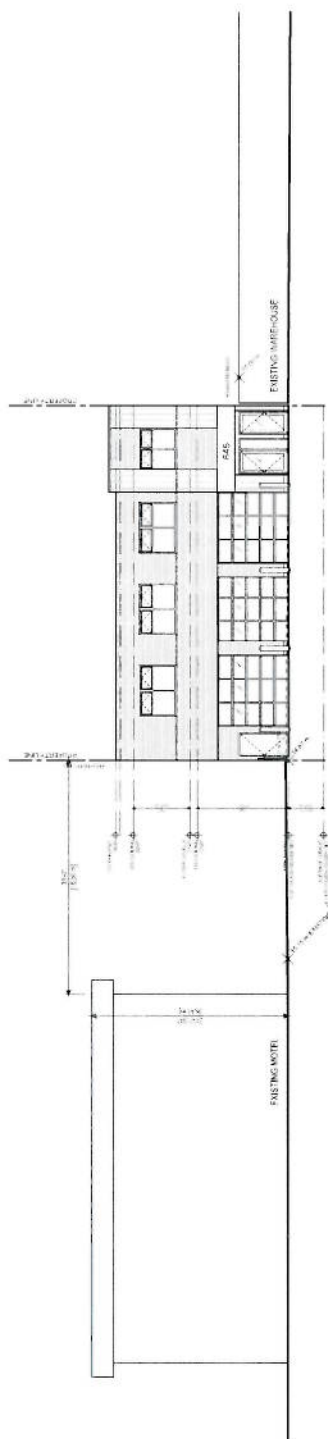


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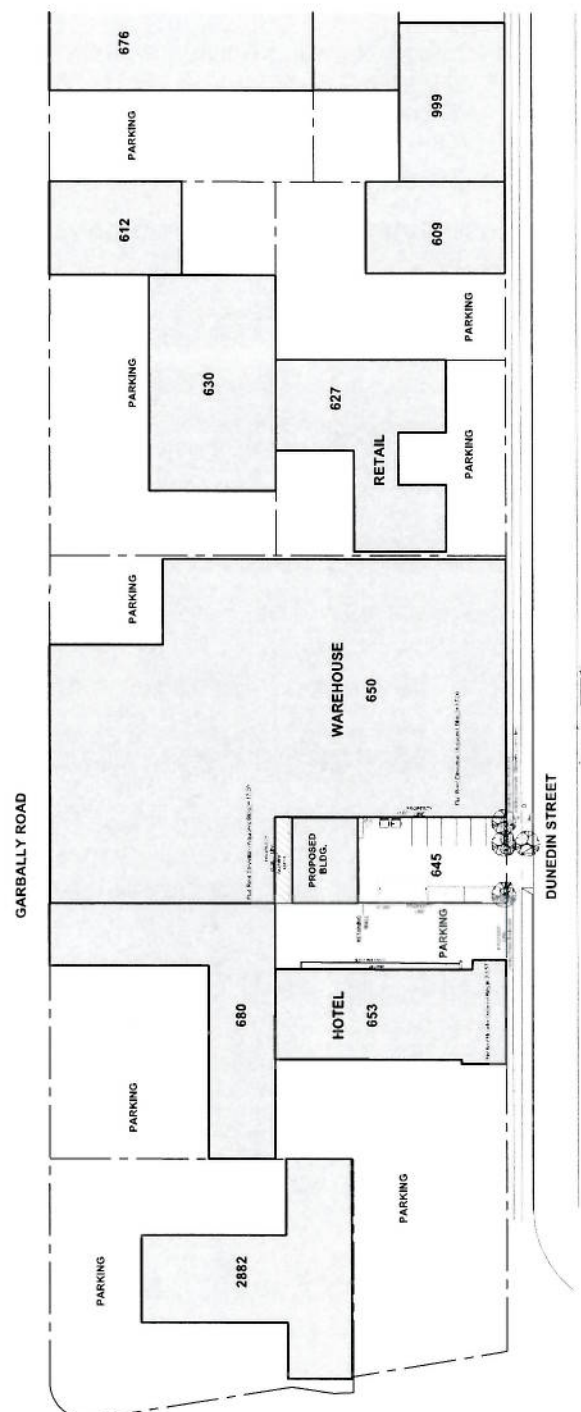


Project no.:	13-367
Date:	29 MAY 2014
Location:	BDAC
Project:	ASFOLE
Operator:	DAVID

## A1.1



1 SITE CONTEXT (NORTH ELEVATION)



## 2 SITE CONTEXT



1. The applicant must provide a copy of the Development Permit Application to the Council of the City of Dunedin, New Zealand, for its consideration. The Council may, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation. The Council may also, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation. The Council may also, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation.

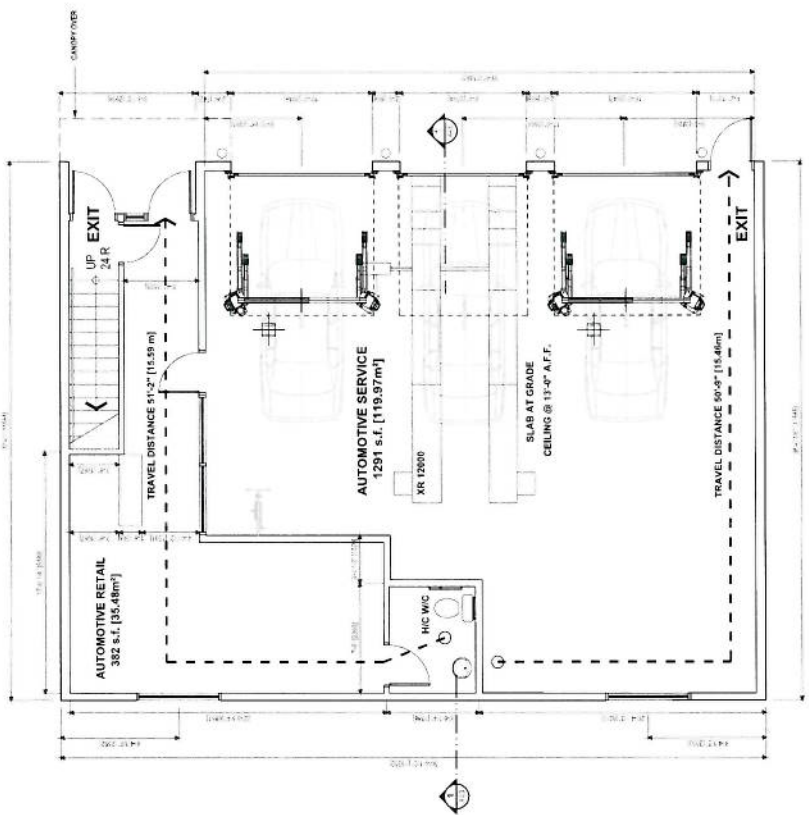


2. The applicant must provide a copy of the Development Permit Application to the Council of the City of Dunedin, New Zealand, for its consideration. The Council may, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation. The Council may also, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation. The Council may also, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation.

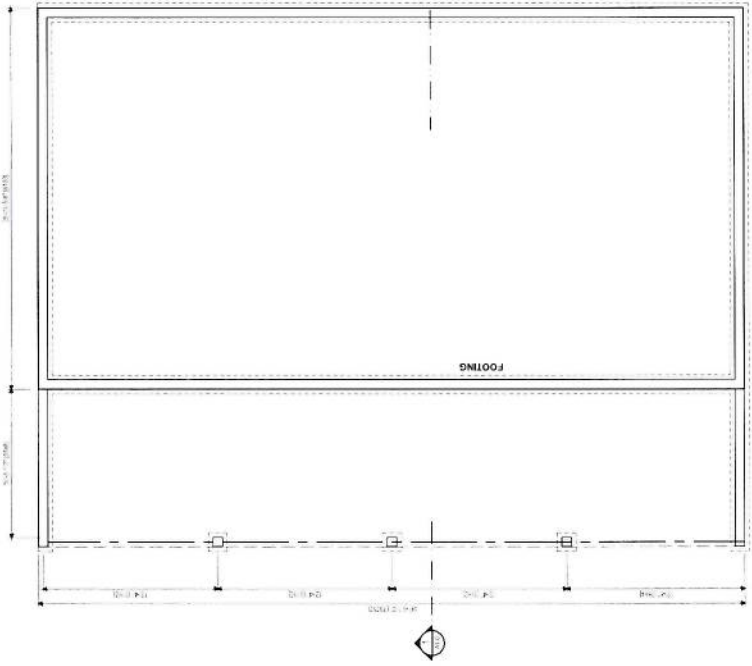
3. The applicant must provide a copy of the Development Permit Application to the Council of the City of Dunedin, New Zealand, for its consideration. The Council may, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation. The Council may also, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation. The Council may also, at its discretion, refer the application to the Planning and Land Use Committee for its recommendation.

Project No.2	13387
Site	645 DUNEDIN STREET
Owner	100%
Developer	100%
Architect	100%
Engineer	100%
Surveyor	100%
Other	100%

A2.0



1 PLAN - GROUND FLOOR  
A2.0



2 PLAN - FOUNDATION  
A2.0

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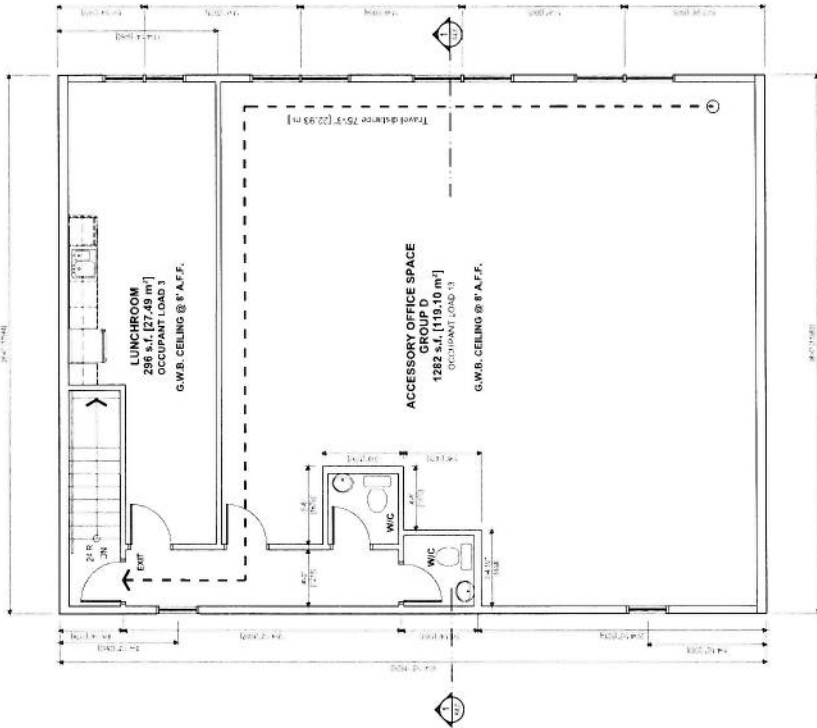


1. PROJECT NO.	13-087
2. PROJECT NAME	AUTOMOTIVE SERVICE CENTRE
3. PROJECT LOCATION	645 DUNEDIN STREET
4. PROJECT TYPE	RENOVATION
5. PROJECT PHASE	PLAN - 2ND FLOOR
6. PROJECT DATE	13 JUN 2014
7. PROJECT DRAWN BY	ALAN LOWE
8. PROJECT CHECKED BY	ALAN LOWE
9. PROJECT APPROVED BY	ALAN LOWE
10. PROJECT SCALE	1:100

alan lowe architect inc.  
AUTOMOTIVE SERVICE CENTRE  
645 DUNEDIN STREET  
PLAN - 2ND FLOOR

project no.	13-087
project name	AUTOMOTIVE SERVICE CENTRE
project location	645 DUNEDIN STREET
project type	RENOVATION
project phase	PLAN - 2ND FLOOR
project date	13 JUN 2014
project drawn by	ALAN LOWE
project checked by	ALAN LOWE
project approved by	ALAN LOWE
project scale	1:100

A2.1



1 PLAN - SECOND FLOOR  
A2.1





2. <b>ALAN LOWE ARCHITECT INC.</b>	20 MAY '94
2. <b>ALAN LOWE ARCHITECT INC.</b>	20 MAY '94
3. <b>ALAN LOWE ARCHITECT INC.</b>	20 MAY '94
No. Awarded: 3	Final

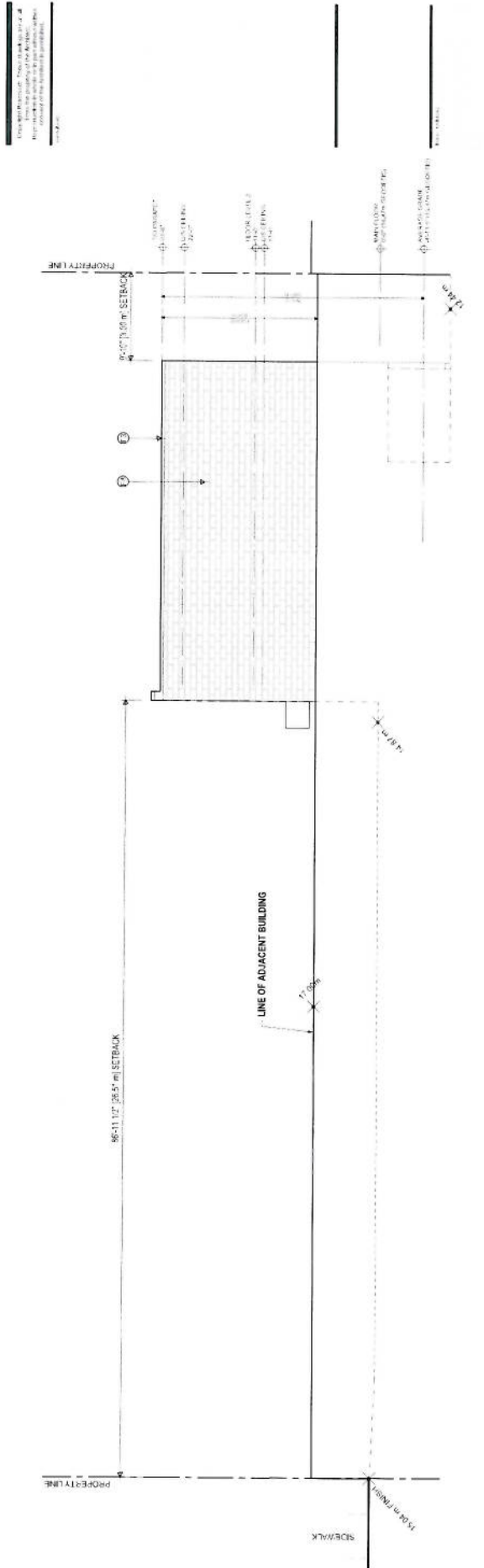
alan lowe architect inc.

ALAN LOWE ARCHITECT INC.  
1000 10th Avenue, Suite 1000  
New York, NY 10018-1000

**1000 WEST 40th**  
**AUTOMOTIVE SERVICE CENTRE**  
**845 DUNDAS STREET**  
**ELEVATIONS**

project no.:	12-387
--------------	--------

EXTERIOR FINISHES & NOTES :	
F1	ALL WORK TO BE DONE
F2	CONCRETE TO BE DONE
F3	CONCRETE TO BE DONE
F4	CONCRETE TO BE DONE
F5	CONCRETE TO BE DONE
F6	CONCRETE TO BE DONE
F7	CONCRETE TO BE DONE
F8	CONCRETE TO BE DONE
F9	CONCRETE TO BE DONE
F10	CONCRETE TO BE DONE



alan lowe architectural inc.  
100-1000 Highway 10  
Unit 100  
Dunedin, New Zealand  
Phone: 03 478 1000  
Fax: 03 478 1001  
www.alanlowe.co.nz

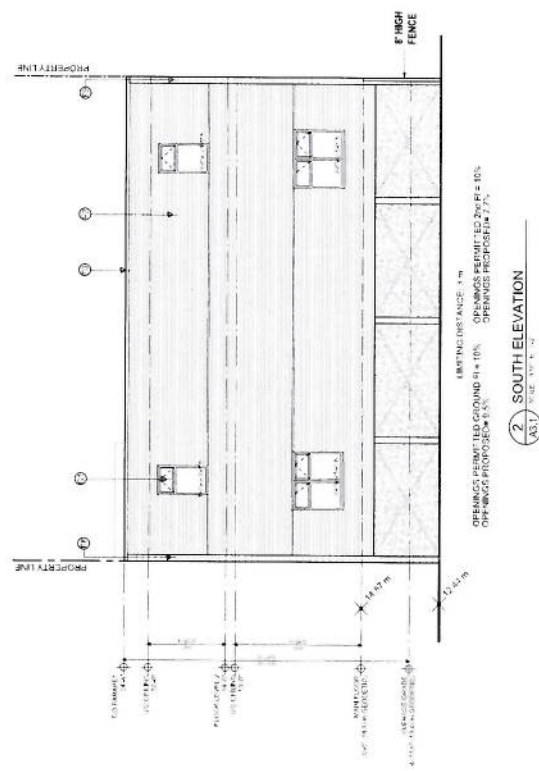
**AUTOMOTIVE SERVICE CENTRE**  
645 DUNEDIN STREET  
ELEVATIONS

PROJECT NO: 13-387  
DATE: 27 MAR 2014  
DRAWN BY: JPM  
CHECKED BY: JPM  
SCALE: 1/8" = 1'-0"

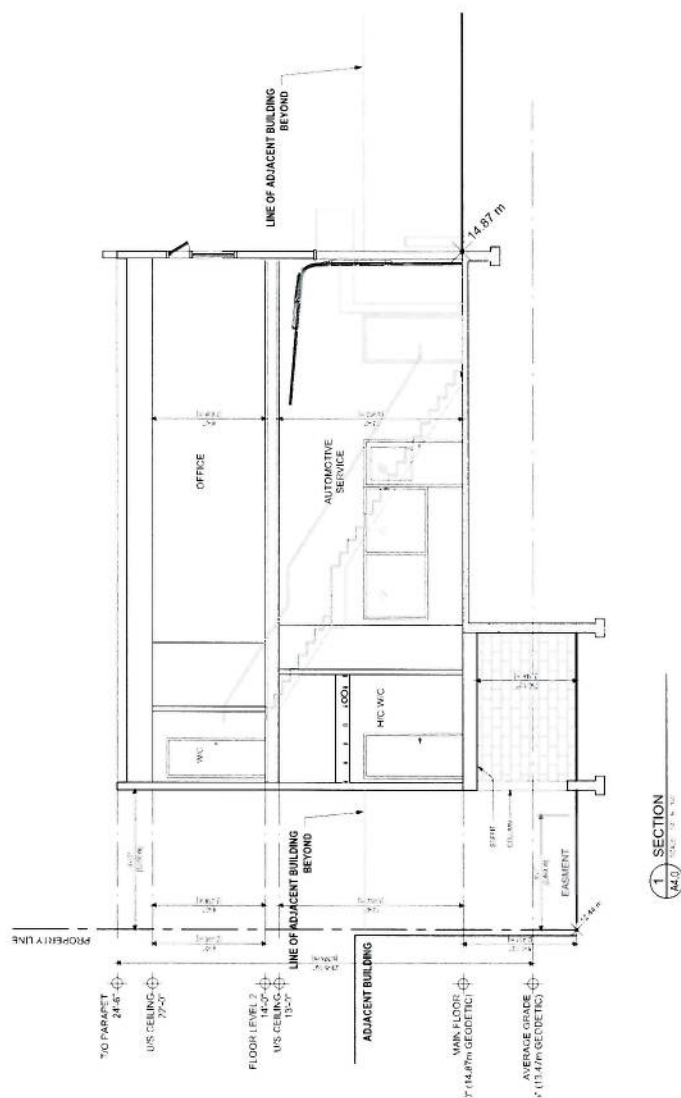
**A3.1**

**EXTERIOR FINISHES & NOTES:**

1	WALLS & CEILING
2	INTERIOR WALLS & CEILING
3	EXTERIOR WALLS & CEILING
4	ROOFING
5	PAVING
6	LANDSCAPING
7	MECHANICAL
8	ELECTRICAL
9	PLUMBING
10	HEATING & COOLING
11	SAFETY
12	ENVIRONMENTAL
13	ACoustics
14	Lighting
15	Signage
16	Security
17	Accessibility
18	Other





[illegible]

**SECTION 1**

Project no.	12-087
Date	29 MAY 2014
Location	LOST
Time	16:00

# A4.0

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**LEGAL ADDRESS:** LOT 17, BLOCK 5, SECTION 5,  
VICTORIA DISTRICT, PLAN 282

**CIVIC ADDRESS:** 645 DUNCAN STREET  
VICTORIA, BRITISH COLUMBIA

## M2-D

M2-0  
0748 s.d. (656.9 m<sup>2</sup>)

MAIN FLOOR AREA (GROUP F-2 SERVICE STATION):	1670 s.f.   155.14 m <sup>2</sup>
MAIN FLOOR MEZZANINE AREA:	504 s.f.   46.82 m <sup>2</sup>
SECOND FLOOR AREA (GROUP D OFFICE):	1780 s.f.   163.36 m <sup>2</sup>
TOTAL FLOOR AREA:	

BLOG. AREA: 1924 sq. ft. [178.74 m<sup>2</sup>]

**F.S.R.** 0.58:1  
**TOTAL SITE COVERAGE:** 28.5%  
**BUILDING HEIGHT:** 28'-0" (8.6m)

NUMBER OF STOREYS: 2 STOREYS  
PARKING STALLS REQUIRED: SERVICE STATION: 1 per 100m<sup>2</sup> of lot area = 4 STALLS  
OFFICE: 1 per 65m<sup>2</sup> of floor area = 3 STALLS

<b>TOTAL STALLS REQUIRED:</b>	7
<b>PARKING STALLS PROVIDED:</b>	9

On route: 1st right on Imperial Ave. - 3 stalls

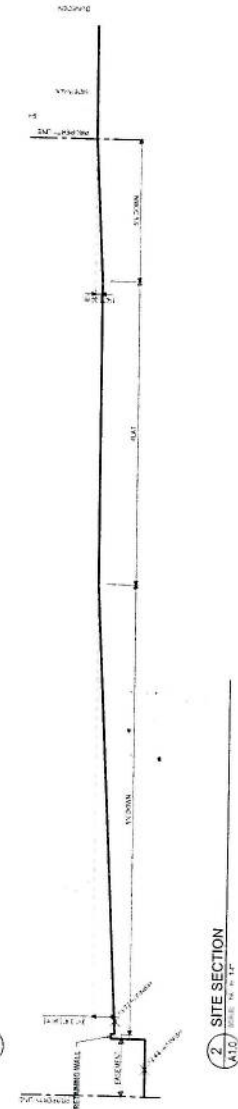
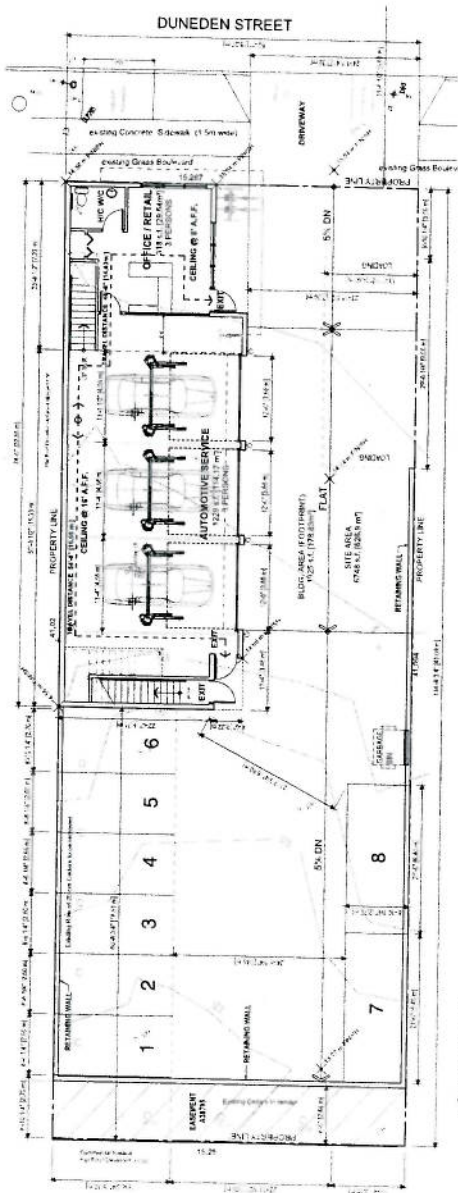
**BICYCLE PARKING:**

1 BIKE PER 205 m<sup>2</sup> = 1  
1 BIKE PER 908 m<sup>2</sup> = 1  
2 / CLASS 1 50% - CLASS 2 50%  
TOTAL BICYCLE PARKING:

OCCUPANT LOAD: 24

UNIVERSAL W/C PROVIDED: 1  
MAJOR OCCUPANCIES: GROUP D OFFICE

MAJOR OCCUPANCIES:  
GROUP D OFFICE  
GROUP F-2 SERVICE GARAGE



**PROJECT 200**  
**AUTOMOTIVE SERVICE CENTRE**  
**645 DUNDAS STREET**  
**© 2004, 2005**  
**SITE PLAN**

project no.:	12-017
date	11/02/2013
Created by	ELNET
Page No.	35

# A1.0

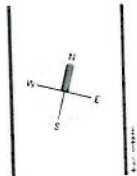
Received  
City of Verona

OCT 11 2013

Planning & Development Department  
Development Services Division



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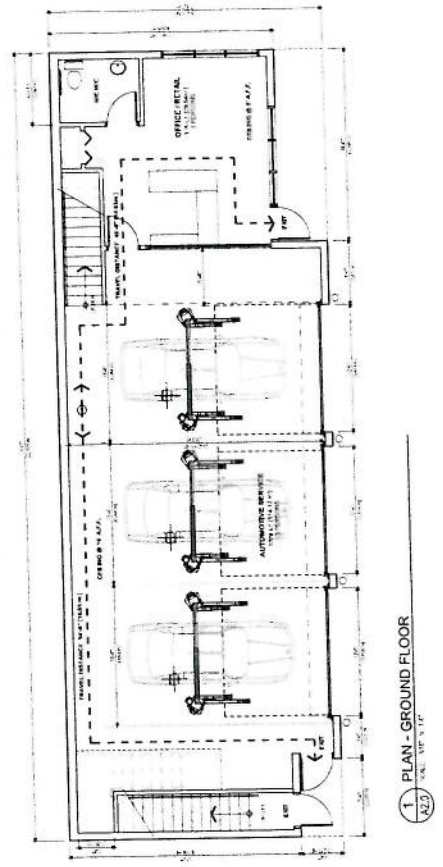
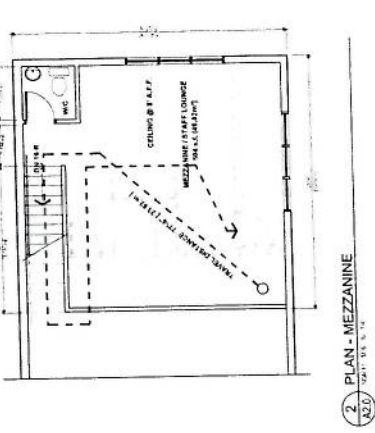
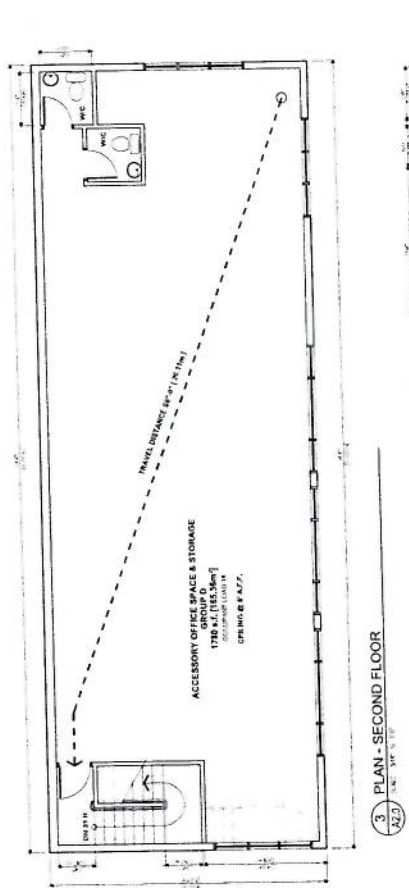


alan lowe architect inc.  
100-10101 101st Avenue, Suite 101, Richmond, BC V6V 1K1  
Tel: 604.271.1234  
Fax: 604.271.1235  
www.alanlowe.com

**AUTOMOTIVE SERVICE CENTRE**  
645 DUNEDIN STREET  
PLAN - GROUND FLOOR  
- MEZZANINE  
- SECOND FLOOR

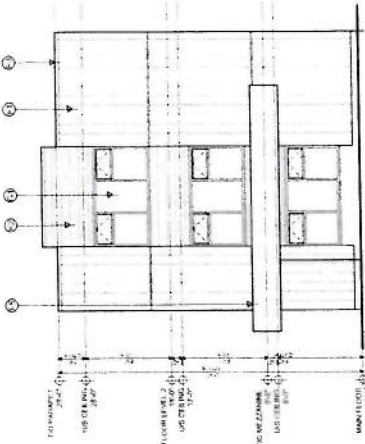
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Client	13-007
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Drawn	ALW
Check	ALW
Date	2013

**A2.0**

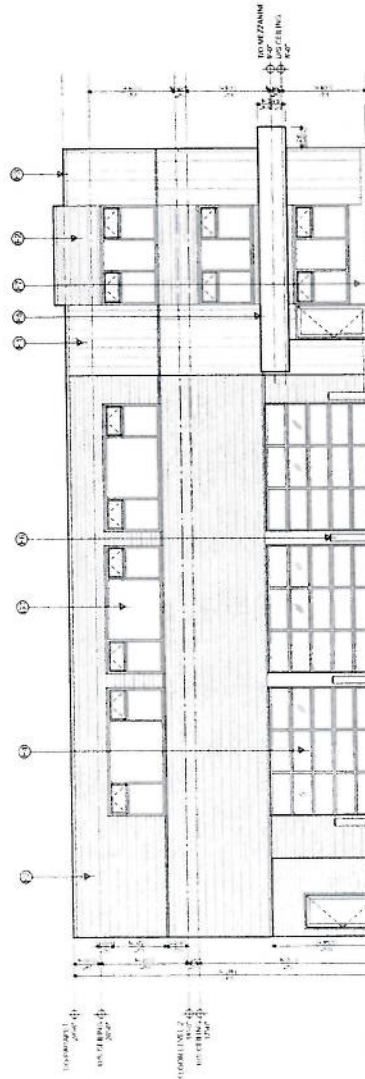


Received  
City of Victoria  
OCT 11 2013  
Planning & Development Department  
Development Services Division

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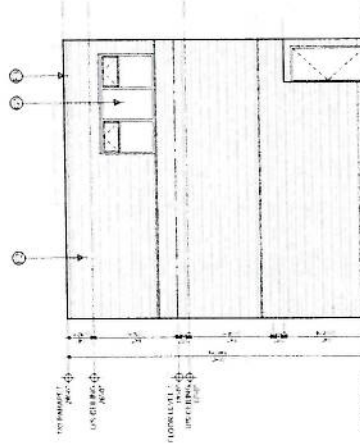
2 NORTH ELEVATION  
A3.0



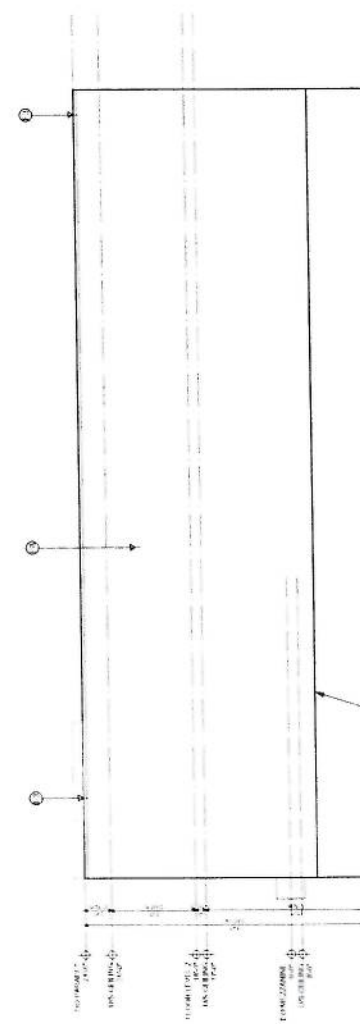
1 EAST ELEVATION  
A3.0

EXTERIOR FINISHES & NOTES :

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OCT 11 2013  
Planning & Development Department  
Development

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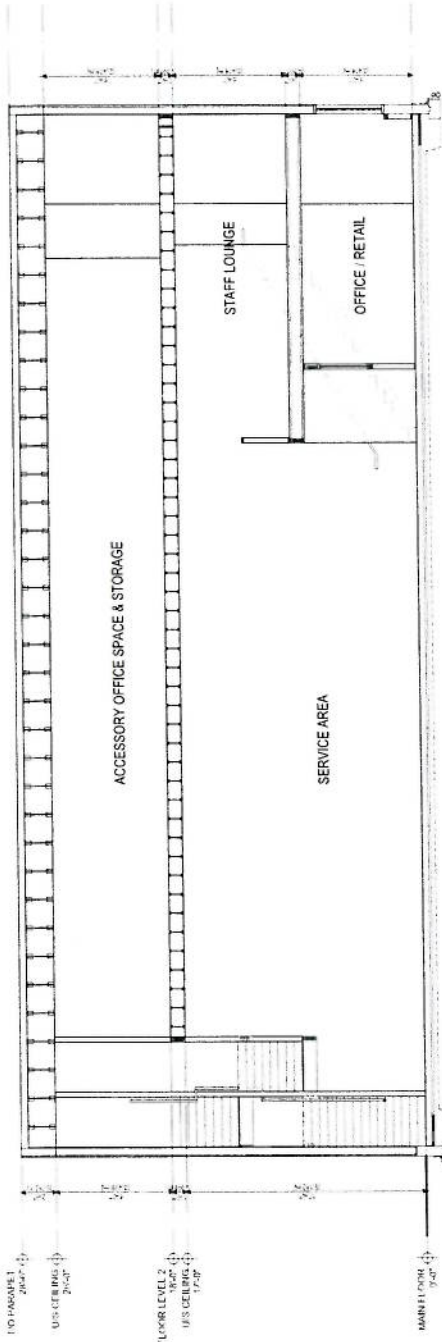
alan jones architect inc.

AUTOMOTIVE SERVICE CENTRE  
645 DUNEDIN STREET  
ELEVATIONS

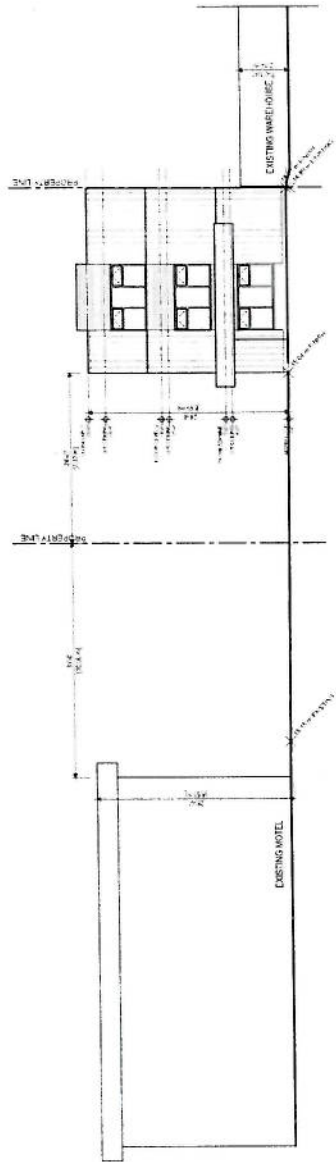
PROJECT NO. 13-002  
DATE: 11 OCT 2013  
SCALE: 1/8" = 1'-0"  
SHEET NO. 20  
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1 SECTION  
A4.3



2 SITE CONTEXT  
A4.3

Received  
City of Victoria  
OCT 11 2013  
Planning & Development Department  
Development Notification Division

1. PROJECT NAME: AUTOMOTIVE SERVICE CENTRE  
2. PROJECT NO.: 13-387  
3. DATE: 11 OCT 2013  
4. DRAWN BY: [Name]  
5. CHECKED BY: [Name]  
6. APPROVED BY: [Name]

alan lowe architect inc.  
200-1100 PARKVIEW  
VICTORIA, BC V8M 1A1  
TEL: 250-366-0000  
WWW.ALLOWEARCHITECT.COM

AUTOMOTIVE SERVICE CENTRE  
645 DUNEDIN STREET  
SECTION  
SITE CONTEXT

PROJECT NO.: 13-387  
DATE: 11 OCT 2013  
DRAWN BY: [Name]  
CHECKED BY: [Name]  
APPROVED BY: [Name]

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## Planning and Land Use Committee Report

### For the Meeting of June 19, 2014

**Date:** June 3, 2014 **From:** Don Kitchen, Acting Chief Building Inspector  
**Subject:** Development Variance Application #00135 for 1950 Foul Bay Road  
 Application to Vary the Sign Bylaw

### Executive Summary

The purpose of this report is to provide Council with information, analysis and recommendations regarding a requested variance to the *Sign Bylaw* for a property located at 1950 Foul Bay Road.

Due to a change in ownership from a Safeway store to a Save-On-Foods store, the owner of the property located at 1950 Foul Bay Road, has made application to remove one existing fascia sign on the building at this address and replace it with a new fascia sign. The proposed sign exceeds the City of Victoria *Sign Bylaw* regulations as the proposed fascia sign is substantially larger in display surface than would be permitted. The property owner is seeking a variance to Section 9.2 (2) of the City of Victoria *Sign Bylaw* No. 92-30 which would restrict the size of the fascia sign to a maximum of 9 m<sup>2</sup>. The proposed fascia sign is 16.52 m<sup>2</sup> in area which exceeds the maximum permitted individual size of 9 m<sup>2</sup>.

Staff recommend that the larger size of the sign is appropriate in this location and complies with applicable design guidelines.

In accordance with the City's *Land Use Procedures Bylaw* because this is a Development Variance Permit Application related to the Sign Bylaw, it requires notification, sign posting and a Hearing.

### Recommendations

1. That Council convene a Sign Development Variance Permit hearing for Application #00135 located at 1950 Foul Bay Road.
2. Following the hearing, that Council consider the following resolution:


That Council authorize DVPSP#00135 for 1950 Foul Bay to vary the size of the sign from 9 m<sup>2</sup> to 16.52 m<sup>2</sup>.

Respectfully submitted,

  
 Don Kitchen  
 Acting Chief Building Inspector

  
 Deb Day, Director  
 Sustainable Planning and Community  
 Development Department

Report accepted and recommended by the City Manager:

  
 Jason Johnson

Date:

  
 June 13, 2014

Dk/kb

S:\TEMPEST\_ATTACHMENTS\PROSPERO\PL\DVP\DVP00135\1950FOULBAYSIGNDVP00135.DOC

## 1.0 Purpose

The purpose of this report is to present Council with information, analysis and recommendations regarding a Development Variance Permit Application #00135 for a sign located at 1950 Foul Bay Road. The application is to request a variance to the size limitations of the Sign Bylaw.

## 2.0 Background

Since the sign permit application dated March 7, 2014 exceeded the maximum size provision for an individual sign, the applicant has applied for a Development Variance Permit to vary the Sign Bylaw.

The property has recently changed ownership and the signage needs to be changed from "Safeway" to "Save-On-Foods". The new sign is comprised of the word "save on foods" in individual letters, with the word "on" in a green circular logo. The sign is approximately 16.52 m<sup>2</sup> in size placed where the previous sign and logo were located. The sign is located over 80 m away from the surrounding roads.

The following data table compares the proposal with the existing Sign Bylaw.

Sign Bylaw Criteria	Proposed	Bylaw Standard
Maximum size of sign	16.52 m <sup>2</sup> (177.81 sq. ft.)	9 m <sup>2</sup> (96.9 sq. ft.)

The proposed sign is located within Development Permit Area 5 (Large Urban Villages). The applicable guidelines are the *Buildings, Signs and Awnings Advisory Design Guidelines*. Staff is satisfied that the proposed design and placement of the sign on the building is consistent with the applicable design guidelines.

## 3.0 Issues and Analysis

The Sign Bylaw sets out limitations on the size of signs. The new sign for "Save-On-Foods" is approximately twice the size permitted in the Sign Bylaw. This new sign is replacing the previously approved signage for "Safeway" entirely and involves the removal of the old sign boxes and sign faces and the installation of new sign boxes and lettering with a logo. If the sign box for "Safeway" had remained in place and only the plastic face of the sign had been changed, it would not have been necessary to apply for this Development Variance Permit. However, the Sign Bylaw stipulates that when a proposed sign does not conform to the rules in the Bylaw, an application for a Development Variance Permit is necessary.

The proposed new sign is similar in size to the previous "Safeway" sign and is installed on the same building elevation facing the intersection for Fort Street and Foul Bay Road. Since the proposed sign is located over 80m from the closest road and is in scale with the building, the larger sign size can be recommended.



#### **4.0 Conclusions**

Given the proposed "Save-On-Foods" sign is roughly the same size as the previous sign and is positioned well away from adjacent uses, staff recommend that Committee support this application.

#### **5.0 Recommendations**

##### **5.1 Staff Recommendations**

1. That Council convene a Sign Development Variance Permit hearing for Application #00135 located at 1950 Foul Bay Road.
2. Following the hearing, that Council consider the following resolution:

That Council authorize DVPSP#00135 for 1950 Foul Bay to vary the size of the sign from 9 m<sup>2</sup> to 16.52 m<sup>2</sup>.

##### **5.2 Alternate Recommendation (decline)**

That Council decline DVP00135 for 1950 Foul Bay.

#### **6.0 List of Attachments**

- Aerial photo (with proposed sign location)
- Letter from applicant dated March 26, 2014
- Plans dated April 2, 2014.

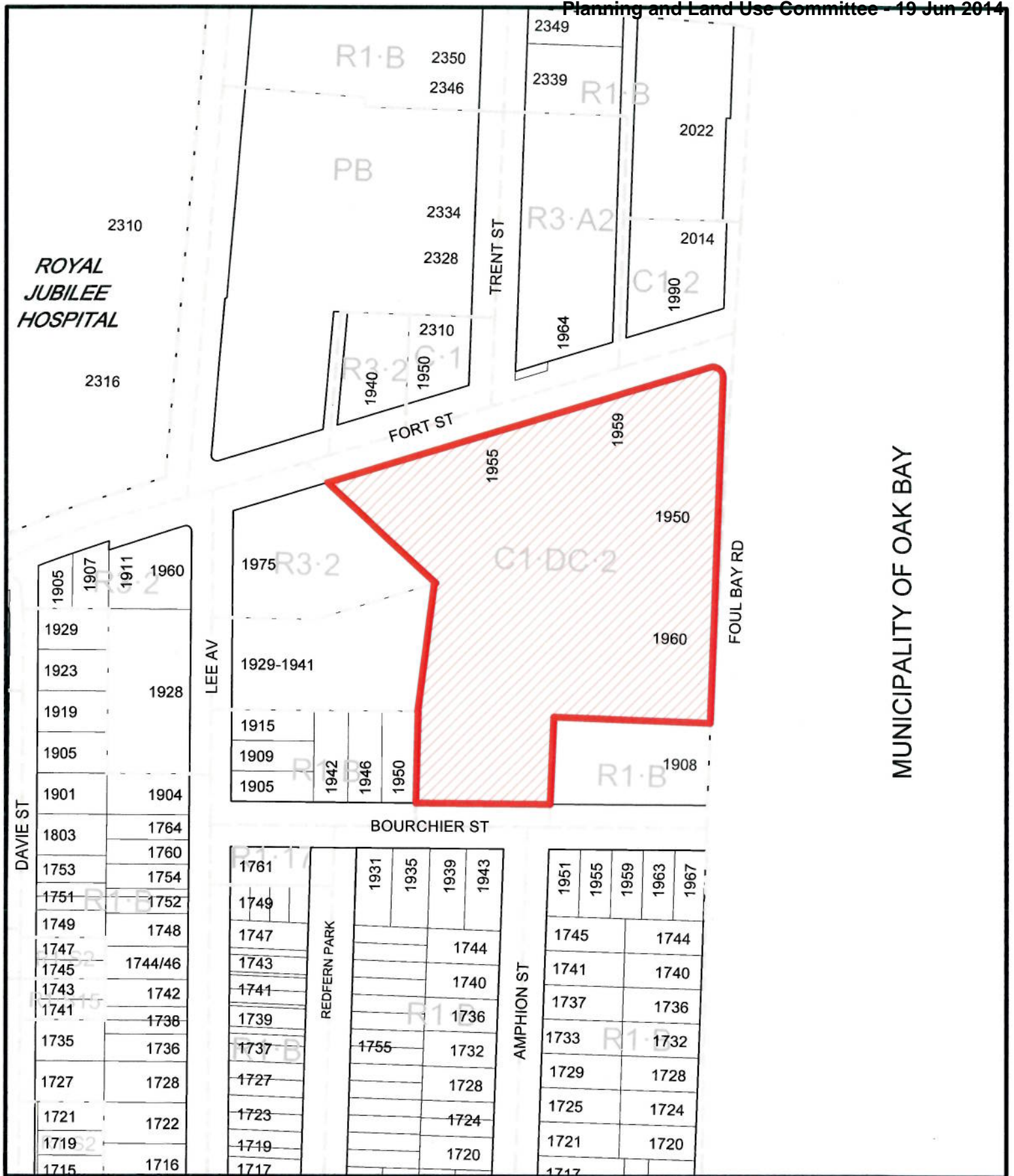




## 1950 Foul Bay Road Subject Map

Development Variance Permit Application #00135 for 1950 Fou...





## 1950 Foul Bay Road Subject Map

Development Variance Permit Application # 00135 for 1950 Fou...



www.fivestarpermits.com

March 26, 2014

His Worship Mayor Dean Fortin and Council  
City of Victoria  
1 Centennial Square  
Victoria, BC V8W 1P6

COPY

Dear Mayor Fortin and Council:

Re: Save-On-Foods, Signage  
1950 Foul Bay Road

We are writing to ask your support for a Development Variance Application regarding the main identification sign for Save-On-Foods at 1950 Foul Bay Road.

Save-On-Foods is replacing the signs at the former Safeway store. The proposed sign is a similar size to the former Safeway sign. The Safeway sign was permitted under a previous bylaw, and a variance is required to replace it.

The Sign Bylaw limits the sign area of any one sign to 9.0m<sup>2</sup>, and our proposed sign is 16.52m<sup>2</sup>.

Sign Bylaw No 92-030  
Part 7 – Neighbourhood Commercial Sign Zone

10.2(1) Unless otherwise stated, the sign allowance permitted in the Neighbourhood Commercial Sign Zone is a 1 to 1 ratio requirement. [0.093m<sup>2</sup> for each 30cm of the business' building frontage]

10.2 (2) The regulations in subsection 9.2(2) apply to a fascia sign in the Neighbourhood Commercial Sign Zone.

9.2 (2) A fascia sign... (b) shall not have a display surface exceeding 9m<sup>2</sup>. (Arterial Commercial Sign Zone).

The Save-On-Foods building is very large and long. It has 333 feet (101m) of frontage. The sign allowance for a building this size is 337sq ft (31m<sup>2</sup>). There is an existing sign of 7.8m<sup>2</sup>, and with the addition of this proposed sign, the total signage would be 24.32m<sup>2</sup>. This is well within the overall sign allowance.

... /2



COPY

City of Victoria  
Save-On-Foods Variance Application  
Page 2

The proposed sign is similar in size to the former Safeway sign. We have been told by planning staff that there weren't any complaints about the Safeway sign. This size provides adequate visibility to the surrounding roads, which are both over 80m away (260 ft).

If Save-On-Foods were to be limited to a 9.0m<sup>2</sup> sign, it would be almost half the size of the previous sign and of what is now being proposed. This would severely impact visibility for residents and tourists.

We appreciate your consideration and hope that you will support our request.

Thank you.

Sincerely,



Cy Leah Atkinson  
Co-Founder  
Five Star Permits



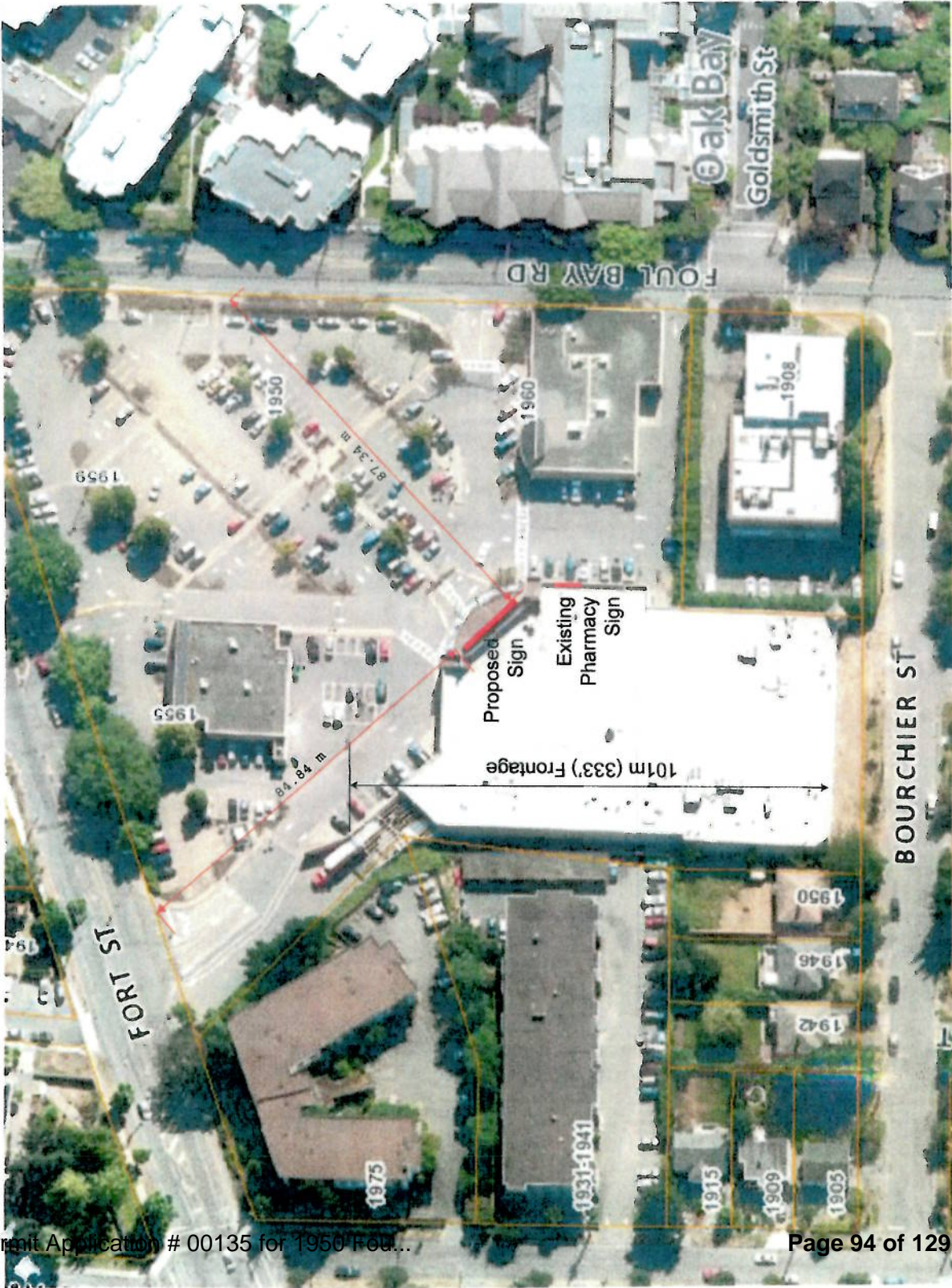
www.fivestarpermits.com  
240 Parsons Road  
Okanagan Falls BC V0H 1R3  
250.487.1210

Date	Scale
March 26, 2014	1cm=10m

Frontage is 101m (331 ft)  
Sign allowance is 0.093m<sup>2</sup> per 30cm of frontage:  
337 sqft (31m<sup>2</sup>)  
Existing Pharmacy sign is 123.7 sqft  
Proposed Save-On-Foods sign is 177.8 sqft  
Total sign area:  
123.7 + 177.8 = 301.50 sqft



1950 Foul Bay Rd





1. THE FOLLOWING INFORMATION IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE A GUARANTEE OF ANY KIND.

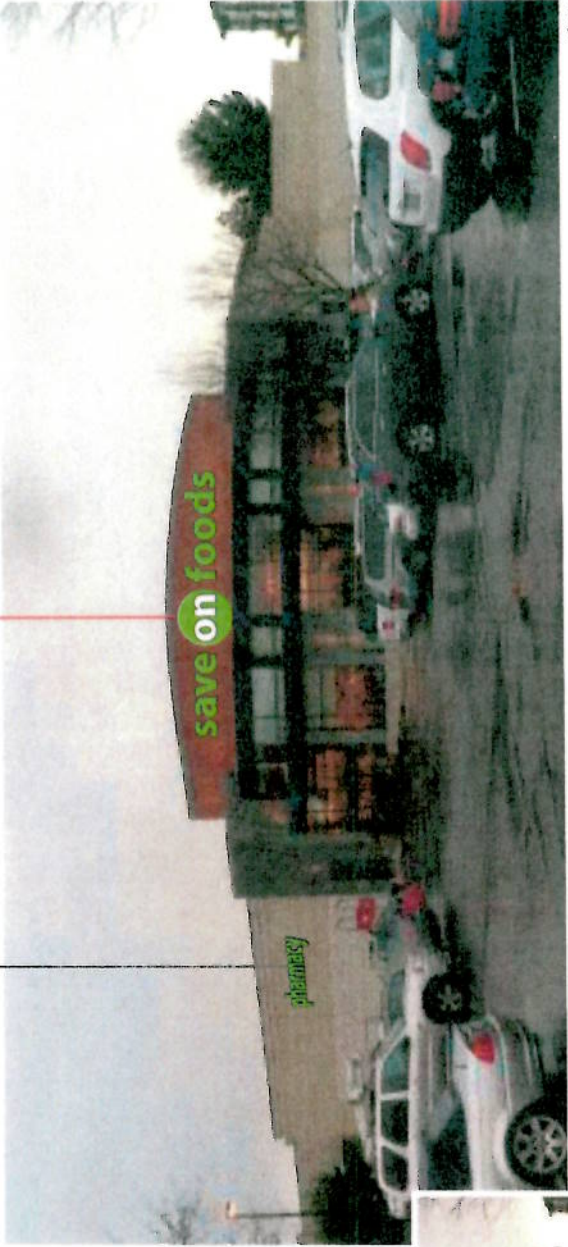


Existing



Existing

Existing Sign B Proposed Sign A



after



before

PLEASE NOTE: SIZE OF SIGNAGE IN RELATION TO THE BUILDING IS APPROXIMATE. THIS PHOTO OVERLAY IS INTENDED FOR LOCATION PURPOSES ONLY AND MAY NOT ACCURATELY REPRESENT THE SCALE OF THE PROPOSED SIGN TO THE BUILDING. A SITE SURVEY IS REQUIRED TO DETERMINE AND CONFIRM THE EXACT PROPORTIONS OF PROPOSED SIGNAGE TO BUILDING

REVISION HISTORY (PRIOR TO MASTER ART):

MASTER SIGN OFF	SALES REP
HH	
ARTIST	
DATE OF MASTER: MAR. 7/14	
MASTER REVISION HISTORY	

DATE: March 5, 2014  
SKETCH: V14-081-Aphoto(R1)  
SALES: Ryan Schmidt  
ARTIST: Maria  
SCALE: NTS  
VOLTAGE: 120 V  
PAGE: 2 of 4

**PATTISON SIGN GROUP**  
120 - 7885 North Fraser Way  
Burnaby BC Canada V5J 5W7  
Tel (604) 215-5526  
Fax (604) 215-0696  
www.pattisonsign.com  
A Division of Jim Pattison Industries Ltd.

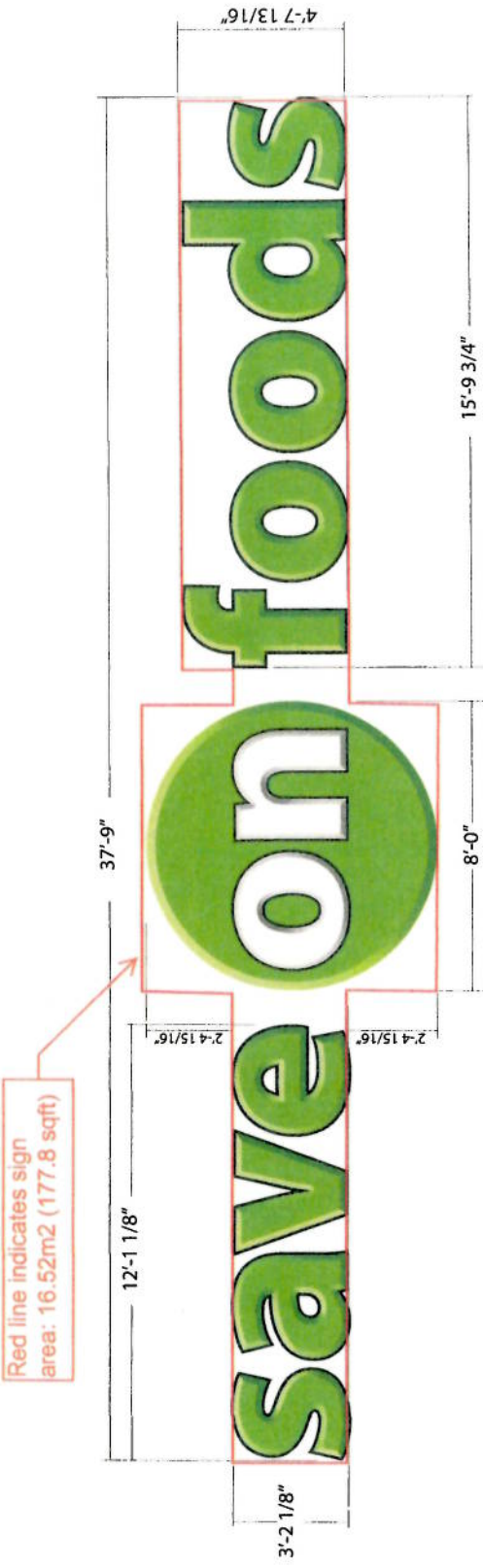
**save on foods**

Fluorescent, Neon and HID lamps contain Mercury. Dispose of these lamps according to Local, Provincial, State or Federal Laws.



921 - FORT & FOUL BAY  
1950 Foul Bay, Victoria, BC

1. THIS DRAWING IS FOR INFORMATION ONLY. IT IS NOT A CONTRACT. THE CONTRACT IS THE PERMIT AND THE VARIANCE DECISION.



Manufacture and install... exterior

**ILLUMINATED BUILDING SIGNAGE: FRONT ELEVATION (North)**

- One set of internally illuminated (self-contained) channel letters & round logo shape
- OVERALL SIZE: 8'-0" x 37'-9"
- NOTE: NO NAILS

**Survey Notes**

Plywood wall area:  
11'-9" high at center, 8'-8" high at each end, 60' wide  
\*note: mount new logo at least same height as existing for best viewing

**CONSTRUCTION**

SUBSTRATE: Channel letters - 3/16" Implex flat face with vinyl and digital print first surface application  
Channel logo - Flex face with vinyl and digital print first surface application  
CHANNELS, TRIMCAP & 1" RETAINER : Black  
ILLUMINATION: GE Tetra Powermax GEP71-1 white LED modules  
SUPPORT STRUCTURE: none

**GRAPHICS**

SAVE FOODS: Green face with 3D look green bevelled edges and black outline  
ON on circle bkgrd: White face with 3D look white bevelled edges and black outline  
Circle graphics: Green face with 3D look green bevelled edges

**COLOUR DATA**

- WHITE: Substrate
- GREEN: 3630-106 Brilliant Green Vinyl
- BLACK: Black painted returns & trimcap
- DIGITAL PRINT: TO BE ON CLEAR VINYL
- CLEAR OVERLAMINATE

**PATTISON SIGN GROUP**  
120 - 7865 North Fraser Way  
Burnaby BC Canada V5J 5M7  
Tel (604) 215-5526  
Fax (604) 215-5526  
www.pattisongroup.com

A Division of Jim Pattison Industries Ltd.

DATE: March 20, 2014  
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ARTIST: Maria  
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VOLTAGE: 120 V  
PAGE: 1 of 4

**MASTER SIGN OFF**  
DATE OF MASTER: Mar. 7/14  
MASTER SIGNATURE: [Signature]  
SALES REP: [Signature]

REVISION HISTORY (PRIOR TO MASTER ART):



Fluorescent, Neon and HID lamps contain Mercury. Dispose of these lamps according to Local, Provincial, State or Federal Laws.

**save on foods**  
921 - FORT & FOUL BAY  
1950 Foul Bay, Victoria, BC



**FIVE STAR**  
www.fivestarpermits.com  
240 Patsons Road  
Okanagan Falls BC V0H 1R3  
250.487.1210

Date	Scale
March 7, 2014	1cm=1m

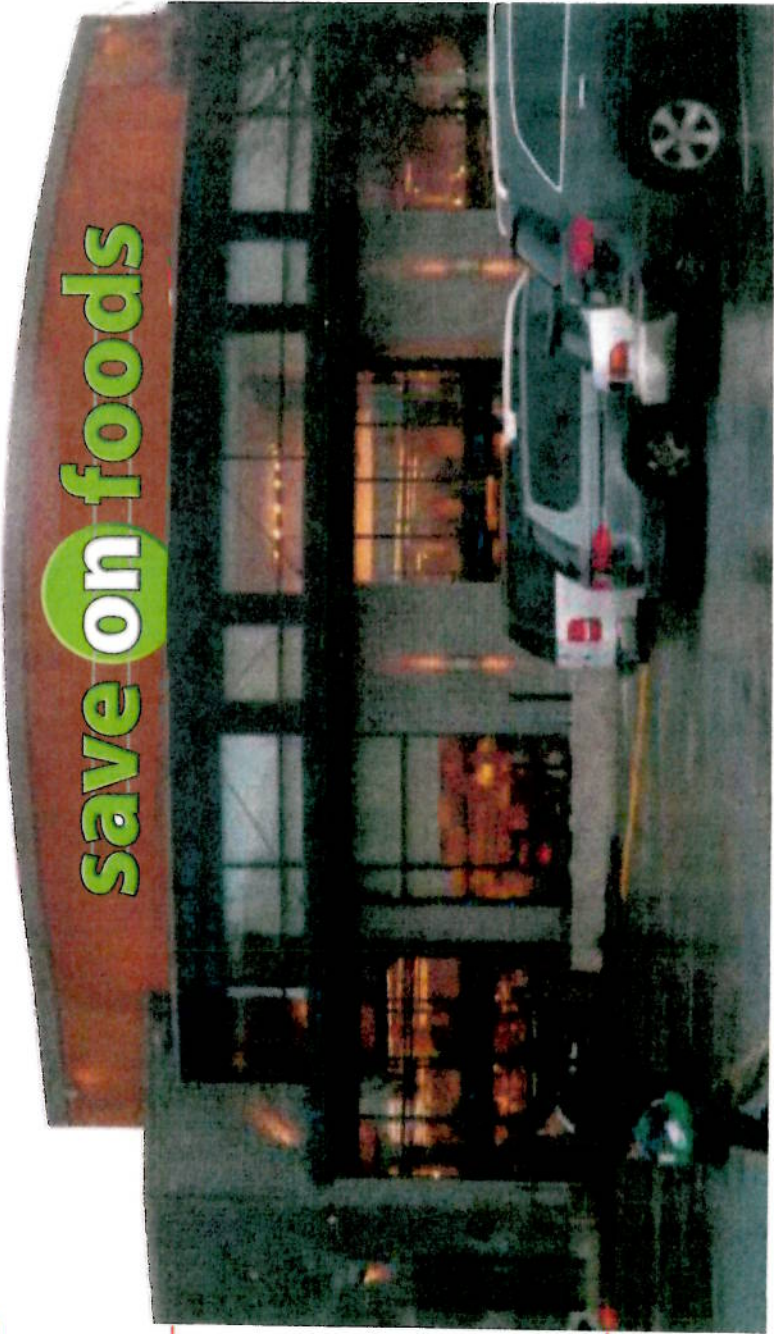
**save on foods**  
1950 Foul Bay Rd

total frontage 101m

Sign Clearance 10.5m

Sign Clearance 7.4m

Grade 0m









## Planning and Land Use Committee Report

### For the Meeting on June 19, 2014

---

**Date:** June 29, 2014      **From:** Kristina Bouris, Senior Planner  
Community Planning Division

**Subject:** Local Area Planning Program Terms of Reference

---

#### Executive Summary

The purpose of this report is to seek Council's approval of the approach outlined in the *Local Area Planning Program Terms of Reference* (Terms of Reference) to guide future local area planning. The proposed Terms of Reference draws directly from the local area planning-related policy direction in the *Official Community Plan* (OCP) and provides greater detail regarding the purpose, approach, products and process of local area planning, particularly those elements that are common across all plans. Establishing the Terms of Reference is identified as a short-term action in the *OCP Implementation Plan*.

The purpose of local area planning is to guide growth and change within a specific geographic area and contribute to a more livable and sustainable future. Local area plans provide more detailed policy direction to achieve City-wide OCP objectives at a scale appropriate to the local area while responding to local issues. Local area planning will be strategically focused in locations of existing and potential change. The scope of each plan will be tailored to the geographic scale of local planning issues.

The issue of neighbourhood planning was studied extensively during the OCP process and a key recommendation was for a planning program with process, format, content and other requirements common to all local area plans. A standardized approach to plan content and process will help ensure that fundamental planning issues are covered and that planning is delivered efficiently, in order to focus limited resources and meet the high demand for local area planning across the City. Plans will develop policies to address six common core content topics (Land Management and Development; Placemaking; Transportation and Mobility; Infrastructure; Parks and Public Spaces; and Amenities and Services), with the opportunity to tailor both content and process to local needs. Public engagement will be central to the planning process and supported by a process advisory committee. A key focus will be furthering collaboration among City Departments, external partners and citizens to support effective plan implementation. Staff team resources and other details for individual Local Area Plans will be developed through the Project Charter for Council's approval.

#### Recommendations

That Council approve the *Local Area Planning Program Terms of Reference*, contained in Appendix A, to guide future local area planning in the City consistent with the *Official Community Plan* and based on the following:

- a. focusing local area planning in areas of existing or anticipated growth and change, following the general priorities established in the *Official Community Plan*;
- b. assessing and regularly reviewing local area planning priorities as part of the OCP's Adaptive Management Framework;

- c. determining the specific type, scale and boundaries of each local area plan based on the geographic scope of planning issues being addressed;
- d. addressing six core content areas in all local area plans: Land Management and Development; Placemaking; Transportation and Mobility; Infrastructure; Parks and Public Space; and Amenities and Services;
- e. addressing content and actions previously included in Neighbourhood Transportation Management Plans, where appropriate to the scale of the plan, through an integrated and efficient approach;
- f. following a common planning process, with opportunities to tailor the process to local needs and engagement opportunities;
- g. ensuring that the engagement of residents, businesses and organizations is central to the local area planning process;
- h. establishing a Process Advisory Committee to provide guidance on the planning process and delivery of public engagement;
- i. creating a realistic and achievable Action (Implementation) Plan as a key focus of local area planning;
- j. furthering collaboration among City departments, businesses, citizens and external partners to support an effective plan process and facilitate the future implementation of the plans;
- k. piloting a "One City" approach to collaboratively respond to pressing issues that emerge through local area planning and fall within the City's existing services or roles.


Respectfully submitted,

  
Kristina Bouris  
Senior Planner  
Community Planning



  
Deborah Day, Director  
Sustainable Planning and  
Community Development

Report accepted and recommended by the City Manager:

  
Jason Johnson  
July 13, 2014

Date:

KB:aw

W:\Community Planning Division\Projects\Local Area Planning\Local Area Planning for June 19 PLUC\PLUC Local Area Planning Terms of Reference May 20.doc



## 1.0 Purpose

The purpose of this report is to seek Council's approval of the approach outlined in the *Local Area Planning Program Terms of Reference* (Terms of Reference) to guide future local area planning in the City of Victoria. The proposed Terms of Reference draws directly from the directions related to local area planning in the *Official Community Plan (2012)* and provides greater detail regarding the approach, delivery and outcomes of local area planning, particularly those elements that are common across all plans.

## 2.0 Background

### 2.1 Purpose of Local Area Planning

The purpose of local area plans is to guide growth and change within a specific geographic area, with the goal of contributing to a more livable and sustainable future. The OCP sets out high-level, City-wide planning objectives; local area plans address these objectives at a scale appropriate to the local area, while responding to local issues. Drawing on a diversity of interests, local area plans will seek to balance the aspirations and values of the local area with its responsibility as part of the City and the region, as well as the collective responsibility to future generations.

### 2.2 Victoria's Local Area Planning History

In the early 1970s, under the federal government's Neighbourhood Improvement Program, neighbourhood planning was undertaken for Victoria West, James Bay and Spring Ridge (in Fernwood). In the mid-1970s, a series of studies analyzed neighbourhood issues at a City sector level for the central City, inner-City and suburban neighbourhoods.

In 1985, the City adopted an OCP which established a series of City-wide goals and policies for land use, transportation, parks and open space and a priority list for updating neighbourhood plans. In the 1980s, the *Victoria West Plan* was updated and a new *Rockland Plan* prepared. During the 1990s, a concerted effort was made by the City to undertake neighbourhood planning for nine neighbourhoods. The last neighbourhood plan to be prepared was for the Gonzales neighbourhood (2002). Victoria has 12 neighbourhood plans, as well as local area plans at other scales (e.g. precinct plans, *Harbour Plan*).

On March 13, 2008, Council directed staff to develop a process for renewing the City's Neighbourhood Planning Program as part of the *Official Community Plan* update and develop a systematic and coordinated approach to neighbourhood planning. The issue of neighbourhood planning was studied extensively during the OCP process. *Neighbourhood Planning: A Discussion Paper* (February 2008) summarized the issues, opportunities and challenges associated with neighbourhood planning and developed a list of lessons learned and considerations to provide guidance to the review and update of the City's neighbourhood planning program for the OCP. Among the recommendations relevant to this Terms of Reference:

- Consideration should be given to developing a planning program with process, format, content and other requirements common to all neighbourhoods.
- Consideration should be given to having clearly articulated program goals and terms of reference.
- Consideration should be given to establishing a clear and consistent purpose and rationale for the neighbourhood planning program. This will ensure consistency in terms of the program's content, including which issues the program addresses and what issues it does not address.



- Strengthening the approach for prioritizing neighbourhood planning initiatives would allow neighbourhoods to know where they stand in terms of timing, as well as provide City departments with an opportunity to allocate appropriate resources.
- Consideration should be given to how to effectively involve external agencies in the planning process.
- Community involvement should be central to the neighbourhood planning process.
- Consideration should be given to actively involving all necessary City departments.

These recommendations were discussed and confirmed through the OCP process in town hall meetings, workshops and other community engagement, and culminated in a series of broad objectives and policies in the OCP to guide local area planning in process and content.

### 2.3 Direction for *Terms of Reference*

The *OCP Implementation Strategy*, approved by Council on September 12, 2013, identifies two short-term actions related to the development of a *Terms of Reference*:

- #98: Develop Local Area Planning Terms of Reference
- #100: Establish criteria and process for reviewing Local Area Plan priorities.

### 3.0 Issues & Analysis

#### 3.1 OCP Direction for Local Area Planning

The OCP sets out the broad objectives and policies to guide the development of local area plans by:

- establishing standard principles for the plan process and content
- identifying the possible types of local area plans, tied to different geographic scales
- identifying priority areas for local area planning
- specifying neighbourhood-specific planning objectives (Neighbourhood Directions), intended to guide future local area planning.

As directed by the OCP, local area planning will address the following broad objectives:

- 20 (a) *That local area plans are strategically focused on locations of existing and potential major change in land use, development and related topics.*
- 20 (b) *That local area plans should be consistent with the goals and broad objectives in the OCP, through policies that respond to the local context.*
- 20 (c) *That local area plans provide direction for present and future land use and development at various geographic scales, in alignment with the urban place designations and guidelines in [the OCP].*
- 20 (d) *That local area plans consider a common set of planning and land use concerns, and related policy areas.*
- 20 (e) *That local area plans are developed through a common set of considerations that provide directions for the planning process.*
- 20 (f) *That public engagement is central to local area planning.*
- 20 (g) *That adaptive management, as detailed in [the OCP], provides direction for local area plan updates...to anticipate and strategically respond to change.*



### 3.2 Overview of *Local Area Planning Terms of Reference*

The common process, format, content and other requirements set out in the proposed Terms of Reference report will help to ensure that local area planning both responds to local needs and is delivered effectively within anticipated resources. The type of local area plan that will be produced for a particular area will depend on the size, scale and scope of the planning issues at hand.

The key features of the proposed *Terms of Reference* are summarized here:

#### *Outcomes of local area planning*

- Every local area plan should include a vision, broad objectives, policies, actions, and a list of desired amenities for the local area.
- Each process should produce a local area plan that includes an action (implementation) plan with timeline and recommended amendments to existing local area plans, City bylaws or design guidelines, as needed.

#### *Prioritization of local area plans*

- Local area planning will be focused in areas of existing or anticipated growth and change, following the general phasing established in the OCP.
- Local area planning priorities will be assessed and reviewed regularly as part of the OCP's Adaptive Management Framework.

#### *Type and content of local area plans*

- The type and scale of each local area plan will be determined by the geographic scope of planning issues being addressed.
- All local area plans will be focused on six core content areas: Land Management and Development; Placemaking; Transportation and Mobility; Infrastructure; Parks, and Amenities and Services.
- The Transportation and Mobility chapter will address a range of transportation-related policies, and include content and actions previously included in Neighbourhood Transportation Management Plans, where appropriate, to update and integrate these plans effectively and efficiently.
- Additional policy areas can be added depending on local needs and issues.

#### *Planning process and engagement*

- Local area planning will follow a common planning process. Within this standardized process, local area planning processes can be tailored to local needs and engagement opportunities.
- Engagement of residents, businesses and organizations is central to the planning process.
- A Process Advisory Committee will provide guidance on the planning process and delivery of public engagement.
- The creation of a realistic and achievable Action (Implementation) Plan will be a key focus of the planning process.

*Local Area Planning principles*

- A key focus will be furthering collaboration among City departments, businesses, citizens and external partners to support an effective plan process and facilitate the future implementation of the plans.
- Local area planning will pilot a “One City” approach, where staff collaborate across departments to respond to pressing issues that emerge through local area planning and fall within the City’s existing services or roles.

**3.3 Project Charter**

Many of the details for each local area planning process will be worked out through the creation of a Project Charter. The Project Charter will identify the specific objectives for the planning process, the boundary of the area to be planned, detailed timeline and any additional topics beyond core content.

**3.4 Resources**

Financial and staff resources will be allocated to each local area planning process in the pre-planning phase and detailed in the Project Charter. Plans will be led by staff, with the assistance of consultants if required, and where resources allow. Staff will look for ways to share resources and reduce costs by linking to other City initiatives and establishing partnerships. Through the strategic and financial plans, Council could decide to assign greater priority and resources to undertake more local area plans simultaneously or make other adjustments to the program.

**4.0 Options & Impacts**

1. That Council approve the *Local Area Planning Program Terms of Reference*, contained in Appendix A, to guide future local area planning in the City consistent with the *Official Community Plan*.
2. That Council provide further direction to staff.

**5.0 Recommendations**

That Council approve the *Local Area Planning Program Terms of Reference*, contained in Appendix A, to guide future local area planning in the City consistent with the *Official Community Plan* and based on the following:

- a. focusing local area planning in areas of existing or anticipated growth and change, following the general priorities established in the *Official Community Plan*;
- b. assessing and regularly reviewing local area planning priorities as part of the OCP’s Adaptive Management Framework;
- c. determining the specific type, scale and boundaries of each local area plan based on the geographic scope of planning issues being addressed;
- d. addressing six core content areas in all local area plans: Land Management and Development; Placemaking; Transportation and Mobility; Infrastructure; Parks and Public Space; and Amenities and Services;
- e. addressing content and actions previously included in Neighbourhood Transportation Management Plans, where appropriate to the scale of the plan, through an integrated and efficient approach;
- f. following a common planning process, with opportunities to tailor the process to local needs and engagement opportunities;



- g. ensuring that the engagement of residents, businesses and organizations is central to the local area planning process;
- h. establishing a Process Advisory Committee to provide guidance on the planning process and delivery of public engagement;
- i. creating a realistic and achievable Action (Implementation) Plan as a key focus of local area planning;
- j. furthering collaboration among City departments, businesses, citizens and external partners to support an effective plan process and facilitate the future implementation of the plans;
- k. piloting a "One City" approach to collaboratively respond to pressing issues that emerge through local area planning and fall within the City's existing services or roles.

## 6.0 List of Appendices

- Appendix A: *Local Area Planning Program Terms of Reference.*

## Appendix A

# Local Area Planning Program

## Terms of Reference

### 1.0 INTRODUCTION

The purpose of the *Local Area Planning Program Terms of Reference* (Terms of Reference) is to guide future local area planning in the City of Victoria. It draws directly from the broad objectives and policies related to local area planning in the *Official Community Plan* (OCP) and outlines how local area planning will be structured and delivered, and the components of the plan process, plan content and scope of work that will be common across all local area plans.

### 2.0 LOCAL AREA PLANNING PROGRAM

#### 2.1 Purpose of Local Area Planning

The purpose of local area planning is to guide growth and change in a specific geographic area and contribute to a more livable and sustainable future. The OCP sets out high-level, City-wide objectives and policies to guide Victoria over the next 30 years. Local area plans address these objectives at a scale appropriate to the local area, while responding to local issues. To achieve this, local area planning will work with citizens, businesses and organizations to reflect the area's unique characteristics, needs and aspirations, and develop approaches that are best-suited to the local area.

All local area plans have the same core purposes:

- determine how city-wide goals and directions in the OCP can be best addressed at the local level
- provide a clear vision for the local area and how change will be managed
- respond to changing regional and local area trends and population dynamics
- plan for community services and amenities
- establish a strategy for major public investments
- provide guidance for private investments.

Additional purposes can be developed for individual local area plans and detailed in the Project Charter.

#### 2.2 Relationship between the OCP and Local Area Plans

The OCP sets out the broad objectives and policies to guide the development of local area plans by:

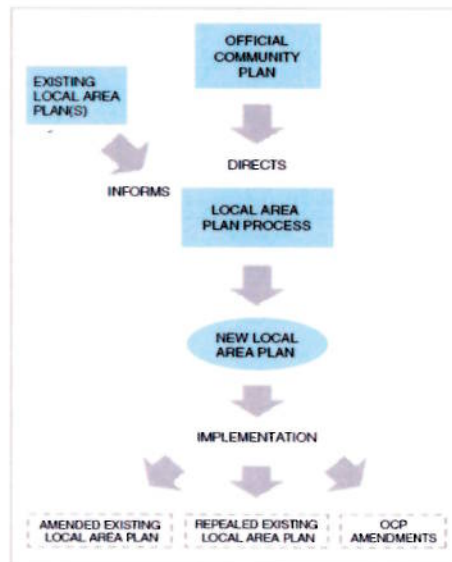
- establishing standard principles for the plan process and content
- identifying the possible types of local area plans, tied to different geographic scales



- identifying priority areas for local area planning
- specifying neighbourhood-specific planning objectives (Neighbourhood Directions), intended to guide future local area planning

Figure 1 illustrates the relationship between the OCP, existing local area plans and the new local area plans to be developed. New local area plans will be informed by OCP policies, Neighbourhood Directions, existing local area plans, as well as the needs and issues of the local area. Once a new local area plan has been completed, its broad objectives and policies are integrated with other existing plans through amendments for consistency (OCP, p.130).

**Figure 1: Local Area Planning Process** (Source: City of Victoria Official Community Plan, Figure 20)



OCP  
Figure  
20

### 3.0 LOCAL AREA PLANNING PROGRAM OVERVIEW

The goal of the Terms of Reference is to provide a clear understanding of the local area planning program: the guiding principles, what the plans will address, how the planning process will be structured, the key products and other aspects related to the delivery of local area planning.

Under the new model of local area planning adopted as part of the 2012 OCP, local area planning will be focused on areas that are experiencing or expecting major change. The type of local area plan that will be produced for a particular area (e.g. Urban Village Plan, Corridor Plan, Neighbourhood Plan) will depend on the size, scale and scope of the planning issues being considered. The common process, format, content and other requirements set out in this Terms of Reference will help to ensure that local area planning both responds to local needs and is delivered effectively within anticipated resources.

The Terms of Reference provides a framework; many of the details for each local planning process will be worked out through the creation of a Project Charter. The Project Charter will identify the specific objectives for the planning process, the boundary of the area to be planned and a timeframe for completion. The Project Charter will also specify the range of topics or issues to be addressed through the local area plan, guided

Appendix A: City of Victoria Local Area Planning Program Terms of Reference – June 2014

by Neighbourhood Directions (Chapter 21) and other policies in the OCP, as well as the needs and issues in a given local area. A Public Engagement Strategy will identify how citizens, businesses and organizations will be meaningfully engaged in local area planning.

To standardize the preparation of local area plans, the Terms of Reference presents components that will be common across local area plans, such as products, certain milestones in the planning process, principles of local area planning and public engagement. A standardized approach will provide more consistency and efficiency, help focus limited resources and meet the high demand for local area planning in other areas of the City. Standardization does not mean a uniform approach, however, and the Terms of Reference leaves significant latitude for the planning process and products to be tailored to individual local areas and to incorporate new and innovative approaches.

The implementation of local area plans should be realistic and achievable. With this in mind, a key focus of local area planning will be on the action plan and timeline which will accompany each local area plan, describing key actions, timelines, roles and responsibilities, and anticipated funding mechanisms.

#### 4.0 LOCAL AREA PLANNING OBJECTIVES

As directed by the OCP, local area planning has the following broad objectives:

- 20 (a) *That local area plans are strategically focused on locations of existing and potential major change in land use, development and related topics.*
- 20 (b) *That local area plans should be consistent with the goals and broad objectives in the OCP, through policies that respond to the local context.*
- 20 (c) *That local area plans provide direction for present and future land use and development at various geographic scales, in alignment with the urban place designations and guidelines in (the OCP).*
- 20 (d) *That local area plans consider a common set of planning and land use concerns, and related policy areas.*
- 20 (e) *That local area plans are developed through a common set of considerations that provide directions for the planning process.*
- 20 (f) *That public engagement is central to local area planning.*
- 20 (g) *That adaptive management, as detailed in [the OCP], provides direction for local area plan updates...to anticipate and strategically respond to change.*

#### 5.0 LOCAL AREA PLANNING PRINCIPLES

The following principles will guide the local area planning processes in the City of Victoria. Other principles may be added for individual plans and described in the Project Charter.

**Coordinated Planning:** Local area planning will be coordinated with other City and regional planning initiatives and programs. Key City departments will be included in the planning process and local area plan development in order to support effective and timely implementation and benefit from synergies with other City initiatives.



**“One City” Approach:** Where possible, local area planning will blend planning with action, undertaking local area planning at the same time as facilitating a timely response on pressing issues and other “actions” that can be addressed directly through other existing City services, programs or interactions among stakeholders. The approach encourages communication and collaboration among departments to improve customer service and solve local issues, as resources allow.

**Timely Completion:** The local area planning process will be designed to deliver high quality planning and effective public engagement within anticipated resources, schedules and budget. A focused and timely process will meet the high demand for local area planning in other parts of the City and help to respect the limited time of stakeholders and citizens and other resources. However, the desire for timely completion must be balanced with the fact that well-considered plans require adequate time to properly work with people and address complex issues.

**Focus on Implementation:** Effective implementation is the key to achieving the vision for a local area. The local area plan process and content will be designed with implementation in mind. The objectives and policies in a local area plan will define the long-term vision for that area; the accompanying Action Plan should identify incremental, realistic steps to achieve this vision.

**Balance and Responsibility:** Local area planning will balance the desires, needs and unique identity of each local area within its role as part of the City and the region, and the collective responsibility to future generations. New local area plans will be consistent with and strive to advance the goals of the OCP and other City-wide plans (e.g. *Greenways Plan*, *Bicycle Master Plan*, *Parks Master Plan*), while enabling distinctive responses based on the conditions of the local area.

**Strengthening Partnerships:** Successfully achieving the local area plan's vision will require support from other levels of government, external agencies, community organizations and the private sector, particularly for those issues that fall outside the City's mandate and resources. Local area planning will build partnerships to support implementation and ensure partners are poised to respond to opportunities as they arise.

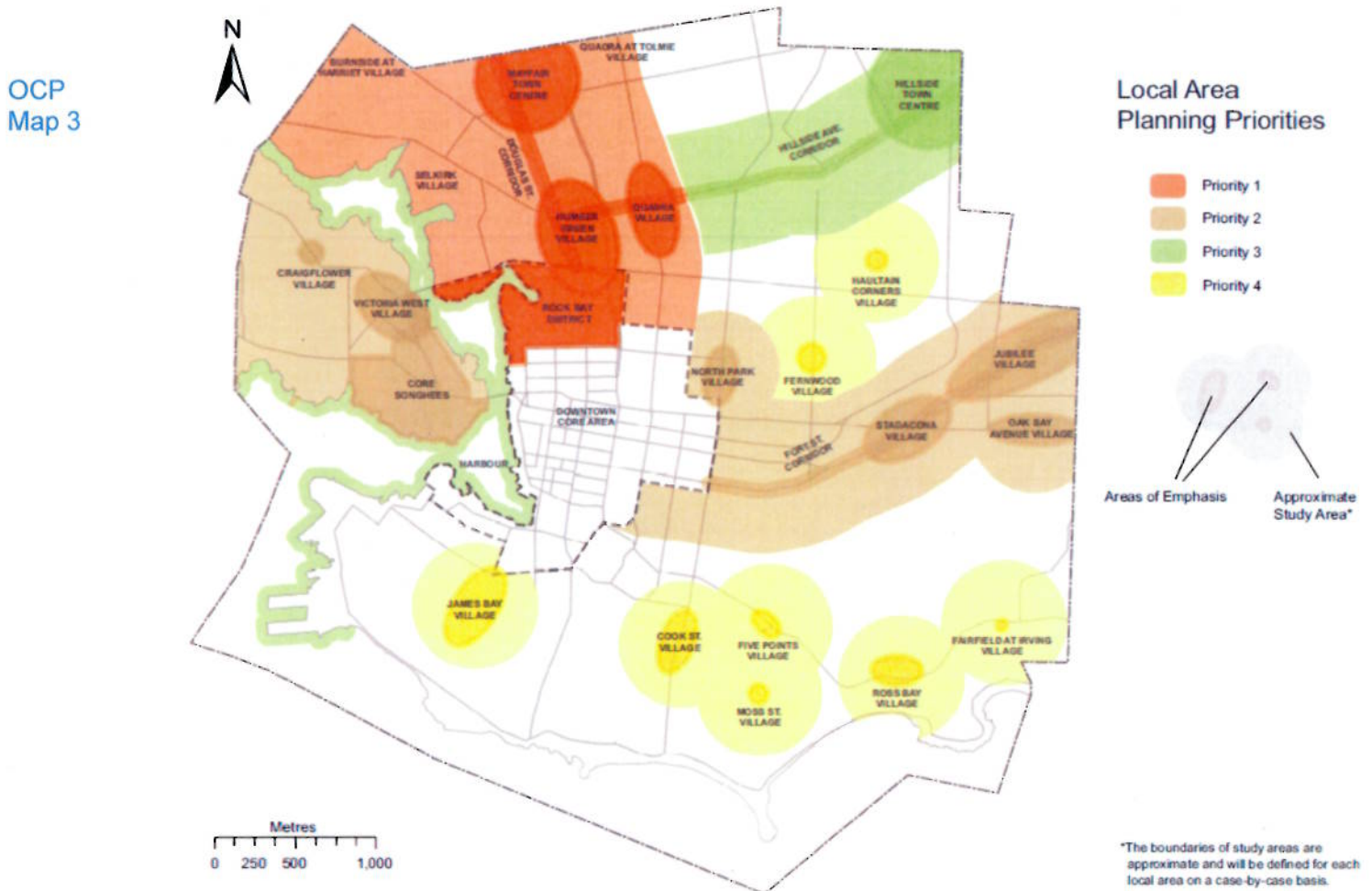
**Inclusivity:** The local area planning process will work with local businesses, groups and agencies to help build a strong plan that reflects local and City-wide goals. An accessible, inclusive process will be used to engage the broadest possible range of people in the local area. Local residents, businesses and organizations will have a range of ways to participate in local area planning and provide input.

**Capacity Building:** The local area planning process will be designed to build the capacity of citizens and other stakeholders in the local area to work with each other and with the City to implement the local area plan over the long term. While some local areas may already have strong, established networks, others may not and these will be fostered through the plan's public engagement process.

## 6.0 LOCAL AREA PLANNING PRIORITIES

The OCP establishes four priority phases for local area planning, as noted by the approximate boundaries in Map 1. Local area planning will be undertaken according to these priorities, with actual timelines determined by Council as resources permit (OCP 20.3). Priority for local area planning is based on the principle of planning where planning is needed, with the intention of judiciously allocating resources to those areas that have experienced or are anticipating major change (OCP p.130). The criteria used for establishing the priority phases in Map 1 is described in section 6.1.

**Map 1: Local Area Planning Priorities** (Source: City of Victoria Official Community Plan, Map 3)





The general timing for each of the four local area planning priority phases is outlined in the *OCP Implementation Strategy* (2013):

**2012- 2017 (Short Term):**

- Complete Phase 1 Local Area Planning- *Douglas Corridor, Humber Green Village, Mayfair Town Centre, Quadra Village, Rock Bay*

**2018-2022 (Medium Term):**

- Implement Phase 1 Local Area Plans
- Complete Phase 2 Local Area Planning - *Victoria West, Fort Street Corridor, Stadacona Village, Jubilee Village, North Park Village and Oak Bay Village*
- Implement Phase 2 Local Area Plans

**2022-2042 (Long Term):**

- Complete Phase 3 Local Area Planning- *Victoria Harbour, the Hillside Avenue Corridor and Hillside Town Centre*
- Implement Phase 3 Local Area Plans
- Complete Phase 4 Local Area Planning- (*James Bay Village, Cook Street Village, Five Points Village, Moss Street Village, Ross Bay Village, Fairfield at Irvine Village, Fernwood Village, Haultain Corners Village, Selkirk Village, Burnside at Harriet Village, Quadra at Tolmie Village*)
- Implement Phase 4 Local Area Plans

The general timing of local area plans will be reviewed regularly through Corporate Strategic Planning and the annual *OCP Implementation Strategy* status report. The phasing of local area plan Priorities will be reviewed as part of a regular OCP review and update (OCP 22.10.7), or by Council in response to other opportunities as they arise (OCP 22.13). Council will determine the priorities and resource allocations which could include undertaking more local area plans simultaneously through increased staffing and/or consulting.

### **6.1. Report Outlining Approach for Each Phase**

At the outset of planning for each of the four priority phases, staff should prepare a report to Council detailing how planning will be approached in that phase. The report should detail the following:

- number and types of plans to be completed
- general plan boundaries
- timelines for completion
- resource needs
- a rationale for the approach.

This report will guide the preparation of a Project Charter for each individual local area plan within that phase.

### **6.2. Determining and Reviewing Local Area Plan Priorities**

As noted in Section 6.1., the phased local area planning priorities in Map 1 are based on the principle of planning in areas that are experiencing or are anticipating major change.

Within this context, the four priority phases were determined through an extensive review and assessment of different areas of the City, based on the following criteria:

- anticipated population and employment growth
- anticipated major public investment
- recent and anticipated land use change
- capacity of future growth to support OCP objectives
- existing amenities
- extent of non-growth related planning issues (quality of urban design, socio-economic needs)
- transportation linkages.

These criteria and the local area plan priorities will be revisited as part of the review of progress towards completing the local area planning process during a major OCP review (OCP 22.10.7), outlined in the OCP's Adaptive Management Framework.

## **7.0 TYPES OF LOCAL AREA PLANS**

The Terms of Reference guides a new model of local area planning for Victoria where planning is strategically focused on urban places that are experiencing or face the potential for major change. These areas include lands in the Urban Core, near Urban Villages and Town Centres, along transit corridors and in employment lands (OCP Map 3).

The type and scale of each local area plan will be determined by the geographic scope of planning issues being addressed. The range of possible local area plan types is shown in Figure 2 and includes area plans, neighbourhood plans, corridor plans, urban village and town centre plans, and district plans. The type of local area plan and its boundaries will be identified in the Project Charter for each local area plan.

Where appropriate, local area plans can be created simultaneously to benefit from synergies between different planning processes, such as shared background research and engagement opportunities.



**Figure 2: Local Area Plans and Initiatives** (Source, City of Victoria Official Community Plan Figure 21)

Local Area Plan Type	Plan Description	Purpose in the Context of the OCP	Study Area Boundaries
Citywide Zoning and Planning Initiatives	› Initiatives to address planning and zoning issues at the citywide scale.	› Explores a specific planning or zoning issue or opportunity at a citywide scale.	› Areas of the city with common planning or land use characteristics.
Area Plans	› Plan to provide direction for land use and related policy topics for an area larger than a neighbourhood.	› Explores complex policy issues and opportunities of a scale larger than one neighbourhood.	› Area impacted by specified land use planning, policy, and zoning considerations.
Neighbourhood Plans	› Plan to provide direction for land use and related policy topics for a neighbourhood.	› Explores policy issues and opportunities at the neighbourhood scale.	› Defined neighbourhood.
Corridor Plans	› Plan to provide direction for land use and related policy topics along transit or other corridor.	› Explores policy issues and opportunities at the corridor scale. For transit corridors, exploration is focused on one or more transit-oriented urban villages or town centres consistent with the relevant policies in this plan [SEE SECTION 6 – LAND MANAGEMENT AND DEVELOPMENT, TRANSIT CORRIDOR PLANNING].	› Area impacted by improvements to or expansion of transit or other corridors.
Urban Village Plans / Town Centre Plans	› Plan to provide direction for land use and related policy topics for an urban village or a town centre.	› Explores policy issues and opportunities and develops progressively more complete urban villages and town centres as detailed in the guidelines in this plan [SEE SECTION 6 – LAND MANAGEMENT AND DEVELOPMENT, TOWN CENTRES AND URBAN VILLAGES].	› Area impacted by land use changes and development.
District Plans	› Plan to provide direction for land use and related policy topics in an area smaller than a neighbourhood.	› Explores policy issues and opportunities at a sub-area scale, such as the development of employment and industrial districts, giving consideration to the relevant policies of this plan [SEE POLICY 20.7].	› Area impacted by land use changes and development.

OCP  
Figure  
21

## 8.0 PRODUCTS

### 8.1 Overview

Each local area planning process will produce the outputs described in the following sections. The delivery will be guided by the Project Charter and coordinated by the project staff team with the participation of City staff, the Process Advisory Committee and external partners. Any additional deliverables will be detailed in the local area plan Project Charter for each local area plan.

As directed by the OCP, each local area planning process will prepare the following products (OCP 20.9):

- a local area plan
- an action (implementation) plan with timeline
- recommended amendments to existing local area plans and City bylaws, as needed
- a public engagement report
- a summary of background research, including assessment studies.

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20.9

## 8.2 Local Area Plan

### 8.2.1 Required Elements

As directed by the OCP, every local area plan should consider and provide direction for the broad objectives or policies in the OCP and should include (OCP 20.5):

OCP  
Policy  
20.5

- an **OCP Statement of Consistency** that generally describes how the local area plan is contributing to the achievement of the broad objectives and policies of the OCP over time
- a local area vision, broad objectives, policies, actions for planning and land use, and related topics
- a list of the number, kind and extent of amenities that are desired in the local area to guide and inform decisions about proposed development.

### 8.2.2 Core Content

While land use and placemaking policies form the foundation of a local area plan, the plans will also consider a variety of other related planning topics in order to achieve the comprehensive vision for a livable, more sustainable community put forward in the OCP. The desire for plans to address a broad range of planning topics must be balanced by the high demand for local area planning and limited resources. It is anticipated that it will be more efficient and effective to take an integrated community planning approach, not only addressing land use and development but also public services and spaces, including updating past plans such as the Neighbourhood Transportation Management Plans. For this reason, the following six Core Content topics will form the backbone of all local area plans, regardless of their scale:

- **Land Management and Development:** how future population and employment growth will be addressed and accommodated in the local area;
- **Placemaking:** how urban design and heritage in the local area will contribute to the creation of special places;
- **Transportation and Mobility:** how multi-modal transportation infrastructure and connections will be enhanced within the local area and to the rest of the City including content and actions previously addressed in Neighbourhood Transportation Management Plans, as appropriate;
- **Infrastructure:** how physical assets will support future growth
- **Parks and Public Spaces:** planning for public spaces that serve recreational, ecological, community gathering and other purposes;
- **Amenities and Services:** planning for the provision of new (and the enhancement of existing) public amenities and services, as relevant to the scale of the plan.



### 8.2.3 Neighbourhood Directions

The OCP identifies a series of strategic directions for each neighbourhood. These Neighbourhood Directions (OCP Chapter 21) identify key goals to guide local area planning. The Project Charter should use these Neighbourhood Directions as a starting point and explain how these issues will be addressed through the planning process.

### 8.3 Additional Content

In addition to the six Core Content topics, the OCP identifies a number of other planning topics and issues to be *considered* in the creation of local area plans, specific to the planning needs of the local area. These additional topics could include planning emergency preparedness, housing, economic development, energy planning, social issues and employment lands (see OCP policies 20.6 and 20.7 for a complete list of topics for consideration). The scope of additional topics will be determined in the early stages of the plan process. If these topics are not specifically included in the local area plans, the OCP will continue to provide policy guidance on these topics.

### 8.4 Action Plan

Each local area plan will be accompanied by an Action Plan to support effective implementation and may address actions, such as:

- planning tools and financial mechanisms to support local area plan objectives
- creation of new, or expansion of existing, Development Permit or Heritage Conservation Areas, with consideration for new or updated guidelines
- new programs and projects to be led by or carried out in partnership with external partners
- ongoing City programs and projects to address local area plan objectives.

For each action, the Action Plan will establish:

- desired outcomes
- timeline, leadership, roles and responsibilities
- projected costs, anticipated resources and funding sources for achieving the actions, including new funding mechanisms as appropriate
- a regular system of monitoring and reporting to assess progress towards implementation.

### 8.5 Recommended Amendments to City Bylaws and Other Plans

Local area planning may result in recommendations for changes to zoning, design guidelines or other City bylaws, or amendments to existing local area plans or other City plans. These changes may be brought forward for adoption with the local area plan, or identified in the Action Plan and initiated as soon as is practical, to support the effective implementation of the local area plan.

## 8.6 Public Engagement Report

A public engagement report will be presented to Council at the conclusion of the local area planning process to report on participation numbers, different groups reached, techniques used and lessons learned through the public engagement process.

## 8.7 Background Research

The broad sharing of research and information will enhance contributions to the local area planning process. A summary of research, such as assessments, technical studies and other analysis, will be shared publicly.

## 9.0 PLANNING PROCESS

### 9.1 Process Components

Each local area planning process should include common components to ensure consistency and efficiency in public engagement and process design, yet build in significant latitude to incorporate new and innovative methods, respond to the needs and planning issues of a local area. To this end, every local area planning process should include the general components in Figure 1. These components present a standardized local area planning process, based on the principles of sound planning practice and knowledge gained through the OCP process.

Many of the details of the planning process will be determined during the Start Up phase, through the development of the following standard elements described in the OCP (20.8):

- a Process Advisory Committee
- a Project Charter
- an engagement plan.

Depending on the scale of the local area and the complexity of issues, the process should take 12 to 24 months and consist of six interconnected steps. The time may vary depending on the complexity of the planning process. Major milestones are indicated in **bold**.

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Policy  
20.8



**Figure 3: General Local Area Plan Process (approx. 12-24 months)**

## 9.2 “One City” Approach

During local area planning, the City will pilot a new approach that encourages collaboration among City departments and other organizations to respond to pressing issues that fall within the City's services or roles while local area planning is still underway, rather than waiting for the implementation phase. Under the “One City” approach, staff would work collaboratively to identify the appropriate follow-up and ensure communication. The availability of staff and other resources will determine the extent to which “One City” responses can be undertaken during local area planning.

## 10.0 PLAN ADOPTION

All local area plans will be adopted by resolution, with a non-statutory Public Hearing included in the process (OCP 20.11). Once a new local area plan has been completed, other existing City plans and policies may be amended or repealed to ensure consistency with the objectives and policies in the new local area plan (OCP 20.12). In particular:

- the OCP may be amended, as warranted, for plan consistency (OCP 20.12)
- where a new local area plan is inconsistent with an existing local area plan, the local area plan may be amended or rescinded as required for plan consistency (OCP 20.13)
- other City policies and adopted plans may be amended, as warranted (OCP 20.14; 20.9.5).

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Policies  
20.11 –  
20.13

## 11.0 PUBLIC ENGAGEMENT

### 11.1 Overview

Public engagement is central to the local area planning process (OCP 20(f)). As with other elements of the local area planning process, public engagement should include some common components while being tailored to respond to the needs, interests and issues in the local area. The specific details will be determined through the preparation of an Engagement Strategy at the outset of each local area plan (OCP 20.8.3).

### 11.2 Public Engagement Principles

The public engagement process will be based on the principles of the International Association for Public Participation as expressed in the City's Civic Engagement Strategy (OCP 15.19) and will:

- seek out and facilitate the involvement of those potentially affected by or interested in a decision
- seek input from participants in designing how they participate
- provide opportunities for those who are affected by a decision to be involved in the decision-making process
- provide participants with the information they need to participate in a meaningful way
- promote sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers
- provide opportunities for the public's contribution to influence the decision
- communicate the outcome of public engagement processes.

### 11.3 Engagement Strategy

The following elements should be considered when creating the local area plan Engagement Strategy, as appropriate to the scale of the local area (OCP 20.10):

- a rationale for a proposed list of engagement techniques
- stakeholder identification specific to the local planning area and relevant context
- a strategy to engage neighbouring municipalities to integrate planning and development issues
- diverse participants including hard-to-reach groups
- targets for engaging specific groups.

## 12.0 ADVISORY COMMITTEE

### 12.1 Process Advisory Committee

A Process Advisory Committee will be established to provide guidance on planning process and the delivery of public engagement (OCP 20.8.1). The primary role of the Process Advisory Committee is to:

- provide guidance and expertise to the staff project team regarding public involvement in the local area planning process



- advise and assist with the design and delivery of public engagement activities
- identify stakeholder groups in the local area and key contacts, outreach approaches and engagement techniques
- act as a sounding board on the planning process and planning issues in the local area.

The Committee, which will reflect a diversity of interests in the local area, will help to build community connections, capacity and encourage broad participation. Members do not have special status in influencing the final policies or other plan content, however, they will help shape engagement and move the local area plan towards a successful completion. Committee members who wish to participate in the development of policy options will be encouraged to participate in the various engagement opportunities that will be developed for this purpose.

The model recognizes that communications channels have changed significantly over the last few years, altering the way that people engage with each other, businesses and government. Citizens and businesses are no longer dependent on traditional advisory committee representatives to access information and to share their ideas.

## 12.2 Membership

The Committee will generally consist of 5 to 10 members, appropriate to the size and scale of the planning area. Members will reflect the diverse demographic profile, issues and sectors in the local area, and will ordinarily live, work, learn, rent, own property or have another direct interest in the local area. Members should share an interest in fostering strong public participation in the planning process and want to support the local area planning process forward to successful completion.

## 12.3 Appointment

An open call for applications for the Process Advisory Committee will be made in the Start Up Phase. Members will be appointed by Council, using guidance provided by this Terms of Reference, Civic Engagement Strategy and the Terms of Reference for the Committee, which will be established during the Start Up Phase.

## 13.0 ROLES AND RESPONSIBILITIES

**City Council:** City Council allocates resources to the project and has final approval for the local area plan and action plan.

**Project Team:** City staff team is responsible for project management, analysis, producing and recommending options for Council consideration led by the planner. It will also be responsible for planning and delivering engagement in partnership with the Process Advisory Committee.

**Process Advisory Committee:** The Advisory Committee works with staff to develop and deliver the engagement strategy and foster community connections.

**Technical Advisory Group:** A cross-departmental staff working group who are partners in plan development. The primary role of the group is to advise on the feasibility of potential policy and implementation actions. External agencies and adjacent municipalities may be appointed to this team, as appropriate.

**Consultants:** Depending on the resources and project need, consultants may support the local area planning process in various capacities, such as research, technical analysis or the delivery of public engagement.

**Citizens and Businesses:** All individuals and businesses having an interest in the local area will be invited to participate in the planning process through generating, guiding, reviewing local area plan concepts, policies and actions.

**Stakeholder Groups:** Stakeholder groups such as community groups, community associations, development industry representatives and non-governmental organizations will contribute in the same way as citizens and businesses, but also be the subject of focused consultation with respect to their particular areas of interest. Groups can also help with outreach identifying issues, opportunities and actions; and reviewing policy options.

**External Agencies/Adjacent Municipalities:** Depending on the planning process, external agencies/adjacent municipalities will either play an advisory or partnership role. For example, transit corridor planning could involve a direct partnership with BC Transit and/or adjacent municipalities.

## 14.0 RESOURCES AND BUDGET

Financial and staff resources will be allocated to each local area planning process in the pre-planning phase and detailed in the Project Charter. The extent of resources allocated to each process will be based on the one-time capital budget for OCP implementation, the scope of the planning process and subject to the discretion of Council.

Local area planning will be led and prepared by City staff according to the general timeline described in the *OCP Implementation Strategy* and outlined in Section 6.0 of this report. The use of consultants will be limited. If Council wishes to accelerate the timeline for local area planning, additional staff and/or consultant resources will be required.

Faced with limited resources, the City will need to be creative in the delivery of the Terms of Reference and identify ways to share resources and reduce costs. Some examples might include reducing the scope of the plan; preparing two nearby local area plans simultaneously; linking with other City research or public engagement activities; participating in a joint study or research with an adjacent municipality; applying for external grants or technical assistance programs; and establishing partnerships with educational institutions, external agencies, non-profits or adjacent municipalities to help with research or community engagement. It is also anticipated that the integrated planning approach will be an effective and efficient method to update past plans including Neighbourhood Transportation Management Plans.





## Planning and Land Use Committee Report

For the Meeting on June 19, 2014

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**Date:** June 10, 2014      **From:** Marc Cittone, Senior Planner  
Community Planning

**Subject:** Approach to Priority 1 Local Area Planning

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### Executive Summary

The purpose of this report is to seek Council's endorsement of the proposed approach to completing Local Area Plans within the Priority 1 areas identified in the *Official Community Plan* (OCP) and the OCP Implementation Strategy (2013).

This report summarizes the proposed approach, including the number and types of plans to be completed, the general plan boundaries, timelines for completing the work program, resource needs and a rationale for the approach. Staff recommend initiating one Local Area Plan in 2014 as follows:

**A Burnside-Douglas Area Plan** with a focus on the following key areas:

- the Douglas Street Corridor including Mayfair Town Centre and Humber Green Urban Village
- the residential and mixed use areas within the Burnside neighbourhood
- the industrial and general employment lands within the Burnside neighbourhood including the Rock Bay District.


This is a complex planning area, and staff anticipates the plan will be completed and presented for approval by 2016. It is anticipated that staff would then complete planning in the Priority 1 Area with a more focused Quadra Village Area Plan, pending Council's future decisions on strategic priorities.

### Recommendations

1. That Council approve the Approach to Priority 1 Local Area Planning as the basis to guide Local Area Planning for the Priority 1 area identified in the *Official Community Plan*.
2. That Council direct staff to commence a Burnside-Douglas Area Plan, begin the start-up phase (as described in the Local Area Planning Program Terms of Reference) and report back to Council with a detailed Project Charter.


Respectfully submitted,

  
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Community Planning

 **Att. D. C. Day**  
Deb Day, Director  
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager:

Date:

  
Jason Johnson  
June 13, 2014

MC/ljm:aw

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## 1.0 Purpose

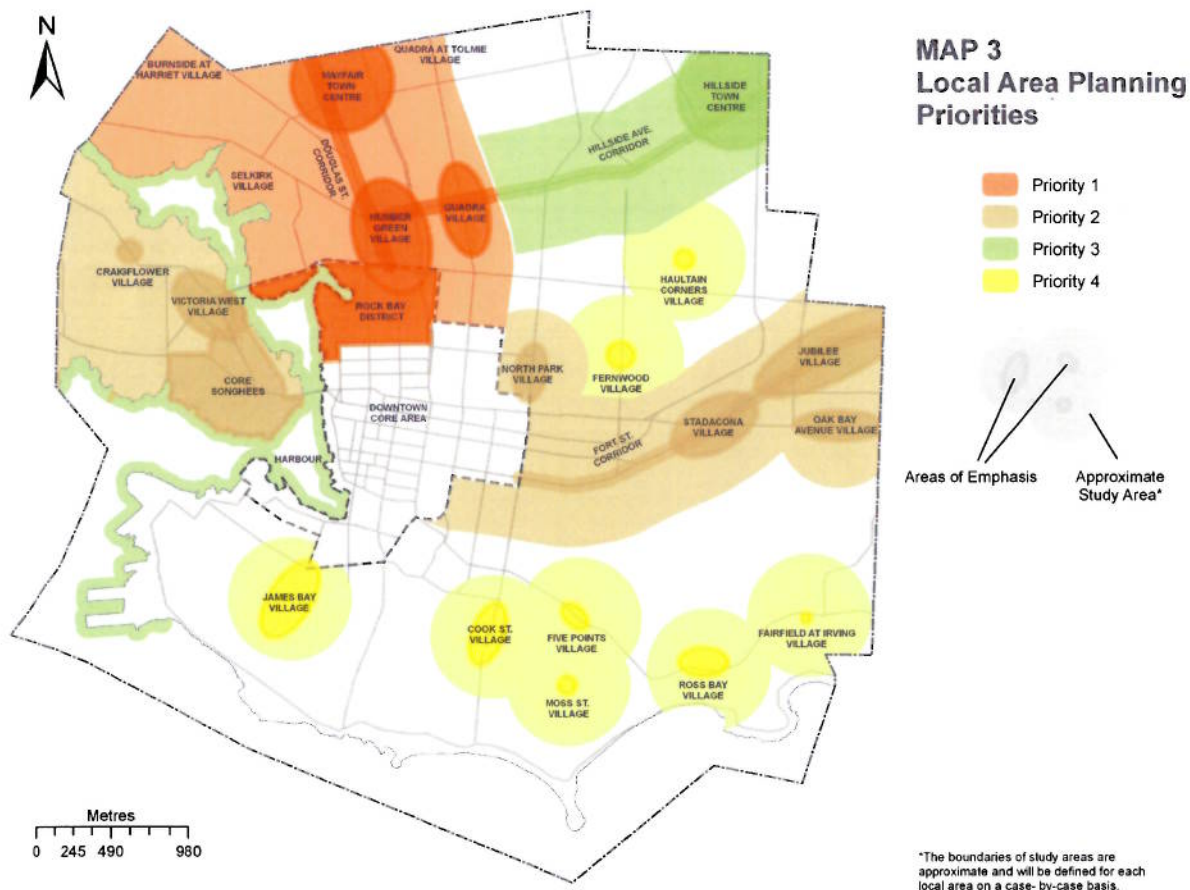
The purpose of this report is to seek Council's endorsement of the proposed approach to completing Local Area Plans within the Priority 1 area, as identified in the *Official Community Plan, 2012* (OCP), including:

- the number and types of plans to be completed
- the general plan boundaries (to be refined)
- timelines for completing the work program.

This approach follows the direction of the OCP Implementation Strategy (2013) to initiate planning within the Priority 1 area in 2014.

## 2.0 Background

The OCP identified four Priority Areas for the completion of Local Area Plans. The Local Area Planning Program Terms of Reference, Section 6, elaborates on the criteria used in selecting the priority areas identified in the OCP.



**Map 1: Local Area Planning Priorities** (Source: City of Victoria Official Community Plan, Map 3)



The OCP Implementation Strategy approved by Council in 2013 anticipates that these plans will be completed pursuant to the following schedule:

2012 – 2017 (Short Term):

- Complete Phase 1 Local Area Planning – *Douglas Corridor, Humber Green Village, Mayfair Town Centre, Quadra Village, Rock Bay*

2018 – 2022 (Medium Term):

- Implement Phase 1 Local Area Plans
- Complete Phase 2 Local Area Planning – *Victoria West, Fort Street Corridor, Stadacona Village, Jubilee Village, North Park Village and Oak Bay Village*
- Implement Phase 2 Local Area Plans

2022 – 2042 (Long Term):

- Complete Phase 3 Local Area Planning – *Victoria Harbour, the Hillside Avenue Corridor and Hillside Town Centre*
- Implement Phase 3 Local Area Plans
- Complete Phase 4 Local Area Planning – *(James Bay Village, Cook Street Village, Five Points Village, Moss Street Village, Ross Bay Village, Fairfield at Irvine Village, Fernwood Village, Haultain Corners Village, Selkirk Village, Burnside at Harriet Village, Quadra at Tolmie Village)*
- Implement Phase 4 Local Area Plans

The OCP Implementation Strategy is intended to set out a general time frame and sequencing for undertaking Local Area Planning. It incorporates flexibility within the five-year terms, recognizing that scope, area and issues addressed in each Local Area Plan will differ. For example, the more major and complex plans such as the recommended Burnside-Douglas Area Plan will involve more resources and time to complete whereas it is anticipated more limited and specific plans centred on small urban villages would aim for much shorter, less resource-intensive approaches. It is also possible that Council may want to have more plans undertaken simultaneously, which could be accomplished with an increase in staffing and/or consulting resources, recognizing that undertaking the integrated planning approach effectively involves a number of key departments and should be considered in the context of Council's annual strategic planning.

The purpose of this report is to outline an approach to the Priority 1 Area as represented in the above map. As presented in the Local Area Planning Program Terms of Reference, at the outset of planning for each of the four Priority phases, staff should prepare a report to Council detailing how planning will be approached in that phase. That report will guide the preparation of a Project Charter for each individual local area plan within that phase.

Together with the Local Area Planning Program Terms of Reference, this report also responds to a motion Council approved in conjunction with discussion on other planning matters on February 13, 2014:

*"Council request City staff to provide an update within the next 3 months, on the status of local area planning priorities as identified in the OCP."*

## 2.1 OCP and Related Policy Direction

Specific direction in City policy documents that guide planning for the Priority 1 area includes:

- establish detailed policies, regulations and guidelines for the rapid transit station-oriented Mayfair Town Centre and Humber Green Village, considering the lands east and west of the proposed rapid transit alignment along Douglas Street (OCP 6.29)
- complete local area planning focused on the Rock Bay District as an employment district (OCP 6.13 and 14.17; Downtown Core Area Plan; Economic Development Strategy)
- prioritize planning for Town Centres, Large Urban Villages and Small Urban Villages, with consideration for expected residential and commercial growth (OCP 6.18)
- retain and enhance key employment lands (OCP Chapter 14)
- build upon neighbourhood-specific planning objectives (Neighbourhood Directions) for the Burnside, Hillside-Quadra, and North Park neighbourhoods (OCP Chapter 21)
- initiate local area planning for the Douglas Street Corridor and Rock Bay District in 2014 (OCP Implementation Strategy).

## 2.2 History of Planning in the Priority 1 Area

In addition to the OCP, the lands in the Priority 1 area are subject, in whole or in part, to the following existing plans. The goals of these plans will be considered as part of the planning process. These plans may be amended for consistency, or repealed if appropriate, once the new local area plans have been completed:

- *Burnside Plan (1992)*
- *Hillside-Quadra Neighbourhood Plan (1996)*
- *North Park Local Plan (1996)*
- *Harbour Plan (2001)*
- *Downtown Core Area Plan (2011)* (sections pertaining to Rock Bay District south of Bay Street).

## 3.0 Issues and Analysis

### 3.1 Recommended Approach to Phase 1 Areas

This approach recommends the preparation of two Local Area Plans:

**Burnside-Douglas Area Plan** focused on the Douglas Street Corridor including Mayfair Town Centre and Humber Green Urban Village; the residential and mixed use areas within the Burnside neighbourhood; and the industrial and general employment lands within the Burnside neighbourhood including Rock Bay District (Phase I initiated 2014).



**Quadra Village Area Plan** supporting the enhancement of Quadra Village as a mixed-use urban village and considering the surrounding lands within the Hillside-Quadra neighbourhood, including planning for the small urban village at Quadra Street and Tolmie Avenue, and a portion of the North Park neighbourhood (Phase II initiated 2016/2017).

### 3.1.1 Burnside-Douglas Area Plan

The primary areas of focus for the Burnside-Douglas Area Plan will be those areas where significant growth and change are anticipated; where retention and enhancement of employment lands are called for; or where context-sensitive changes are anticipated that enhance neighbourhood livability for current and future residents and vitality for businesses. This plan will refresh planning for the entire Burnside neighbourhood reflecting the policy directions in the current OCP, current physical, economic and social conditions, and community and stakeholder engagement.

The three primary areas of focus will be:

- Douglas Street Corridor, linking Humber Green Large Urban Village and Mayfair Town Centre
- the industrial and general employment lands within the Burnside neighbourhood, including the Rock Bay District
- the residential and mixed-use areas within the Burnside neighbourhood, including confirmation of urban village locations and boundaries, and planning for the Gorge Road and Burnside Road Corridors and related areas.

The OCP states that the next generation of local area plans be directed to planning where it is needed. In the case of Burnside, a neighbourhood-scale plan would be most suitable given the complexity of planning topics spanning the geography of the Burnside neighbourhood, some of which are best addressed at the neighbourhood-wide scale, others that are best addressed at a sub-area scale; and because parts of the Burnside Neighbourhood, particularly near the Douglas Street Corridor, are anticipated to experience significant growth and change as envisioned by the OCP.

### 3.1.2 Quadra Village Area Plan

As a neighbourhood commercial centre with a significant residential population base and with potential for further intensification and enhancement to serve surrounding residential areas, Quadra Village is in need of further planning if it is to achieve its full potential as a Large Urban Village as envisioned in the OCP. This planning will:

- build on Quadra Village's role as a centre for the Hillside-Quadra Neighbourhood and a destination in its own right, its access to three frequent transit lines and the City Greenways network, and its proximity to the Douglas Street Corridor
- consider the potential for further residential growth and the amenities needed to support future population

- consider the areas surrounding the Quadra Street corridor within the Hillside-Quadra neighbourhood including the small urban village at the intersection of Quadra Street and Tolmie Avenue, and part of the North Park neighbourhood.

### 3.2 Rationale

The OCP calls for planning to focus on areas where significant growth and change are anticipated. This includes areas where changes to land use and urban form are expected, in support of the OCP's growth framework calling for targeted growth within the Downtown Core Area, Town Centres, Large Urban Villages and along key transit corridors. This can also include change needed to support other key directions within the OCP, including support for livability and community well-being, economic vitality, and sustainable transportation choices.

The following points summarize the rationale for the recommended approach:

- The Burnside area includes numerous areas of differing scales where focused planning is needed to support growth and change, including the Douglas Street Corridor, the Rock Bay District, Mayfair Town Centre, Large and Small Urban Villages, other key corridors, and other potential opportunities for change which may be identified during the planning process. These areas are interconnected and best planned in close relation to one another.
- The Douglas Street Corridor serves as a key regional transit corridor, anchored by the Humber Green Urban Village and Mayfair Town Centre, and is the primary gateway to Downtown. This area is already experiencing development pressure, and interim improvements to transit are proceeding in 2014-2015. Therefore, it is important that City planning anticipate future development to create transit-supportive land uses and to consider the types of public realm and amenities which will be necessary. Planning will seek to support and enhance interim transit improvements, to maintain the potential for future rapid transit, and to establish urban design and placemaking objectives for the Corridor. There are opportunities to coordinate planning for the Douglas Street Corridor concurrently with planning that will be occurring in Saanich and involving BC Transit staff.
- Special planning focus must be given to support the economic vibrancy of the largest supply of industrial and general employment lands in the City, including significant uses related to the Working Harbour. This area not only accommodates current businesses but serves as an economic asset for Victoria's future. A focused planning process will be needed to ensure businesses participate fully as well as to refine the vision for the Rock Bay District as an attractive location for employment.
- The Burnside-Douglas Area Plan will allow for the integration of planning for neighbourhood land use, multi-modal transportation and livability. The transportation and mobility sections of the plan will address a range of transportation-related policies, including content previously addressed in Neighbourhood Transportation Management Plans. Planning for complete streets on major corridors including Burnside Road, Gorge Road and Douglas Street can



improve the quality of the environment along these corridors and help to knit together a neighbourhood fragmented by arterial roads.

- The OCP identifies a small urban village at Burnside Road and Harriet Road, as well as the potential for new urban village boundaries that could help achieve a greater sense of place for the existing residential areas.
- Planning for the Burnside-Douglas Area also presents opportunities to enhance livability for current and future residents and employees through planning for desired amenities and services, including meeting the neighbourhood's need for additional park land.
- Carrying out a larger Burnside-Douglas Area Plan, followed by a Quadra Village Area Plan, will make the best use of staff resources for research, engagement and plan preparation across departments. One inclusive process for the Burnside area will allow for focused engagement over a shorter timeframe and avoid "stakeholder burnout". It will also allow stakeholders in the Quadra Village area to provide feedback during the Douglas Street Corridor planning and to consider future directions for the Douglas Street Corridor when planning for the Quadra Village area.
- One inclusive plan for the Burnside area will provide for ease of administration and a user-friendly approach. The public, developers and stakeholders consult Local Area Plans to understand what types of change are anticipated in an area and in making private investment decisions, while City staff use Local Area Plans in providing land use and development advice. Because of this, a single comprehensive plan for the Burnside area is preferable to several smaller, independent and potentially overlapping plans.

### 3.3 Timeline for Priority 1 Local Area Plans

Project start-up for the Douglas-Burnside Area Plan would begin in the Summer of 2014 and would include background and technical research, initial outreach and relationship-building, culminating in a Project Charter and appointment of a Process Advisory Committee for the Burnside-Douglas Area Plan. This will build on the extensive research already undertaken during the preparation of the OCP.

Because the Douglas-Burnside Area Plan is a complex plan covering a larger and varied area of the City, with diverse stakeholders and implications for regional transit and employment lands capacity, staff anticipates that the planning process will take two years to complete.

Following the approval of the Plan, the focus will be on implementing the Plan's short-term priority actions and monitoring success towards implementing the Plan over the longer term. Staff would anticipate initiating the Quadra Village Area Plan at that time, subject to confirmation through future Council priority-setting.

### 3.4 Resources

The Local Area Planning Program for the Priority 1 Area will be delivered using existing staff resources and support from an existing one-time capital budget for OCP implementation for costs associated with public engagement and limited consultancies, if deemed necessary.

The estimated resource needs will be refined and funding sources for each local area plan will be detailed in the Project Charter. Given the comprehensive nature of the Burnside-Douglas Area Plan, Community Planning staff will focus on this one plan while still delivering the rest of the departmental work program and meeting existing OCP Implementation Strategy commitments. It is anticipated that a Quadra Village Area Plan would commence following completion of the Burnside-Douglas Area Plan.

Staff resources required to complete these plans are outlined below:

Project Staff Team: The Project Staff Team will be responsible for the design and delivery of the local area plan, including the planning analysis and public engagement process. The Project Staff Team will consist of Community Planning staff with support from Communications and Civic Engagement staff during the public engagement stage.

Staff Technical Group: An interdepartmental Technical Group will be established to support the planning effort. This group is anticipated to include staff from various departments and divisions including Sustainable Planning and Community Development (Community Planning and Development Services); Parks, Recreation and Culture; Engineering and Public Works (Transportation and Underground Utilities); Finance (including Parking Management); and the City's Economic Development function. Participation in the Staff Technical Group will vary by participant and time frame, and may include being available to provide feedback and conduct analysis, to review drafts, to assist with public engagement, to participate in crafting the Action Plan section outlining implementation steps for each Local Area Plan, and in some cases to assist the Project Team in the preparation of focused sections of local area plans. The Project Charter will refine the staff resource allocation and identify where staff time is not available, specific outside expertise is needed, or the timeline is critical, in which case consultant resources will also be outlined in the Project Charter.

### 3.5 Next Steps

Upon Council endorsement, staff will commence the start-up phase (as described in the Local Area Planning Program Terms of Reference) for the Burnside-Douglas Area Plan, culminating in a Project Charter and appointment of a Process Advisory Committee in Fall 2014.

### 4.0 Options and Impacts

#### Option A

1. That Council approve the Approach to Priority 1 Local Area Planning as the basis to guide Local Area Planning for the Priority 1 area identified in the *Official Community Plan*.



2. That Council direct staff to commence a Burnside-Douglas Area Plan, begin the start-up phase (as described in the Local Area Planning Program Terms of Reference) and report back to Council with a detailed Project Charter.

Option B

That Council provide further alternate direction.

**5.0 Recommendations**

1. That Council approve the Approach to Priority 1 Local Area Planning as the basis to guide Local Area Planning for the Priority 1 area identified in the *Official Community Plan*.
2. That Council direct staff to commence a Burnside-Douglas Area Plan, begin the start-up phase (as described in the Local Area Planning Program Terms of Reference) and report back to Council with a detailed Project Charter.