

## **I. REPORTS OF COMMITTEES**

### **I.1 Committee of the Whole**

#### **I.1.a Report from the September 20, 2018 COTW Meeting**

##### **I.1.a.h 423 Edward - Development Variance Permit Application No. 00207 (Victoria West)**

**Moved By** Councillor Alto

**Seconded By** Councillor Lucas

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

"That Council authorize the issuance of Development Variance Permit Application No. 00207 for 423 Edward Street, in accordance with:

1. Plans date stamped August 30, 2018.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
  - i. reduce the required vehicle parking from four stalls to one stall
  - ii. reduce the rear yard setback from 7.5m to 3.25
  - iii. allow the addition of a roof deck
  - iv. allow exterior changes to the street facade to a proposed house conversion
  - v. reduce the separation distance for an accessory, building from the main building from 2.4m to 2.15
  - vi. allow an accessory building in the side yard.
3. The Development Permit lapsing two years from the date of this resolution.
4. Final issuance of the Development Variance Permit subject to:
  - i. a Statutory Right-of-Way of 1.8m on the Russell Street frontage being registered on title to the satisfaction of the Director of Engineering and Public Works.
  - ii. revised plans addressing minor drafting errors to the satisfaction of the Director of Sustainable Planning and Community Development."

**CARRIED UNANIMOUSLY**

**F.4     423 Edward Street - Development Variance Permit Application No. 00207**  
**(Victoria West)**

Committee received a report dated September 6, 2018, from the Director of Sustainable Planning and Community Development regarding an application to convert a single-family dwelling with secondary suite to a triplex.

**Moved By** Councillor Madoff

**Seconded By** Councillor Thornton-Joe

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

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**CARRIED UNANIMOUSLY**



## Committee of the Whole Report For the Meeting of September 20, 2018

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**To:** Committee of the Whole **Date:** September 6, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Development Variance Permit No. 00207 for 423 Edward Street

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### RECOMMENDATION

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

"That Council authorize the issuance of Development Variance Permit Application No. 00207 for 423 Edward Street, in accordance with:

1. Plans date stamped August 30, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. reduce the required vehicle parking from four stalls to one stall
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  - i. a Statutory Right-of-Way of 1.8m on the Russell Street frontage being registered on title to the satisfaction of the Director of Engineering and Public Works
  - ii. revised plans addressing minor drafting errors to the satisfaction of the Director of Sustainable Planning and Community Development."

### LEGISLATIVE AUTHORITY

In accordance with Section 498 of the *Local Government Act*, Council may issue a Development Variance Permit that varies a *Zoning Regulation Bylaw* provided the permit does not vary the use or density of land from that specified in the *Zoning Regulation Bylaw*.



## EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Variance Permit Application for the property located at 423 Edward Street. The proposal is to convert a single-family dwelling with secondary suite to a triplex. The application proposes the following variances from the *Zoning Regulation Bylaw*:

- the proposal requires four vehicle parking stalls; however, only one parking stall is being provided. Therefore, the application proposes a parking variance of three stalls
- a stairwell has been added to the north elevation of the building and projects into the rear yard setback; therefore, the application proposes to reduce the rear yard setback from 7.5m to 3.25m
- in order to meet exiting requirements for the third-floor unit, the applicant is proposing to add a balcony on the east elevation of the building. The *Zoning Regulation Bylaw* classes this as a roof deck, which is not permitted and requires a variance
- Schedule G of the *Zoning Regulation Bylaw* provides regulations for house conversions and restricts exterior alterations to buildings along the street frontage for five years prior to a house conversion. In this instance, the applicant is proposing to increase the size of windows along Russell Street, which requires a variance
- a variance is required to reduce the separation distance between an accessory building and the main building from 2.4m to 2.15m to facilitate a small bicycle storage shed
- a variance is required to allow for the partial placement of the bicycle storage shed in the side yard.

The following points were considered in assessing this application:

- the proposal responds to objectives and policies outlined in the *Official Community Plan*, 2012 (OCP) relating to mix of house types, tenures and affordability
- the proposal is consistent with the *Victoria West Neighbourhood Plan*, 2018, which supports the conversion of existing houses in all Traditional Residential Sub-Areas
- the proposed parking variance is not expected to result in a significant impact on the neighbourhood
- the stairwell proposed in the rear yard setback does not encroach beyond the north elevation of the existing house
- the proposed minor alterations to the rear of the house are required to satisfy British Columbia Building Code requirements and enhance the liveability of the dwelling units.

## BACKGROUND

### Description of Proposal

The proposal is to convert an existing single-family dwelling with a secondary suite to a triplex. Specific details include:

- minor alterations to the exterior of the building, including a new staircase, balcony and fenestration
- the proposed house conversion would result in two three-bedroom rental units, and one two-bedroom rental unit. It should be noted the applicant is not willing to enter into a Housing Agreement to secure the rental tenure of the dwelling units at this time.

The application proposes variances related to a reduction in the required number of vehicle parking stalls from three four stalls to one stall; the rear yard setback; the separation distance from the main building to a bicycle storage shed; the location of the bicycle storage shed; and

variances required for the proposed exterior alterations to the existing building.

### **Sustainability Features**

The applicant has not identified any sustainability features associated with this proposal.

### **Active Transportation Impacts**

The application proposes the following features which support active transportation:

- a six-stall visitor bicycle rack
- secure storage for four bicycles.

### **Public Realm Improvements**

No public realm improvements are proposed in association with this Development Variance Permit Application.

### **Statutory Right-of-Way**

The Standard Right-of-Way for a local road is 18m; however, the future transportation needs on this corridor can be met with a Right-of-Way width of 15m. To achieve this minimum on Russell Street, a Statutory Right-of-Way (SRW) was requested. The applicant has agreed to register a 1.8m SRW on the Russell Street frontage.

### **Accessibility Impact Statement**

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

### **Existing Site Development and Development Potential**

The current use of the site is a single-family dwelling with a secondary suite. The property is zoned R-2 Zone, Two Family Dwelling District; however, given that the site area is less than 555m<sup>2</sup>, a duplex could not be developed under the current site zoning.

### **Data Table**

Although the property is in the R-2 Zone, the following data table compares the proposal with the existing R1-B Zone, given that a two-family dwelling could not be developed under the current zone based on the subject site area. An asterisk is used to identify where the proposal is less stringent than the existing zone. Two asterisks are used to identify an existing legal non-conformity.

Zoning Criteria	Proposal	Zone Standard (R1-B Zone and Conversion Regulations)
Site area (m <sup>2</sup> ) - minimum	388.70	230
Lot width (m) - minimum	18.26	7.5
1 <sup>st</sup> and 2 <sup>nd</sup> storey floor area (m <sup>2</sup> ) - maximum	262.17	280



Zoning Criteria	Proposal	Zone Standard (R1-B Zone and Conversion Regulations)
Combined floor area (m <sup>2</sup> ) - maximum	386.19	300
Storeys - maximum	3**	2
Height (m) – maximum	9.01**	7.6
Roof Deck	<b>Yes*</b>	Not permitted
Site coverage % - maximum	36.50	40
Setbacks (m) – minimum:		
Front (south)	3.12**	7.5
Rear (north)	<b>3.25*</b>	7.5
Side (east)	5.85	1.83
Side (south)	1.49**	3.5
Combined side yards	7.34	4.5
Parking - minimum	<b>1*</b>	4
Bicycle parking stalls (minimum)		
- long term	4	4
- short term	6	6
<b>Conversion Regulations (Schedule G)</b>		
Date of construction	1906	pre 1931
Required area (m <sup>2</sup> ) - minimum	386.19	245
Minimum unit area (m <sup>2</sup> ) - minimum	120	33
Addition in last 5 years	n/a	Not permitted
Exterior change	<b>Yes*</b>	Not permitted
Landscape – total lot (%) – minimum	53	30
Landscape – rear yard (%) - minimum	56.6	33
<b>Accessory Building Regulations (Schedule F)</b>		
Location	<b>Side yard*</b>	Rear yard
Combined Floor Area (m <sup>2</sup> ) - maximum	5.3	37
Height (m) – maximum	2.4	3.5

Zoning Criteria	Proposal	Zone Standard (R1-B Zone and Conversion Regulations)
Rear setback (m) – minimum	0.6	0.6
Side setback (m) – minimum	0.6	0.6
Separation space from main building (m) – minimum	2.15*	2.4
Rear yard site coverage (%) - maximum	9	25

## Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on January 31, 2018, the application was referred for a 30-day comment period to the Victoria West CALUC. At the time of writing this report, a letter from the CALUC had not been received.

This application proposes variances; therefore, in accordance with the City's *Land Use Procedures Bylaw*, it requires notice, sign posting and a meeting of Council to consider the variances.

## ANALYSIS

### Official Community Plan

The proposal is consistent with the *Official Community Plan*, 2012 (OCP), and the triplex conversion addresses several OCP objectives and policies relating to increasing the supply of rental housing; housing affordability; and supporting a range of housing types, forms and tenures within the neighbourhood.

### Local Area Plans

The proposal is consistent with the *Victoria West Neighbourhood Plan*, 2008, which supports the conversion of existing houses in all Traditional Residential Sub-Areas.

### Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this Application.

## Variances

### Parking

The property currently accommodates one parking stall in association with the single-family dwelling with a secondary suite. Schedule C of the *Zoning Regulation Bylaw* requires four parking stalls for the proposed triplex based on the size, location and tenure of the dwelling units. Therefore, staff anticipate that the proposal would result in a shortfall of three parking stalls and this shortfall will likely impact the availability of on-street parking.

Although there appears to be space to provide additional off-street parking in the side yard of



the property, the applicant has indicated that they would prefer that this space be retained as amenity space for tenants. Staff would support this approach as the subject lot is relatively small and additional on-site vehicle parking would likely occupy a significant portion of the remaining amenity area.

While the development results in a shortfall of off-street parking, given the policy support for the proposed use outlined in the OCP and the *Victoria West Neighbourhood Plan*, and the extent of the variance being proposed, staff recommend that Council consider supporting this variance.

Should Council wish to require that the applicant further explore opportunities for providing additional off-street parking in the side yard, an alternative motion is provided.

#### Exterior Alterations and Additions

Schedule G of the *Zoning Regulation Bylaw* provides regulations for house conversions and restricts exterior alterations to a building for five years prior to a house conversion. In this instance, the applicant is proposing to enlarge the windows facing onto Russell Street which requires a variance. In addition, a staircase is proposed to the rear of the building and a small balcony is proposed on the upper-level of the east elevation. The latter is considered a roof deck and is not permitted in the site zoning, hence, a variance is required.

The aforementioned alterations are minor in nature, are required to satisfy British Columbia Building Code requirements, and enhance the liveability of the dwelling units. Furthermore, they are considered to have minimal impact upon neighbours.

While the proposed stairwell is located in the side yard setback area (and thus requires a setback variance), it does not project beyond the wall of the existing building.

#### Accessory Building

A bicycle storage shed is proposed within 2.15m of the existing building. Schedule G of the *Zoning Regulation Bylaw* requires a separation distance of 2.4m between accessory buildings and the main building, hence, a variance is required. In addition, the building partially projects into the side yard of the property triggering another variance.

Again, these variances are minor in nature and the accessory building would not adversely impact the liveability of the proposed dwelling units.

### **CONCLUSIONS**

The proposed application to convert the existing building to a triplex is consistent with City policy. The proposal would result in a shortfall of parking stalls and, as a result, the development will have some impacts on parking availability in the vicinity of the subject site; however, given the support outlined in City policy for this type of house conversion, and the extent of the variance being proposed, staff recommend that Council consider supporting this variance. The other variances being proposed are considered minor in nature and would have minimal impact on neighbours.



## ALTERNATE MOTIONS

### Alternate Motion 1 (explore the potential for providing additional off-street parking)

That Council, subject to staff working with the applicant to explore the possibility of providing additional off-street parking on-site and after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

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### Alternate Motion 2 (decline application)

That Council decline Development Variance Permit Application No. 00207 for the property located at 623 Edward Street.


Respectfully submitted,

  
Jim Handy  
Senior Planner – Development Agreements  
Development Services Division

  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

Date:

  
Sept. 13, 2018

**List of Attachments:**

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans dated/date stamped August 30, 2018
- Attachment D: Letter from applicant to Mayor and Council dated August 30, 2018



423

421

415'

405'

LANGFORD ST

424

420/22

416

410

824

818

805

812

811

810

MARY ST

803

810

808

423

413

407/09

403

757

755

802

EDWARD ST

747

786

745

754

735

740/42

422

414

408

740

727

722

734

732



423 Edward Street

Development Variance Permit #00207







423 Edward Street  
Development Variance Permit #00207





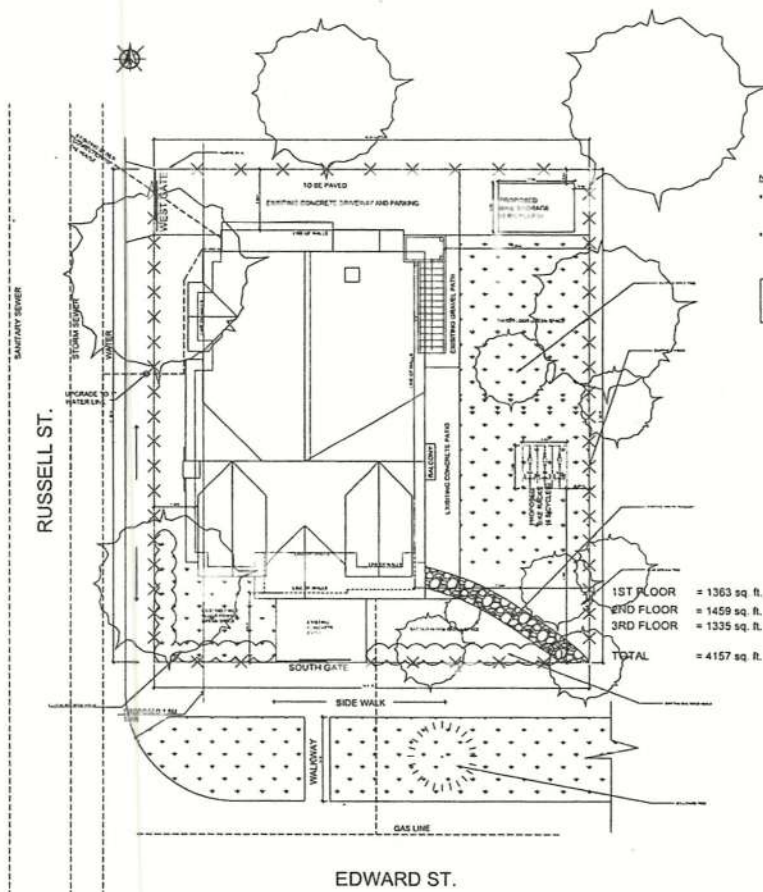
Revisions

Received Date: August 30 /18



LEGEND

SITE DATA TABLE	EXISTING	STANDARD
zoning	R2	R2
site area(m²)	369.7m²	446.1m²
total floor area	386.3	277.5
floor space ratio	0.99 TO 1.00	0.5 TO 1.00
site coverage %	36.5 %	40.0 %
open site spaces	55%	30%
height(m)	9.01M	7.2M
number of stories	3	2
parking stalls (number on site)	1	3
bicycle parking spaces (storage and racks)	PROPOSED 4	
building setback(m)		
front yard	3.06	7.5
rear yard	3.03	10.7
side yard (west)	1.49	3.5
side yard (east)	5.85	1.82



NOTES:

- UPGRADE WATER LINE TO 1" FROM WATER MAIN LINE TO METER AND FROM METER TO THE HOUSE
- PROPOSE 1 CAR PARKING (EXISTING) SEE DEVELOPMENT VARIANCE APPLICATION.

1ST FLOOR	= 1363 sq. ft.
2ND FLOOR	= 1459 sq. ft.
3RD FLOOR	= 1335 sq. ft.
TOTAL	= 4157 sq. ft.

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2ND FLOOR = 1459 sq. ft.  
3RD FLOOR = 1335 sq. ft.  
TOTAL = 4157 sq. ft.

423 EDWARD STREET,  
VICTORIA

- DRAWING LIST:
- A1 SITE PLAN
  - A2 MAIN FLOOR PLAN
  - A3 SECOND FLOOR PLAN
  - A4 THIRD FLOOR PLAN
  - A5 ROOF PLAN & BIKE STORAGE PLANS
  - A6 BUILDING SECTION
  - A7.1 SOUTH ELEVATION
  - A7.2 EAST ELEVATION
  - A8.1 NORTH ELEVATION
  - A8.2 WEST ELEVATION

PROJECT	423 EDWARD ST.
DRAWING NAME	SITE PLAN
DRAWN BY	H.K.
SHEET #	A1



# LEGEND

	CHIMNEY EXHAUST
	Principle EXHAUST
	BATHROOM EXHAUST
	GAS APPLIANCE EXHAUST WALL
	BATHROOM EXHAUST
	SMOKE DETECTOR
	NEW WALL
	REMOVE WALL
	N

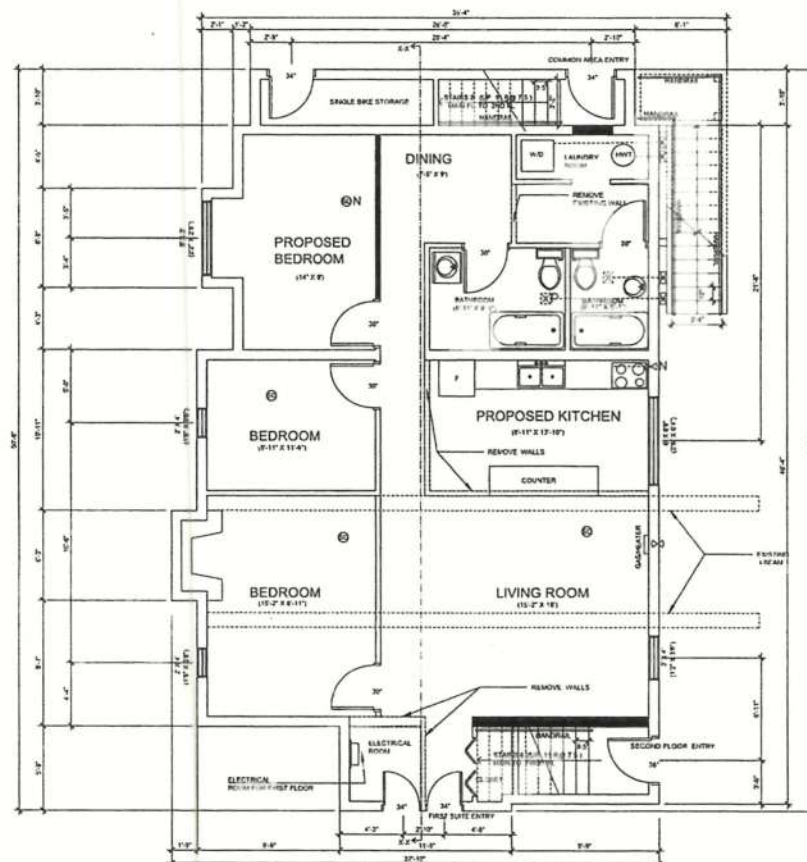
PROJECT  
423 EDWARD ST.

DRAWING NAME  
FIRST FLOOR PLAN

DRAWN BY  
H.K

SHEET #

A2



## NOTES:

PROPOSED FIRST FLOOR SUITE.

INCORPORATE LAUNDRY AND BATHROOM FROM 2ND FLOOR SUITE TO 1ST FLOOR SUITE.

SWITCH EXISTING BEDROOM AND KITCHEN LOCATIONS

ADD 1HR FIRE RATING AND > 50 STC TO CEILING AND COMMON AREA WALLS (SEE X SECTION)





# LEGEND

	CHIMNEY EXHAUST
	Principle EXHAUST F
	BATHROOM EXHAUST
	GAS APPLIANCE EXHAUST WALL
	BATHROOM EXHAUST
	SMOKE DETECTOR
	NEW WALL
	REMOVE WALL
	NEW

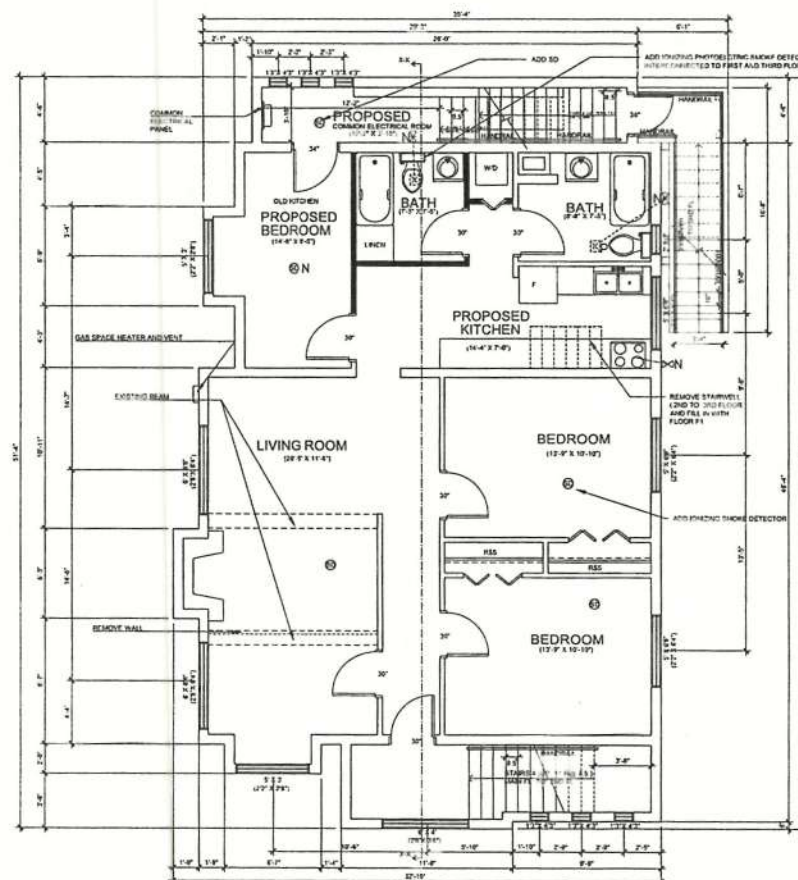
PROJECT  
423 EDWARD ST.

DRAWING NAME  
2ND FLOOR PLAN

DRAWN BY  
H.K.

SHEET #

A3



## NOTES:

PROPOSED SECOND FLOOR SUITE.

REMOVE AND ENCLOSE STAIRWELL FROM 2ND TO 3RD FLOOR

RELOCATE KITCHEN, CONVERT OLD KITCHEN TO BEDROOM.

ADD 1HR FIRE RATING AND > 50 STC TO CEILING AND COMMON AREA WALLS (SEE X SECTION)



# LEGEND

	CHIMNEY EXHAUST
	Principle EXHAUST
	BATHROOM EXHAUST
	GAS APPLIANCE EXHAUST WALL
	BATHROOM EXHAUST
	SMOKE DETECTOR
	NEW WALL
	REMOVE WALL
	NEW

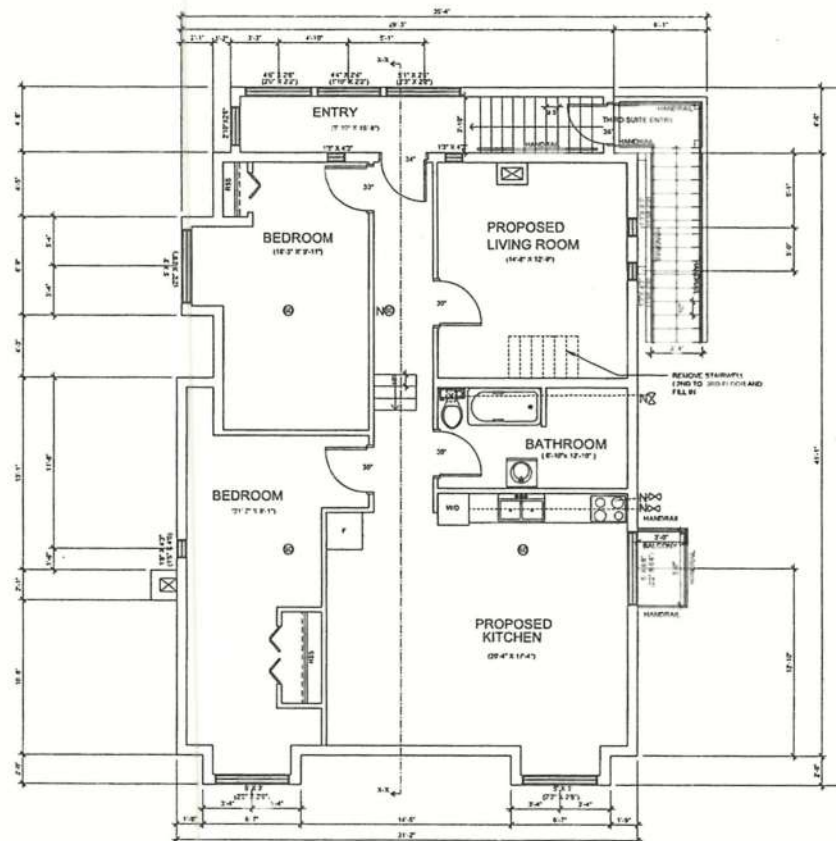
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423 EDWARD ST.

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3RD FLOOR PLAN

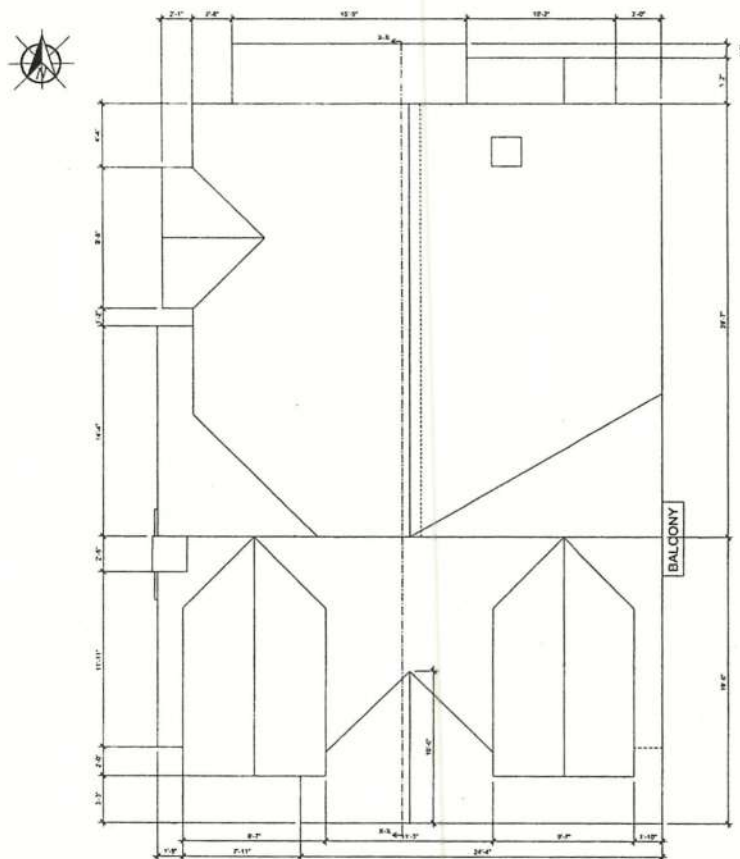
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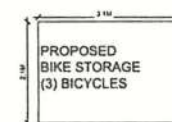
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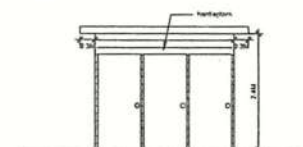




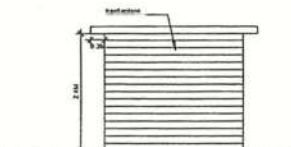
PLAN



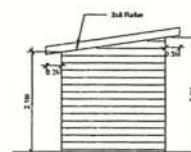
PROPOSED  
BIKE STORAGE



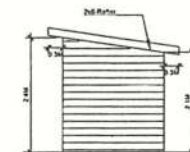
SOUTH ELEV.



NORTH ELEV.



WEST ELEV.



EAST ELEV.

PROJECT  
423 EDWARD ST.

DRAWING  
NAME

ROOF PLAN

DRAWN  
BY H.K

SHEET #

A5



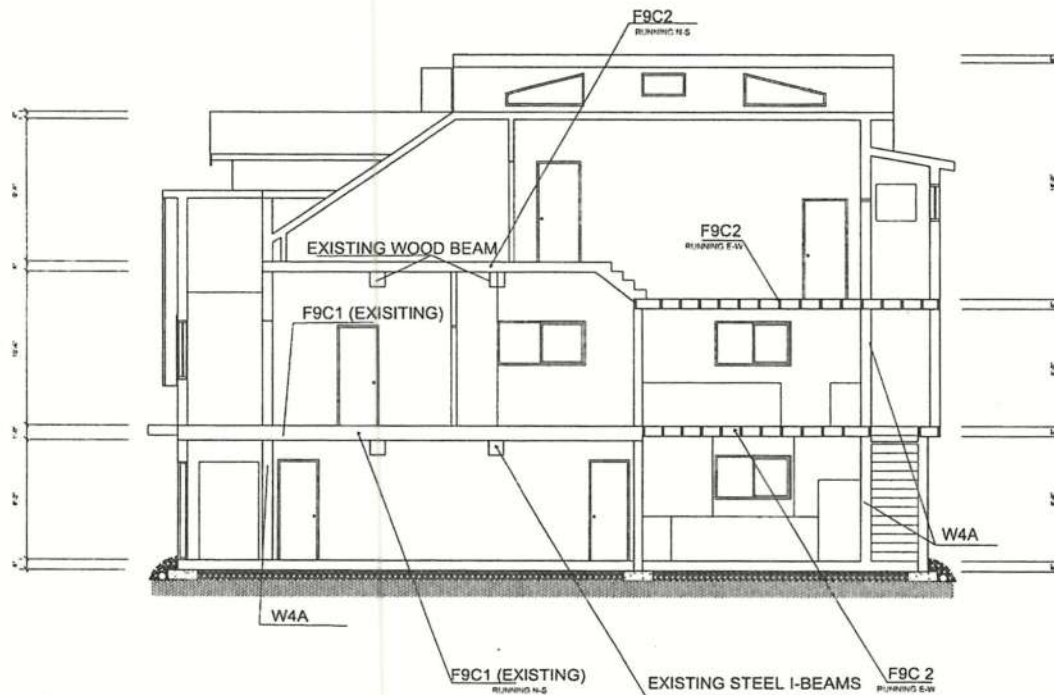
# LEGEND

W4A: FRR=1HR STC=51  
 Existing studs spaced 400mm O.C.  
 Existing 15.9 mm type X Gypsum board each side  
 Remove Gypsum on suite side  
 Add absorptive material in cavity  
 Add resilient metal channel spaced 400mm O.C.  
 Add 15.9 mm Type X Gypsum board

W1:  
 38x89 mm wood studs spaced 400mm O.C.  
 1 layer 12.5mm Gypsum board on each side

F9C1: FRR=1HR STC=52  
 Existing Sub-Floor of 18 mm plywood  
 Existing wood joist 400mm O.C.  
 Existing absorptive material in cavity  
 Existing resilient metal channel spaced 400mm  
 Existing 2 layer 15.9 mm Type X Gypsum board on ceiling side

F9C2: FRR=1HR STC=52  
 Existing Sub-Floor of 18 mm plywood  
 Existing wood joist 400mm O.C.  
 Remove existing Gypsum  
 Add absorptive material in cavity  
 Add resilient metal channel spaced 400mm  
 Add 2 layer 15.9 mm Type X Gypsum board to ceiling side



1  
A6

## SECTION X-X

Scale: 1/4" = 1'

PROJECT  
 423 EDWARD ST.

DRAWING  
 NAME  
 SECTION X-X

DRAWN  
 BY H.K.

SHEET #

A6





LEGEND

PROJECT  
423 EDWARD ST.

DRAWING NAME  
SOUTH&EAST ELEV.

DRAWN  
BY H.K

SHEET #

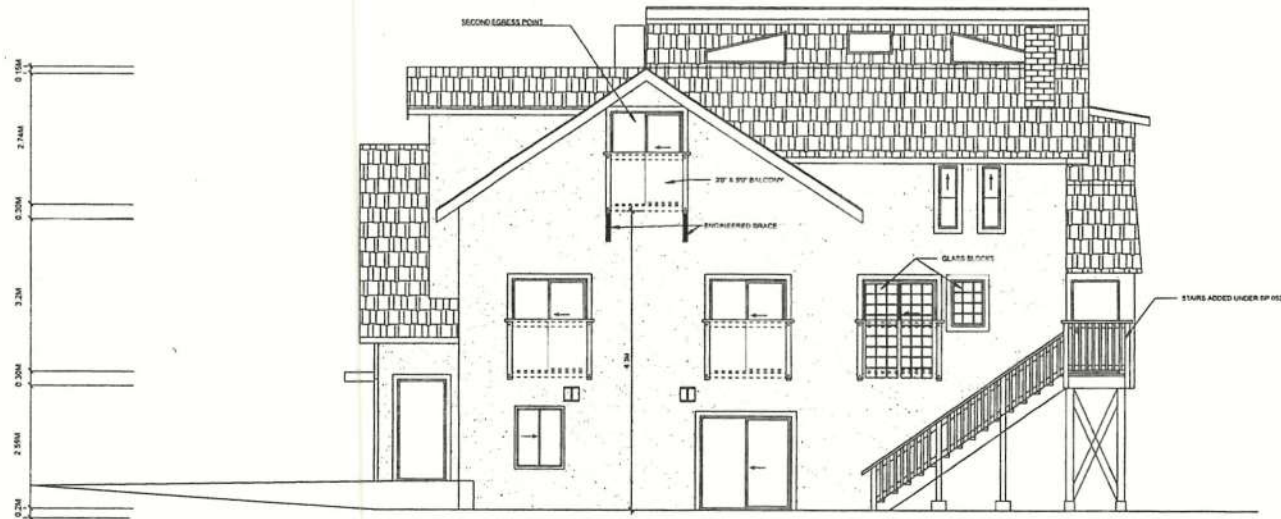
A7

NOTES:

- NO CHANGES TO THE EXTERIOR.



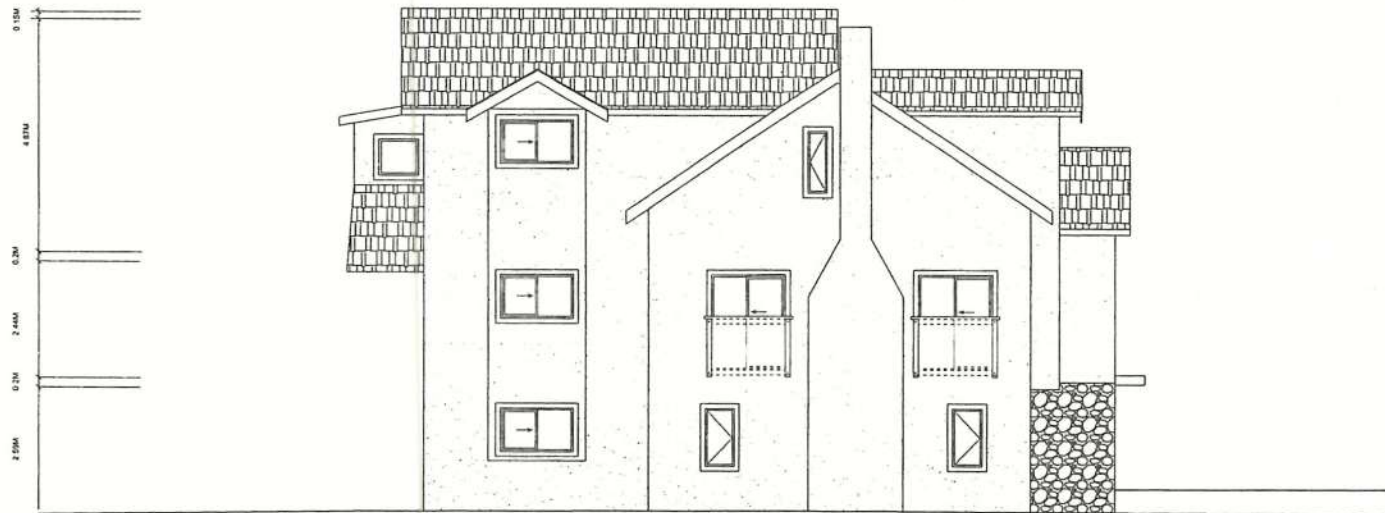
1  
A7 SOUTH ELEV.  
Scale 1/4" = 1"



2  
A7 EAST ELEV.  
Scale 1/4" = 1"



1 NORTH ELEV.  
Scale: 1/4" = 1"



2 WEST ELEV.  
Scale: 1/4" = 1"

NOTES:

- NO CHANGES TO THE EXTERIOR.



LEGEND

PROJECT  
423 EDWARD ST.

DRAWING NAME  
NORTH&EAST ELEV.

DRAWN BY  
H.K.

SHEET #

A8



Received  
City of Victoria

AUG 30 2018

Planning & Development Department  
Development Services Division

Dear Mayor and Council,

Please accept this letter explaining my proposal.

The house is approximately 4200ft on 3 levels. It has a 3250ft 6bd 2 bath rental unit occupying all 3 floors with a 950ft 3bd 2 bath secondary suite on the first floor.

The problem with the current setup is that much of the main suite space is unused due to the size and layout, and currently rents like a 3bd unit.

My proposal is to do a house conversion to a more useful and efficient NON strata rental triplex with two 3bd 2 bath and one 2bd 1 bath suite.

To do this I am asking for several variances. In return, the City will have an additional 3 bd rental unit, new short and long term bike parking, and a 1.8M SRW along Russell St for future planning.

I am asking for a variance to off street parking. The normal requirement is 3 (soon to be 4) on site parking spots and currently there is only 1, accessed from Russell St. I can put in another 2 along Edward St but this would remove at least 1 and maybe 2 street spots for the driveway threshold, It would also remove boulevard and on site greenspace for the driveway and parking. In return I would give priority to long term tenants with only 1 car per suite for a total of 3 cars for the property. As a note, neither Russell or Edward St for that block has residential parking protection.

I also plan on giving preference to families with 1 vehicle, with a maximum of 3 vehicles total for the building.

Second, I am asking for a variance to add a small 1m balcony on the 3rd floor off the interior lot building face to serve as an emergency egress as required by code.

Third, I am asking for a variance for the existing rear stairs and landing to the 2nd floor which replaced a much larger unoriginal, failing deck and stairs about 3 years ago.

Fourth, I am asking for a variance to reduce the setback of the bike shed to the house from 2.4m to 2.15m to accomodate the new bike storage dimensions.

With the existing single hydro meter, proposed single water line and the parking variance, it would be impossible I think to get future approval for strata titling, guaranteeing at least 2 of the 3 suites will be available as rental units.

I have met with my immediate neighbors, explained my proposal, and I believe I have their support.

For your consideration,

John Dietrich

2504770930