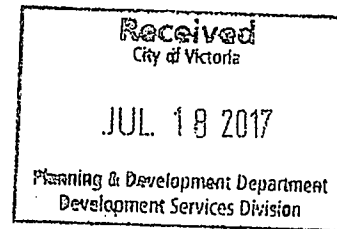


ATTACHMENT C

July 10, 2017

Mayor Lisa Helps & Council
City of Victoria
1 Centennial Square
Victoria BC V8W 1P6



RE: FORMER TALLY HO HOTEL SITE - 3020 DOUGLAS STREET
TEMPORARY USE PERMIT APPLICATION

Dear Mayor Helps & Council:

CitySpaces Consulting, on behalf of the Victoria Cool Aid Society (Cool Aid), is pleased to submit this application for a Temporary Use Permit for site of the former Tally Ho Hotel.

THE PROPOSAL

This application proposes permitting the property (located at 3020 Douglas Street) to be used for 52 temporary transitional housing units instead of its current zoned use of T-1 Limited Transient Accommodation.

In addition to the transitional housing, Cool Aid would like to permit the temporary use of the property for the following activities:

- Cool Aid support office space;
- Parking;
- Extreme weather protocol shelter (possible use);
- Island Health ACT Team offices (possible use); and,
- Primary and ancillary satellite health services clinic (possible uses).

Minor renovations will be needed to the hotel building to allow for the housing units. These renovations will include:

- Lobby and security upgrades;
- Minor individual room repairs;
- Addition of a heat treatment room;
- An enhanced sprinklering system; and
- Clean-up and enhancement of landscaping.

PURPOSE

With the View Royal Choices facility closing at the end of 2017 (up to 40 residents), and an estimated 1,400 people in the region needing primary housing and experiencing homelessness, there is critical and immediate need for additional affordable and supportive housing. Temporary use of the Tally Ho

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property will provide 52 units of much needed accommodation, along with a 24/7 staffing model and ancillary supports. The building requires very few changes to adapt it for housing accommodation, and the site is close to downtown and Mayfair Shopping Centre, with convenient walking and transit access to a full spectrum of wellness, recreation, and commercial services.

The application for a Temporary Use Permit is just that – an interim use of an ideally situated building to accommodate a critical need, while providing time to develop a long-term redevelopment plan for the site. At more than two acres (1.4 ha) in size, with access via two arterial roads, the site can be developed in a comprehensive way that meets the objectives of the new Burnside Gorge Neighbourhood Plan and serves the needs of the community.

BACKGROUND

Originally built by Archie McDonald, the Tally Ho opened in 1961 with 50 rooms, a beer parlour, a cocktail lounge, and a restaurant. The property was put on the market in 2016, and purchased by the British Columbia Housing Management Commission (BC Housing) in early 2017. In March 2017, BC Housing transferred ownership of the property to Cool Aid.

Ultimately, Cool Aid would like to make maximum use of this substantial property for permanent affordable and supportive housing. However, such a large project will take time and resources to develop, and a Temporary Use Permit will allow for those processes to occur.

About the Operator: Victoria Cool Aid Society

Cool Aid's mission is to provide housing, shelter, health, and employment services to the region's most vulnerable population, and is committed to doing what it can to eliminate homelessness in Victoria.



- Founded in 1968, Cool Aid has a long history of working with the region's most disadvantaged. Overseen by a Board of Directors elected from the community, Cool Aid employs more than 300 trained staff, who are committed to working with its clients/ residents, and the community in a professional, respectful, and non-judgemental way.
- Including the current operations at Mount Edwards, Cool Aid operates 13 supportive and affordable housing buildings, accounting for 457 residential units throughout the region. Four of its buildings (Fairway Woods, Hillside Terrace, Olympic Vista, and Cottage Grove) offer supportive and affordable housing for seniors. Cool Aid also operates three permanent shelters, which house approximately 125 residents, as well as other seasonal shelters.
- The Access Health Centre, co-owned with AIDS Vancouver Island, features the Cool Aid Community Health Centre, providing integrated primary health care, counselling, pharmaceutical, and dental services to disadvantaged/low income residents.
- Cool Aid's REES Mental Health and Employment Centre operates the Community Casual Labour Pool, the Every Step Counts Running Program, and provides outreach, counselling, and volunteer opportunities.

Cool Aid's Downtown Community Centre offers thousands of individuals, including Cool Aid Tenants and clients, a variety of free recreation, food, arts, and vocational training opportunities.

Cool Aid (and members of its staff) has been honoured on numerous occasions for its compassionate commitment to caring for those who are disadvantaged, or need support and guidance to help them through physical and mental health issues and addictions.

2009 | Cool Aid and its Next Steps Transitional Shelter received a "good neighbour" award from the North Park Neighbourhood Association;

2010 | Cool Aid and AIDS Vancouver Island receive an Award of Merit from the Hallmark Society for the Access Health Centre building's heritage restoration;

2012 | Kathy Stinson (Cool Aid's CEO) was honoured with the inaugural United Way of Greater Victoria Award for Collaboration and Partnership;

2013 | Cool Aid received the Victoria Foundation's Community Leadership Award; and

2016 | Kathy Stinson was honoured with a Longevity of Leadership Award, sponsored by the Victoria Foundation's Andrew D. Beckerman Fund.

FLOOR PLANS

As evident from the plans submitted as part of this application, there is no intention of modifying the building's exterior appearance, except for some small changes to the configuration of the front entrance, some additional landscaping, and other minor existing issues relating to BC Building Code and Fire Code requirements. These exterior improvements include:

- Relocation of the front door to the south side of the building in order to address existing grade changes;
- Blocking off of individual unit doors to the outside on the lower level;
- Improvements to the front landscaping along Douglas Street, removal of the swimming pool to create a new outdoor garden area, and installation of screening and fencing to provide additional access control for Cool Aid, and separation for near neighbours along the back of the building; and
- Minor upgrades to the exterior of the lower level to meet code exiting requirements.

Interior improvements will include:

- Modifying the reception area to provide enhanced monitoring capabilities;
- Replacing an existing office area with a heat treatment room, and installation of a separate external access to the room.
- Providing common laundry space on the main and upper floor levels.
- Minor upgrades to offices for resident support programs and ancillary health services; and
- New electronic keying of the rooms, and new camera monitoring of the building.

SITE & BUILDING CHARACTERISTICS

CHARACTERISTIC	DESCRIPTION/NOTE	COMMENTS
1 Legal Description	Lot A, Section 4, Victoria District, Plan 14497	Note: A separate adjacent parcel, comprising about 1,040 m ² , is not part of this application.
2 Address	3020 Douglas Street	
3 Neighbourhood	Burnside Gorge	
4 Zoning	T-1 Limited Transient Accommodation	
5 Property Size	0.81 ha/87,080 sf	Located between Douglas Street and Burnside Road East
6 Hotel Building Size	Lower floor: 498 m ² / 5,355 sf Main floor: 713 m ² / 7,675 sf Upper floor: 713 m ² / 7,675 sf TOTAL: 1,924m ² / 20,705 sf)	The restaurant/bar building will not be renovated at this time, but the large open spaces it provides could possibly be used as temporary extreme weather shelter space.
7 Services	All services & utilities are available	Upgrades to the domestic water line may be required for the sprinklering system.
8 Hotel Building Overall	Two and a half-storey woodframe building with access to residential units via interior hallways & elevator.	The non-residential half of the building consists of the former hotel's food and beverage facilities, commercial kitchen, conference rooms, and ancillary office space.
9 Vehicle Parking & Bicycle Storage	27 surface vehicle stalls have been identified based on 0.5 stalls per unit, plus three near the entrance for visitors. An exterior storage rack for six bicycles will also be installed near the entrance.	There is more than ample parking on the site to meet demand. Surplus parking spaces accessed from Burnside Road East will continue to be used as rental parking. Bicycle storage for residents will be accommodated in resident rooms - Cool Aid has found this arrangement to be the most suitable.

VEHICLE & BICYCLE PARKING

The site currently has approximately 108 more parking stalls than required for the TUP. Parking for the supportive housing has been identified, and is accessible from the Douglas Street. Stalls accessed from Burnside Road will continue to be used as monthly rental parking. A fence will be installed between the supportive housing and surplus parking areas, and will be keyed for fire access purposes.

Resident-owned bicycles will be stored in their rooms. A bicycle rack for staff and visitors will be installed immediately outside the front entrance.

PROPOSED STAFFING & COMMUNITY SUPPORTS

1. **Staffing.** Tally Ho will be staffed 24/7. There will be at least two trained resident support workers on site at all times, and one full-time supervisor during the week. Additional staff members on site during the day may include cooks, janitors or maintenance staff, and a Manager.
2. **Volunteers.** During the week, there may be three to four volunteers to assist with the provision of meals and other programs.
3. **Health Care Providers/Counselors** will visit on a regular basis, and work with each resident individually to assess what assistance is needed, and then direct them to appropriate services.

SECURITY PLAN FOR SUPPORTIVE HOUSING UNITS

Security is an important community consideration. Cool Aid commits to the following protocols for the Tally Ho:



- A minimum of two (2) staff will be on the premises at all times;
- The building will be fully monitored both inside and out, and the entrance secured and controlled by staff;
- Guest privileges will be monitored at all times, and may be revoked if security plan protocols are violated;
- Pets are permitted only if they are suitably cared for and managed;
- Excessive noise or disturbances will not be permitted; and
- Installation of screening and fencing to provide additional access control for Cool Aid, and separation for near neighbours along the back of the residential building.

PUBLIC CONSULTATION

On June 26, 2017, neighbours from around the 3020 Douglas Street site were invited to review Cool Aid's proposal, and to ask questions of Cool Aid and the project team. Approximately 28 people attended (23 signed in), and nine comment forms were returned (see attached attendee list and comments). The majority of attendees were from the Burnside/Jutland/Sumas Street residential neighbourhood, and their questions and concerns mainly related to:

1. Potential impacts of the supportive housing on the neighbourhood;
2. Concerns about a potential connection between the Rock Bay Landing Shelter and this project, and people moving through the neighbourhood between the two facilities; and
3. A desire to have Cool Aid go directly into a redevelopment planning program for the site, and forfeit the opportunity for temporary use of the existing building.

In response to the first two concerns:

1. The project will be managed on a 24/7 basis, and will primarily house those already in supportive housing facilities, who have favourably responded to and are willing to accept the restrictions, policies, and procedures for the building.
2. The proposed Tally Ho residence is not a shelter like Rock Bay Landing on Ellice Street. They are two distinct facilities, providing services to two separate groups of people. The challenges facing all shelters are not experienced in supportive housing projects, and in the Tally Ho, the number of residents will be limited to 52.

Additionally, a significant attraction to using the Tally Ho for interim supportive housing is that it faces Douglas Street. The entrance to, and monitoring of, the facility will be from the Douglas Street side. The direct connections to outside services and amenities will also be from the Douglas Street access, not along Burnside Road.

Based on Cool Aid's extensive experience, staff is confident that there will not be resident connections between the Tally Ho and Rock Bay Landing. Cool Aid commits to continuing to communicate and work with the neighbourhood, and is always looking for ways to improve its facilities to mitigate neighbourhood and community concerns.

FUTURE PLANNING

The entire Tally Ho property consists of two parcels of land (hotel and parking, plus a smaller parking lot) comprising approximately 0.913 ha. Future development of the site has not yet been determined. From an urban planning perspective, the property offers unique and important opportunities to create an integrated community and comprehensive development that respects the Burnside neighbourhood, and meets the future needs of the community.



As part of its redevelopment planning for the site, Cool Aid is committed to a full public engagement process, and to receiving input, advice, and feedback from the neighbourhood.

The requested three-year Temporary Use Permit period will allow for thorough consultation and planning with neighbours and the City of Victoria, the development of comprehensive plans, and construction of the first of what will likely be a two to three-phase project. The intended timeline for the initial phase is shown below:

- Fall 2017 to Spring 2018. Comprehensive planning of the site, seeking neighbourhood input throughout.
- Spring 2018 to Fall 2018. Application to the City for rezoning of the site.
- Spring 2019 to Fall 2020. Construction of the first phase of redevelopment.

TIMELINE

It is anticipated that once the temporary use renovations and upgrades are completed to the existing hotel building, final occupancy will be completed by early December 2017.

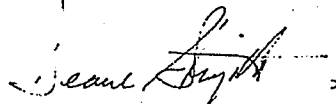
CLOSING

The intention of Cool Aid is to renovate and occupy all 52 units of the Tally Ho Hotel. No changes to the siting or size of the building are contemplated.

This application represents a special opportunity to redevelop a large urban site to address the need for affordable and supportive housing in the region, and to house 52 of those most in need while that redevelopment planning process is going on. We look forward to presenting this proposal to Council and committees, and demonstrating its many positive features.

Should you require any further information, please do not hesitate to contact the undersigned (250-383-0304 x 22, dstrongitham@cityspaces.ca). If any additional information is needed relating to building operations, please contact Kathy Stinson, Chief Executive Officer of the Victoria Cool Aid Society (250-383-1977, kstinson@CoolAid.org).

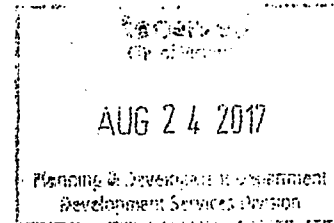
Sincerely,



Attachs.

cc: Kathy Stinson, Victoria Cool Aid Society
Malcolm McNaughton, BC Housing

August 24, 2017



Department of Sustainable Planning and Community Development
Development Services Division
City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Re: 3020 Douglas Street Temporary Use Permit – Response to Update to the Application Review Summary

Attached, please find additional amended drawings showing minor revisions to the earlier submitted plans that formed part of the original submission, and additional explanations on matters raised in the Application Review Summary. The minor revisions to the plans are described as follows:

1. Revision to the landscape plan and site plan removing the fence screening from the Douglas Street frontage, as requested;
2. Revised site plan showing all onsite parking consisting of approximately 133 stalls, exceeding Schedule C parking requirements;
3. Removal of two bus parking stalls to make allowance for two-way traffic. The bus stalls are not needed;
4. Repositioned fence along the rear of the building with indicative photos showing examples of the fencing to be installed; and,
5. Updated site plan showing the location of the screened garbage and recycling area and indicative examples of the form of screening.

The application requests a three year Temporary Use Permit for 52 units of supportive, transitional housing. The three year term will allow time for planning, land-use approvals, and redevelopment of at least some of the site. The building is remarkably suited for the interim use requested and requires minimal changes/renovations to it.

Transitional housing provides a stable and supportive housing environment for residents to address those factors that led to homelessness. The building will have 24/7 staffing with a single point of entry that allows for the safety and security of residents and effective operational management of the building. During certain periods of the day staffing will be augmented with support and counselling/health workers. While it is a longer-term housing option,

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transitional housing typically provides residential accommodation for approximately three months to three years.

The individual housing units are approximate 35 m² in size. Although the structure was designed for tourist accommodation use, the units are relatively spacious and can easily transfer into a comfortable housing environment. There is ample space for socialization areas, counselling/health office space, and dining areas.

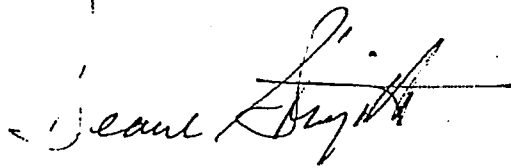
Operationally, meal are provided and prepared off-site and brought to the premises. Visitors are allowed on an individual basis with staff monitoring all ingress and egress. The entrance and primary access faces Douglas Street. Interior hallways and common areas will be monitored by security cameras, as will the exterior of the building. CEPTED practices have been considered with the proposed changes.

Given the size of the building and the significant surplus space that is available, there is ample opportunity to store any extraneous possessions that residents may have within the building. Small animals will be permitted.

The planning process for consideration of future redevelopment of the Burnside Rd. half of the property will commence early this fall, with a commitment to engage the neighbours from the beginning of that process.

Please feel free to contact the undersigned if you require any further information.

Yours truly,

A handwritten signature in black ink, appearing to read "Deane Strongitharm". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

Deane Strongitharm, MCIP
CitySpaces Consulting

cc Kathy Stinson, CEO, Victoria Cool Aid Society.

attach.