



MINUTES
OAK BAY ADVISORY PLANNING COMMISSION
TUESDAY, DECEMBER 1, 2015 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Hope Burns
Pam Copley
Rus Collins
Brian Holl

Michael Low
Kris Nichols
Esther Paterson

MEMBERS ABSENT

Andrew Stinson

Tim Taddy

STAFF PRESENT

Deborah Jensen, Planner
Richard Ding, Engineer

Loranne Hilton, Director of Corporate Services

Mayor Jensen attended the meeting and thanked the Commission members for volunteering their time to sit on the Advisory Planning Commission. Their experience and dedication to the community is much appreciated.

1. Call to Order

The meeting was called to order at 5:09 pm.

It was moved and seconded to nominate Brian Holl as Chair of the Advisory Planning Commission. The nomination was declined.

The Commission members tabled elections to the next Advisory Planning Commission meeting, to be held January 5, 2016.

The Commission members appointed M. Low to chair the meeting.

2. Adoption of Minutes

It was moved and seconded that the Minutes from November 3, 2015 be adopted.
The motion carried.

3. Approval of Agenda and Late Items

The agenda was approved as presented.

4. Presentations

a) Estevan Village Intersection

R. Ding gave a presentation on the upcoming change to the Estevan Village intersection. Some of the comments included:

- Review of intersection was initiated with assistance of ICBC.
- Considered options for intersection, including all-way stop, lighted intersection, and traffic circle.
- Crosswalk on north side will be realigned with new street lights present.
- One parking space along Estevan Avenue will be converted to bicycle parking.

Commission Comments

Commission members asked about the number of collisions that had occurred at that intersection. R. Ding stated that a total of four collisions had occurred over a five year period.

b) Land Use Procedures

D. Jensen gave a presentation on the new development application form as a result of recent changes to the land use procedures bylaw. Some of the comments included:

- Application form will be used for all land use applications, with the exception of subdivisions and building permits.
- New fees noted on application form.
- New form intended to ensure all pertinent information received up front. Provides for better review and processing of applications, better responding to timing and content of submission concerns we have heard from community.

Commission Comments

Commission members inquired as to which applications will be referred to a specific committee. D. Jensen advised the Board of Variance will consider variances that arise from a 'hardship'. The Advisory Design Panel will generally consider applications specific to the Uplands area and development permits for form and character, the Heritage Commission will review applications relating to the Heritage Register, and the Advisory Planning Commission will generally consider all other land use applications. She also acknowledged there may be some overlap between the advisory bodies dependent upon the specific application.

5. Information Items

A Commission member advised both the Complete Streets and Age Friendly Open Houses were held November 5, 2015 and were well attended, and clarified the Age Friendly project has involved a working group and stakeholder group.

A Commission member inquired how they will be notified of the outcome of their recommendations to Council. D. Jensen clarified the process for reviewing application and advised the Commission will be informed of the outcome of individual applications as they are reviewed by Council.

6. Old Business

7. New Business

8. Next Meeting

The next regular meeting of the APC is scheduled for Tuesday, January 5, 2016.

9. Adjournment

The meeting adjourned at 5:45 pm.