



**MINUTES**  
**OAK BAY ADVISORY PLANNING COMMISSION**  
**TUESDAY, SEPTEMBER 06, 2016 AT 5:00 PM**  
**COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE**

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**MEMBERS PRESENT**

Andrew Appleton  
Rus Collins  
Pam Copley  
Brian Holl  
Michael Low

Kris Nichols  
Esther Patterson  
Andrew Stinson  
Tim Taddy

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Deborah Jensen, Manager of Planning  
Krista Mitchell, Building & Planning Clerk

Members of the Public: 1

**1. Call to Order**

The meeting was called to order at 5:00 pm.

**2. Adoption of Minutes**

It was moved and seconded that the Minutes from July 5, 2016 be adopted.

The motion was carried.  
None opposed.

**3. Approval of Agenda and Late Items**

The agenda was approved as presented with the addition of items under Section 6 (Information Items).

**4. Old Business**

None

**5. New Business**

a. DVP00047 – 2741 Dewdney Avenue

To relax side lot line setback requirements to allow for a second storey addition to a single family home.

D. Jensen gave a summary of the application, noting this is a request to replace the existing second storey on the home but requires a variance to the second storey setback. She also noted that the home has other non-conforming setbacks, due to original siting, but they do not impact the proposed works.

K. Koshman, applicant, and E. Horton, homeowner, presented the application. K. Koshman noted the proposed renovation will create a more usable upper floor and a more appealing street frontage, and confirmed the existing nonconforming aspects of the site will not be pursued as part of this application.

### ***Commission Comments***

A Commission member confirmed that the northwest wall, with the second storey addition, will be vertically aligned to the existing main floor.

D. Jensen confirmed the requested variance is to relax the minimum permitted 3.0 metre second storey setback.

K. Koshman advised the proposed works have the support of the surrounding neighbours.

D. Jensen confirmed the staff report will include the correct measurements.

It was moved and seconded to recommend that Council approve DVP00047.

The motion was carried.

None opposed.

R. Collins joined the meeting at 5:29 pm.

## **6. Information Items**

a) D. Jensen gave a brief update on the Residential Infill Strategy. Some of the comments were:

- Introductory open houses will be held at the University of Victoria on September 10, with two identical sessions held at 10:00 am and 2:00 pm, with the purpose of starting a conversation with the community and providing information on what residential infill is. The location was chosen to satisfy criteria for hosting a public event in a challenging period for booking venues.
- Open house discussions will be documented and will include an opportunity to complete a Comments form, which will also be available online. Additional public events will follow these open houses.
- Commission members are highly encouraged to attend and help capture discussions heard at the open houses.

A Commission member suggested other members view the July 18, 2016 Council meeting regarding comments about the Designers Workshop.

b) The Commission Chair established a subcommittee to assist in developing an Advisory Planning Commission manual. The subcommittee includes E. Patterson, T. Taddy, B. Holl and P. Copley.

c) A Commission member noted concerns regarding effective communication from the Advisory Planning Commission through to Council, and how complex applications may be considered. It was suggested these items be considered at the October APC meeting.

D. Jensen noted the Commission could provide a summary of comments, to be included in the staff report to Council, and that staff could offer to applicants the opportunity for preliminary review of their proposal by the Commission.

- d) D. Jensen advised information regarding status of the housing retention report will be forwarded to the Commission as it becomes available.

Commission members thanked Andrew Stinson for his contribution as he is resigning from the Commission to attend university.

## **7. Next Meeting**

The next regular meeting of the APC is scheduled for Tuesday, October 4, 2016.

*A special meeting of the APC is tentatively scheduled for October 18, 2016. This meeting will not take place if the APC process discussion is held at the regularly scheduled meeting.*

## **8. Adjournment**

The meeting adjourned at 6:07 pm.