



MINUTES
OAK BAY ADVISORY PLANNING COMMISSION
TUESDAY, DECEMBER 5 2017 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Andrew Appleton
Rus Collins
Pam Copley
Patrick Frey

Kristina Leach
Kris Nichols
Tim Taddy

MEMBERS ABSENT

Virginia Holden
Michael Low

STAFF PRESENT

Deborah Jensen, Acting Director, Building and Planning
Graeme Buffett, Planning Technician
Christine Currie, Development Services and Licensing Clerk

1. Call to Order

The meeting was called to order at 5:02 pm.

2. Adoption of Minutes

It was moved and seconded that the Minutes from October 3, 2017 be adopted as amended.
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 Information Items.
The motion was carried.
None opposed.

4. New Business

a. ZON00029 – 697 St. Patrick Street

To permit a broader range of uses within an existing commercial building.

G. Buffett gave a brief overview of the application. Some of the comments were:

- Proposal is for a Zoning Bylaw text amendment to add 'Service Business' use to the C-1 Local Commercial zone, this property is the only C-1 zoned property in Oak Bay.
- The addition of Service Business use would permit general office and personal service activities, the applicant is proposing to rent to an architectural firm.
- No changes proposed for the exterior of the building.
- No changes are proposed for parking, the site would remain dependent on the on street parking supply, and the parking study indicates that the proposal would generate an increase of one vehicle on the street.
- Community amenity contribution of \$5,000.00 is proposed toward bike route development.

G. Buffett noted Service Business Use allows for personal services and office use, with the exception of financial institutions, veterinary clinics, coin operated laundries and dry cleaners, whereas the current C-1 zone allows for only the retail sale and storage of groceries and related items, hairdressers, beauty shops and residential dwellings but not cafes and restaurants.

A. Grewal, applicant, presented the proposal. Some comments were:

- Purchased property in the spring of 2016, was a hair salon but vacant for over a year.
- Zoning would allow for another grocery store, but this would be a competing interest at the corner and would not work.
- Hillel Architecture is a local business, and are prospective tenants for the space.
- Added use will appeal to a larger market.

Commission Comments

Commission members asked for clarification on what would be allowed as a Service Business Use, requirements for the change in parking, and whether the community amenity contribution would be site specific or used elsewhere.

G. Buffett confirmed that general office uses such as accounting and architectural firms would be permitted, as would doctor and dentist offices, but parking requirements would be reassessed for medical offices as per the Parking Bylaw.

D. Jensen advised the Parking Bylaw does not specify parking requirements for commercial uses within the C-1 zone and the proposed use would generate the same parking as the previous use, but if there was a future change in use, that would trigger an assessment of parking requirements. She also advised that the community amenity contribution would likely be put into a fund for bike trail improvements.

Commission members indicated the request is reasonable, but noted the Parking Bylaw should be reviewed, and a strategy is needed to determine how community amenity contributions should be considered in order to have a positive community outcome.

A. Grewal, applicant, noted that five parking spaces located at the property are mostly unused during the daytime.

D. Jensen advised Council has directed staff to prepare a community amenity contribution policy, and that process is currently underway.

It was moved and seconded to recommend that Council approve ZON00029.

The motion was carried.

None opposed.

5. Information Items

a. Heritage Conservation Area Working Group Update

P. Frey provided an update, indicating the working group has discussed qualifications to hire a consultant, what the boundaries would be for the conservation area, and how to best address Glenlyon Norfolk School and the York Place strata subdivision.

Commission members asked what the impact on owners would be if the conservation area is approved.

P. Frey noted the rights and obligations of owners would depend on whether the property is listed on a schedule of properties, and that designated properties are subject to higher restrictions.

b. Heritage Revitalization Agreements

D. Jensen provided information on heritage revitalization agreement applications received by the District and considered by the Heritage Commission, noting:

- Four lot subdivision proposed at 644 Beach Drive in exchange for designating the existing Samuel Maclure heritage home, and the Committee of the Whole has considered the application and directed staff to prepare a heritage revitalization agreement.
- Two lot subdivision proposed at 2031 Runnymede Avenue where the existing home is already designated a heritage home. The Committee of the Whole has considered the application and directed staff to prepare the heritage revitalization agreement.
- Four lot subdivision proposed at 960 Foul Bay Road in exchange for designating the existing Samuel Maclure heritage home. Both the Committee of the Whole and the Heritage Commission had concerns with the original five lot application, with respect to density and stature of the heritage home. A revised four lot subdivision will be returning to Committee of the Whole for their consideration.

Commission members asked for clarification as to the referral process for heritage revitalization agreement applications, to the notification process, and to subdivisions.

D. Jensen advised specific applications such as rezoning and development variance permits are referred to the Advisory Planning Commission as per their bylaw, and that the expectation is that heritage items are referred to the Heritage Commission as per their bylaw. She noted that notification for heritage revitalization agreement applications would include on site signage, written notification to the neighbourhood, and a public hearing; and that subdivision applications are considered by the Approving Officer.

Commission members noted that they would like to be involved with numerous planning related issues, including heritage items.

c. APC Member Appointments

Chair P. Copley thanked Rus Collins for his service on the Advisory Planning Commission after announcing his resignation.

D. Jensen advised membership terms expiring December 31, 2017 include Andrew Appleton, Virginia Holden, Kris Nichols, Kristina Leach, and Tim Taddy, and that Corporate Services is currently undergoing the process for appointments.

d. In House Training Sessions

Chair P. Copley distributed a list of suggested topics for in house training sessions, including development cost charges, housing affordability, and green shores, and discussed whether one item per month could be accommodated.

Commission members indicated priorities should include community amenity contributions, development cost charges, housing affordability, and floor area ratio, noting that members should familiarize themselves with the floor area report considered by Council. Commission members also noted that they need to be educated on these elements so everyone is on the same page, that they can then educate fellow citizens on these areas, and discussed whether a public participation element should be added to these sessions.

D. Jensen noted the Commission bylaw provides for the Commission to consider select applications, and for other items referred to it by Council.

Commission members indicated they would like to look at other items not contemplated by Council or staff, and that in house training would help them to raise issues for which Council should be aware so they can decide what to do with it.

e. Policies / Procedures

Chair P. Copley circulated a draft document entitled Recommendations for APC Procedural Changes, noting the draft was intended to initiate a conversation to create procedural modifications or clarifications, including meeting schedules, notification and content, input into agendas, and training and orientation.

Commission members suggested their mandate is broader than simply reviewing individual items referred to them by Council, and should be part of a larger policy discussion for how the Official Community Plan is implemented.

D. Jensen noted she would discuss the concerns with Corporate Services, and determine whether Council may want to review the mandate of the Commission.

Commission members confirmed the Chair and staff would discuss content for agendas, including any items requested by members as forwarded to the Chair.

6 Next Meeting

The next regular meeting of the APC is scheduled for Tuesday, January 2, 2018.

7 Adjournment

The meeting was adjourned at 6:52 pm.