2014-191

To: Committee of the Whole, Finance Section

From: Municipal Treasurer

Date: July 9, 2014

Re: Monthly Statement of Revenues and Expenditures for June 2014

BACKGROUND:

As part of our commitment to fiscal transparency and accountability, in January 2012 the monthly financial information was expanded to include explanations for variances that are +/- 5% beyond what might be expected. This should make it easier to decipher whether variances are reasonable and expected, and will also point out potential issues of which the Committee should be aware. The notes in this memorandum tie into the numbers on the Statement of Revenues and Expenditures.

DISCUSSION:

REVENUES

(1) Taxes YTD: $35,222,609 Budget: $36,881,251 95.50%

The property tax notices were mailed on May 26 and the due date is July 2.

(2) Grants in Lieu of Taxes

These grants are received at various times of the year, which are usually expected at: Federal Government – late August; University of Victoria – October; Hydro – tax due date.

(3) Services Provided to Other Governments

This payment is received from the Province when we forward the school taxes that we have collected on its behalf. This takes place in July.

(4) Solid Waste YTD: $1,449,096 Budget: $1,455,432 99.56%

The solid waste fees are collected on the property tax notice and the total amount billed, rather than collected to June 30, is shown.

(5) Licenses and Permits YTD: $636,694 Budget: $787,400 80.86%

This is higher than we might otherwise expect because the dog and business licenses are paid at the beginning of the year and during January the building permit for the Oak Bay High School was received ($264,645). At June 30 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	$58,821	$60,000	98.04%
Business licenses	$89,296	$87,000	102.64%
Building permits	$473,395	$615,000	76.97%
	$621,512	$762,000	

(6) Fines YTD: $19,172 Budget: $32,000 59.91%

Fine revenue is recorded as it is paid, not as the tickets are written, and there is therefore always a lag between what is happening on the streets and the revenue. The Commissionaire has recently noticed that he has been writing fewer tickets. This is due to students no longer being at Camosun and the University, and because people who park in the areas that he has been asked to concentrate are obeying the regulations much better than they used to. Therefore, in future months we can expect the percentage to budget figure to be more normal or even drop below the expected amount.

(7) Rentals YTD: $187,088 Budget: $323,000 57.92%

In February the Marina paid its annual payment to cover the foreshore lease annual fee ($81,305). This covers the payment discussed in (14).

(8) Returns on Investments YTD: $59,891 Budget: $175,000 34.22%

The working capital that we have available to invest drops during the first 5 months of the year, and then once the property tax notices are mailed our invested money increases again. It is therefore usual for our investment returns to be under budget the first half of the year.

(9) Penalties and Interest on Taxes YTD: $4,295 Budget: $114,000 3.77%

Penalties account for $100,000 of the budget. These are brought into revenue in July, after the tax due date, and will be charged on all outstanding 2014 property taxes. The interest is reflected in income as taxes from 2013 and 2012 are paid off.

(10) Transfers from Reserve Funds YTD: $0 Budget: $1,905,051

Transfers from our own reserve funds are made at the end of the year. This is done for two reasons: most of the transfers fund particular projects and if monthly transfers were to be made, it would involve a great deal of additional accounting work without any real benefit, and, for those funds which are in statutory reserves, by keeping the money in the reserves until the year-end, the reserves earn interest on that money.

(11) Miscellaneous Other Revenues YTD: $31,788 Budget: $596,961 5.32%

$300,000 of the budget is made up of internal transfers. These take place at the end of the year, and show up as an expense of the same amount in "Transfer to own Reserves and

Utilities" line under expenditures. Another $150,000 of the budget represents the short term loan which will be entered into to fund the purchase of the breathing apparatus for the Fire Department.

(12) Cond.'l Transfers from Other Gov'ts YTD: $357,744 Budget: $1,214,917 29.45%

A capital grant for Bowker Creek remediation work accounts for $738,000 of the budget. $288,873 of the budget is made up of grants provided to small municipalities, which were received in June.

EXPENDITURES

(13) General Administration YTD: $570,935 Budget: $1,413,147 40.40%

The budget in this category includes consulting money, a large percentage of which has not yet been spent, and money to be reserved for future computer equipment replacements, which has not yet been transferred.

(14) Other General Government YTD: $384,559 Budget: $892,705 43.08%

This category includes the budgets for the grants, which are paid out in July, carbon offsets which are recorded in December and the election.

(15) Emergency Preparedness YTD: $38,044 Budget: $106,508 35.72%

The training, contracts and transfer to reserve to cover the future purchase of a new vehicle are all under budget.

(16) Building Dept., Bylaw Enforcement, Animals

YTD: $245,750 Budget: $590,627 41.61%

The budget for sundry contracts has only a small amount charged to it to date.

(17) Common Services (Engineering) YTD: $522,543 Budget: $1,190,347 43.90%

Consulting and software replacement accounts are underbudget in the Engineering budget; in addition, transfers to reserves for future equipment replacement do not take place until the end of the year.

(18) Roads, Sidewalks, Transportation YTD: $651,075 Budget: $1,640,737 39.68%

Included in these expenses is the leaf pickup program. Due to last year's dry weather, most of the leaves were picked up during 2013 and the rest of the 2014 budget will not be spent until the fall of this year.

(19) Garbage Collection & Disposal YTD: $533,034 Budget: $1,239,458 43.01%

The June tipping fees will be paid in July.

(20) Other Recreational & Cultural Services YTD: $63,128 Budget: $94,553 66.76%

The money that has been spent is mainly for the foreshore lease which is paid every January. This is for the foreshore at the Oak Bay Marina, and we are reimbursed for it through our rental revenue from them.

(21) Debt Charges YTD: $136,702 Budget: $447,242 30.57%

The annual principal payment on MFA debt of $144,000 is made in October. The other reason for the actual costs being low compared to budget is that the Fire Department's breathing apparatus has not yet been purchased. When it is, part of the funding will come from a lease, for which $31,600 has been budgeted.

(22) Transfers to Own Reserves YTD: $615,348 Budget: $2,990,588 20.58%

A monthly transfer is made to the Sewer Fund. In July a number of the one-time transfers to the Capital Works Replacement Reserve Fund will be made, but the largest transfers will be carried out at the end of the year.

(23) Transfer to Library, Social Grants YTD: $649,759 Budget: $984,634 65.99%

Under the terms of the Library Agreement, we have to pay the library two months in advance. Therefore, the amount paid by the end of June covers the rent to the end of August.

(24) Capital Expenditures YTD: $1,070,562 Budget: $3,398,777 31.50%

Until the budget was adopted in May, only capital projects that had received early approval from Council could proceed. Please see the Capital Projects Financial Report for a summary of the projects.

(25) Transmit Taxes to Others YTD: $0 Budget: $16,391,206

Taxes that are collected on behalf of other organizations are not passed onto them until after the tax due date.

(26) Misc. Other Services YTD: $114,469 Budget: $417,225 27.44%

The money that has been spent was for the removal of Christmas decorations, various committees, the Oak Bay Tea Party and the payment of retirement allowances.

WATER UTILITY FUND

(27) Water Revenues YTD: $1,271,316 Budget: $3,396,183 37.43%

Until the weather became hotter, and more water was used outside, we expected the actual revenue to be low. Since bills are only issued every four months, it will take a while before we have recorded the income from the higher water usage.

(28) Internal Revenues YTD: $0 Budget: $340,552

These internal revenues come from our own reserve funds. Please see the explanation above regarding "Transfers from Reserve Funds".

(29) Water Supply and Operation YTD: $869,523 Budget: $2,716,315 32.01%

$1,952,000 of the budget is for the purchase of water from the CRD. The bill for each month's water is received the following month, and therefore the actual figure is low.

SEWER UTILITY FUND

(30) Sewer Revenues YTD: $630,210 Budget: $1,671,057 37.71%

The sewer revenues are calculated using the amount of water used, which is lower in the months leading up to summer. Until April, the amounts billed are calculated using a blend of the 2013 and 2014 rates. See #27 for further information.

(31) Internal Revenues YTD: $615,348 Budget: $1,586,937 38.78%

A monthly transfer is made from the General Fund to the Sewer Fund. The remaining transfers from reserves are made at the end of the year, when the cost of the capital projects that they are funding are known.

(32) Grants YTD: $0 Budget: $531,324

The gas tax revenue transfer is given to us in two payments. Usually we receive them in July and December.

(33) Sewer Supply and Operation YTD: $163,991 Budget: $3,355,543 4.89%

$1,957,995 of the budget is the July payment that is made to the CRD for its costs to run the sewer system. Another $921,324 is the transfer to the Capital Works Reserve for the funding of future sewer work, and the transfer takes place at the end of the year.

RECOMMENDATION:

Once Committee members have received answers to any questions they might have, I recommend that the June, 2014 financial report be received.

Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014- 192

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Engineering Services**

DATE: **July 4, 2014**

RE: **Traffic Study Report – Intersection of Cadboro Bay Road and Thompson Avenue**

BACKGROUND:

The above intersection has Neil Street to the north, Allenby Street to the south and Nottingham Road to the east. Cadboro Bay Road is an arterial road with an existing crosswalk at the south side of this intersection. Many children attending Willows School use this crosswalk.

Over the last past 17 years, there have been 7 reported collisions at this intersection. One senior resident was hit twice while using this crosswalk. New street lighting was added for this crosswalk as a result of those pedestrian incidents.

Local residents requested relocating the crosswalk to the north side of this intersection. Staff conducted studies and recommended to keep the crosswalk at the current location and extend the sidewalk on Thompson Avenue.

An independent assessment was undertaken to evaluate all the pertinent parameters around this intersection. (See attachment # 1). The study presents two viable options - option 1 and option 2. Option 1 is upgradable to option 2. It is staff's opinion that option 1 would yield a satisfactory solution that could be implemented and observed before considering moving on with option 2.

DISCUSSION:

The consultant 's report is attached and shows 3 options:

Option 1: Minimum Improvement

Add curb extension at the southeast quadrant of this intersection; realign existing crosswalk; add bike lane on Cadboro Bay Road; extend sidewalk on Thompson Avenue. Estimated cost for this option is $47,500.00

Option 2: Preferred Improvement

This option is an extension of option 1. Re-channelize westbound traffic on Thompson Avenue; lengthen southbound left turn lane on Cadboro Bay Road. This option will change this intersection to a more traditional intersection with significant safety improvements. Estimated cost for this option is $135,500.00

Option 3: Roundabout

After considering bike lanes, driveways and bus traffic, this option is not warranted and not feasible. Estimated cost for this option is $280,500.00

OPTIONS:

1. That it be recommended to Council that the estimated cost of $47,500, for Option 1 as laid out in the memorandum from the Director of Engineering Services dated July 4, 2014 be referred to Estimates Committee for 2015 budget deliberations.
2. That it be recommended to Council that the estimated cost of $135,000, for Option 2 as laid out in the memorandum from the Director of Engineering Services dated July 4, 2014 be referred to Estimates Committee for 2015 budget deliberations.
3. That it be recommended to Council that the estimated cost of $280,500, for Option 3 as laid out in the memorandum from the Director of Engineering Services dated July 4, 2014 be referred to Estimates Committee for 2015 budget deliberations.
4. That this report be received for information.

FINANCIAL IMPACT:

As noted under "discussion".

RECOMMENDATION(S):

That it be recommended to Council that the estimated cost of $47,500, for Option 1 as laid out in the memorandum from the Director of Engineering Services dated July 4, 2014 be referred to Estimates Committee for 2015 budget deliberations.

Respectfully Submitted,

D. Marshall B.Sc., A.Sc.T.
Director of Engineering Services

Source of Funds/I concur with the recommendation of the Director of Engineering Services.

Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Director of Engineering Services.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

Attachment:
Cadboro Bay Road / Thompson Avenue,Oak Bay, BC.Intersection Operation &Safety Assessment FINAL REPORT

Adept Transportation Solutions
PLANNING AND ENGINEERING

Cadboro Bay Road / Thompson Avenue, Oak Bay, BC

Intersection Operation & Safety Assessment

FINAL REPORT

Prepared for:

District of Oak Bay

Date:

July 3, 2014

Prepared by:

Adept Transportation Solutions

Project No. OB-1001

W. Wayne Gibson, CTech
Senior Transportation Technician

Elizabeth Lau, P.Eng
Senior Transportation Engineer

Adept Transportation Solutions
2426 Mill Bay Road, Mill Bay, BC V0R-2P4
(778)-678-1020

BACKGROUND

Adept Transportation Solutions (Adept) was engaged to conduct an independent review of the intersection Cadboro Bay Road / Thompson Avenue, in the District of Oak Bay, BC.

Our understanding of this assignment is that the subject intersection, in its present configuration, may pose issues for pedestrians, cyclists and drivers. As seen in **Exhibit 1** below, Neil Street to the north, Allenby Street to the south and Nottingham Road to the east, all intersect in close proximity to the main intersection, resulting in wide intersection approaches and a high number of overall conflict points for vehicles, cyclists and pedestrians.

Of particular interest is the location of the existing pedestrian crosswalk. District staff has indicated that there has been some discussion regarding the placement of the crosswalk following two incidents of a pedestrian being struck while in the crosswalk.

EXHIBIT 1 – Study Intersection

EXISTING ROADWAY

In the vicinity of the subject intersection, Cadboro Bay Road consists of a single travel lane in each direction with concrete curb and gutter. There are sidewalks on both sides of the road and the posted speed is 50km/h. There is a dedicated southbound left turn lane at the Cadboro Bay Road intersection approach to Thompson Avenue. The left turn storage length is limited to approximately 10m in length as it is back to back with the 10m northbound left turn storage lane on Cadboro Bay Road onto Neil Street.

Thompson Avenue also consists of one travel lane in each direction with a sidewalk on the northeast side of the road only. On-street parking is permitted on both sides of the road and the posted speed is 40km/h.

Nottingham Road has one travel lane in each direction; however, there are separate right and left turn lanes at the intersection with Thompson Avenue. There are sidewalks on both sides of the street but the north side sidewalk terminates approximately 45m east of Thompson Avenue. The posted speed is 40km/h.

COLLISION HISTORY

Historical collision data was provided by the District for this study. The data set was from February 1997 onward. Over the 17 year period, there have been a total of 7 reported collisions at the intersection. None of the collisions reported a fatality and 5 of the collisions resulted in personal injury. The extent of any property damage or injuries was not contained in the reports.

Typically, collision statists are reviewed over the most recent 5 years. According to the data provided, there have two collisions in the past five years. There was insufficient detail in the reports to identify any trends. Based on the data provided, the intersection collision rate is found to be well below the provincial average.

TRAFFIC VOLUMES

AM and PM Peak Period traffic volume counts were conducted on Wednesday, March 5^{h}, 2014 and included pedestrian and cyclist counts.

The AM Peak Hour occurred between 8:00am - 9:00am and the PM Peak Hour occurred between 3:30pm-4:30pm. These peak periods are typical for intersections in proximity to schools. In this case, the adjacent Willows Elementary School generates peak traffic through the Cadboro Bay Road / Thompson Avenue intersection coinciding with student arrival and dismissal times. The AM and PM Peak Hour traffic volumes and movements are illustrated in **Exhibits 2 and 3** below:

EXHIBIT 2 – AM Peak Hour Traffic Volumes

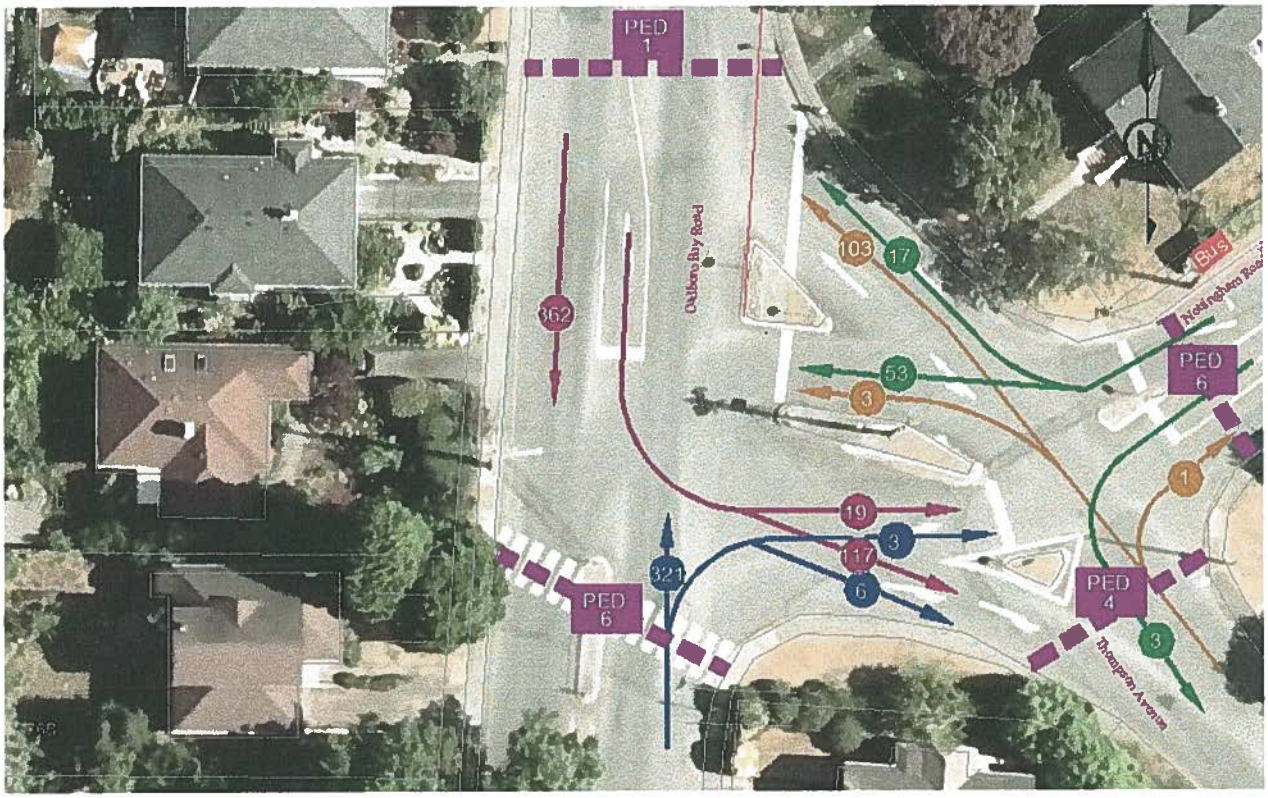
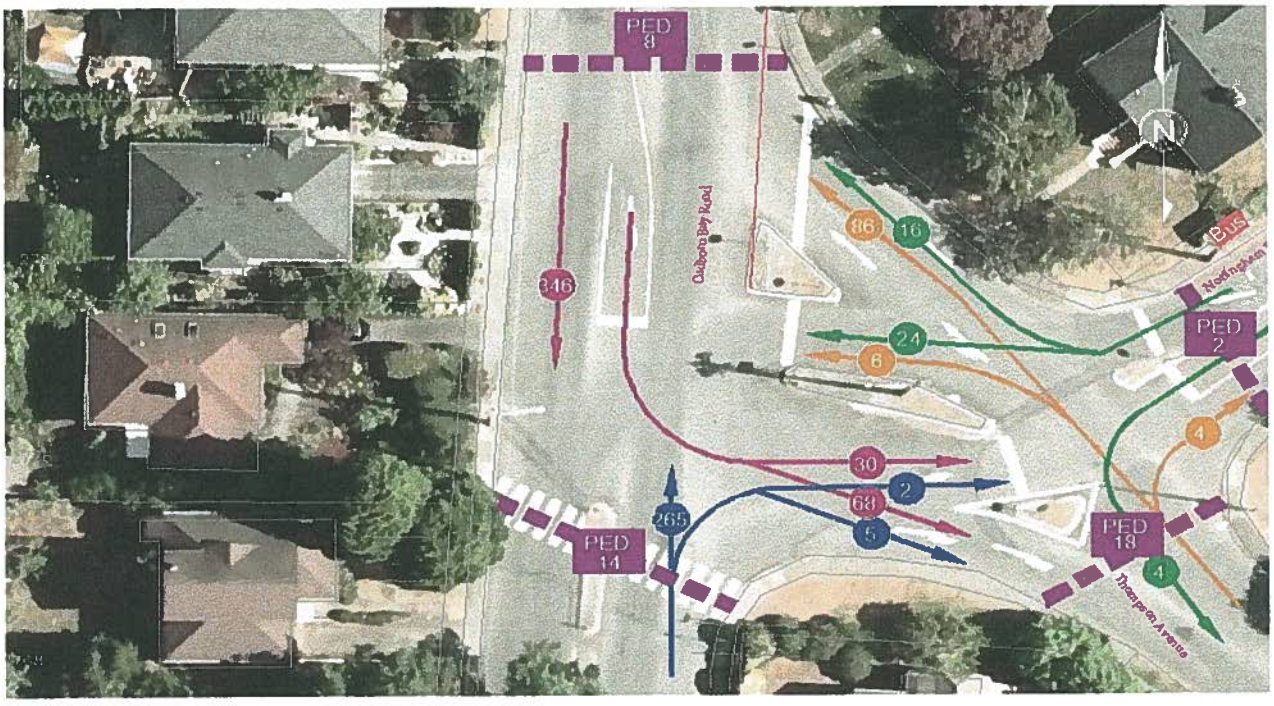


EXHIBIT 3 – PM Peak Hour Traffic Volumes



WALKING

As discussed earlier, there are concrete sidewalks along Cadboro Bay Road, Thompson Avenue and Nottingham Road, in close proximity to the study intersection. The sidewalk on the west side of Thompson Avenue is discontinuous. This is described in more detail in the following section. There is a marked pedestrian crosswalk across the south (Cadboro Bay Road) leg of the intersection only.

The bus stop on Nottingham Road generates pedestrian traffic. During observation periods, the stop was well utilized. Pedestrians boarding and alighting at the stop arrived / departed in various directions and generally all crossed at least one road without a marked crosswalk. In fact, some pedestrians were observed walking within the Thompson Avenue vehicle travel lanes toward Cadboro Bay Road.

TRANSIT

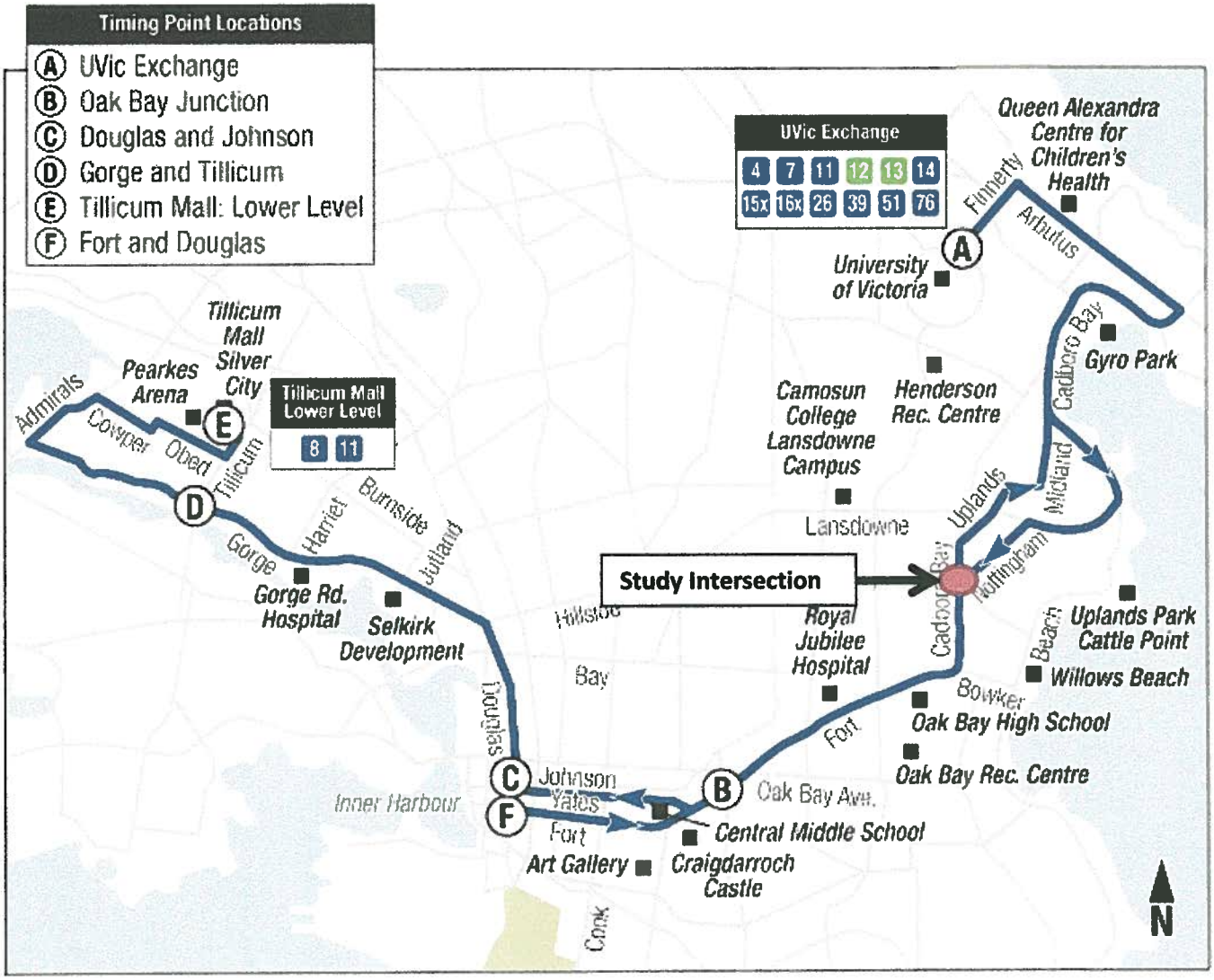
As shown in **Exhibit 4**, the Route 11 — "Tillicum Mall/UVIC" BC Transit bus travels northbound through the Cadboro Bay Road / Thompson Avenue intersection. There is a northbound stop approximately 80m north of the Thompson Avenue intersection

In the southbound direction, the bus routes along Beach Drive to Lansdowne Road and continues to Nottingham Road and then makes a westbound left turn from Thompson Avenue onto Cadboro Bay Road.

There is a westbound bus stop on the north side of Nottingham Road, at the intersection of Thompson Avenue / Nottingham intersection.

There is a southbound stop on Cadboro Bay Road, approximately 125m south of the Thompson Avenue intersection

EXHIBIT 4 – BC Transit Route #11 Map



CYCLING

Cadboro Bay Road is identified in the Capital Regional District's Pedestrian and Cycling Master Plan (PCMP) as a designated Primary Inter Community (PIC) cycling route, providing connectivity to the Camosun College Lansdowne Campus and UVIC for Oak Bay and Victoria residents. The recommended treatment for the corridor is the provision of separated on-street facilities. Within the PCMP, separated on-street facilities are defined as buffered cycling lanes or cycle tracks, as seen below:

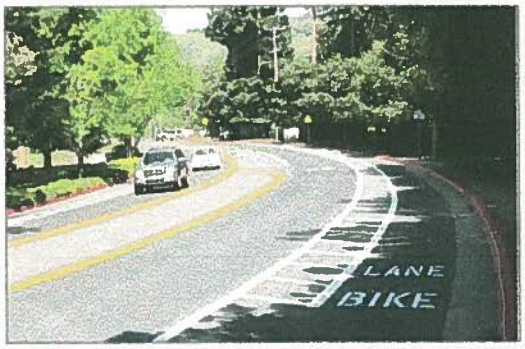
Separated On-Street Bicycle Facilities

Cycle Tracks

Cycle tracks are a hybrid bicycle facility combining the experience of a separated path with the on-street infrastructure of a conventional bike lane. Cycle tracks utilize a variety of applications such as parking placement, channelization, mountable curbs, bollards and pavement markings, and grade separation.

Buffered Bicycle Lanes

Buffered bicycle lanes are designed to increase the space between the bicycle lanes and the travel lane or parked cars. They are appropriate on streets with high automobile traffic volumes and speeds, on-street parked cars, and high volumes of truck or oversized vehicle traffic.



As Cadboro Bay Road provides direct access to a number of residential driveways, it would not be practical to install a Cycle Track along the corridor. Additionally, the construction costs associated with Cycle Tracks along Cadboro Bay Road would be significant. Based on these considerations, Buffered Bicycle Lanes would provide a more practical alternative at this time.

OBSERVED INTERSECTION ISSUES

A number of minor issues with the intersection operation in its' current configuration were observed. The notable issues are identified by number on the following **Exhibit 5** and a description of the issues follows.

EXHIBIT 5: Existing Issue Identification

1) Pedestrians cross without a marked crosswalk,
2) Wide lane with dual markings; left lane is utilized by vehicles destined for Neil Street; however, when two vehicles are abreast, turning sight distance is restricted for vehicles in the curb lane. This condition is atypical and would be confusing to drivers that are unfamiliar with the intersection.
3) Short vehicle stacking distance – one transit bus fills the available storage and vehicles were observed blocking the Thompson Avenue thru / right turn lanes.
4) No marked crosswalk near bus stop.
5) No marked crosswalk.
6) Sight distance limited at pedestrian holding area by parked vehicles on Cadboro Bay Road, south of the crosswalk. The skewed crosswalk increases the pedestrian crossing distance and exposure to conflicting vehicles.

7) Drivers were confused by the stop sign for the Nottingham Road through movement and stopped at the free right turn. This could lead to rear end collisions.
8) No marked crosswalk. Observed northbound vehicle travel speeds appeared high through the intersection.
9) The sidewalk on west side of Thompson Avenue terminates near the intersection with Nottingham Road, deterring continuous pedestrian mobility. Pedestrians are likely to cross to the east side at this location to utilize the east side sidewalk to continue south on Thompson Avenue.
10) Wide travel lane encourages higher vehicle speed.

EXISTING CADBORO BAY ROAD CROSSWALK LOCATION

The existing Cadboro Bay Road crosswalk location, south of the intersection with Thompson Avenue was assessed based on roadway geometrics and field observations as well as an analysis of vehicle traffic volumes at the intersection.

The subject intersection(s) need to be upgraded to enhance the pedestrian environment and better serve bicyclists

Although some pedestrians were observed crossing Cadboro Bay Road, north of the Thompson Avenue intersection, the traffic count data confirms that there are higher traffic volumes at that leg of the intersection; hence, a higher potential for pedestrian / vehicle conflicts. Additionally, with the back to back left turn lanes, a crosswalk would only be practical to the north of the Neil Street intersection. This should only be considered if the existing crosswalk were removed, which is not recommended.

PROPOSED INTERSECTION IMPROVEMENT OPTIONS

According to our traffic count data, the dominant side street traffic movement is to/from the Thompson Avenue intersection leg. Given this condition, it is proposed that any intersection design maintain right of way for these movements to minimize overall intersection delay.

For each option, it is recommended that the west side sidewalk on Thompson Avenue be extended to the south for a minimum distance of 50m. This distance is the minimum distance that a driver needs to come to a stop for a 40km/h posted speed.

Option 1- Minimum Improvement

This lowest cost option is intended as an interim measure to mitigate some of the pedestrian safety concerns that were noted; particularly the limited visibility at the east side of the existing crosswalk. The option calls for a curb extension at the southeast quadrant of the intersection. The curb extension would improve visibility for northbound approaching drivers as well as for pedestrians looking south for approaching vehicles. The crosswalk is to be realigned; reducing the crossing distance by approximately 3.5 metres. Reduced travel lane widths are shown to result in lower vehicle travel speeds.

Another consideration at the intersection would be the marking of dedicated bike lanes. The markings would provide a safe area for cyclists and would also visually narrow the vehicle travel lanes at the Cadboro Bay Road intersection approaches. In this option, 1.8m wide bike lanes are shown, with an accompanying painted buffer

strip 0.4m wide. On the southeast side of the intersection, parallel on-street parking is maintained with a 2.5m stall width.

Ideally, the crosswalk could be fitted with solar powered crosswalk beacons to further alert approaching drivers of pedestrian crossing activity.

Option 2 - Preferred Improvement

Option 2 is an extension of the Option 1 construction. This higher cost option has significant safety benefits. Overall, vehicle conflict points are reduced and the intersection design is much more traditional, eliminating the confusion experienced under the current laning design. Under this design scenario, pedestrians are provided with sufficient marked crosswalks to safely continue their walk trip in any direction.

The design also accommodates existing infrastructure (i.e. Hydro Poles) and three of the existing channelization medians would be removed. The design also allows for the straightening of the south leg crosswalk and maintains the centre refuge area. The pedestrian crossing distance is further reduced by a total of approximately 4metres and the southbound left turn lane on Cadboro Bay Road can be lengthened to 15m, which many jurisdictions consider a minimum length.

As with Option 1, buffered bike lanes are depicted along Cadboro Bay Road. With this option, cyclist exposure to vehicle conflicts is greatly reduced.

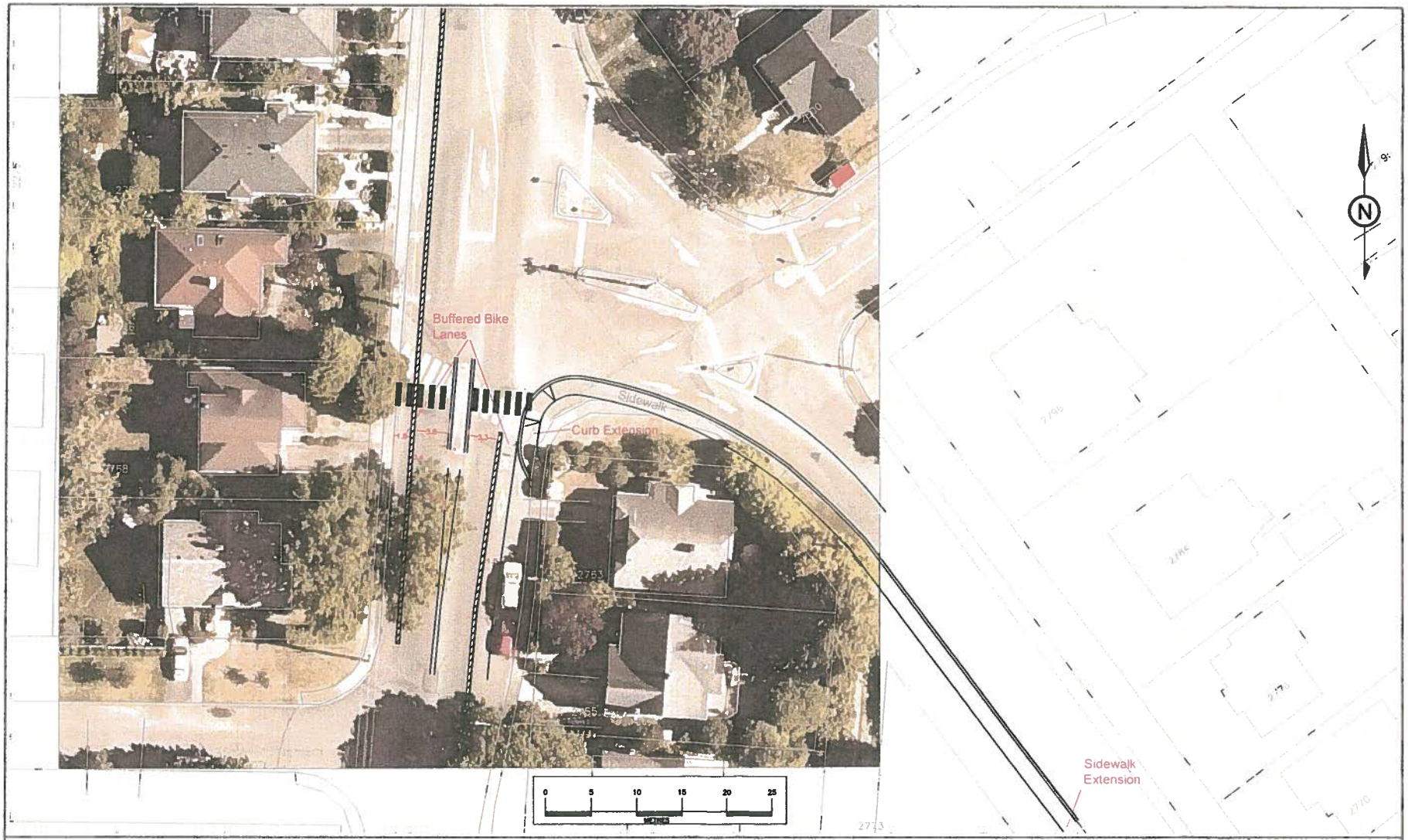
Landscaping and / or stormwater management design such as rain gardens can be implemented in the reclaimed pavement areas.

Option 3 - Roundabout

An option for a single lane roundabout option was explored. Typically, roundabouts are installed where traffic signals would be warranted, or on roads that traffic calming is desired. Based on the existing traffic volumes, signalization or roundabout is not warranted for this intersection. While the existing traffic volumes could be easily handled by a roundabout intersection; given the property constraints, it is not feasible to design an effective laning configuration for the Thompson Avenue / Nottingham Road intersection within the existing right of way to effectively maintain priority for the Thompson Avenue approach. Vehicles could potentially stack waiting to make the left turn movement onto Nottingham Road, which could interfere with the roundabout operation.

Further, a BC Transit bus would be required to mount the internal circle apron, which would cause discomfort for passengers. Marked "Buffered" bicycle lanes through the intersection would not be appropriate; therefore, cyclists comfort through the intersection could be compromised. Additional consideration is the existing On-Street parking that would be displaced on the west side of Cadboro Bay Road.

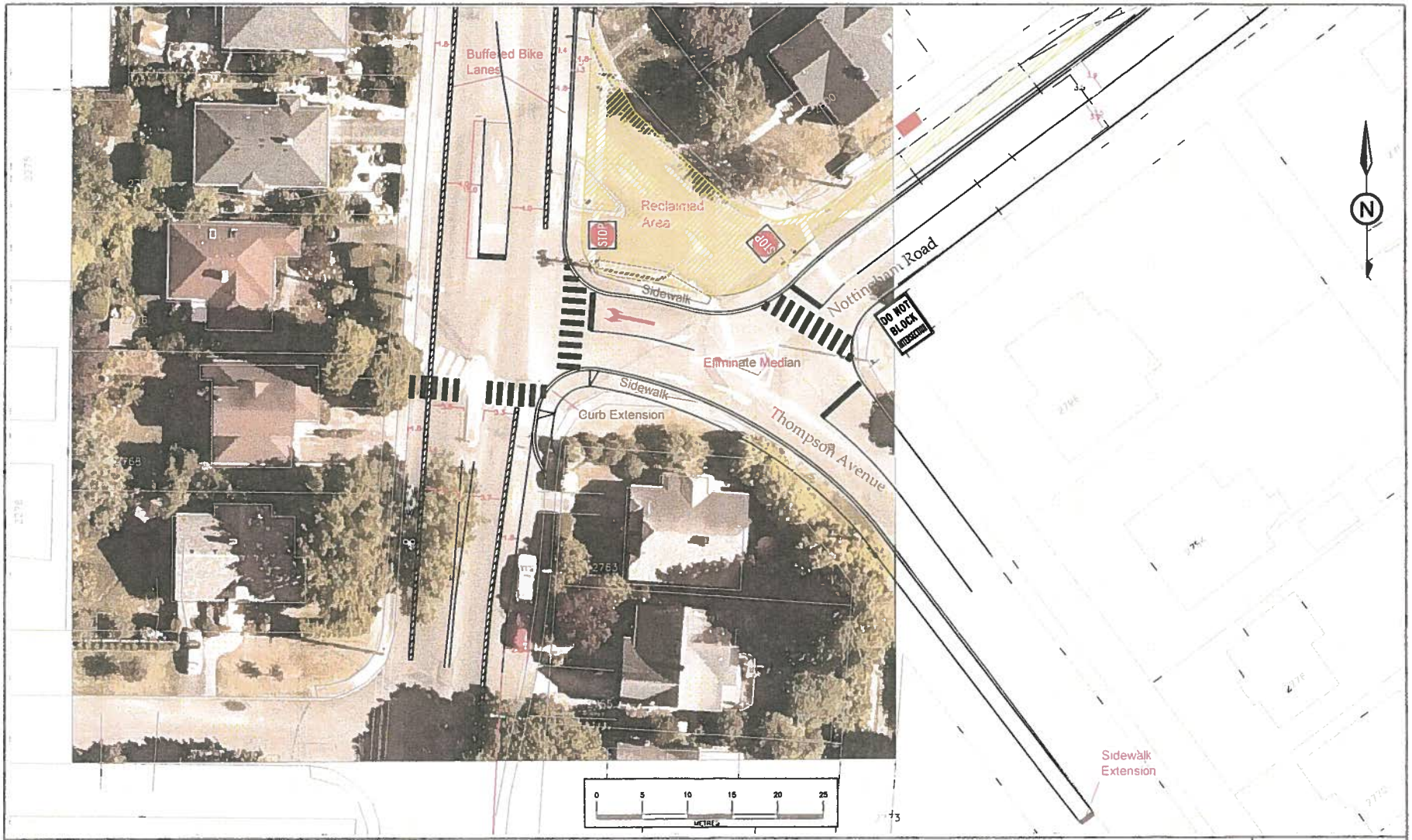
Based on our study findings, we have presented the three analyzed options to mitigate the observed issues which are presented in **Attachments 1, 2 and 3** on the following pages.



Cadboro Bay Road / Thompson Avenue / Nottingham Road Intersection
Potential Safety Improvements - Option 1

PRELIMINARY CONCEPT PLAN - NOT FOR CONSTRUCTION

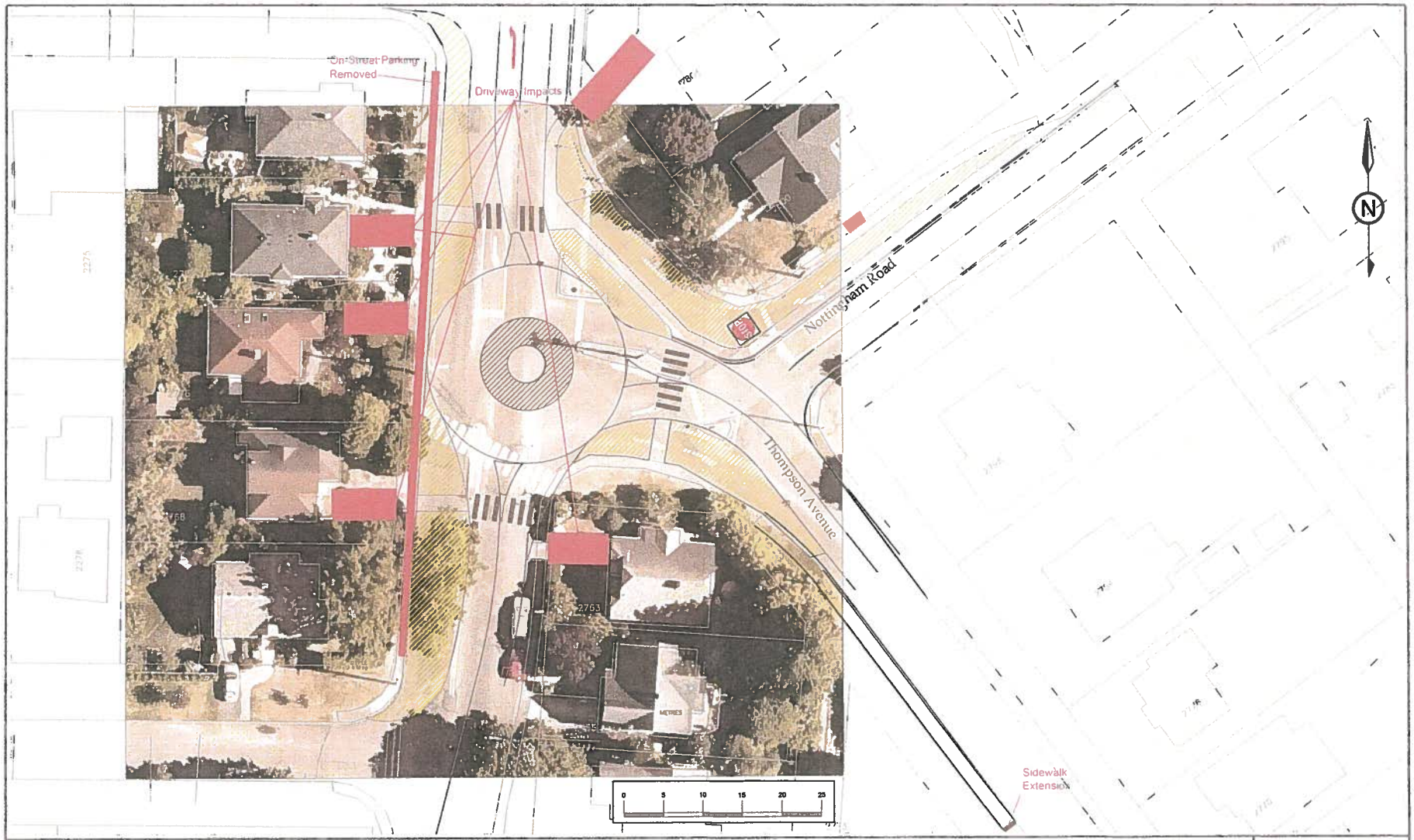
ATTACHMENT 1



Cadboro Bay Road / Thompson Avenue / Nottingham Road Intersection
Potential Safety Improvements - Option 2

PRELIMINARY CONCEPT PLAN - NOT FOR CONSTRUCTION

ATTACHMENT 2



Cadboro Bay Road / Thompson Avenue / Nottingham Road Intersection
Potential Safety Improvements - Option 3

ATTACHMENT 3

PRELIMINARY CONCEPT PLAN - NOT FOR CONSTRUCTION

CONSTRUCTION COST ESTIMATES

Preliminary "Class D" construction cost estimates provided below are based on unit costs provided by the District of Oak Bay and experience in similar projects. A Class D estimate provides a rough cost projection used for budget planning purposes in the early stages of concept development of a project. A 30% contingency has been applied to each option estimate to cover engineering design and unforeseen additional construction tasks. Actual costs would be determined in the detailed design stage.

Common - extend sidewalk on Thompson by 50m			
	90 m2 @ 1.8m		
excavation	$6,750.00		
construction	$9,000.00	30% Contigency	
	$15,750.00	**$20,500.00**	

Option 1			**Total with sidewalk extension**
excavation	$8,250.00		
Curb & Sidewalk	$8,788.00		
road paint	$3,500.00	30% Contigency	
	$20,538.00	**$27,000.00**	**$47,500.00**
Option 2			
excavation	$37,500.00		
Curb & Sidewalk	$24,500.00		
road paint	$5,000.00		
planted beds	$20,125.00	30% Contigency	
	$87,125.00	**$115,000.00**	**$135,500.00**
Option 3		30% Contigency	
Lum Sum	**$200,000.00**	**$260,000.00**	**$280,500.00**

**** If Solar Powered flashing crosswalk beacons are considered, the cost associated with the hardware would be an approximate additional cost of $25,000.***

CONCLUSIONS

Based on the assessment above, a number of minor issues with the intersection operation in its' current configuration were observed. Although the collision statistics provided for this study does not indicate a high frequency or any identifiable crash patterns, observations revealed that there are a number of safety enhancements that should be considered at the intersection. The immediate concern relates to the Cadboro Bay Road crosswalk. There is limited visibility for pedestrians on the east side of the crosswalk to observe oncoming traffic.

Option 1 shows a curb extension on the east side of the crosswalk to improve visibility for pedestrians and approaching drivers.

Option 2 shows an extensive reconfiguration of the intersections of Cadboro Bay Road / Thompson Avenue / Nottingham Road. This option provides enhanced pedestrian and cyclist facilities and reduces the number of vehicle conflict points.

Option 3 shows a roundabout intersection concept. While Roundabouts have proven attributes in operational efficiency and traffic calming, a roundabout is typically installed where traffic signals would be warranted, which is not the case at this intersection. Also, due to property constraints, it is not feasible to design an effective laning configuration for the Thompson Avenue / Nottingham Road intersection to maintain existing right of way priority for the Thompson Avenue approach. Vehicles could potentially stack waiting to make the left turn movement onto Nottingham Road, which could interfere with the roundabout operation.

The impact on existing driveways would require reconciliation. Other potential issues were noted regarding transit and cyclist limitations with this option.

RECOMENDATIONS

Based on the assessment above, it is recommended that the conceptual design option shown in **Attachment 1** be considered as an interim solution. This design would improve pedestrian safety by enhancing their visibility at the east side holding area which is currently compromised by parked vehicles on Cadboro Bay Road. The proposed bicycle lanes and curb extension would also narrow the vehicle travel lane which can reduce travel speeds through the intersection. The curb extension would also shorten the pedestrian crossing distance. Installation of solar powered crosswalk flashers would also increase awareness of pedestrian crossing activity for approaching drivers.

The second option, shown in **Attachment 2**, effectively mitigates all of the observed issues at the intersection(s). This option also provides an opportunity to reclaim some the existing pavement areas and which could be used to enhance the aesthetic appeal in the immediate area and could also provide opportunities for enhanced stormwater management. Based on our assessment, Option 2 is the preferred option in this case.

2014-193

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Building and Planning**

DATE: **July 9, 2014**

RE: **Development Variance Permit Application– 820 Victoria Avenue**
Lot 5, Section 22, Victoria District, Plan 74A, EXEMPT SEC 339 (K) M A
P-2, Special Institutional Use

BACKGROUND:

St Michael's University School having their junior school at 820 Victoria Avenue have proposed a new school to replace the existing building. The application was presented at the Committee of the Whole April 21, 2014 and the application was deferred pending further information on the proposed wall, traffic study and the impact to the neighbours in the vicinity of 820 Victoria Avenue.

The applicant has now returned with new plans showing a change to the north elevation by moving a portion of the north wall back to the required setback. (Variance still required for other portion) Their proposal has three variations of the proposed fence/north wall on the north side of the property and would be prepared to construct which ever one the neighbours would like to see. Included in the new information is a parking and traffic circulation review completed by Boulevard Transportation dated July 2, 2014 as attached.

DISCUSSION:

As the P-2 zoning is institutional, development permit requirements are not applicable under the *Local Government Act.* This application is considered a development variance permit involving side lot line setback variances.

The applicants have held three open houses as part of an extensive community consultation process. Input from the community has been considered in the design proposal in relationship to parking, traffic and access.

As this is a major development in a residential setting, consideration should be given to how the applicant could facilitate notifying the community of this proposal. Council may also wish to consider additional community notification to that required by legislation.

The applicants are requesting relief from the following section(s) of Zoning Bylaw #3531:

Zoning By-law Section(s)	Required/Permitted	Requested	Variance
11.2.5.(1)(c) Minimum Interior side lot line setback (north)	7.62 m (25ft)	4.57m (15 ft)	3.05m (10 ft)

11.2.5.(1)(c) Minimum Interior side lot line setback (south)	7.62 m (25ft)	3.96 m (13 ft)	3.66m (12 ft)
11.2.5.(1)(e) Minimum total of side lot lines	22m (72.3 ft)	8.53 m (72.3 ft)	13.47m(44 ft)

Imperial measurements are approximate and for convenience only.

OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION:

That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

MERRICK ARCHITECTURE ■ BOROWSKI SAKUMOTO FLIGG LIMITED

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Principal

Bette Adams
B. Ed., B. Arch.
Senior Associate

July 4, 2014

VIA: Hardcopy

Roy Thomassen
Director of Building and Planning
Oak Bay Municipal Hall
2167 Oak Bay Avenue
Victoria, BC, V8R 1G2
Email: rthomassen@oakbay.ca

Attention: Mayor & Council and The Board of Variance

RE: ST. MICHAELS UNIVERSITY SCHOOL – JUNIOR SCHOOL, 820 VICTORIA AVENUE
DEVELOPMENT VARIANCE PERMIT APPLICATION – PROJECT REVISIONS
Project No: 1350

Merrick Architecture, on behalf of our client St. Michaels University School, is pleased to submit for your consideration the attached revisions to the Development Variance Permit Application for a proposed new Junior School at the existing school's site at 820 Victoria Avenue. We last appeared before the Committee on April 22nd, 2014 seeking a variance to the sideyard setbacks for the proposed new Junior School. In this P-2 Institutional zone, a Development Permit is not required; however we feel that the requested variances will allow for the realization of a more suitable and predominantly ground oriented facility, with a significantly smaller second floor program than is more in keeping with the residential context than the allowable 2 storey configuration permitted by the existing zoning and within the existing setbacks.

These revisions have been undertaken in response to the motions passed at last Committee meeting. The motion stated:

"A discussion ensued in regards to parking and traffic issues associated with the school and the redevelopment proposal. It was felt that the application should be deferred until more information in regard to the specifics of the proposed wall on the north side, a traffic study, options and impacts of revising the setbacks, and/or the rationale for the current setbacks, and renderings depicting the adjacent residential properties have been obtained."

REVISIONS TO THE DEVELOPMENT VARIANCE PERMIT APPLICATION

Since the last Committee Meeting, the following items related directly to the Development Variance Permit Application have been undertaken:

1. Convened meetings with all five of the immediate neighbors along the Northern Property line to review the implications of the originally proposed setback variances, **illustrated with comparative perspective views** taken from the projects 3d model. As a result of these meetings, we have reduced the extent of the variance request along the Northern Property line.

2. Revised the Landscape Plan to coordinate with the above noted reduction to the variance request, and illustrated **3 fencing & wall alternatives** for the North Property line. The final configuration and extent of which can be selected with direct input from the affected neighbors at the time of construction.

3. Added a **Shadow Study** analysis showing the impact of the revised proposal.

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PARKING, TRAFFIC & NEIGHBORHOOD INITIATIVES

In addition to the above noted items, St. Michaels Junior School has also enacted several initiatives which are separate from the Development Variance Permit application to further address neighborhood concerns which include:

1. Completed a **Parking and Traffic Circulation Review** *(Boulevard Transportation)* whose recommendations have been incorporated into the attached revisions. These updates include increasing the number of below grade parking stalls from 36 to 43 stalls, and ensuring the proposed Victoria Avenue pick up/drop off zone does not conflict with the existing pedestrian cross walk.

2. Met with **Oak Bay Engineering** *(Dave Marshall - Director of Engineering)* to review the application. Mr. Marshall was supportive of both the proposed pick up/drop off along Victoria Avenue, as well as the addition of underground parking with a secondary pick up/drop off. Consideration of a Falkland access was raised by Mr. Marshall and as a result this potential was included as an option in the Parking and Traffic Review. *(This option is not however part of our revised application, as the traffic study noted that it would alter traffic patterns on Falkland Road, and recommends maintaining traffic patterns to and from a collector road (Victoria Avenue).*

3. The establishment of a **Neighborhood Relations Committee** which includes Neighbors, Parents, Oak Bay Engineering and the Oak Bay Police Department. The Committee's purpose is to work collaboratively towards drafting a good neighbor agreement that includes short and long term strategies for addressing parking and traffic issues, as well as the development of a **Traffic Management Plan**.

4. The enlistment of the **Commissionaires** to assist in traffic enforcement and management during pick up and drop off times.

5. The Schools attendance at a municipality organized "**Safe Travel Planning**" workshop

We look forward to presenting our revised Variance Request and rationale, and will be requesting that the Development Variance Permit be brought forward to a meeting of council for consideration. We will also be updating the Committee on the ongoing efforts by the School to address the concerns of the Neighborhood in regards to parking and traffic issues.

Yours truly,
MERRICK ARCHITECTURE ▪ BOROWSKI SAKUMOTO FLIGG LTD.

Shaun C. McIntyre
B.ED., M. Arch.
ARCHITECT AIBC, MRAIC, LEED® AP
Managing Associate – Victoria Studio

Encl. Revised Development Permit Variance Application Drawings
c.c. St. Michaels University School Junior School
sm/bb

Boulevard
TRANSPORTATION
a division of Watt Consulting Group

ST. MICHAELS UNIVERSITY SCHOOL
JUNIOR SCHOOL CAMPUS

Parking and Traffic Circulation Review

Prepared for:	**SMUS Junior School**
Prepared by:	**Boulevard Transportation, a division of Watt Consulting Group**
Our File:	**1712**
Date:	**July 2, 2014**

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LIST OF FIGURES

1.0 INTRODUCTION

Boulevard Transportation Group was retained by SMUS Junior School to conduct a parking and traffic circulation study for a proposed redevelopment of the St. Michaels University School – Junior School campus. Of particular consideration is the existing drop-off and pick-up characteristics on the adjacent neighbourhood streets. The study reviewed existing parking and traffic conditions in terms of magnitude of the issue, safety, and operations, and also assessed the expected impact of added school trips due to the facility expansion. A travel survey was conducted to establish travel trends to and from the school by mode. The proposed on-site parking options were reviewed in terms of potential for mitigating on-street drop-off and pick-up activity, and were reviewed from a circulation perspective. Based on the analysis, transportation demand management and site mitigations are considered for the site, and conclusions and recommendations are made.

2.0 BACKGROUND

2.1 School Characteristics and Proposed Expansion

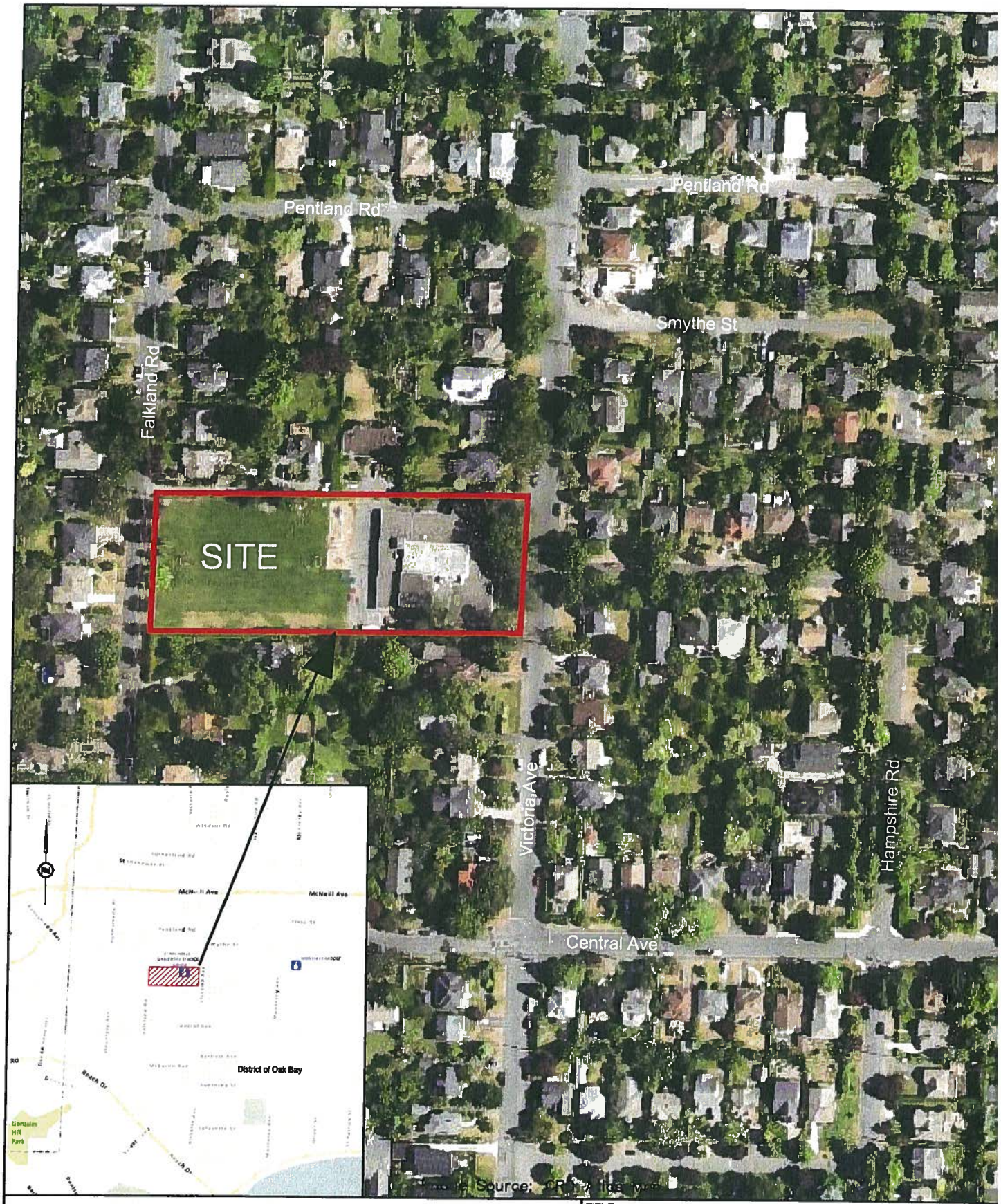
St. Michaels University School – Junior School (SMUS) is a private school (kindergarden to grade 5) that is located at 820 Victoria Ave in Oak Bay. The school has a total enrolment of 185 students. As it is a private school, it attracts students from across the CRD; there is, therefore, a certain percentage of students that necessarily use motorized transportation (e.g. drop-off / pick-up, or school bus).

The proposed re-development will have approximately the same number of students as there are presently, with up to 15 more students. At present, there is on-site parking for staff only, but no on-site area for drop-off or pick-up by parents.

For primary students at SMUS, the start time is 8:15 AM, and for the intermediate students the start time is 8:20 AM. This results in drop-off activity taking place from just before 8:00 AM to approximately 8:30 AM.

Pick-up times are based around the 3:00 PM end of day for primary students, and the 3:15 PM end of day for secondary students. This results in typical pick-up activity from as early as 2:00 PM to 4:00 PM, but with the majority of activity occurring from 2:45 PM to 3:30 PM. The offset start and end times help to spread out drop-off and pick-up behaviour over a longer period, and lessen peak traffic volumes as compared to what they would be if there was only one set start time and end time to the school day.

See **Figure 1** for the school site and study area.



Boulevard TRANSPORTATION

TITLE:

FIGURE 1

STUDY AREA
ST MICHAELS UNIVERSITY JUNIOR SCHOOL

DESIGNED: MJ	DRAWN: mjo	SCALE: NTS
DATE: MAY 16 2014	DRAWING NO: 1712_FIG 1	REV.

2.2 Drop-off / Pick-up Locations

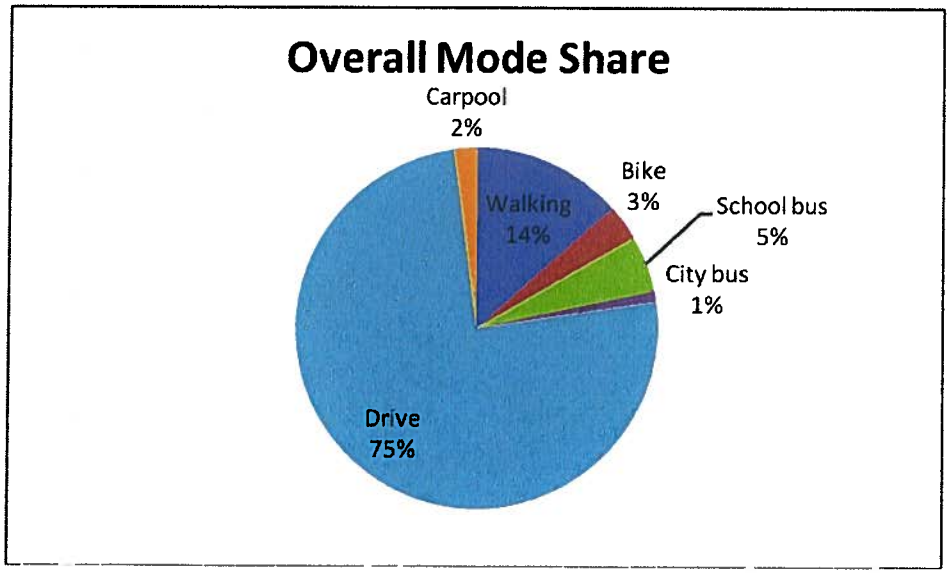
All access to the school is via Victoria Ave, opposite Beaverbrooke St. (Although the school property also abuts Falkland Rd, it is fenced off and access is not possible.) The main areas for drop-off and pick-up are along Victoria Ave and Beaverbrooke St, although spill-over at peak times can occur on Smythe St, Pentland Rd, and Hampshire Rd. There is a "2-Minute Passenger Loading Zone" on the school frontage that can accommodate two cars (or one school bus).

Victoria Ave is on BC Transit Routes 1 and 2.

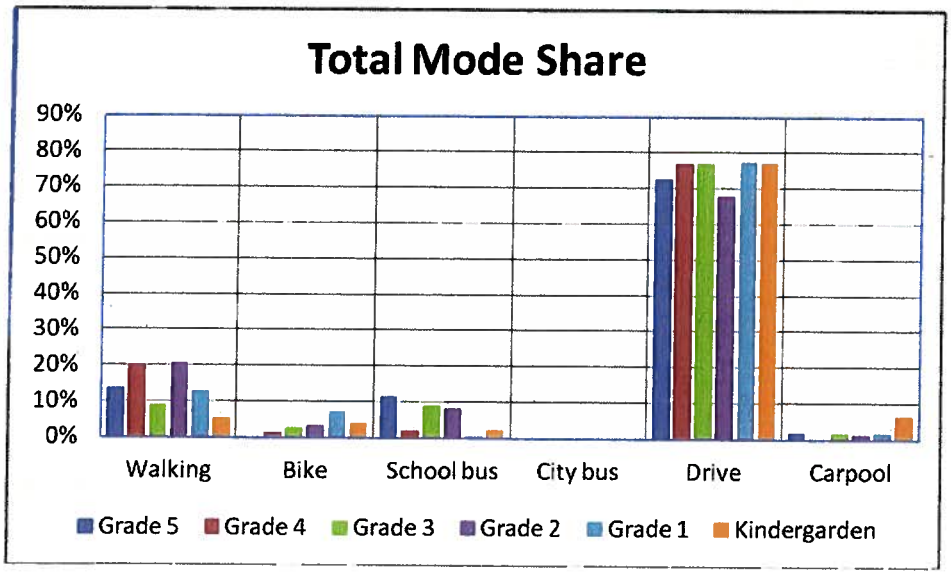
2.3 Travel Modes

A travel survey was conducted to establish travel mode characteristics for students from Kindergarten to Grade 5. This can be used as the basis for establishing the potential traffic and parking impacts of increased students, and also indicate issues and barriers to potentially using alternative travel modes to private vehicle travel. In all 72 surveys were received, providing a good overview of all grades.

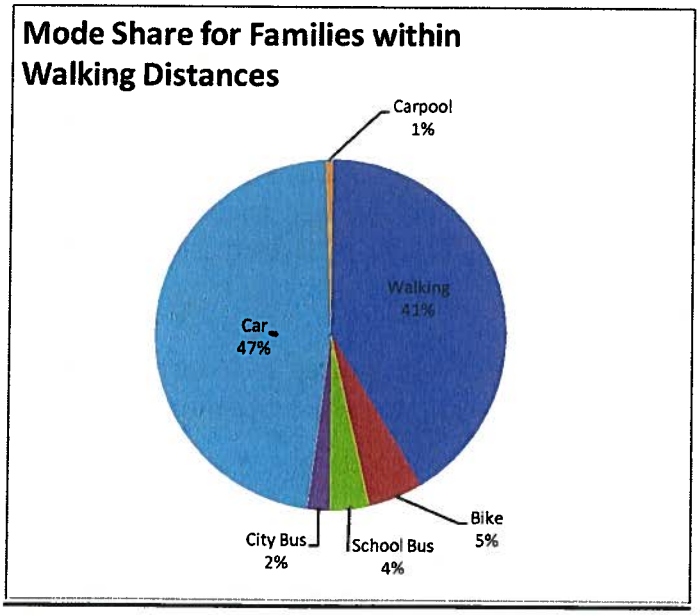
In terms of travel modes to the school, the primary mode is private vehicle drop-off / pick-up, with 75 percent of the mode share. There is some walking, school bus, city bus, cycling, and carpooling.

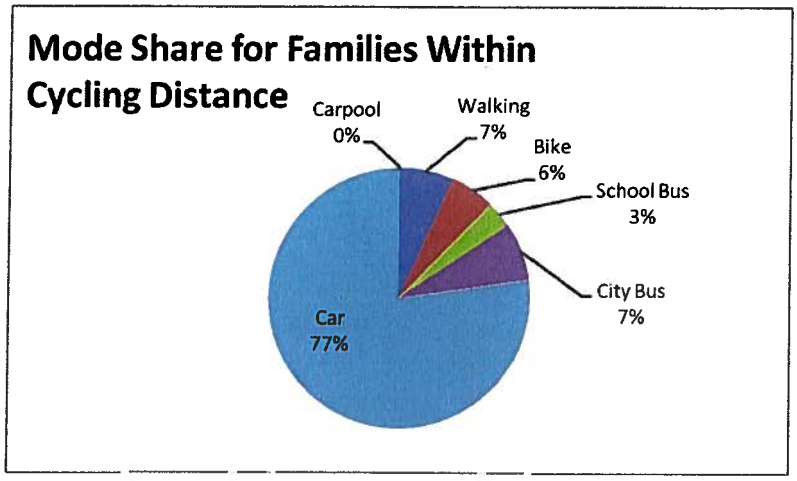


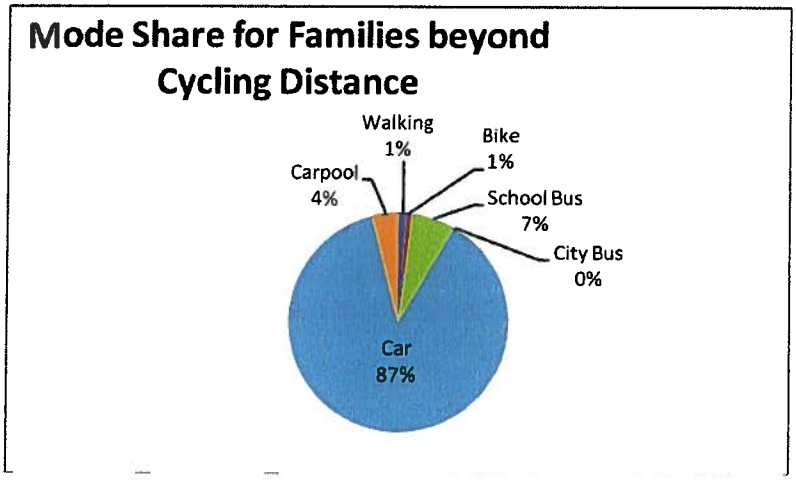
This trend did not vary greatly by the grade of the student.



The greatest factor in the selection of mode was the proximity of the students to the school. For those within walking distance, 41 percent walked to school, and less than half (47 percent) arrived by private vehicle (walking distance was assumed to be within a 20 minute walk). For those within a "cycle-able distance" (assumed to be a 5-15 minute bike, more than a 20 minute walk), there was 77 percent of students being dropped off by car, and this number rose to 87 percent for those located beyond cycling distance.







In terms of measures that parents indicated may encourage modes other than private vehicle, the most frequently cited (by 9 respondents) was development of a carpool system. Other noted considerations (cited by 2 or 3 repsondents) included a friend to walk/bike with, bike safety training, improved sidewalk outside the school, a "walking school bus", less work constraints, and moving closer to the school.

The survey findings indicate that the travel distances involved for many families of students at the school inherently results in a large private automobile mode split.

3.0 SITE CONDITIONS

3.1 General Area Conditions and Characteristics

The school is located in Oak Bay in a residential area on Victoria Ave. Aside from the school, the adjacent neighbourhood is comprised of single family homes. Parking is generally permitted on both sides of the road on adjacent streets (e.g. Victoria Ave, Beaverbrooke St, Smythe St, Hampshire Rd) except for no parking along the school frontage on Victoria Ave. There is a marked and signed crosswalk on Victoria Ave at the north side of Beaverbrooke St. During drop-off and pick-up time periods, a school official serves as a crossing guard at the crosswalk. There is also a commissionaire that patrols the adjacent streets, in particular for parking violations (e.g. parking within a driveway).

There is a sidewalk along the west side of Victoria Ave (between Central Rd and McNeill Rd), and on the north side of Beaverbrooke St.

A school speed zone is in effect along Victoria Ave in the vicinity of the school, with a 30 km/h posted speed between 8am and 5pm.

With the exception of the 2 minute loading zone in front of the school, there are no parking restrictions in the study area.

The school places orange traffic cones on the street at the intersection of Victoria Ave and Beaverbrooke St to help dissuade drop-off / pick-up vehicles from stopping in the exsting no-stopping zones right at the intersection.

Victoria Ave is a wider roadway that allows for two vehicles to pass each other even in the presence of on-street parking. The adjacent streets, however, are narrower in width and generally require one vehicle to pull over to the side if an oncoming vehicle is present, should there be cars parked on both sides of the road. This is true of Beaverbrooke St, Smythe St, and Pentland Rd.

Victoria Ave is not so wide that u-turns are readily accommodated, however they can be undertaken within intersection areas (as there is more pavement area with which to complete a u-turn). This was observed on a few occasions at Victoria Ave and Beaverbrooke St (but in lower volume times just before or after main drop-off / pick-up periods when there was limited school-related activity taking place).

The access to on-site parking for school staff is at the north frontage of the site, but minimial activity was observed to occur (with no operations or safety issues noted). At the south frontage

on Victoria Ave is a driveway that is not for use by vehicles, and is where the majority of cyclists to/from the school accessed the school.

3.2 AM Drop-Off Conditions

Site conditions were observed on Wednesday, June 4, 2014. AM conditions were observed between 7:45 AM and 9:00 AM. The data collection consisted of a traffic count at the intersection of Victoria Ave & Beaverbrooke St, on-street parking observations on adjacent neighbourhood streets (including Victoria Ave, Beaverbrooke St, Hampshire Rd, Smythe Rd and Pentland Rd), and observations of school-related vehicle circulation and driver behaviour.

Circulation and safety-related observations were as follows:

- Several u-turns (many requiring 3-point turns) at the intersection of Victoria Ave & Beaverbrooke St (observed prior to 8:00 AM). A u-turn was also observed at the south bike access driveway (after the main drop-off period, near 8:40 AM)
- Vehicles were observed to slow as they travelled in front of the school
- Some arrival by walking was observed, and one school bus dropped off students in front of the school
- The duration of parking for drop-offs was, in most cases, 10 minutes long or less
- Peak drop-off time was observed at approximately 8:10 to 8:15. Some longer-duration drop-off parking vehicles were observed on Victoria Ave past Pentland Rd
- Several u-turns at driveways on Beaverbrooke St were observed, in one case conflicting with a resident trying to leave their driveway
- Some drop-off was occurring at the south "driveway" (that is the access point used by most cyclists); several cyclists were observed to have their path blocked by such drop-offs that took place in the driveway.
- Some pedestrians to the school observed to cross mid-block (not at the marked / signed crosswalk), particularly from south of the school (south of Beaverbrooke St)

3.3 PM Pick-Up Conditions

PM pick-up conditions were observed on Wednesday, June 4, 2014, from 2:25PM to 4:15PM. It should be noted that there was a special event on at the school on this day, and as a result a large number of pick-up vehicles were already parked by the time the afternoon observations commenced as parents were already at the school. Circulation and safety-related observations were as follows:

- On-street parking was full on Beaverbrooke St and mostly full on Victoria Ave up to Pentland Rd.
- Two cars were parked (rather than stopped) within the two-minute loading zone at 2:30 PM. In general the loading zone was used as short-term during the pick-up period but some vehicles were parked in this zone for 10 or more minutes.
- When the school bus arrived to pick up students, the loading zone area was partially blocked by a vehicle parked in the loading zone (and had to wait several minutes before being able to pull in fully).
- No school-related parking was observed on or south of Central Ave, but was observed on Victoria Rd from Central Ave to north of Pentland Rd, and on Beaverbrooke St, Smythe St, Pentland Rd, and Hampshire Rd
- U-turns by some school vehicles were observed on all of the side street roads (Beaverbrooke St, Smythe St, and Pentland Rd), although only when no other vehicles were present on these low-volume roadways
- Some pick-up vehicles were observed to "circulate", and go back and forth in hopes of a spot opening up closer to the school (but this was limited to 2 or 3 vehicles only where it was clearly a "circulating vehicle). These circulating vehicles were observed to make u-turns on quiet side streets (not on Victoria Ave).
- Despite the lack of a sidewalk along the west side of Victoria Ave, some parents and students were observed to walk along this side of the road if more convenient for where they are parked. In other cases they walked on the roadway itself, on the west side of Victoria Ave
- At peak demand times, "undersized" spots (that were previously not used due to their short length) were taken. This resulted in parked cars encroaching very near to some driveways.
- In one case, a fast pick-up (less than 30 seconds) took place within a private driveway area along Victoria Ave
- Some pick-up parking occurred within the south (bicycle) access, and this blocked some access for cyclists
- No pick-up related traffic congestion issue was observed, in terms of a crush of vehicles arriving and causing congestion or safety issues. (However, parking near the school was effectively at capacity, and there may have been more of an issue had there not been the special event taking place.)

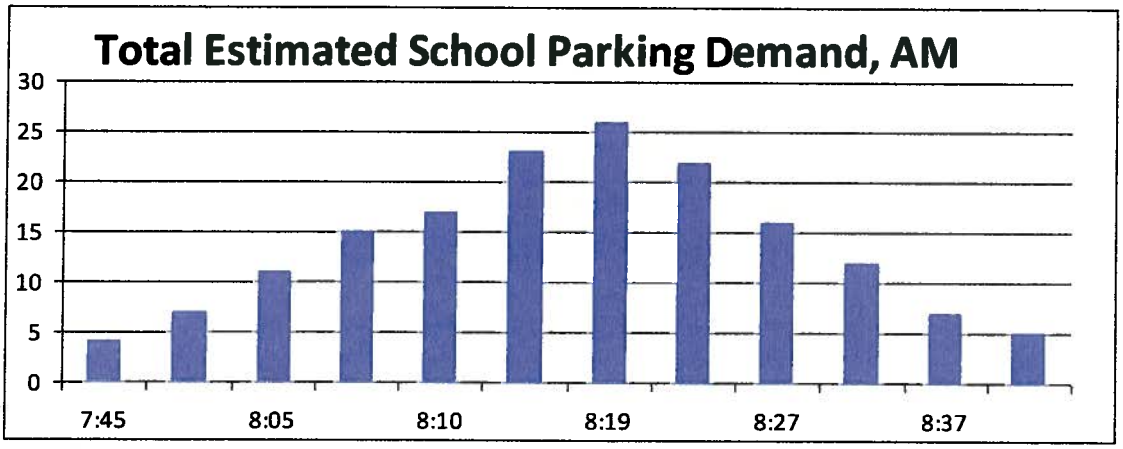
Overall, few safety concerns were observed in the pick-up time frame, particularly related to vehicle / pedestrian or vehicle / vehicle conflicts. The biggest issues were some behaviour that could inconvenience adjacent residents, as related to the demand for on-street parking and for pick-up behaviour that at times impacted some private driveways (e.g. u-turns or parking too close, or even for short periods within the driveway).

3.4 Parking Demand for Drop-off / Pick-up Periods

The existing school-related parking demand was estimated based on in-field counts, that collected on-street parking near the school before, during, and after typical drop-off and pick-up time frames. By comparing the demand for pre-and-post school times with the school activity periods, an estimate of school-based parking on adjacent streets can be developed. Note that parking demand and vehicle trips are not necessarily equivalent, since one parking space may be used for multiple drop-offs or pick-ups.

3.4.1 AM Drop-Off Parking Demand

In the AM, peak drop-off demand was found to be 26 vehicles, at 8:19 AM. The demand was at least 15 vehicles from 8:08 to 8:27. By 8:40 there was only demand for 5 school-based vehicles, and by 8:50 there was effectively no school-based parking demand on-street.



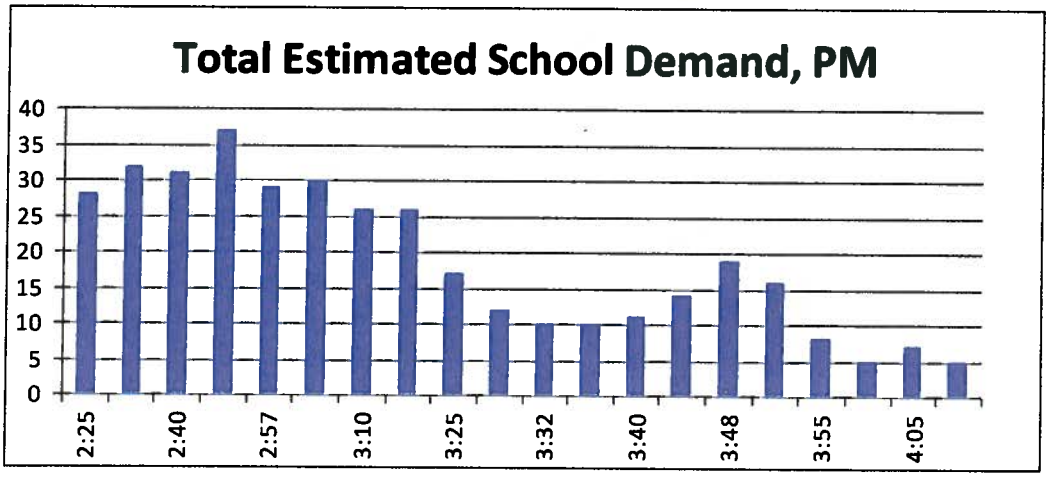
The AM parking demand was concentrated on Victoria Ave between Smythe Rd and Central Rd, and on Beaverbrooke St, with these areas at times being, for brief periods, at capacity.

3.4.2 PM Pick-Up Demand

In the PM, on the day of observations, many parents were at the school all afternoon as part of a function at the school. While this may have lessened the operational impact (of many vehicles arriving within quick succession), it still provided a good representation of peak parking demand.

The total estimated peak parking demand was 37 school-based vehicles, at 2:50 PM. This was a relatively short-peak demand; from 2:30 to 2:40 PM the demand was 32 school-based vehicles, and from 3:00 PM to 3:20 PM the demand was from 30 to 26 school-based vehicles.

After 3:20 PM, the demand fell to 10 vehicles, but did increase to approximately 19 vehicles at 3:50 PM, before dropping to effectively no school-based demand by 4:00 PM.



Of this demand, the majority was on Victoria Ave (between Smythe Rd and Central Ave), and on Beaverbrooke St, although in peak demand periods some parents were parking on other roads such as Hampshire Rd or Victoria Ave north of Smythe Rd.

3.5 Traffic Volumes during Drop-off / Pick-up Periods

Traffic volumes were collected before, during, and after typical drop-off and pick-up periods to establish general and school-period traffic conditions. Turning movements by vehicle type (including cyclists) were collected at Victoria Ave & Beaverbrooke St, as well as at the cyclist access and at the school staff parking lot access. Pedestrian crossings were also counted. The AM peak hour volumes are summarized in Figure 2, and the PM peak hour volumes are summarized in Figure 3. A full breakdown of counts in 15 minute increments can be found in the Appendix.

In the AM, for the peak 15 minute periods of 8:00 to 8:15 and 8:15 to 8:30 (which coincide with drop-off traffic), the total intersection volume counts at Victoria Ave & Beaverbrooke St is approximately double that of the before and after 15 minute windows. (There is slightly less than double the 7:45 to 8:00 AM volume, and slightly more than double the 8:30 to 8:45 AM volume.) While there is effectively a doubling of traffic during peak school drop-off times, no operational issues were observed in terms of delays or queues. Of note is that there are more pedestrians crossing Victoria Ave than there are vehicles on Victoria Ave in the peak hour (both AM and PM). The existing crossing guard operations are therefore important to ensure this pedestrian volume is appropriately accommodated.

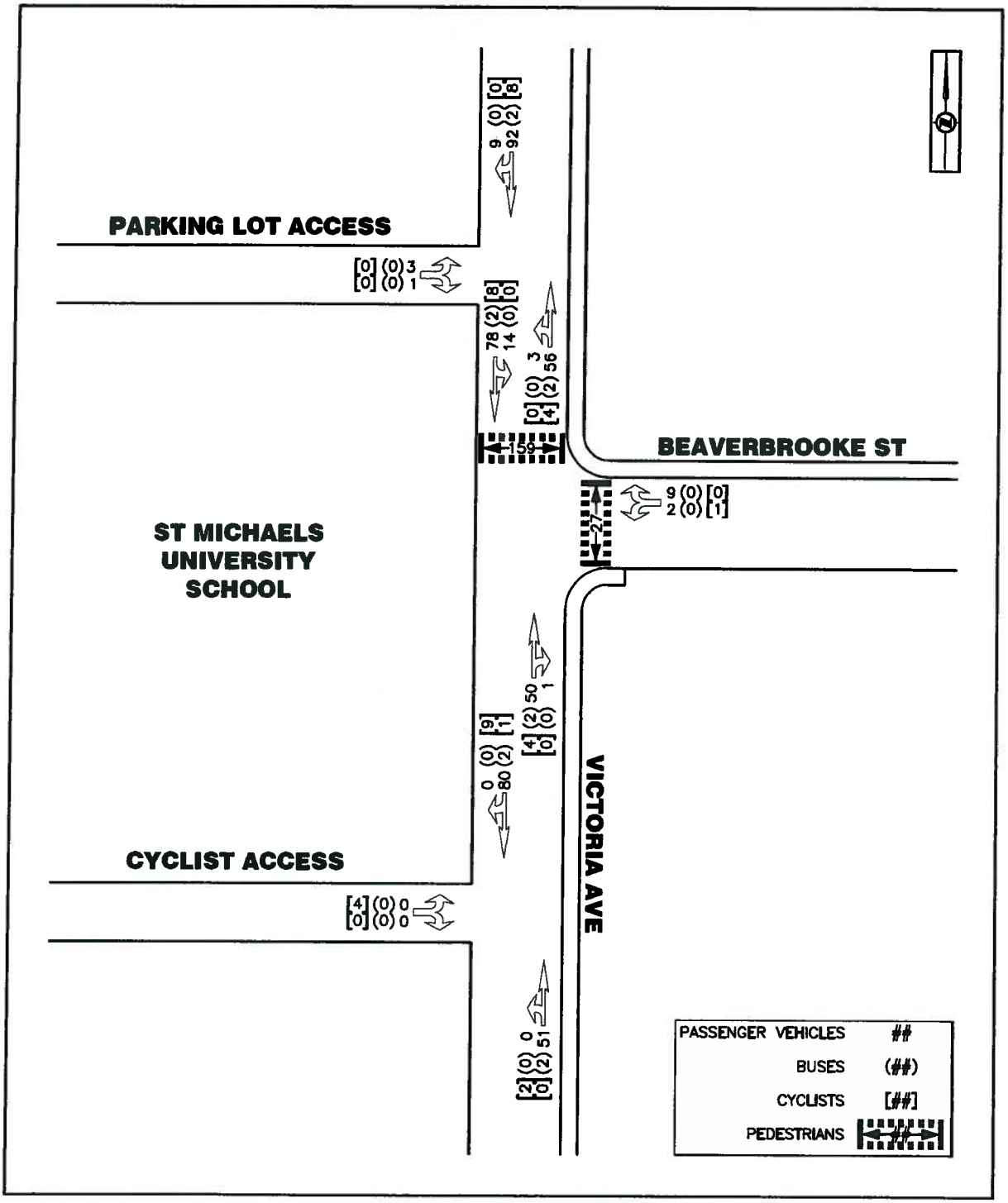


FIGURE 2: AM PEAK HOUR VOLUMES

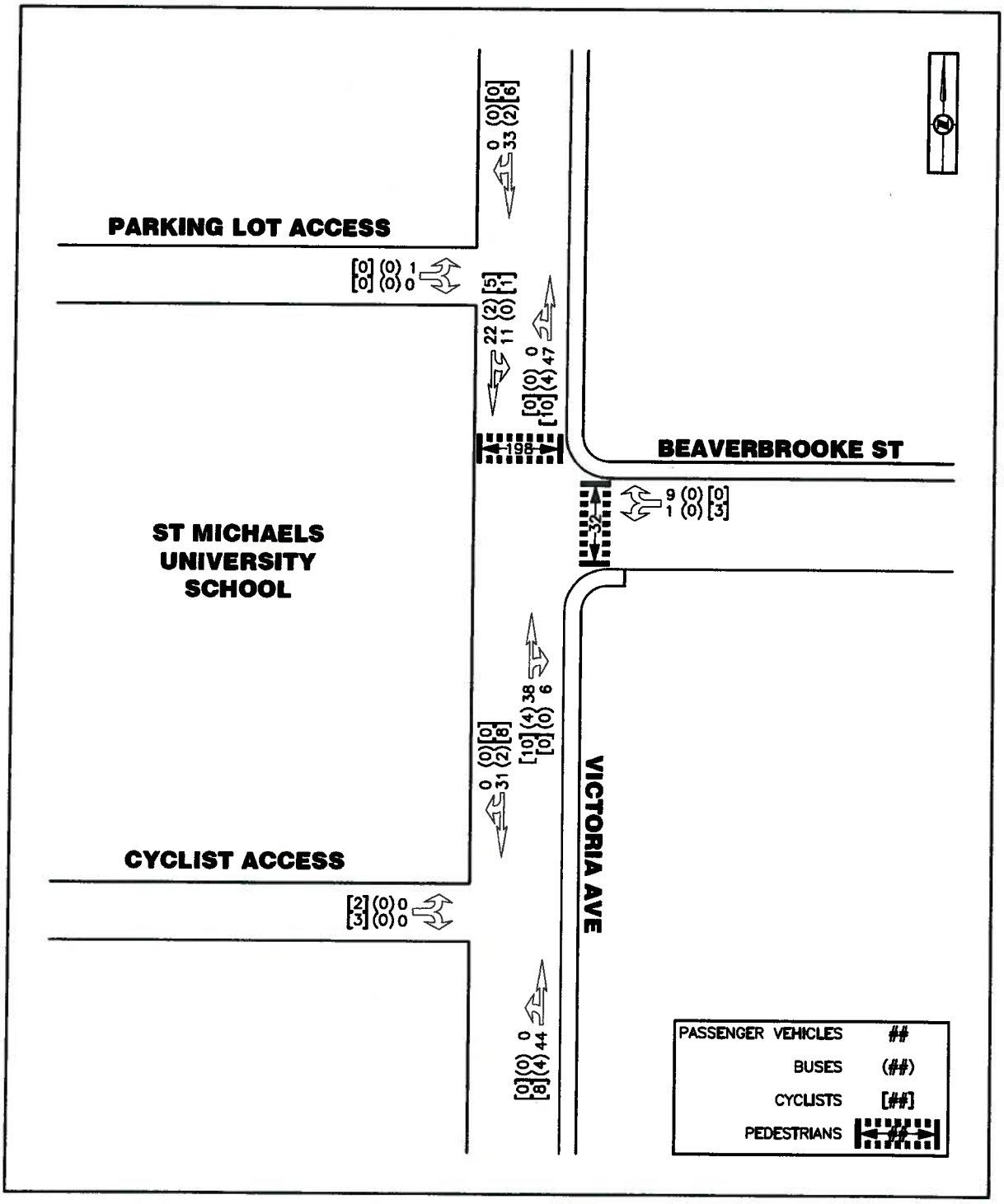


FIGURE 3: PM SCHOOL PEAK HOUR VOLUMES

In the PM, the peak 15 minute periods (during pick-up times) had lower volumes than the AM peak 15 minute periods, and were actually comparable in magnitude to the background AM volumes. This may, however, have been partially a function of the event that occurred on the day of the data collection, where the influx of vehicles arrived over a longer period and at an earlier time. Also, school-based parkers that were already parked prior to 2:30 PM may not have needed to pass through the intersection at Victoria Ave & Beaverbrooke St (by virtue of their parked orientation or street that they were on). Nonetheless, the results indicate that operational concerns in terms of delays or queues were not an issue, and that the volumes are consistent with the collector road nature of Victoria Ave and local road nature of the other area streets, even during school periods.

4.0 POST DEVELOPMENT CONDITIONS

4.1 Traffic Projections

In estimating the potential added vehicular trips (for up to 15 more students) for the proposed school redevelopment, consideration of the existing school trip characteristics is the most appropriate in establishing an appropriate trip rate. The existing peak hour mode split was therefore considered in establishing added site trips.

The travel survey found that 75 percent of students are driven to school, with the rest using other modes (mostly walking, at 14 percent, then school bus at 5 percent and other modes as less than 5 percent). Therefore, there is an existing peak hour generation rate for motor vehicles of 0.75 trips/student. In the case of 15 new students, there would be 12 new pick-up / drop-offs, in total (with 12 inbound and 12 outbound trips at the peak times). These vehicles would likely be disbursed in their arrival / departure patterns (so that there would not be 12 more vehicles at one time, and instead the actual increase in parking demand for drop-off or pick-up would be somewhat less). Based on the PM peak estimated demand (at any one time) of 37 vehicles for 185 students, there is a peak parking demand rate of 0.2 stalls per student. Therefore, 15 new students would add a demand 3 more peak hour parking stalls.

4.2 Parking and Circulation Options

The new site plan has a proposed underground parking that will provide additional on-site parking for the school. There is an assumed 15 stalls that would be required for staff parking (to account for the existing 12-15 stalls behind the school). There are two general concepts for the parkade: an in/out access on Victoria Ave only, and an in (via Victoria Ave) and out (via Falkland Rd) option.

In Option 1 (in/out via Victoria Ave only), 36 stalls could be provided, of which four would be facilitated by pull over in a short-term loading area. (See Figure 4.) This would result in 21 stalls

that could be used by parents, rather than using on-street parking. The AM drop-off traffic would be nearly completely accommodated by this option (80 percent of existing vehicles, or 72 percent of vehicles if 15 new students were added to the school). In the PM, it would accommodate slightly more than 50 percent of the vehicles at the peak time (even with potential new students), and 64 percent of vehicles for most of the peak demand time. The rest would either have to park on-street or wait for an open spot in the underground parking lot, or use the surface level drop-off area. This option, by virtue of having all access/egress via Victoria Rd, would effectively leave the adjacent road area circulation unchanged. It would, however, eliminate any undesirably on-street u-turn behaviour, since this type of manoeuvre would be undertaken in the parking lot.

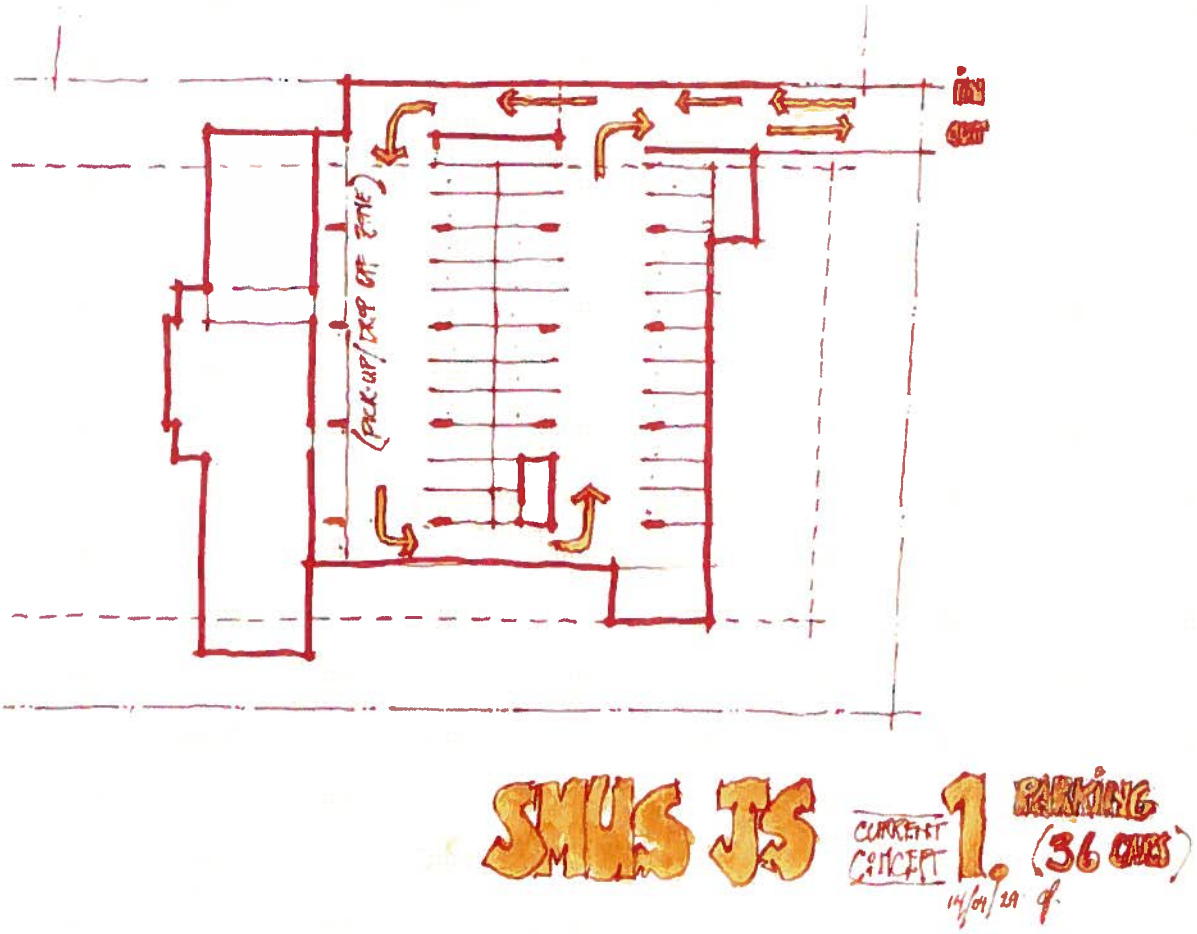


FIGURE 4: PARKING LOT OPTION 1

In Option 2 (in via Victoria Ave, out via Falkland Rd), 44 stalls could be provided (but no pull-over area). (See Figure 5.) This would result in 29 additional spaces that could be used by parents. This would accommodate over 70 percent of demand in the short peak PM time (including any new students), and over 85 percent of demand in most of the PM pick-up period. The AM drop-off period could be entirely handled by this option. This option would, however, result in a change to traffic on Falkland Rd, which is a local road where there is currently no school related traffic. While traffic operations would not likely be an issue in terms of the ability of Falkland Rd to handle the added traffic, it would change the nature of the road during drop-off and pick-up times from what currently exists.

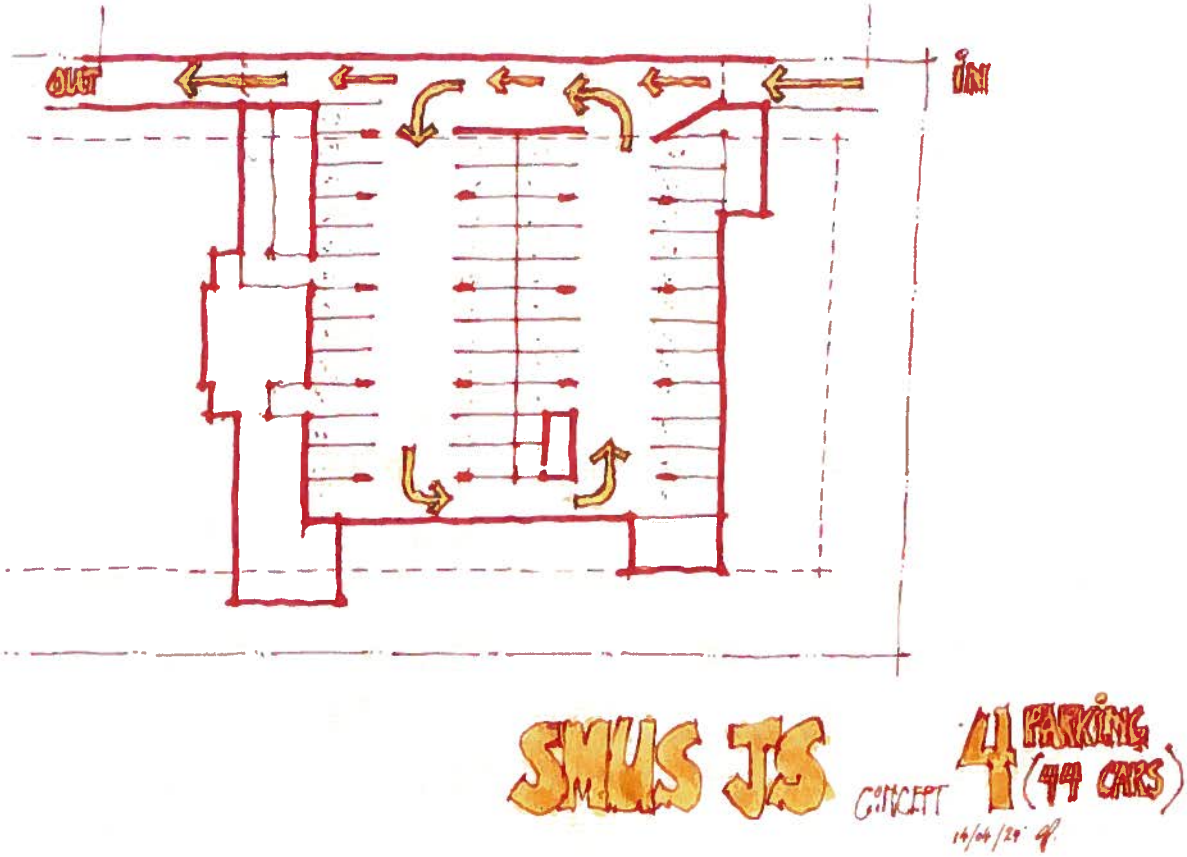


FIGURE 5: PARKING LOT OPTION 2

Both options would benefit the adjacent streets by reducing the on-street parking demand. The trade-off is that Option 1 does not provide as much benefit (generally 70 percent accommodation) but maintains traffic to/from a collector road (Victoria Ave), whereas Option 2

provides more benefit but would alter traffic patterns on Falkland Rd. In both cases, education and monitoring would be required to encourage use of the underground facility.

4.3 Surface Level Loading Zone

An off-street surface level loading zone is proposed as part of the site design, in a one-way southbound loop configuration. This would allow for additional short-term loading in front of the main school doors (with pull-outs for up to 4 vehicles), and would allow for full directional exit movements onto Victoria Ave. This has the benefit of minimizing the need for u-turn movements, as the loop itself effectively provides a u-turn option for drivers. See Figure 6 for the proposed concept.

The greatest concern with this would be that all parents may desire to use this most convenient option that is nearest to the doors, which could result in on-street queues from vehicles that would rather use the surface-level loop than an underground parking area. Monitoring and flagging / directing of parents to use the underground lot if the loop is at capacity is therefore a consideration for peak times.

The second consideration is to ensure that a marked and signed crosswalk across Victoria Ave at Beaverbrooke St remains, to accommodate those that walk or those that may still end up parking on-street. Adequate room between the school bus waiting area and the crosswalk is essential (minimum 5m).

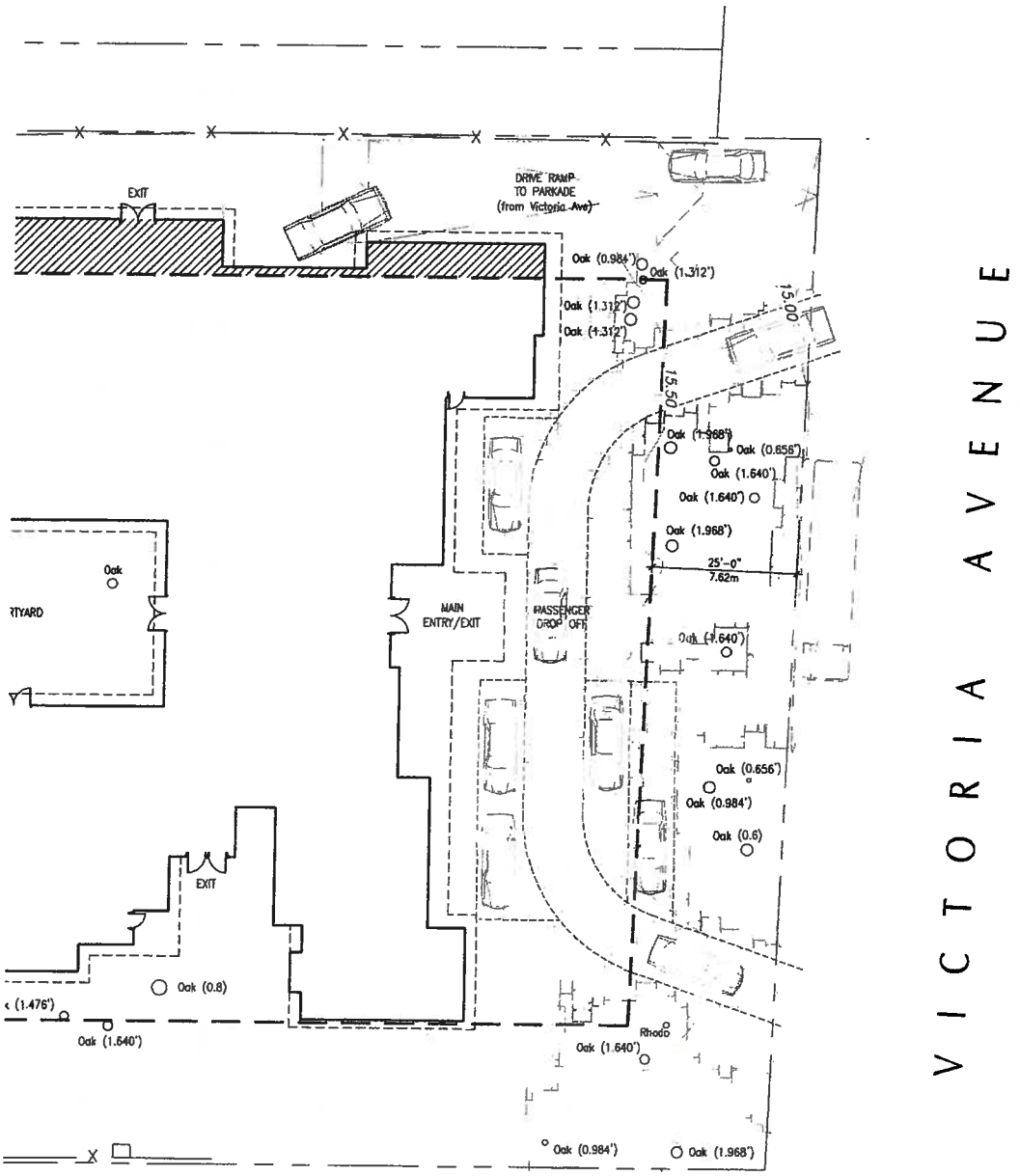


FIGURE 6: PROPOSED DROP-OFF LOOP

5.0 CYCLIST AND PEDESTRIAN ACCOMMODATION

As noted in Section 4.3, the crosswalk across Victoria Ave is a critical design consideration. The access to the parking lot and the drop-off loop must not interfere with the crosswalk design, nor should the school bus waiting area be directly at the crosswalk; at least 5m should be clear between a stopped / waiting school bus and the crosswalk. There was also some pedestrian activity noted along the west side of Victoria Ave, either on-street or on the boulevard. In the longer term, the District of Oak Bay may wish to consider installing sidewalk along the west side of Victoria Ave as part of any roadway redevelopment or upgrade project.

The existing cyclist access was observed to be well-used at the school. The site redesign will allow for underground bike parking, and access via the underground parking driveway.

6.0 ADDITIONAL MITIGATION / TDM MEASURES

The proposed parking options will not fully accommodate all the required peak demand, but will alleviate the existing demand and will improve the situation for nearby residents. Additional mitigation measures that limit the number of vehicle trips could, however, still be considered.

Transportation Demand Management (TDM) can be beneficial in promoting behaviours and sustainable modes that can lessen the traffic impact adjacent to the school site, thereby minimizing conflicts and safety concerns while also potentially minimizing the vehicle footprint overall. In the context of the SMUS Junior School, it can mean the promotion of alternate modes. Although there is some limit

The following measures can be effective:

- Enact a TDM initiative
  - Walking / cycling (while the school has limitations on the maximum shift in usage to walking and cycling, these modes should still be encouraged and promoted by the school as possible).
  - Encourage / promote carpooling, as well as transit
- Enact / enhance a Safe Routes to School / walking school bus program
- Education program for parents, on where / how best to handle pickups, drop-offs, or carpooling / bus options. The program should also identify reasons why the alternatives should be used, including safety, impacts on neighbours, and benefits of sustainable modes. This may take the form of a newsletter, or even an "education event" whereby parents picking up or dropping off are approached with info about preferred and recommended options.

No other off-site (or on-site) mitigations were identified as being a strong consideration (e.g. no additional signage or design options need to be considered beyond those as part of the school redevelopment).

7.0 CONCLUSIONS

The following conclusions are made regarding the parking and circulation assessment for the St. Michaels University School – Junior School campus.

In terms of travel modes to/from the site, private vehicle is the main mode with 75 percent of all trips (similar for all grades). As many of the students reside outside of a walkable or bikeable distance, it may be difficult to alter this number unless increased carpooling or bus travel is promoted (school bus and/or transit).

Parking and traffic counts were conducted during drop-off and pick-up time periods. The peak school-related parking demand was estimated to be 37 vehicles at any one time (for approximately 5 minutes in the PM pick-up period), but generally 30 vehicles or less in the PM and 26 vehicles or less in the AM. Traffic volumes were found to be highest during the 15-minute peak AM drop-off period (approximately double the off-peak AM period), although this volume likely also includes non-school related peak hour traffic. The PM peak traffic was lower than the AM traffic, and was generally consistent in magnitude with off-peak AM 15-minute time frames. There were no significant operational issues related to traffic volumes. In terms of undesirable or unsafe behaviour, there were some instances observed, such as u-turns mid-block or within an intersection (although only during quieter periods), vehicles dropping off or picking up within private driveways or the cyclist access, and some mid-block ("j-walking") crossings on Victoria Ave south of the school. There were a few (one or two) vehicles observed to circulate in hopes of getting in a closer parking stall. In general, however, driver behaviour was not observed to be a safety issue (e.g. slow speeds, expectation to slow or stop for parents and students, etc).

The potential for 15 extra students with the redevelopment was assessed in terms of parking and traffic impact. A peak parking demand increase of 3 stalls is expected (based on the existing school parking demand characteristics on a per-student basis). Overall, 15 students would result in 12 more vehicle trips to and from the school.

Two parking lot options were considered as part of this review: Option 1, with access via Victoria Ave only (with 36 stalls), and Option 2, with access in via Victoria Ave and access out via Falkland Rd (with 44 stalls). Both options are effective at reducing the on-street demand for parking. Option 1 would in general accommodate at least 70 percent of the school drop-off / pick-up demand (except for the 5-minute afternoon peak, where it would accommodate just over

50 percent of the demand). Option 2 would accommodate more than 70 percent of the peak 5 minute demand and over 85 percent of general pick-up demand (and all of the AM demand). Option 1 has the benefit of maintaining traffic patterns, and by promoting the use of a collector road (Victoria Ave) as the main access / egress. In both cases, education and monitoring would be required to ensure proper uptake of the parkade.

Accommodating pedestrians and cyclists will be important for the redesign, in particular ensuring proper spacing and clearance of parked vehicles from the marked / signed crosswalk across Victoria Ave.

Additional measures that could be considered are TDM measures that can reduce private vehicle trips. Potential measures include promoting walking / cycling and enacting / enhancing a Safe Routes to School program, encouraging / promoting carpooling and bus ridership options, and enacting education programs for parents on desired behaviour.

8.0 RECOMMENDATIONS

The following is recommended as part of the SMUS Junior School redevelopment:

- Incorporate the Option 1 parking lot into the redevelopment
- Ensure the design does not impact the crosswalk across Victoria Ave (and that there is adequate space between bus storage areas and the crosswalk, at least 5m)
- Enact the following measures:
    - Promote walking / cycling and enact / enhance a Safe Routes to School program
    - Encourage / promote carpooling and bus ridership options
    - Enact an education program for parents on desired parking / circulation behaviour
- In the longer term, the District of Oak Bay should consider adding sidewalks to the west side of Victoria Ave as part of any road upgrade projects.

APPENDIX A: TRAFFIC COUNTS

Intersection Turning Movement Count Summary

N/S Street: Victoria Ave
E/W Street: Beaverbrooke St / School Driveway
LOCATION: Oak Bay
DATE: 04-Jun-14
WEATHER: Sunny
JOB # : 1712

Observer: Michael
Notes:

TOTAL HOURS = 2

Speed Limit Major Street:	30 km/h
Speed Limit Minor Street:	30 km/h

Vehicles

TIME		Northbound			Southbound			Eastbound			Westbound			Total	Hourly	Pedestrians			
From	To	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	Volume	Volume	N	S	E	W
14:30	14:45	0	5	1	4	6	0	1	0	0	0	0	2	19		8		0	
14:45	15:00	0	12	4	5	9	0	0	0	0	1	0	2	33		30		5	
15:00	15:15	0	13	1	0	1	0	0	0	0	0	0	0	15		56		9	
15:15	15:30	0	10	0	2	8	0	0	0	0	0	0	5	25	92	48		5	
15:30	15:45	0	9	1	3	12	0	0	0	0	1	0	2	28	101	24		7	
15:45	16:00	0	10	1	5	18	0	0	0	1	0	0	5	40	108	28		6	
16:00	16:15	0	6	0	1	12	0	1	0	0	0	0	1	21	114	4		0	
16:15	16:30													0	89				
Total		0	65	8	20	66	0	2	0	1	2	0	17			198	0	32	0
Peak Hour		0	40	6	11	24	0	1	0	0	1	0	9			142	0	19	0
PHF		0.00	0.77	0.38	0.55	0.67	0.00	0.25	0.00	0.00	0.25	0.00	0.45						

Heavy Vehicles

TIME		Northbound			Southbound			Eastbound			Westbound		
From	To	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT
14:30	14:45	0	0	0	0	0	0	0	0	0	0	0	0
14:45	15:00	0	1	0	0	0	0	0	0	0	0	0	0
15:00	15:15	0	0	0	0	1	0	0	0	0	0	0	0
15:15	15:30	0	1	0	0	0	0	0	0	0	0	0	0
15:30	15:45	0	1	0	0	0	0	0	0	0	0	0	0
15:45	16:00	0	2	0	0	2	0	0	0	0	0	0	0
16:00	16:15	0	0	0	0	0	0	0	0	0	0	0	0
16:15	16:30												
Total		0	5	0	0	3	0	0	0	0	0	0	0
Peak Hour		0	2	0	0	1	0	0	0	0	0	0	0
% Heavy Vehicles		0%	5%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%

Bicycles

TIME		Northbound			Southbound			Eastbound			Westbound		
From	To	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT
14:30	14:45	0	0	0	0	0	1	0	0	0	0	0	0
14:45	15:00	0	0	0	0	0	0	0	0	0	0	1	0
15:00	15:15	0	0	0	0	0	1	0	0	0	0	0	0
15:15	15:30	0	1	0	0	0	0	0	0	0	1	0	0
15:30	15:45	0	2	0	0	3	0	0	0	0	0	0	0
15:45	16:00	0	0	0	1	1	0	2	0	3	0	0	0
16:00	16:15	0	5	0	0	1	0	0	0	0	2	0	0
16:15	16:30												
Total		0	8	0	1	5	2	2	0	3	3	1	0
Peak Hour		0	1	0	0	0	2	0	0	0	1	1	0

Intersection Turning Movement Count Summary

N/S Street: Victoria Ave
E/W Street: Beaverbrooke St / Schoo Access
LOCATION: Oak Bay
DATE: 04-Jun-14
WEATHER: Overcast
JOB # : 1712

TOTAL HOURS = 1.5

Observer: Michael
Notes: **School zone 30km/h**
Vehicles turning into school access at driveway on north end of school.
Bikes turning into school access at driveway on south end of school.

Speed Limit Major Street:	30 km/h
Speed Limit Minor Street:	30 km/h

Vehicles

TIME		Northbound			Southbound			Eastbound			Westbound			Total	Hourly	Pedestrians			
From	To	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	Volume	Volume	N	S	E	W
7:45	8:00	1	18	0	2	9	4	1	0	1	0	0	1	37		10		5	
8:00	8:15	1	11	0	6	30	1	2	0	0	1	0	2	54		75		8	
8:15	8:30	0	12	1	3	34	2	0	0	0	1	0	3	56		64		8	
8:30	8:45	1	8	0	3	7	2	0	0	0	0	0	3	24	171	7		2	
8:45	9:00	0	14	0	3	8	0	0	0	0	0	0	2	27	161	3		4	
9:00	9:15													0	107				
Total		3	63	1	17	88	9	3	0	1	2	0	11			159	0	27	0
Peak Hour		3	49	1	14	80	9	3	0	1	2	0	9			156	0	23	0
PHF		0.75	0.68	0.25	0.58	0.59	0.56	0.38	0.00	0.25	0.50	0.00	0.75						

Heavy Vehicles

TIME		Northbound			Southbound			Eastbound			Westbound		
From	To	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT
7:45	8:00	0	1	0	0	2	0	0	0	0	0	0	0
8:00	8:15	0	1	0	0	1	0	0	0	0	0	0	0
8:15	8:30	0	1	0	0	0	0	0	0	0	0	0	0
8:30	8:45	0	0	0	0	1	0	0	0	0	0	0	0
8:45	9:00	0	3	0	0	0	0	0	0	0	0	0	0
9:00	9:15												
Total		0	6	0	0	4	0	0	0	0	0	0	0
Peak Hour		0	3	0	0	4	0	0	0	0	0	0	0
% Heavy Vehicles		0%	6%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%

Bicycles

TIME		Northbound			Southbound			Eastbound			Westbound		
From	To	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT
7:45	8:00	0	0	0	0	0	2	0	0	0	0	0	0
8:00	8:15	0	0	0	0	0	7	1	0	0	0	0	0
8:15	8:30	2	0	0	0	0	0	1	0	0	0	0	0
8:30	8:45	0	0	0	0	0	0	2	0	0	1	0	0
8:45	9:00	0	0	0	0	1	0	0	0	0	0	0	0
9:00	9:15												
Total		2	0	0	0	1	9	4	0	0	1	0	0
Peak Hour		2	0	0	0	0	9	4	0	0	1	0	0

APPENDIX B: TRAVEL SURVEY

Boulevard TRANSPORTATION

School Travel Planning Survey
St. Michaels University Junior School

St. Michaels University Junior School has been undergoing an expansion phase as part of the Junior School Redevelopment Project. On-site parking and pick up/drop off space on-site are proposed as part of the new school. This survey is being distributed to understand travel habits and issues, which will assist in the review of drop-off/pick-up operations and proposed mitigation strategies.

We appreciate your feedback. Please return the completed survey **to the Junior School Director's Office by June 11, 2014.**

1. How many children from your household currently attend St. Michaels University Junior School?_____

1. a) What grades are they in?_____

2. How close do you live to the school? (Choose one)

- ☐ Within walking and cycling distance (within a 20 minute walk, or 5 minute drive)
- ☐ Beyond walking distance, within cycling distance (approximately 5-15 minute bike, more than a 20 minute walk)
- ☐ Beyond walking and cycling distance

3. In a typical week, how many days do your children use each travel mode to and from school. Please differentiate between seasons (Fall, Winter, Spring) during the school year.

		Walk	Bike	School Bus	City Bus	Driven	Carpool
Fall	To School						
	From School						
Winter	To School						
	From School						
Spring	To School						
	From School						

Please Turn Over.....

Boulevard
TRANSPORTATION

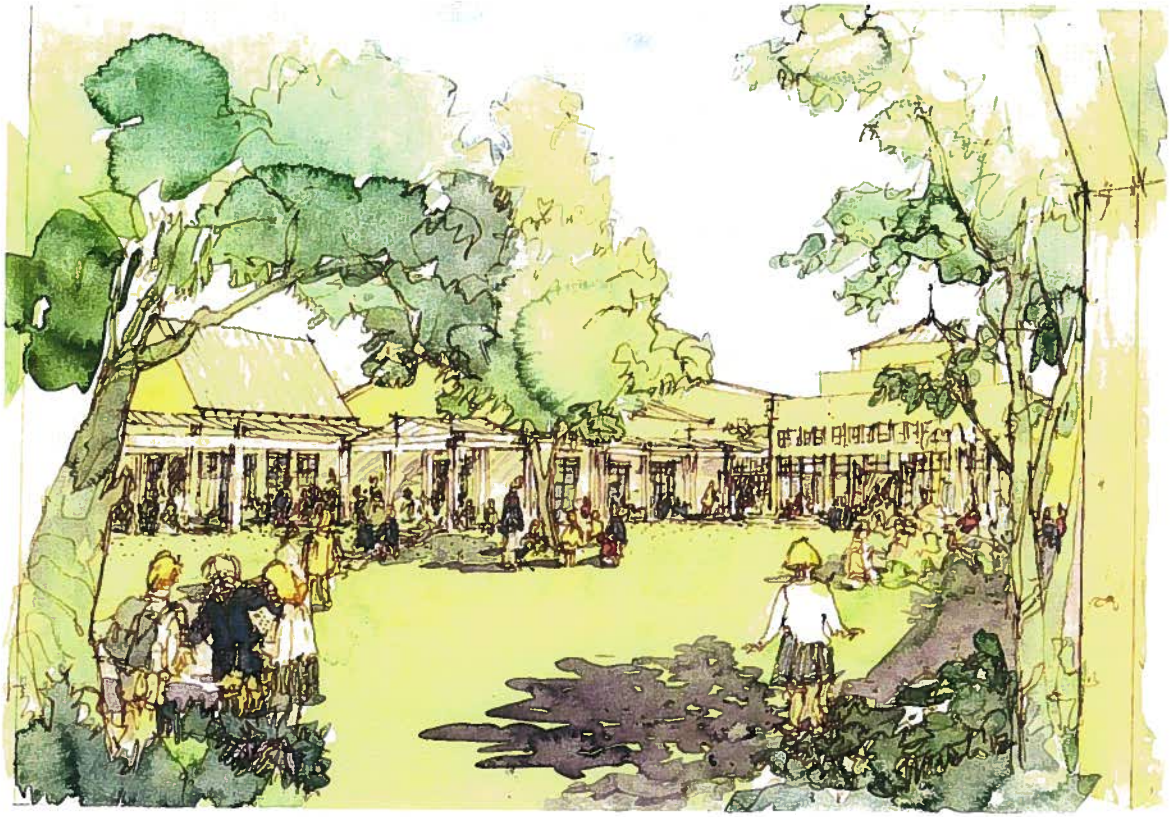
4. What barriers discourage your children to take each mode outlined below to and from school? (If any)

Travel Mode	Barrier
Walk	
Bike	
School Bus	
City Bus	
Carpool	

5. What would enable or encourage your child to walk, cycle, bus or carpool to and from school more often?

6. Please feel free to add any other thoughts or ideas.

Thank you for taking the time to do this survey!



MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG LIMITED

SMUS - Junior School

Development Variance Permit Application
820 Victoria Avenue
Victoria, BC V8S 4N3
For
St. Michaels University School

REVISION 1 - 01 July 2014

St. Michaels University School

CLIENT & CONSULTANT LIST

CLIENT:
ST. MICHAELS UNIVERSITY SCHOOL
3400 RICHMOND ROAD
VICTORIA, BC, V8P 4P5
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FAX: 250 519 7510
CONTACT: MICHAEL MURGATROYD
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MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG LTD.
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PHONE: 250 474 1151
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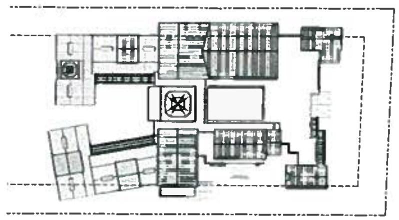
CONTACT: IAN HUGHES
ian.hughes@focus.ca

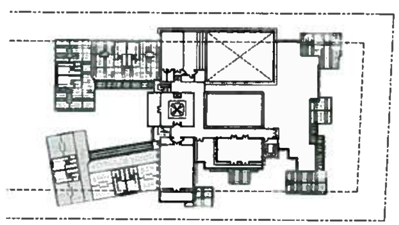
LANDSCAPE:
SMALL AND ROSSELL LANDSCAPE ARCHITECTS
3012 MANZER ROAD RR6
SOOKE, BC, V9Z 0C6
PHONE: 250 642 3967
FAX: 250 642 7001
CONTACT: CAROLE ROSSELL
carole@smallandrossell.com

AREA ANALYSIS

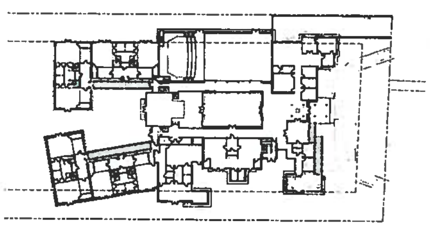
ROOF PLAN



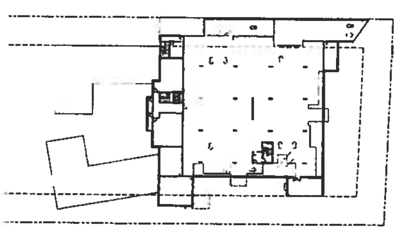
UPPER FLOOR PLAN
6,940 sq.ft.



GRADE FLOOR PLAN
25,874 sq.ft.



BELOW GRADE FLOOR PLAN
20,717 sq.ft.



LONGITUDINAL BUILDING SECTION

ZONING PROJECT DATA

Civic Address: 820 Victoria Avenue, Victoria, BC

Legal Description: Lot 5, Section 22, Victoria District, Plan 74A

Site Area: 86,582 sf (8,044 sm)

Current Zone: P2

Existing Use: Special Institutional
Proposed Use: Special Institutional

Floor Area:

Level 2	6,940 sf
Level 1	25,874 sf
*Below Grade	(20,717 sf)
Total Floor Area	32,814 sf (3,049 sm)

Note: not included in total floor area

Site Area = 86,582 sf

Floor Space Ratio (FSR):
FSR = 32,814 sf / 86,582 sf = 0.38

Site Coverage:
Proposed Site Coverage = 'Coverage'/Site Area
= 25,874 sf/86,582 sf = 29.88%
Max. Allowable Site Coverage = 30%

Average Grade: El. 15.645 m
(calculated in accordance with "Grade" as defined in the Oak Bay Zoning Bylaw.)

Building Height:

	maximum	*proposed*
Highest roof plane at upper level	35.0 ft (10.7m)	34.0 ft (10.36m)

Number of Storeys: 2

Parking:

	required	*proposed*
Car	18 stalls	43 stalls

*Rationale: **Bylaw 4321 - A.7 redirect to A.6*
1 per classroom = 2 classrooms/grade x 5 grades = 10
1 per 5 enrolled children at peak operating capacity = 36/5 = 8

* *Bicycle storage provided in underground parkade*

REQUESTED VARIANCES

Building Setbacks:

	required	*proposed*
Front Yard, East (Victoria Ave)	25 ft (7.62 m)	n/a
Side Yard, South	25 ft (7.62 m)	13 ft (3.96 m) to face of Building
Rear Yard, West (Falkland Rd)	25 ft (7.62 m)	n/a
Side Yard, North	25 ft (7.62 m)	15 ft (4.57 m) to face of Building
Combined Sideyard Setback	72.3 ft (22.04m)	--ft (-.--m)

* *Note: Setbacks are localized only & do not require relaxation across entire site - see sheet A1.03*

BUILDING CODE SUMMARY

BC BUILDING CODE 2012

Site Area: 86,582 sf (8,044 sm)

Building Area: 25,874 sf (2,403 sm) *MAXIMUM 25,880 sf (2,405 sm)

Number of Storeys: Any Height (2 storeys)

Building Classification: Group A2, Assembly
Group F3, Storage

Separation of Occupancies:

Group	A2	F3
A2	-	1hr
F3	1hr	-

Construction Type: Combustible construction.
Fully sprinklered.
Heavy timber roof permitted.
1 hr FRR for floors, supporting load-bearing walls, columns and arches.
1 hr FRR for mezzanines, supporting load-bearing walls, columns and arches.
2 hr FRR separation for exits.

Provisions for Firefighting: Requirements of this section are applicable

DRAWING LIST

ARCHITECTURAL

	COVER SHEET & CONSULTANT LIST
A0.01	PROJECT DATA & DRAWING LIST
A1.01	CONTEXT SITE PLAN & ELEVATIONS
A1.02	SURVEY
A1.03	SITE PLAN
A1.04	EXISTING & PROPOSED BUILDING FOOTPRINT
A2.01	BELOW GRADE FLOOR PLAN
A2.02	GRADE FLOOR PLAN
A2.03	UPPER FLOOR PLAN
A2.04	ROOF PLAN
A3.01	EAST & SOUTH ELEVATIONS
A3.02	WEST & NORTH ELEVATIONS
A4.01	BUILDING SECTIONS
A4.02	BUILDING SECTIONS

LANDSCAPE

L1	LANDSCAPE PLAN
L2	ROOF TOP GARDEN
L3	NORTH PROPERTY LINE TREATMENT

SHADOW STUDIES

SS1	EQUINOX
SS2	SOLSTICE

MERRICK ARCHITECTURE
BOROWSKI
SAKUMOTO
FLIGG
VANCOUVER
VICTORIA

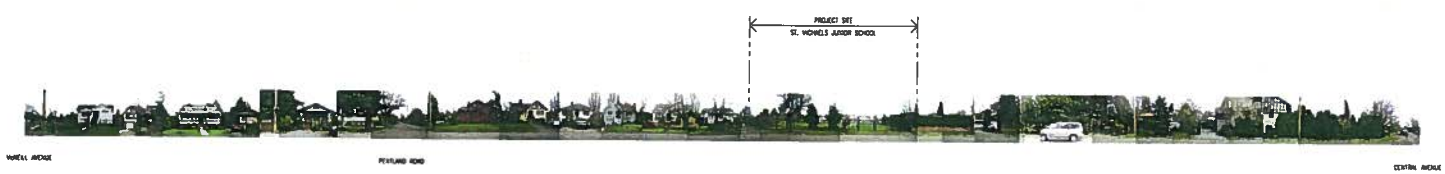
Project
SMUS Junior School
820 Victoria Avenue
Victoria, BC
For
St Michaels University School

Sheet Title
PROJECT DATA

Project Number 1350
Scale AS NOTED
Revision 1
Sheet Number
A0.01

1 AERIAL SITE PLAN A1.01 NTS

2 VICTORIA AVENUE - EAST SIDE A1.01 NTS



3 FALKLAND ROAD - WEST SIDE A1.01 NTS

MERRICK
Merrick Architecture Borowski Sakumoto Fligg Limited

Vancouver

Victoria

Revisions
No. Description Date
1 DVP 30 June 2014

Issue Issue Date
Development Variance Permit 26 Feb 2014

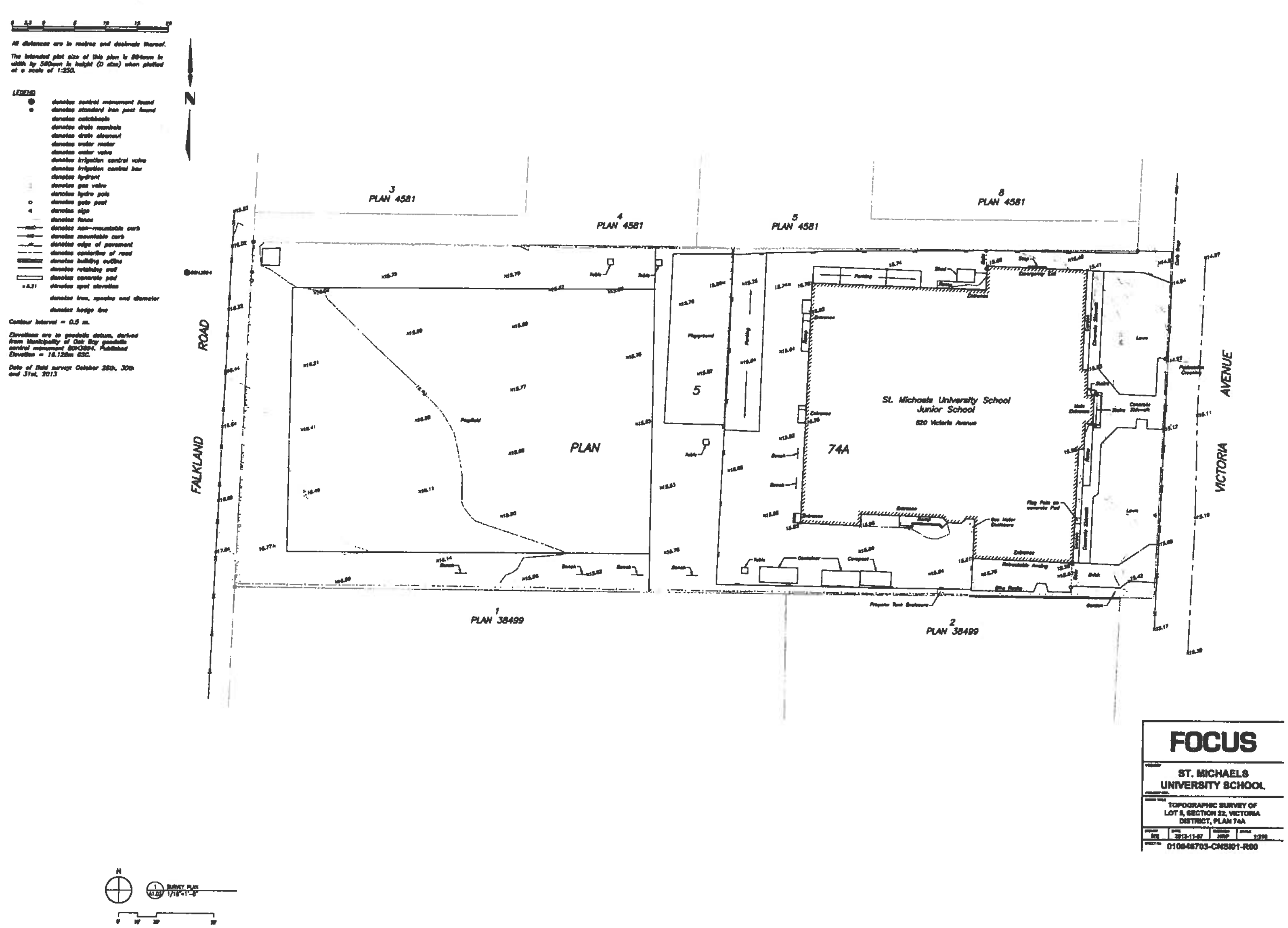
Consultant

Project
SMUS Junior School
Victoria, BC
For
St Michaels University School

Sheet Title
CONTEXT SITE PLAN & ELEVATIONS

Project Number
1320
Scale
AS NOTED

Sheet Number
A1.01



MERRICK ARCHITECTURE BOROWSKI SAKUMOTO FLIGG Limited

VANCOUVER

VICTORIA

Revision No.	Description	Date
1	DVP	30 June 2014

Issue	Issue Date
Client Issue	09 Dec 2013
Development Variance Permit	26 Feb 2014

Consultant

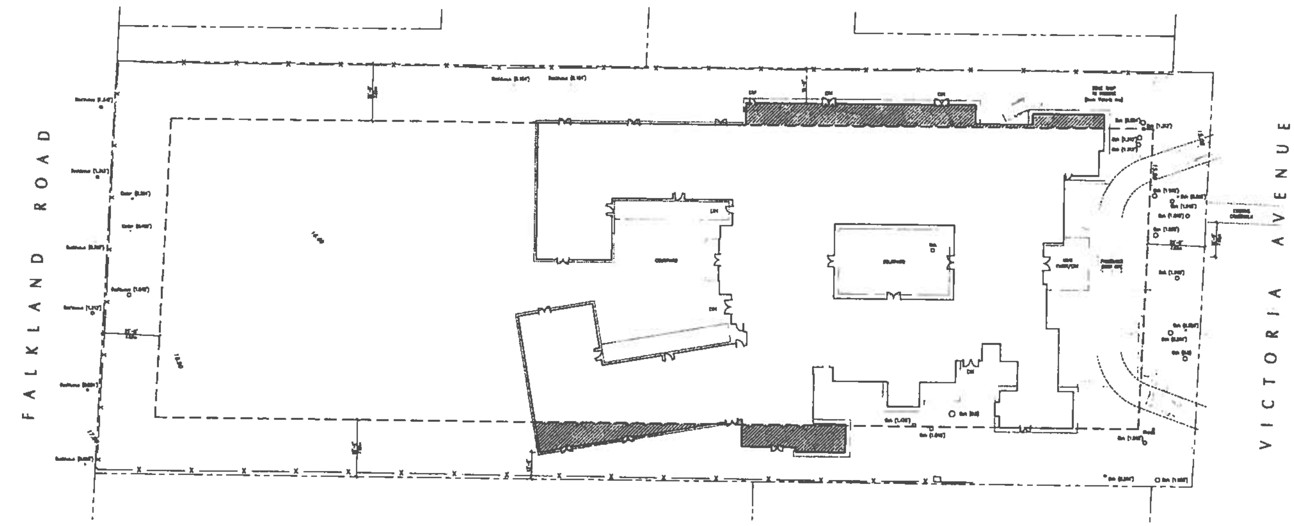
Project
SMUS Junior School
820 Victoria Avenue
Victoria, BC V8S 4N3
For
St Michaels University School

Sheet Title
SURVEY

Drawn By	Checked
JP	BM

Project Number	Scale
1338	AS NOTED

Revision	Sheet Number
1	A1.02



SITE PLAN 1/32" = 1'-0"

MERRICK

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BOROWSKI
SAKUMOTO
FLIGG

VANCOUVER

VICTORIA

Revision No.	Description	Date
1	DVP	[illegible]

Project

SMUS Junior School

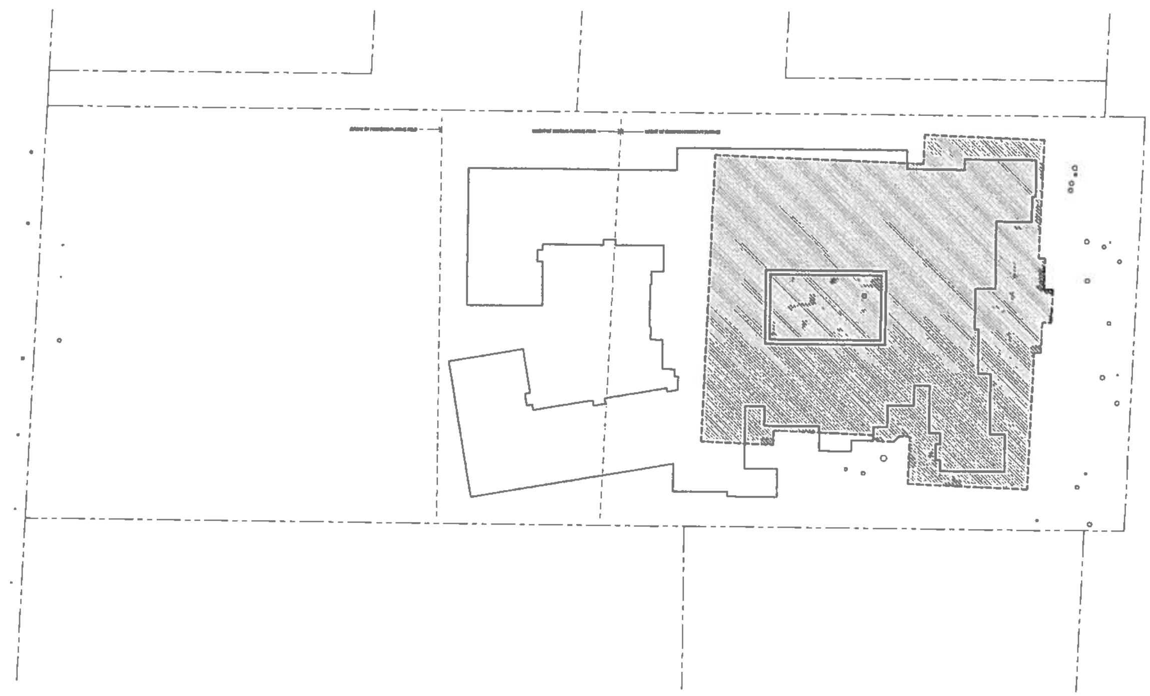
Sheet Title

SITE PLAN

Drawn by	Checked
JP	[illegible]

Project Number	Scale
1130	AS NOTED

Revision	Sheet Number
1	A1.03



PROPOSED BUILDING FOOTPRINT

EXISTING BUILDING FOOTPRINT

MERRICK
MERRICK ARCHITECTURE
BOROWSKI
SAKUMOTO
FLIGG

VANCOUVER

VICTORIA

Revisions

No.	Description	Date
1	DVP	20 June 2014

Issue	Issue Date
Client Issue	09 Dec 2013
Development Variance Permit	20 Feb 2014

Consultant

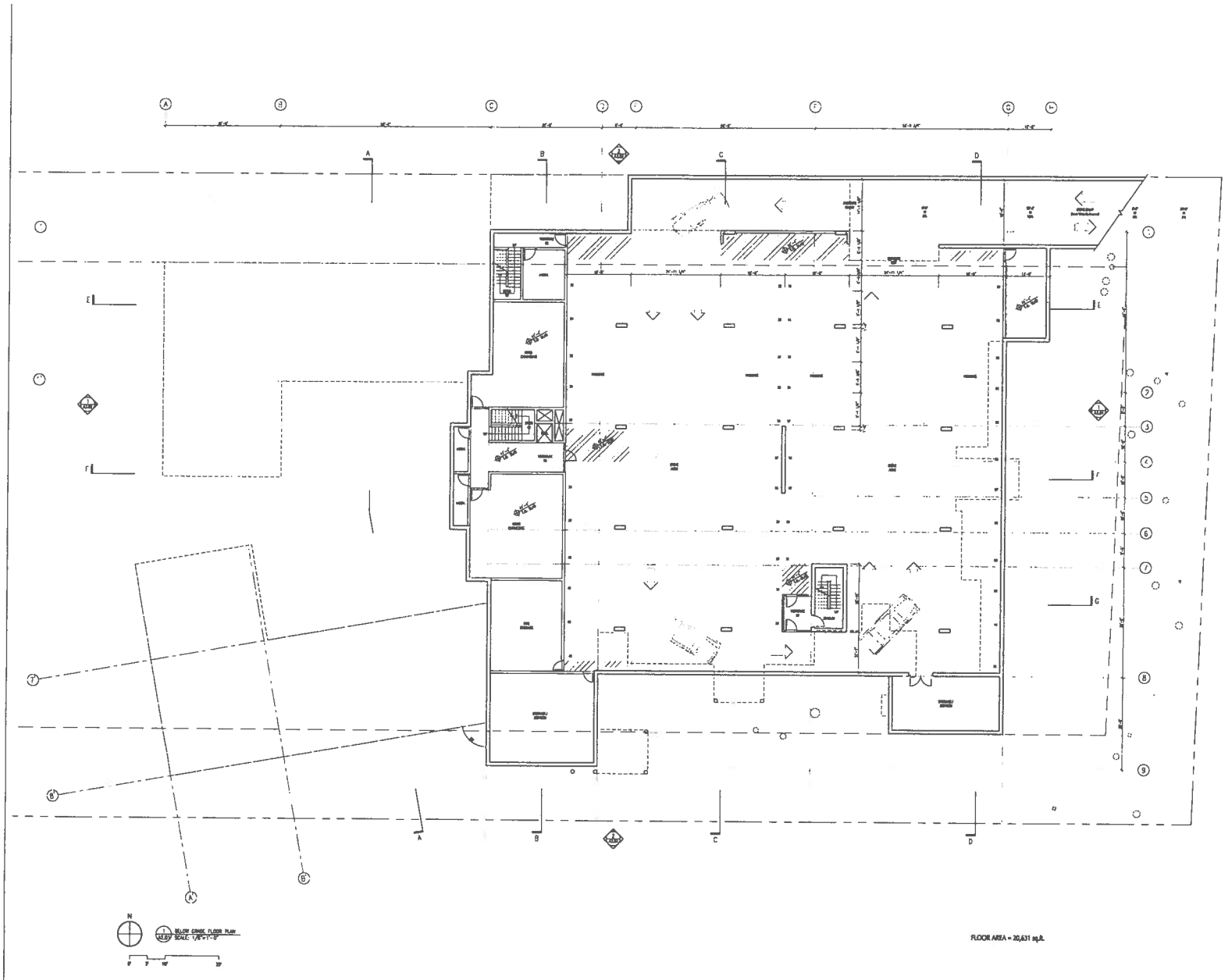
Project
SMUS Junior School

Sheet Title
EXISTING & PROPOSED BUILDING FOOTPRINT

Drawn By	Checked
JF	EM

Project Number	Scale
1320	AS NOTED

Revision	Sheet Number
1	A1.04



1 BELOW GRADE FLOOR PLAN
A2.01 SCALE: 1/8" = 1'-0"

FLOOR AREA = 20,631 sq.ft.

MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG
LIMITED

VANCOUVER
Suite 300
1070 Homer Street
Vancouver BC
V6B 2M9
t 604.683.4151
f 604.683.2253

VICTORIA
10 Bastion Square
Victoria BC
V8W 1H9
t 250.488.7951
f 250.488.2295

Revisions

No.	Description	Date
1	DP	30 June 2014

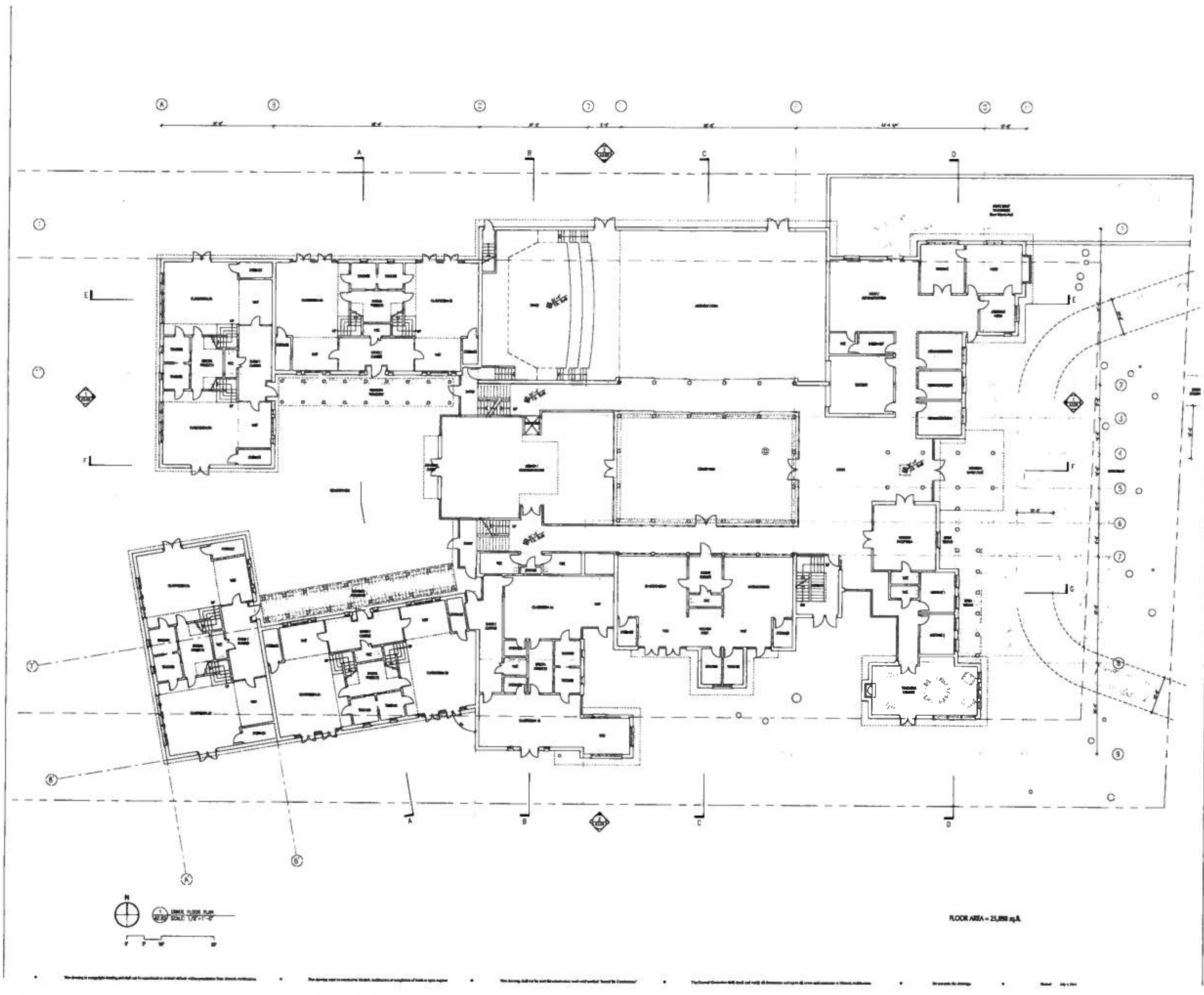
Issue	Issue Date
Client Issue	09 Dec 2013
Development Variance Permit	30 Feb 2014

Consultants

Project
SMUS Junior School
620 Victoria Avenue
Victoria, BC V8S 4N3
For
St Michaels University School

Sheet Title
BELOW GRADE FLOOR PLAN

Drawn By	Checked
JP	RM
Project Number	Scale
1350	AS NOTED
Revision	Sheet Number
1	A2.01



MERRICK

MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG

VANCOUVER

VICTORIA

Revisions

No.	Description	Date
1	DVP	30 June 2014

Issue	Issue Date
Client Issue	09 Dec 2013
Development Variance Permit	28 Feb 2014

Consultant

Project

SMUS Junior School

For

St Michaels University School

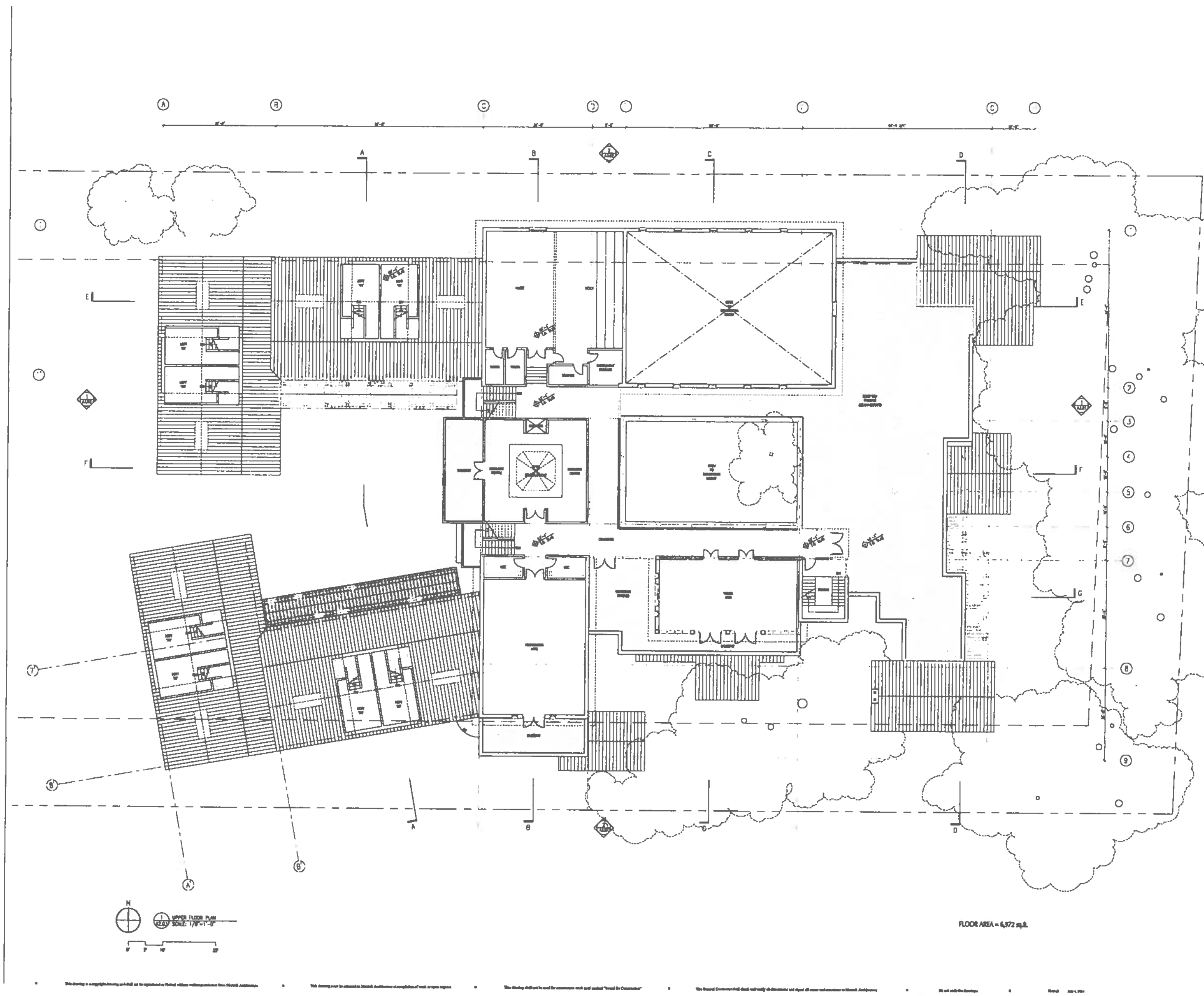
Sheet Title

GRADE FLOOR PLAN

Drawn By	Checked
JP	BM

Project Number	Scale
1320	AS NOTED

Revision	Sheet Number
1	A2.02



MERRICK

MERRICK ARCHITECTURE
BOROWSKI
SAKUMOTO
FLIGG

VANCOUVER

VICTORIA

Revision

1 DVP 30 June 2014

Issue | Issue Date
Client Issue | 09 Dec 2013
Development Variance Permit | 20 Feb 2014

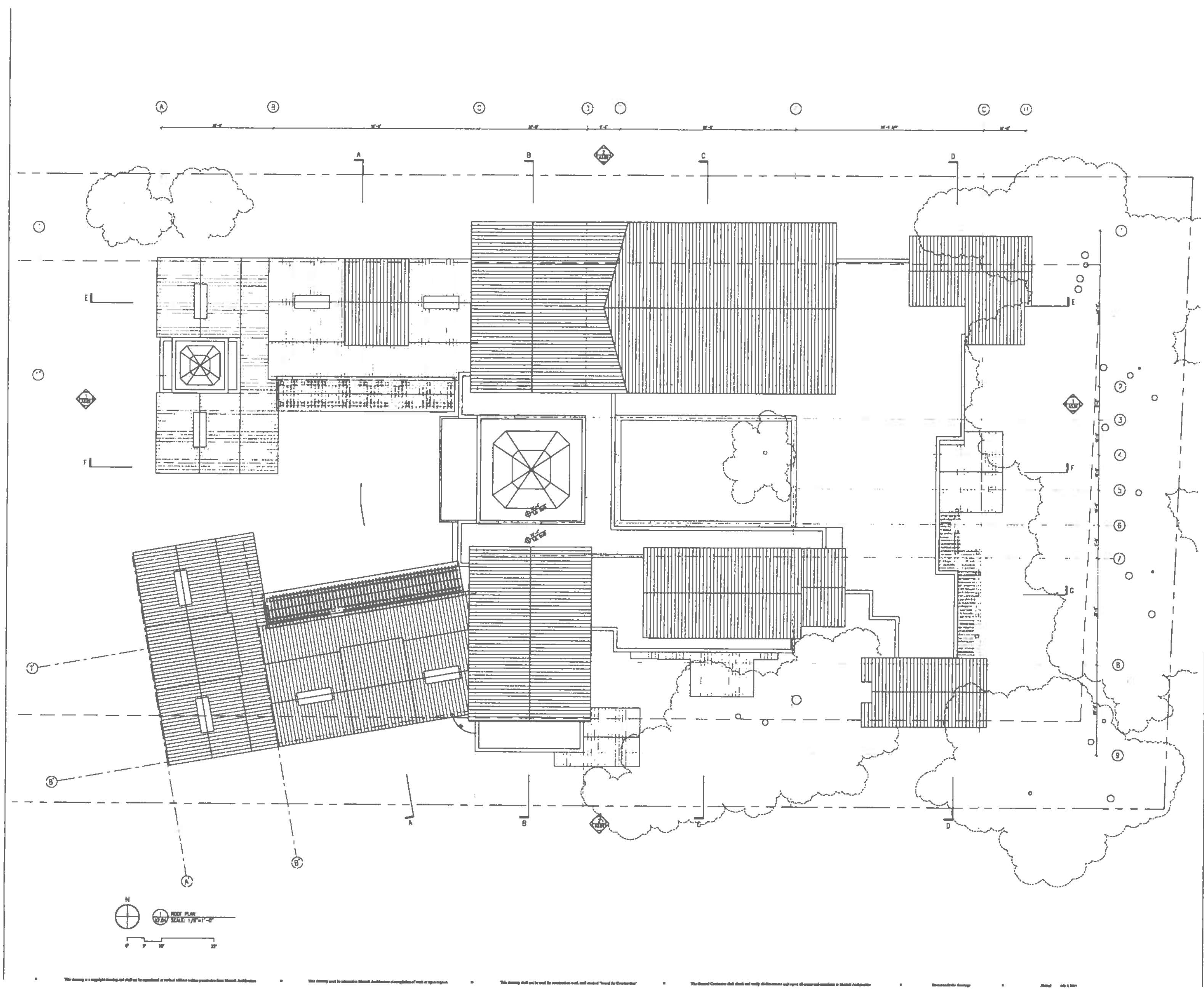
Consultant

Project
SMUS Junior School
Victoria, BC
For
St Michaels University School

Sheet Title
UPPER FLOOR PLAN

Drawn By: JP | Checked: RM
Project Number: 1230 | Scale: AS NOTED
Revision: 1 | Sheet Number:

A2.03



MERRICK
MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG
VANCOUVER
VICTORIA

Revisions

No.	Description	Date
1	DVP	30 June 2014

Issue

Issue	Issue Date
Client Issue	
Development Variance Permit	

Consultant

Project

SMUS Junior School

For

Sheet Title

ROOF PLAN

Drawn By / Checked

Project Number / Scale

AS NOTED

Revision / Sheet Number

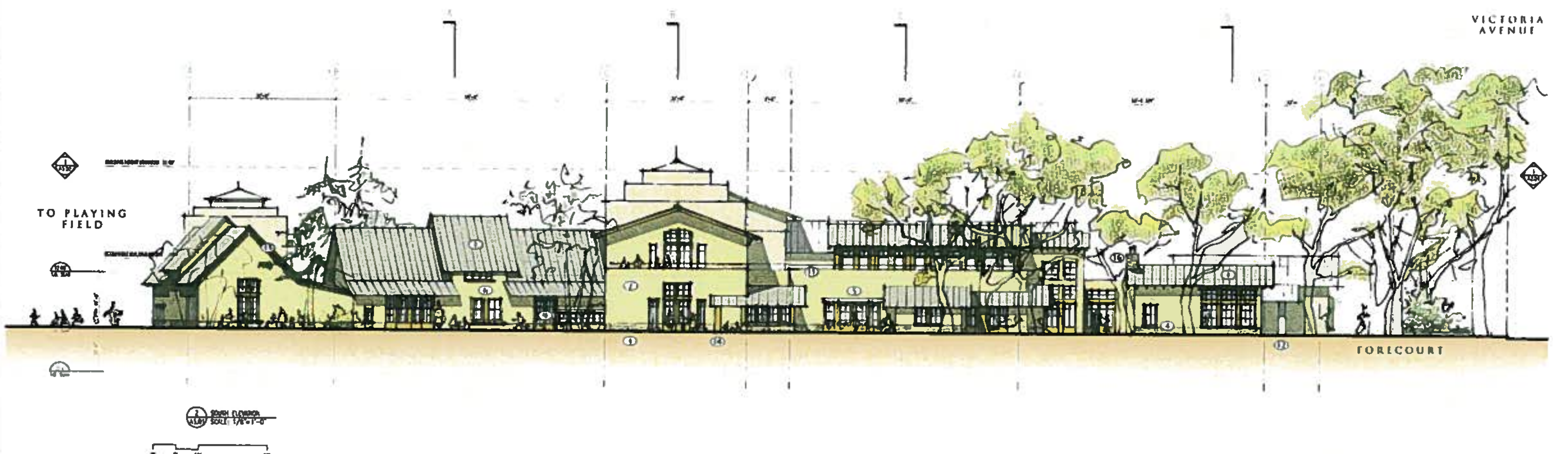
1

A2.04

MATERIALS LEGEND

1. STANDING SEAM METAL ROOF
2. STUCCO w/RAINSCREEN
3. STONE BASE
4. STONE SILL
5. STONE HEADER
6. WOOD / ALUMINUM WINDOWS
7. GLAZED CANOPY
8. GLAZED SKYLIGHT
9. WOOD / ALUMINUM DOOR
10. METAL FLASHING
11. METAL GUARDRAIL w/GLAZED PANEL
12. CONCRETE COLUMN
13. WOOD RAFTER / FASCIA / SOFFIT
14. TIMBER COLUMN
15. TIMBER PERGOLA
16. STONE CHIMNEY
17. CONCRETE

EAST ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

MERRICK ARCHITECTURE
BOROWSKI
SARUMOTO
FLIGG

MERRICK

VANCOUVER

VICTORIA

Project
SMUS Junior School
Victoria Avenue
Victoria, BC
For
St Michaels University School

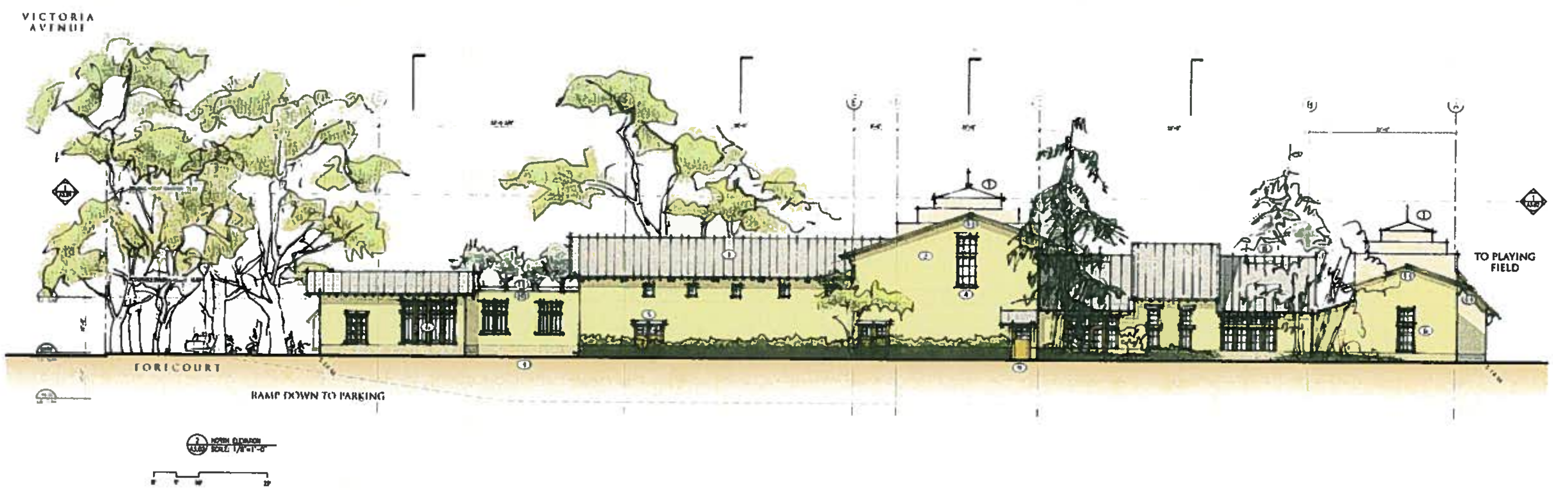
Sheet Title
ELEVATIONS

Drawn by	Checked
JP	SM
Project Number	Scale
1338	AS NOTED
Revision	Sheet Number
—	A3.01

MATERIALS LEGEND

1. STANDING SEAM METAL ROOF
2. STUCCO w/RAINSCREEN
3. STONE BASE
4. STONE SILL
5. STONE HEADER
6. WOOD / ALUMINUM WINDOWS
7. GLAZED CANOPY
8. GLAZED SKYLIGHT
9. WOOD / ALUMINUM DOOR
10. METAL FLASHING
11. METAL GUARDRAIL w/GLAZED PANEL
12. CONCRETE COLUMN
13. WOOD RAFTER / FASCIA / SOFFIT
14. TIMBER COLUMN
15. TIMBER PERGOLA
16. STONE CHIMNEY
17. CONCRETE

1 WEST ELEVATION SCALE: 1/8" = 1'-0"



2 NORTH ELEVATION SCALE: 1/8" = 1'-0"

MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG
Limited

VANCOUVER
Suite 300
570 Homer Street
Vancouver BC
V6B 2W7

VICTORIA
Victoria BC

Revision
No. Description Date
1 DVP July 2, 2014

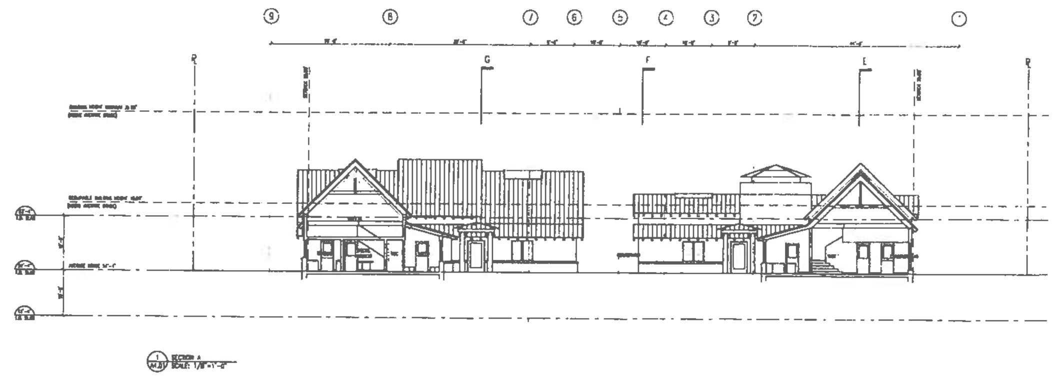
Issue	Issue Date
Client Issue	09 Dec 2013
Development Variance Permit	21 Feb 2014
DVP Revisions	July 2, 2014

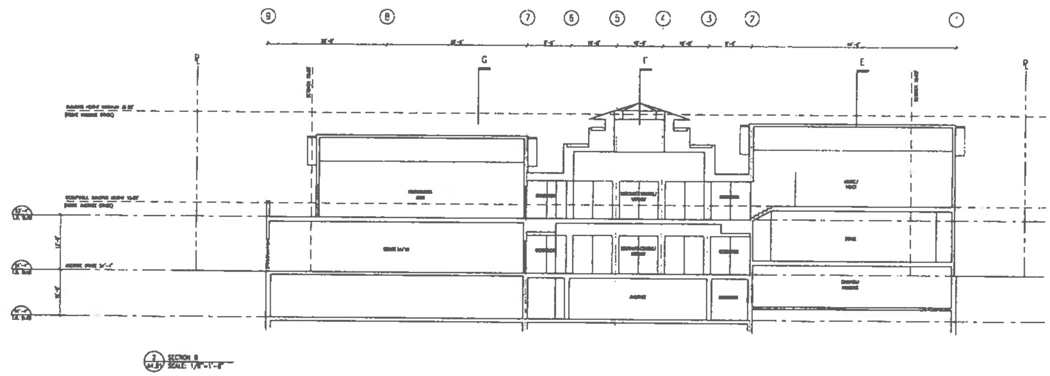
Consultant

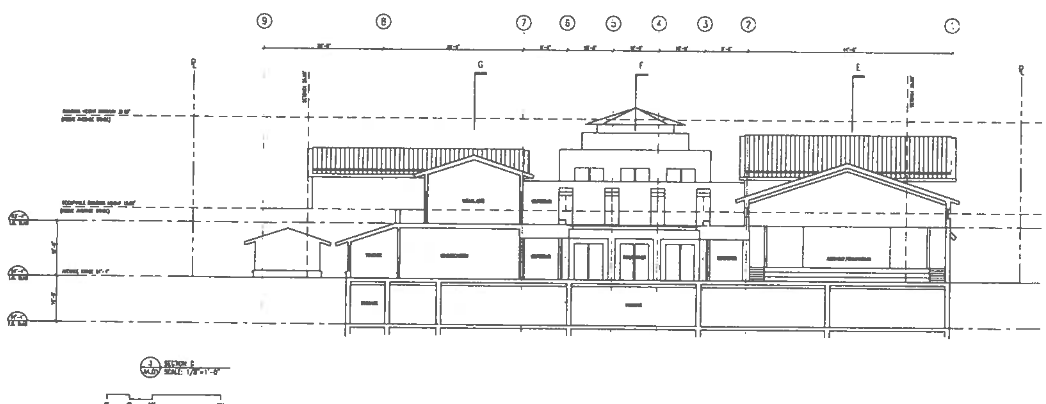
Project
SMUS Junior School
520 Victoria Avenue
Victoria, BC
For
St Michaels University School

Sheet Title
ELEVATIONS

Drawn By: JP Checked: SM
Project Number: 1238 Scale: AS NOTED
Revision: — Sheet Number: A3.02







MERRICK
MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG
LIMITED

VANCOUVER

VICTORIA

Revision
No. Description Date
1 DVP

Issue Issue Date
Client Issue
Development Variance Permit

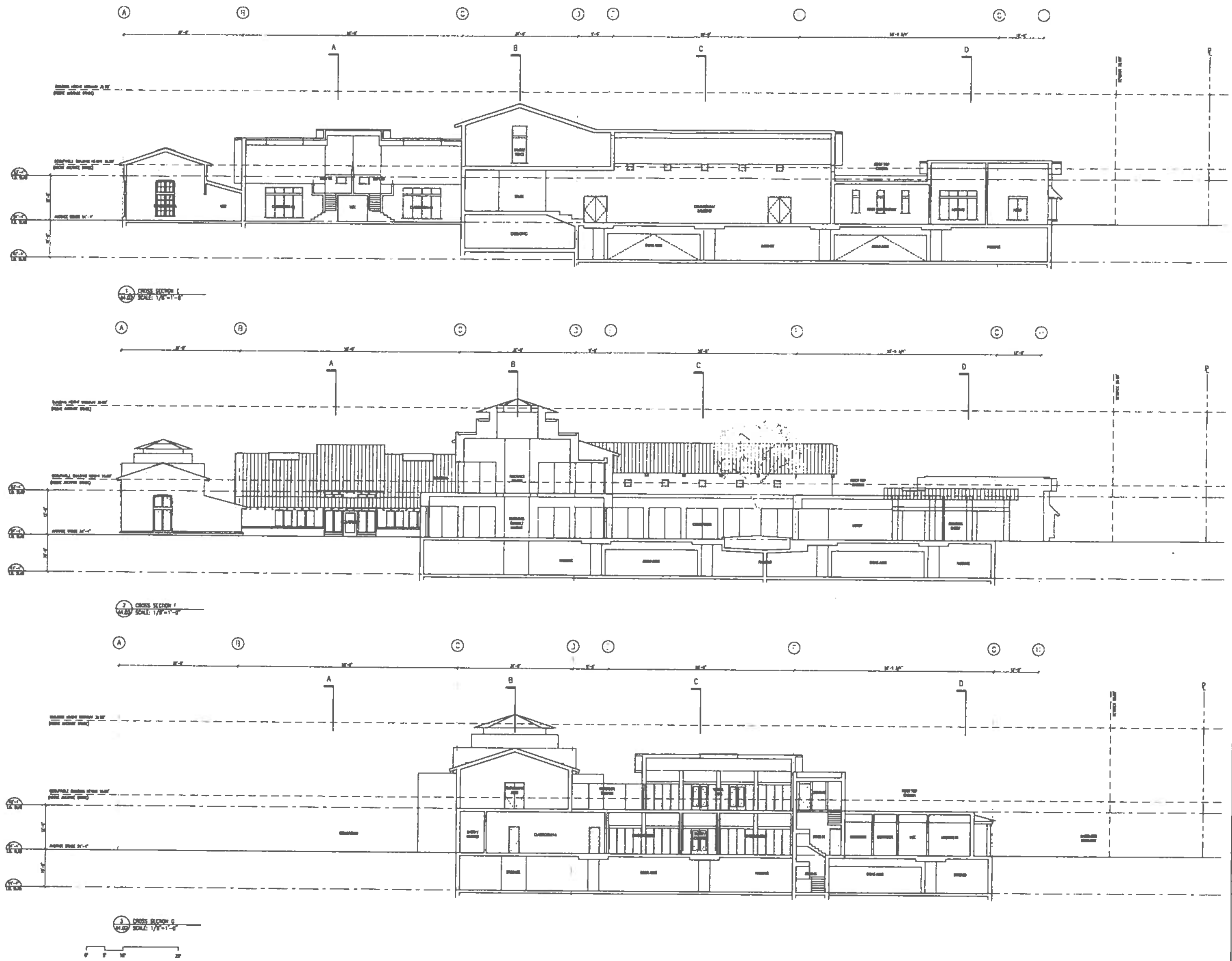
Consultant

Project
SMUS Junior School
For
St. Michaels University School

Sheet Title
SECTIONS

Drawn By JP Checked
Project Number 1350 Scale AS NOTED
Revision 1 Sheet Number

A4.01



MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG
LIMITED

VANCOUVER

VICTORIA

Revision
No. Description Date
1 DVP

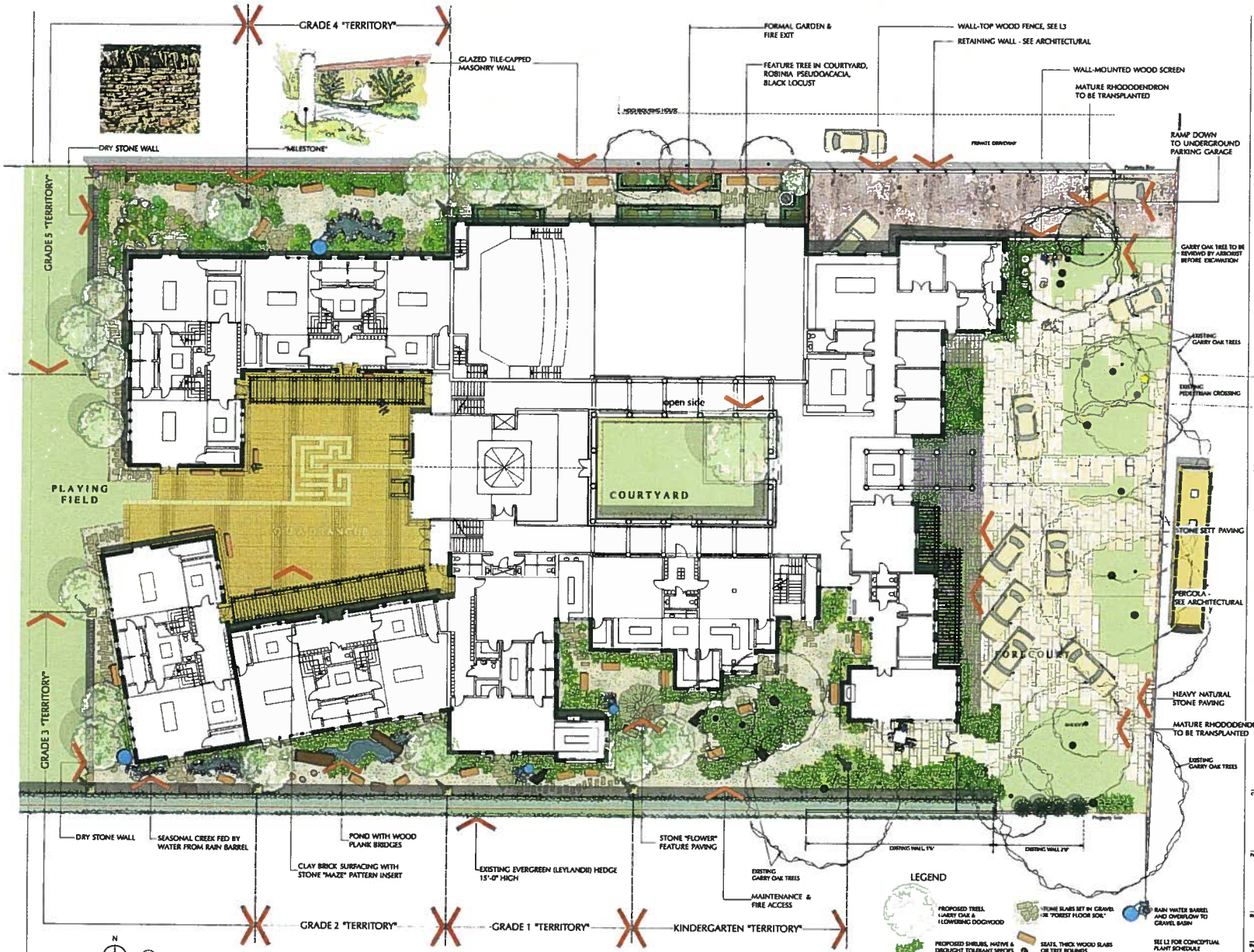
Issue Issue Date
Client Issue
Development Variance Permit

Consultant

Project
SMUS Junior School
For
St Michaels University School

Sheet Title
SECTIONS

Drawn By: JP
Checked
Project Number: 1250
Scale: AS NOTED
Revision: 1
Sheet Number
A4.02



MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG
VANCOUVER
VICTORIA

Key Plan

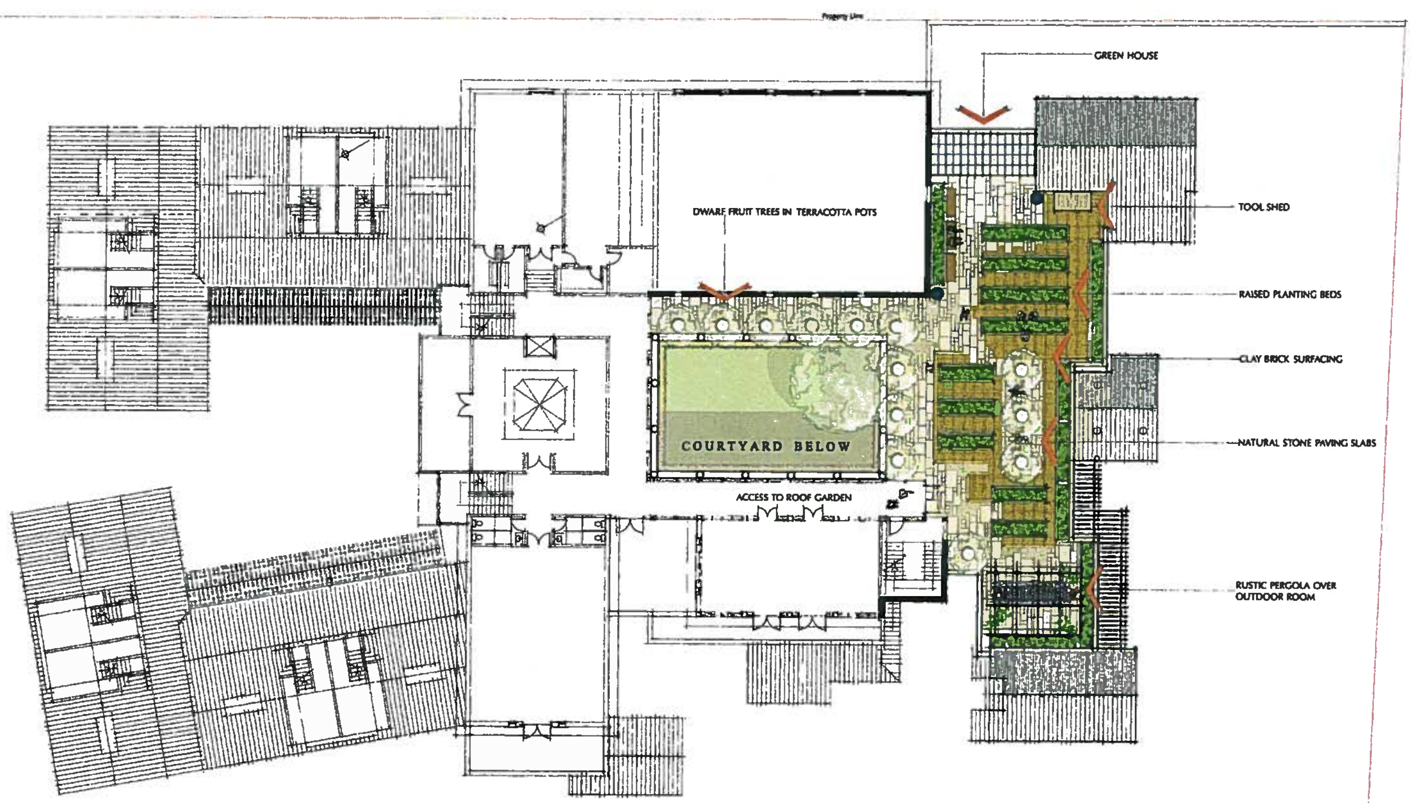
SMALL & ROSSELL LANDSCAPE ARCHITECTS INC.

SMUS Junior School
838 Victoria Ave
Victoria, BC
For
St Michaels University School

LANDSCAPE PLAN

Drawn by: AJE / CAB
Checked: AJE / CAB
Project Number: 1330
Scale: 1/8" = 1'-0"

L1.



N

1 / L-2 ROOF TOP GARDEN
SCALE: 1/8"=1'-0"

LANDSCAPE STANDARDS
THE LANDSCAPE WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH THE PROVISIONS OF THE LATEST EDITION OF THE BC LANDSCAPE STANDARD. LAWN & PLANTINGS SHALL BE IRRIGATED WITH AN AUTOMATED LOW VOLUME UNDERGROUND SYSTEM CONFORMING TO MUNICIPAL PLUMBING CODES.

MERRICK ARCHITECTURE
BOROWSKI
SAKUMOTO
FLIGG

VANCOUVER

VICTORIA

Key Plan

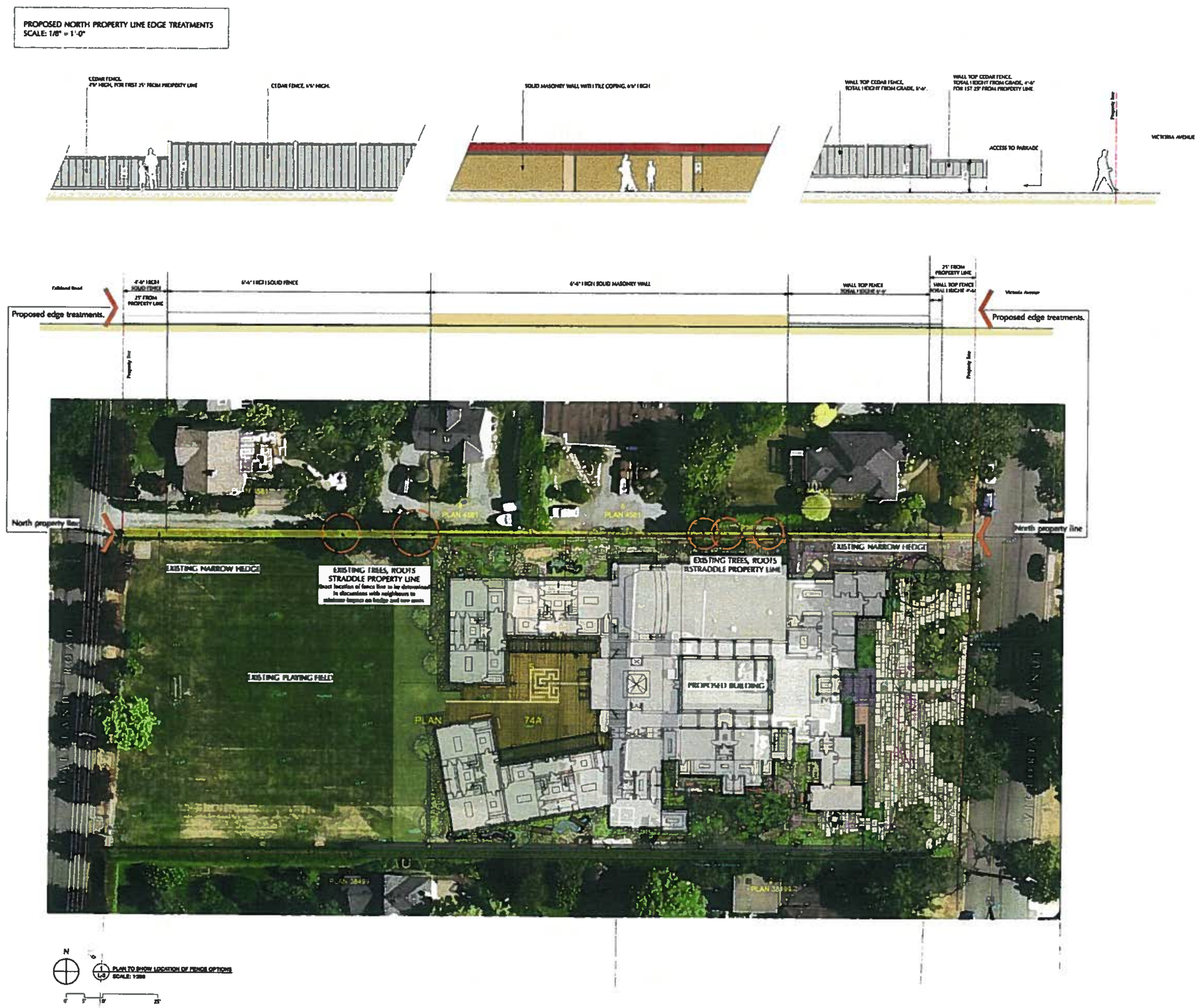
SMALL & ROSSELL
LANDSCAPE ARCHITECTS INC.

Project
SMUS Junior School
For
St Michaels University School

Sheet Title
ROOF TOP GARDEN

Drawn By AJS / CAR
Checked AJS / CAR

Sheet Number
L2.



MERRICK ARCHITECTURE
BOROWSKI
SAKUMOTO
FLIGG

VANCOUVER

VICTORIA

Key Plan

Revision

Issue

Consultant

SMALL & ROSSELL
LANDSCAPE ARCHITECTS INC.

Project

SMUS Junior School

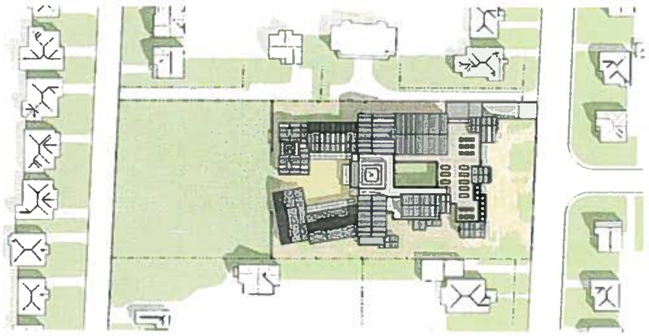
St Michaels University School

Sheet Title

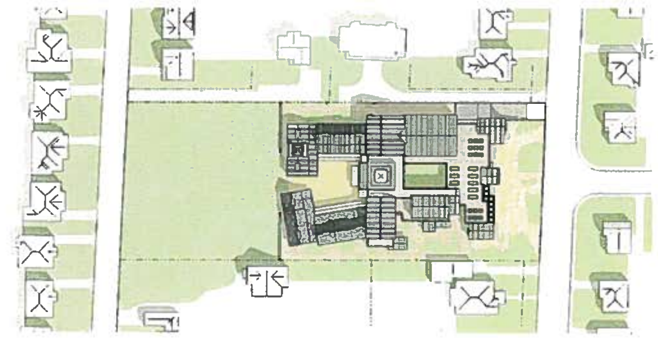
NORTH PROPERTY LINE TREATMENT

Drawn By AJS / CAR	Checked AJS / CAR
Project Number 1350	Scale AS SHOWN
Revision	Sheet Number

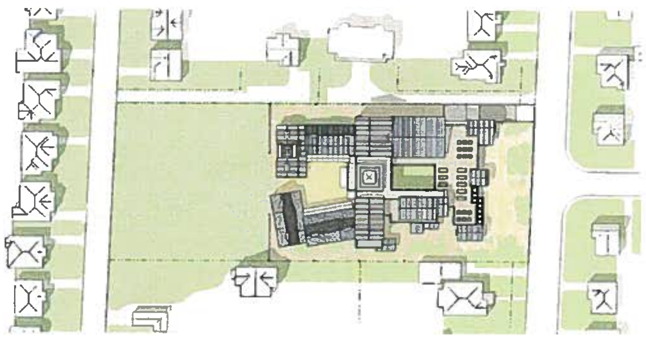
L3.



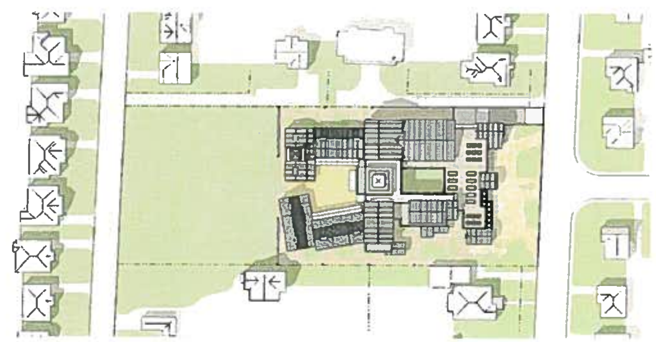
SPRING EQUINOX - 10am



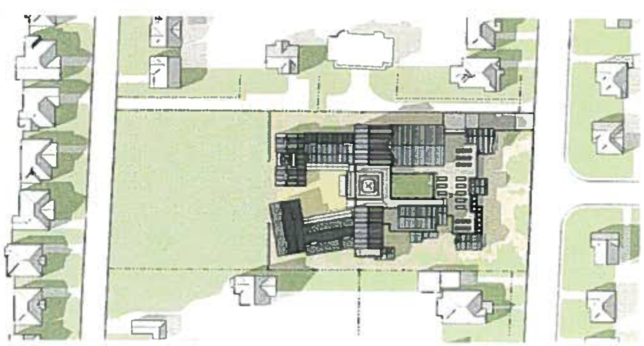
FALL EQUINOX - 10am



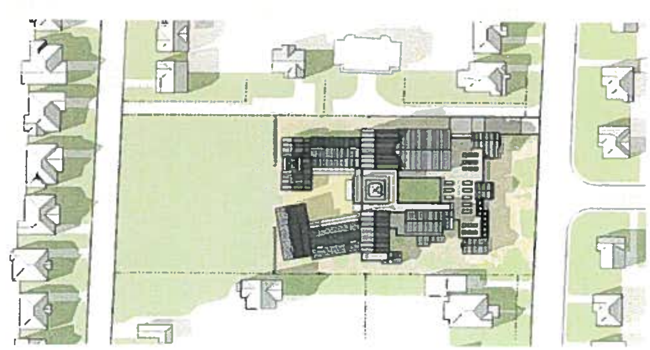
SPRING EQUINOX - 2pm



FALL EQUINOX - 2pm



SPRING EQUINOX - 4pm



FALL EQUINOX - 4pm

MERRICK ARCHITECTURE
BORROWSKI SAKUMOTO FLIGG LIMITED

VANCOUVER

VICTORIA

Issue	Issue Date
Client Issue	05 Dec 2012
Development Variance Permit	20 Feb 2014

Project
SMUS Junior School
Victoria, BC
For
St Michaels University School

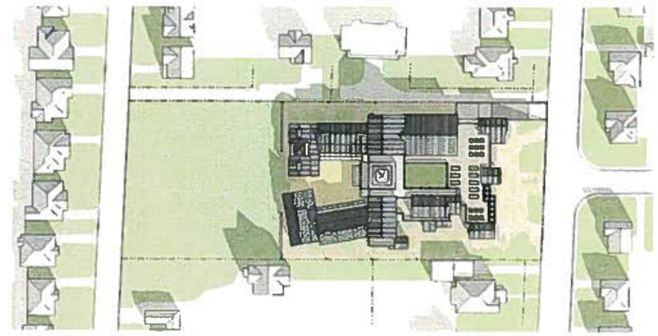
Sheet Title
EQUINOX

Drawn By	Checked
JP	SM

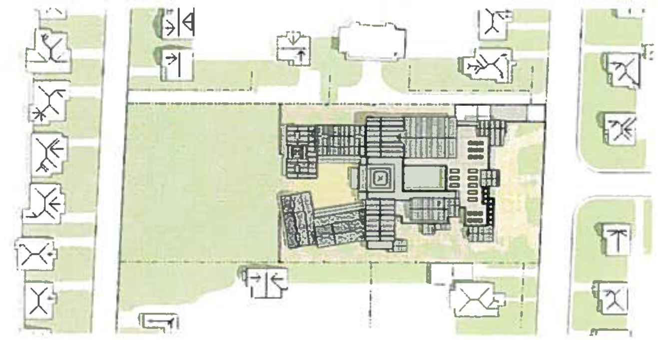
Project Number	Scale
1208	AS NOTED

Revision / Sheet Number

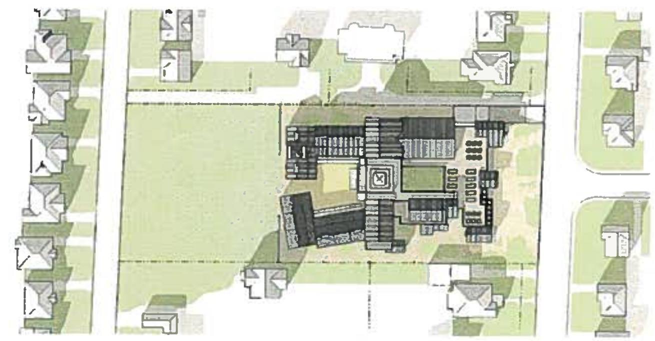
SS1



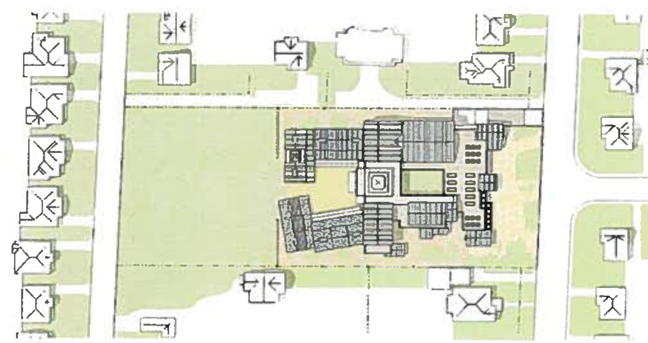
1 / SS2 — WINTER SOLSTICE – 10am
NTS



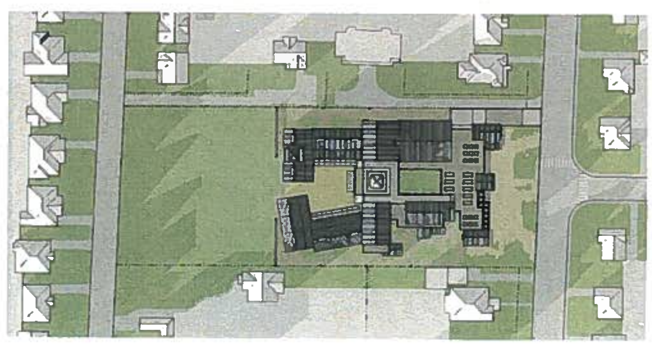
2 / SS2 — SUMMER SOLSTICE – 10am
NTS



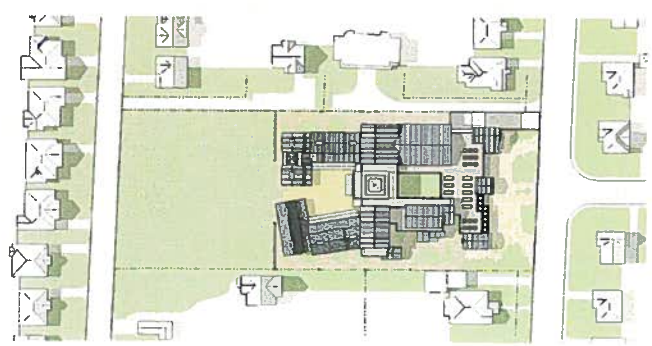
3 / SS2 — WINTER SOLSTICE – 2pm
NTS



4 / SS2 — SUMMER SOLSTICE – 2pm
NTS



5 / SS2 — WINTER SOLSTICE – 4pm
NTS



6 / SS2 — SUMMER SOLSTICE – 6pm
NTS

MERRICK
MERRICK ARCHITECTURE
BOROWSKI SAKUMOTO FLIGG

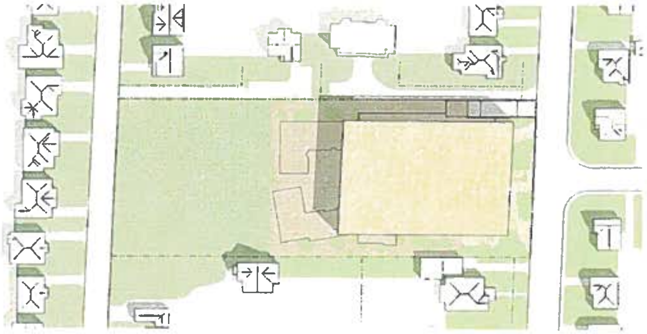
VANCOUVER

VICTORIA

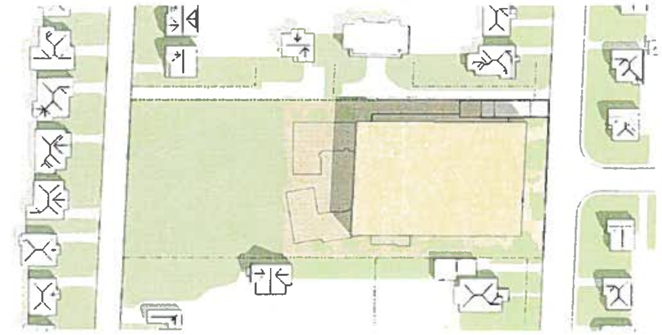
Project
SMUS Junior School
For
St Michaels University School

Sheet Title
SOLSTICE

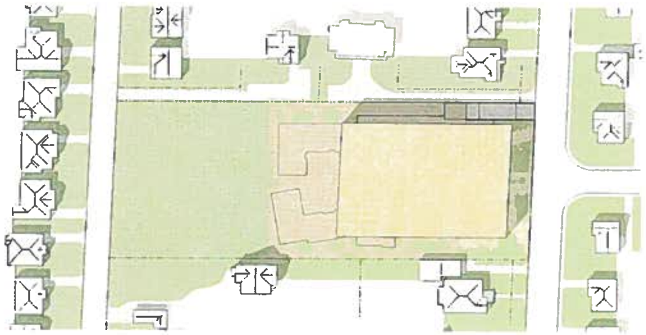
Drawn By: JP
Scale: AS NOTED
Revision: 1
Sheet Number: SS2



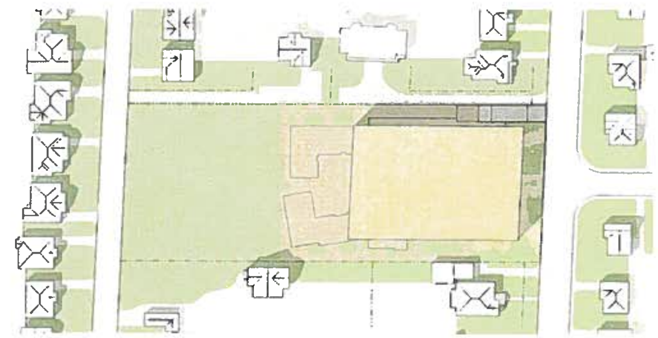
SPRING EQUINOX - 10am



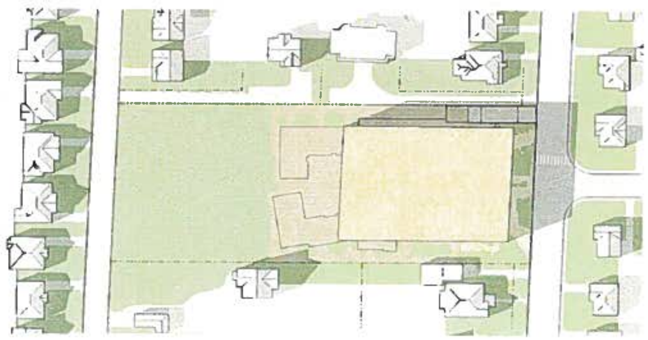
FALL EQUINOX - 10am



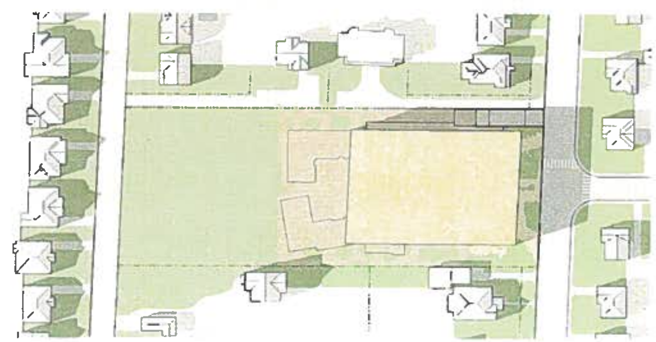
SPRING EQUINOX - 2pm



FALL EQUINOX - 2pm



SPRING EQUINOX - 4pm



FALL EQUINOX - 4pm

MERRICK

Merrick Architecture Borowski Sakumoto Fligg Limited

Vancouver

Victoria

Project

SMUS Junior School

Victoria, BC

For

St Michaels University School

Sheet Title

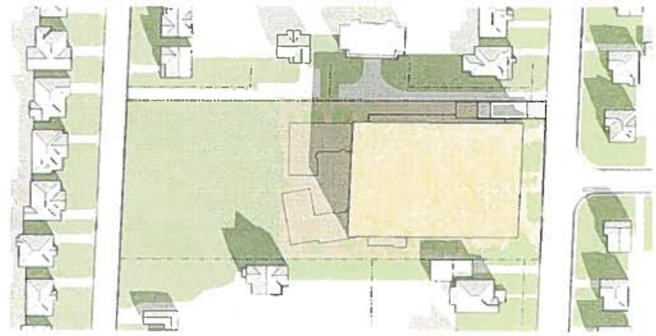
EQUINOX (BYLAW CONFORMANCE MASSING)

Project Number

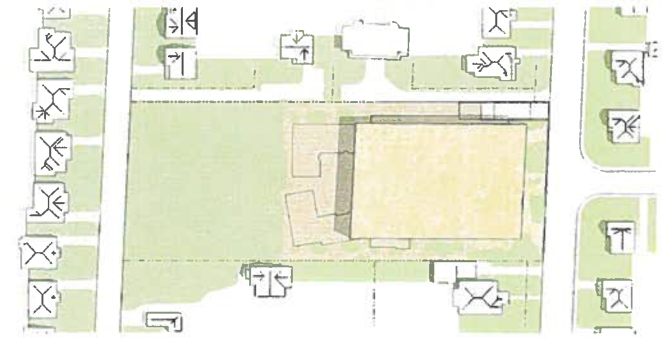
Scale: AS NOTED

Revision: 1

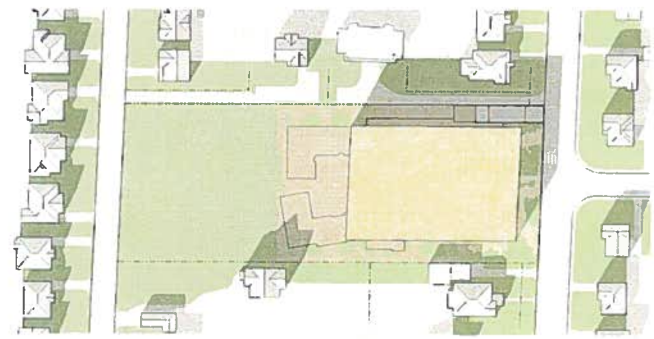
SS3



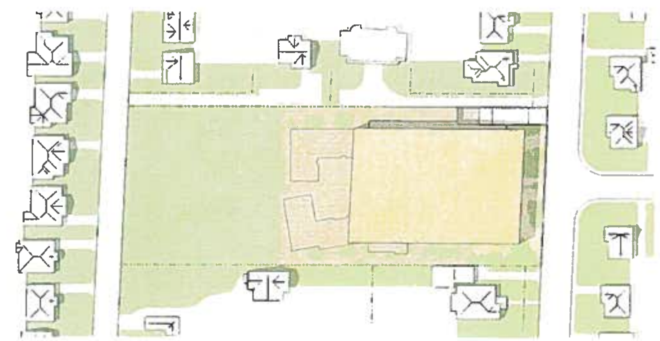
1 SS3 WINTER SOLSTICE - 10am
NTS



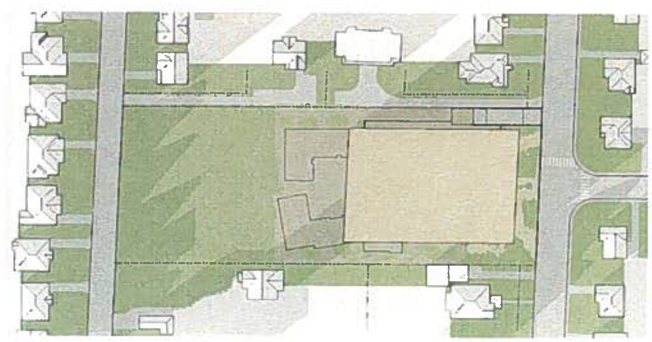
2 SS3 SUMMER SOLSTICE - 10am
NTS



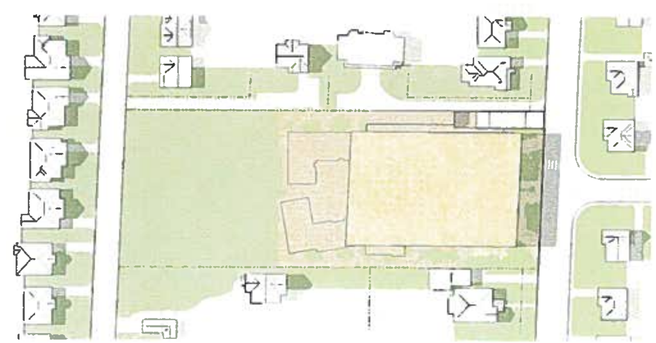
3 SS3 WINTER SOLSTICE - 2pm
NTS



4 SS3 SUMMER SOLSTICE - 2pm
NTS



5 SS3 WINTER SOLSTICE - 4pm
NTS



6 SS3 SUMMER SOLSTICE - 4pm
NTS

MERRICK

MERRICK ARCHITECTURE BOROWSKI SAKUMOTO FLIGG

VANCOUVER

VICTORIA

Project

SMUS Junior School

For

St Michaels University School

Sheet Title

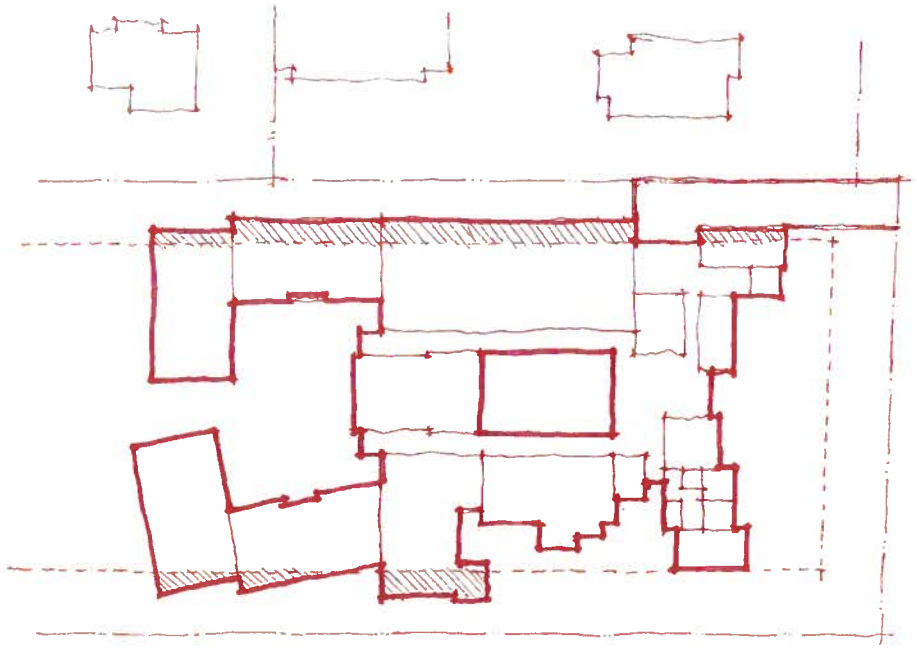
SOLSTICE (BYLAW CONFORMANCE MASSING)

Drawn By: JP

Project Number: 1330

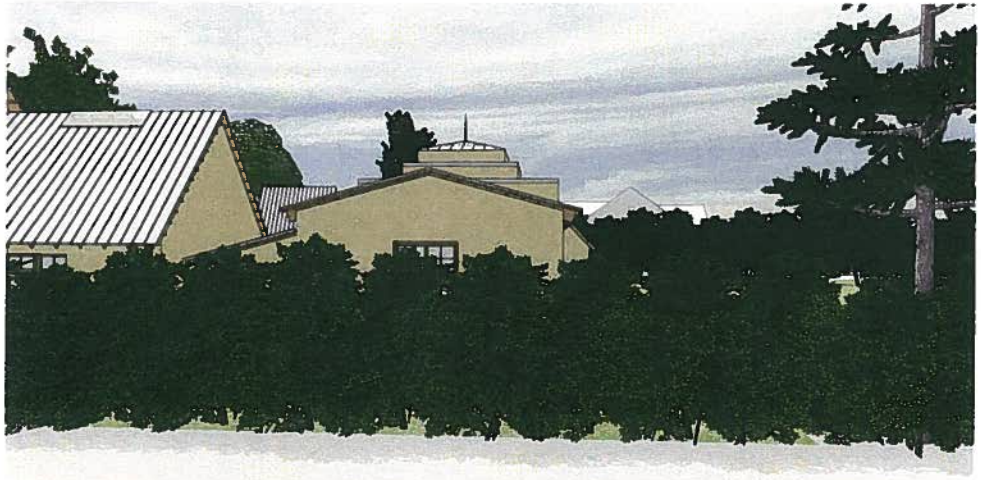
Scale: AS NOTED

Sheet Number: SS4



INITIAL PROPOSAL

REVISED PROPOSAL



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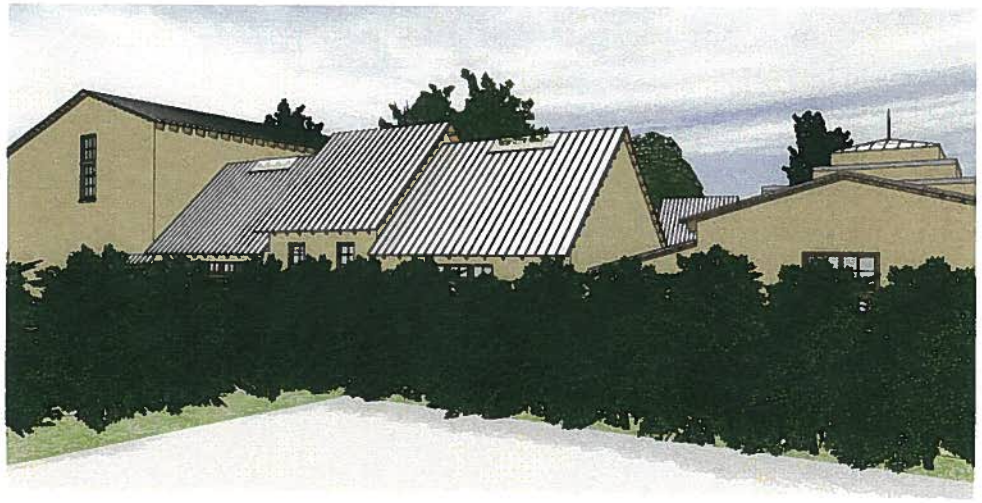

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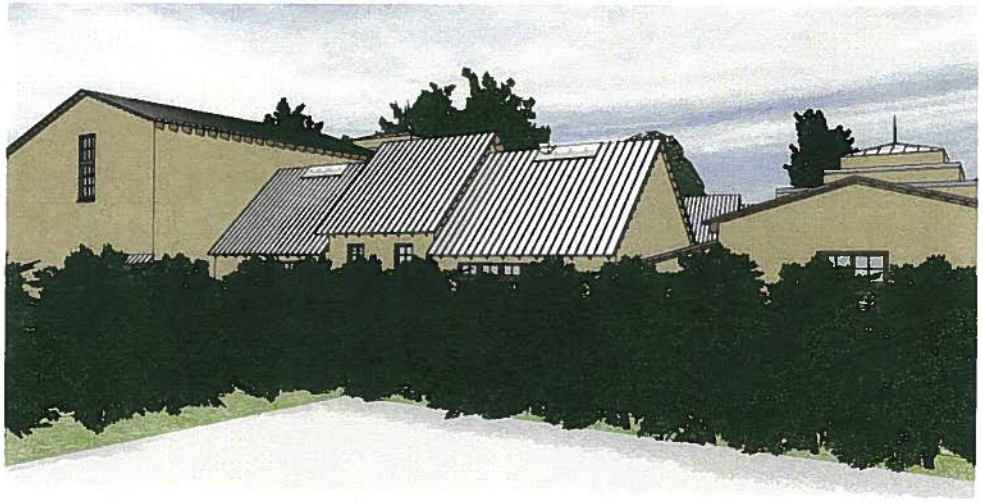
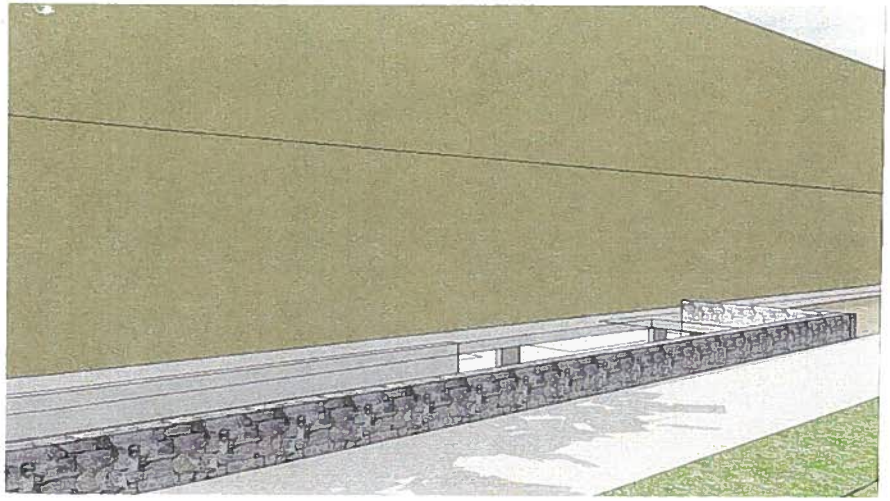
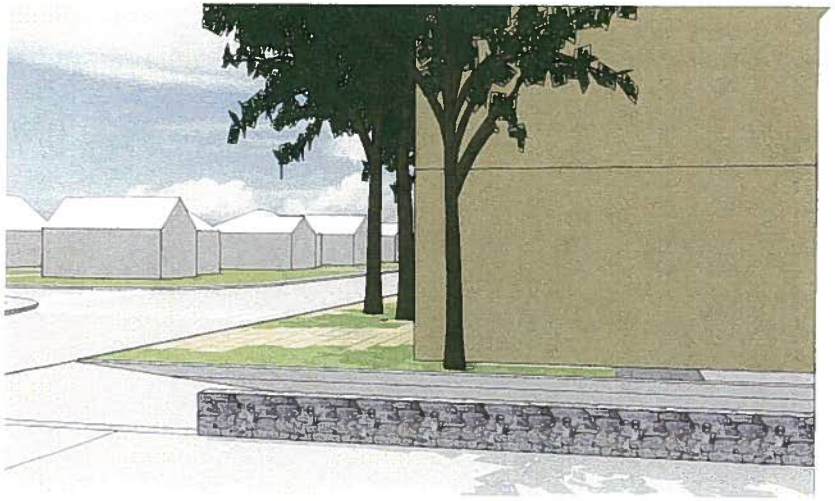


REVISED PROPOSAL





EXISTING ZONING (no Variance)

PROPOSED *(w/Variance)*

St. Michaels University School

View Comparisons - Existing Zoning vs Proposed Variance

JUNIOR SCHOOL

MERRICK

2014-194

MEMORANDUM

TO:	**Committee of the Whole**
FROM:	**Director of Building and Planning**
DATE:	**July 8, 2014**
RE:	**Uplands Building Permit Application – 3370 Uplands Road** **Lot D, Block 16, Section 31, Victoria District, Plan 2682**

BACKGROUND:

An Uplands building permit application has been received to construct a 96 square foot accessory building to house the electrical service for the house located at 3370 Uplands Road. The accessory building is to be located at the rear of the property.

DISCUSSION:

Attached for your information are:

a) The report of the Advisory Design Panel meeting of July 8, 2014 relating to the proposed works at 3370 Uplands Road.

b) Memo from Municipal Arborist dated July 7, 2014 regarding trees on the subject property.

c) Reduced copies of the plans of the proposed work.

OPTIONS:

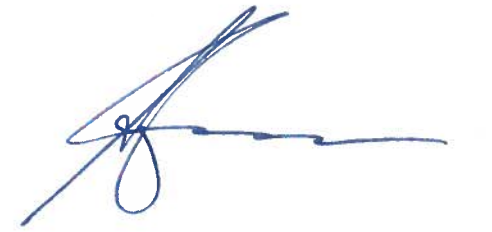
1. That it be recommended to Council that the plans to construct a 96 square foot accessory building to house the electrical service for the house located at 3370 Uplands Road be approved as to siting and architectural design.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That it be recommended to Council that the plans to construct a 96 square foot accessory building to house the electrical service for the house located at 3370 Uplands Road be approved as to siting and architectural design.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-195

MEMORANDUM

TO:	**Committee of the Whole**
FROM:	**Director of Building and Planning**
DATE:	**July 8, 2014**
RE:	**Uplands Building Permit Application – 3355 Midland Road** **Lot 8, Section 31, Victoria District, Plan 10433**

BACKGROUND:

An Uplands building permit application was approved early 2014 for the construction of a residential dwelling located at 3355 Midland Road. The applicant has returned seeking approval for revisions to the proposal consisting of a material change from granite panels to dolomite stone.

DISCUSSION:

Attached for your information are:

a) The report of the Advisory Design Panel meeting of July 8, 2014 relating to the proposed revisions of the previously approved work relating to the construction of the new residential dwelling located at 3355 Midland Road.

b) Reduced copies of the plans of the proposed work.

OPTIONS:

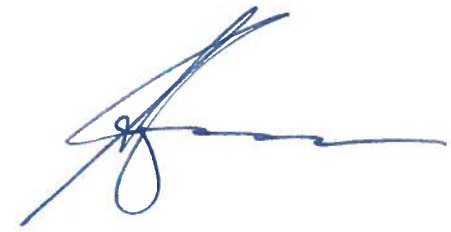
1. That it be recommended to Council that the proposed revisions for the project located at 3355 Midland Road consisting of a material change from granite panels to dolomite stone be approved as to architectural design.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That it be recommended to Council that the proposed revisions for the project located at 3355 Midland Road consisting of a material change from granite panels to dolomite stone be approved as to architectural design.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-196

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Building and Planning**

DATE: **July 8, 2014**

RE: **Uplands Building Permit Application – 3075 Cadboro Bay Road**
Lot 4, Block 18, Section 31, Victoria District, Plan VIP1216A

BACKGROUND:

An Uplands building permit application has been received to replace and expand an existing deck and stairs at the rear of the property located at 3075 Cadboro Bay Road.

DISCUSSION:

Attached for your information are:

a) The report of the Advisory Design Panel meeting of July 8, 2014 relating to the proposed works at 3075 Cadboro Bay Road.

b) Memo from Municipal Arborist dated July 7, 2014 regarding trees on the subject property.

c) Reduced copies of the plans of the proposed work.

OPTIONS:

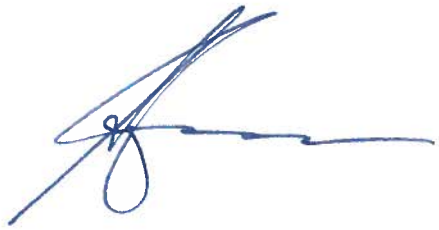
1. That it be recommended to Council that the plans to replace and expand an existing deck and stairs at the rear of the property located at 3075 Cadboro Bay Road be approved as to siting and architectural design.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That it be recommended to Council that the plans to replace and expand an existing deck and stairs at the rear of the property located at 3075 Cadboro Bay Road be approved as to siting and architectural design.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-197

MEMORANDUM

TO:	**Committee of the Whole**
FROM:	**Director of Building and Planning**
DATE:	**July 9, 2014**
RE:	**Uplands Building Permit Application – 2810 Lansdowne Rd** **Lot 14, Block A, Section 31, Victoria District, Plan VIP3599**

BACKGROUND:

An Uplands building permit application has been received for the construction of a residential dwelling at the property located at 2810 Lansdowne Road. The existing house is to be removed from the site.

DISCUSSION:

Attached for your information are:

a) The reports of the Advisory Design Panel meetings of July 8, 2014 and June 3, 2014 relating to the construction of a residential dwelling located at 2810 Lansdowne Road.

b) Memos from Municipal Arborist dated July 7, 2014 and May 22, 2014 regarding trees on the subject property.

c) Reduced copies of the plans of the proposed work.

OPTIONS:

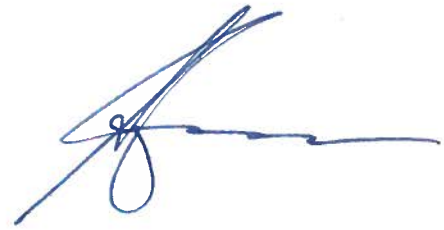
1. That it be recommended to Council that the plans to construct a single family residential dwelling at 2810 Lansdowne Road be approved as to siting and architectural design.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That it be recommended to Council that the plans to construct a single family residential dwelling at 2810 Lansdowne Road be approved as to siting and architectural design.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-198

MEMORANDUM

TO:	**Committee of the Whole**
FROM:	**Director of Building and Planning**
DATE:	**July 8, 2014**
RE:	**Advisory Design Panel Recommendation Design Approval** **1640 York Place** **Lot 7, Section 69, Victoria District, Plan VIS1752**

BACKGROUND:

An application has been received to construct a den/solarium by enclosing the existing deck on the north side of the dwelling located at 1640 York Place. A covenant on the property requires Advisory Design Panel and Council approval prior to the issuance of a building permit.

DISCUSSION:

Attached for your information are:

a) The report of the Advisory Design Panel meeting of July 8, 2014 relating to the proposed work.

b) Reduced copies of the plans of the proposed work.

OPTIONS:

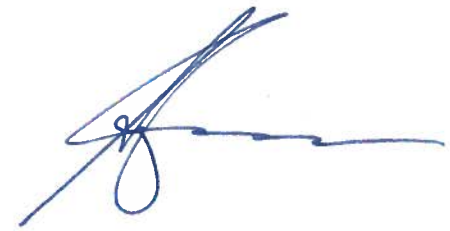
1. That it be recommended to Council that the proposed plans to construct a den/solarium by enclosing the existing deck on the north side of the dwelling located at 1640 York Place be approved as to architectural design.

2. That the application be denied.

RECOMMENDATION(S):

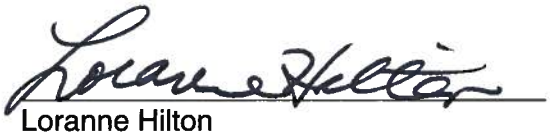
THAT it be recommended to Council that the proposed plans to construct a den/solarium by enclosing the existing deck on the north side of the dwelling located at 1640 York Place be approved as to architectural design.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-199

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Building and Planning**

DATE: **July 9, 2014**

RE: **Development Permit Application to Amend Development Permit 81-4**
2119 Oak Bay Avenue
Lot 1 to 32, Section 23 and 69, Victoria District, Strata Plan 1308, Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1
RM-4 Multiple Dwelling Use- 4 storey

BACKGROUND:

The owners have made an application to repair the roofing membrane on the parkade; this will require them to remove three quarters of the existing landscaping and redevelop the landscaping at the front west and rear sides of 2119 Oak Bay Avenue.

Discussion:

The Official Community Plan designates all Multiple Residential and Commercial zones as Development Permit areas and requires Council approval as to form and character. This property is zoned RM-4 which is in a Development Permit Area as identified in the Official Community Plan. This property has a Development Permit # 81-4, which specifies that the landscaping must be in conformance with the submitted landscaping plans dated September 28, 1981. The modification proposed involves new front, side and rear landscaping in accordance with the attached plans date stamped July 4, 2014.

OPTIONS:

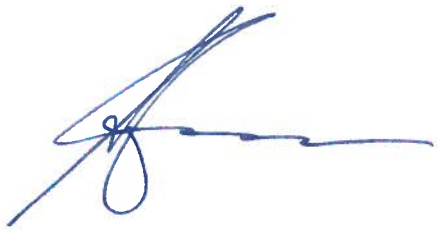
1. That a resolution authorizing the issuance of a Development Permit to amend the Development Permit # 81-4, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

2. That it be recommended to Council that the application to amend the Development Permit # 81-4 be denied.

RECOMMENDATION):

That a resolution authorizing the issuance of a Development Permit to amend the Development Permit # 81-4, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-200

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Building and Planning**

DATE: **July 9, 2014**

RE: **Development Variance Permit Application-556 Newport Ave.**
Lot 9, Block 5, Section 73, Victoria District, Plan 992

RS-2, One Family Residential

BACKGROUND:

In November 2010 the owner obtained Development Variance Permit #51-2010 to add to the dwelling and alter the garage. In March 2011 Development Variance Permit #10-2011 was approved by Council which modified the original design adding floor space and a dormer. The owner never proceeded with the construction of the addition and change to the roof design of the accessory garage, as such; the Development Variance Permit has expired.

Bruce Wilkin Design acting for the owner has re-applied for the variances approved in March 2011 involving the removal of an existing addition and construction of a new addition in accordance with the attached plans. With this development they would also like to add a new roof to the existing garage creating a second floor for storage. The design of the new house addition exceeds the roof height and the garage addition exceeds roof, building and occupiable heights and setbacks of the Zoning Bylaw. Consequently variances are required from the Zoning Bylaw to accommodate this new house addition and second floor expansion to the garage.

Discussion:

The applicant is requesting a Development Variance Permit granting relief from the following section(s) of the Zoning Bylaw:

Zoning Bylaw Section(s)	Required	Requested	Variance
6.2.4.(3)(c) + Schedule 'B' Maximum Roof Height of the principal building	9.14m (30 ft)	9.7 m (31.8 ft)	0.56 m (1.84 ft)
Accessory Building			
6.2.4.(2)(c) Interior side lot line setback for accessory building	1.52m (5 ft)	0.35 m (1.15 ft)	1.17m (3.84 ft)

6.2.4 (3)(a) Maximum building height for accessory building	3.0m (9.8ft)	4.95m (16.24 ft)	1.95m (6.4 ft)
6.2.4 (3)(b) Maximum occupiable height for accessory building	0.25 m (10 inches)	2.49m (8.17 ft)	2.24m (7.4 ft)
6.2.4.(3)(c) Maximum roof height for accessory building	4.6 m (15 ft)	6.32m (20.7 ft)	1.72m (5.64 ft)
6.2.4.(7) Clear space required between buildings	3.0m (9.8 ft)	2.86m (9.37 ft)	0.14m (5.5inch)

**Imperial measurements are approximate and for convenience only.*

Planning Comment:

With the garage quite close to the south property line and the substantial increases requested in all the height limitations for accessory buildings it is difficult to support the garage variances when they are not necessary, as compliance to the Zoning Bylaw exists and can be accommodated.

OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

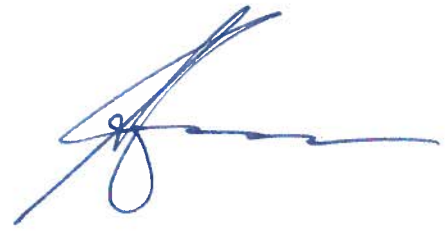
2. That the applicant be requested to delete the garage modifications from the plans, eliminating the garage variances and further that a resolution authorizing the issuance of a development variance permit for the principle building only, as outlined in the July 9, 2014 report of the director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

3. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-201

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Building and Planning**

DATE: **July 9, 2014**

RE: **Development Variance Permit Application– 2116 McLaren Avenue**
Lot 4, Section 22, Victoria District, Plan 1656
RS-5, One Family Residential

BACKGROUND:

The owner has submitted an application to replace the single family dwelling at 2116 McLaren Avenue with a new one storey dwelling in accordance with the attached plans. In order to proceed further the proposed rear yard paved surface and contextual front yard setback would be non-conforming; consequently, variances are required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

The applicants are requesting relief from the following section(s) of Zoning Bylaw #3531:

Zoning By-law Section(s)	Required/Permitted	Requested	Variance
4.15.1 Maximum paved surface (RearYard)	25% (28.2 m²) (303.5 ft²)	(32.3 %) (36.4 m²) (392.1 ft²)	7.3 % (8.2 m²) (88.3 ft²)
6.5.4.(10) Minimum front lot line contextual setback	8.5 m (27.9 ft)	7.62m (25 ft)	0.88m (2.9 ft)

** Imperial measurements are approximate and for convenience only.*

OPTIONS:

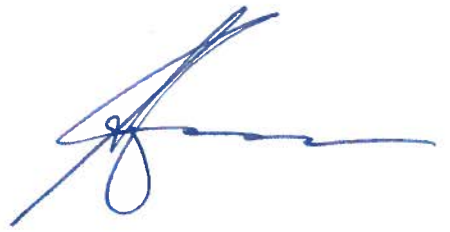
1. That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION:

That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9, 2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer

2014-202

MEMORANDUM

TO: **Committee of the Whole**

FROM: **Director of Building and Planning**

DATE: **July 9, 2014**

RE: **Development Variance Permit Application– 2465 Florence Street**
Lot 6, Block 2, Section 28, Victoria District, Plan 915
RS-5, One Family Residential

BACKGROUND:

The owner would like to construct a top floor addition to add one bedroom and bathroom to accommodate a growing family. The proposal involves adding dormers on the north and south sides of the existing dwelling. The building height of the walls for the proposed shed dormers, the second storey setback and gross floor area above .8 meters below grade would be non-conforming; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

The applicants are requesting relief from the following section(s) of Zoning Bylaw #3531:

Zoning By-law Section(s)	Required/Permitted	Requested	Variance
6.5.4.(3)(a) Maximum building height(north and south)	6.83m (22.4 ft)	7.09 m (23.3 ft)	0.26m (0.85 ft)
6.5.4.(6)(a) Maximum gross floor area above .8meters below grade	240 m^2 (2583 ft^2)	334.8m^2(3604 ft^2)	94.8m^2(1020 ft^2)
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	2.77m (9.08 ft)	0.23m (0.75 ft)

** Imperial measurements are approximate and for convenience only.*

OPTIONS:

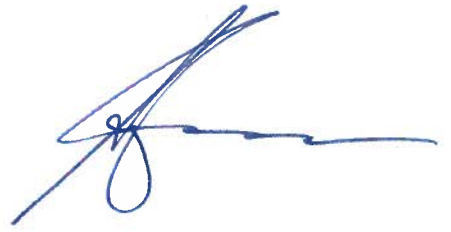
1. That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9,2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

2. That it be recommended to Council that the application be denied.

RECOMMENDATION:

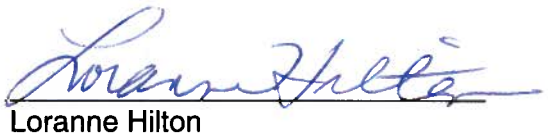
That a resolution authorizing the issuance of a development variance permit, as outlined in the July 9,2014 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.



Loranne Hilton
Municipal Clerk/Deputy Chief Administrative Officer