

2013-169

To: Committee of the Whole, Finance Section
From: Municipal Treasurer
Date: June 12, 2013
Re: Commentary on the Monthly Statement of Revenues and Expenditures for May

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 we would normally expect of budget. 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 budget figures shown are those adopted at the May 13 Council meeting.

DISCUSSION:

Revenues

(1) Taxes, Services YTD: \$5,435,267 Budget: \$36,146,505 15.04%

The property tax notices were mailed on May 14. The due date for their payment 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: \$1,225,210 Budget: \$1,222,272 100.24%

The solid waste fees are collected on the property tax notice and the total amount billed, rather than collected to May 31, is shown.

(5) Licenses and Permits YTD: \$258,379 Budget: \$721,500 35.81%

It should be noted that the dog and business licenses are paid at the beginning of the year. The building permit revenue is lagging, please see the explanation below. At May 31 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$57,346	\$60,000	95.58%
Business licenses	\$84,239	\$85,000	99.10%
Building permits	<u>\$114,626</u>	<u>\$550,000</u>	20.84%
	<u>\$129,171</u>	<u>\$820,000</u>	

The building permit budget contains \$300,000 for the expected revenue from the Oak Bay High School project. The "regular" building permits are at 45.85% of budget.

(6) Fines YTD: \$14,701 Budget: \$29,000 50.69%

During May a new commissionaire started working for Oak Bay and we have had an increase in the number of tickets written and paid.

(7) Rentals YTD: \$168,644 Budget: \$297,000 56.78%

In keeping with previous months, Oak Bay Marina paid next month's rent at the end of this month. In April it paid its annual portion of the rent relating to the foreshore lease (\$74,487).

(8) Returns on Investment YTD: \$51,227 Budget: \$162,000 31.62%

The working capital that we have available to invest drops during the first 4 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 during the first half of the year.

(9) Penalties and Interest on Taxes YTD: \$1,915 Budget: \$114,000 1.68%

Penalties account for \$100,000 of the budget. These are brought into revenue in July, after the tax due date, and are charged on all outstanding 2013 property taxes. The interest is reflected in income as taxes from 2012 and 2011 are paid off.

(10) Transfers from Reserve Funds

Transfers from our own reserve funds are made at the end of the year. This is done for two reasons: most of the transfers are to 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: \$16,874 Budget: \$356,081 4.74%

\$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.

(12) Conditional Transfers from Other Governments YTD: \$116,475 Budget: \$1,534,880 7.59%

A capital grant for Bowker Creek remediation work accounts for \$738,000 of the budget. Most of the money received to date is made up of grants provided to small municipalities and the CARIP grant.

Expenditures

(13) General Administration YTD: \$523,065 Budget: \$1,470,715 35.57%

The budget in this category includes consulting money that has not yet been spent.

(14) Other General Government YTD: \$279,317 Budget: \$1,332,619 20.96%

Included in this category are the grants which are not paid until later in the year. The grants budget includes \$500,000 for the Greater Victoria School Board. This category also includes \$173,000 for the Official Community Plan review, of which \$10,041 had been paid by the end of May.

(15) Emergency Preparedness YTD: \$9,469 Budget: \$104,844 28.11%

Included in the budget is \$12,000 for the provision of a business continuity plan, which has not yet been started. In addition there is a \$5,000 transfer to build up a replacement reserve for the emergency response vehicle, which will not take place until later in the year.

(16) Building Department, Bylaw Enforcement, Animals

YTD: \$166,328 Budget: \$521,272 31.91%

Money has been put in the budget for outside contract work, none of which has been spent, and for an adjustment to salaries which came into effect in May.

(17) Roads, Sidewalks, Transportation YTD: \$545,129 Budget: \$1,640,635 33.23%

The main areas in this category that are under budget are the mill and fill repair program, leaf pickup and snow removal. All of these can be explained by the fact that their timing does not fall in the first half of the year.

(18) Other Recreational & Cultural Services YTD: \$60,754 Budget: \$95,241 63.79%

The money that has been spent is 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 the company.

(19) Debt Charges YTD: \$182,396 Budget: \$526,590 34.64%

Included in these accounts is the principle repayment of \$142,600 on the recreation centre long term debt; this is paid once per year, in September.

(20) Transfer to Own Reserves & Utilities YTD: \$504,035 Budget: \$2,671,997 18.86%

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 ones will be carried out at the end of the year.

(21) Transfer to library, social grants YTD: \$543,565 Budget: \$942,921 57.65%

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 May covers the rent to the end of July.

(22) Capital Expenditures YTD: \$1,069,064 Budget: \$4,033,036 26.51%

Until the budget was adopted in mid-May, only capital projects that received early approval from Council could proceed. Therefore, many of the capital projects have only just started.

(23) Transmit Taxes to Others YTD: \$0 Budget: \$16,467,777

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

(24) Miscellaneous Other Services YTD: \$76,152 Budget: \$412,291 18.47%

The budget contains money for contingencies, property tax adjustments, Oak Bay Tourism Committee expenses, certain grants, tea part costs and retirement payments. The major costs that have been incurred to the end of May include the removal of Christmas decorations, Tourism expenses and the payment of retirement allowances.

Water Utility Fund

(25) Water Revenues YTD: \$969,264 Budget: \$3,340,820 29.00%

Until the weather becomes hotter, and more water is used outside, we can expect the actual revenue to be low. In addition, for bills issued between January and March, the bills are prorated to reflect 2012 and 2013 rates, and only in April did we start charging 100% of the new rates.

(26) Internal Revenues YTD: \$0 Budget: \$502,898

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

(27) Water Supply and Operation YTD: \$634,130 Budget: \$2,770,762 22.89%

\$1,935,000 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

(28) Sewer Revenues YTD: 310,979 Budget: \$1,383,437 22.48%

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 2012 and

2013 rates. On April 8 the CRD sewer consumption charge was increased to reflect an additional \$320,500 that was added onto Oak Bay's original requisition of \$386,000. None of this money was incorporated in the revenues collected during the first 3 months of 2013.

(29) Internal Revenues YTD: \$504,035 Budget: \$1,592,561 31.65%

\$1,209,686 of the budget is the transfer of revenue from the General Fund to the Sewer Fund and the year-to-date figure represents four months of these transfers. The remaining budget is made up of various transfers from reserves to finance specific projects, and these transfers will take place at the end of the year.

(30) Grants, outside contributions YTD: \$6,000 Budget: \$531,324 1.13%

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

(31) Sewer Supply and Operation YTD: \$90,690 Budget: \$3,077,203 2.95%

\$1,662,861 of the budget is the payment that is made to the CRD for its costs to run the sewer system. Another \$901,324 is the transfer to the Capital Works Reserve for the funding of future sewer work, which takes place at the end of the year.

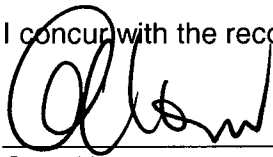
RECOMMENDATION:

That the May monthly financial reports be received.



Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer



Gary Nason
Chief Administrative Officer

2013- 170

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 6, 2013
RE: Development Permit – 2077 Cadboro Bay Road
Lot 4, Block 1, Section 28, Victoria District, Plan 1678
C-2 Commercial Use

BACKGROUND:

The new owners of this commercial building intend to substantially renovate the premises which will include a new front facade to the building. The front facade will be upgraded to a contemporary design as shown on the attached plans.

DISCUSSION:

The Official Community Plan designates all Commercial zones as Development Permit areas and requires Council approval as to form and character. This property is zoned C-2 which is in a Development Permit Area as identified in the Official Community Plan.

“The objectives of the designation include that commercial development enhances the neighbourhood in which it is located; that it minimizes externalities for adjacent residential properties; that where applicable, it respects the natural landscape including mature trees; that it does not increase the burden on the community policing or traffic management; and that it provides a viable business environment.”

The guidelines for the attainment of these objectives include: *“ensuring that the siting, form and character of the development reflect a high standard of design in keeping with the architectural and natural characteristics of the community.”*

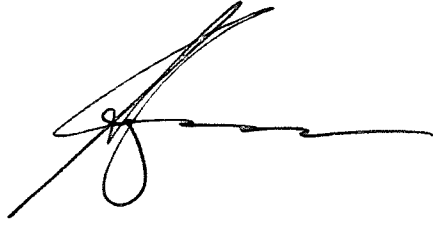
OPTIONS:

1. That a resolution authorizing the issuance of a development permit, as outlined in the June 6, 2013 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:

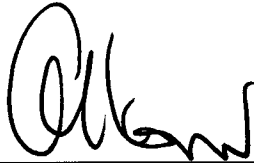
That a resolution authorizing the issuance of a development permit, as outlined in the June 6, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a horizontal line that ends in a small flourish.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, featuring a large, circular initial 'G' followed by the name 'Nason' in a cursive script.

Gary Nason
Chief Administrative Office

2013- 171

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: June 6, 2013

RE: Development Permit with Variances to Amend DP 03-05
2080 Oak Bay Avenue
Lot A, Section 69, Victoria District, Plan VIP 74917
RM-MC4, Multiple Dwelling/Commercial Mixed Use Four Storey

BACKGROUND:

The owner of Carlton House would like to further develop the coffee shop deck area and create a below sidewalk patio area. The patio area will include a covered bench seating area on the west side of the building while the deck expansion would be extended to the property line on the Oak Bay Avenue side. Both the west and south sides would be developed out to the property lines; consequently, variances are required from the Zoning Bylaw No 3531 to accommodate the proposal.

DISCUSSION:

The Official Community Plan requires multi-residential/commercial properties to obtain a development permit, which must be approved by Council for work affecting form and character. The proposed changes fall within this category and require approval.

(i) The objectives of the designation include ensuring that multifamily development complements and enhances the architectural and natural landscape features of the Municipality; that it minimizes externalities for adjacent lower density properties; that it provides for containment of all associated parking on-site; that it preserves view corridors; that where applicable, it respects the natural landscape including mature trees; that it maintains the sense of openness which has been characteristic of residential development in the Municipality; and that it provides a quality living environment.

(ii) Guidelines for the attainment of these objectives include ensuring, through the development permit process, that the siting, form and general character of development reflect a high standard of design that is suited to the location and sensitive to surrounding properties.

The original Carlton House Development Permit 03-05 included a roof above the existing deck; however, this was never completed under the original permit.

There are two large Garry Oak trees and one Holly tree which will require special attention by an arborist in order to protect them from damage during the construction of the patio.

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
8.8.5(2)(b)(i) Minimum Front lot line setback	3.0 m (9.8 ft)	0 m	3.0 m (9.8 ft)
8.8.5(2)(b)(iii) Minimum Interior lot line setback	6.0 m (20 ft)	0 m	6.0 m (20 ft)

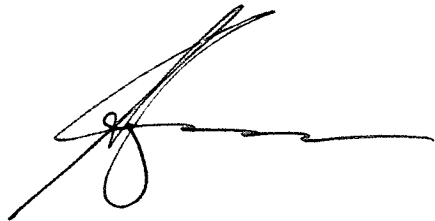
OPTIONS:

1. That a resolution authorizing the issuance of a development permit, as outlined in the June 6, 2013 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 permit, as outlined in the June 6, 2013 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.



Gary Nason
Chief Administrative Office

2013- 172

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: June 12, 2013

RE: Development Permit with Variances to Amend DP #PL4-2012
– 2333 Beach Drive
Lot 1, Section 2, Victoria District, Plan 11985
RM-3 Multiple Dwelling Use- Three Storey

BACKGROUND:

In February 2012 Development Permit PL4-2012 was authorized by Council to create two additional suites in the storage rooms of the apartment building. The owner now wishes to add two additional dwelling units by converting a large suite into two suites and creating a new additional unit in the current covered parking area. The addition of two more dwelling units creates a further shortage of parking; consequently a variance is required from the Parking Facilities Bylaw No. 3540 to accommodate this proposal.

The Zoning Bylaw has a minimum size of dwelling unit and the proposed small suite would not meet this minimum; consequently a variance is required from the Zoning Bylaw No. 3531.

DISCUSSION:

The Official Community Plan requires multi-residential/commercial properties to obtain a development permit, which must be approved by Council for work affecting form and character. The proposed changes fall within this category and require approval.

(i) The objectives of the designation include ensuring that multifamily development complements and enhances the architectural and natural landscape features of the Municipality; that it minimizes externalities for adjacent lower density properties; that it provides for containment of all associated parking on-site; that it preserves view corridors; that where applicable, it respects the natural landscape including mature trees; that it maintains the sense of openness which has been characteristic of residential development in the Municipality; and that it provides a quality living environment.

(ii) Guidelines for the attainment of these objectives include ensuring, through the development permit process, that the siting, form and general character of development reflect a high standard of design that is suited to the location and sensitive to surrounding properties.

The applicants are requesting relief from the following section(s) of Parking Facilities Bylaw No. 3540:

<u>Parking Facilities By-law Section(s)</u>	<u>Required</u>	<u>Requested</u>	<u>Variance</u>
4.1 + Schedule "A", A.2.(a) Minimum No. of Parking Spaces	68 spaces	20 spaces	48 spaces

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
8.4.5(1)(a) Minimum permitted residential floor area required (one bedroom unit).	56 m ² (603 ft ²)	50 m ² (540 ft ²)	6 m ² (65 ft ²)

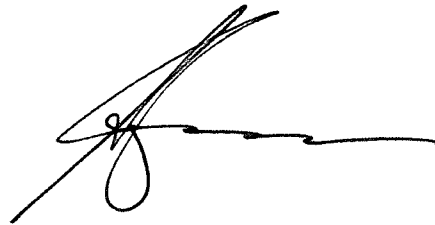
OPTIONS:

1. That a resolution authorizing the issuance of a development permit with variances, as outlined in the June 12, 2013 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:

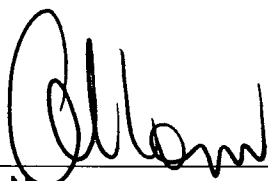
That a resolution authorizing the issuance of a development permit with variances, as outlined in the June 12, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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



Gary Nason
Chief Administrative Office

2013- 173

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 5, 2013
RE: Development Variance Permit – 2625 Orchard Ave.
Lot 3, Block F, Section 23, Victoria District, Plan 1212
RS-5, One Family Residential

BACKGROUND:

The owner has proposed an addition of a rear deck to the existing residence. The existing building exceeds the gross floor area and with the addition proposed would be non-conforming; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(6)(a) Maximum gross floor area above .8meters below grade	240 m ² (2583 ft ²)	270 m ² (2906 ft ²)	30 m ² (323 ft ²)

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

The existing lower floor level is less than .8 meters below grade which causes this floor area to be included in the permitted 2583 ft²

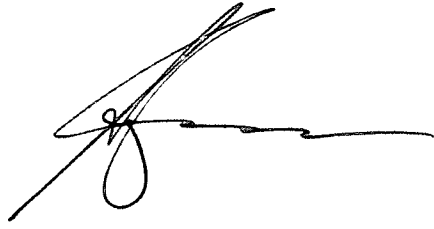
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 5, 2013 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:

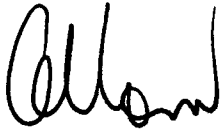
That a resolution authorizing the issuance of a development variance permit, as outlined in the June 5, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Office

MEMORANDUM

2013-174

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 5, 2013
RE: Development Variance Permit – 2504 Central Avenue (New Dwelling)
Parcel A (DD84668I) of Lots 51 and 52, Block 3, Section 73, Victoria
District, Plan 992
RS-5, One Family Residential

BACKGROUND:

The owners are proposing to construct a new home and single garage to replace their current two bedroom home. The proposed house design and siting would have the second storey side lot line setback as non-conforming; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	1.6m (5.2 ft)	1.4m (4.6 ft)

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

As this is a new house proposal, there are possible variations of design that could be considered to meet the requirements of our Zoning Bylaw.

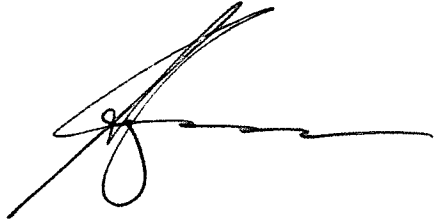
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 5, 2013 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 it be recommended to Council that the application be denied.

Respectfully Submitted,

A handwritten signature in black ink, consisting of a large, sweeping initial 'R' followed by a horizontal line and a small loop at the end.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, featuring a large, stylized initial 'G' followed by a series of loops and a vertical stroke at the end.

Gary Nason
Chief Administrative Office

2013-175

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 5, 2013
RE: Development Variance Permit – 2504 Central Avenue (Single Garage)
Parcel A (DD846681) of Lots 51 and 52, Block 3, Section 73, Victoria
District, Plan 992
RS-5, One Family Residential

BACKGROUND:

The owners have made application to construct a new home and single garage to replace their current two bedroom home. The proposed garage would be located in the rear corner of the property; however, the side setback required would be non-conforming; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.5.4.(8) Accessory building setbacks to be the same as principal building	3.0 m (9.8 ft)	0.61m (2 ft)	2.39 m (7.8 ft)

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

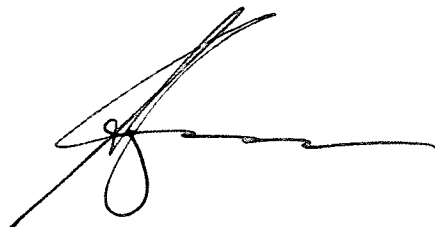
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 5, 2013 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 June 5, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

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Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Office

2013-176

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 5, 2013
RE: Development Variance Permit – 2167 Granite Street
Lot A, Section 23, Victoria District, Plan 27723
RS-5, One Family Residential

BACKGROUND:

The owners would like to complete their front walk to the municipal sidewalk. The existing driveway constitutes the full allowable paved surface for the front yard. The additional sidewalk to be completed would render the paved surface as non-conforming; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

DISCUSSION:

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
4.15.1	25% (40.6 m ²) (437.5 ft ²)	30% (48.4 m ²) (521 ft ²)	5% (7.8 m ²) (84 ft ²)

Maximum paved surface (Front Yard)

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

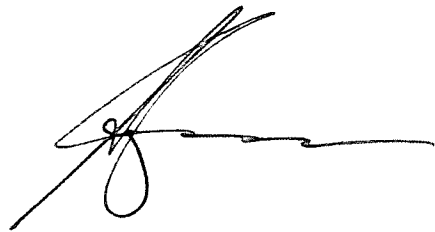
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 5, 2013 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 June 5, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

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Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to be 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Office

2013-177

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 10, 2013
RE: Development Variance Permit – 771 Monterey Ave.
Lot 1, Section 22, Victoria District, Plan 4967
RS-5, One Family Residential

BACKGROUND:

The owners have made application to replace their garage with a new one which will include an enclosed deck above and an open deck at the back of the addition. The addition's lower floor is within 0.8 meters of grade constituting the first storey of the building. The deck with roof above would then be the second storey and requires a larger setback. The proposal also involves a new roof with a large eave projection into the setback; 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:

Table with 4 columns: Zoning By-law Section(s), Required/Permitted, Requested, Variance. It lists two specific zoning sections and their corresponding required, requested, and variance measurements.

* Imperial measurements are approximate and for convenience only.

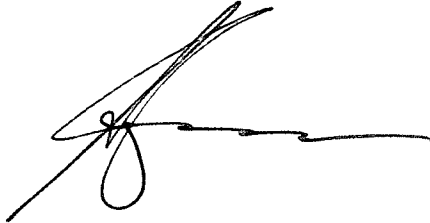
OPTIONS:

- 1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 10, 2013 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:

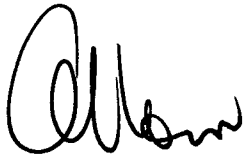
That a resolution authorizing the issuance of a development variance permit, as outlined in the June 10, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Office

MEMORANDUM

2013-178

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: June 12, 2013

RE: Development Variance Permit – 129 Beach Drive
 Lot 1 and Amended Lot 2(DD93767I), Section 22 & 47, Victoria District, Plan 3646
 RS-5, One Family Residential

BACKGROUND:

The owners have made application to subdivide the above properties into two fee simple lots. In order to proceed further with subdivision of the lots, the owner must obtain variances for the non conformities created by the subdivision proposal. The proposed subdivision creates Sylvan Lane as the frontage for both of the new lots.

DISCUSSION:

As a condition of subdivision, in order for proposed lot A to retain the protected trees along Sylvan Lane the owner is requesting a relaxation to the required rear yard setback.

For proposed lot B (existing buildings), variances are required to accommodate the existing siting of the buildings on the property. The dwelling will require variances to both the front and rear setbacks. The existing garage will require variances to the front setback.

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
<u>Proposed Lot A</u>			
6.5.4.(2)(b) Minimum rear lot line setback	7.62 m (25ft)	4.2 m (13.8 ft)	3.42 m (11.2 ft)
<u>Proposed Lot B (Existing Dwelling)</u>			
6.5.4.(2)(a) Minimum front lot line setback	7.62 m (25ft)	5.2 m (17 ft)	2.42 m (8 ft)
6.5.4.(2)(b) Minimum rear lot line setback	7.62 m (25ft)	6.8 m (22.3 ft)	0.82 m (2.7 ft)

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

<u>Zoning By-law Section(s)</u>	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
<u>Proposed Lot B (Existing Garage)</u>			
6.5.4.(2)(a) Minimum front lot line setback (accessory building)	7.62 m (25ft)	0.3 m (1 ft)	7.32 m (24 ft)

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

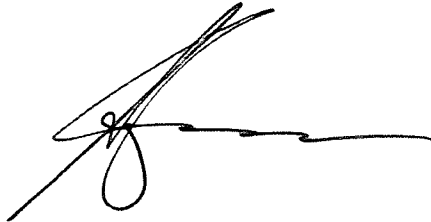
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the June 12, 2013 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:

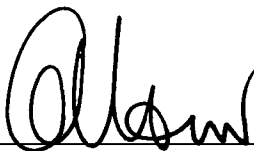
That a resolution authorizing the issuance of a development variance permit, as outlined in the June 12, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

Respectfully Submitted,



Roy Thomassen
Director of Building and Planning

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



Gary Nason
Chief Administrative Office

2013-179

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 4, 2013
RE: Uplands Building Permit Application – 2970 Beach Drive
Lot 16, Block D, Section 31, Victoria District, Plan 3560

BACKGROUND:

An Uplands building permit application has been submitted for the construction of a residential dwelling at 2970 Beach Drive. The existing house is to be demolished.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of June 4, 2013 relating to the construction of a residential dwelling at 2970 Beach Drive.
- b) Reduced copies of the plans of the proposed work.
- c) Memo from Municipal Arborist dated May 31, 2013 relating to trees on the subject property.

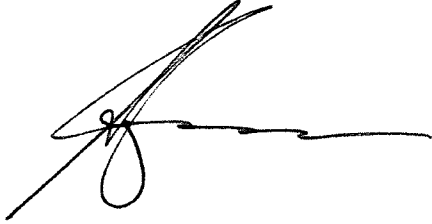
OPTIONS:

1. That it be recommended to Council that the proposed plans for the construction of a new residential dwelling at the property located at 2970 Beach Drive be approved as to siting and architectural design.
2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

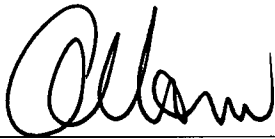
That it be recommended to Council that the proposed plans for the construction of a new residential dwelling at the property located at 2970 Beach Drive be approved as to siting and architectural design.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Officer

2013-180

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: June 4, 2013

RE: Uplands Building Permit Application – 3315 Cadboro Bay Road
Lot 6, Block 16, Section 31, Victoria District, Plan VIP1216A

BACKGROUND:

An Uplands building permit application has been submitted for the construction of a residential dwelling at 3315 Cadboro Bay Road.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meetings of June 4, 2013 and May 7, 2013 relating to the construction of a residential dwelling at 3315 Cadboro Bay Road.
- b) Reduced copies of the plans of the proposed work.
- c) Memos from Municipal Arborist dated May 31, 2013 and April 18, 2013 relating to trees on the subject property.

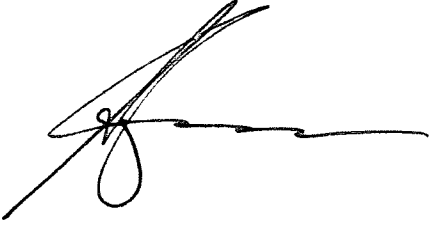
OPTIONS:

1. That it be recommended to Council that the proposed plans for the construction of a new residential dwelling at the property located at 3315 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):

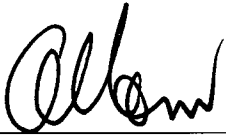
That it be recommended to Council that the proposed plans for the construction of a new residential dwelling at the property located at 3315 Cadboro Bay Road be approved as to siting and architectural design.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Officer

MEMORANDUM

2013-181

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: June 4, 2013
RE: Uplands Building Permit Application – 2847 Dunlevy Street
Lot 9, Block 41, Section 31, Victoria District, Plan VIP 8777

BACKGROUND:

An Uplands building permit application has been submitted for renovations to the house located at 2847 Dunlevy Street. Renovations include the construction of a deck at the rear of the property; construction of a new stone patio; update the façade of the house; replacement of all windows and doors and installation of French doors; installation of guardrails for the French doors adjacent to the master bedroom; and reduction of the profile of the existing brick chimney on the north and repair the roof.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of June 4, 2013 relating to renovations at 2847 Dunlevy Street.
- b) Reduced copies of the plans of the proposed work.
- c) Memo from Municipal Arborist dated May 31, 2013 relating to trees on the subject property.

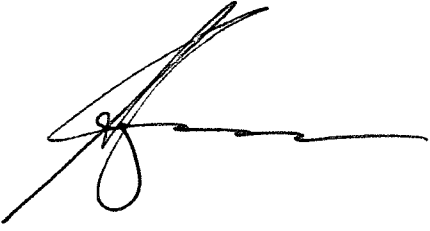
OPTIONS:

1. That it be recommended to Council that the proposed plans for renovations to the house located at 2847 Dunlevy Street be approved as to siting and architectural design.
2. That it be recommended to Council that the application be denied.

RECOMMENDATION(S):

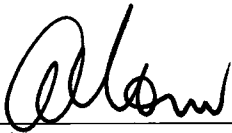
That it be recommended to Council that the proposed plans for renovations to the house located at 2847 Dunlevy Street be approved as to siting and architectural design.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Officer