

To: **Committee of the Whole**
From: **Director of Parks & Recreation**
Subject: **Request for Deer Fence at Native Plant Garden**
Date: **May 21, 2013**

BACKGROUND

At its meeting of May 1, 2013 the Parks and Recreation Commission considered a request from Carol Davies, on behalf of the Friends of the Oak Bay Native Plant Garden, to erect deer fencing at that park location. The deer have been eating many of the plants, a number of which are rare. The Commission approved deer fencing at the park in principle, but did not approve funding from the Parks and Recreation operating budget given other priorities.

DISCUSSION

In order to keep deer out of the park, an eight-foot high fence would be required. A photo of the type of mesh fencing that is being considered is attached. This is considered by staff to be the most economical and least visually impactful type of fencing available. The estimate to install the fencing, net of estimated taxes, is \$7,700 (estimate attached). Given other unanticipated repairs that have been undertaken in Parks operations, there is no available funding in the department's 2013 operating budget.

The Native Plant Garden has heritage designation by Bylaw. After the decision was made by Parks & Recreation staff that department funding was unavailable, there were discussions between the volunteers and members of the Heritage Foundation culminating in a request for a grant, and approval by the Heritage Foundation for up to 25% of the fencing costs.

There are several perspectives from which the Committee is being requested to view the proposal to install a fence:

- Heritage designation status of the park;
- Fence regulations (a variance to the Fence Bylaw would be required);
- Funding; and
- Aesthetics and plant safety.

OPTIONS

1. If the Committee agrees in principle with installing a fence around a portion of the Native Plant Park, and is prepared to commit the Oak Bay portion of the funding and indicate to the Heritage Foundation it will accept the grant offered for up to 25% of the cost, that the issue be referred to the Heritage Commission for a recommendation on installing the proposed fence on designated heritage property and to the Director of Building and Planning for a report in respect to the required Heritage Alteration Permit and any variances to the Fence Bylaw regulations to accommodate the proposal.
2. Decline the request and maintain the status quo.

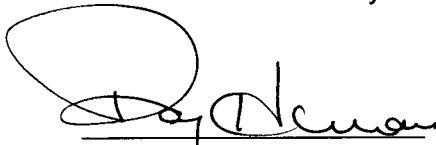
3. Refer the request to 2014 Estimates Committee deliberations with any required supporting documentation or reports to come forward to the Committee of the Whole prior to Estimates Committee deliberations.

FINANCIAL IMPACT

As noted above, the cost of the fencing is estimated at \$7,700, and the Heritage Foundation is funding \$1,846 of this, leaving \$5,854 to be funded by Oak Bay. The fencing would require ongoing maintenance, but this cost could be absorbed within the Parks and Recreation Department's annual operating budget. Refer to the comments from the Municipal Treasurer with respect to the source of funds for the initial supplies and installation in order to proceed with the project this year.

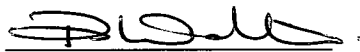
RECOMMENDATION

1. If the Committee agrees in principle with installing a fence around a portion of the Native Plant Park, That it be recommended to Council that, subject to the issuance of any permits required in relation to the project, it commit to the Oak Bay portion of the funding and indicate to the Heritage Foundation that it will accept the grant offered for up to 25% of the cost, and further, that the issue be referred to the Heritage Commission for a recommendation on installing the proposed fence on designated heritage property and to the Director of Building and Planning for a report in respect to the required Heritage Alteration Permit and any variances to the Fence Bylaw regulations to accommodate the proposal.



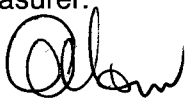
Ray Herman
Director of Parks & Recreation

If the Committee supports the installation of a fence, the source of funds could be the "Sundry Joint Projects" which has a budget of \$3,000, and the remaining \$2,854 could be taken from the "Traffic Calming" account. Both of these capital accounts are under-spent most years.



Patricia Walker
Municipal Treasurer

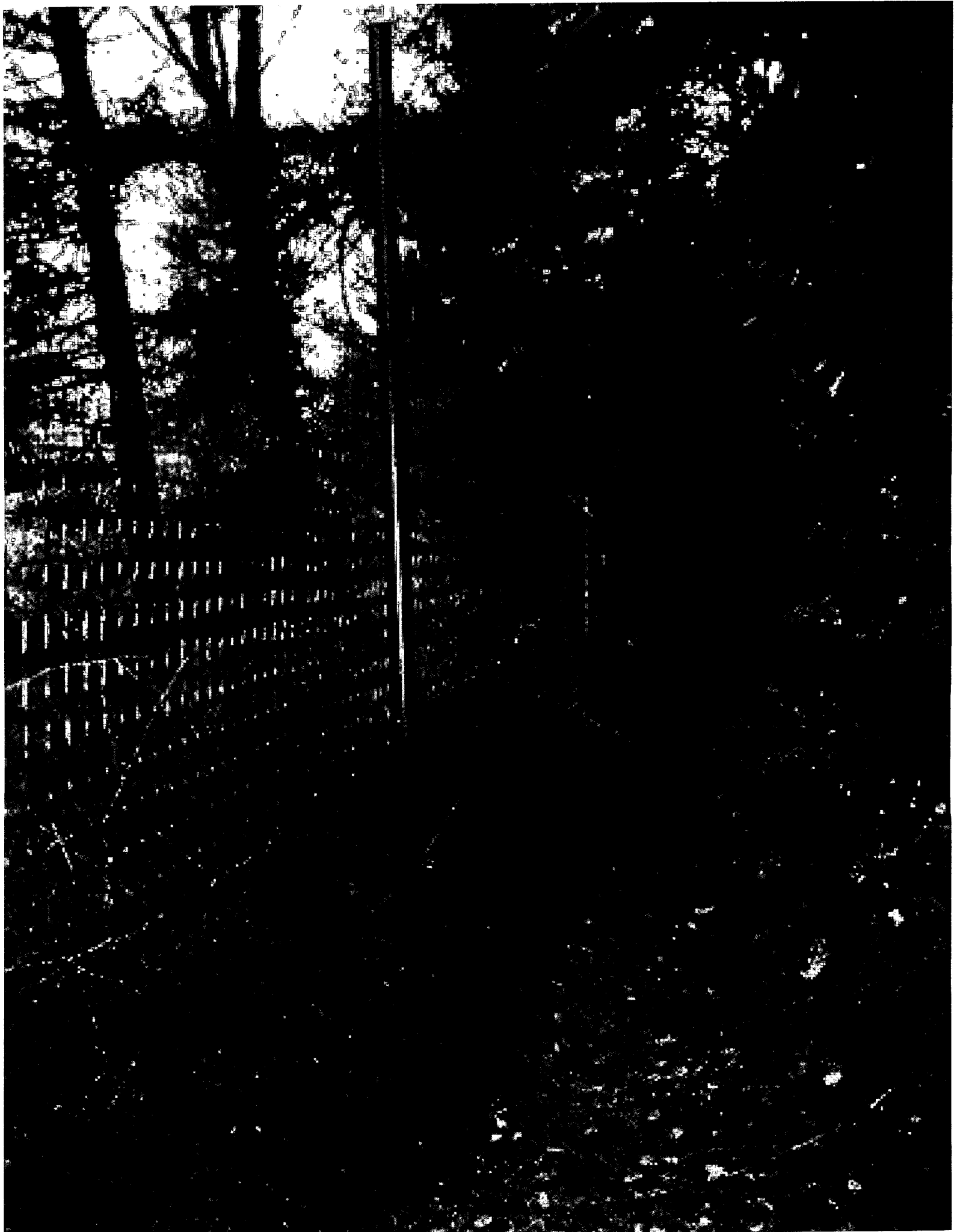
I concur with the recommendation of the Director of Parks & Recreation, and the Municipal Treasurer.

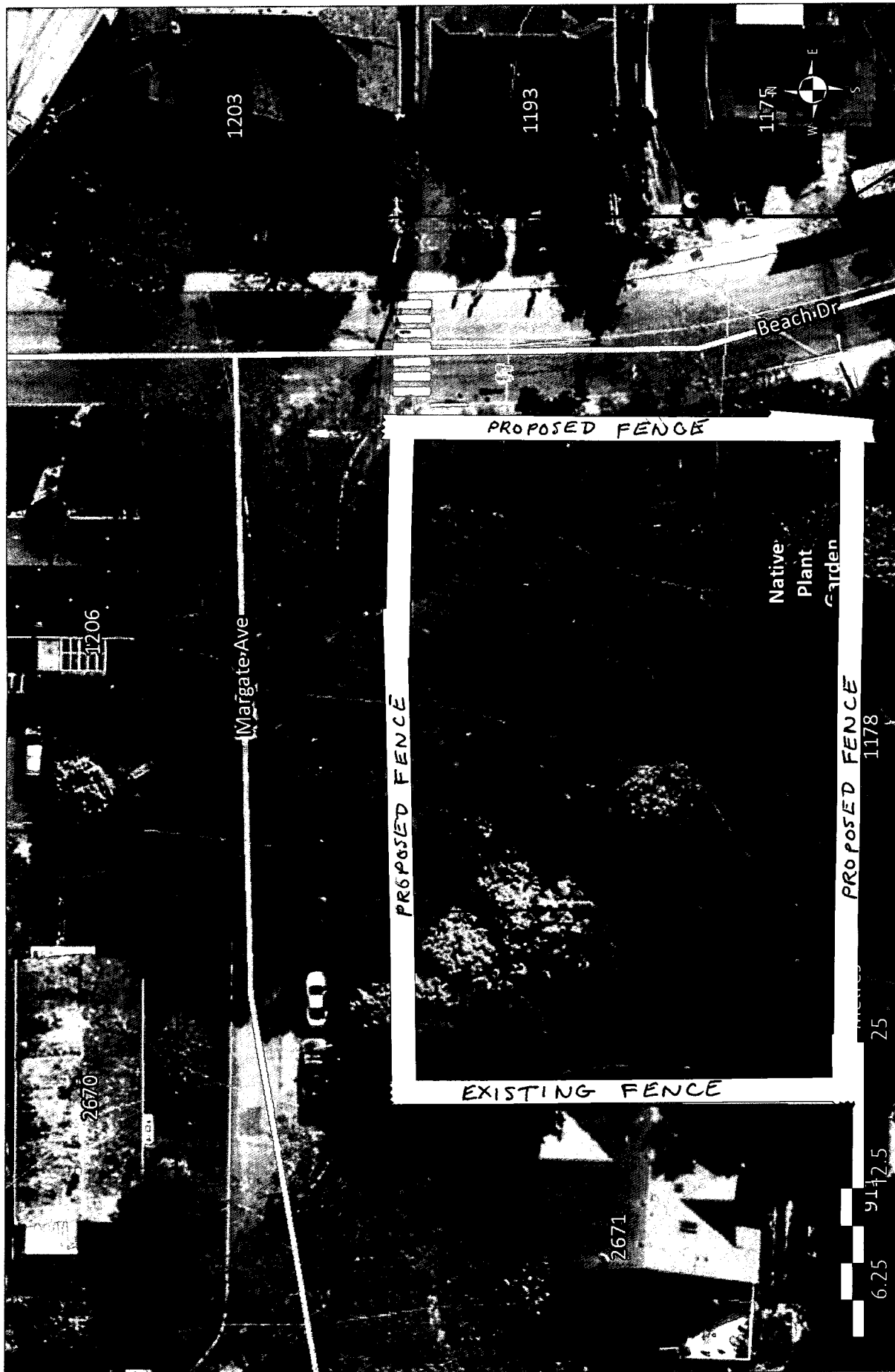


Gary Nason
Chief Administrative Officer

Estimate for Deer Fence Installation at Native Plant Park

Materials and Labour	Cost
60 ten foot support poles	\$1200.00
600 feet of UV protected 2" square mesh deer fencing	\$ 1800.00
Materials and labour to construct self closing cedar gate	\$925.00
Hydro Vac and labour to dig and Install 60 fence posts (Cement Included)	\$2200.00
Labor to install deer fencing.	\$1260.00
Total (Excluding GST)	\$7385.00





Important

This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the information it contains. The CRD is not responsible for any damage, loss or injury resulting from the use of this map or information on the map, and the map may be changed by the CRD at any time.

Printed Wed, May 15, 2013

Regional Community Atlas

Capital Regional District
gis@crd.bc.ca
http://www.crd.bc.ca

CRD
Building a Better Region

2013- 139

To: Committee of the Whole, Finance Section
From: Municipal Treasurer
Date: May 15, 2013
Re: Commentary on the Monthly Statement of Revenues and Expenditures for April

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 Provided to Other Governments and Solid Waste Disposal

These revenues are not received until after the property tax notices are issued, in mid-May.

(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) Licenses and Permits YTD: \$226,899 Budget: \$847,000 31.45%

Normally this would not be identified as an area that needed further explanation, since the 31.45% collected appears to be well within the expected range. However, it should be noted that this is due to the dog and business licenses that are paid at the beginning of the year. The building permit revenue is lagging, please see the explanation below. At April 30 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$55,876	\$60,000	93.13%
Business licenses	\$83,275	\$85,000	97.97%
Building permits	<u>\$87,235</u>	<u>\$550,000</u>	15.86%
	<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 34.89% of budget.

(4) Fines YTD: \$12,381 Budget: \$29,000 42.69%

During April we had an especially strong response to letters were sent out to people with outstanding parking tickets. The response resulted in the parking fine revenue going from 29% of budget at the end of March to 40.7% at the end of April.

(5) Rentals YTD: \$164,962 Budget: \$297,000 55.54%

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).

(6) Returns on Investment YTD: \$43,017 Budget: \$162,000 26.55%

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 the first half of the year.

(7) Penalties and Interest on Taxes YTD: \$1,403 Budget: \$114,000 1.23%

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.

(8) Transfers from Reserve Funds YTD: \$0 Budget: \$3,224,885

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.

(9) Miscellaneous Other Revenues YTD: \$11,058 Budget: \$356,081 3.11%

\$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.

(10) Conditional Transfers from Other Governments YTD: \$107,165 Budget: \$1,534,880 6.98%

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

(11) General Administration YTD: \$443,038 Budget: \$1,583,711 27.97%

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

(12) Other General Government YTD: \$198,275 Budget: \$1,219,623 16.26%

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, for which no payments had been made by the end of April.

(13) Emergency Preparedness YTD: \$24,444 Budget: \$104,844 23.31%

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.

(14) Building Department, Bylaw Enforcement, Animals

YTD: \$140,412 Budget: \$521,272 26.94%

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

(15) Roads, Sidewalks, Transportation YTD: \$419,764 Budget: \$1,640,635 25.59%

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

(16) Other Recreational & Cultural Services YTD: \$57,403 Budget: \$95,241 60.27%

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.

(17) Transfer to Own Reserves & Utilities YTD: \$403,228 Budget: \$2,671,997 15.09%

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.

(18) Transfer to library, social grants YTD: \$451,175 Budget: \$942,921 47.85%

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 April covers the rent to the end of June.

(19) Capital Expenditures YTD: \$804,228 Budget: \$4,033,036 19.94%

Until the budget is adopted in May, only capital projects that have received early approval from Council may proceed. Please see the Capital Projects Financial Report for a summary of the projects that have received this approval. Any difference between the figure shown on the Statement of Revenues and Expenditures and the Capital Projects Financial Report is due to projects that started in 2012 and are continuing in 2013.

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

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

(21) Miscellaneous Other Services YTD: \$39,655 Budget: \$412,291 9.62%

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 April include the removal of Christmas decorations, Tourism expenses and the payment of retirement allowances.

Water Utility Fund

(22) Water Revenues YTD: \$805,402 Budget: \$3,340,820 24.10%

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 do we start charging 100% of the new rates.

(23) 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".

(24) Water Supply and Operation YTD: \$542,131 Budget: \$2,770,762 19.57%

\$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

(25) Sewer Revenues YTD: 248,040 Budget: \$1,383,437 17.93%

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.

(26) Internal Revenues YTD: \$403,228 Budget: \$1,592,561 25.32%

\$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.

(27) 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.

(28) Sewer Supply and Operation YTD: \$54,725 Budget: \$3,077,203 1.78%

\$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 April monthly financial reports be received.



Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer



Gary Nason
Chief Administrative Officer

STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDING APRIL 30, 2013 - 33.33%
(numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
Taxes		\$36,146,505	\$36,146,505 (1)	0.00%
Federal Government				
University of Victoria		\$4,000	\$4,000	0.00%
Prov Gov't Agcy Hydro		\$55,000	\$55,000	0.00%
Subtotal: Grants in Lieu of Taxes	\$0	\$109,620	\$109,620	0.00%
		\$168,620	\$168,620 (2)	0.00%
Services Provided to Other Gov'ts		\$12,600	\$12,600 (1)	0.00%
Solid Waste Disposal				
Licences & Permits	\$226,899	\$1,222,272	\$1,222,272 (1)	0.00%
Fines	\$12,381	\$721,500	\$494,601 (3)	31.45%
Rentals	\$164,962	\$29,000	\$16,619 (4)	42.69%
Returns on investments	\$43,017	\$297,000	\$132,038 (5)	55.54%
Penalties and Interest on taxes	\$1,403	\$162,000	\$118,983 (6)	26.55%
Transfers from reserve funds		\$114,000	\$112,597 (7)	1.23%
Parks and Recreation revenues	\$2,446,803	\$3,224,885	\$3,224,885 (8)	0.00%
Miscellaneous other revenues	\$11,058	\$6,957,452	\$4,510,649	35.17%
Subtotal: other revenue from own sources	\$2,906,523	\$356,081	\$345,023 (9)	3.11%
		\$13,084,190	\$10,177,667	22.21%
Federal Government				
Prov Government	\$107,130	\$740,500	\$740,500	0.00%
Other Local Governments	\$35	\$784,380	\$677,250	13.66%
		\$10,000	\$9,965	0.35%
Subtotal: Conditional Transfers From Other Governments	\$107,165	\$1,534,880	\$1,427,715 (10)	6.98%
Total Revenue	\$3,013,688	\$50,946,795	\$47,933,107	5.92%

STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDING APRIL 30, 2013 - 33.33%
(numbers refer to explanations for variances shown in accompanying memorandum)

	YEAR TO DATE	BUDGET	VARIANCE	% TO DATE
Executive and Legislation	\$32,421	\$96,953	\$64,532	33.44%
General Administration	\$443,038	\$1,583,711	\$1,140,673	(11)
Other General Government	\$198,275	\$1,219,623	\$1,021,348	(12)
Subtotal: General Government	\$673,734	\$2,900,287	\$2,226,553	23.23%
Police Protection	\$1,421,189	\$4,430,127	\$3,008,938	32.08%
Fire Protection	\$1,214,867	\$3,416,525	\$2,201,658	35.56%
Emergency Preparedness	\$24,444	\$104,844	\$80,400	(13)
Building Dpt., bylaw enforcement, animals	\$140,412	\$521,272	\$380,860	(14)
Subtotal: Protective Services	\$2,800,912	\$8,472,768	\$5,671,856	33.06%
Common Services (Engineering)	\$351,362	\$1,176,051	\$824,689	29.88%
Roads, Sidewalks, Transportation	\$419,764	\$1,640,635	\$1,220,871	(15)
Subtotal: Transportation Services	\$771,126	\$2,816,686	\$2,045,560	27.38%
Garbage Collection & Disposal	\$279,480	\$967,047	\$687,567	28.90%
Parks & Recreation Facilities	\$3,338,764	\$10,640,154	\$7,301,390	31.38%
Other Recreation & Cultural Services	\$57,403	\$95,241	\$37,838	(16)
Subtotal: Recreation & Cultural	\$3,396,167	\$10,735,395	\$7,339,228	31.64%
Debt Charges	\$158,394	\$526,590	\$368,196	30.08%
Transfer to Own Reserves & Utilities	\$403,228	\$2,671,997	\$2,268,769	(17)
Transfer to Library, social grants	\$451,175	\$942,921	\$491,746	(18)
Capital Expenditures	\$804,228	\$4,033,036	\$3,228,808	(19)
Transmit Tax to Others	\$16,467,777	\$16,467,777	\$16,467,777	(20)
Subtotal: Fiscal Services	\$1,817,025	\$24,642,321	\$22,825,296	7.37%
Misc. Other Services	\$39,655	\$412,291	\$372,636	(21)
Total Expenditures	\$9,778,099	\$50,946,795	\$41,168,696	19.19%

STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDING APRIL 30, 2013 - 33.33%
(numbers refer to explanations for variances shown in accompanying memorandum)

	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>% TO DATE</u>
WATER UTILITY FUND				
Water revenues	\$805,402	\$3,342,030	\$2,536,628 (22)	24.10%
Internal revenues		\$502,898	\$502,898 (23)	0.00%
Total Revenues	\$805,402	\$3,844,928	\$3,039,526	20.95%
Expenditures:				
Water supply & operation	\$542,131	\$2,770,762	\$2,228,631 (24)	19.57%
Capital expenditure	\$272,589	\$1,074,166	\$801,577 (19)	25.38%
Total Expenditures	\$814,720	\$3,844,928	\$3,030,208	21.19%
SEWER UTILITY FUND				
Sewer revenues	\$248,040	\$1,383,437	\$1,135,397 (25)	17.93%
Internal revenues	\$403,228	\$1,592,561	\$1,189,333 (26)	25.32%
Grants, outside contributions	\$6,000	\$531,324	\$525,324 (27)	1.13%
Total Revenues	\$657,268	\$3,507,322	2,850,054	18.74%
Expenditures:				
Sewer supply & operation	\$54,725	\$3,077,203	\$3,022,478 (28)	1.78%
Capital expenditure	\$64,361	\$430,119	\$365,758 (19)	14.96%
Total Expenditures	\$119,086	\$3,507,322	\$3,388,236	3.40%

THE CORPORATION OF THE DISTRICT OF OAK BAY
 CAPITAL PROJECTS FINANCIAL REPORT
 FOR THE PERIOD ENDING APRIL 30, 2013 - 33.33%
 (Does not include expenditures for projects in progress from 2012)

	EXPENDITURE (INCLUDING ENCUMBRANCES)	EARLY APPROVAL BUDGET	VARIANCE	% SPENT
ELECTRIC CHARGING STATION	\$ 11,084	\$ 10,000	\$ 1,084	110.84%
PLANT GENERAL		\$ 366,300	\$ 366,300	0.00%
SIDEWALK DROPS	\$ 5,000	\$ 5,000	\$ -	100.00%
SIDEWALK REPLACEMENT	\$ 10,972	\$ 20,000	\$ 9,028	54.86%
CATCHBASINS		\$ 10,000	\$ 10,000	0.00%
MANHOLES	\$ 3,436	\$ 17,500	\$ 14,064	19.63%
ONLINE REGISTRATION	\$ 10,612	\$ 15,000	\$ 4,388	70.75%
RECREATION EQUIPMENT	\$ 47,502	\$ 62,900	\$ 15,398	75.52%
TOTAL GENERAL FUND	<u>\$ 88,606</u>	<u>\$ 506,700</u>	<u>\$ 418,094</u>	17.49%
SEWER FUND				
MANHOLES	\$ 11,765	\$ 17,500	\$ 5,735	67.23%
TOTAL SEWER CAPITAL	<u>\$ 11,765</u>	<u>\$ 17,500</u>	<u>\$ 5,735</u>	67.23%
WATER FUND				
WATER MAIN CLEANING & LINING	\$ 42,563	\$ 75,000	\$ 32,437	56.75%
WATER MAIN REPLACEMENTS	\$ 26,622	\$ 75,000	\$ 48,378	35.50%
FIRE HYDRANT REPLACEMENT	\$ 18,559	\$ 20,000	\$ 1,441	92.80%
TOTAL WATER CAPITAL	<u>\$ 87,744</u>	<u>\$ 170,000</u>	<u>\$ 82,256</u>	51.61%

TO: Committee of the Whole, Finance Section

May 1, 2013

FROM: Municipal Treasurer

RE: Property Taxes as at April 30, 2013

	<u>#</u>	<u>Prepayment Amount</u>	<u>#</u>	<u>Arrears Amount</u>	<u>#</u>	<u>Delinquent Amount</u>
2013	905	\$ 3,005,181.89	170	\$ 266,102.08	25	\$ 82,735.01
2012	917	<u>\$ 3,031,125.65</u>	206	<u>\$ 258,690.98</u>	21	<u>\$ 86,794.27</u>
2013 compared to 2012		<u>(\$25,943.76)</u>		<u>\$7,411.10</u>		<u>(\$4,059.26)</u>
		-0.86%		2.86%		-4.68%



Patricia A. Walker

INVESTMENTS
As at April 30, 2013

<i>Fund</i>	<i>Investments</i>	<i>Total</i>
General	MFA Fund	\$9,786,722
Land Sale	MFA Fund	\$1,758,927
Heritage	MFA Funds	\$1,811,013
Legacies	MFA Fund	\$371,290
Capital Works	MFA Funds	\$10,685,428
Park Acquisition	MFA Funds	\$256,652
Tod House	MFA Fund	\$203,993
Village Parking	MFA Fund	\$866,980
Machinery & Equipment	MFA Fund	\$1,255,836
Fire Equipment	MFA Fund	<u>\$542,925</u>
Total		<u><u>\$27,539,766</u></u>

2013-140

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: May 9, 2013

RE: Development Permit to Amend Land Use Contract No. 14
1175 Newport Avenue
Lot 1 to 15, Section 23, Victoria District, Strata Plan 971, Together
with an interest in the common property in proportion to the unit
entitlement of the strata lot as shown on form 1
C-2 Commercial Use

BACKGROUND:

The owners have made an application to repair the roofing membrane on the parkade, this will require them to remove all existing landscaping and redevelop the landscaping at the front of 1175 Newport 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 C-2 which is in a Development Permit Area as identified in the Official Community Plan. This property has a Land Use Contract, No. 14, which specifies that the landscaping must be in conformance with the submitted landscaping plans (1977). The modification proposed involves new front landscaping in accordance with the attached plans date stamped April 16, 2013.

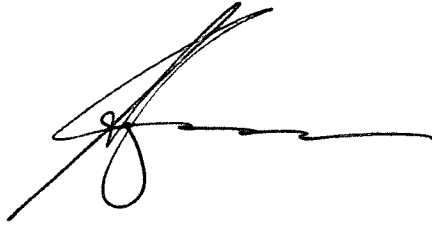
OPTIONS:

1. That a resolution authorizing the issuance of a Development Permit to amend the Land Use Contract No. 14, as outlined in the May 9, 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):

1. That a resolution authorizing the issuance of a Development Permit to amend the Land Use Contract No. 14, as outlined in the May 9, 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, featuring a large, stylized 'R' and 'T' followed by 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, featuring a large, stylized 'G' and 'N' followed by a horizontal line.

Gary Nason
Chief Administrative Officer

2013-141

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: May 8, 2013

RE: Development Variance Permit – 3125 Beach Drive
Lot 4, Block 10, Section 31, Victoria District, Plan 1216A
RS-1, One Family Residential

BACKGROUND:

The owners have installed an emergency generator in the front yard of their property which would not meet the required setbacks for this structure; consequently variances are required from the Zoning Bylaw to accommodate this installation.

DISCUSSION:

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

Zoning By-law Section(s)

4.10.5 No structure described by 4.10.1 shall be sited in the front yard or a side yard.

Variance is to permit structure that emits sound to be sited in both the front yard and side yard.

	<u>Required/Permitted</u>	<u>Requested</u>	<u>Variance</u>
6.1.4.(2)(a) Minimum front lot line setback	10.66 m (35 ft)	5.5 m (18 ft)	5.16 m (17 ft)
6.1.4.(2)(c) + Schedule 'C' Minimum Interior side lot line setback	4.57 m (15 ft)	3.0 m (9.8 ft)	1.57 m (5.1 ft)

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

If the variance for siting this structure is approved, the applicant must meet the requirement to shield or otherwise install the generator so that the maximum measurable sound level at any boundary does not exceed 40 decibels. There is direction from Council to bring back amendments to the Zoning Bylaw and Noise Bylaw which would exempt generators from the sound level requirement for monthly testing purposes and power outages.

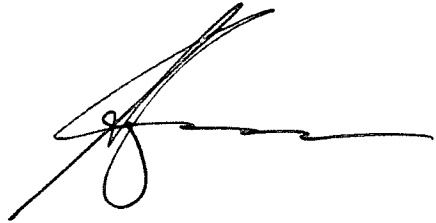
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the May 8, 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(S):

That a resolution authorizing the issuance of a development variance permit, as outlined in the May 8, 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', with a long horizontal line extending to the right.

Roy Thomassen
Director Building and Planning

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

A handwritten signature in black ink, appearing to read 'Gary Nason', with a long horizontal line extending to the right.

Gary Nason
Chief Administrative Officer

2013-142

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: May 9, 2013
RE: Development Variance Permit – 2451 Dryfe Street
Lot 47, Section 61, Victoria District, Plan 8600
RS-5, One Family Residential

BACKGROUND:

The owners have made an application to build a deck off the rear of the existing dwelling. The basement level is near grade and is counted in the gross floor area above .8 meters below grade. The proposed deck will eliminate the covered parking space required and would exceed the allowable floor area; consequently, variances are required from the Zoning Bylaw and Parking Facilities Bylaw to accommodate this proposal.

DISCUSSION:

The applicants are requesting relief from the following section(s) of Parking Facilities Bylaw #3540:

<u>Parking Facilities By-law Section(s)</u>	<u>Required</u>	<u>Requested</u>	<u>Variance</u>
4.1 + Schedule "A", A.1.(a) Minimum No. of Parking Spaces	2	2	*

**Note: The requested variance is to delete the required covered parking space and have 2 uncovered parking stalls.*

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)	286.5 m ² (3086 ft ²)	46.5 m ² (500 ft ²)

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

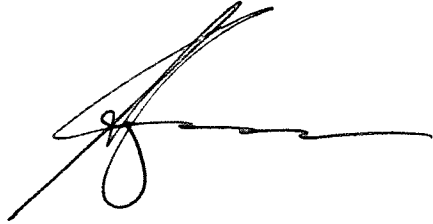
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the May 9, 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:

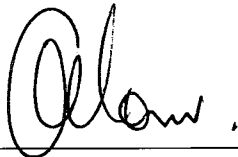
That a resolution authorizing the issuance of a development variance permit, as outlined in the May 9, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.

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

2013-143

MEMORANDUM

TO: Committee of the Whole
FROM: Director of Building and Planning
DATE: May 10, 2013
RE: Development Variance Permit – 2733 Bowker Avenue
Lot 14, Section 61, Victoria District, Plan 4053
RS-5, One Family Residential

BACKGROUND:

The owners have made application to add two additions to the main floor and a top floor dormer addition on the south side of their dwelling. The basement is less than .8 meters below grade; as a result, the main floor is considered the second floor and does not comply with the setback requirements for a second storey. The proposed additions exceed the maximum gross floor area permitted. 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:

<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)	333 m ² (3582 ft ²)	93 m ² (1001ft ²)
6.5.4.(11) Minimum second storey side lot line setback	3.0 m (9.8 ft)	1.52 m (5 ft)	1.48 m (4.9 ft)

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

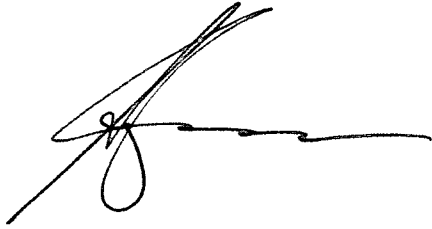
OPTIONS:

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the May 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 May 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, featuring a large, stylized 'R' and 'T' followed by 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, featuring a large, stylized 'G' and 'N' followed by a horizontal line.

Gary Nason
Chief Administrative Office

2013-144

MEMORANDUM

TO: Committee of the Whole

FROM: Roy Thomassen, Director of Building and Planning
Hope V. Burns, Planner

DATE: May 9th, 2013

RE: Development Permit/ Rezoning – 1510 Clive/2280 Oak Bay Avenue
Proposed New Multi-Family Residential Development, Revised Plans

BACKGROUND:

The owner of the property (JN Developments), through its Architect, Gregory Damant, Cascadia Architects Inc., initially submitted an application in November 2012 to redevelop the above described property with a new three storey rental accommodation building including some “live work” commercial space. In the staff report dated December 4th, 2012, it was determined that an OCP amendment and rezoning of the property would be required, and a form and character Development Permit would have to be considered for issuance for the mixed use project.

At the December 10th, 2012 Council meeting, the following motion was Carried:

MOVED and Seconded

That the rezoning/development permit application for the property at 1510 Clive Drive and 2280 Oak Bay Avenue be referred to Committee of the Whole for further discussion.

At the January 21st, 2013 Committee of the Whole meeting, and subsequently ratified by Council on January 28th, 2013, the application details and the original staff report dated December 4th, 2012 were discussed and the following motion was Carried:

MOVED and Seconded

That the rezoning and development permit application for the property at 1510 Clive Drive and 2280 Oak Bay Avenue be referred to a future Committee of the Whole meeting in order to consider the forthcoming parking study and sun study.

“A discussion ensued, with members of the Committee commenting on the benefits and challenges of the proposal. It was noted that the consensus-building approach was innovative and that the community should be encouraged to pursue it. Concerns were raised with respect to parking, blasting during construction, loss of green space, setbacks, density and proceeding in advance of completion of the OCP renewal process.”

REVISED PROPOSAL:

A revised design of a three storey multi-residential Clive Apartment project has now been submitted (Attachment “A”) for consideration. The revised proposal requires Council

consideration of rezoning and issuance of a Development Permit that meets the OCP objectives and guidelines for multi-family residential development. The commercial component (live-work option) of the project has been eliminated with this revision. The redevelopment is outside of the designated Village Commercial Core and is at the westerly end of the multi-residential zoning which then continues easterly along Oak Bay Avenue. The new proposal consists of 19 residential units with a total of 16 at grade parking spaces. The unit mix includes two studio units, with the remainder two bedroom and one bedroom and den units.

The applicant advises that the neighbourhood has been consulted through a number of meetings held by the developer and architect. The architect has submitted a letter dated March 28th, 2013, (Attachment "B") outlining the revisions and expanding on the details of the revised proposal. There has also been a meeting held with a neighbourhood representative with senior municipal staff (comments from the neighbours appended in Attachment "C").

DISCUSSION:

Subject Property:

The existing site is comprised of two legal lots, each approximately 558 m² in size for a total lot area of 1116 m² (12,000ft²). Any redevelopment for the property will involve lot consolidation of the two parcels. The current zoning for the property is RM-3, multiple dwelling use—3 storey. The existing two storey building (Clive Apartments) contains eight dwelling units. Surrounding land use includes the Oak Bay Avenue commercial village core to the west, the Hamilton project on the south side of Oak Bay Avenue (RM-3) and single family houses immediately adjacent to the north and further east for a few properties. The zoning of the lands to the east is also RM-3 and north is single-family residential.

ZONING ANALYSIS

The following table shows the current zoning requirements for the property and shows the variations to the existing RM-3 Zone for the proposed development:

	Existing RM-3	Proposed zone	Variance
Minimum Lot Area	2000 m ²	1116 m ²	884 m²
Permitted Uses	One-family residential or Apartment Use	Apartment Use	OK
Minimum Front Setback	9.14 m (30 ')	5.175m (17 ')	3.97m (13')
Minimum Rear Setback	9.14 m (30 ')	2.45 m (8 ')	6.7 m (22')
Minimum Interior Side Setback	6.0 m (20 ')	2.21 m (7.25 ')	3.79 m(12.4')
Minimum Exterior Side Setback	9.14 m (30 ')	1.78 m (5.84 ')	7.36 m (24.1')
Maximum Building Height	10.7 m (35 ')	9.4m (30.9') approx.	OK
Maximum Occupiable Height	8.0 m (26 ')	6.8m (22.3') approx.	OK

Number of storeys	3	3	OK
Maximum Lot Coverage	35 %	60 %	25 %
Maximum Floor Area Ratio	1.0	1.55	.55 increase
Minimum permitted floor area for each kind of dwelling unit is as follows:	1 bedroom-56m ² (603ft ²) 2 bedroom-70m ² (754ft ²) 3 bedroom-84m ² (904ft ²)		2 studio units are at 35 m ² (115ft ²)

Zoning Bylaw Section 4.12.3 states that **“the surface of the land, in zones RM-2, RM-3, RM-4 and RM-8 shall not be used for parking spaces.”**

Zoning Bylaw Section 4.12.4 further states **“that part of the building containing the required parking spaces in Zones RM-2, RM-3, RM-4 and RM-8 shall be constructed below the elevation of the abutting roadway.”**

In addition Section 4.6.10(1)(a) deals with floor area ratio which states **“in a zone other than a One Family Residential Use Zone, the part of the floor area used and maintained for the parking of motor vehicles; shall be excluded from the computation of gross floor area.”**

The exemption of the gross floor area used for parking is based on the other Bylaw requirement that the parking would be below the abutting road and not surface parking. The concept of exempting below grade parking areas from the calculation of gross floor area is quite common in Zoning Bylaws as the massing of the building is not affected when the parking is below grade.

With this proposal, the parking is on the surface which creates a larger massing of the building visually and this massing has not been counted in the floor area ratio calculation. If the parking area is counted in the gross floor area calculation of the building as it is surface parking, the floor area ratio would be approximately 1.88.

The architect advises that the differences in the Floor Area Ratio and site coverage calculations between staff and the submitted data, are based on the inclusion of the basement and balconies and are not the result of any change in the design in the revised proposal as submitted.

PARKING

The applicant has retained a parking consultant, Boulevard Transportation Group Ltd. to undertake a parking analysis which is attached to this report (Attachment “D”). The study was based on the initial concept which included work/live accommodation but the calculations were based on the multi-family residential requirements.

Building staff have reviewed this study and provide the following comparisons for Council's information.

The following table shows parking requirements for 11 of the 13 regional municipalities calculated for a 19 unit apartment building. The average number of parking spaces for the region would be 33 parking stalls or 1.7 stalls per dwelling unit.

MUNICIPALITY	REQUIREMENT	19 UNIT APARTMENT
OAK BAY	2.25 per unit	43 spaces
VICTORIA	1.3 per unit	25 spaces
ESQUIMALT	1.3 per unit	25 spaces
VIEW ROYAL	1.5 /unit + 1/100m ² +.25/unit	40 spaces
COLWOOD	1.5/unit + 1/100m ² + .25/unit	40 spaces
LANGFORD	1.75 per unit	34 spaces
SOOKE	1.5 per unit	29 spaces
SAANICH	1.5 per unit	29 spaces
CENTRAL SAANICH	1.5 per unit + .25 per unit	34 spaces
NORTH SAANICH	2 per unit	38 spaces
SIDNEY	1 per unit	19 spaces
	Average of the 11 municipalities	33 spaces or 1.7 per unit

The redevelopment proposal provides for 16 parking stalls which is half of the regional average requirement for a 19 dwelling unit apartment. The parking plan shows six of the 16 stalls as small car stalls which is 38% of the provided parking; whereas the Parking Facilities Bylaw permits a maximum of 25% (four stalls) to be dimensioned as small car use.

Previous review of the parking provided by the cluster of multiple dwelling buildings on Haultain Street showed an average of one parking stall per dwelling unit. The municipality has received a number of complaints over the years regarding the congestion of cars parking on the street in the area.

The loading area mentioned in the letter from the applicant is the size of a small car space and may not be effective in avoiding congestion on Clive Drive when residents in the building move and need larger vans and trucks.

While the units are relatively small in size, and proposed as rental units, the significant reduction in the number of parking stalls versus what is normally required still generates some concerns. It is anticipated that some of the tenants will be using cycling for transportation, and the "car share" opportunity is welcome, however, to reduce the amount of spill over parking into the adjacent neighbourhood, there still needs to be enough parking for the allocation of spaces for the units (notably for the two bedroom and one bedroom and den units) including adequate parking for overnight visitors. In the CRD, outside of the downtown Victoria core, the majority of units will generate one car per unit including guest parking. At least three additional stalls (one per unit) and additional designated visitor parking stalls should be considered by the architect.

LEED

The project is to be LEED (Leadership in Energy and Environmental Design) certified which is a green building rating system. Points are earned for building attributes considered environmentally beneficial. There are a total of 70 points available in this rating system acquired through six categories. The point system includes evaluation of the following criteria: Sustainable Sites; Water Efficiency; Energy and Atmosphere; Materials and Resources; Indoor

Environmental Quality; and, Innovation and Design. In order to qualify for certification as LEED, there are prerequisite credits. The voluntary development density credit mentioned in the applicant's letter is one point of the 70 points available; however, it is not a prerequisite in order to be a LEED project. The certification levels are as follows:

- Certified 26 – 32 pts.
- Silver 33 – 38 pts.
- Gold 39 – 51 pts.
- Platinum 52 – 70 pts.

To support the Province in its endeavors to reduce Greenhouse Gas Emissions, the District of Oak Bay has agreed to the aspirational target of 33% reduction by 2020 as an objective at the community level. This policy is found in the present OCP and it is anticipated will be carried through to the updated OCP.

In Oak Bay, it should be strongly encouraged that a project can meet LEED standards, as meeting these criteria will help maintain sustainable communities in the long term. It is laudable that the developer has proposed a LEED certified project and this should be ensured through the registration of a restrictive covenant on title that this objective will be met.

ENGINEERING DEPARTMENT

The Engineering Department have made some preliminary comments regarding the Traffic Impact Assessment and the proposed development at Clive Drive and Oak Bay Avenue as follows:

- The last accident recorded at Clive/Oak Bay Ave. was in 1997.
- Currently, there are yellow curbs (no parking) on both east and west sides of Oak Bay Avenue at this intersection. These have the same advantage as proposed curb extensions in terms of site line. With or without curb extension, drivers from Clive Drive need to stop at the stop sign and move forward to have clear site line on Oak Bay Avenue.
- There could be potential conflicts between proposed curb extensions and redevelopment plans for Oak Bay Avenue.
- The proposal should maintain public access on public land. We cannot invite pedestrians to "trespass" on private property. The proposed trees need to move onto the private land side of the sidewalk. (Parks Department concur with moving these trees off of the public sidewalk.).
- To better understand the proposed sidewalk on Clive Drive and curb extension on Oak Bay Avenue, the drawings should show the dimensions of streets, centre line, and existing underground utilities.
- A storm water management system should be incorporated into the redevelopment plans.

PLANNING REVIEW

The applicant has responded to the concerns initially raised at the Council level and in several meetings with impacted neighbours and businesses. The following discussion is based on a planning review of the revised proposal.

OFFICIAL COMMUNITY PLAN

The Official Community Plan is a statement of intent which is described by way of stating goals, objectives and actions. The Official Community Plan provides a high level planning vision of Oak Bay as a community now and for the future. The OCP renewal has now commenced and it is anticipated that discussions on redevelopment and preferred housing types for the multi-family designated areas will be significant.

The present OCP renewal discussion on housing will undoubtedly indicate that there will be a continuing demand in Oak Bay for affordable multiple dwelling forms of housing which include townhouses, apartments and condominiums. This demand to a large degree arises from aging Oak Bay residents who currently occupy single-family homes on large lots and desire to remain in the community but in a smaller dwelling unit. Individuals and young families starting out also seek more affordable housing alternatives. At the same time, the continuation of Oak Bay's lower density character is a clear community objective. Deferring this application to await the draft OCP may not be warranted as the land use designation for this site has already been established as multi-family residential, however, the acceptable density and design issues need to be addressed which could be undertaken at this point.

The present OCP designates the multiple dwelling use areas as Development Permit Areas for form and character. The following is an excerpt setting out the objectives and guidelines:

" (c) For the establishment of objectives and the provision of guidelines for the form and character of multi-family residential development:

Those lands zoned for Multiple Dwellings Use (or Multifamily/ Commercial Use) as set out in the Zoning Bylaw or those areas of land designated as Special Institutional Use and on which a building to be used for Multiple Dwelling purposes is situate or is proposed.

(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."*

As the site is already designated land use wise as multi-family residential and as a Development

Permit Area, (DPA) and commercial expansion along Oak Bay Avenue is no longer contemplated, it does not appear that an OCP amendment is required. Council does need to determine if the project meets the DPA guidelines which are stated as follows: *"(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 the surrounding properties."*

However, there is no existing zoning designation that could accommodate the proposal as submitted and therefore a new zoning category would need to be drafted specific to this site. Provision of newly constructed rental housing is definitely supportable as it creates an affordable housing choice rarely found in new developments in Oak Bay. The smaller size of units also meets a demand for those starting out and those wishing to downsize but remain or move into the community. The zoning would deal with allowable density, site coverage, allowable building height and setbacks.

To ensure that the rental housing aspect of the development as proposed is in fact implemented if the zoning is changed, it is suggested that a Housing Agreement Bylaw be prepared and be considered concurrently with the zoning bylaw to ensure rental occupancies are guaranteed with no stratification of the units permitted (ensuring units may not be sold) and that families would be allowed. A positive aspect of this proposal is the proposed construction of new rental housing stock which has not occurred in Oak Bay for many years and is rare in the region as well. A Housing Agreement Bylaw and ensuing legal agreement will ensure this occurs.

For projects of this scale it is usual that a detailed landscape plan, including details of on-site amenities and a detailed grading plan be submitted. Several concerns have been raised by neighbours with respect to the massing and setbacks of this project. From a planning perspective, it is unfortunate that the units fronting onto Oak Bay Avenue have their entrances somewhat hidden when in fact the front doors and landscaped entranceways could form a welcoming presence onto the streetscape. The second and third floors appear to be cantilevered over the ground floor and the landscaping appears to hide the entrances to the first floor units rather than provide a welcoming entrance to the units. The lack of on-site landscaped amenities and green space for the residents living in this development is also missing as the balconies for some of the units are very small and probably could not even accommodate a barbeque or a couple of chairs. The architectural details of the under building surface parking need to be well thought out to ensure the design is attractive and such items as exterior lighting does not encroach onto neighbouring properties.

The underbuilding and at grade surface parking could also be enhanced with the use of permeable pavers and landscape details (trellis with plantings) that would help soften the look of the project and address some storm water management concerns. It is suggested that consideration be given by the developer to further review the building design and address the concerns of the residents re setbacks and massing. If Council concurs, and the architect revises the plans, it is suggested that the ADP be requested to review this project.

As part of the approval process, professional engineering analysis should be undertaken including analysis of sewer, water and drainage services, and a storm water management plan and any required traffic improvements, such as access and egress requirements, sidewalk changes as identified in the parking study which should all be submitted prior to the

establishment of a public hearing date. The development permit can include details such as screening of roof top mechanical equipment and details of all exterior lighting, including all site lighting, at grade and surface parking lighting, and exterior building lighting. All fixtures should be 'down cast' arched with a restricted light spread.

It is also a planning suggestion that a prior to final reading of a zoning amendment bylaw that a restrictive covenant be prepared to be registered on the property immediately following rezoning restricting the development to that as shown on the approved Development Permit including legal consolidation of the site into one parcel.

To recap, it is suggested that the following next steps be considered:

- The design be revised to provide additional parking on the site;
- Architectural and landscape plans be modified to address massing and design concerns including the provision of attractive entranceways to the residential units fronting onto Oak Bay Ave., treatment of setbacks, on-site amenity areas and underbuilding/surface parking areas;
- Engineering details be considered with respect to access, sidewalk changes, streetscape and storm water issues;
- The ADP be invited to review a revised submission;
- A draft Housing Agreement Bylaw be requested to ensure the provision of rental units only;
- A draft restrictive covenant be prepared to ensure the development as proposed is ultimately constructed including to LEED standards.

OPTIONS:

One of the purposes of this report is to outline some possible options for Council consideration with respect to dealing with this application.

Option 1.

If the present proposal in its present form is considered acceptable to Council, a new multi-family residential zoning category would be drafted to accommodate this proposal as now presented and these bylaw amendments could be considered through the usual bylaw process by Council with subsequently holding a public hearing. This should also include Preparation of a draft Housing Agreement Bylaw to ensure the units are maintained as rental units in perpetuity and not to be legally stratified, and a restrictive covenant drafted to guarantee the form and character of the project as presented in the Development Permit including architecture, landscape and infrastructure improvements details to the satisfaction of Council.

Option 2

Prior to proceeding with preparation of draft bylaws, the applicant be requested to either modify or further address issues raised in this report and agreed to by Council such as: reorganizing the massing and increasing the setbacks of the building; consider on-site amenities, provision of additional parking on-site; and, reviewing the concerns with streetscape, sidewalk design and tree planting to the satisfaction of the Engineering and Parks' Departments.

Option 3.

Defer further consideration of this application until a draft OCP has been prepared to address future density and development criteria for projects of this nature with enhanced Development Permit Area guidelines for multi-family residential projects.

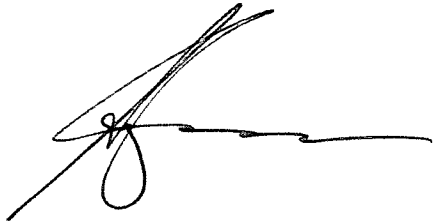
Option 4

Decline to consider the application further.

RECOMMENDATIONS:

Staff would suggest that Option 2; requiring some modification of the plans including possible reduction or reorganizing of the building massing and increasing the number of on-site parking stalls, be pursued prior to bylaw preparation if Council wishes in principle that this application proceed to the bylaw and public hearing process.

Respectfully Submitted,

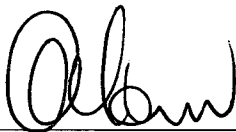


Roy Thomassen
Director of Building and Planning



Hope V. Burns, mcip
Planner

I concur with the recommendations in this report



Gary C. Nason
Chief Administrative Officer

Attachment "A" --revised design plans

Attachment "B" --Cascadia Architects' letter March 28th, 2013

Attachment "C"-Clive Drive Residents' submitted concerns dated May 9th, 2013

Attachment "D"-Transportation and Parking Study, Boulevard Transportation Group

2013-145

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: May 7, 2013

RE: Uplands Building Permit Application – 3530 Midland Road
Lot 8, Block 2, Section 31, Victoria District, Plan VIP1216A

BACKGROUND:

An Uplands building permit application has been submitted for the construction of a conservatory to replace an existing deck. The application also includes the construction of a storage room beneath the conservatory and a wine cellar beneath the storage room.

DISCUSSION:

Attached for your information are:

- a) The reports of the Advisory Design Panel meetings of April 2, 2013 and May 7, 2013 relating to the proposed construction at 3530 Midland Road.
- b) Reduced copies of the plans of the proposed work.
- c) Memo from Municipal Arborist dated March 19, 2013 regarding trees on the subject property.

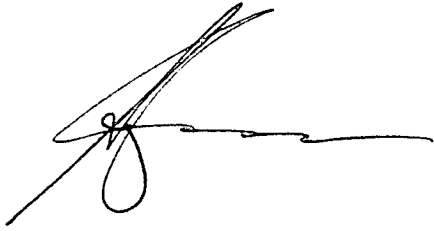
OPTIONS:

- 1. That it be recommended to Council that the plans to construct a conservatory, storage room and wine cellar onto the existing house located at 3530 Midland 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 conservatory, storage room and wine cellar onto the existing house located at 3530 Midland Road be approved as to siting and architectural design.

Respectfully Submitted,

A handwritten signature in black ink, featuring a large, stylized 'R' and 'T' followed by 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, featuring a large, stylized 'G' and 'N' followed by a horizontal line.

Gary Nason
Chief Administrative Officer

2013-146

MEMORANDUM

TO: Committee of the Whole

FROM: Director of Building and Planning

DATE: May 13, 2013

RE: Uplands Building Permit Application – 2460 Cardigan Road
Lot C, Section 31, Victoria District, Plan 2563

BACKGROUND:

An Uplands building permit application has been approved for the construction of a residential dwelling at 2460 Cardigan Road. The applicant is seeking approval for revisions to the previously approved design.

DISCUSSION:

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of May 7, 2013 relating to the revisions to the construction of a residential dwelling at 2460 Cardigan Road.
- b) Reduced copies of the plans of the proposed work.
- c) Memo from Municipal Arborist dated April 22, 2013 relating to trees on the subject property.

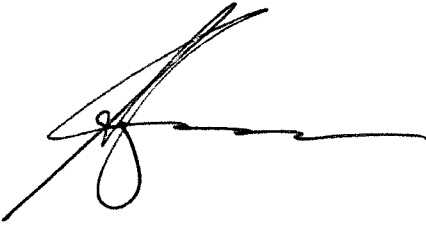
OPTIONS:

- 1. That it be recommended to Council that the revised plans for the construction of a new residential dwelling at the property located at 2460 Cardigan 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 revised plans for the construction of a new residential dwelling at the property located at 2460 Cardigan Road be approved as to siting and architectural design.

Respectfully Submitted,

A handwritten signature in black ink, featuring a large, stylized 'R' and 'T' followed by 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, featuring a large, stylized 'G' and 'N' followed by a horizontal line.

Gary Nason
Chief Administrative Officer