

2013- 308

**To:** Committee of the Whole, Finance Section  
**From:** Municipal Treasurer  
**Date:** November 10, 2013  
**Re:** Commentary on the Monthly Statement of Revenues & Expenditures to October 31, 2013

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**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. 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.

**DISCUSSION:**

**Revenues**

(1) Taxes, Services YTD: \$35,703,878 Budget: \$36,146,505 98.78%

The due date for their payment was July 2, after which a penalty was added on any outstanding 2013 balances.

(2) Grants in Lieu of Taxes YTD: \$114,087 Budget: \$168,620 67.66%

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. We have not yet received the grant from the University of Victoria (which will be \$58,004).

(3) Services Provided to Other Governments YTD: \$12,958 Budget: \$12,600 102.84%

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: \$1,225,012 Budget: \$1,222,272 100.22%

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

(5) Licenses and Permits YTD: \$521,541 Budget: \$721,500 72.29%

Most dog and business licenses are paid at the beginning of the year. The building permit revenue is lagging, please see the explanation below. At October 31 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$61,751	\$60,000	102.92%
Business licenses	\$92,011	\$85,000	108.25%
Building permits	<u>\$346,127</u>	<u>\$550,000</u>	62.93%
	<u>\$499,889</u>	<u>\$820,000</u>	

The building permit budget contains \$300,000 for the expected revenue from the Oak Bay High School project; to date we have received \$19,270 for the foundation permit and \$3,435 for a plumbing permit, for a total of \$22,705. The "regular" building permit revenue is at 138% of budget.

(6) Fines YTD: \$27,406 Budget: \$29,000 94.50%

While the regular parking ticket revenue is lagging behind, at 74.5% of budget, the revenue from Municipal Tickets is at 150% of budget.

(7) Rentals YTD: \$273,122 Budget: \$297,000 91.96%

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: \$147,113 Budget: \$162,000 90.81%

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.

(9) Penalties and Interest on Taxes YTD: \$114,286 Budget: \$114,000 100.25%

Penalties account for \$100,000 of the budget, and \$105,910 of the actual. 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.

(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: \$49,420 Budget: \$356,081 13.88%

\$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: \$376,290 Budget: \$1,534,880 24.52%

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: \$1,140,873 Budget: \$1,470,715 77.57%

The budget in this category includes consulting money which is not spent until the end of the year.

(14) Emergency Preparedness YTD: \$67,355 Budget: \$104,844 64.24%

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.

(15) Building Dept., Bylaw Enforcement, Animals YTD: \$402,640 Budget: \$521,272 77.24%

The department has not yet used any of the \$5,000 budget for overtime.

(16) Common Services (Engineering) YTD: \$897,155 Budget: \$1,176,051 76.29%

Engineering has not yet bought any replacement software or used its overtime budget.

(17) Roads, Sidewalks, Transportation YTD: \$1,132,212 Budget: \$1,640,635 69.01%

The main areas in this category that are under budget are leaf pickup and snow removal, which come into effect towards the end of the year.

(18) Garbage Collection and Disposal YTD: \$718,431 Budget: \$967,047 74.29%

Tipping fees are always paid the following month. If the October fees are added to the above year to date, the percentage changes to 76.89%.

(19) Other Recreation & Cultural Services YTD: \$66,375 Budget: \$95,241 69.69%

\$15,000 has been budgeted for Marina repairs and to date none have had to be done. If this continues to the end of the year, the money will be reserved for future years when the repairs come in over budget.

(20) Debt Charges YTD: \$487,252 Budget: \$526,590 92.53%

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 and the related interest of \$225,141 which has been paid for the year.

(21) Transfer to Own Reserves & Utilities YTD: \$1,296,431 Budget: \$2,671,997 48.52%

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 were made, but the largest ones will be carried out at the end of the year.

(22) Transfer to library, social grants YTD: \$936,426 Budget: \$942,921 99.31%

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 October covers the rent to the end of December.

(23) Capital Expenditures YTD: \$2,383,360 Budget: \$4,033,036 59.10%

Until the budget was adopted in mid-May, only capital projects that received early approval from Council could proceed. Please see the Capital Project Report for details.

(24) Transmit Taxes to Others YTD: \$16,282,814 Budget: \$16,467,777 98.88%

These are the taxes that are collected on the Oak Bay property tax notices and subsequently remitted to various organizations. In most cases the remittances must be made by the beginning of August. School taxes and Transit taxes are paid as they are collected.

(25) Miscellaneous Other Services YTD: \$175,596 Budget: \$412,291 42.59%

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 September include the removal of Christmas decorations, Tourism expenses, tea party expenses and the payment of retirement allowances.

### **Water Utility Fund**

(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: \$2,110,084 Budget: \$2,770,762 76.16%

\$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: \$1,245,724 Budget: \$1,383,437 90.05%

The October billing covered the months of July – October, encompassing high water usage months. The sewer fees had to be amended in April to cover higher CRD costs than had been originally budgeted, and we have been "catching up" ever since then. Between April and June the amended rates were being phased in, and this was the first billing that was all charged at the higher rate.

Due to the risk associated with deriving our sewer funding through water usage, the estimates were very conservative. Surplus associated with this conservatism will be reserved to help fund future shortages in years of low water usage.

(29) Internal Revenues YTD: \$1,008,070 Budget: \$1,592,561 63.30%

\$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 ten 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: \$271,522 Budget: \$531,324 51.10%

The budget represents the gas tax revenue transfer, which is given to us in two payments. The actual figure is the July payment and we will receive the second in December.

(31) Sewer Supply and Operation YTD: \$1,852,236 Budget: \$3,077,203 60.19%

\$1,662,861 of the budget is the payment that is made to the CRD for its costs to run the sewer system, and this was paid at the beginning of August. 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.

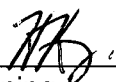
#### RECOMMENDATION:

That the October monthly financial reports be received.



Patricia Walker  
Municipal Treasurer

I concur with the recommendation of the Municipal Treasurer.

  
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Helen Koning  
Chief Administrative Officer

# MEMORANDUM

**To:** Committee of the Whole  
**From:** Fire Chief  
**Date:** November 13, 2013  
**Re:** Fire Department Self Contained Breathing Apparatus Replacement

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## **Background:**

In 2013 the National Fire Code Standards for Self Contained Breathing Apparatus (SCBA) has made significant changes. The two main distributors of SCBA are Scott Canada and Mine Safety Association (MSA). MSA has decided to no longer provide the MSA 3000 product line, which will make the MSA 3000 series of SCBA obsolete. The Fire Department has used the MSA 3000 series SCBA exclusively since 1993.

The Fire Department was informed on October 15<sup>th</sup> 2013 by MSA Canada that as of February 2014 they will no longer be selling the MSA 3000 series (SCBA). MSA representatives have informed the Fire Department that they will have limited parts and support for this product moving beyond that date. Prior to the meeting on October 15<sup>th</sup>, the Fire Department had no indication that MSA would be removing this product from service and as such we have had to develop a strategy to manage this situation based on the information provided.

## **What impact does this have for the Fire Department and the District?**

The new standard for SCBA contains changes in the low alarm safety bell warning system to standardize the alarm across all manufacturers as well as a change in the allowable low alarm air. A 3000 pound SCBA will limit Firefighters to only twenty minutes of working air time before they would need to exit the building as opposed to the twenty-five minutes we are currently allowed.

The Fire Department uses the MSA 3000, of which we own twenty packs, a Rapid Intervention Team Rescue (RIT) Pack, forty eight spare bottles and our fill station which has four 4500 cascade cylinders. Our SCBA inventory includes six MSA units which are twenty years old and are scheduled for replacement in 2014 and 2015, and eleven spare cylinders which have reached the end of their fifteen year life term and require replacement. The department also has seven SCBA packs that are three years old and eight SCBA packs that are six years old.

As MSA will no longer provide support for our product line, once the company's inventory has been depleted, our SCBA will be considered obsolete. This will result in all of the Fire Department SCBAs becoming redundant as of February 2014.

The Fire Department will have to replace its entire complement of SCBA packs and cylinders as well as the Cascade cylinders to meet the new standards and operate with SCBAs which are maintainable and not obsolete.

### **Discussion:**

This breathing apparatus is mandatory for structural Fire Fighting. The department cannot operate without SCBA.

Since we need to replace our SCBA, we have an opportunity to improve the compatibility of our equipment with that of the other departments who participate in the Mutual Aid Agreement. These neighbouring departments [Saanich, Victoria and Esquimalt] all operate with Scott SCBA, which is not compatible with MSA. We have had to develop interoperability guidelines into our Rapid Intervention Response with other departments at mutual aid events. We also share a contract with Saanich to provide Confined Space Entry Rescue for the University and we face issues so we set up two air systems on site, one for each department. The CRD Hazmat team, to which Oak Bay provides leadership and manpower, also uses Scott SCBA.

The Fire Department will be looking at purchasing the 4500 series SCBA. Our department requires the 4500 series to allow the engine company enough time for rescue, extinguishment and exit at an incident, and will meet the objectives of NFPA and Worksafe BC Standards for interior firefighting operations.

The current air compressor in the department is capable of filling the 4500 cylinders with slight modifications which will necessitate the purchase of three 5,000 pound cascade cylinders for storage.

The 3000 series of SCBA equipment that we currently have are upgradeable; however the cost to upgrade is within \$300 dollars of purchasing a new pack as the only piece salvageable is the backpack frame. There is value in the packs and cylinders that we currently own.

The SCBA packs should bring a return of approximately \$500 per pack and the cylinders should bring \$150 each. Based on current inventory this could bring an estimate of return at \$15,000, though this may be optimistic since the system is becoming obsolete.

Current estimates that we have received from Scott Canada for the supply of the 4500 series of SCBA are approximately \$195,000. While we anticipate that final tendered prices will be lower, this figure is used for discussion purposes.

In the past, when a few SCBA units have needed replacement, the funding has come from taxes. However, the complete replacement of the SCBA equipment at a cost of \$195,000 would not typically be financed through taxes, since it would represent an increase of over 1% if all other budgetary items are kept equal. Normally we are given more notice of major impending costs, and we are then able to build up reserves to cover the purchase. This option is not as readily available to us, given the very short notice that we have received.

We have not yet completed our projections for 2013 actual figures, and therefore are unable to predict whether there will be a surplus that can be allocated towards this capital purchase. There are also other calls on any available surplus, and therefore the best we can hope for is that some of the \$195,000 might be funded through a reserve from 2013 surplus.

The leasing program, offered by the Municipal Finance Authority (MFA), can be used to finance this purchase. The lease can be for up to five years, and currently the interest rate is 2% (1% below prime). Anticipating that some of the cost can be covered by surplus and the proceeds from the sale of the old equipment, a five year lease for \$150,000 at current rates would cost approximately \$32,000 per year.

#### **Options:**

1. We maintain the current SCBA complement in the department through 2014 with a plan to replace the full complement in 2015.

Implications: This would require the department to spend between \$5,000 and \$11,000 dollars on cylinders in 2014 to meet NFPA standards for interior Firefighting. The cylinders would be resold the following year at a loss of between \$4,000 and \$8,000.

2. The purchase of SCBA's could be considered over two fiscal budget periods with half of the expenditure in December 2014 and the second half of the purchase in January 2015. Unfortunately the 4500 series and 3000 series of equipment are not compatible and a mix of equipment types could cause unsafe use at an incident. There are also filling station considerations when refilling the two different sized cylinders.
3. Purchase the full complement of SCBA's necessary to outfit the Oak Bay Fire Department in 2014

#### **Recommendation:**

That the Fire Department and Municipal Treasurer be directed to prepare the 2014 budget using the following guidelines:

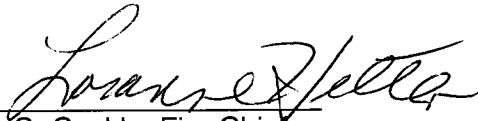
1. That the Fire Department's current self contained breathing apparatus be replaced with Scott 4500 units, and that the necessary ancillary equipment also be replaced as required; and




2. That the purchase will take place in 2014;and
3. That the Treasurer be directed to allocate up to \$45,000 of any 2013 surplus into a reserve to partially fund this purchase.

This recommendation is made with the understanding that during budget deliberations in April the Estimates Committee may adjust the purchase date to 2015.


Respectfully submitted,

for:   
D. G. Cockle, Fire Chief

I concur with the recommendation in the report.

  
Patricia Walker, Treasurer

I concur with the recommendation in this report.

  
Helen Koning  
Chief Administrative Officer

2013-319

November 15, 2013

TO: Committee of the Whole

FROM: Municipal Clerk

RE: **2014 Local Government Election – Contract for Chief Election Officer**

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**Background:**

The role of Chief Election Officer in Oak Bay has historically been assigned to the Municipal Clerk. There is a significant amount of time that is required to be devoted to this role, and given the Council priorities currently under way along with the routine Administration Department workload, contracting out this role is proposed.

**Discussion:**

If Council is supportive of the concept of engaging someone outside of the organization in the role of Chief Election Officer, funding for this purpose should be incorporated into the Five Year Financial Plan. An estimated fee for such a contract is approximately \$7,000. This amount would be in addition to other funds that will be required for the election. The cost for the 2011 Local Government Election was \$14,500. This did not include any direct costs for the Chief Election Officer as some time off in lieu was granted.


In the 2013 budget we included \$5,000 to be reserved towards the 2014 Election. This was done to smooth out the effect of the election costs on the budget every three years.

It should be noted that even if the role is contracted out, it is very likely that there would be still be a significant amount of staff time required in relation to holding the election, which would be done by the Administration Department staff.

**Recommendation:**

That it be recommended to Council that an additional \$7,000 be incorporated into the Five Year Financial Plan for the purpose of contracting out the role of Chief Election Officer for the 2014 Local Government Election.

Respectfully submitted,



Lorraine Hilton  
Municipal Clerk

I concur with the recommendation.



Helen Koning  
Chief Administrative Officer

I concur with the recommendation.



Patricia Walker  
Municipal Treasurer

**MEMORANDUM**

2013- 259

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** September 9, 2013

**RE:** Uplands Building Permit Application – 3555 Beach Drive  
Lot 2, Section 31, Victoria Plan 6997

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**BACKGROUND:**

The original proposal for the construction of a new residential dwelling at 3555 Beach Drive was approved by Council late in 2011. The applicant has returned with revisions to the original proposal. Revisions include the following:

- Simplification of railing and front fence
- Removal of corner quoining on facade
- New garage door and entry door
- Wall colour change to a lighter shade (BM CC-120 Stone House)
- Belly band material used will be same as the fascia

The panel was in support of the revisions except for the removal of the corner quoining.

**DISCUSSION:**

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of September 3, 2013 relating to the proposed work.
- b) Reduced copies of the plans of the proposed work.
- c) Reduced copies of the originally approved architectural design.

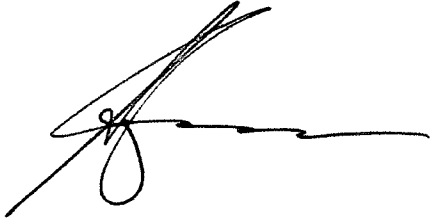
**OPTIONS:**

1. That it be recommended to Council that the revisions for the project at 3555 Beach Drive, as outlined in the report of September 9, 2013 be approved as to architectural design.
2. That the recommendation of the Advisory Design Panel be supported and that the applicant be requested to revise the design plans to re-introduce the corner quoining on all four facades as recommended by the Advisory Design Panel.

**RECOMMENDATION(S):**

That the recommendation of the Advisory Design Panel be supported and that the applicant be requested to revise the design plans to re-introduce the corner quoining on all four facades as recommended by the Advisory Design Panel.

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.

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Gary Nason  
Chief Administrative Officer

2013-310

**MEMORANDUM**

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**DATE:** November 5, 2013  
**RE:** Uplands Building Permit Application – 2706 Dorset Road  
Lot 9 Block 44 Section 31 Victoria District Plan 8777

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**BACKGROUND:**

An Uplands building permit application has been received for renovations to the house located at 2706 Dorset Road.

The proposal was discussed at the October 1, 2013 meeting of the Advisory Design Panel. At that meeting the panel made some suggestions and comments for the applicant to consider and tabled the proposal.

After considering the suggestions and comments the applicant has chosen to proceed to Council without a recommendation from the Advisory Design Panel.

**DISCUSSION:**

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of October 1, 2013 relating to the proposed works at 2706 Dorset Road.
- b) Memo from Municipal Arborist dated September 27, 2013 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

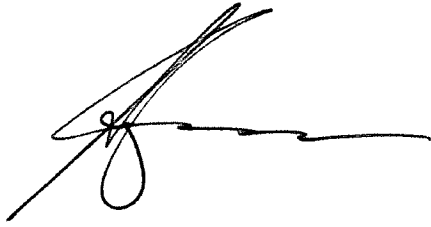
**OPTIONS:**

- 1. That it be recommended to Council that the plans for renovation to the existing dwelling located at 2706 Dorset Road be approved without any of the suggested changes by the Advisory Design Panel being incorporated.
- 2. That it be recommended to Council that the application be denied.

**RECOMMENDATION(S):**

That Committee receive this report for information and direction.

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.

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Helen Koning  
Chief Administrative Officer

2013-311

**MEMORANDUM**

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 5, 2013

**RE:** Uplands Building Permit Application – 3475 Cadboro Bay Road  
Lot 4, Block 3, Section 31, Victoria District, Plan 1216-A

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**BACKGROUND:**

An Uplands building permit application has been received for the construction of a sloped roof overtop the garage portion of the existing residence located at 3475 Cadboro Bay Road. The proposal is to allow for the repair of a leaking roof overtop of the garage.

**DISCUSSION:**

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of November 5, 2013 relating to the proposed works at 3475 Cadboro Bay Road.
- b) Memo from Municipal Arborist dated October 21, 2013 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

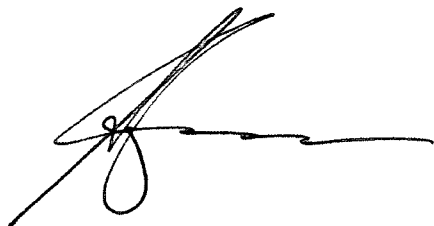
**OPTIONS:**

- 1. That it be recommended to Council that the proposed plans to construct a sloped roof overtop the garage portion of the existing residence located at 3475 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 to construct a sloped roof overtop the garage portion of the existing residence located at 3475 Cadboro Bay Road be approved as to siting and architectural design.

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.

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Helen Koning  
Chief Administrative Officer



2013- 312

**MEMORANDUM**

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 7, 2013

**RE:** Uplands Building Permit/Development Variance Application  
3370 Uplands Road  
Lot D, Block 16, Section 31, Victoria District, Plan 2682  
RS-2, One Family Residential

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**BACKGROUND:**

An Uplands building permit application has been received for a new single family dwelling as shown on the attached plans. The front yard is off of Cardigan however, the new home will face Uplands Road. The siting proposed for the new dwelling would not meet the minimum front setback requirement; consequently a variance to the Zoning Bylaw is required to accommodate the siting of the new home.

The variance requested for the front yard would bring the home closer to the twin Garry Oak trees close to the garage. This siting would likely require these two Oaks to be removed to accommodate the new house.

Attached for your information are:

- a) The reports of the Advisory Design Panel meetings of November 4, 2013 and October 1, 2013 relating to the proposed new dwelling at 3370 Uplands Road.
- b) Memo from Municipal Arborist dated October 21, 2013 regarding trees on the subject property.
- c) Reduced copies of the plans of the proposed work.

**Discussion:**

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

<b><u>Zoning Bylaw Section(s)</u></b>	<b><u>Required</u></b>	<b><u>Requested</u></b>	<b><u>Variance</u></b>
6.2.4.(2)(a) Minimum front lot line setback	10.66 m (35 ft)	8.7 m (28.5 ft)	1.96 m (6.4 ft)

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

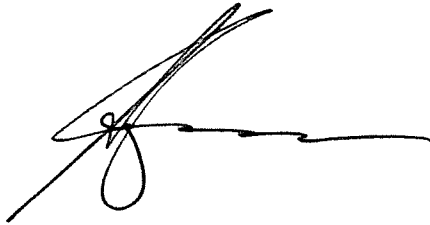
**OPTIONS:**

1. That it be recommended to Council that the plans to construct a new single family dwelling at 3370 Uplands Road be approved as to siting and architectural design, subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the November 7, 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 deferred and the applicant be requested to modify the siting to accommodate enough room that the twin Garry Oaks (#356) could be retained.

**RECOMMENDATION(S):**

That it be recommended to Council that the application be deferred and the applicant be requested to modify the siting to accommodate enough room that the twin Garry Oaks(#356) could be retained.

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.

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Helen Koning  
Chief Administrative Officer

2013-313

MEMORANDUM

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 1, 2013

**RE:** Siting and Design Approval / Development Variance Permit  
1220 Roslyn Road  
Lot 2, Section 23, Block 1, Victoria District, Plan EPP32418  
RS-5, One Family Residential

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**BACKGROUND:**

An application has been received for the development of a new single family dwelling on the newly created lot as part of the HRA agreement. The covenant therein requires Council approval for siting and architectural design for any new buildings. The application has been to Advisory Design Panel and the minutes are attached. The new house design does not conform to the Zoning Bylaw for contextual front yard setback, height of retaining walls, and paved surface in the rear yard; consequently variances to the Zoning Bylaw are required to accommodate this proposal.

Attached for your information are:

- a) The report of the Advisory Design Panel meeting of October 1, 2013 relating to the proposed new house and detached garage at 1220 Roslyn Road.
- b) Memo from Municipal Arborist dated August 22, 2013 regarding trees on the subject property.
- c) The report of the Heritage Advisory Panel held March 5, 2010 relating to criteria for assessing heritage merit.
- d) Reduced copies of the plans of the proposed work.

**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>
4.17.2 No Retaining Wall shall have an exposed face exceeding 1.2 meters.	1.2 m (3.9 ft)	2.38 m (7.8 ft)	1.18 m (3.9 ft)
4.15.1 Maximum paved surface (Rear Yard)	25% (17.8 m <sup>2</sup> ) (191 ft <sup>2</sup> )	45% (32 m <sup>2</sup> ) (344 ft <sup>2</sup> )	20% (14.2 m <sup>2</sup> ) (153 ft <sup>2</sup> )

<b><u>Zoning By-law Section(s)</u></b>	<b><u>Required/Permitted</u></b>	<b><u>Requested</u></b>	<b><u>Variance</u></b>
6.5.4.(10) Minimum front lot line contextual setback	8.18 m (26.8ft)	7.62 m (25 ft)	0.56 m(1.8 ft)

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

On October 28, 2013 Council referred the application to the Heritage Commission for discussion and a recommendation to Council. On November 12, 2013 the Heritage Commission discussed the new house proposal and referred to the Heritage Advisory Panel minutes of March 5, 2010 to consider the heritage characteristics of the property. It was noted that the Heritage Advisory Panel did not originally find that the existing house had heritage merit, but rather that it was the streetscape frontage and the side lot of the existing property that added heritage value to the street. Subsequently, the Heritage Commission passed the following motion:

*That the referral from Council regarding 1220 Roslyn Road be returned to Council with no recommendation.*

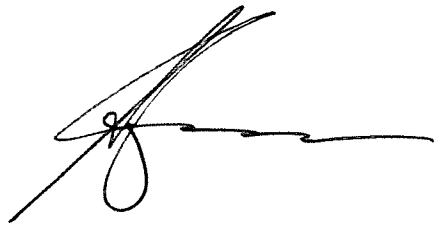
#### **OPTIONS:**

1. That it be recommended to Council that the plans to construct a new single family dwelling at 1220 Roslyn Road be approved as to siting and architectural design, subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the November 1, 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 plans to construct a new single family dwelling at 1220 Roslyn Road be approved as to siting and architectural design, subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the November 1, 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.

  
\_\_\_\_\_  
Helen Koning  
Chief Administrative Office

2013- 314

MEMORANDUM

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 4, 2013

**RE:** Development Variance Permit – 1221 Victoria Ave.  
Lot 7, Block 1, Section 23, Victoria District, Plan 1091  
RS-5, One Family Residential

---

**BACKGROUND:**

The owner has finished the new single family dwelling on this property and has now installed a pergola on the north side of the property and a hot tub on the south side which do not comply with the required setbacks; 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>
4.15.1 Maximum paved surface (Rear Yard)	25% (25.4 m <sup>2</sup> ) (273 ft <sup>2</sup> )	34% (34.2 m <sup>2</sup> ) (368 ft <sup>2</sup> )	9% (8.8 m <sup>2</sup> ) (95 ft <sup>2</sup> )
6.5.4.(2)(c) Minimum Interior side lot line setback (north pergola)	1.52 m (5ft)	0 m	1.52 m (5 ft)
6.5.4.(7) Minimum clear space between buildings and structures (pergola to house)	3.0 m (9.8 ft)	2.24 m (7.35 ft)	0.76m (2.5 ft)
4.10.4 No structure shall be sited within 3.0 m (9.8 ft) from any lot line.	3.0 m (9.8ft)	1.07 m (3.5 ft)	1.93 m (6.3 ft)
4.10.5 No structure described by Section 4.10.1 shall be sited in a side yard.	Variance is to permit structure in the side yard.		

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

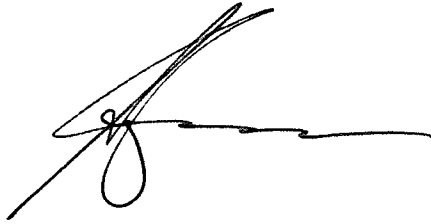
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the November 4, 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 November 4, 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 be '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 be 'Helen Koning', written over a horizontal line.

Helen Koning  
Chief Administrative Office

## MEMORANDUM

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 6, 2013

**RE:** Development Variance Permit – 1327 Beach Drive  
Lot 114, Block C, Victoria District  
CS-2 Marine Commercial Use

---

**BACKGROUND:**

The Oak Bay Sea Rescue Society obtained a Zoning Bylaw Amendment in July of 2009 which permitted an increased size for the boathouse building which they use as their rescue station. They had purchased a larger rescue boat which did not fit into the existing boathouse. The final design for the boathouse has come in larger than the original design and would not meet the height or width permitted; consequently, variances are required from the Zoning Bylaw No. 3531 to accommodate the new boathouse design.

**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>
10.2.5 (6) Maximum roof height above sea level	5.5 m (18 ft)	6.1 m (20 ft)	0.6 m (2 ft)
10.2.5 (6) Maximum width	6.1 m (20 ft)	6.17 m (20.25 ft)	0.07m (.23 ft)

**OPTIONS:**

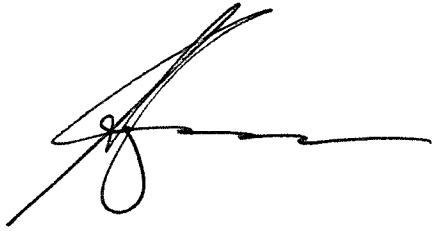
1. That a resolution authorizing the issuance of a development variance permit, as outlined in the November 6, 2013 report of the Director of Building and Planning, be prepared and brought forward to a meeting of Council for consideration.
2. That it be recommended to Council that the application be denied.

**RECOMMENDATION:**

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

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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, featuring a stylized 'H' and 'K'.

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Helen Koning  
Chief Administrative Office

2013- 316

**MEMORANDUM**

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** October 31, 2013

**RE:** Development Variance Permit – 606 Inglewood Terrace  
Lot A, Sections 22 & 73, Victoria District, Plan VIP72540  
RS-4, One Family Residential

---

**BACKGROUND:**

The owner would like to replace an existing wooden deck with a new raised terraced patio area by building retaining walls. The height proposed for the retaining walls to create the patio would exceed that allowed by the Zoning Bylaw; consequently, a variance is required 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>
4.17.1	1.2 m (3.9 ft)	2.6 m (8.5 ft)	1.4 m (4.6 ft)

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

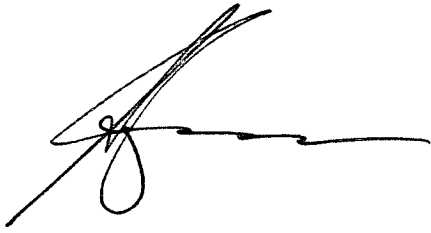
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the October 31, 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 October 31, 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 'R' followed by a horizontal line and a small loop.

---

Roy Thomassen  
Director Building and Planning

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

A handwritten signature in black ink, consisting of a stylized 'H' followed by a 'K'.

---

Helen Koning  
Chief Administrative Officer

## MEMORANDUM

**TO:** Committee of the Whole

**FROM:** Director of Building and Planning

**DATE:** November 7, 2013

**RE:** Development Variance Permit – 2449 Cranmore Road  
Lot 10, Section 61, Victoria District, Plan 1029, except the westerly  
20 feet and except the northerly 8 feet six inches  
RS-5, One Family Residential

---

**BACKGROUND:**

The owner obtained a building permit for some beam work in the basement, but began further development without obtaining the necessary building permits. The additional work included elimination of the required covered parking space in the basement, converting this area into living space. The home is situated so that two parking spaces can be accommodated in the front yard; however, the required covered stall would not be provided and consequently variances are required from the 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</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.*

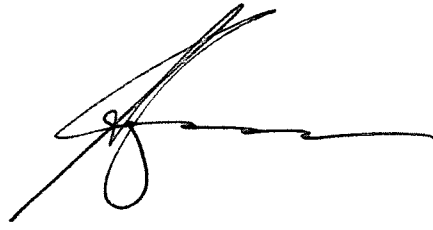
**OPTIONS:**

1. That a resolution authorizing the issuance of a development variance permit, as outlined in the November 7, 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 November 7, 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 'R' followed by a horizontal line and a small loop.

---

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, consisting of a stylized 'H' followed by a 'K' and a 'D'.

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Helen Koning  
Chief Administrative Office

## MEMORANDUM

**TO:** Committee of the Whole

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

**DATE:** November 9<sup>th</sup>, 2013

**RE:** Fourth Addendum Report, Development Permit/ Rezoning – 1510 Clive Drive/2280 Oak Bay Avenue, Proposed New Multi-Family Residential Rental Development, Revised Plans & ADP Review

---

**BACKGROUND:**

At the Council meeting on September 9<sup>th</sup>, 2013, the following motion was made:

*That the rezoning and development permit application for the property at 1510 Clive Drive and 2280 Oak Bay Avenue be referred to the Advisory Design Panel for review and a subsequent recommendation to Committee of the Whole including consideration of building massing, setbacks and parking.*

This is the fourth addendum report on the proposed Clive redevelopment. The owner of the property Nicole Roberts, (representing JN Developments), and her architect, Gregory Damant, on behalf of Cascadia Architects Inc., have submitted revised plans (Attachment “A”) and a fully scaled architectural model for the proposed rental housing development at 1510 Clive Drive / 2280 Oak Bay Avenue. As requested by Council, the project was initially reviewed by the Advisory Design Panel (ADP) at its October 1<sup>st</sup>, 2013 meeting.

Subsequent to the October 1<sup>st</sup>, 2013 ADP meeting, the proponents revised the project details. As noted in the transmittal letter received October 15<sup>th</sup>, 2013 (Attachment “B”), the revised plans attempt to address items raised by Council, the neighbours and the comments made at the October ADP meeting. The architect also indicates that a meeting was held with a number of neighbours after the October ADP meeting to further discuss issues and possible changes.

The proposal has been redesigned by reducing the number of units from 19 to 17 with the elimination of the two studio units. The architectural style of the proposed three-storey rental housing has not changed significantly; however, the property setbacks on the north and east elevations have been increased and the floor area reduced in size.

**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 consists of 17 residential units with the parking remaining the same at a total of 16 at grade parking spaces (an additional stall designated for visitor parking).

The two bedroom units and one bedroom and den units have been reduced from 19 to 17. The two studio units were eliminated.

The architect has submitted a transmittal letter dated October 15<sup>th</sup>, 2013, (Attachment "B") briefly outlining the revisions. The unit count has been reduced by two and parking design has remained the same. By eliminating two units, the setbacks from the north property line and the east property line (fronting onto Clive Drive) have been increased. A seasonal sunlight/shade analysis has also been undertaken to match these changes. The bicycle parking provision has been reduced to 12 spaces.

Overall site coverage and Floor Space Ratio (FSR) have been reduced as indicated on the zoning analysis sheet in Attachment "C". The FSR is 1.435 and total site coverage is calculated at 55%. A number of variances with respect to required setbacks as set out in the RM3 zone are also noted in this analysis. If this project was to proceed, the zoning would be drafted to accommodate, lot coverage and FSR. There are no requested height variances for the project.

## **DISCUSSION:**

If it is to proceed, the revised proposal requires Council consideration of rezoning of the property and issuance of a Development Permit with variances that meets the OCP objectives and guidelines for multi-family residential development.

## **Advisory Design Panel**

In the last staff report, it was suggested that the District of Oak Bay's ADP be requested to review this project. The plans were presented by the architect at the October 1<sup>st</sup>, 2013 meeting. Elevation plans for each frontage were reviewed and a preliminary massing model was prepared for review by the ADP. A fully scaled and detailed model has now been finalized and was available for review by the ADP at the November meeting.

At the ADP meeting on November 5<sup>th</sup>, 2013, the following motion was made, with one member voting against:

*That it be recommended to Council that the development permit application for the property located at 1510 Clive Drive and 2280 Oak Bay Avenue be approved as to siting and architectural design.*

Full excerpts of the minutes from both the October and November ADP meetings are in Attachments "D" and "E" which provide discussion on the project and reflect comments made by the members of the ADP.

## **Planning Comments**

It is suggested that the previous staff reports be considered by Council to reflect upon the suggested requirements (Housing Agreement, Restrictive Covenant re design and parking, etc.) and to note that there have been a number of changes made to the proposal in the past year. When the ADP originally reviewed the project in early October, there were comments generally supporting the architectural design and improvements to the streetscape including the wider sidewalk and the corner benches.

The main concerns expressed were with the massing and setbacks of the building, specifically the northern elevation adjacent to the single family residential zoned area. The applicant decided to revise the project and requested a review by the ADP at its November meeting. At this time, the model was also completed, indicating the most recent changes to the proposal.

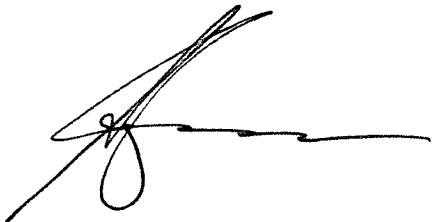
It is now at Council's discretion on how this proposal is to proceed. If it is agreed that the application is to move forward in its revised form, the next step would be the preparation of a zoning bylaw amendment specifically for this site to reflect the requested density. A Housing Agreement Bylaw would also need to be drafted along with a restrictive covenant. Council would then consider first and second readings of both bylaws to determine if the project should further proceed. If both are given readings, then both bylaws would be referred to a public hearing. The following is a more detailed list of suggested steps:

- A draft Housing Agreement Bylaw be prepared by the applicant's solicitor to ensure the provision of rental units only with no restrictions on rental to families;
- A restrictive covenant also be drafted by the applicant's solicitor with respect to ensuring that the parking stalls are assigned and if fully allocated, no units shall be rented to tenants owning cars, and ensuring the development as proposed is ultimately constructed to LEED standards; and,
- Staff prepares a zoning amendment bylaw to reflect the project (to include density and floor area ratio) as now presented along with the required Development Permit with variances to setbacks and parking requirements.

#### **RECOMMENDATION:**

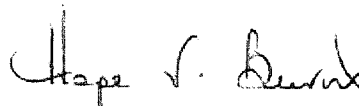
Staff would request that Council now provide direction on whether this application in its' present form may proceed to bylaw preparation (Zoning and Housing Agreement and restrictive covenant, as well as a draft Development Permit with variances).

Respectfully Submitted,



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Roy Thomassen  
Director of Building and Planning



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Hope V. Burns, mcip  
Consulting Planner



I concur with the recommendation in this report



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Helen Koning  
Chief Administrative Officer

Attachment "A" -- revised design plans and landscape scheme

Attachment "B" – Cascadia Architects' transmittal letter and shade analysis

Attachment "C"- amended zoning analysis and noted variances

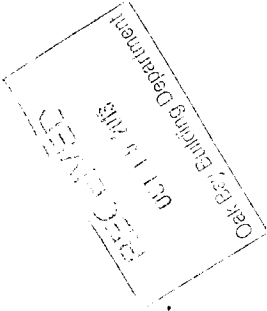
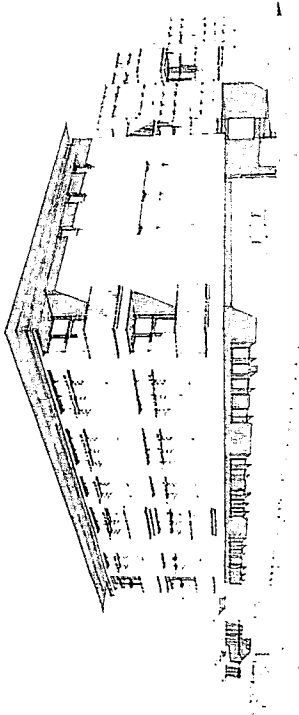
Attachment "D"- October 1<sup>st</sup>, 2013 ADP meeting excerpt

Attachment "E"- November 5<sup>th</sup>, 2103 ADP meeting minutes

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THE CLIVE APARTMENTS

OCTOBER 15, 2013 - REVISED REZONING PACKAGE



DRAWING LIST:	
Cover	
AO.1	Rendered Perspective Views
AO.2	Rendered Perspective Views
A1.0	Roof & Site Plan, Survey Plan, Context Maps, Project Statistics
A2.0	Main Floor with Parking and Basement Level Plans
A2.1	Second & Third Floor Plan
A3.0	Elevations
A4.0	Sections

**ARCHITECT:**  
CASCADIA ARCHITECTS INC.  
101 - 814 BROUGHTON ST.  
VICTORIA, BC  
V8W 1E4  
T: 250.881.4841 F: 250.519.0118

**CONTACT:**  
Gregory Damant Architect AIBC RAIC LEEDap  
greg@cascadiaarchitects.ca

**CLIENT:**  
JN DEVELOPMENT GROUP  
3471 Short Street  
Victoria, BC  
V8X 2V6  
T: 250.213.3209

**CONTACT:**  
Nicole Roberts  
cubidland@shaw.ca

CASCADIA ARCHITECTS  
DAMANT + JOHANNKECHT

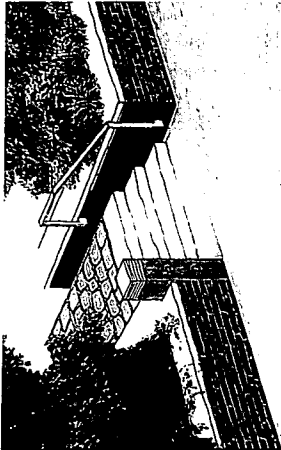




EXISTING VIEW EAST FROM ACROSS CLIVE DRIVE



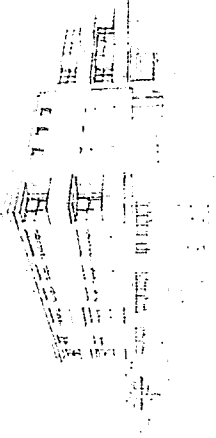
VIEW EAST FROM ACROSS CLIVE DRIVE SHOWING PROPOSED BUILDING



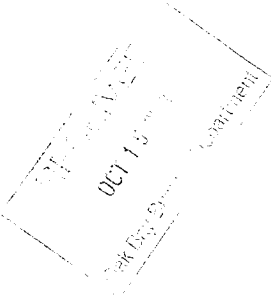
SKETCH VIEW SOUTH FROM OAK BAY AVE. SHOWING PROPOSED ENTRY STAIR



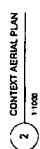
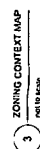
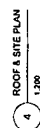
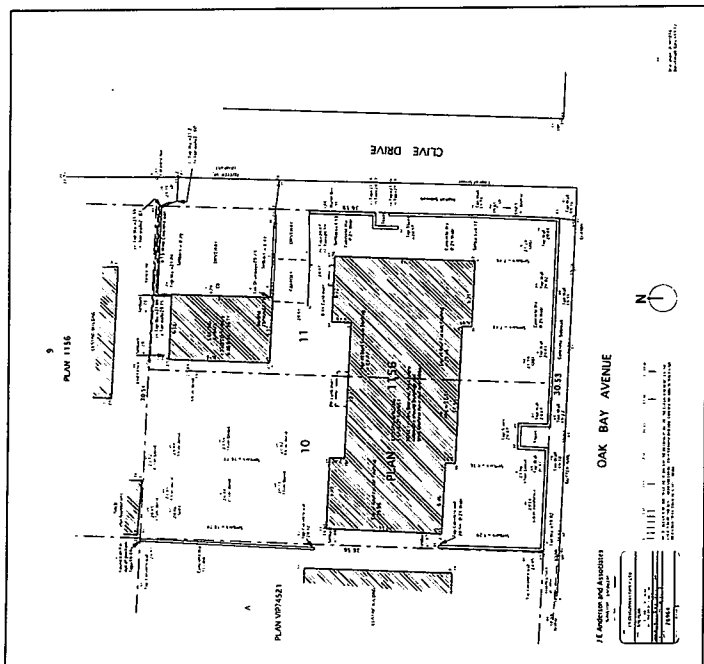
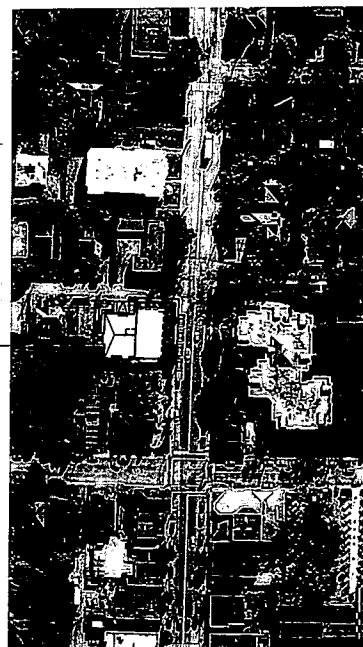
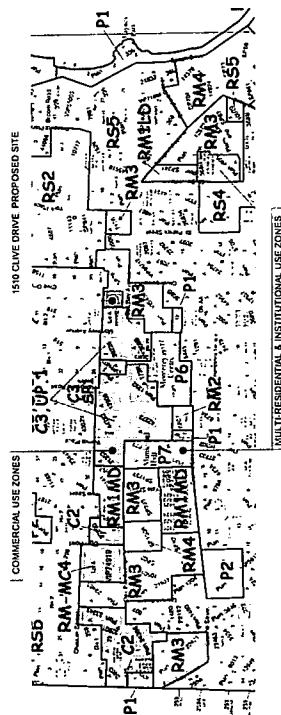
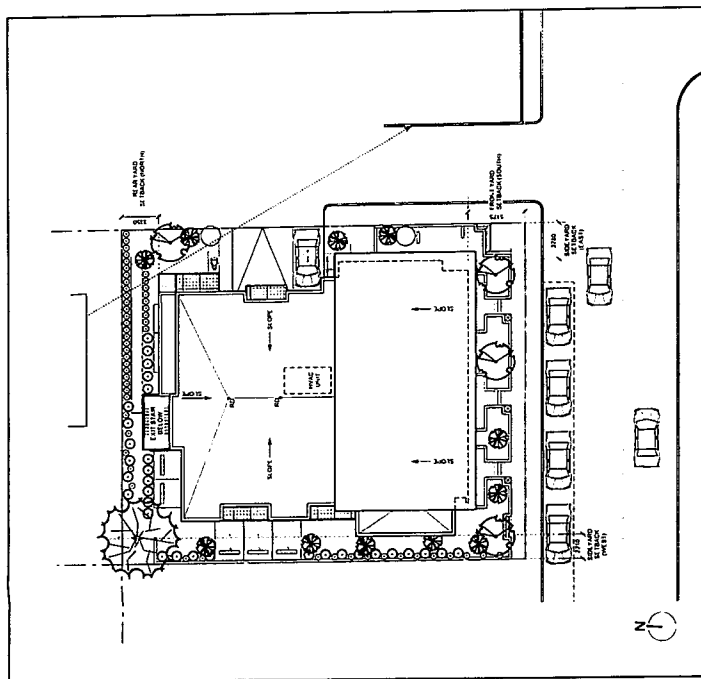
SKETCH VIEW SOUTH FROM OAK BAY AVE. SHOWING PROPOSED ENTRY PATIO



SKETCH VIEW SOUTH FROM OAK BAY AVE. SHOWING PROPOSED DESIGN

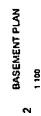


CASCADIA ARCHITECTS		1100 1/2 ST. W. VICTORIA BC V8W 2E1
17 UNIT SCHEME		1100 1/2 ST. W. VICTORIA BC V8W 2E1
RENDERED PERSPECTIVE		1100 1/2 ST. W. VICTORIA BC V8W 2E1
VIEWS & SKETCHES		1100 1/2 ST. W. VICTORIA BC V8W 2E1
The Clive Apartments		1510 Clive Drive Victoria BC
PROJECT NUMBER		1510
DATE		13.10.15
DRAWN BY		2
CHECKED BY		A0.2

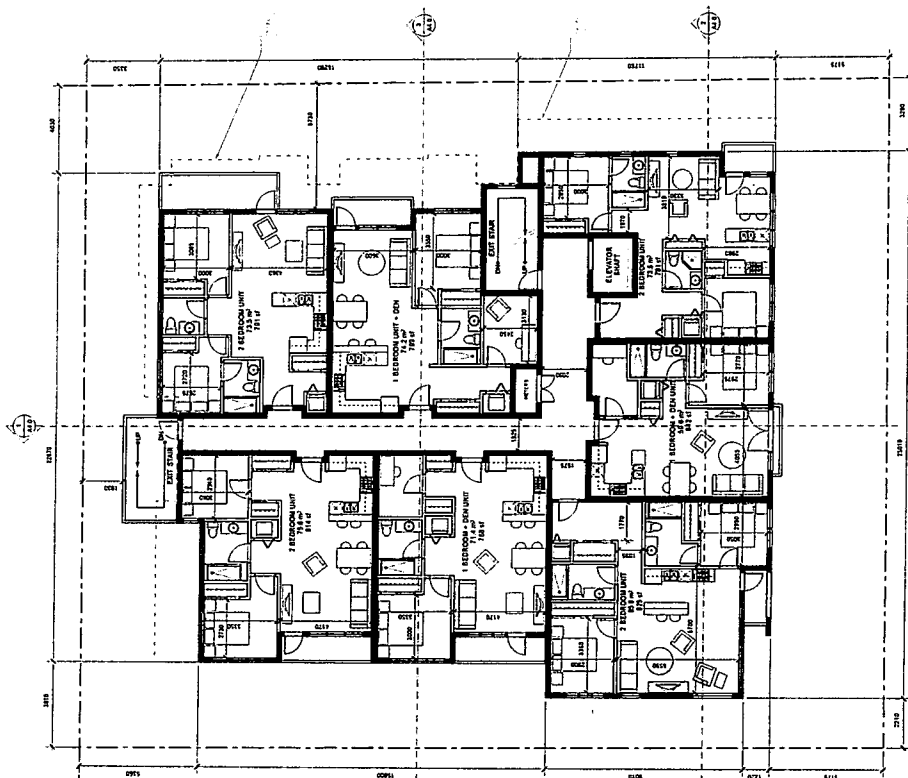
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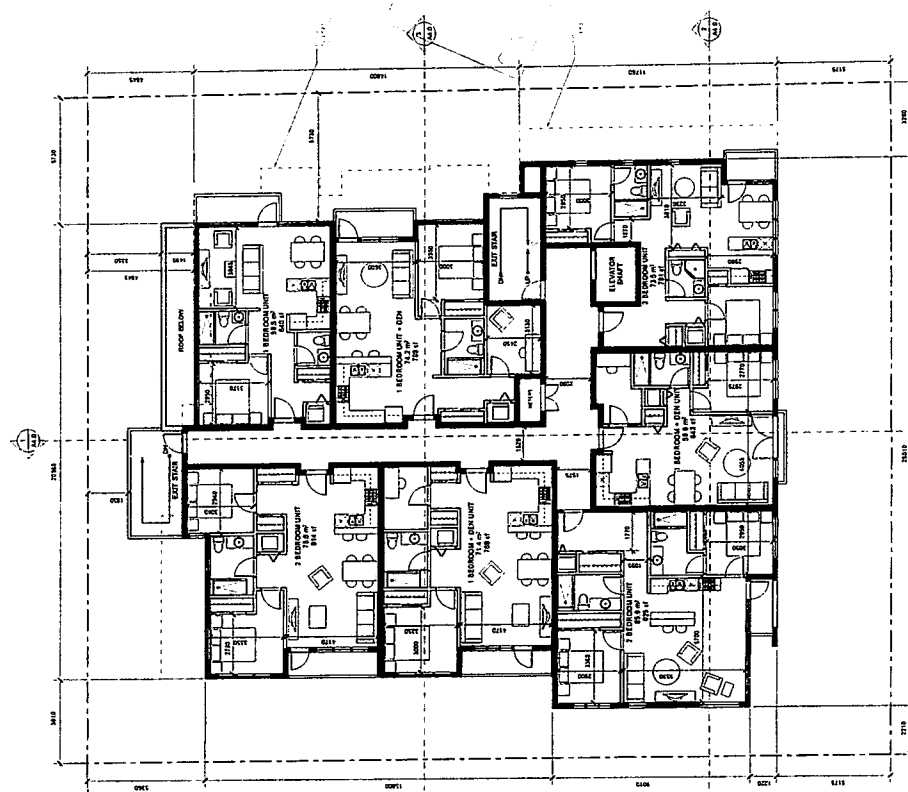
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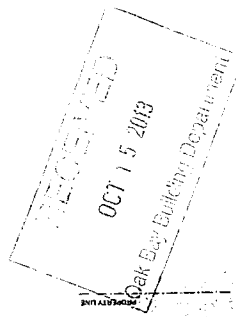
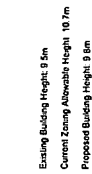


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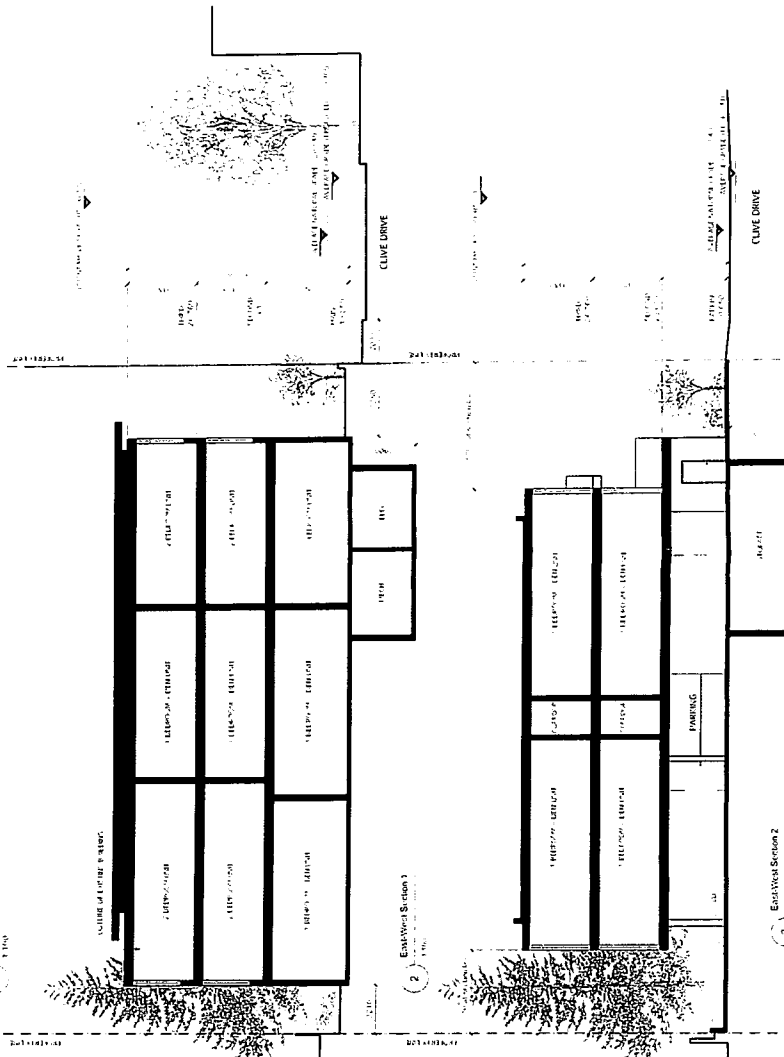
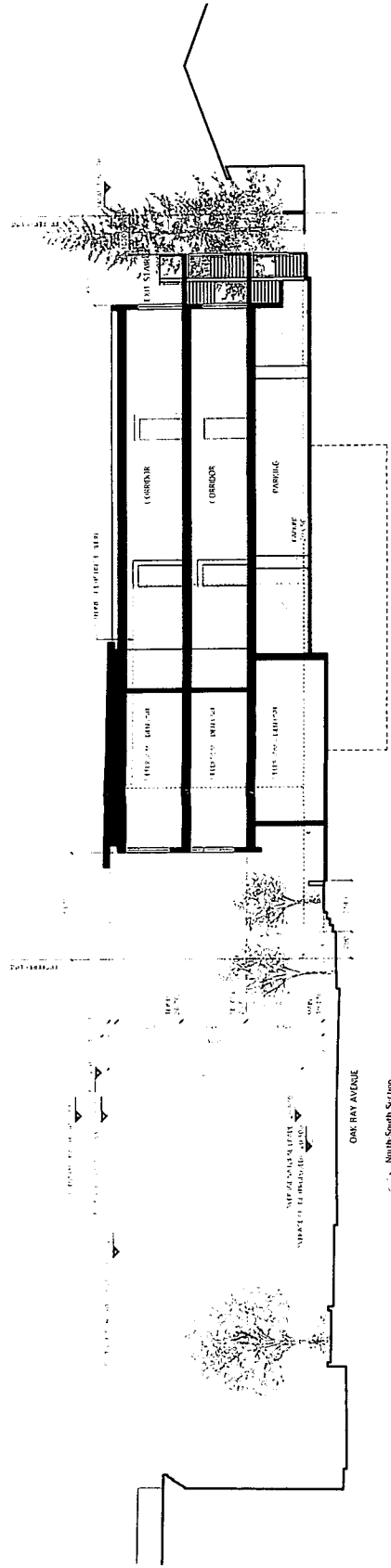
2 3RD FLOOR PLAN  
1:100

<b>CASCADIA ARCHITECTS</b> 1611 1/2 UNIVERSITY STREET VANCOUVER, BC V6T 1C6 TEL: 604.681.1111 FAX: 604.681.1112 WWW.CASCADIAARCHITECTS.COM	
<b>2ND &amp; 3RD FLOOR PLANS</b>	
<b>PROJECT</b> The Clive Apartments 1510 Dine Drive, Victoria BC	
Design & Construction: The Clive Apartments, 1510 Dine Drive, Victoria BC Architect: Cascadia Architects, 1611 1/2 University Street, Vancouver, BC Date: 13.10.15 Scale: 1:100 Sheet: 1 of 2	
Drawn By: [Signature] Checked By: [Signature]	Date: 13.10.15 Scale: 1:100 Sheet: 1 of 2
<b>A2.1</b>	

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MATERIAL KEY	
1	Brick - Running Bond
2	Flagstone - Woburn
3	Pre-finished Aluminum Gutter with Down
4	Light Sandstone Concrete
5	Wood Door - Serrits
6	Wine Siding
7	Suzeo
8	Quartz Spondon Panels
9	Concrete Planters
10	Fused Sun Siding
11	Pre-finished Metal Panel





OCT 15 2013  
 Check Building Design 1511

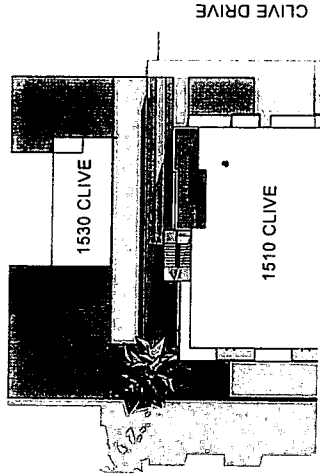
<b>CASCADIA ARCHITECTS</b> 1000 1/2 ST. N. SEASIDE, BC V1P 8A1 TEL: 250-733-1111 FAX: 250-733-1112 WWW.CASCADIAARCHITECTS.COM	
<b>BUILDING / SITE SECTIONS</b>	
PROJECT The Clive Apartments 1910 Clive Drive, Victoria BC	DATE 10/15/13
DRAWN BY PROJECT NUMBER 1003	SCALE 1:100
CHECKED BY DATE 10/15/13	SHEET NO. 1
A4.0	

1 North South Section

2 East/West Section 3

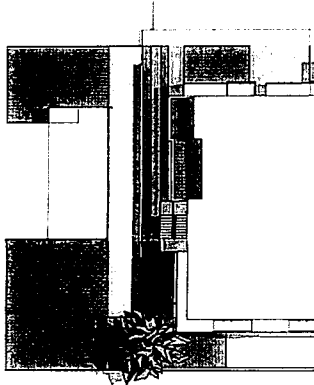
3 East/West Section 2

CONCEPTUAL SUN STUDY - NORTH PROPERTY LINE - PREVIOUS 19 UNIT PROPOSAL

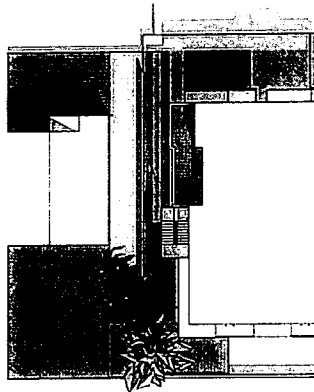


JUN 21

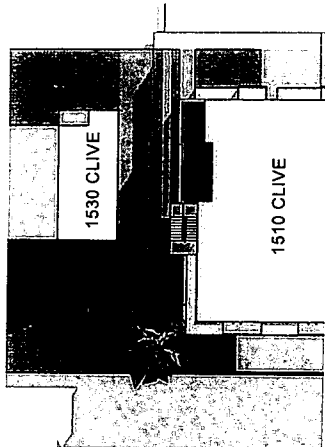
CLIVE DRIVE



12 NOON

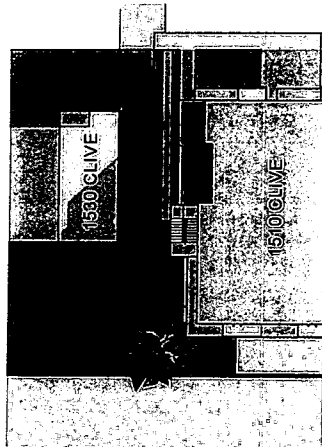
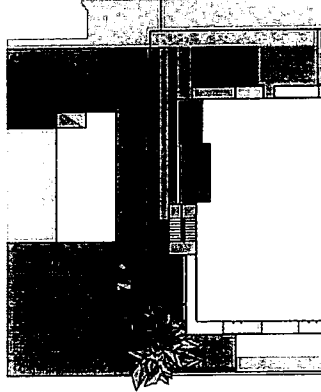
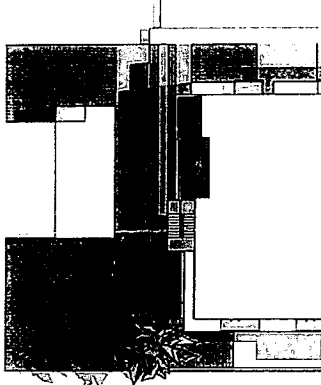


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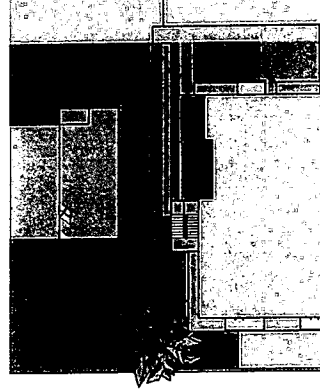
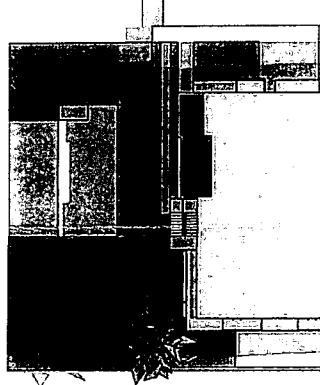
MAR 21  
SEPT 21

CLIVE DRIVE



9 AM

CLIVE DRIVE

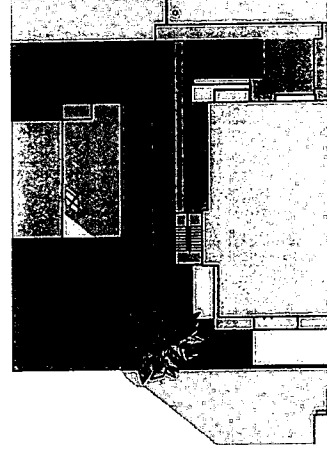
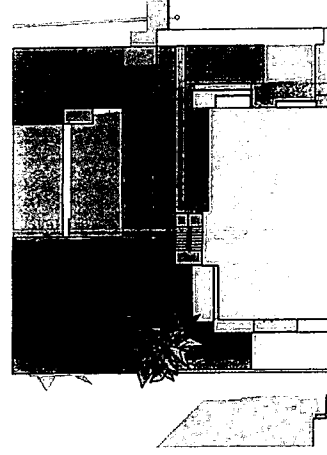
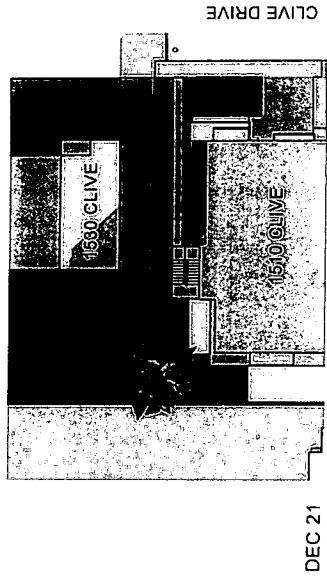
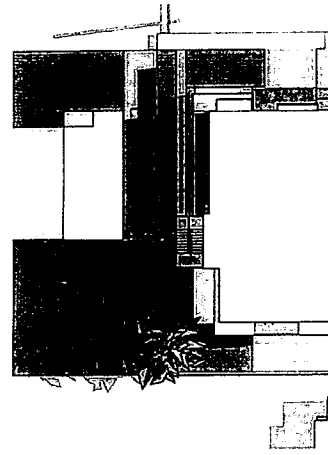
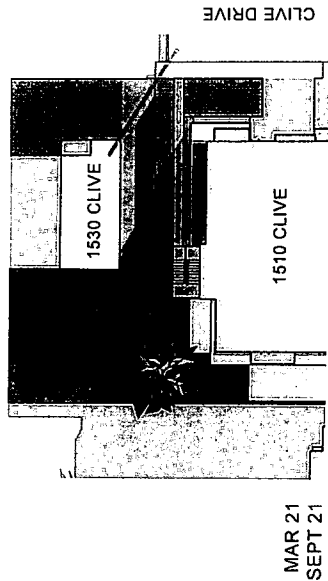
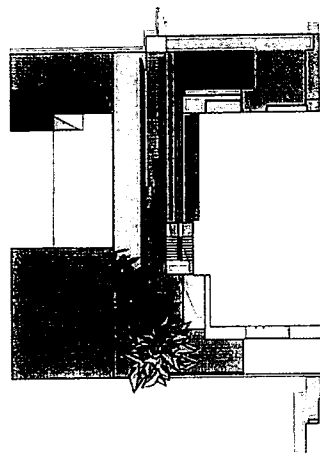
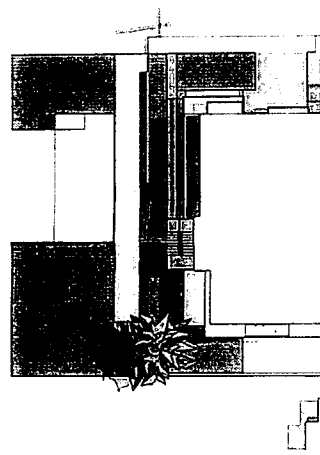
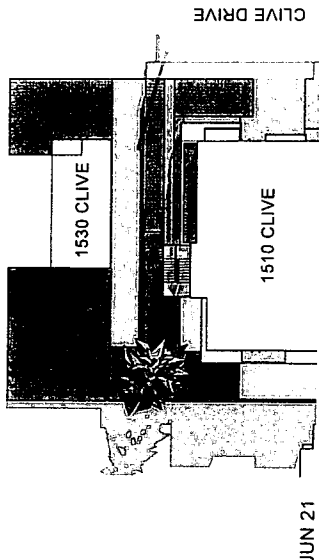


Revision Date 13 09 27

JN Development Group  
CASCADIA ARCHITECTS

*the Clive*

CONCEPTUAL SUN STUDY - NORTH PROPERTY LINE - 17 UNIT PROPOSAL



Revision Date 13.10.18

3 PM

12 NOON

9 AM

*the Clive*

JN Development Group  
CASCADIA ARCHITECTS

## TRANSMITTAL

TO Mr. Roy Thomassen  
Head of Planning  
Municipality of Oak Bay

FROM Gregory Damant, Principal, Architect AIBC LEEDap

CC Nicole Roberts, JN Developments Ltd.

PROJECT 1510 Clive Drive – Revised Submission to ADP

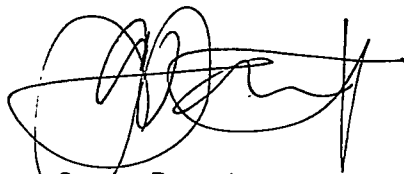
DATE 13.10.15

Dear Mr. Thomassen,  
Please see attached:

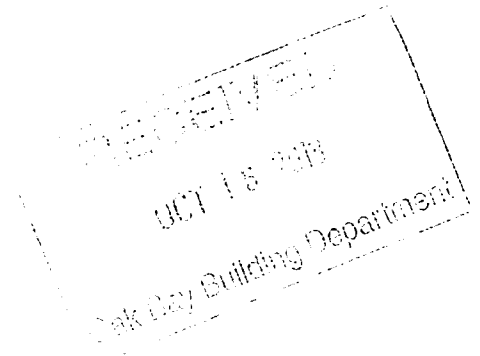
1. 8 sets 11x17 reduced drawings of a revised 17 unit development for 1510 Clive Drive

Please accept this revised submission for review by the Advisory Design Panel. Based on the feedback received at the October 1<sup>st</sup> session of the ADP, and further neighbor input at a meeting held October 7<sup>th</sup> 2013 to review the site model, we have reduced the project to 17 units. In doing so we have been able to enlarge the setbacks at the north and east property lines. The parking provision has remained unchanged, but the bicycle parking provision has been reduced to 12 spaces. Overall site coverage and FSR have also been reduced as a result of the changes, all of which are described in the attached drawing set. We will be prepared to present the changes via a digital presentation and with an updated site model at the next ADP meeting. Please feel free to contact our office if you require any additional information at this time.

Regards,  
CASCADIA ARCHITECTS INC.



Gregory Damant  
Principal  
ARCHITECT AIBC, LEED AP



CASCADIA ARCHITECTS INC.

814 BROUGHTON STREET  
VICTORIA B.C. V8W 1E4

T 250.381.4841  
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## Attachment "C"

### Zoning Analysis Sheet

	Existing RM-3	Proposed zone	Variance
Minimum Lot Area	2000 m <sup>2</sup>	1116 m <sup>2</sup>	<b>884 m<sup>2</sup></b>
Permitted Uses	One-family residential or Apartment Use	Apartment Use	<b>OK</b>
Minimum Front Setback	9.14 m (30 ')	4.77m (15.6 ')	<b>4.37m (14.3')</b>
Minimum Rear Setback	9.14 m (30 ')	3.35m (11 ')	<b>5.79 m (19')</b>
Minimum Interior Side Setback	6.0 m (20 ')	2.21 m (7.25 ')	<b>3.79 m(12.4')</b>
Minimum Exterior Side Setback	9.14 m (30 ')	2.8 m (9.18 ')	<b>6.34 m (20.8)</b>
Maximum Building Height	10.7 m (35 ')	9.45m (31') approx.	<b>OK</b>
Maximum Occupiable Height	8.0 m (26 ')	5.92m (19.4) approx.	<b>OK</b>
Number of storeys	3	3	<b>OK</b>
Maximum Lot Coverage	35 %	55 %	<b>20% increase</b>
Maximum Floor Area Ratio	1.0	1.435	<b>.435 increase</b>

Report of a meeting of the Oak Bay Advisory Design Panel held on Tuesday, October 1, 2013 commencing at 11:30 a.m. in the Council Chamber of the Oak Bay Municipal Hall.

PRESENT: Adam Fawkes, Acting Chair  
Patricia Wilson  
Duane Ensing Attachment "D"  
Nigel Banks

ALSO PRESENT: Roy Thomassen, Director of Building and Engineering  
Hope Burns, Consultant  
Christine Currie, Recording Secretary

1510 Clive Drive Nicole Roberts, Owner  
Gregory Damant, Cascadia Architects Inc.  
Scott Murdoch, Murdoch deGreeff Landscape Planning & Design

The proposal is for the construction of a new multi-family residential rental development located at the property at 1510 Clive Drive/2280 Oak Bay Avenue.

Council has referred the application to the panel for review and a subsequent recommendation to Committee of the Whole in regards to building massing, setbacks, parking and streetscape.

The Chair welcomed the many members of the public. He explained to them that no public participation or presentations would be permitted at the meeting as it is not the proper forum for such.

The applicant briefly presented the 19 unit rental proposal to the panel. The landscape architect then presented the proposed landscaping.

Discussion ensued about the proposal.

The panel questioned whether municipal parking regulations permitted the purchasing of parking spaces to offset the parking requirement for residential properties. The Director of Building and Planning responded that the regulation is only permitted for commercial properties.

When asked about variances for the proposal, the Director referred the panel to the staff reports from May 2013. He noted that the zoning will be specific to the proposal.

Hope Burns, Oak Bay consultant, explained that Council is looking for the panel's input on the design and the impact upon the residential community adjacent to the proposal. One of the concerns, she explained is that the current Official Community Plan design guidelines for Multiple Family are not very specific and the panel's commentary would be helpful. The Director then reiterated that recommendations in regards to massing, setbacks, parking and streetscape are also requested.

Proposed parking, including bicycle storage and car share membership as alternatives, stated the panel, is appropriate for the proposal. The panel noted that the Oak Bay Business Association should provide input on the subject of parking.

The panel commented that the proposed greenspace located on the corner of Clive Drive and Oak Bay Avenue is an improvement; however, the massing on the North side of the Clive proposal was a concern. The panel questioned whether the building could be stepped further back on the north elevation to provide more of a buffer to the residential area behind.

One panel member commented about the lack of greenspace around the proposal noting that densification is fine as long as adequate greenspace is included.

MOVED BY: Pat Wilson  
SECONDED: Duane Ensign

That it be recommended to Council that the development permit application for the property at 1510 Clive Drive and 2280 Oak Bay Avenue be endorsed as to architectural design and parking; and that it be recommended that the massing on the north elevation of the proposed building be reduced.

CARRIED

Report of a meeting of the Oak Bay Advisory Design Panel held on Tuesday, November 5, 2013 commencing at 8:50 a.m. in the Council Chamber of the Oak Bay Municipal Hall.

PRESENT:	James Alders, Chair	
	Adam Fawkes	
	Patricia Wilson	Attachment "E"
	Duane Ensing	
	Nigel Banks	

ALSO PRESENT:	Roy Thomassen, Director of Building and Engineering
	Hope Burns, Consultant
	Christine Currie, Recording Secretary

1510 Clive Drive	Gregory Damant, Cascadia Architects Inc.
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The proposal is for the construction of a new multi-family residential rental development located at the property at 1510 Clive Drive/2280 Oak Bay Avenue.

At a previous meeting, the panel recommended that the massing on the north elevation of the proposed development be reduced. The architect, Gregory Damant, has returned with revisions to the proposal.

The main concern based on the feedback from the panel and surrounding neighbours, stated the applicant, was the north elevation setback and the relationship with the house to the north of the proposed building. The neighbours were also concerned with the proposed setback on Clive Drive.

The applicant presented the revisions to the proposal. He explained that the proposed building has been reduced to 17 rental units which allow the building to be pushed further away from the north property line by an additional two metres. The setbacks have also been increased at the second and third storeys on both the northeast and northwest corners. The bicycle storage room, Mr. Damant noted, had to be shrunk in order to allow for the exterior expression of the building to work architecturally with the revised setbacks.

Mr. Damant stated that the setbacks on the Clive Drive side have also been increased based on discussions with the immediate neighbour who requested increased afternoon sunlight in the rear yard and an improved view down Clive Drive from his living room to mitigate the impact of the proposal.

No additional green space has been added to the proposal stated the architect; however, the green space surrounding the proposal has been expanded around the areas where the setbacks have been increased.

He then presented photographic renderings of the previous and revised proposal to visually illustrate the implications of the changes.

The architect presented a conceptual sun study to demonstrate the projected shading on the north property line and its effects on the neighbouring house located at 1530 Clive Drive. He presented the same sun study using a theoretical single family residence to illustrate the amount of sun exposure based on that of a residential house rather than a multi family building.

The panel then discussed the revisions. The panel expressed its appreciation for the changes made.



Overall the panel stated that the revised proposal was appropriate and an improvement to Oak Bay Avenue.

A panel member noted that the material change on the north side has helped mitigate the massing of the proposal.

One member voiced concern of the shadowing effect the proposal will have on the immediate neighbour on Clive Drive. She felt this impact was unreasonable and intrusive to the neighbour.

Another member stated that the proposal was reasonable and the changes were subtle yet significant. He reiterated the comment made by the applicant that owning a single family home next to a multi family site one should expect a significant change will occur at some point. He stated he felt that attention to detail, attention to context and attention to neighbour's concerns had been made.

Another panel member commented that it sounded like the applicant has entered into a good dialogue with the immediate neighbour and their concerns have been considered.

Overall, the panel member noted, the project will be a benefit to the neighbourhood and the density is appropriate along Oak bay Avenue. Further, he noted that the proposal was a good example of what appropriate development should be in the area.

The panel asked for clarification as to what its recommendation should include.

In response to the panel's query, Hope Burns, Oak Bay consultant to the project, explained that Council was looking for design panel's expertise on the entire design package not the use. She further explained that the variances for the proposal will be dealt with as part of the rezoning application.

MOVED BY: Adam Fawkes

SECONDED: Nigel Banks

That it be recommended to Council that the development permit application for the property located at 1510 Clive Drive and 2280 Oak Bay Avenue be approved as to siting and architectural design.

CARRIED

Pat Wilson voted in the negative