

2014-162

**To:** Mayor and Members of Council  
**From:** Director of Building and Planning, Roy Thomassen  
Consulting Planner, Michael Dillistone  
**Date:** June 5, 2014  
**Re:** **Draft Official Community Plan – Direction to Staff**

**BACKGROUND:**

Note: Appendix #1 can be located by accessing [www.oakbay.ca/home](http://www.oakbay.ca/home) and clicking on the OCP Renewal button.

The Official Community Plan Project Advisory Committee (OPAC) and the Project Consultant have completed a draft Official Community Plan (OCP). (Appendix #1 attached).

The process leading to the development of the draft OCP has involved extensive community consultation, countless volunteer hours on the part of the members of OPAC and Council's Commissions and Advisory Committees and many staff hours and resources.

Most recently, the draft OCP was reviewed by the public at an Open House on May 31, 2014 and a summary of the comments from the Open House are attached to this report (Appendix #2). An additional OPAC meeting was held on June 2 to consider the comments from the Open House and a number of amendments to the draft OCP are recommended to reflect this feedback (Appendix #3).

The next step in the review process is for Council to consider the draft OCP as a Bylaw for first and second reading.

**DISCUSSION:**

In order to formalize the draft OCP, moving the review process forward and enabling referral to outside agencies, as required by legislation, staff require direction from Council to work with the Project Consultant to finalize the draft and prepare a Bylaw for consideration. This will be brought back to Council for introduction and to receive first and second reading.

As well as the formal referrals, this also allows Council to set a Public Hearing date (a project schedule is attached to this report as Appendix #4). To provide staff and the consultant with enough time to finalize the draft and prepare a Bylaw to present to Council for consideration by June 23, 2014, it is important that instructions be given to staff at the June 9, 2014 Council meeting. If the Bylaw is not given first and second reading on June 23<sup>rd</sup>, the dates for the formal referrals would have to be delayed and the date for the Public Hearing would have to be pushed back further into September, October or beyond.

Once the draft OCP has been given first and second reading it will be referred to outside agencies for comment and posted on the website, and available for public review.

**OPTIONS:**

1. That Council direct staff to work with the Official Community Plan Project Consultant to formalize the draft OCP, including the amendments in Appendix #3, into a Bylaw to be brought to Council on June 23, 2014 for introduction and first and second reading and setting of a public hearing date, and further that all the post open house correspondence be referred to staff and the Official Community Plan Project Consultant for consideration.
2. That Council refer the draft OCP back to staff and the Official Community Plan Project Consultant for amendment and/or further consideration. If Council wishes to endorse this option it is important to give specific direction as to the amendments necessary and consider the implications for the project schedule.

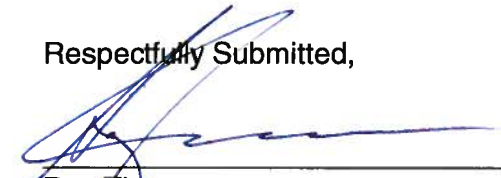
**FINANCIAL IMPACT:**

The funds for the process through to the approval of the OCP are included in the current financial plan. Future costs and resources associated with the implementation of the plan have yet to be considered and budgeted.

**RECOMMENDATION:**

That Council direct staff to work with the Official Community Plan Project Consultant to formalize the draft OCP, including the amendments in Appendix #3, into a Bylaw to be brought to Council on June 23, 2014 for introduction and first and second reading and setting of a public hearing date, and further that all the post open house correspondence be referred to staff and the Official Community Plan Project Consultant for consideration.

Respectfully Submitted,



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Roy Thomassen  
Director of Building and Planning

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



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Helen Koning  
Chief Administrative Officer

## APPENDIX #2



the Past



the Present

## Choosing Our Future

### Oak Bay Official Community Plan Renewal

*Input from the community is essential to creating an effective Plan  
Please contribute your perspectives and ideas.*

## DISTRICT OF OAK BAY OFFICIAL COMMUNITY PLAN RENEWAL

### Input from Open House – May 31, 2014

The purpose of this open house was to present the draft OCP and to request input on it. The open house was advertised widely and it was held in the Oak Bay Recreation Centre. Over 150 people attended.

The format included stations around the room for each of the key OCP topic areas. At each station, there was a panel containing the key policies, maps where applicable, and sheets on which members of the public could write their comments. District Councillors, staff, OPAC members, and consultants circulated and discussed the OCP with attendees.

A full record of written comments is documented with photographs. The following is a summary of the highlights. Topic areas below are based on a sorting of the comments.

### DENSITY

#### Density – Support

- Density helps to provide a vibrant community, opportunities to age in place, a way to maintain heritage
- Secondary suites offer affordable housing
- There is a pent-up demand for more housing options

#### Density – Qualified

- If choosing more density, densify well – good design, respectful, maintaining quality of neighbourhoods
- Consider wastewater, costs of infrastructure, trees as part of adding density
- Allow and regulate existing secondary suites only
- For and against densification in specific areas

- Address varying lot sizes
- Cars should be parked off roads, tax houses with secondary suites,

#### **Density – Opposed**

- Many comments said “no density” with no further elaboration
- All other policies are good except density
- Opposition to change in character
- I like it the way it is, that is why I live here – no need to change
- Flawed survey – interpreted as residents wanting more density
- 1% growth is not sustainable

## **HOUSING**

#### **Housing – Size**

- Stop the “monster houses” that are replacing small houses

#### **Housing – Affordability**

- For affordable housing options – we need to diversify, meet the needs of those who want and need smaller and less expensive housing
- Against affordable housing options – Oak Bay is not a starter home community, other parts of CRD provide for that
- Issues with the impact rental units have on community character (e.g., upkeep)

## **NATURAL ENVIRONMENT**

#### **Natural Environment – General**

- Protecting and enhancing greenspace should be the number one priority
- Want stronger policies in general
- Need more tree protection, stronger policies
- Too much paving happening in yards

#### **Natural Environment – Wildlife**

- Protect all wildlife
- Many people oppose a deer cull
- Some supported deer cull (human safety, property/garden damage)

## **CLIMATE CHANGE**

- Want stronger policies and targets with links to Oak Bay
- This is a regional/broader issue, should only address it at that level

## **ARTS & CULTURE**

- Protect heritage landscapes – essential for neighbourhood character
- Heritage trees and parks are important too
- Support for policies – public art, Arts and Culture Plan

## **TRANSPORTATION**

### **Transportation – Active Transportation**

- For active transportation – fewer cars on roads, healthier, reduce GHGs
- Against active transportation – people can find their own way around, don't need special infrastructure for that
- Bus routes need to be enhanced; try smaller buses

### **Roads & Parking**

- For and against additional parking in Oak Bay Village
- Emphasize car parking off-roads, cars on residential streets reduce character, unsafe for children
- Need more on-street parking for residents only

## **COMMERCIAL & MIXED USE**

- Support – this increases vibrancy and amenities, suggestions for more areas in which to add commercial use
- Against – don't put commercial use in areas that don't have it now, it will cause traffic/parking problems



# APPENDIX #3

## Recommended Amendments based on Open House Feedback

### Recommendation #1

- **Change the growth rate estimate:**

BP1. Encourage modest population growth, anticipating an annual growth rate of 0.5 percent with the recognition that actual growth fluctuates over time and is based on many external factors.

A 0.5 percent annual growth would mean about 90 new residents or 36 new housing units per year.

### Recommendation #2

- **Simplify the Land Use Framework Table by removing the references to the potential to increase height and density:**

CF2. Use the built form, characteristics, land uses and density in Figure 4.1 to guide land use planning and management in Oak Bay. The floor area ratios are based on the existing zoning.

**Figure 4.1 Sample**

Designation	Built Form	Characteristics	Land Uses to be Directed to this Designation	Density
Oak Bay Village	Current height limit: 2 to 3 storeys  Low-rise and mid-rise multi-unit buildings.	Ground-oriented commercial uses with entries and glazing oriented to the sidewalk  One to two storey facades along the street wall  Regularly spaced street trees  Wide attractive sidewalks on Oak Bay Avenue with benches and plazas  Off-street parking below grade or underground, at the rear, or otherwise screened	Residential  Commercial including local and destination retail, services, entertainment and office  Live/work  Home occupation	Current floor area ratio: 1.0:1.0 to 1.5:1.0 depending on zone

### **Recommendation #3**

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- ***Add a policy following the table which allows Council to consider increases in height and density:***

CF3. Increases in height and density may be considered where they further the goals and objectives of this plan, and based on the provision of community amenities.

### **Recommendation #4**

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- ***Change the infill housing policy to clarify that criteria Add***

H12. Develop evaluation criteria for different forms of infill housing in areas designated as Established Neighbourhoods, to be considered as part of a rezoning process and/or as part of the update of the Zoning Bylaw, including subdivision of larger lots, duplexes, triplexes, laneway houses, and garden suites.

H13. Establish an Infill Residential Development Permit Area to regulate the form and character of infill housing in areas designated Established Neighbourhoods to ensure that the new infill housing fits into the neighbourhood.

### **Recommendation #5**

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- ***Change the Infill Residential Development Permit Area to remove Schedule G and reference the Established Neighbourhood Land Use Designation on Schedule B.***

#### **Designation**

Areas designated Established Neighbourhoods on Schedule B: Land Use Framework Map are designated as Infill Residential Development Permit Areas (DPAs) pursuant to the following:

1. *Local Government Act* Section 919.1(1) (e) for the establishment of objectives for the form and character of intensive residential development.
2. *Local Government Act* Sections 919.1(1)(h), (i) and (j) for the establishment of objectives to promote energy conservation, establishment of objectives to promote water conservation, and establishment of objectives to promote the reduction of greenhouse gas emissions, respectively

### **Recommendation #6**

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- ***Change the exemptions to exempt single family dwellings on regular single family lots under existing zoning:***

#### **Exemptions**

Development permits are not required in the Infill Residential Development Permit Area for the following:

1. Development of land or renovation or alteration of a building that does not require a rezoning to create additional residential units.



2. An exterior renovation or addition to a building that does not alter the form or character of the building
3. An exterior addition with less than 10 square metres of floor area
4. An accessory building with less than 10 square metres of floor area

#### **Recommendation #7**

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- **Add the following paragraphs to the Context statement for the Housing Section**

*Many older residents indicated that they no longer wish to live in large, family sized homes as they age for a variety of reasons. Many also do not wish to move into multi-residential complexes, and do not see duplexes, secondary suites or garden suites, or putting an elevator in their existing home if stairs create accessibility problems, as suitable. Residents indicated that ideally they wanted smaller, new homes, usually one level ranging in size from 1000 square feet to about 2200 square on a lot with a small private garden. Under current zoning regulations in Oak Bay building one level homes at the upper size range is prohibited on smaller lots; many homes in Oak Bay achieve the higher square footage through multi levels, which many older adults do not need or want. Currently in Oak Bay, there are few one level homes on smaller lots.*

*As a result, the desire noted above was explored during the OCP development process to accommodate primarily older adults who would like to age in place and remain in Oak Bay; this issue was included in the survey as the option to look "larger, one-level accessible homes on smaller lots". This option was unacceptable to 43% of those who responded. However, at open houses and through other feedback, OPAC has realized that this question may have been misunderstood. Some residents assumed this option was meant to open the door to development rather than expanding the housing options that many people are calling for. As a result, this option is included in the OCP because it is one way to meet the changing needs of Oak Bay's population. It will require the need for rezoning in some cases, and it will include the need for flexible, creative and sensitive design and landscaping to meet the needs of the community. Planning experts have indicated that there are ways for diversifying housing in established neighborhoods' while retaining the qualities that make these locations so attractive.*

#### **Recommendation #8**

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- **Add additional references the relationship between Heritage Conservation and Land Use planning in the Community Health and Resilience - Heritage Context statement and an additional policy to reference the tools available for Heritage Conservation in the Community Charter and the Local Government Act.**

#### **Recommendation #9**

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- **Add explanatory notes throughout the text.**
- **Include a statement in the staff report that recognizes that the document will undergo further editing, proofreading and fact checking including the maps.**

**Recommendation #10**

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- *Add a reference to food security to the paragraph on urban agriculture*

## Appendix #4

### OCP Schedule to Public Hearing 2014

<b>DATE</b>	<b>EVENT</b>
June 9 <sup>th</sup>	Council Meeting – OPAC and Project Consultant to present draft OCP and public input/feedback and seek direction
June 10 <sup>th</sup> – 19 <sup>th</sup>	Preparation of Final draft OCP
June 23 <sup>rd</sup>	Staff report to Council with Bylaw for 1 <sup>st</sup> and 2 <sup>nd</sup> reading and instructions for referral and to set Public Hearing date.
June 24 <sup>th</sup> – August 15 <sup>th</sup>	Formal referrals to external agencies
September 9 <sup>th</sup> /10 <sup>th</sup>	Public Hearing dates

2014-163

**MEMORANDUM**

**TO:** Mayor and Council

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

**DATE:** June 4<sup>th</sup>, 2014

**RE:** Addendum Report, Development Permit for property listed in the Oak Bay Community Heritage Register, 2188 Oak Bay Avenue

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**Background:**

A staff report had been prepared (Appendix "A") and discussed by Council at its meeting on May 26<sup>th</sup>, 2014. The applicants wish to remove and install a new exterior cladding system with new windows which will include new stucco of the building's exterior as well. The building is listed on the Community Heritage Registry and is an iconic structure in the Oak Bay Village (the theatre building). There was lengthy discussion at Council with the applicants noting the owner's urgency to undertake the work as soon as possible. Council made the following motion:

MOVED and Seconded:

That the building and land located at 2188 Oak Bay Avenue be subject to a temporary protection order in accordance with Section 962 of the Local Government Act for a period of not more than 60 days, and that the plans for the proposed renovations be referred to the Heritage Commission for a recommendation to Council at the June 9, 2014 Council Meeting.

**Heritage Commission meeting:**

A special meeting of the Heritage Commission was called by the Chair and held on Tuesday, June 3<sup>rd</sup>, 2014.

**RECOMMENDATION TO COUNCIL:**

*The Heritage Commission recommends that the renovations to 2188 Oak Bay Avenue, as presented by the proponents, be approved in principle with a reassessment of colour treatment including the colour of the vinyl windows, and with retaining the original curved shape of the diagonals on the second story.*

- The Commission commended the owners for making this effort to upgrade the building and preserve the heritage value as much as possible.

**STAFF COMMENTS**

**Planning Commentary:**

At the Commission meeting, there was extensive discussion on the use of vinyl windows on the second storey of the building. Changing the proposed colour from a stark white to a beige tone

as well as evaluating the colour of the stucco was agreed to by the applicants as a compromise. The use of curved diagonal boards (rather than straight) to reflect the existing boards, was also seen as appropriate by the Commission. Based on these changes, there is support for the lifting of the temporary protection order and authorizing issuance of the development permit.

The applicants have updated the plans (attached) showing the requested curved diagonal timbers and provided a letter confirming that the colour scheme will be resubmitted for review and approval by the Director of Building and Planning and the Heritage Commission.

**Building Commentary:**

Any structural work would require analysis of detailed plans and the issuance of the usual building permits from the District.

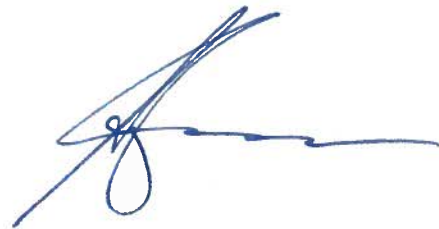
**Options:**

1. That the temporary protection order issued May 26, 2014 pursuant to Section 962 of the *Local Government Act* be lifted and the Director of Building and Planning be authorized to issue a Development Permit with respect to 2188 Oak Bay Avenue (Lot 1, Section 69, Victoria District, Plan 44782) which will allow for the exterior modifications to the existing building, subject to submission of a revised colour scheme for the stucco and vinyl windows.
2. That staff be directed to prepare the necessary Heritage Designation Bylaw to protect the property at 2188 Oak Bay Avenue, and that the Development Permit application be denied.

**RECOMMENDATION:**

That the temporary protection order issued May 26, 2014 pursuant to Section 962 of the *Local Government Act* be lifted and the Director of Building and Planning be authorized to issue a Development Permit with respect to 2188 Oak Bay Avenue (Lot 1, Section 69, Victoria District, Plan 44782) which will allow for the exterior modifications to the existing building, subject to submission of a revised colour scheme for the stucco and vinyl windows.

Respectfully Submitted,



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Roy Thomassen  
Director of Building and Planning



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Hope V. Burns, mcip,rpp  
Consulting Planner

I concur with the recommendation in this report

  
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Helen Koning  
Chief Administrative Officer

Attachment "A" – Original staff report dated May 9<sup>th</sup>, 2014



MORRISON HERSHFIELD

June 4, 2014

MH Ref. 5140279.00

The District of Oak Bay  
2167 Oak Bay Avenue  
Victoria, B.C., V8R 1G2

Dear: Roy Thomassen, Director of Building and Planning

**Re: The Oak Bay, 2188 Oak Bay Avenue, Oak Bay, B.C.  
Development Permit Follow-Up (revised elevations)**

As requested please find attached revised renderings for the above referenced project. As recommended during our June 2, 2014 meeting with the Heritage Commission we have reinstated the curved diagonal trim boards on the second floor (four locations total).

Furthermore, we are working on two (2) updated colour schemes which we will provide ASAP for review and comment by both the District of Oak Bay and the Heritage Commission. Based on our conversation we understand that the required Development Permit can be issued prior to the final colour scheme being agreed upon.

We trust that the contents of this letter and enclosures meet with your requirements. Should you have any questions, please contact me at your earliest convenience.

Sincerely,  
MORRISON HERSHFIELD LIMITED

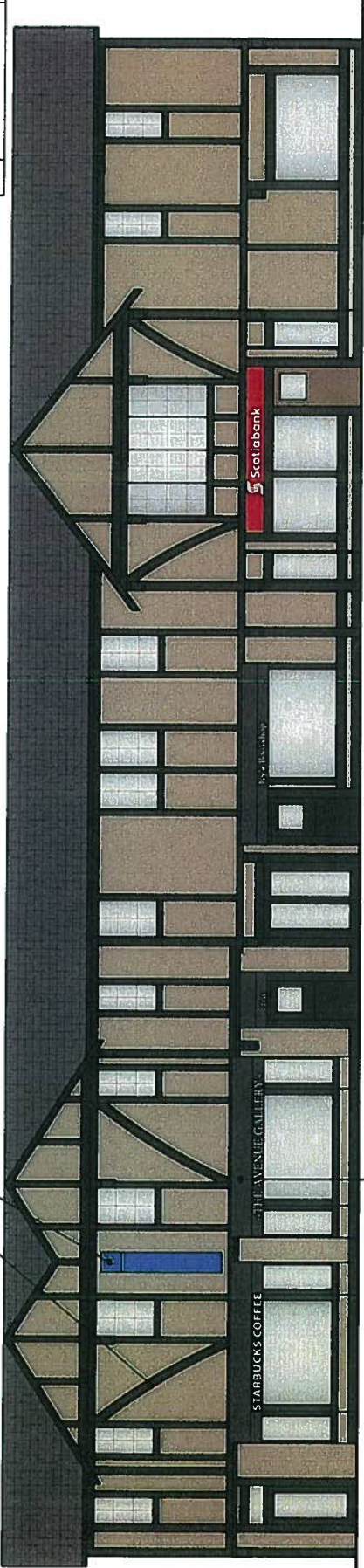
Chris Raudoy, B.Arch.Sci, LEED AP  
*Principal / Building Science Consultant*

M:\PROJ\5140279\00\200 BASE TECH. DATA\DEVELOPEMENT PERMIT\FOLLOW UP - JUNE 4, 2014\THE OAK BAY, DEVELOPEMENT PERMIT LETTER, APRIL 30, 2014 - COPY.DOCX

On site framing. Dimensions to be verified on site. All drawings to be read in conjunction with written specification.

ISSUE	DESCRIPTION	DATE (DD/MM/YY)
A	ISSUED FOR 75% REVIEW	16/04/14
B	ISSUED FOR BAY CLIENT REVIEW	22/04/14
C	ISSUED FOR BUILDING PERMIT	24/04/14
D	ISSUED FOR PRICING	29/04/14
E	ISSUED FOR CONSTRUCTION	03/06/14

DIAGONAL FEATURE WOOD TRIM INLAYS TO MATCH EXISTING CURVED PROFILE (TYP)  
EXISTING SIGNAGE TO BE REMOVED AND REINSTALLED

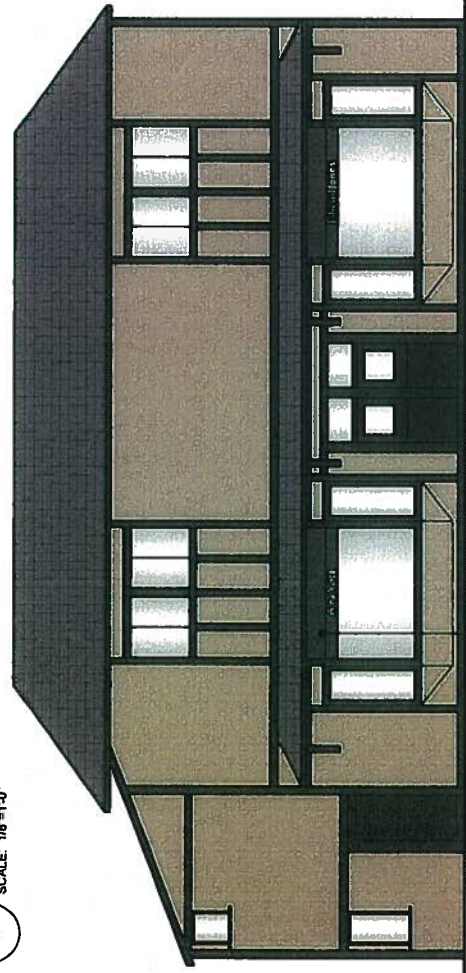


EXISTING FABRIC CANOPIES REMOVED AND REPLACED WITH NEW (TYP.)

1 COLOURED ELEVATION - OAK BAY AVE  
SCALE: 1/8"=1'-0"

**COLOUR LEGEND:**

[Dark Grey Swatch]	EXISTING ROOF (COLOUR UNCHANGED)
[Black Swatch]	TRIM/PAINTED DOORS/LANDINGS - GENERAL PAINT "SMOKED TROUT" (CL2683)
[Light Brown Swatch]	STUCCO - GENERAL PAINT "BOUNDARY" (CL3177)
[Medium Brown Swatch]	PAINTED CMU - GENERAL PAINT "BOUNDARY" (CL3177)
[Tan Swatch]	PAINTED LAPPED SIDING - GENERAL PAINT "BOUNDARY" (CL3177)
[Dark Brown Swatch]	SCOTIA BANK DOORS (COLOUR UNCHANGED)



L-NEW FABRIC CANOPY TO BE ADDED

2 COLOURED ELEVATION - THEATRE LANE  
SCALE: 1/8"=1'-0"

**MORRISON HERSHFIELD**  
2nd Floor - 535 Broughton Street  
Victoria, BC V8V 1C5  
Tel: 250.363.4125  
www.morrisonhershfield.com

**The Oak Bay**  
2166 Oak Bay Avenue, Oak Bay, BC







**COLOURED ELEVATIONS**  
1 OF 2

DATE:	MAR/2014	DRAWING NO.	A2.201
SCALE:	1/8"=1'	DESIGN:	B2M/GSR
DRAWN:	B2M	PROJECT NO.	5140279.00
REVIEWED:	GSR		

Do not scale drawings. Dimensions to be verified on site. Drawing to be read in conjunction with written specification.

ISSUE	DESCRIPTION	DATE (DD/MM/YY)
A	ISSUED FOR 75% REVIEW	16/04/14
B	ISSUED FOR BOX CLIENT REVIEW	22/04/14
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D	ISSUED FOR PRICING	29/04/14
E	ISSUED FOR CONSTRUCTION	03/06/14

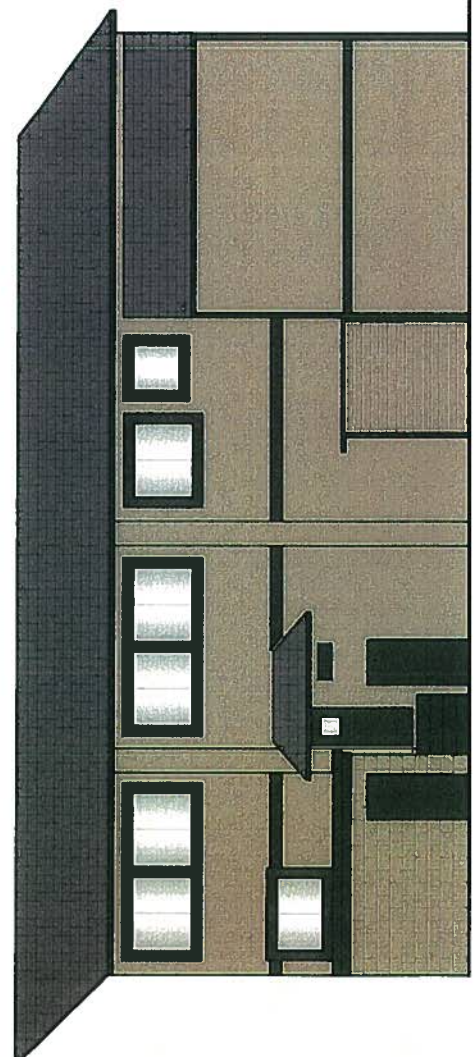
**COLOUR LEGEND:**

	EXISTING ROOF (COLOUR UNCHANGED)
	TRIM/PAINTED DOORS/LANDINGS - GENERAL PAINT "SMOKED TROUT" (CL2683)
	STUCCO - GENERAL PAINT "BOUNDRY" (CL3177)
	PAINTED CMU - GENERAL PAINT "BOUNDRY" (CL3177)
	PAINTED LAPPED SIDING - GENERAL PAINT "BOUNDRY" (CL3177)
	SCOTIA BANK DOORS (COLOUR UNCHANGED)



1 COLOURED ELEVATION - REAR PARKING LOT (NORTH)

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



2 COLOURED ELEVATION - REAR PARKING LOT (EAST)

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

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 www.morrisonherbfield.com

**The Oak Bay**  
 2186 Oak Bay Avenue, Oak Bay, BC

**COLOURED ELEVATIONS**  
 2 OF 2

DATE	MAR/2014	DRAWING No.	A2.202
SCALE	1/8"=1'	DESIGN	B2M/CSR
DRAWN	B2M	PROJECT No.	5140279.00
REVIEWED	CSR		



Memorandum

**TO:** Mayor and Council **DATE:** May 9, 2014  
**FROM:** Roy Thomassen  
Director of Building and Planning  
**SUBJECT:** Development Permit for Property on Oak Bay Community Heritage Register  
2188 Oak Bay Avenue  
Lot 1, Section 69, Victoria District, Plan 44782

**Background**

A permit application for removal and installation of new cladding system with new windows has been submitted. The exterior changes involve the following items:

1. Removal of the entire exterior cladding and windows.
2. All wood decorative elements will be removed, refinished and reinstalled.
3. The upper windows would be fitted with muntin bars to replicate the existing.
4. The barn style commercial doors would be removed, repainted and reinstalled.
5. The front Oak Bay Theatre sign will be removed, refurbished and reinstalled.
6. Signage is intended to remain similar to the existing.
7. Color changes are shown on the attached plans with the above details.

Attached are reduced plans of the proposed renovations, and the Statement of Significance from the Oak Bay Community Heritage Register.

**Discussion**

Bylaw No. 4222 authorizes withholding of permits in respect of property included in the heritage register when the work would result in an alteration to the exterior of a building. The proposed renovations involve exterior changes as described above and require Council consideration for issuance of a Development Permit.

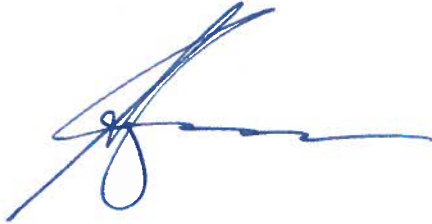
**Options**

1. That the building and land located at 2188 Oak Bay Avenue be subject to a temporary protection order in accordance with *Section 962* of the *Local Government Act* for a period of not more than 60 days, and that the plans for the proposed renovations be referred to the Heritage Commission for a recommendation to Council.
2. That the Director of Building and Planning be authorized to issue a Development Permit with respect to 2188 Oak Bay Avenue (Lot 1, Section 69, Victoria District, Plan 44782), which will permit the exterior modifications to the existing building as more particularly shown on the plans attached to the memorandum from the Director of Building and Planning, dated May 9, 2014.

**Recommendation**

That the building and land located at 2188 Oak Bay Avenue be subject to a temporary protection order in accordance with *Section 962* of the *Local Government Act* for a period of not more than 60 days, and that the plans for the proposed renovations be referred to the Heritage Commission for a recommendation to Council.

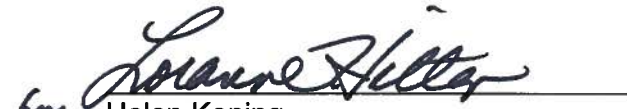
Respectfully Submitted,



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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



MORRISON HERSHFIELD

May 13, 2014

MH Ref. 5140279.00

The District of Oak Bay  
2167 Oak Bay Avenue  
Victoria, B.C., V8R 1G2

Dear: Mayor Jensen and Councilors

Re: **The Oak Bay, 2188 Oak Bay Avenue, Oak Bay, B.C.**  
**Development Permit Request**



Please accept our submission for a development permit for The Oak Bay located at 2186 Oak Bay Avenue. Morrison Hershfield Ltd. is submitting this application on behalf of the owners of The Oak Bay, Oak Bay Rental Investments.

After nearly 90 years of service, the existing building envelope systems installed throughout The Oak Bay have surpassed their service life. Despite ongoing maintenance being performed our reviews have found evidence of water penetration in the envelope, which if left untreated, will worsen resulting in failure of trim boards, spalling of the stucco and deterioration of the concealed wood framing. Due to the age of the assemblies and the high risk nature of the existing face sealed wall assemblies in exposed locations, it is our opinion that the only way to achieve long term comprehensive insurance against water infiltration would be to replace all of the cladding with rain screen assemblies. This scope of work would include full rehabilitation of all cladding and windows with better performing systems to reduce the risk of water leakage and moisture damage. The scope of this work includes:

- Removal existing stucco cladding and trims.
- Removal of existing windows.
- Repair/replacement of existing sheathing and structure as required.
- Install new insulation (blown in cellulose) into the existing framing cavity.
- Install new sheathing membrane.
- Install new strapping (1 1/2").
- Install new exterior insulation (1" semi-rigid).
- Install new stucco cladding and trim (layout to match existing).
- Install new window assemblies. These will include vinyl framed assemblies throughout level 2 and metal framed assemblies throughout level 1. Muntin bars will be incorporated in the assemblies replicate the existing windows.

The proposed renewal will increase the durability of the building envelope while providing a more energy efficient system. The assemblies will be installed in a drained systems, which will allow any incidental moisture that bypasses the cladding to drain out.

All efforts are being made to preserve and recreate the existing aesthetics of this highly recognizable Oak Bay building. Specific items include:

- Retain the existing configuration of the stucco cladding and wood trim to replicate the original architectural intent.
- All wood decorative elements (i.e. knee braces and trim) will be removed, refinished and reinstalled to replicate the original detailing.
- The existing 'barn doors' (split doors) installed throughout the level 1 commercial entrances will be removed, repainted and reinstalled.
- The windows on the upper floors will be fitted with muntin bars to replicate the existing assemblies.
- Signage will remain similar to the existing. The existing Oak Bay will be removed, refurbished and reinstalled, this is required to ensure an engineered assembly. Given the aesthetic value of this sign all efforts are being made to reinstall the sign in a similar fashion while meeting current building code requirements.
- New canopies will be installed at all commercial units. These canopies will all be black to provide uniformity.

Colour changes to the stucco and trim have been proposed to update the buildings appearance. We have included rendered elevation drawings with this letter (Drawings A2.301 and A2.302) which include the signage installations.

The existing building envelope systems installed throughout The Oak Bay have surpassed their service life. The renewal work being proposed is required to prevent further deterioration. The proposed design will preserve and recreate the existing aesthetics while increasing the durability of the building envelope ensuring the building can remain for years to come.

We trust that the contents of this letter and drawings meet with your requirements. Should you have any questions, please contact me at your earliest convenience.

Sincerely,  
MORRISON HERSHFIELD LIMITED



Chris Raudoy, B.Arch.Sci, LEED AP  
*Principal / Building Science Consultant*



2184-2194 Oak Bay Avenue  
(Oak Bay Theatre)

# Oak Bay Community Heritage Register

2184-2194 Oak Bay Avenue

Unique FPT Identifier

Other names            Castle Block  
                               Oak Bay Theatre  
                               Little Theatre

## LOCATION

Jurisdiction	BC		
Street #	2184-2194	Street	Oak Bay Avenue
Community	Oak Bay	Province	BC
Locality	South Foul Bay / Windsor		
District			
Sub-District			
Economic Region			
Cadastral Identifier	PID: 006-540-376		
Coordinates	Type	Datum	NAD83                      Zone 10
	Latitude	Longitude	

## DESCRIPTION

**Description**                      The Castle Block is a two storey, with crawlspace, Tudor Revival landmark that extends 35 metres along the north side of Oak Bay Avenue in the heart of the commercial corridor. With a commercial lower floor, the façade is side-gabled with both twin and single gabled projections. Parking for the building is behind in what is known as 'Theatre Lane.'

**Description of boundaries**      2184-2194 Oak Bay Avenue comprises one building located on LOT 1, SECTION 69, VICTORIA DISTRICT, PLAN 44782

**Area**                                      square metres

**Heritage value**                      This large, Tudor Revival building has dominated Oak Bay Village since its construction in 1936, and has lent much credence to the 'English' atmosphere of Oak Bay. Though the shop fronts have been altered, most of the exterior details are intact. The building was constructed using many local products - the 'Duroid' roofing and 'Fibre-Rock' insulating board were made by the Sidney Roofing and Paper Co. Ltd. of Victoria.

The Castle Block was designed by Eric Charlesworth Clarkson (1895-1977), an architect who had a varied and prolific career in England, India and California before moving to Victoria where he received commissions for Mount View High School in Saanich (1931), the Atlas Theatre (1936) and Red Cross House (1945-46). Between 1932 and 1938 Clarkson also designed a number of residences in Victoria and Oak Bay that were built by contractor Robert Noble, the contractor for the Oak Bay Theatre.

Commissioned by R. F. Castle, this structure originally housed a theatre, coffee shop and dance hall on the second floor, a room once famed for having no obstructing columns. The lower level has continuously operated as commercial space since 1936. The change in function, with the closure of the theatre, is indicative of the changing demographics and tastes of the local residents but the building continues to have strong cultural associations and remains part of collective community memory.

The Castle Building is valued as an important component of the historic context of Oak Bay Avenue, which is enhanced by the Bell Block and the old Oak Bay Grocery building – all three of which serve as 'anchors' for the commercial core of Oak Bay.

**Character-Defining elements**                      Key elements that define the heritage character of 2184-2194 Oak Bay Avenue include its:  
 - setting within a context of other heritage commercial properties, built to the property line;  
 - location along Oak Bay Avenue, a commercial corridor;  
 - form, scale and massing;  
 - combination roof with side gables and front gabled extensions on the front façade,

# Oak Bay Community Heritage Register

## 2184-2194 Oak Bay Avenue

- pseudo Mansard roof with flat top at the rear;
- concrete foundation, wood frame construction, parged stucco with wood trim;
- style details such as half timbering on the second storey, heavy wood brackets, parallel front gables on the entrance to the theatre, mini jettys, brackets, exposed rafter ends, barge boards;
- exterior architectural elements: Oak Bay Theatre neon sign, two internal brick chimneys, flag brackets;
- regular fenestration: multi-paned casement windows, some cross leaded in front façade, some multiple assembly;
- interior features: original wooden dance floor building using the 'English' construction method (tongue in groove; nailed parallel on the joist), most of the lobby;
- landscape features: Theatre Lane

### Functional Type

Type	Category	Era
Shop	Commerce	Primary Current
Cultural Space	Community	Primary Historic
Cinema	Leisure	Primary Historic

### Associated event, person, organization, architect or builder

Person	Association
Eric Charlesworth Clarkson	Architect
R. F. Castle	Person
Robert Noble	Builder

### Contributing Resources

#	Type
1	Building

### Associated dates

Type	From	To
Construction	1936	

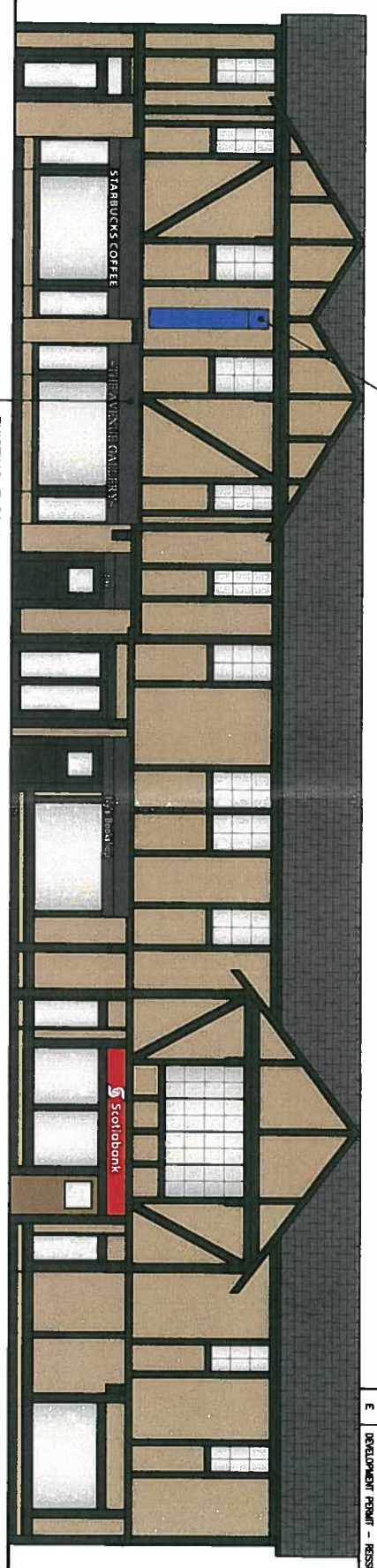
## FORMAL RECOGNITION

Statute	Enactment	Date
Local Government Act, s.954	Resolution of Council	2006-03-13

## DOCUMENTATION/ADMINISTRATION

Supporting docs	Corporation of the District of Oak Bay	
Owner Response	Consent	
Provincial Registrar	Neil Wilton	
Author	Emma Hall	Date modified

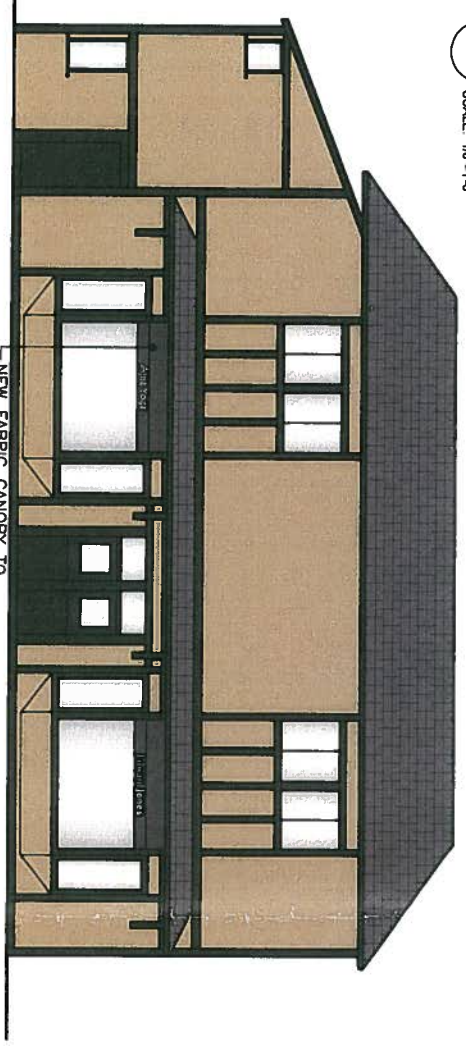
EXISTING SIGNAGE TO BE REMOVED AND REINSTALLED



1 COLOURED ELEVATION - OAK BAY AVE

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

EXISTING FABRIC CANOPIES REMOVED AND REPLACED WITH NEW (TYP.)



2 COLOURED ELEVATION - THEATRE LANE

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

NEW FABRIC CANOPY TO BE ADDED

**COLOUR LEGEND:**

[Grey Swatch]	EXISTING ROOF (COLOUR UNCHANGED)
[Black Swatch]	TRIM/PAINTED DOORS/LANDINGS - GENERAL PAINT "SMOKED TROUT" (CL2683)
[Light Brown Swatch]	STUCCO - GENERAL PAINT "BOUNDRY" (CL3177)
[Medium Brown Swatch]	PAINTED CMU - GENERAL PAINT "BOUNDRY" (CL3177)
[Dark Brown Swatch]	PAINTED LAPPED SIDING - GENERAL PAINT "BOUNDRY" (CL3177)
[Lightest Brown Swatch]	SCOTIA BANK DOORS (COLOUR UNCHANGED)

ISSUE	DESCRIPTION	DATE (d/m/y)
A	ISSUED FOR 75% REVIEW	18/04/14
B	ISSUED FOR 80% CLIENT REVIEW	22/04/14
C	ISSUED FOR BUILDING PERMIT	24/04/14
D	ISSUED FOR PROBE	29/04/14
E	DEVELOPMENT PERMIT - RESUBMIT	13/05/14

RECEIVED  
MAY 13 2014  
Oak Bay Building Services

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2186 Oak Bay Avenue, Oak Bay, BC

**COLOURED ELEVATIONS**  
1 OF 2

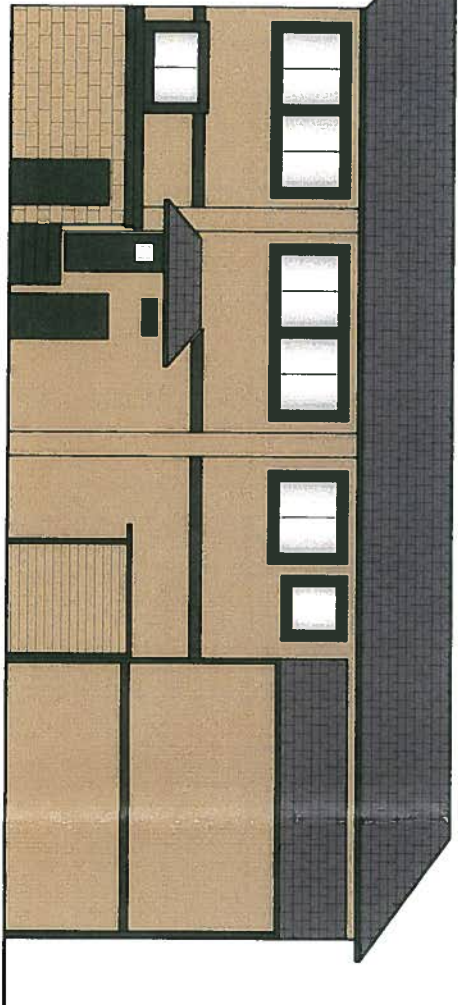
DATE	MAR/2014	REVISION No.	
SCALE	1/8"=1'	PROJECT No.	A2.301
SESSION	B2W/CSR		
ISSUANCE	B2M		
REVISION	CSR		5140279.00

Do not scale drawings. Dimensions to be verified on site. Drawing to be read in conjunction with written specifications.











1 COLOURED ELEVATION - REAR PARKING LOT (NORTH)  
SCALE: 1/8"=1'-0"



2 COLOURED ELEVATION - REAR PARKING LOT (EAST)  
SCALE: 1/8"=1'-0"

**COLOUR LEGEND:**

-  EXISTING ROOF (COLOUR UNCHANGED)
-  TRIM/PANED DOORS/LANDINGS - GENERAL PAINT "SMOKED TROUT" (CL2683)
-  STUCCO - GENERAL PAINT "BOUNDRY" (CL3177)
-  PAINTED CMU - GENERAL PAINT "BOUNDRY" (CL3177)
-  PAINTED LAPPED SIDING - GENERAL PAINT "BOUNDRY" (CL3177)
-  SCOTIA BANK DOORS (COLOUR UNCHANGED)

ISSUE	DESCRIPTION	DATE (dd/mm/yy)
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**COLOURED ELEVATIONS**  
 2 OF 2

DATE:	MAR/2014	REVISION No:	A2.302
SCALE:	1/8"=1'	PROJECT No:	5140279.00
REVISION:	B2M/CSR		
REVISION:	B2M		
REVISION:	CSR		

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 MAY 13 2014  
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2014-164

**Memorandum**

**TO:** Mayor and Council **DATE:** June 3, 2014  
**FROM:** Roy Thomassen  
Director of Building and Planning  
**SUBJECT:** 1512 Beach Drive, Heritage Alteration Permit  
Lot 25, Section 69, Victoria District, Plan 396

**Background**

On December 16, 1976 Council adopted and passed Bylaw No. 3177 which is a Bylaw to designate 1512 Beach Drive as a protected municipal heritage site.

The owner has submitted a proposal to remove the dormer window and install exterior doors, creating a balcony deck off the master bedroom by cutting into the porch roof area, as shown on the attached plans. Attached for information is the Statement of Significance and the Heritage Designation Bylaw No. 3177.

On March 24, 2014 Council referred the application to the Heritage commission for recommendation to Council. At the Heritage Commission meeting held April 8<sup>th</sup>, 2014 the Commission requested changes that would be more compatible with the rest of the home. On May 13, 2014 the Heritage Commission reviewed the revised plans and recommended approval with conditions.

**Discussion**

In accordance with Section 972 of the *Local Government Act* a Heritage Alteration Permit is required to make alteration to the designated heritage building. The proposal is to create a deck off the master bedroom dormer.

With the issuance of all Heritage Alterations Permits, Section 973 of the *Local Government Act* permits the local government to include conditions as follows:

- a) Conditions respecting the sequence and timing of construction;
- b) Conditions respecting the character of the alteration or action to be authorized, including landscaping and the siting, form, exterior design and finish of buildings and structures;
- c) that the applicant provides a specified amount of security, in a form satisfactory to the local government, to guarantee the performance of the terms, requirements and conditions of the permit.

## Options

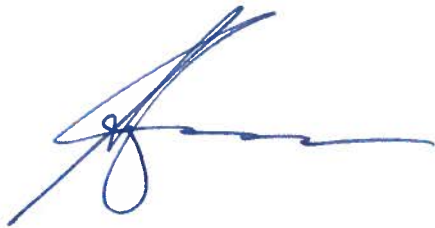
1. That the application for a Heritage Alteration Permit for 1512 Beach Drive be denied.
2. That Council authorize the issuance of the Heritage Alteration Permit for 1512 Beach Drive as shown on the attached plans with the conditions recommended by the Heritage Commission as follows:
  - That the French doors are wooden doors, with wood trim and that the colours are complimentary to or the same as the existing house.

## Recommendation

That Council authorize the issuance of the Heritage Alteration Permit for 1512 Beach Drive as shown on the attached plans with the conditions recommended by the Heritage Commission as follows:

- That the French doors are wooden doors, with wood trim and that the colours are complimentary to or the same as the existing house.

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