

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **PLANNING & DEVELOPMENT COMMITTEE** Meeting  
Monday, March 22, 2010, at 7:00 p.m.  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Alastair Bryson, Chair  
Mayor Mar  
Councillors Garrison, Kubek, Olsen, and Siklenka  
Gary C. Nason, Administrator  
Susan Brown, Municipal Clerk  
Hope V. Burns, Director of Planning and Building Services

**ABSENT:** Councillor Mason

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**APPROVAL OF THE AGENDA:**

Councillor Kubek requested the following addition to the Agenda:

- Pertaining to Item 3. R-2 Zone – Residential Two Family – Duplex Separation Distance, to be included as:  
New Item No. 3(b) – Parking Requirements in the R-2 Zone.

The Municipal Clerk noted the following addition to the Agenda materials:

- Pertaining to Item 1. Vantreight OCP and Rezoning Amendment Application - Revised Application, to be included as:  
Item No. 1(b) - New Park Dedication/Green Space Layout submitted by Turner Lane Development Corp.

197.10            **MOVED AND SECONDED**  
*That the Agenda for the Planning & Development Committee Meeting held on March 22, 2010, be approved as amended.*  
**CARRIED UNANIMOUSLY**

**Mayor Mar excused himself from the meeting at 7:02 p.m. announcing a potential conflict of interest due to a business relationship with the applicant for the Vantreight Farm Hills Project.**

**1. Staff Memorandum**

- a) Staff Memorandum dated March 15, 2010, from the Director of Planning & Building Services entitled "Vantreight OCP and Rezoning Amendment Application - Revised Application"
- b) New Park Dedication/Green Space Layout submitted by Turner Lane Development Corp. (late item)

The Director of Planning & Building Services overviewed the Staff Memorandum.

Mr. Ian Vantreight was present for the applicant, and in response to an invitation from the Chair, Mr. Vantreight advised he was available to respond to questions from members of Committee.

The Director of Planning & Building Services responded to questions from Committee and advised that in the absence of other direction from Council, Staff would process the revised application in the same manner as a new application.

In response to a question from a Committee member, Mr. Vantreight advised that all of the studies had been either updated or completely revised.

A member of Committee raised the question of the inclusion of Secondary Suites in the project, and it was noted by another member that this issue could be discussed at the Advisory Planning Commission.

198.10            MOVED AND SECONDED  
*That it be recommended to Council:*

*That the Staff Memorandum dated March 15, 2010, from the Director of Planning & Building Services entitled "Vantreight OCP and Rezoning Amendment Application - Revised Application" and the new Park Dedication/Green Space Layout submitted by Turner Lane Development Corp., be received; and Staff process the revised application concerning the Vantreight Farm Hills Project, and as part of the process, refer the revised application to the Advisory Planning Commission for consideration.*

CARRIED  
OPPOSED:    Councillor Bryson  
                  Other Member

**Mayor Mar returned to the meeting at 7:20 p.m.**

## **2. Staff Memorandum**

- a) Staff Memorandum dated March 15, 2010, from the Director of Planning & Building Services entitled "I-1 – Light Industrial Zone, Amendments"

The Director of Planning & Building Services overviewed the Staff Memorandum and responded to questions from the Committee. In relation to the Staff recommendation, she clarified that the draft bylaw was currently being reviewed by legal counsel and may or may not be ready for submission to the April 6, 2010 Special Council Meeting.

199.10            MOVED AND SECONDED  
*That it be recommended to Council:*

*That the Staff Memorandum dated March 15, 2010, from the Director of Planning & Building Services entitled "I-1 – Light Industrial Zone, Amendments" be received; and:*

- 1. First, second and third readings of Central Saanich Official Community Plan Bylaw Amendment Bylaw No. 1633, 2008 be rescinded;*
- 2. First, second and third readings of Central Saanich Land Use Bylaw Amendment Bylaw No. 1634, 2008 be rescinded;*
- 3. Staff be directed to bring forward a Bylaw to amend the I-1 Zone provisions in the Land Use Bylaw (substantially in the form of Bylaw No. 1700, 2010 attached to the Staff Memorandum of March 15, 2010) to a future meeting of Council, for consideration of first and second readings;*
- 4. The Staff Memorandum and proposed Bylaw No. 1700, 2010 be referred to the Advisory Planning Commission for comment;*
- 5. Subject to first and second readings, the referral of proposed Bylaw No. 1700, 2010 to a Public Hearing that may be held in May, 2010, be considered; and*
- 6. Upon referral, Staff be directed to undertake the statutory notification procedures for the public hearing on proposed Bylaw No. 1700, 2010.*

CARRIED UNANIMOUSLY

## **3. Staff Memorandum**

- a) Staff Memorandum dated March 10, 2010, from the Director of Planning & Building Services entitled "R-2 Zone – Residential Two Family – Duplex Separation Distance"
- b) Parking Requirements in the R-2 Zone (late item)

A copy of Section 38 (32) – Residential Two Family: R2 – was circulated on table to members of Committee, and is now included with the agenda materials. The Director of Planning & Building Services overviewed the Staff Memorandum.

A Committee member spoke to concerns relating to the requirement in Section 38 (32) for enclosed parking structurally attached to the dwelling for a two family dwelling unit, which is not required for other Zones. The member recommended that the proposed bylaw amendment include the deletion of this parking requirement.

The Director of Planning & Building Services responded to questions from the Committee, and noted that should Committee consider the removal of the enclosed parking requirement, it may also wish to consider the addition of a provision to require two parking stalls per dwelling unit, given that the Zone allows for two families in the two family dwelling unit.

200.10            MOVED AND SECONDED  
*That it be recommended to Council:*

*That the Staff Memorandum dated March 10, 2010, from the Director of Planning & Building Services entitled "R-2 Zone – Residential Two Family – Duplex Separation Distance" be received; and Staff be directed to:*

- 1. Proceed with the finalization of the necessary Bylaw to amend the R-2 Zone provisions in the Land Use Bylaw to delete the requirement for a 50m separation between duplexes and the requirement for enclosed parking (Section 38(32), Other Regulations - subsections (1) and (2)), and to change the parking requirement from 1 to 2 stalls per dwelling unit;*
- 2. Forward the proposed bylaw to the Special Meeting of Council on April 6, 2010, for consideration of first and second readings;*
- 3. Refer the Staff report and draft Bylaw to the Advisory Planning Commission for comment;*
- 4. Subject to first and second readings, forward the Bylaw to Council for consideration of referral of the Bylaw to a Public Hearing; and*
- 5. Upon referral, undertake the statutory notification procedures for the public hearing.*

CARRIED UNANIMOUSLY

#### 4. Referral from Previous Council Meeting

- a) At the Regular Council Meeting held on February 15, 2010, Council adopted the following motion:

*That the matter of a second kitchen in a home as it relates to the District's Secondary Suite Policy be referred to the Planning and Development Committee for further discussion.*

Included in the Agenda materials as background information in connection with this issue were the following materials:

- b) Secondary Suite Policy (Adopted June 30, 2003)
- c) Secondary Suites Information Pamphlet
- d) Statistics on Secondary Suites in Other Municipalities

The Director of Planning & Building Services overviewed the existing Secondary Suite Policy and its application in relation to enforcement, and responded to questions from the Committee. Members of Committee spoke to the issues raised by the Council referral.

201.10            MOVED AND SECONDED  
*That it be recommended to Council:*

*That in relation to secondary dwelling unit enforcement, Staff be directed to amend Building Department Policy and Procedures as necessary to exclude the removal of cabinets as a requirement for bringing a building into compliance through the removal of building elements and fixtures that make a portion of a building a secondary suite or additional "dwelling unit" under the Land Use Bylaw definition.*

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

*On motion, the Planning & Development Committee Meeting held on March 22, 2010, adjourned at 7:41 p.m.*

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Councillor Alastair Bryson  
Chair

Recorded by: Susan Brown  
Municipal Clerk