



# Planning, Building & Community Services

## Quarterly Status Report (Applications/Building Permits/Activities)

Third Quarter 2004

September

### **DEPARTMENT HIGHLIGHTS**

The Oak Haven Park third party covenant with TLC and HAT went through the final approval process and now has been registered on title. This is the first third party conservation covenant registered on municipal parkland in the Province and will undoubtedly be used as a template for other municipalities.

In reviewing the Departmental goals and objectives for 2004, significant strides have been made on a number of projects (Agri-Tourism, BRIC, Gifting Programme, Saanichton Green and Alexander Field improvements) along with the continued daily assistance to the public and detailed processing of complex development applications including the Legion Housing project, Brentwood Villas, Benvenuto Hotel project, and Phil Williamson's residential development.

It is anticipated with the hiring of the Assistant Planner, hopefully in December, work may then commence on other policy items such as the commercial zones' and secondary suites' regulations.

### **NEW DEVELOPMENT APPLICATIONS**

#### **Legion Housing, 7601 East Saanich Road**

On July 12<sup>th</sup>, an application was submitted on behalf of the South Vancouver Island Zone Housing Society for a seniors' assisted 68-unit rental housing project at 7601 East Saanich Road. A rezoning is required since the property is currently zoned single family; the existing 78-unit housing development on the property (which is to be retained) was developed in the 1970's under a Land Use Contract. Following review by staff, a memorandum was prepared for consideration by the Advisory Planning Commission. A public information meeting was held on September 28<sup>th</sup>, with approximately 40 – 50 people and planning staff in attendance. It is anticipated that this matter will be considered by the Planning and Development Committee in October.

### **NEW APPLICATIONS** *Cont'd*

#### **Woodwyn Farm, 7789 West Saanich**

At the Council Meeting held August 30<sup>th</sup>, a staff memorandum was considered for the construction of a public beach access pathway on the unopened road allowance of 7789 West Saanich Road. Council resolved that an application be forwarded to the ALC requesting approval of construction of the pathway. A decision in this regard is anticipated shortly.

#### **Focus Corporation, 2969 Martindale**

In early September, an ALC application for non-farm use (deposit of fill) was received from Focus Corporation on behalf of the property owners, Mr. and Mrs. Sandover-Sly. The application is with regard to a 50-acre parcel located at 2969 Martindale Road. The property is subject to flooding, and the property owners wish to deposit fill over 1.5 ha. of land. The application is currently under review by Staff, and a report will be prepared for consideration by the Planning and Development Committee.

#### **AVOS Reserve, 7245 Puckle Road**

On August 25<sup>th</sup>, an application for Development Variance Permit was received to increase the maximum allowable fence height in the front yard setback, from 1.3 metres to 2.5 metres. The subject property, located at 7245 Puckle Road, is in the A-1 Agriculture Zone. Following consideration of a staff report at the Council meeting held September 20<sup>th</sup>, staff were authorized to undertake a notification to adjacent property owners of Council's intention to consider issuance of a Development Variance Permit at the Council meeting scheduled for October 4<sup>th</sup>.

**NEW APPLICATIONS** *Cont'd***J.E. Anderson & Assoc., 6456 Rey Road**

On July 2<sup>nd</sup>, an application was received from J.E. Anderson & Associates, on behalf of the property owner, to vary the engineering subdivision standards required by Bylaw with respect to road width for a proposed 14-lot subdivision at 6456 Rey Road. A staff memorandum was considered by the Planning and Development Committee on September 27<sup>th</sup>, and it is anticipated that Council will direct staff to proceed with notification to adjacent owners/occupiers.

**Duo Consultants, 1043 and 1051 Verdier**

A Development Variance Permit application was submitted on July 27<sup>th</sup> with regard to frontage requirements for a potential subdivision of properties located at 1043 and 1051 Verdier Avenue. It is anticipated that Council will consider a staff memorandum at an upcoming meeting.

**Viewland Development Corp, 1123 Verdier**

On August 12<sup>th</sup>, an application for Development Variance Permit was received with regard to a potential subdivision of property located at 1123 Verdier Avenue. The application is to vary the frontage requirements for the proposed two new lots. A staff memorandum has been prepared for consideration by Council at a meeting in early October.

**Sunshine Hills Golf Course, 7081 Central Saanich Road**

A new Development Variance Permit application was received on September 27<sup>th</sup> requesting variances with the parking ratio and sign location at Sunshine Hills Golf Driving Range. This application is under review by staff, and a report will be prepared for consideration by Council.

**Sam and Betty Pang, Meadowbank Road**

In early September, an ALC application was submitted by Sutton Group on behalf of the property owners, Sam and Betty Pang, with regard to Lot 16, Block 4, Plan 1607 – Meadowbank Road. The application is to upgrade and/or improve the road right-of-way in order to access their property. This application is currently under review by staff.

**ON-GOING APPLICATIONS****Brentwood Bay Lodge – 832 Verdier Avenue (Garden Villas)**

Following a second neighbourhood information meeting held on September 9<sup>th</sup>, revised plans were submitted by VIA Architecture on behalf of the Brentwood Bay Lodge for three lots located at 832 Verdier Avenue. The properties are currently zoned C3 and C4 and the revised proposal is for 20 short-term stay hospitality suites and a neighbourhood grocery store/cafe. The existing repair garage will be demolished and the required 54 parking spaces are proposed to be relocated to an underground parkade. An informational presentation was made to the Planning and Development Committee on September 27<sup>th</sup> and it is anticipated that the revised plans will be considered by the Advisory Planning Commission in October.

**Randall Olafson – Proposed Rezoning of four properties at Southeast corner of Keating and West Saanich**

A second public information meeting was held in August with regard to four properties located at the southeast corner of Keating Cross Road and West Saanich Road. A staff report was considered by the APC at the September 29<sup>th</sup> meeting on the revised plans for a proposed two-storey, 88-unit hotel including a restaurant, conference centre and accessory retail space.

**M.F.G. Properties, 7410 Veyaness Road**

A staff memorandum was considered by the Planning and Development Committee at the September 13<sup>th</sup> meeting for the proposed rezoning of the property located at 7410 Veyaness Road. The property is currently zoned RE-2 (Rural Estate), and the applicants wish to rezone to a zone which would provide a variety of housing types – secondary suites and a duplex, for a total of 14 residential units. At the Council meeting held September 20<sup>th</sup>, further information was requested, prior to consideration of the necessary readings of a rezoning bylaw. Staff are continuing discussions with the applicant.

**Verhagen (Benvenuto/Greig Avenue)**

A Public Hearing was held on July 19<sup>th</sup> on the proposed rezoning of the properties located at 1265 Greig Avenue and 1300 Benvenuto Avenue. On August 9<sup>th</sup>, third reading was given to Bylaw No. 1502, to rezone the southern portion of the properties to Rural Estate (Variable Lot Size) RE-4 Zone and to amend the Agricultural zoning (A2) on the northern portion of the properties to indicate that the minimum lot sizes for these two parcels would be 1.0 and 0.7 ha respectively. Draft covenants, prepared by the applicant's solicitor, are currently being reviewed, and it is anticipated that the Bylaw will be considered by Council for final reading at an upcoming meeting.

**Victoria Estate Winery, 1445 Benvenuto**

Several meetings have taken place with representatives from Victoria Estate Winery. Additional information is still required with respect to the Winery's licenced areas and seating capacities before further consideration can be given to the application for rezoning to accommodate restaurant use.

**Phil Williamson (8025 East Saanich Road)**

On September 20<sup>th</sup>, Council gave fourth and final reading to Bylaw Nos. 1482 (OCP amending bylaw) and 1485 (rezoning bylaw), and authorized issuance of a Development Permit for the proposed multi-family residential development of the property located at 8025 East Saanich Road. It is anticipated that a building permit will be submitted soon for this townhouse development, totalling 15 residential units.

**Prairie Properties, 7806 East Saanich Rd.**

Staff are still awaiting further information from the applicant on the liquor licence and development variance permit applications received from Prairie Properties, specifically with respect to the required parking layout.

**Angler's Anchorage Marina – Docks**

The Development Permit application for a new floating dock at the Angler's Anchorage Marina site (905 Grilse Lane) is still under review by Staff, particularly with respect to the parking layout on the upland area associated with this project. Once concerns have been addressed, a staff report will be prepared for consideration by Council.

**McKevitt/Curry Subdivision – 6807 Jedora**

On July 19<sup>th</sup>, Council authorized the issuance of a Development Variance Permit for a proposed two-lot subdivision of the property located at 6807 Jedora Drive. The approved variance was with respect to the required rear yard setback for an existing accessory building on the property. The Permit was issued on July 30<sup>th</sup>.

**Peninsula Co-op Service Station, 6429 Pat Bay Highway**

Following a review of revised plans, on August 9<sup>th</sup> Council authorized the issuance of a Development Permit for construction of a new service station, car wash and convenience store for the property located at 6429 Pat Bay Highway. The Development Permit was issued on August 30<sup>th</sup>.

**Wayne and Mei Midlane, 770 Sea Drive**

Revised plans have not yet been received for this application for variances relating to construction of a new single family dwelling and detached garage at 770 Sea Drive. Council requested that the applicant consult further with his neighbours in an attempt to develop a revised proposal which will address the various concerns and issues.

**Dan and Jean Ireland, 1910 Meadowbank**

A decision is still pending on the application submitted to the ALC for subdivision (boundary adjustment) in the Agricultural Land Reserve.

### **Barry and Suzanne Lee, 7082 East Saanich Road**

A staff memorandum was considered by Council at the meeting held September 20<sup>th</sup> on the application for a second dwelling located in a barn at 7082 East Saanich Road. Council directed that the application not be forwarded to the ALC until other outstanding enforcement concerns have been suitably addressed.

### **Garcia Farms, 2933 McIntyre Road**

A staff report was prepared in August on the ALC application for non-farm use for the property located at 2933 McIntyre Road. This application is to allow a portion of the barns on the farm to be used for concrete garden ornament manufacture, a sculpture studio and a woodworking shop. The applicant requested that consideration by Council be postponed until later in October.

### **Miscellaneous Reports Prepared by Planning**

- ✓ Development Permit Amendment - Brentwood Bay Lodge – Marina Buildings
- ✓ Marley Farm Winery, 1831 Mt. Newton Cross Road – liquor licence application
- ✓ Development Permit Exception – 6764 Oldfield Road – Co-op Gas Canopy Signage

### **Agri-Tourism Task Force**

On August 9<sup>th</sup>, Council received for information the final Report of the Agri-Tourism Task Force, and referred it to several different agencies for information and comment. It is anticipated that this matter will be considered at an upcoming Committee Meeting for further discussion and direction provided to Staff on implementation of the Task Force's recommendations.

### **Brentwood Revitalization Implementation Committee (BRIC)**

A Special Planning and Development Committee Meeting was held on September 15<sup>th</sup> to receive a presentation from the consultants for the Brentwood Revitalization Project in the Brentwood Traffic Corridor (West Saanich Road from Wallace Drive to Verdier Avenue). It is anticipated that another Open House will be held in October to receive further input.

### **PLANNING ADMINISTRATION**

The Director has been involved in research and preparation of reports on items such as:

- Homeport Housing re amending Housing Agreement
- Oak Haven Park Conservation Covenant
- Development Application Procedures and Fees Bylaws (Land Use Bylaw amendment)
- Parking regulations for seniors' housing

The Approving Officer was involved in the extensive review of subdivision proposals for Grilse Lane, Newton Place, Rey Road and Wallace Drive.

Assistance provided to Community Services with respect to the opening of the Skate Park in Centennial Park, developing Saanichton Green Park options and coordinating the development of Alexander Field by Peninsula Soccer Association.

<b>PLANNING &amp; DEVELOPMENT APPLICATIONS</b>							
<b>Type of Application</b>	<b>2004</b>			<b>Previous Years Comparisons</b>			
	<b>NEW (this Quarter)</b>	<b>YEAR TO DATE</b>	<b>ACTIVE *</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
OCP Amendment	-	-	-	-	1	-	3
Zoning Amendment or Rezoning	1	3	5	7	5	4	10
Development Permit	1	9	5	10	9	9	11
Development Variance Permit	5	13	6	4	2	4	12
Agricultural Land Reserve	3	6	7	5	4	9	4
Temporary Industrial/Commercial Use Permit	-	1	1	-	1	-	1
<b>Quarterly Total</b>	<b>10</b>						
<b>ANNUAL TOTAL</b>		<b>32</b>	<b>*24</b>	<b>26</b>	<b>22</b>	<b>26</b>	<b>41</b>

\* Includes active applications received prior to 2004.

**BUILDING INSPECTIONS**

The third quarter building permits have reduced slightly over July and August, however, the number of inspections over this time has remained consistent. The July/August figures for 2003 were less than 2004 which appears to be the normal trend in these months.

The Building Division in September has welcomed a new Administrative Assistant to the team, Ms. Mona Mikkelsen. Mona has been with the Municipality for the past year in various capacities and she has accepted the challenges that go with the position in the Building Division as Administrative Assistant. Congratulations Mona!

**Building Inspections *Cont'd***

With the launching of the new web page considerable staff time has been going into setting up of the planning and building division pages. Kristina De Medeiros has done an excellent job in this area for the Planning, Bylaw Enforcement and Building Divisions.

Enforcement issues continue to be a problem with owners not willing to comply with bylaws, generating future staff reports to Council in the upcoming months.

Overall, the construction industry continues to be extremely busy which relates to busy times for the building section.

## **BOARD OF VARIANCE APPLICATIONS**

The Board of Variance considered four applications during the 3<sup>rd</sup> quarter of 2004.

Three applications were heard at the August 5, 2004 meeting:

- a request for a height variance to a new single family dwelling due to the water table level (2969 Martindale Road) was denied
- a chain link fence frontyard height variance in order to allow fencing to be erected 8' around perimeter of property (7245 Puckle Road) was denied
- an addition to a single family dwelling requiring the relaxation of the front and rear setbacks (971 Peggy Anne Crescent) was approved.

The fourth application was heard at the September 4, 2004 meeting:

- a request for a relaxation of the rear yard setback from 7.5 m to 3 m to a single family dwelling in order to build a new deck (2410 Prima Vista) was approved.

## **BYLAW ENFORCEMENT ISSUES**

### **Files Currently in litigation**

- 8300 Block Lochside Drive – Non-permitted use.
- 7100 Block Keally Place – Secondary Suites.

### **Referrals to Municipal Solicitor**

The following matters were referred to the Municipal Solicitor for further consultation:

- 8400 Block Alec Road – Removal of soil contrary to court injunction.
- 8300 Block Lochside Drive – Non permitted use.
- 2500 Block James Island Road – Business vehicle and equipment storage.

### **Referrals to Other Government Agencies**

The following matters were referred to the Ministry of Water, Land and Air Protection, Coast Guard, Agricultural Land Commission, BC Hydro, Vancouver Island Health Authority or the Department of Fisheries and Oceans for follow-up:

- 6300 Block Central Saanich Road – Additional dwelling for farm help.
- 7000 Block East Saanich Road – Additional dwelling for farm help.
- 6700 Block Pat Bay Highway – Non-Farm use.
- 6900 Block Veyaness Road – Install septic without permit.

**Bylaw Enforcement** *Cont'd***Notice on Title (Section 57):**

The following properties had a Notice on Title registered:

- 6500 Block Oldfield Road – Second Dwelling.
- 7000 Block East Saanich Road – Accessory Structure.

**Referrals to Council**

The following bylaw enforcement issues have been referred to Council:

- 700 Block Sea Drive – Second Dwelling.
- 2900 Block McIntyre Road – Non-permitted Uses.
- 7000 Block East Saanich Road – Additional Dwellings.
- 2600 Block Island View Road – Additional Dwellings.
- 6300 Block Central Saanich Road – Second Dwelling/Unsightly Premises.

**Bylaw Enforcement** *Cont'd***Issues Resolved**

- Achieved voluntary compliance on several unsightly properties.
- Over 25 issues resolved (i.e. unsightly premises, noxious weeds, building permits, commercial vehicle parking, noise, business licences, secondary suites, over-height fences, visibility issues with trees, dumping in parks, etc.).

**Other Enforcement Issues**

The following issues are being addressed by staff and are at various stages of investigation/enforcement:

- Several second dwelling and secondary suite complaints.
- Non-permitted uses on several properties.
- Over 45 active files dealing with various bylaw infractions including: additional dwelling units, secondary suites, rooming houses, non-permitted uses, building without permits, parking, no business licence, fences, soil deposit and removal, outdoor storage, excessive noise, unsightly properties, etc.

**Bylaw Inspections**

- Undertook approximately 114 site inspections during July through September.

## **COMMUNITY SERVICES**

### **Park Use**

- Processing of 129 park use requests (8 seasonal / 121 day use permits).

### **Newman Farm Park**

- Contracted stabilization and repair of main residence, 1890's cabin and lean-to shed portion of the main barn;
- B.C. Fruit Testers identified heritage fruit trees on site;
- Led members of the Hallmark Society on a site tour;
- Cedar shakes and utility tarps received by donation.

### **Lochside Trail**

- Tenure and Maintenance/Operations Agreements with Capital Regional District Parks finalized;
- Construction of bike trail underway during the summer.

### **Adam Kerr Park**

- Arranged for production of a commemorative plaque and coordinated the public event held July 6<sup>th</sup> to acknowledge the donation of the footbridge in Adam Kerr Park and launch of the District's Gifting Programme.

### **Community Skate Park**

- Coordinated court preparation and equipment installation;
- Preparation for official Park Launch to be held on Saturday, October 2<sup>nd</sup>.

## **Community Services *Cont'd***

### **Heritage Initiatives**

- Administrative support to the Butterfield Gardens Restoration Group, for construction of a trellis, compost bin and notice board on-site.

### **Alexander Field Improvement Project**

- Regular dialogue between Council representatives, District Staff and representatives of Peninsula Soccer Association (PSA) continued through this period;
- Receipt and consideration of two proposals for design and construction supervision services for planned works;
- At the request of PSA, award of design contract has been delayed pending confirmation of Centennial Park field closure standards.

### **Saanichton Green Improvement Project**

- Following a public Open House held in mid-June, information panels were displayed at the Municipal Hall for public review and comment during early July;
- Public responses were then compiled, followed by a meeting of the Project Ad Hoc Committee in mid-September.

### **Other Activities**

- Website content input;
- Recruitment of a replacement Centennial Park Caretaker;
- Staff support in preparation of the transfer of Saanich Historical Artifacts Society lands to the District ceremony on September 11, 2004.

<i>Date Rec'd</i>	<i>Location</i>	<i>Description</i>
Sept. 29, 2000	6890 East Saanich Road	R-1, 2 Lots <i>Plan Signed – March, 2004</i>
Feb. 28, 2001	7068 East Saanich Road	R-1, 3 lots – <i>Awaiting further information</i>
Nov. 14, 2002	Wallace Drive 617R & 642R	A-1, Boundary Adjustment (ALC Approval/Dev.Variance) <i>PLA Issued Dec 11, 2002 (renewed)</i>
May 2, 2003	6259 Marie Meadows; Lot 11	R-1, 1 lot – more info. required
May 2, 2003	1076 Verdier Avenue Lot B, Plan VIP54425	R-2, 1 lot <i>On Hold – at Applicant's agent's request</i>
May 5, 2003	6838 Woodward Drive Lot 1, Plan 46996	R-1, 1 lot <i>Plan Signed – March, 2004</i>
June 27, 2003	1894 Prosser Road N Pt. Lot 16 & Rem. Pcl. A, Plan 575	A-2, 1 lot <i>PLA – Issued August 28, 2003, renewed to date.</i>
Sept. 12, 2003	7916 Wallace Drive Lot 1, Plan 30796	R1 (R-1A & R-1S), 2 lots <i>Plan Signed – September 14, 2004</i>
Nov. 7, 2003	6474 Rodolph Road Lot 3, Plan 28534	R-1, 1 lot <i>Plan Signed – June 15, 2004</i>
Nov. 19, 2003	8141 Central Saanich Road Pcl. F, Section 3	A-1, boundary adjustment <i>Plan Signed – August 26, 2004</i>
Oct. 14, 2003	7789 West Saanich Road Lot 1, Plan 42861	A-1, 2 lots, ALC approval granted <i>PLA issued December, 2003; renewed June 22, 2004; DVP approved</i>
Feb. 10, 2004	1915 Lisnoe Avenue Lot 2, Plan 488	R-1Z – 1 lot <i>PLA issued April 7, 2004; renewed to date</i>
March 3, 2004	752 Sea Drive – Lot 5	R-1 – 1 lot – <i>Denied May 14, 2004</i>
March 15, 2004	6807 Jedora Drive Lot 1, Plan VIP54043	R-1 – 1 lot <i>PLA issued May 18, 2004; DVP approved</i>
March, 2004	6456 Rey Road Lot 1, Plan 48663	R-1 – 14 lots <i>PLA issued June 22, 2004; renewed to date</i>
May 13, 2004	922 Grilse Lane	R-1S - 2 lots, Under Review
June 4, 2004	Newton Place – Lot B	R-2, R1A, R-1 – 8 lots, <i>PLA issued Aug. 20, 2004</i>
June 16, 2004	6800 Wallace Drive	R-1 – 6 lots, Under Review
July 12, 2004	2531 Meadowland Drive	R-1 – 2 lots, <i>PLA issued Sept. 22, 2004</i>

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 Hope V. Burns, mcip  
 Director of Planning and Building Services  
 Approving Officer

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 Date