



# Planning, Building & Community Services

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

First Quarter 2006

January - March

### **DEPARTMENT HIGHLIGHTS**

This quarter saw the pace of development applications pick up slightly. Public inquiries have also increased, especially questions regarding the secondary suite bylaw amendment and inquiries about development throughout the community. Staff have also received a number of zoning inquiries stemming from an RFP for complex senior care facilities issued by the Vancouver Island Health Authority.

Approving Officer also dealing with a 30+ lot subdivision proposal for the Tanner Ridge area.

### **NEW DEVELOPMENT APPLICATIONS**

#### **Heritage Green, 1959 Polo Park Court**

The Strata owners at Heritage Green submitted a Development Variance Permit application to allow the removal of four parking spaces to allow for construction of storage lockers. At the March 20<sup>th</sup> Council meeting, staff were directed to proceed with public notification of Council's intent to consider issuance of a Development Variance Permit at a future meeting.

#### **Orchid Gallery, 822 Verdier Avenue**

On January 24<sup>th</sup>, 2006, Lois Moore submitted an application for a Development Permit for a new sign within the Moodyville commercial development permit area at 822 Verdier Avenue. At its February 20<sup>th</sup> meeting, Council approved the issuance of a DP for the proposed fascia sign.

#### **B. Sherwood & S. Wharf, 7074 Brentwood Drive – Foreshore Lease**

The District was asked to comment on an application to the Province to amend an existing foreshore lease for private moorage. At its March 6<sup>th</sup> meeting, Council resolved to inform the Province that the District has no objections to the proposed lease amendment, but noted that any change to the existing docks would require a Development Permit. Council also referred to a future Planning and Development Committee meeting the consideration of whether to refer to the upcoming OCP Update/Review process the possible adoption of a policy to address the establishment, amendment and renewal of private Crown Water Tenures that are located adjacent to the upland area owned by the District known as Brooks Park. Council also directed Staff to obtain legal advice regarding the requirement of an encroachment agreement for the properties in question.

#### **Estate of Randy Olafson – 6719 West Saanich Road**

On March 14<sup>th</sup>, 2006 the legal representatives for the Estate of Randy Olafson submitted a request for the cancellation of Development Permit No. 3060-20-1/04 that was issued for the construction of an 88-room hotel on four properties at the corner of West Saanich Road and Keating Cross Road. The representatives for the Estate are requesting that the development permit be revoked, that the owner be relieved of all conditions of the permit, and that all registrations on title be discharged. The request raises the question of the status of the C-5 Tourist Commercial zoning that was granted in conjunction with the DP application. Staff are preparing to bring the application forward to the Advisory Planning Commission in April for comments prior to consideration by the Planning and Development Committee in early May.

## **NEW APPLICATIONS (Cont'd)**

### **Gateway Park, 2261 Keating Cross Road**

On March 28<sup>th</sup>, an application was submitted for amendment of the Development Permit for "Gateway Park", 2261 Keating Cross Road. The proposal is for construction of an enhanced entranceway and elevator. A staff report is being prepared for consideration of Council.

### **Shirley Bond, 8129 Derrinberg Road**

An ALC application for three additional farm help dwellings for the property at 8129 Derrinberg Road was submitted on March 15<sup>th</sup>, 2006. Staff are completing the review of the application and expect to bring it forward for consideration by Council in the near future.

### **Vic Davies, 6281 Central Saanich Road**

A Preliminary Layout Consideration for Subdivision application was submitted on January 19, 2006 by Vic Davies Architect Ltd., on behalf of 665903 BC Ltd. A Development Variance Permit application is required to vary the lot frontage for two of the three proposed lots to facilitate the subdivision (Appendix B). On February 20<sup>th</sup>, Council directed Staff to proceed with public notification of its intent to consider issuance of a DVP. After receiving public comment at its March 20<sup>th</sup> meeting, Council resolved to postpone further consideration of the DVP application, to give the applicant an opportunity to consult further with the neighbours.

## **ON-GOING APPLICATIONS**

### **Garnett Rancier, 1139 Garden Gate Drive**

Following the denial of the 2005 application for a Development Variance Permit to vary the allowable lot coverage for a proposed addition to his residence located at 1139 Garden Gate Drive, Garnett Rancier submitted an application February 15, 2006 to amend the zoning bylaw to increase the permitted lot coverage. The application was reviewed by the Advisory Planning Commission at their March 1<sup>st</sup> meeting. The application has subsequently been placed on hold at the request of the applicant.

### **Fairwest Construction, 7250 West Saanich**

On December 19<sup>th</sup>, 2005, Council authorized the issuance of a Development Permit, subject to conditions of approval, for the "Holly Farm" 15-unit multifamily housing development on West Saanich Road. Staff are awaiting confirmation of the covenants being registered on title before finalizing the Development Permit documentation.

### **Gwen Page, 7954 Larkvale Place**

A Development Variance Permit application was submitted on December 9<sup>th</sup>, 2005, by Gwen Page to request variances to the Land Use Bylaw for site improvements that have been partially constructed without the necessary approvals in place. The property is zoned A-1. The request is for paving of an existing driveway within the setbacks of a watercourse, installing utilities, footings and light standards within the watercourse setback, and to vary the height of a proposed entry gate. On April 3<sup>rd</sup>, 2006 Council directed staff to proceed with public notification of its intent to consider the issuance of a Development Variance Permit at the May 1<sup>st</sup> Council meeting.

## **ON-GOING APPLICATIONS (Cont'd)**

### **Angler's Anchorage Marina – Docks**

This application for Development and Development Variance Permits is to facilitate the proposed redevelopment (upgrading) of the Angler's Anchorage Marina docks at 905 Grilse Lane. The variance is with respect to screening requirements. At the September 12<sup>th</sup> meeting, Council received correspondence from neighbours, and authorized the issuance of the Permits subject to several conditions. Prior to issuing the permits, the applicant must register a restrictive covenant assuring removal of the existing house. Staff are still waiting for the applicant to submit a draft covenant for review by the Municipal Solicitor.

### **Dezign Zone, 7088 West Saanich Road**

On September 6<sup>th</sup>, 2005, Council gave third reading to the rezoning bylaw for the proposed 26-unit multi-family condominium development with commercial space at 7088 West Saanich Road, as well as first three readings to a Housing Agreement for the subject property. Prior to consideration of fourth and final reading, and issuance of the Development and Development Variance Permits, the applicant is required to meet several conditions, including environmental remediation of the site.

### **Veda Michell, 7473 East Saanich Road**

On August 11<sup>th</sup>, 2005, an ALC application for non-farm use was submitted by Veda Michell, 7473 East Saanich Road, for the existing commercial business operating from this location. This first step is to resolve the issue of land use compliance prior to applying to the ALC for non-farm use to subdivide the property. At the January 16<sup>th</sup>, 2006 meeting Council considered the application and requested the Applicants to suggest and implement changes to their existing commercial/industrial business operation so as to make it compliant with the existing OCP Agriculture designation and Agricultural zoning.

### **Pride Signs Ltd., 2046 Keating Cross Road**

On December 1, 2005, Pride Signs Limited (on behalf of Butler Bros. Supplies Ltd.) submitted applications for Development and Development Variance Permits for new signs to replace the free standing and fascia signs on the Home Hardware building centre. At its January 16<sup>th</sup>, 2006 meeting, Council rejected the application as currently presented. The applicant has subsequently applied for and received a sign permit to allow the installation of updated graphics on the existing sign panels.

### **H. & F. White, 8326/8334 West Saanich Rd.**

At its January 16<sup>th</sup>, 2006 meeting, Council authorized the issuance of a Development Variance Permit to vary minimum lot size and engineering requirements for road construction. This application follows from an application to the Approving Officer on July 20, 2005 to re-subdivide two existing parcels.

### **Church and State Wines (formerly Victoria Estate Winery), 1445 Benvenuto**

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.

## **ON-GOING APPLICATIONS (Cont'd)**

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

The current version of this rezoning proposal for a residential project includes three single-family units and four single-family units with accessory suites. Council resolved on December 19, 2005 to postpone further consideration of the rezoning application, and directed Staff to prepare a report on the history of OCP changes and development proposals for this property, to be brought back at a future Planning and Development Committee meeting. This report was presented at the March 13<sup>th</sup> Committee meeting, along with comments from the Staff review of the proposed traffic calming and re-routing measures. At its March 20<sup>th</sup> meeting, Council directed Staff to proceed with the preparation of a Land Use Bylaw amendment bylaw for proposed rezoning, and requested Staff to provide recommended conditions relating to the provision of sidewalks and the provision of an adequate buffer to agricultural property and uses to the west.

### **Secondary Suite Bylaw**

Following first and second reading of the draft "Central Saanich Land Use Bylaw Amendment Bylaw No. 1534, 2006", a Public Hearing was held on March 8<sup>th</sup> where Council received public comment on the proposed bylaw. Extensive work on the preparation of materials for the hearing was undertaken.

At third reading Council removed the requirement that a dwelling with a secondary suite could not have a second entry door facing a street.

The bylaw has now been referred to the Ministry of Transportation for review prior to fourth reading.

## **Riparian Areas Regulation**

On March 31<sup>st</sup>, 2005 the new Riparian Areas Regulation (RAR), was enacted under Section 12 of the Fish Protection Act. The Ministry of the Environment requires that local governments enact bylaws to protect riparian habitat within their jurisdiction by March 31<sup>st</sup>, 2006. Recent discussions with MOE staff indicate that roughly one third of the municipalities in the province have adopted some form of bylaw to address the requirement of the RAR to date. Another third, like Central Saanich, are in the process of adapting their bylaws, and the balance have yet to begin the process.

A bylaw amendment had previously been taken to third reading that would adjust the watercourse setbacks required within the current Land Use Bylaw. As staff has received further information over recent months about the requirements of the new legislation, it became clear that the proposed amendment bylaw would not adequately address all aspects of the District's new responsibilities. Staff are now preparing an OCP amendment bylaw that would put into place Development Permit areas and guidelines for development near riparian areas. Staff expect to be bringing this forward for consideration by Council in the near future.

**Hedge Heights**

In response to a request made in July, 2005 by Joe and Vivian Stelfox of 1339 Le Burel Place, Staff reviewed the advisability of enacting a bylaw to regulate the height of hedges on private property. At its March 6<sup>th</sup> meeting the Planning and Development Committee recommended that Council not proceed with such a bylaw amendment.

**Secondary Dwellings on Land in the ALR**

A staff report was prepared addressing the issues of additional dwellings on land in the ALR. Council referred the item to the Advisory Planning Commission and Peninsula Agricultural Commission.

Staff have been in discussion with the Chair of PAC regarding a workshop to discuss additional dwellings and water connections to properties in the ALR.

**Agri-Tourism Task Force**

Staff continue to work with the Municipal Solicitor regarding the implementation of the Agri-Tourism Task Force recommendations, as amended by Council.

**Brentwood Revitalization Implementation Committee (BRIC)**

On March 20<sup>th</sup>, Council passed a motion formally disbanding the Brentwood Revitalization Implementation Committee (BRIC). The Director of Planning continues work on SRW acquisitions and public enquiries and finalization of working drawings. Extensive work by the Director as part of the 2006 Budget discussions by Council was undertaken.

**PLANNING ADMINISTRATION**

- ✓ Director, Planner and Administrative Assistant attended a "Current Topics in Planning Law" seminar hosted by the PIBC.
- ✓ Assistance provided in reviewing District role in implementing Community Action in Energy Efficiency programme funds.
- ✓ Assistance to Community Services on the concept plans and preliminary cost analyses for Woodward and Tanner neighbourhood park improvements.
- ✓ Assistance to Administration in reviewing District role in Peninsula Chamber of Commerce request for application for Community Tourism planning funds.
- ✓ Presentation of OCP overview for new Council.
- ✓ Director attended national CHRA conference to present Residential Evaluation Guidelines at request of ACT Coordinator.
- ✓ Planner attended the North Saanich workshop on Environmental Practices for Urban and Rural Land Development.
- ✓ Director a member of the Joint Emergency Planning Committee and attended two half-day sessions.
- ✓ Director prepared for and attended Strategic Planning Session with Council.
- ✓ Director prepared core budget and supplemental requests for Planning, Building and Bylaw Enforcement Divisions and overviewed Community Services' requests as well as attending all budget meetings with Council.
- ✓ Training of new Planner
- ✓ Director attended School District Board meeting with Council on February 27, 2006 regarding possible closure of Saanichton Elementary School.

PLANNING & DEVELOPMENT APPLICATIONS							
Type of Application	2006			Previous Years Comparisons			
	NEW (this Quarter)	YEAR TO DATE	ACTIVE *	2002	2003	2004	2005
OCP Amendment	-	-	-	-	3	1	-
Zoning Amendment or Rezoning	1	1	4	4	10	6	2
Development Permit	2	2	6	9	11	13	9
Development Variance Permit	2	2	6	4	12	17	15
Agricultural Land Reserve	1	1	4	9	4	7	5
Temporary Industrial/Commercial Use Permit	-	-	-	-	1	1	1
<b>Quarterly Total</b>	<b>6</b>						
<b>ANNUAL TOTAL</b>		<b>6</b>	<b>*20</b>	<b>26</b>	<b>41</b>	<b>45</b>	<b>32</b>

\* Includes active applications received prior to 2006.

## BUILDING INSPECTIONS

The 2006 year start is slightly lower in construction value than the previous year, however there are a number of projects in the second quarter which should bring the statistics up to the average of the past four years. Projects which are ready for building permit include the Holly Park townhouses, a new house on Lawrence Road and a new warehouse on Mirah Place.

The Building Inspection Division continues to struggle with issues from the Bylaw and Fire Departments regarding altered buildings without appropriate permits which may create hazards to the occupants. These issues will be brought before Council for further direction on enforcement issues.

Assistance was also provided to the Planning Division for the public hearing on secondary suites.

## BOARD OF VARIANCE

There were two Board of Variance applications during this term with approval of both applications:

At the January 5<sup>th</sup> meeting, the Board of Variance considered an application from the property owners of 7065 Silverdale Place. The proposal is to construct a deck around an existing in-ground swimming pool in the rear of this property. The required rear yard setback is 7.5m and the proposal to vary the rear yard setback 0.6m for a variance of 6.9m was **approved**.

There were no Board of Variance applications submitted for the month of February.

At the March 2<sup>nd</sup>, meeting, the Board of Variance considered an application from the property owners of 7185 Seabrook Road. The proposal is to construct an accessory building in the side yard of this property. The required side yard setback is 1.5m and the proposal to vary the side yard setback to 0.6m for a variance of 0.90m was **approved**.

## **BYLAW ENFORCEMENT**

### **Files Currently in litigation**

- 7000 Block of Keally Place – Secondary Suites.

### **Referrals to Municipal Solicitor**

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

- 6000 Block of Central Saanich Road – Second dwelling.
- 6000 Block of Danica Way – Non permitted use.
- 6000 Block of Veyaness Road – Noise.

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

The following matters were referred as appropriate 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:

- 1800 Block of Haldon Road – Subdivision application.
- 1600 Block of Newton Heights – Work near watercourse.
- 8000 Block of Derrinberg Road – Farm help dwellings.
- 8000 Block of West Saanich Road – Work on foreshore.
- 7000 Block of Puckle Road – Work on foreshore.

### **Referrals to Council**

The following bylaw enforcement issues have been referred to Council:

- 6000 Block of Central Saanich Road – Second dwelling.
- 6800 Block of Veyaness Road – Noise.
- 1100 Block of Benvenuto Avenue – Soil deposit.
- 7000 Block of Mount Newton Cross Road – Work near watercourse.

### **Issues that have been resolved**

- Over 19 issues resolved (i.e. building permits, noise, business licences, second dwellings, outdoor storage, unsightly properties, non-permitted uses, tree cutting, vehicle parking, signs, soil deposit, 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.
- Over 72 active files dealing with various bylaw infractions including: additional dwelling units, secondary suites, tree cutting, non-permitted uses, parking, no business licence, fences, outdoor storage, excessive noise, unsightly properties, soil deposit, etc.

### **Bylaw Inspections**

- Undertook approximately 53 site inspections during January through March.

## **COMMUNITY SERVICES**

### **Park Reservations**

- Processing of 29 park use requests this Quarter.

### **Newman Farm Restoration Project**

- Liaison with the "Newman Farm Working Group", to assist with the preservation of Newman Farm Park;
- Prepared "Principles for Retention/Preservation of Paper Objects" to guide conservation volunteers;
- Risk management site inspection conducted by MIA personnel;
- Preparation of Heritage Conservation Branch grant request for the Management Plan;
- Volunteers continue to make progress with genealogical research and conservation of paper artifacts.

### **"Tanner" and "Woodward" Totlot Design & Public Consultation**

- Preparation of refined conceptual design drawings for each park and preliminary cost estimates.

### **Facility Improvements (over and above routine maintenance)**

- Roof assessment report prepared for the Cultural Centre (including the Seniors' Centre Complex);
- Installation of door lights in the Fieldhouse washrooms;
- Installation of storage lockers in the lower washroom of Municipal Hall;
- Augmented structural support of the server room floor within the Municipal Hall.

### **Butterfield Gardens Restoration Project**

- A community work party for removal of invasive species (ivy and daphne) was held on February 26<sup>th</sup>.

### **West Saanich School Restoration Project**

- Project status update prepared for Council;
- Received approval to proceed with seismic upgrading and re-siding of the south wall;
- Heritage Legacy Fund of BC promotional banner mounted on-site.

### **Heritage**

- Preparation of orientation packages for new members of the Heritage Commission;
- Assembly of the "Butterfield Waltz" nomination package for submission to the Heritage Society of BC – Provincial Award Programme.

### **Professional Development**

- MIA Risk Management seminar (January 5<sup>th</sup>);
- BCRPA Administrator's Annual Conference (January 18<sup>th</sup> to 20<sup>th</sup>);
- Lidstone, Young, Anderson client seminar (February 3<sup>rd</sup>);
- Heritage seminar entitled "Respectful Rehabilitation" (February 17<sup>th</sup>).

### **Miscellaneous**

- Preparation of Budget supplementals;
- Staff held pre-season meetings with representatives from Central Saanich Little League, Peninsula Baseball and Central Saanich & District Fastpitch Association to review and confirm annual field use;
- Ongoing support to the Heritage Commission and the Butterfield Garden Restoration group to achieve annual goals for special projects (eg. garden restoration, Heritage Week displays, special events);
- Manager serves as Co-Chair of the Municipal Hall OH&S Committee;
- Disposal of surplus equipment and furnishings;
- Posting of a new "Job Share" position.

<i>SUBDIVISION APPLICATIONS (showing number of additional lots proposed)</i>			
<i>Date Rec'd</i>	<i>File</i>	<i>Location</i>	<i>Description</i>
Nov. 14, 2002	1078-02	Wallace Drive 617R & 642R	A-1, Boundary Adjustment (ALC Approval/ 2 <sup>nd</sup> Dev.Variance application) <i>Plan Signed – January, 2006</i>
Feb. 10, 2004	1090-04	1915 Lisnoe Avenue Lot 2, Plan 488	R-1Z – 1 lot <i>Plan Signed – January, 2006</i>
June 16, 2004	1096-04	6900 Wallace Drive	R-1 – 6 lots, <i>Plan Signed – February, 2006</i>
July 12, 2004	1097-04	2531 Meadowland Drive	R-1 – 1 lot, <i>Plan Signed – January, 2006</i>
Oct. 26, 2004	1098-04	7473 East Saanich Road	A-1 – 1 lot <i>Denied April, 2005</i>
Nov. 5, 2004	1099-04	1300 Benvenuto Avenue	A-2 and RE-4 - 1 lot <i>Plan Signed – January, 2006</i>
Nov. 8, 2004	1100-04	1265 Greig Avenue	A-2 and RE-4 – 1 lot <i>Plan Signed – January, 2006</i>
March 3, 2005	1101-05	Lots 13 and 14, Bl. 4, Plan 1607 Meadowbank Road	A-2 (boundary adjustment) <i>PLA issued June 30, 2005, renewed</i>
March 2, 2005	1102-05	Lots 7 and 8, Plan VIS 4946 7011 & 7013 Beach View Court	RE-5 – (lot re-alignment) <i>Plan Signed July 8, 2005</i>
March 14, 2005	1103-05	Lot A, Plan 36987 1123 Verdier Avenue	R-2 – 1 lot <i>PLA issued August 26, 2005</i>
April 5, 2005	1104-05	Lot B, Plan 28789; Lot 1, Plan 29729 1043 & 1051 Verdier Avenue	R-2 – 2 lots <i>PLA issued – January 23, 2006w</i>
July 20, 2005	1105-05	Lots 1 and 2, Plan 32263 8326 & 8334 West Saanich Road	RE-3 (lot re-alignment) <i>PLA issued November 10, 2005; DVP application under review</i>
Dec. 22, 2005	1106-05	Lot 3, Plan 7415 1890 Haldon Road	A-1 – 1 lot <i>Under Review</i>
Dec. 22, 2005	1107-05	Pcl. A, Plan 488 1860 Cultra Avenue	R-1M – 3 lots <i>PLA issued February 20, 2006</i>
Jan. 19, 2006	1108-06	Lot A, Plan 30093 6281 Central Saanich Road	R-1 – 2 lots <i>Under Review</i>
March 6, 2006	1109-06	Lot 6, Plan 15535 6250 Springlea Road	R-1 – 2 lots <i>Under Review</i>
March 10, 2006	1110-06	Lot A, Plan 47680 Bella Vista Drive	R-1 – 38 lots <i>Under Review</i>

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

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 Date