



Planning, Building & Community Services

Departmental Status Report (Applications/Building Permits/Activities)

No. 2, 2007

May - August

DEPARTMENT HIGHLIGHTS

The Planning Department has received several new major redevelopment applications and handles many enquiries on future development. Planning staff continue to work extensively with the Planning Consultants on the Official Community Plan update. This has included holding two open houses, reviewing the revised Housing Capacity report and undertaking an OCP public opinionaire.

Building Permit revenue in this period now exceeds the total revenue received in all of 2006 and in past years. Significant work occurred over the summer on West Saanich School resulting in a heritage showpiece in Brentwood sponsored by the Old School Society, Council and the Heritage Legacy Fund.

NEW DEVELOPMENT APPLICATIONS

Vantreight Farms, 8410 Wallace Drive

An application for OCP amendment was submitted on May 31, 2007 by Vantreight Farms. The application pertains to a portion of the property located at 8410 Wallace Drive, to change the land use designation in the Official Community Plan from rural/agricultural to residential settlement to allow for a comprehensive housing development. A staff report was considered by Council at the June 18th meeting, and Council directed that the application be processed in the usual manner, independent of the OCP review. In early August, the District also received ALC applications for this property, to include a 0.76ha area on the south side of the subject area, and to exclude a 2.2ha area on the east side.

The applicant requested that consideration of the applications be deferred until September. It is anticipated that staff reports will be prepared for consideration by Council and the Advisory Planning Commission in the early Fall.

EJC Developments, 1970 Keating X Road

On June 14th, an application was received from E.J.C. Developments Ltd., for the property located at 1970 Keating Cross Road ("*Buckerfields*" site). The request is to allow for specific mixed arterial commercial and light industrial uses, including warehousing, sales of garden and pet supplies and food processing and packaging. A staff report was considered by Council on July 23rd, and Bylaw No. 1589 was given two readings that same evening, for a proposed new Comprehensive Development Zone 4 (CD4) for this site. The necessary statutory notification is being carried out by staff for a Public Hearing to be held in early September.

Citta Investments Ltd., 1746 Verling Ave.

On June 22nd, an application was received from Citta Investments Ltd., on behalf of the property owner, John Howroyd, for the property located at 1746 Verling Avenue. This site, commonly known as the "Butler's Air field", has been used as a private airfield for many years. The proposal is to rezone this property from the current Gravel Extraction (I2) to Light Industrial (I1) to allow for a woodworking shop, warehouse and office building. The application is currently under review by staff, and a report will be considered by Council and the Advisory Planning Commission in the Fall.

N., M. and N. Colak, 3094 Island View Road

A rezoning application was submitted on June 26th, for the property located at 3094 Island View Road, which is currently zoned Rural Estate (RE2). The owners are proposing to rezone the property so that they can subdivide the property into two parcels of approximately 0.5 acres each (2415.34m² and 2004.08m²) to allow their son an opportunity to own his own home. The application is under review by staff and the owner requested that consideration be deferred until the Fall.

NEW APPLICATIONS (Cont'd)

Meagan Holdings Ltd., 905 Grilse Lane

On July 18th, a zoning amendment application was submitted by A.J. Finlayson Architect Ltd., on behalf of the property owner, Meagan Holdings Ltd. to align the boundary of the Water Area (W2) Zone with the boundary of the foreshore lease area for Angler's Anchorage Marina. Details of the Development and Development Variance Permit applications, submitted earlier this year, to upgrade and re-configure the docks and to replace the marina office building, are also being reviewed by staff, and it is anticipated that a staff report will be considered by Council in the Fall.

At the Council meeting held on July 23rd, a staff report was considered in connection with the proposed amendment of the crown foreshore lease for Angler's Anchorage Marina. Council indicated the District's consent, as the owner of the adjoining upland property, for the Province to proceed with the application to expand the lease area by 6m to the west and renew the term of the lease for 30 years. Should the Province approve the requested changes to the lease, Council's approval of the zoning amendment and issuance of a Development Permit would still be required before any changes could be made to the marina.

Church and State Wines, 1445 Benvenuto

A staff report was considered by Council at the June 18th meeting in connection with an application for "special event endorsement" through the Liquor Control and Licencing Branch from the owners of Church and State Wines. The Special Event Endorsement, if approved, allows various areas of the winery or winery grounds where special events such as concerts, special meals or wedding receptions can occur with the sale and service of wine, and is intended to be event driven only. Council directed staff to notify adjacent owners of the request, and at the August 13th meeting, after considering input from the neighbours, Council requested staff to provide further information at an upcoming Council meeting.

Don and Christine Neal, 507 Senanus Dr.

On June 19th, a Development Variance Permit application was submitted relating to construction of an abutment along the shoreline adjacent to 507 Senanus Drive. The application is currently under review by staff, and a staff report will be submitted for Council's consideration in September.

West Strand Developments, 1043 and 1051 Verdier Avenue

A Development Variance Permit application was again submitted on May 8th pertaining to a proposed subdivision of the property located at 1043 and 1051 Verdier Avenue. The proposal is to subdivide the two properties to create three new lots, with two single family dwellings and one duplex dwelling. The proposed variances are to reduce the lots frontages for the proposed new lots and to permit a two-family dwelling (duplex) to be located within 50m of another existing duplex. Council considered a staff report at its June 11th meeting, and directed staff to notify adjacent owners of the proposal. At the July 23rd meeting, the Permit was authorized for issuance.

Tom and Grace Cockburn, 7683 Colin Pl.

A Development Variance Permit application was submitted on August 27th pertaining to the rear yard setback for a proposed new deck on the property located at 7683 Colin Place. The application is currently under review by staff, and a report will be submitted for Council's consideration at an upcoming meeting.

Midas Auto Service, 6739 West Saanich

A Development Permit application was submitted on August 28th for a proposed replacement sign/awning at Midas Auto Service, 6739 West Saanich Road. The application is under review by staff.

ONGOING APPLICATIONS

Carmel Estates, 1183-1211 Verdier Avenue

Revised plans for the proposed redevelopment of the "Royal Bank" site were received in May, and after consideration of a staff report, first two readings were given to Bylaw No. 1585 on May 14th. Council directed staff to carry out the statutory notification process for a Public Hearing. An addendum staff report was considered by Council on June 4th, including a revised landscape plan, Traffic Impact Assessment, Transportation Demand Management Plan and communication from the Ministry of Transportation. At the Public Hearing, held on June 13th, a Development Variance Permit was also considered in respect to varying required parking and loading bays. A further staff report was considered by Council at the meeting held on July 3rd, and third reading was given on that date to the rezoning bylaw, as well as first three readings of a Housing Agreement Bylaw. Bylaw No. 1585 has been forwarded to the Ministry of Transportation for approval prior to consideration of final reading. In the meantime, the applicant must also submit several items, including legal documentation. If Bylaw No. 1585 is adopted, the property, currently zoned Core Commercial (C-1), will be rezoned to a new Comprehensive Development Zone (CD3) for a proposed commercial/residential development.

Dogwood Estates, 6961 East Saanich Road

The Planning and Development Committee considered a staff report on May 14th, in connection with the Development Variance Permit application submitted for the *Dogwood Estates* townhouse development, currently under construction at 6961 East Saanich Road. The request by the property owners for a variance to the engineering specifications, specifically regarding the cash-in-lieu requested for Saanich Cross Road, was not supported by Council.

Barry Sherwood, 7074 Brentwood Dr.

The application for a Development Permit and a variance, submitted earlier in the Spring, to modify an existing dock on the foreshore adjacent to 7074 Brentwood Drive, is awaiting completion of an Encroachment Agreement before a staff report is submitted for Council's consideration.

Brentwood Gardens – Newton Place

The ALC application for subdivision of two A-2 zoned parcels of land (6.3ha. and 5.4ha.) to create a strata subdivision for a total of five bare land strata lots of approximately 2 ha each and a common property of .46 ha for parking and a riding ring use, was considered at the May 28th Planning and Development Committee meeting. Following consideration of a staff report, Council resolved to not forward the application for subdivision of the Brentwood Gardens Inc. property (east of Newton Place) to the Agricultural Land Commission as the proposal is contrary to the District's Official Community Plan policies for the preservation and protection of agricultural land in as large parcels as possible.

Heels Design, 8391 Lochside Drive

On June 4th, Council considered a staff report in connection with the Development Variance Permit application submitted by Heels Design for the height of two dormers in an existing accessory building located on the property at 8391 Lochside Drive. Council directed staff to notify adjacent owners of its intention to consider issuance of the Permit. On July 3rd, following consideration of correspondence received, Council approved the issuance of the DVP to vary the permitted height of an accessory building from a maximum of 4.5m (14.7ft.) to a maximum of 5.8m (19ft.), subject to the owners providing a restrictive covenant so that a decommissioning fee of \$10,000 will be paid to the District if the building is found to be used as a dwelling in the future.

Brandt Tractor Ltd., 6792 Kirkpatrick Cr.

Development Permit and Development Variance Permit applications were submitted by Five Star Permits on April 18th for a proposed new freestanding sign for Brandt Tractor, 6792 Kirkpatrick Crescent. A staff report was considered by the Advisory Planning Commission on May 23rd, and by the Planning and Development Committee on June 11th. At the Regular Council meeting held on June 18th, the application was denied.

ON-GOING APPLICATIONS (Cont'd)

District of Central Saanich, 6719 West Saanich Road

Staff have met with potential developers concerning the four properties located at the southeast corner of West Saanich Road and Keating Cross Road, currently zoned Tourist Commercial (C5). The Development Permit which was previously issued for a proposed hotel expired in May. Two of the parcels have pending Bylaws to revert them to the RE-2 zone. On June 11th, an informational presentation was provided by Mr. Gene Krop, on behalf of the Estate of Randy Olafson, for a small country inn, small restaurant, and 12 to 15 single family cottages. No formal application has been received to date.

Donald Hilton, 7701 East Saanich Road

Revised plans were submitted on August 30th, for a four-unit townhouse development on the triangular shaped property located at 7701 East Saanich Road. The plans are currently being revised by the architect for review by staff prior to the application moving forward with a staff report to Council and the Advisory Planning Commission.

Lewis Low Cost Ltd., 2113 Keating X Rd.

Staff are still awaiting receipt of additional information from West Coast Pre Finish Ltd. for the Development Permit application for an existing tent structure that was erected in the Keating Industrial Zone.

Shirley Bond, 8129 Derrinberg Road

The ALC application for one additional farm help dwelling for the property at 8129 Derrinberg Road was postponed until additional supporting information has been provided regarding the agricultural necessity for additional accommodation by the applicant.

M.F.G. Properties, 7410 Veyaness Road

In the Spring of 2006, Council directed Staff to proceed with the preparation of a Land Use Bylaw amendment bylaw for proposed rezoning of the RE-2 zoned property located at 7410 Veyaness Road. Staff was also requested 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. A staff report was considered by the Planning and Development Committee at the meeting held on June 25th, and on July 3rd, Council directed staff not to proceed with the zoning amendment bylaw at this time, and further, that the applicant and the neighbouring property owner (School District No. 63) be invited to meet with staff to discuss the potential for jointly addressing development constraints facing the two sites, including consideration of the issues of access and traffic safety, and mitigating impacts on adjacent agricultural lands. A meeting was held August 20, 2007 with the School District representative, Councillor King and staff. The applicant, although invited, did not attend. An update report to Council will be prepared shortly.

Parking Regulations for Residential Single Family and Secondary Suites

A staff report was considered by Council at its meeting held on July 3rd, with regard to amending the parking regulations pertaining to Residential Single Family and Secondary Suites. It was noted that since the inclusion of secondary suite regulations, there have been some interpretation difficulties, particularly in situations where owners of existing single-family dwellings wish to legalize or add a secondary suite. Council gave first two readings to Bylaw No. 1586. to amend the parking regulations, and directed staff to carry out the statutory notification procedures to prepare for a Public Hearing which was held on August 13th. This Bylaw will be considered for third reading and final adoption at the September 4th Council meeting.

Brentwood Revitalization

A Ribbon Cutting Ceremony was held on Friday, June 22, 2007, with the completion of the Brentwood Revitalization project. The event, organized by the Planning Department, was held in the Pioneer Park area, and included a brief public address to acknowledge funding and the efforts of those who contributed to the success of this Project. Among those in attendance were members of Council and staff, members of BRIC, former Mayor Allison Habkirk, Federal MP, Gary Lunn, Provincial MLA, Murray Coell, Mr. John Chew and various professionals and contractors involved with the project.

Official Community Plan

This period saw significant activity on the Official Community Plan review, including Steering Committee meetings on May 17th and June 21st, and Open Houses on May 30th and June 28th. Opinionaires were also made available to the public, both on the District's website and at the Municipal Hall and Library. A total of 371 people participated in the survey, which will be summarized and included in the background document to be available in the Fall. Sign-up sheets for focus groups were available at the Open Houses, with the Focus Groups to be held in October. Planning staff provided assistance to the Consultant in preparing the Housing Capacity analysis, preparing presentation material and advertising the Open Houses and refining the public opinionaire.

Agritourism Bylaw

At the November 6th Council meeting, final adoption of Bylaw No. 1537 was defeated. The intent of this bylaw was to permit farm-based cultural and educational activities, social and recreational activities, private events and ceremonies, bed and breakfast operations and public assemblies in lands in the ALR, and also to establish Temporary Commercial Use Permits for farm camping and events exceeding certain parameters. Council has now passed a motion that tent camping is to be proposed as an outright use on land in the ALR and staff have drafted a bylaw and report that is under review by the Municipal Solicitor.

PLANNING ADMINISTRATION

- ✓ Meeting with representatives of Butchart Gardens regarding plans for a children's garden.
- ✓ Meetings with developers regarding:
 - the C5 site (West Saanich and Keating Cross Road);
 - Vantreight rural property;
 - Brentwood Lodge expansion;
 - possible development of Post Office site in Brentwood;
 - Chocolate Shop (Island View at East Saanich Road);
 - Marina redevelopment in Brentwood;
 - Industrial properties in Keating.
- ✓ Newman Farm Master Plan reviewed and Steering Committee attended by Director and Planner.
- ✓ Director prepared report on Performance Measures for 2007 for the Division.
- ✓ Planner prepared presentation on LEED for Advisory Planning Commission.
- ✓ Director assisted in review and interviews for ISMP Consultant.
- ✓ Planner performed landscape review and inspections for several completed projects.
- ✓ Planning assisted with several inspections of Brentwood Streetscape.
- ✓ Processed and inspected Protected Tree Cutting or Pruning Permit locations.
- ✓ Planner submitted reporting requirements for CAEE phase II planning grant.
- ✓ Planner assisted Manager of Community Services meeting with a neighbour with concerns about the placement and design of a new tot lot park facility.
- ✓ Planner attended Smart Growth BC conference.

PLANNING & DEVELOPMENT APPLICATIONS							
Type of Application	2007			Previous Years Comparisons			
	NEW (this period)	YEAR TO DATE	ACTIVE *	2003	2004	2005	2006
OCP Amendment	1	1	2	3	1	-	3
Zoning Amendment or Rezoning	5	5	8	10	6	2	6
Development Permit	1	4	7	11	13	9	15
Development Variance Permit	4	9	11	12	17	15	18
Agricultural Land Reserve	2	3	4	4	7	5	2
Temporary Industrial/Commercial Use Permit	-	-	-	1	1	1	2
Total for this period (Jan. – Apr.)	13						
ANNUAL TOTAL		22	*32	41	45	32	46
* Includes <u>active</u> applications received prior to 2007.							

BUILDING INSPECTIONS

The second third of 2007 is now a record breaker in terms of construction value for the District of Central Saanich. With just over four months to go in the year, the construction value has exceeded any prior full year total. This has resulted in a very busy year for the Building Section staff in trying to keep the permit issuance time frame to a minimum for all applicants.

Two large projects, Carriage Pointe and Friendship Baptist Church are near completion with final occupancy inspections now underway.

The Building Section and the Fire Department continue to work together trying to resolve a multitude of historical problem buildings. Unfortunately, the number of these buildings continues to grow and as such, Council will see more reports requesting 'notice on title' for these commercial properties.

There have been 14 secondary suites applications to legalize existing suites identified by the Bylaw Enforcement Officer and 22 new suite applications in new dwellings to date. Legalization of existing suites is being undertaken on approximately one-third of the identified suites handled through the Bylaw Officer. This is encouraging and a good start on legalizing suites in the District of Central Saanich.

BOARD OF VARIANCE

There were four Board of Variance applications during this term:

- **2374 Halcyon Place** – addition and front stair – the required front yard setback is 7.5m and the proposal to vary this required setback to 5.9m for a variance of 1.6m was **denied**.
- **1590 Hovey Road** – convert barn to dwelling unit – the Land Use Bylaw permits an 8 meter height for a dwelling unit. The existing height of the barn is 8.38m. The variance in height of 0.38m was **approved**.
- **7997 Turgoose Terrace** – new dwelling – the required setback is 10m. The proposal to the north requiring a variance of 4.8m, varying the top of bank setback to 5.2m was **approved**. The proposal to vary the setback to the east requiring a variance of 6.5m, varying the top of bank setback to 3.5m was **denied**.
- **6749 Welch Road** – construct new shed / addition – the required setback is 4.5m. The proposal to construct a shed 1.5m from the property line requiring a variance of 3m was **approved**. The required setback is 9.5m. Interior renovations and the addition to the house at 5.7m from property line requiring a variance of 3.8m was **approved**.

BYLAW ENFORCEMENT

Files Currently in litigation

- 8300 Block of Lochside Drive – Second Dwelling.
- 6300 Block of Central Saanich Road – Additional Dwellings/Unightly.
- 1400 Block of Keating Cross Road – Unightly/Outdoor Storage/Non-permitted Use.
- 1500 Block of Keating Cross Road – Unightly/Outdoor Storage/Non-permitted Use.
- 6700 Block of Danica Way – Non-permitted Use.

Referrals to Municipal Solicitor

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

- 8300 Block of Lochside Drive – Second Dwelling.
- 6300 Block of Central Saanich Road – Additional dwellings/Unightly.
- 1400 Block of Keating Cross Road – Unightly/Outdoor Storage/Non-permitted Use.
- 1500 Block of Keating Cross Road – Unightly/Outdoor Storage/Non-permitted Use.
- 6700 Block of Danica Way – Non-permitted use.
- 1500 Block of Verling Avenue – Second dwelling.
- 6800 Block of Veyaness Road – Noise.
- 1700 Block of Haldon Road – Second Dwelling.
- 7000 Block of East Saanich Road – Second Dwelling.
- 6600 Block of Central Saanich Road – Additional Dwellings.

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:

- 6700 Block of Danica Way – Odour Issues
- 400 Block of Senanus Drive – Foreshore Encroachment.
- 1200 Block of Verdier Ave. – Nonpermitted Use.
- 3200 Block of Champion Road – Health Concerns.

Referrals to Council

The following bylaw enforcement issues have been referred to Council:

- 6600 Block of Central Saanich Road – Additional Dwellings.
- 1700 Block of Haldon Road – Second Dwelling.
- 7000 Block of East Saanich Road – Second Dwelling.
- 2300 Block of Tanner Road – Unightly.
- 6800 Block of Kirkpatrick Crescent – Illegal Sign.

Issues that have been resolved

- Over 48 issues resolved (i.e. noise, business licences, secondary suites, second dwellings, unightly premises, dumping, non-permitted uses, build without permits, structure in setback, outdoor storage, overgrown hedges, tree cutting, noxious weeds, odour issues, signs, soil removal and deposit, graffiti, vehicle and trailer parking, work on road allowance, drainage issues, etc.).

Other Enforcement Issues

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

- Second dwelling and secondary suite complaints (over 50% of the active bylaw enforcement files).
- Over 98 active files dealing with various bylaw infractions including: additional dwelling units, secondary suites, tree cutting, fence height, non-permitted uses, parking, no business licence, fences, outdoor storage, excessive noise, unightly properties, soil deposit, etc.

Bylaw Inspections

- Undertook approximately 168 site inspections during May through August.

COMMUNITY SERVICES

Park Reservations

- Processing of 77 park use requests over the past four months (17 seasonal and 60 day use).
- 147 facility use agreements processed since January 1, 2007.

Newman Farm Park

- Finalized the content of the Master Plan, with presentation to Council in late June.
- Re-roofing of the original cabin.

Chatterton Park Development

- Conducted a Park Naming Contest resulting in Council selection of the name "Chatterton Park";
- Tendered Phase 1 works, resulting in award to Victoria Contracting & Municipal Corporation; and
- Brentwood Bay Rotary Club presented a cheque to Council for \$15,000 toward park development.

Heritage Commission Activity

- Conclusion of a photography contest, entitled: "*What Heritage Means to You*", with prizes awarded to first place in each of two age categories.

West Saanich School Restoration Project

- Received notice of \$25,000 grant from the Heritage Legacy Fund of BC;
- Received \$5,000 from the Brentwood Bay Old School Hall Society; and
- Works undertaken this period included repair/replacement of siding; exterior painting; porch repair and window replacement.

Municipal Hall

- Purchase and installation of a bicycle rack;
- Exterior painting completed; and
- Invited quotations for fire sprinklering of police cells.

Cultural Centre

- Replacement of the HVAC serving Activity Room A completed; and
- Automated door mechanisms for main library entrance installed.

Gifting Programme

- Donation of two park benches – one has been installed within Verdier Park, overlooking Brentwood Bay, and the second will be installed in Pioneer Park.

Other

- Assistance with preparations for the Brentwood Bay Revitalization ceremony held June 22nd; and
- Drafting and advertising RFP for caretaking positions serving Centennial Park and Butterfield Park.

<i>SUBDIVISION APPLICATIONS (showing number of additional lots proposed)</i>			
<i>Date Rec'd</i>	<i>File</i>	<i>Location</i>	<i>Description</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</i>
April 5, 2005	1104-05	Lot B, Plan 28789; Lot 1, Plan 29729 1043 & 1051 Verdier Avenue	R-2 – 2 lots (DVP authorized) <i>PLA renewed July 12, 2007</i>
Dec. 22, 2005	1106-05	Lot 3, Plan 7415 1890 Haldon Road	A-1 – 1 lot <i>Under Review</i>
March 6, 2006	1109-06	Lot 6, Plan 15535 6250 Springlea Road	R-1 – 2 lots <i>PLA issued May 17, 2006</i>
March 10, 2006	1110-06	Lot A, Plan 47680 Bella Vista Drive	R-1 – 37 lots (DVP authorized) <i>Plan signed – April, 2007</i>
Aug. 29, 2006	1112-06	Lot 11, Plan 16450 6259 Marie Meadows	R-1 – 1 lot <i>PLA issued November, 2006, renewed</i>
Nov. 16, 2006	1113-06	Lot A, Plan 24955 6545 Central Saanich Road	R-1 – 1 lot <i>PLA issued February 12, 2007, renewed</i>
April 16, 2007	1114-07	Lot 1, Plan 17156 6677 Central Saanich Road	R-1 – 1 lot (DVP authorized) <i>PLA issued June 29, 2007</i>
April 25, 2007	1115-07	Lot 6, Plan 2492 exc. Pcl A; Pt. Lot 1, Plan 18160 1872 Stelly's Cross Road	A-2 (boundary adjustment) <i>PLA issued July 20, 2007</i>
June 6, 2007	1116-07	Lot 1, Plan 23336 6820 East Saanich Road	R-1 – 1 lot <i>Under Review</i>

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

 Date