



# Planning, Building & Community Services

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

No. 1, 2007

January - April

### DEPARTMENT HIGHLIGHTS

The first third of 2007 saw an increase in development applications and also the extensive involvement of planning staff on many important projects. Construction of the Brentwood project was completed in this period. Work continued on the Newman Farm Park Management Plan and the Integrated Storm Water Management Plan. Staff continued with the CAEE initiative. Funding was received for the development of Chatterton Park and for further work on the West Saanich School restoration. The OCP Steering Committee was formed and Holland Barrs Planning Group Ltd. were awarded the OCP review and update project. 2007 will be an interesting year for planning in Central Saanich.

### NEW DEVELOPMENT APPLICATIONS

#### School District No. 63, 1101 Newton Place (Bayside Middle School)

On February 1<sup>st</sup>, a Land Use Bylaw amendment application was submitted by School District No. 63 on behalf of the Saanich Teachers' Association. The proposal was to allow a business office use related to an education institution to facilitate the proposed construction of an office for the Saanich Teachers' Association on the property located at 1101 Newton Place (Bayside Middle School). A staff report was prepared for consideration by the Advisory Planning Commission, however the application was withdrawn before the meeting.

#### William and Cheryl Meadmore, 6677 Central Saanich Road

A Development Variance Permit application was submitted on February 6<sup>th</sup> relating to a proposed two-lot subdivision of the property located at 6677 Central Saanich Road. The request is to vary the lot frontage required by bylaw for the proposed new parcels, from 21m (68.9 ft.) to 17.18m (56.4 ft.). On March 5<sup>th</sup> Council considered a staff report and directed staff to carry out the necessary public notification. At the April 2<sup>nd</sup> meeting, after receiving comments from neighbours, Council approved the variance to the lot frontage.

#### Winchelsea Vineyards Inc., 6181 B Old West Saanich Road

On February 6<sup>th</sup>, a Development Variance Permit application was submitted on behalf of the property owners, who intend to construct a new house on the property located at 6181 B Old West Saanich Road, and wish to include a secondary suite for a caretaker. The proposed secondary suite is shown above the garage which is only attached to the house by a breezeway rather than being constructed "within" the house as required by the Land Use Bylaw. On March 5<sup>th</sup>, Council considered a staff report and directed staff to carry out the necessary public notification. At the April 2<sup>nd</sup> Council meeting, Council considered the application and denied the requested variance for a breezeway connection. On April 16<sup>th</sup>, Council once again considered the application and reaffirmed their position to not approve this application.

#### Andre Chabot, 6960 Veyaness Road

An ALC application for non-farm use (second dwelling) was submitted on February 14<sup>th</sup> for the property located at 6960 Veyaness Road. Following a review by staff, and a request for further supporting documentation, the applicant has advised that he does not wish to pursue the application.

## NEW APPLICATIONS (Cont'd)

### Meagan Holdings Ltd., 905 Grilse Lane

On February 22<sup>nd</sup>, Development and Development Variance Permit applications were submitted to upgrade the Angler's Anchorage marina facility located at 905 Grilse Lane. Although permits were authorized by Council in September 2005 for the upgrade, the property owner now wishes to revise his plans. The application is currently under review by staff and awaiting further information from the applicant.

### Dogwood Estates, 6961 East Saanich Road

A Development Variance Permit application was received on March 15<sup>th</sup> for the *Dogwood Estates* townhouse development, currently under construction at 6961 East Saanich Road. The property owners are requesting a variance to the engineering specifications, specifically regarding the cash-in-lieu requested for Saanich Cross Road. The application is being reviewed by staff.

### Heels Design, 8391 Lochside Drive

On March 19<sup>th</sup>, a Development Variance Permit application was submitted on behalf of the property owner, with regard to the height of two proposed dormers in an existing accessory building located on the property at 8391 Lochside Drive. The property owners have previously applied to the Board of Variance, however the application was denied. Staff will be presenting a report to Council shortly.

### Brandt Tractor Ltd., 6792 Kirkpatrick Cr.

A Development Permit with variance was submitted by Five Star Permits on April 18<sup>th</sup> for a proposed new freestanding sign for Brandt Tractor, 6792 Kirkpatrick Crescent. The application is under review by staff and will be forwarded to the APC for consideration.

### Barry Sherwood, 7074 Brentwood Dr.

On April 20<sup>th</sup>, an application for a Development Permit and a variance was submitted to modify an existing dock on the foreshore adjacent to 7074 Brentwood Drive. The application is being reviewed by staff.

## ONGOING APPLICATIONS

### Carmel Estates, 1183-1211 Verdier Avenue

Revised plans for the proposed redevelopment of the "Royal Bank" site were received in February, and an extensive staff report was prepared for consideration by the Advisory Planning Commission at its February 21<sup>st</sup> meeting. The Commission once again expressed general support of the proposal to rezone the property from Core Commercial (C-1) to a new Comprehensive Development Zone and offered several comments. The owners and architect addressed the Planning and Development Committee on March 28<sup>th</sup>. Staff are continuing discussions with the applicant and reviewing the details of the proposal.

### Donald Hilton, 7701-7709 East Saanich Rd.

Staff are still awaiting the submission of further detailed plans to support the application for Development Permit for the property located at 7701-7709 East Saanich Road. The proposal is for a small cluster townhouse development, however a preliminary staff review has brought to light a number of items that will need to be addressed prior to the application moving forward.

### Al and Rachael Halliday, 8205 Lochside Dr.

A Public Hearing was held on January 29<sup>th</sup> for a site-specific zoning amendment bylaw, to increase the maximum lot coverage of the property located at 8205 Lochside Drive. The purpose of the amendment is to accommodate an addition onto the existing residence, requiring increasing the allowable site coverage to 30% for this relatively small RE-2 zoned lot. Bylaw No. 1571 was given final reading by Council on February 5<sup>th</sup>.

## **ONGOING APPLICATIONS**

### **Bell Mobility, 8051 Central Saanich Road**

A staff report was considered by the Planning and Development Committee on January 22<sup>nd</sup> in connection with the Development Variance Permit application submitted by Bell Mobility for the property located at 8051 Central Saanich Road. Council directed Staff to notify adjacent residents of the proposed variance to the maximum permitted height of a tele-communications tower. At the Council meeting held on March 5<sup>th</sup>, Council approved the requested variance, subject to several conditions. This approval will allow for the installation of a taller replacement tower to allow Bell Mobility to co-locate their equipment on the site that is currently occupied by Telus Communications.

### **District of Central Saanich, 6719 West Saanich Road**

A staff report was prepared in response to Council's direction to commence the process of having the OCP and Land Use designation of the four properties located at the southeast corner of Keating and West Saanich, reverted to the previous zoning. The report, which provided background information, was considered by Council at the March 5<sup>th</sup> meeting, and first two readings were given to Bylaws No. 1546, 1547 and 1548.

### **Brentwood Gardens – Newton Place**

The ALC application for subdivision of two large 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 withdrawn at the applicants' request. A staff report was previously prepared, however staff are awaiting further direction from the applicant on whether they wish to proceed with the ALC application for the A-2 zoned parcels, located in the Agricultural Land Reserve, just east of Newton Place.

### **Peninsula Mini Storage, 1933 Keating Cross Road**

Revised plans were submitted for the proposed mini storage facility on property located at 1933 Keating Cross Road, and a staff report was prepared and considered by the Planning and Development Committee on February 26<sup>th</sup>. A further staff report was prepared for consideration at the March 5<sup>th</sup> Council meeting, and a Development Permit was authorized for issuance subject to several conditions.

### **Tidman Management Ltd. – Bella Vista Dr.**

At the Special Council Meetings held on January 10<sup>th</sup> and 29<sup>th</sup>, Council gave consideration to the requested variances related to road specifications, traffic patterns and building sideyard setbacks for two of the lots in the proposed 37-lot "English Meadow" subdivision. Council approved the variances to engineering subdivision standards to permit the construction of centre islands in the Bella Vista Drive roadway for the purpose of traffic calming and waiving the requirement for the full construction of Rey Road along the property frontage. However Council did not approve the requests to vary the required width for construction of Twin View Drive and to reduce the required exterior sideyard setback for two of the proposed lots.

### **Elizabeth Massen, 6723 Tamany Drive**

A staff report was considered by the Planning and Development Committee on January 8<sup>th</sup> in connection with the Development Variance Permit application to vary the frontyard setback and the rear yard setback as required, to accommodate retention of the existing house at 6723 Tamany Drive as part of a subdivision application. Council directed staff to notify adjacent residents of the proposed variances in connection with this potential 2-lot subdivision, and on February 19<sup>th</sup>, the application was approved.

**ON-GOING APPLICATIONS (Cont'd)****Twin Totem Farm – Homathko Road**

In early February, a staff report was prepared for consideration by the Planning and Development Committee regarding the application for renewal of a Temporary Commercial Use Permit for the seasonal operation of the Island View Beach tenting campsite at 7100 Homathko Road. At the Regular Council meeting held February 19<sup>th</sup>, Council authorized the issuance of the Permit, subject to several conditions.

**Beachcomber RV Park – Champion Road**

A staff report was considered by Council on March 5<sup>th</sup> pertaining to the application for Temporary Commercial Use Permit for the “Beachcomber” seasonal RV Park located at 3290 Champion Road. Council directed staff to give notice that it proposes to pass a resolution allowing the TCUP, and on April 2<sup>nd</sup>, the Permit was authorized for issuance, subject to several conditions. Council also directed the applicant to meet with neighbours to address concerns expressed at the Council meeting.

**Beacon Community Services, 1167 Stelly’s X Road**

As directed by Council, staff carried out the statutory notification requirements in connection with the Development Variance Permit application for “Brentwood House” located at 1167 Stelly’s Cross Road. At the Council meeting held on January 29<sup>th</sup>, Council approved the variance to increase the maximum allowable fence height in the front and side yard areas to allow a secure wrought iron fence at this seniors’ assisted living housing project.

**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.

**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 report will be prepared by staff once additional information has been submitted by the applicant.

**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.

**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.

**Secondary Suite Regulations –  
lots greater than 660 m<sup>2</sup>**

A Public Hearing was held on January 29<sup>th</sup> in connection with Bylaw No. 1560, a land use bylaw amendment to reduce the required minimum lot size for a residential single family dwelling building containing a secondary suite to 660 m<sup>2</sup> in the zones which currently allow secondary suites. The bylaw was given third reading in early February and forwarded to the Ministry of Transportation for approval. On March 19<sup>th</sup>, the bylaw was adopted by Council.

### **Brentwood Revitalization**

Work continued on the Brentwood Revitalization Project, at times a challenge due to winter storms. Staff continue to post weekly updates on the project to the District's website, to help communicate the project progress and expected neighbourhood impacts. Daily decisions and discussions with landowners and businesses are coordinated by the Director of Planning and Engineering staff. The Planner was also involved in landscaping decisions throughout the project. The project was successfully completed this term and a ribbon cutting ceremony is planned for later in June.

### **Official Community Plan**

Staff had prepared a Primer Report in late 2006 outlining the proposed OCP review process which was endorsed by Council with the establishment of an OCP Review Steering Committee. Council also endorsed the Terms of Reference for the OCP review for the purposes of hiring a professional planning consultant team. In early December, letters were sent to consulting firms, inviting submissions for the preparation of an update to the District's OCP. There were six submissions and after interviews of the short listed consultants, Holland Barrs Planning Group were the successful team chosen. Staff have provided extensive background information to the team and coordinated a tour of the municipality and the first meeting of the Steering Committee with the consultants.

### **Agritourism Bylaw**

At the November 6<sup>th</sup> 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. On December 18<sup>th</sup>, 2006 Council directed that an Ad Hoc Select Advisory Committee be formed to give further consideration to agritourism regulations. In 2007, staff will be reviewing the next steps.

### **PLANNING ADMINISTRATION**

- ✓ Director of Planning prepared report on alternative street tree for Brentwood Bay Improvement Project. Also undertook discussions with staff of Butchart Gardens re tree donation and organized choice and purchase of three Dove trees.
- ✓ Director of Planning prepared reports on: the Official Community Plan recommended Consultants; and, First Steps for the OCP.
- ✓ Planner coordinated ongoing activities with the Community Action in Energy Efficiency programme. Provided some assistance for second "gold" CAEE grant application.
- ✓ Review of proposals for installation of new park amenities proposed for the tot lot at the English Meadow 37 lot subdivision and Chatterton Park.
- ✓ Assistance to Community Services by both the Director and Planner by attendance at the Advisory Committee and Public Open Houses for the Newman Farm Master Plan project.
- ✓ Director attended Community Challenge meeting and CRD DPAC meeting.
- ✓ Director attended meeting with Councillors Bryson & Thompson & Councillor Tom and Marie Elliot of Tsartlip Nation re planning interests.
- ✓ Director coordinated core budget review for all divisions in the Planning Department, attended Council budget meetings and oversaw financial review for Community Services' responsibilities during the Manager's absence.
- ✓ Director attended Strategic Planning session with Council and consultant.
- ✓ Director attended Planning Institute Conference in Kelowna.
- ✓ Preliminary discussions held with proponents re:
  - a. Phillips Brewing Co. Ltd for site in Martindale
  - b. Industrial designation of lands at 1870 Keating Cross Road
  - c. Rezoning of Vantreight lands on northern border
  - d. Rezoning of 1970 Keating Cross Road
  - e. C5 sites on Keating Cross Road
  - f. Seniors' assisted living project on Marchant

**PLANNING & DEVELOPMENT APPLICATIONS**

Type of Application	2007			Previous Years Comparisons			
	NEW (this period)	YEAR TO DATE	ACTIVE *	2003	2004	2005	2006
OCP Amendment	-	-	1	3	1	-	3
Zoning Amendment or Rezoning	1	1	4	10	6	2	6
Development Permit	3	3	8	11	13	9	15
Development Variance Permit	5	5	11	12	17	15	18
Agricultural Land Reserve	1	1	3	4	7	5	2
Temporary Industrial/Commercial Use Permit	-	-	2	1	1	1	2
<b>Total for this period (Jan. – Apr.)</b>	<b>10</b>						
<b>ANNUAL TOTAL</b>		<b>10</b>	<b>*29</b>	<b>41</b>	<b>45</b>	<b>32</b>	<b>46</b>

\* Includes active applications received prior to 2007.

**BUILDING INSPECTIONS**

The first third of 2007 has shown strong building permit activity, and if this continues, it is anticipated that the numbers will exceed 2006 totals.

There are a few large projects being considered for 2007, and the new 37 lot subdivision on Bella Vista Drive has now been approved which will start a number of single family residential applications.

Once again, there is very little happening in terms of a computer permit tracking system, which leaves the Department struggling with antiquated methods of keeping track of old permits, bylaw problems, and updating the status of on-going files. It is challenging to keep adequate and accurate records when the computer systems are not in place.

**BOARD OF VARIANCE**

Only one Board of Variance application was received during this term. On April 5, 2007, an application from the property owner of 3024 Mallard Avenue resulted as follows:

- the bedroom addition proposal to the north, requesting a setback of 4.1 metres requiring a variance of 0.4 metres, was **approved**;
- The garage addition proposal to the west, requesting a setback of 2.15 metres requiring a variance of 2.35 metres, was **denied**.

## **BYLAW ENFORCEMENT**

### **Files Currently in litigation**

- 8300 Block of Lochside Drive – Second Dwelling.
- 6300 Block of Central Saanich Road – Additional Dwellings/Unsightly.
- 1400 Block of Keating Cross Road – Unsightly/Outdoor Storage/Non-permitted Use.
- 1500 Block of Keating Cross Road – Unsightly/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/Unsightly.
- 1400 Block of Keating Cross Road – Unsightly/Outdoor Storage/Non-permitted Use.
- 1500 Block of Keating Cross Road – Unsightly/Outdoor Storage/Non-permitted Use.
- 6700 Block of Danica Way – Non-permitted use.
- 1500 Block of Verling Avenue – Second dwelling.
- 6800 Block of Oldfield Road – Noise.
- 6800 Block of Veyaness Road – Noise.
- 2300 Block of Tanner Road – Unsightly.

### **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:

- 1400 Block of Stelly's Cross Road – Soil Deposit.
- 7000 Block of West Saanich Road – Odour Issues.
- 3200 Block of Campion Road – Health Concerns.

### **Referrals to Council**

The following bylaw enforcement issues have been referred to Council:

- 6400 Block of Central Saanich Road – Build Without Permits.
- 2500 Block of Fielding Place – Secondary Suite.
- 8100 Block of Lochside Drive – Secondary Suite.
- 2000 Block of Seamount Place – Secondary Suite.
- 6300 Block of West Saanich Road – Additional Dwellings.

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

- Over 30 issues resolved (i.e. noise, business licences, secondary suites, second dwellings, unsightly properties, dumping, non-permitted uses, build without permits, structure in setback, 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:

- Several second dwelling and secondary suite complaints.
- Over 102 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, unsightly properties, soil deposit, etc.

### **Bylaw Inspections**

- Undertook approximately 122 site inspections during January through April.

## **COMMUNITY SERVICES**

### **Park Reservations**

- Processing of 70 park use requests over the past four months (10 seasonal and 60 day use);
- Held pre-season meetings with local youth lacrosse and ball organizations.

### **Newman Farm Park Master Plan**

- Two Open Houses were held (January 24 and April 19) inviting public review and input into the Master Plan;
- Public response forms tabulated and sent to the Consultant;
- Held periodic meetings of the Project Advisory Committee.

### **“Woodward” Park Development**

- Received confirmation of a \$26,000 grant from the Province of BC, Olympic/Paralympic Live Sites Fund;
- Conducted a Park Naming Contest;
- Prepared tender documents and design drawings/specifications.

### **Heritage Commission Activity**

- Promotion of a photography contest, entitled: “What Heritage Means to You”.

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

- Non-original stucco was removed from the building exterior;
- Structural/seismic assessment completed by Peterson Galloway Ltd.;
- Memo outlining cost estimates for Phases 4 and 5 works presented to Council;
- Submission of an application to the Heritage Legacy Fund of BC.

### **Municipal Hall**

- Request for quotations for upgrading of workstations.

### **Cultural Centre**

- RFP for replacement of the HVAC serving Activity Room A;
- RFQ for automated door mechanisms for main library entrance.

### **Gifting Programme**

- Donation of two park benches – one has been installed in front of the Post Office along West Saanich Road, and the second will be installed within Verdier Park, overlooking Brentwood Bay;
- Received a donation of lumber from the Saanich Historical Artifacts Society for use on the Newman Farm.

***SUBDIVISION APPLICATIONS (showing number of additional lots proposed)***

<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) PLA issued June 30, 2005, renewed
March 14, 2005	1103-05	Lot A, Plan 36987 1123 Verdier Avenue	R-2 – 1 lot DVP expired March 7, 2007
April 5, 2005	1104-05	Lot B, Plan 28789; Lot 1, Plan 29729 1043 & 1051 Verdier Avenue	R-2 – 2 lots DVP expired April 4, 2007
Dec. 22, 2005	1106-05	Lot 3, Plan 7415 1890 Haldon Road	A-1 – 1 lot Under Review
March 6, 2006	1109-06	Lot 6, Plan 15535 6250 Springlea Road	R-1 – 2 lots PLA issued May 17, 2006, renewed
March 10, 2006	1110-06	Lot A, Plan 47680 Bella Vista Drive	R-1 – 37 lots (DVP authorized) Plan signed – April, 2007
Aug. 29, 2006	1112-06	Lot 11, Plan 16450 6259 Marie Meadows	R-1 – 1 lot PLA issued November, 2006, renewed
Nov. 16, 2006	1113-06	Lot A, Plan 24955 6545 Central Saanich Road	R-1 – 1 lot PLA issued February 12, 2007
April 16, 2007	1114-07	Lot 1, Plan 17156 6677 Central Saanich Road	R-1 – 1 lot (DVP authorized) Under review
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) Under Review

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

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 Date