AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES
   a) Planning, Zoning & Affordable Housing Committee Meeting – December 9, 2013

4. PRESENTATION
   a) Mr. Andrew Wynn-Williams, Executive Director, Greater Victoria Coalition to End Homelessness
      Re: State of Homelessness in the Greater Victoria Region

5. REPORTS
   a) Application to Rezone 679 Goldstream Ave and 2815 Aldwynd Rd from P2 (Community Institutional) and R2 (One – and Two-Family Residential) to a new zone to allow a mixed use building containing commercial and institutional uses
      - Staff Report (File No. Z13-0008)
   b) Application to amend the zoning designation of the property at 784 Hockley Avenue from R1 (One-Family Residential) to C9 (Community Town Centre Pedestrian 9) to allow for the construction of a six (6) storey mixed-use residential building consisting of approximately 30 residential dwelling units and 140m² (1,500ft²) of commercial gross floor area on the ground floor
      - Staff Report (File No. Z13-0016)
   c) Draft Five Year Financial Plan for 2014/2018
      - Staff Report (Planning)

6. ADJOURNMENT
CITY OF LANGFORD
MINUTES OF THE PLANNING, ZONING, AND AFFORDABLE HOUSING COMMITTEE

December 9, 2013 @ 7:00 pm
Council Chambers, 3rd Floor, 877 Goldstream Avenue

PRESENT: Councillors: D. Blackwell (Chair), L. Seaton (A/Vice-Chair), Members: N. Stewart, M. Hall, D. Horner, A. Creuzot and J. Butler-Smythe.

ATTENDING: Director of Planning M. Baldwin, Director of Engineering, M. Mahovlich.

ABSENT: Councillor: R. Wade (Vice-Chair), Members: S. Harvey and K. Sheldrake.

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR SEATON
SECONDED BY: J. BUTLER-SMYTHE

That the Planning, Zoning and Affordable Housing Committee approve the Agenda as amended: Reorder items 4 (c) (d) as 4 (a) and (b) and renumber subsequent items accordingly.

CARRIED

3. ADOPTION OF THE MINUTES

a. Planning, Zoning & Affordable Housing Committee Meeting - September 23, 2013

MOVED BY: J. BUTLER-SMYTHE
SECONDED BY: N. STEWART

That the Planning, Zoning and Affordable Housing Committee approve the Minutes of the meeting held on September 23, 2013.

CARRIED
4. REPORTS

a. Application to Rezone 3187 Glen Lake Road from R1 to RS2 to Allow a Two-lot Residential Subdivision
   - Staff Report (Planning)

MOVED BY: COUNCILLOR SEATON
SECONDED BY: M. HALL

That the Planning, Zoning and Affordable Housing Committee recommend to Council:
That Council:
1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at “3187 Glen Lake Road” from “R1” to “RS2”, subject to the following terms and conditions
   a) That the owner agrees to provide, as a bonus for increased density, the following contributions per new lot created, prior to subdivision approval:
      i. $2,772 towards the General Amenity Reserve Fund; and
      ii. $660 towards the Affordable Housing Reserve Fund;

2. Direct Staff to proceed with consideration of the following variances for the property located at 3187 Glen Lake Road:
   a) Section 6.25.02(4) of Zoning Bylaw No. 300 is varied to allow a panhandle lot by subdivision in the Residential Small Lot 2 (RS2) Zone;
   b) Section 6.25.06(1)(a) of Zoning Bylaw No. 300 is varied by reducing the distance of a building to a front lot line from the required 4.5m to 2.43m for proposed Lot 2;
   c) Section 6.25.06(1)(b) of Zoning Bylaw No. 300 is varied by reducing the distance of a building to a rear lot line from the required 6m to 3.05m (for proposed Lot 1) and from 6m to 2.43m (for proposed Lot 2); and
   d) Section 9.2 of Bylaw 1000 is varied to allow for the extension of telecommunications services above ground along the frontage to service the new lot.

CARRIED
b. Request to give first reading to Bylaw No. 1502 to Rezone 3187 Glen Lake Road
   - Staff Report (Planning)

MOVED BY: COUNCILLOR SEATON
SECONDED BY: N. STEWART

That the Planning, Zoning, and Affordable Housing Committee recommend to Council:
That Council give first reading to Bylaw No. 1502.

CARRIED

Proposed Amendments to the Affordable Housing Agreement - Co-signers on Mortgage, Expiration of Housing Agreements and Resales
- Staff Report (Planning)

MOVED BY: COUNCILLOR SEATON
SECONDED BY: M. HALL

That the Planning, Zoning and Affordable Housing Committee recommend to Council:
That Council:
1. Direct staff to proceed with amending the Affordable Housing Agreement template and modifying at the time of resale the affordable housing agreements currently registered on title by adding the following items:
   a) Allow co-signers on mortgages provided that the co-signer signs a Statutory Declaration drafted by a lawyer stating that the co-signer has a 1% undivided interest only for the purposes of obtaining financing from the Lender to complete the purchase, not living at the residences and waive any future claim and equity to the property;
   b) Give the city the following options when an affordable house comes up for resale in the 20th year, or thereafter:
      i. A first right of refusal to purchase an affordable house and rent it out 30% below market rate, or a percentage determined by Council, for the remainder of the time in which the housing agreement is on title (25 years) and use the revenues towards other affordable housing projects in the community; OR
      ii. Extend the expiration of the housing agreement by 10 years, or by a given amount of time determined by Council (5, 10, 15 or 20 years);
   c) Add the following clause to the housing agreement:
      “The homeowner leaves the premises in a reasonably clean condition and in the same condition as at the time of purchase, reasonable wear
and tear is accepted. The owner shall be responsible for all necessary repairs as recommended by a private building inspector, such as but not limited to, replacement of flooring, filling of holes larger than those created by picture hooks, painting, plumbing prior to selling their home.”

2. Require building inspections by private Building Inspectors for all affordable housing resales, and that any repairs identified by the Building Inspector need to be completed by the homeowner prior to selling the affordable house; AND

3. Direct staff to contact local building inspector and ask if they would be willing to volunteer their services to the Affordable Housing Program.

CARRIED

d. Bylaw No. 1490 - Public Notification Procedures
- Staff Report (Planning)

MOVED BY: N. STEWART
SECONDED BY: J. BUTLER-SMYTHE

That the Planning, Zoning and Affordable Housing Committee recommend to Council:
That Council:
1. Give first, second and third reading to Bylaw No. 1490 as presented; and
2. Establish, as its policy, that a Public Hearing sign shall be placed by staff on any property that is the subject of an application that would amend either the permitted land use or density.

CARRIED

5. ADJOURNMENT

The Chair adjourned the meeting at 7:35 p.m.

__________________________________________  ___________________________________________
CHAIR                                            CERTIFIED CORRECT
Administrator

4
Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: January 27, 2014
Department: Planning
Application No.: Z13-0008

Subject: Application to Rezone 679 Goldstream Ave and 2815 Aldwynd Rd from P2 (Community Institutional) and R2 (One - and Two-Family Residential) to a new zone to allow a mixed use building containing commercial and institutional uses

PURPOSE
Herbert Kwan has applied on behalf of Goldstream Masonic Hall Association to rezone 679 Goldstream Ave and 2815 Aldwynd Road from the P2 (Community Institutional) and R2 (One - and Two-Family Residential) Zones to a new Zone that will allow a three-storey mixed use building containing ground floor commercial space, a catering and banquet facility and a Masonic Lodge.

BACKGROUND

PREVIOUS APPLICATIONS
There have not been any applications regarding the subject properties since the City incorporated; however, the 679 Goldstream Ave subject property was rezoned to the P2 Zone by the Capital Regional District via rezoning application Z-90-22 in order to allow the existing Masonic Lodge building.

Table 1: Site Data

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Herbert Kwan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Goldstream Masonic Hall Association</td>
</tr>
<tr>
<td>Civic Address</td>
<td>679 Goldstream Ave and 2815 Aldwynd Road</td>
</tr>
<tr>
<td>Legal Description</td>
<td>Lots 22 - 24, Section 72, Esquimalt District, Plan 7235</td>
</tr>
<tr>
<td>Size of Property</td>
<td>~3,070m2</td>
</tr>
<tr>
<td>DP Areas</td>
<td>Downtown Pedestrian Commercial</td>
</tr>
<tr>
<td>Zoning</td>
<td>Existing: P2 (Community Institutional) and R2 (One - and Two-Family Residential)</td>
</tr>
<tr>
<td>OCP Designation</td>
<td>Existing: City Centre</td>
</tr>
</tbody>
</table>
SITE AND SURROUNDING AREA

The subject properties are located at the corner of Goldstream Ave and Aldwynd Rd, directly east of Veteran's Memorial Park.

The subject property located at 679 Goldstream Ave contains a ~ 596 m² (6,415 ft²) building that includes the existing Masonic Lodge and banquet space as well as a gravel parking lot. There is a significant Sequoia tree on the subject property at the corner of Goldstream Ave and Aldwynd Rd, which will be retained as a landscape feature. It is noted that this Sequoia tree was a gift from the Lieutenant Governor of BC, and was planted on the property as a seedling. This is discussed further in the Comments section of this report.

The subject property located at 2815 Aldwynd Rd currently contains a one-family dwelling as well as several trees that will be removed to accommodate the proposed building and parking lot.

Table 2: Surrounding Land Uses

<table>
<thead>
<tr>
<th></th>
<th>Zoning</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>C3 (District Commercial) and C8A (Community Town Centre Pedestrian A)</td>
<td>A single-storey commercial complex and a 4-storey mixed use building</td>
</tr>
<tr>
<td>East</td>
<td>MU1 (Mixed Use Residential Commercial) and R2 (One- and Two-Family Residential)</td>
<td>4-storey apartment building, one- and two-family dwellings</td>
</tr>
<tr>
<td>South</td>
<td>R2 (One- and Two-Family Residential), MU1A (Mixed Use Residential Commercial A)</td>
<td>One- and two-family dwellings, 2-storey live/work building</td>
</tr>
<tr>
<td>West</td>
<td>P2 (Community Institutional)</td>
<td>Veteran's Memorial Park</td>
</tr>
</tbody>
</table>
OFFICIAL COMMUNITY PLAN
The subject property is designated as City Centre within Official Community Plan Bylaw No. 1200. The City Centre designation is defined as:

- A major regional growth centre that supports a wide range of high density housing, including affordable and rental housing
- A major employment area for institutional, office, commercial, light industrial uses
- Major civic uses and public buildings are key landmarks
- A major place of community gathering and celebration
- A wide range of public squares, parks and open spaces are integrated throughout
- The City's major entertainment and/or cultural precinct
- Inter-city and/or inter-regional transit hub connect residents

A Concept for the City Centre

Rezoning the subject property to allow for higher density commercial development is consistent with the City Centre OCP designation as well as overarching OCP objectives to densify the core, improve the variety of commercial services available to local residents, increase employment opportunities, and increase demand for transit routes.

The subject property does not contain any environmentally sensitive or hazardous area Development Permit Areas designated by the Official Community Plan. However, a Form and Character Development Permit will be required prior to the issuance of a Building Permit or alteration of any land, if this application is approved, as the subject property is located within the Downtown Pedestrian Commercial Development Permit Area.

COMMENTS

DEVELOPMENT PROPOSAL
The applicant is proposing to rezone the subject properties in order to construct a new three-storey building. The proposed density, height, lot coverage, and minimum setbacks are summarized in Table 3 below. Each floor of the building contains a discrete use, as follows:
• The first floor contains approximately 737 m$^2$ (7930 ft$^2$) of commercial space. The anticipated uses for this portion of the building include restaurants, coffee shops, retail stores, and similar uses;

• The second storey contains a commercial catering kitchen and a banquet hall that can be used as one large hall (355 m$^2$/3,819 ft$^2$) or two small halls (116 m$^2$/1252 ft$^2$ and 238 m$^2$/2567 ft$^2$); and

• The third storey contains the Masonic Lodge and library.

The proposed building is situated prominently along Goldstream Ave and Aldwynd Rd, with minimal setbacks, in order to create an urban, pedestrian-oriented interface to Goldstream, Aldwynd Rd and Veteran's Memorial Park. The building steps back on the second and third storeys, which allows for sunlight penetration to the adjoining streets, creates an opportunity for outdoor deck space on the second and third storeys, and produces interesting, articulated building facades.

### Table 3: Proposal Data

<table>
<thead>
<tr>
<th></th>
<th>Permitted by P2</th>
<th>Permitted by R2</th>
<th>Proposed by Rezoning Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Density (FAR)</td>
<td>n/a</td>
<td>n/a</td>
<td>~0.75</td>
</tr>
<tr>
<td>Height</td>
<td>15m</td>
<td>9m</td>
<td>15.24m</td>
</tr>
<tr>
<td>Lot Coverage</td>
<td>40%</td>
<td>35%</td>
<td>40.15%</td>
</tr>
<tr>
<td>Front Yard Setback</td>
<td>7.5m</td>
<td>6m</td>
<td>1m</td>
</tr>
<tr>
<td>Interior Side Yard Setback</td>
<td>6m</td>
<td>1.5m</td>
<td>2.1m</td>
</tr>
<tr>
<td>Exterior Side Yard Setback</td>
<td>7.5m</td>
<td>4.5m</td>
<td>3.1m to the building, 1.8m to post projections</td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td>10m</td>
<td>6m</td>
<td>27.2m</td>
</tr>
</tbody>
</table>

Direct pedestrian access to the ground floor commercial units is provided from Goldstream Ave and Aldwynd Rd, while the second and third storeys are accessed via a secure walkways along the outer edges of the building (one from Goldstream and one from Aldwynd). The off-street parking lot is located behind the proposed building, and obtains driveway access from Aldwynd Road. Please refer to Appendices C and D to view the site layout and conceptual building design.

The site layout, architectural and landscape design are consistent with the objectives of the Downtown Langford design guidelines.

**STREETSCAPE**

The site layout and landscape plan have been designed to create a public plaza space along the Aldwynd Rd frontage and Goldstream/Aldwynd corner of the subject properties. This space consists of planted areas (including the retained Sequoia tree), public seating, and an artistically designed hard surfaced area that will add to the existing sidewalk along Goldstream Ave and provide a pedestrian-oriented interface to Veteran’s Memorial Park. In order to create sufficient space to accommodate this plaza and to retain the Sequoia tree, the building setback increases from those distances noted in Table 3 to approximately 9m at the corner of Aldwynd and Goldstream. The applicant is also proposing to significantly prune lower branches of the Sequoia tree to create this plaza space, improve sight-lines to
the ground floor commercial units, and improve visibility around the tree for reasons of public safety. The applicant has provided an assessment from a certified arborist (attached to this report as Appendix E), which assesses the health of the Sequoia tree, the impact of the proposed construction and pruning on the tree, and provides recommendations to mitigate impacts to the tree through the construction period. In summary, the assessment provides the following opinions:

- The Sequoia tree is currently healthy;
- Pruning of limbs up to a height where the lowest foliage is approximately 4m (13ft) above ground level should not have a significant impact on the tree. Council should note that limbs would be pruned to a height greater than 4m in this scenario, as the foliage bows down from where the limb extends out from the tree;
- The critical root zone, which extends out approximately 9-10m from the centre of the tree, should be protected;
- The proposed building foundation encroaches into a portion of the critical root zone. However, the health and stability of the tree should not be impacted significantly as a result of a certain degree of root pruning, and non-traditional foundation construction methods may be employed to accommodate any critical roots within the encroachment area. If the building is constructed in the proposed location, the project arborist should be present to supervise excavation around the tree and provide direction regarding which roots may be pruned and how the foundation should be designed around retained roots;
- Permeable pavers should be used for hard surfaces created within the critical root zone of the tree;
- Mitigative measures should be employed throughout the construction period, including: placing barrier fencing around the critical root zone, utilizing alternate blasting methods near the tree (if blasting is necessary), storing materials away from the critical root zone, and reviewing placement of any landscaping or irrigation within the critical root zone with the project arborist to ensure the tree is not negatively impacted.

City Parks Department staff have reviewed the arborist's report, and while they are generally satisfied with the findings and recommendations, they recommend that Council require the building to be further setback from the tree to protect the entirety of the identified critical root zone. They feel that this will better ensure the long-term health and stability of the tree.

It is also noted that the Sequoia tree, in its current form, is a significant landmark within downtown Langford and is typically decorated as the City's feature Christmas tree.

As previously noted, the subject property is located within the Downtown Pedestrian Commercial Development Permit Area, which is designated as a commercial revitalization area in accordance with Section 919.1(d) of the Local Government Act (LGA). When a property is located within a Development Permit Area designated under this Section of the LGA, land (including trees/vegetation on that land) may not be altered and buildings may not be constructed prior to the issuance of a Development Permit. Due to this, the Sequoia tree cannot be removed or pruned except in accordance with a Development Permit issued by the City. Therefore, Council may specify the degree of pruning they wish to allow. For reference, please refer to Figure 3 below to view the approximate proportion of the tree that is proposed to be pruned, as well as other pruning options. If Council feels that the proposed degree of pruning would jeopardize the significance of the tree within the downtown streetscape, they may wish
to restrict to the permitted degree of pruning to less than the 4m upper limit suggested by the arborist (as noted, this is measured from the lowest level of the foliage, not from where the limb extends out from the tree).

*Figure 3 – Sequoia Tree*

Council may wish to secure the incorporation of the plaza design feature in a Section 219 Covenant prior to Bylaw Adoption. Furthermore, Council may wish to provide direction to staff regarding the desired level of pruning of the Sequoia tree and the building setback in relation to the critical root zone. If Council is supportive of a certain degree of pruning and/or encroachment into the critical root zone, they may wish to require the approved works to be supervised on-site by a certified arborist as well as
Parks staff, and that the mitigative measures recommended by the arborist’s assessment be employed. These requirements may also be secured in a Section 219 Covenant prior to Bylaw Adoption.

**OFF-STREET PARKING**

The amount of off-street parking required in accordance with the Zoning Bylaw is summarized in Table 4 below. The ground floor commercial space and banquet hall are both considered commercial uses, so the required parking is calculated pursuant to the “Commercial Uses in the Downtown Pedestrian Commercial Area” ratio. The Masonic Lodge, however, is considered an institutional use rather than a commercial use. Due to this, the “Assembly Use” ratio is used to calculate the parking requirement for this component of the building, rather than the Downtown Pedestrian Commercial Area ratio.

**Table 4: Off-Street Parking Requirements**

<table>
<thead>
<tr>
<th>Use</th>
<th>Ratio</th>
<th>Total # Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground floor commercial and catering/banquet hall</td>
<td>1 space per 35 m² GFA</td>
<td>46 spaces</td>
</tr>
<tr>
<td>Masonic Lodge</td>
<td>1 space per 14 m² GFA</td>
<td>47 spaces</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>93 spaces</strong></td>
</tr>
</tbody>
</table>

The site plan includes 64 off-street parking spaces, six of which are in a tandem, or stacked, configuration. Since this is well below the zoning requirement of 93 spaces, the applicant submitted a parking demand study prepared by Boulevard Transportation Group to provide an assessment of the expected demand for off-street parking for a building containing the proposed mix of uses. This parking study projects the parking demand for each user group (the ground floor retail/commercial, the banquet hall, and the Masonic Lodge) in four time periods: weekday daytime, weekday evening, weekend daytime and weekend evening. It was found that each of these user groups experience a peak parking demand during different time periods. For example, the retail/commercial demand peaks during weekday daytimes, the banquet hall during evenings and weekends, and the Masonic Lodge on one weekday evening per month during their regular monthly meeting. The parking study found that the proposed amount of parking is more than sufficient to accommodate the projected parking demand, except for one scenario during the weekday evening period: when retail/commercial businesses are open past 6pm on a night that the Masons hold their monthly meeting AND the banquet hall is rented out for a large function. In this scenario, the proposed amount of parking is deficient by three spaces. However, since the Masonic Lodge will retain ownership of the banquet hall, they will be able to ensure the banquet hall is not booked for an event on the same night as their monthly meeting. So, the likelihood of the proposed amount of parking being deficient at any given time is quite small.

If this scenario is removed, the parking lot is projected to be as full as 81% on a Masonic Lodge meeting night, but otherwise in the range of 43-69% full. Furthermore, six on-street parking spaces will be created within the Aldwynd Rd frontage of the subject properties as part of their required frontage improvements, and these spaces will be available for use by users of the building as well as the general public. Council may wish to note that if the off-street parking for the entire building was calculated according to the Downtown Pedestrian Commercial Ratio, the proposed amount of parking would be sufficient, and no variance would be necessary.

While tandem parking stalls are typically not permitted in a commercial setting, Council may wish to consider allowing this configuration in this case due to the proposed use of the building. The Masonic
Lodge and banquet hall in particular will have certain designated people that will be the first to arrive and last to leave during planned meetings and events, and if necessary, they will be able to coordinate amongst themselves to rearrange vehicles. The same can be said of owners/employees of a particular ground floor commercial business. If Council feels that this parking configuration is acceptable in this case, they may wish to require that each of the three pairs of tandem stalls be designated to one specific business at any particular time and that signage to that effect be installed. Council may wish to secure this requirement in a Section 219 Covenant prior to Bylaw Adoption.

If Council is satisfied with the proposed amount of parking, they may wish to authorize the Director of Planning to issue the variance within the required Development Permit. Furthermore, due to the overlapping nature of the peak parking demand for the different user groups, Council may wish to require the applicant to leave the off-street parking spaces unallocated to specific business, with the exception of the tandem parking previously discussed. This will allow for reciprocal use of all (non-tandem) parking spaces throughout the day, as parking demand shifts from one user group to the next. This may be secured in a Section 219 Covenant prior to Bylaw Adoption.

The Zoning Bylaw requires the provision of three off-street loading spaces to serve the proposed building. Rather than providing these loading spaces on the subject property, as required by the Zoning Bylaw, the applicant has proposed to locate them within the Aldwynd Rd right-of-way. As the dimensions required for a loading space are greater than that required for a typical vehicle parking space, most if not all of the on-street parking to be created within the Aldwynd Rd frontage of the subject property would be designated for loading purposes during a certain timeframe (e.g. 7:00-10:00am on weekdays). Outside of this timeframe, the on-street parking would be available to the general public. While this practice is not typically employed in Langford, it is common in more urban settings, such as downtown Victoria. If Council is supportive of this request, they may wish to authorize the Director of Planning to issue the variance to allow off-street loading spaces to be located on-street within the required Development Permit, subject to the installation of signage that restricts the parking spaces to commercial loading only between 7:00-10:00am on weekday mornings. Conversely, if Council is not supportive of this request, they may wish to direct applicant to incorporate the required loading spaces into their off-street parking lot.

**PEDESTRIAN, CYCLING AND MOTORIST NETWORK**

In addition to the off-street vehicle parking requirements noted above, the Zoning Bylaw requires the provision of 12 off-street bicycle parking spaces. The applicant has proposed a bicycle rack in front of the building along Goldstream Ave to fulfill this requirement.

There is a bus stop located within the Goldstream Ave frontage of the subject property, which services the #50 BC Transit bus route. This route provides frequent regular service to Victoria, the Langford Exchange on Station Ave and the Western Exchange on the Island Highway in Colwood. The City obtained a statutory right-of-way over the subject property in 2003 to allow for the construction and maintenance of frontage improvements, such as the brick paver sidewalk, streetlights, curb and gutter, etc, as part of the City's downtown beautification initiative. As part of this rezoning application, the owner has agreed to dedicate the portion of this SRW fronting Goldstream Ave as road, along with an additional area outside of the SRW that is required to allow for the installation of a new bus shelter (this will replace the more informal existing bus stop). These areas amount to approximately 66 m² of land that will be dedicated as road from the subject property. Council may wish to require
these areas to be dedicated as road prior to the issuance of a Building Permit, and secure this requirement in a Section 219 Covenant prior to Bylaw Adoption.

The applicant will be required to complete full frontage improvements to Subdivision and Development Servicing Bylaw No. 1000 standards along Goldstream Ave and Aldwynd Road as part of this development. In addition, the median barrier that currently exists on Goldstream Ave between Veterans Memorial Parkway and Aldwynd Rd must be extended to prevent westbound traffic on Goldstream Ave from turning left onto Aldwynd Rd. The City can contribute a total of $3,000 towards this project ($1,500 was collected as a condition of another rezoning application (Z08-10 – 685 Fairway Ave) and an additional $1,500 can be provided from the Engineering Department Budget). Council may wish to require the applicant to complete this project as part of their required frontage improvements, and contribute $3,000 towards their costs. Council may secure these frontage improvements in a Section 219 Covenant prior to Bylaw Adoption.

Council may wish to require the applicant to provide a construction parking management plan to ensure that construction parking is properly managed throughout the construction period, to the satisfaction of the Director of Engineering as part of the Bylaw 33 Permit required for works in City road rights-of-way, prior to the issuance of a Building Permit. This requirement may be secured in a Section 219 Covenant prior to Bylaw Adoption.

**INFRASTRUCTURE**

The applicant will be required to service the new building, and will be required to confirm whether any upgrades to existing service (e.g. CRD Water, sewer, BC Hydro, etc) are required prior to the issuance of a Building Permit.

In accordance with the BC Building Code, a fire safety plan for demolition, construction and occupancy must be provided to the satisfaction of the Fire Chief, prior to the issuance of a Building Permit.

The applicant will be required to submit a stormwater management plan prior to the issuance of a Building Permit to demonstrate that the required stormwater infiltration system can accommodate stormwater generated on-site.

**NEIGHBOURHOOD CONSULTATION**

The applicant held a neighbourhood meeting on October 10, 2013 to inform the neighbourhood and general public of the application and development concept. The applicant notified neighbours within 100m of the subject properties and also advertised the meeting in two additions of the Goldstream Gazette during the week before the meeting.

**FINANCIAL CONTRIBUTIONS**

**COUNCIL’S AMENITY CONTRIBUTION POLICY**

In accordance with Council's Amenity Contribution Policy, the applicant is required to provide a contribution of $10.75 per m\(^2\) of commercial gross floor area (GFA) to the General Amenity Reserve Fund, prior to the issuance of a Building Permit. The calculation provided below includes the GFA of the first and second floors of the proposed building, as they contain commercial uses (ground floor office,
retail, restaurant, and similar uses and second floor catering and banquet facility). The third floor contains the Masonic Lodge, which is considered more of an assembly/institutional use, so amenity contributions are not required.

**Table 5 – Amenity Contributions per Council Policy**

<table>
<thead>
<tr>
<th>Amenity Item</th>
<th>Per unit / area contribution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Amenity Reserve Fund</strong></td>
<td>$10.75 per m² GFA (1,594.3 m²)</td>
<td>$17,138.73</td>
</tr>
</tbody>
</table>

**DEVELOPMENT COST CHARGES**

Similarly, the estimate of Development Cost Charges outlined below categorizes the first and second floors as commercial and the third floor as institutional.

**Table 6 – Development Cost Charges**

<table>
<thead>
<tr>
<th>Development Cost Charge</th>
<th>Per unit / area contribution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Commercial ($47.39 x 1,594.3 m²)</td>
<td></td>
<td>Commercial $75,553.88</td>
</tr>
<tr>
<td>• Institutional ($63.18 x 661.5 m²)</td>
<td></td>
<td>Institutional $41,793.57</td>
</tr>
<tr>
<td>storm drainage</td>
<td>n/a</td>
<td>Total = $117,347.45</td>
</tr>
<tr>
<td>park improvement</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>park acquisition</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Incremental Storage Improvement Fees</td>
<td>Commercial ($290/1000 ft² of GFA x 17,161.80 ft²)</td>
<td>$4,976.92</td>
</tr>
<tr>
<td>integrated Survey Area</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Subtotal (DCCs paid to City of Langford)</td>
<td></td>
<td>$122,324.37</td>
</tr>
<tr>
<td>CRD water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Commercial ($9.76 x 1,594.3 m²)</td>
<td></td>
<td>Commercial $15,560.37</td>
</tr>
<tr>
<td>• Institutional ($21.57 x 661.5 m²)</td>
<td></td>
<td>Institutional $14,268.56</td>
</tr>
<tr>
<td>• Total = $29,828.93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Site Acquisition</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>TOTAL (estimate) DCCs</td>
<td></td>
<td>$152,153.33</td>
</tr>
</tbody>
</table>

Rezoning the subject property to permit commercial development may increase the assessed value of the property, and this may increase municipal revenue gained through taxes. It is noted that the Goldstream Masonic Hall Association is currently granted a 100% permissive tax exemption. If this continues into the future, the tax exemption would only apply to the third floor of the new building, and not to the commercial component.
As the applicant will connect the development to municipal sewers and as the applicant will complete frontage improvements, the direct capital costs to the municipality associated with this development will be negligible and are associated with the long term maintenance of municipal infrastructure.

OPTIONS

Option 1

That the Planning, Zoning and Affordable Housing Committee recommend that Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 679 Goldstream Ave and 2815 Aldwynd Rd from P2 (Community Institutional) and R2 (One- and Two-Family Residential) Zones to a new Zone subject to the following terms and conditions:

   a) That the owner agrees to provide, as a bonus for increased density, the following contributions, prior to the issuance of a Building Permit:

      i. $10.75 per m² of commercial GFA towards the General Amenity Reserve Fund;

   b) That the owner provides, prior to Bylaw Adoption, a Section 219 covenant, registered in priority of all other charges on title, that agrees to the following:

      i. That the landscape plan to be approved as part of the Development Permit incorporates a public plaza space along Aldwynd Rd and the corner of Aldwynd Rd and Goldstream Ave to the satisfaction of the Director of Planning;

      ii. That the Sequoia tree located at the corner of Goldstream Ave and Aldwynd Rd be retained and left undisturbed except as directed by Council per the options below. Any permitted pruning shall be completed by an ISA certified arborist. The area within the critical root zone of the Sequoia tree shall consist of a topsoil planting bed and permeable pavers, to the satisfaction of the Parks Manager;

      iii. That the construction mitigation measures recommended by the certified arborist’s report shall be implemented throughout the course of construction, to the satisfaction of the Parks Manager;

      iv. That each of the three tandem parking space pairs will be designated for the exclusive use of one specific business (e.g. one specific CRU, the banquet hall or the Masonic Lodge) at any particular time, and that appropriate signage to this effect is installed as part of the hard landscape works required by the Development Permit;

      v. That all non-tandem off-street parking spaces will not be allocated to any specific business, but will be available to any user of the site throughout the day;

      vi. That an approximate 66m² area of the subject property along the Goldstream Ave frontage is dedicated as road prior to the issuance of a Building Permit, to the satisfaction of the Director of Engineering;

      vii. That full frontage improvements to Subdivision and Development Servicing Bylaw No. 1000 will be constructed along Goldstream Ave and Aldwynd Rd, with
a Development Servicing Agreement entered into and bonding obtained prior to
the issuance of a Building Permit. These improvements will include the
extension of the median that currently extends along Goldstream Ave from
Veterans Memorial Parkway to Aldwynd Rd as necessary to prevent left turn
movements from Goldstream onto Aldwynd Rd, to the satisfaction of the
Director of Engineering;

viii. That a construction parking plan be provided to the satisfaction of the Director
of Engineering as part of the Bylaw 33 Permit required for works in City road
rights-of-way, prior to the issuance of a Building Permit.

2. Direct staff to provide a $3,000 contribution to the owner towards the extension of the median
on Goldstream Ave;

3. Authorize the Director of Planning to issue the following variances within the Development
Permit:
   a. to allow the entire project to utilize the Commercial Uses in the Downtown Pedestrian
      Commercial Area off-street parking ratio of 1 space per 35m2 GFA;
   b. to allow the three required off-street loading spaces to be located on-street, subject to
      the owner installing signage that restricts the Aldwynd Rd on-street parking spaces for
      commercial loading only between 7:00-10:00 am on weekday mornings as part of the
      required frontage improvements;

AND EITHER

4. Direct the applicant to modify the building design to ensure there is no encroachment into the
critical root zone of the Sequoia tree, prior to first reading of the bylaw;

OR

5. Allow the proposed building to encroach slightly into the critical root zone of the Sequoia tree,
subject to excavation works and root pruning being supervised by a certified ISA arborist and
Parks staff, and incorporation of non-traditional foundation construction methods to
accommodate any critical roots that must be retained within the encroachment area;

AND

6. Allow the Sequoia tree to be pruned to a height where the lowest foliage is maximum of
   above ground level;
OR Option 2

7. Reject this application for rezoning.
Appendix A – Location Map

BYLAW AMENDMENTS

679 Goldstream Ave & 2815 Aldwynd Rd
(Z13-0008)
Appendix B – Site Map

BYLAW AMENDMENTS
679 Goldstream Ave & 2815 Aldwynd Rd
(Z13-0008)
Appendix E – Arborist's Assessment
Assignment: To review the proposed building plans for the property at 679 Goldstream Avenue and comment on how the proposed construction may impact the existing Giant Sequoia (Sequoiadendron giganteum) tree on the property. Provide recommendations for mitigating any impact that the proposal may have.

Observations: The following observations and information was compiled during our site visits on June 04 and June 11, 2012 in order to answer preliminary questions regarding the tree’s health and suitability to be retained.

1. This tree is relatively young for the species and is exhibiting average foliage size, colour and density, good bud formation and excellent growth rate and annual elongation of the branch tips. In our opinion, this is a healthy Sequoiadendron tree.

2. This tree has a well-formed canopy and branch formation. There was no soil cracking, heaving, root-plate lifting or any other indicators of root instability observed during our site visits. There were also no fruiting bodies or other indicators of the presence of wood or root decay pathogens observed during our examination. A large hose clamp that was used to attach the Christmas decoration to the tree trunk has girdled the upper most portion of the trunk. It is likely that the growth leaders that grow above the girdling point will die and eventually be overtaken by leaders that arise from below this girdling point. This should not be considered to be a significant risk or health issue.

The tree can be pruned below this girdling point and a single new growth leader trained to replace the existing one if you wish the tree to grow above this point; otherwise, the growth leaders can be pruned annually to maintain the tree’s present height. In our opinion, this tree does not pose an unreasonable risk now, and is unlikely to do so in future years.
3. It will be possible to remove some of the lower branches from the trunk without impacting the tree health, if the pruning cuts are made properly at the outside of the branch collar. If the purpose of the pruning is to attain more head clearance and to discourage unauthorized persons from climbing the tree, we recommend removing the limbs to a height of approximately 4 metres above ground level. We caution that removing the low branches will create more maintenance related issues as a large amount of foliage litter is shed from this tree annually. However, it will soon be necessary to raise the canopy height for clearance above the municipal sidewalk and to a level that is 4 metres or greater above the adjacent street surfaces.

From the information compiled in this report, it is our opinion that this tree is healthy and that it does not pose an unreasonable risk at this time. The tree species does have large surface roots that spread out from the tree trunk and could impact the adjacent municipal sidewalk and street in future years. We recommend that you protect a rooting area that extends out approximately 9–10 metres from the centre of the tree trunk if the tree is to be retained, and if you want to have a reasonable expectation that it will survive in future years.

**Proposed building and sidewalk construction:** From our onsite discussions with the project architect and review of the proposed building plans, the proposed building foundation will encroach slightly into a portion of the tree’s critical root zone on the south side of the tree. Sequoia trees are known to have a good tolerance to root pruning and construction impacts, so we do not anticipate that any required root pruning in this area will have a significant impact on either the health or stability of the tree. However, we have discussed the options of bridging significant roots if they are encountered and feel that the foundation design in this area should be decided upon after the preliminary excavations for the site preparation have taken place, under the direction of the project arborist. Ideally, any roots encountered will be of a size where they can be successfully pruned and a traditional foundation can be constructed, but if roots are encountered that we feel are critical to the tree’s health and stability, we will recommend that the foundation be designed in such a way that it bridge the roots leaving them intact. This will likely require that a grade beam or similar construction techniques be used. At that time, it can also be determined how perimeter drains are going to be installed in this area and if it will be necessary to install a root barrier to avoid any future root conflicts.

Our onsite review of the paved surfaces that surround the tree determined that they can be constructed in such a way that the finished grades will be raised above the existing root system and they will incorporate pavers that will be permeable to both air and water. It is our understanding that there will be no additional off-site work, proposed services or any other construction activity that will impact the critical root zone of the tree.

**Mitigation of impacts:**

**Barrier Fencing:** Areas, surrounding the tree to be retained, should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zones. The barrier fencing to be erected must be a minimum of 4 feet in height and constructed of solid material or flexible safety fencing that is attached to wooden or metal posts.
If a flexible fencing material is used, the top and bottom of the fencing must be secured to the posts by a wire or board that runs between these posts. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

**Excavation:** The excavation for the portion of the proposed building that encroaches into the critical root zone of the tree must be supervised by the project arborist. At that time it will be determined if any roots encountered can be pruned to accommodate the proposed foundation or if the foundation will have to be constructed in such a way that it bridges the existing root system.

**Servicing:** There are no services shown on the plans provided; however, it is our understanding that any proposed underground service corridors will be located outside of the critical root zone of the tree.

**Blasting and rock removal:** We do not anticipate that rock will be encountered on this site, but, if rock is encountered, any blasting near protected trees must be done in such a way that it minimizes any impact to the trees. The blasting to level any of these rock areas should be sensitive to the root zones located at the edge of the rock. Care must be taken to assure that the area of blasting does not extend into the critical root zones beyond the building and road footprints. The use of small low-concussion charges, and multiple small charges designed to pre-shear the rock face, will reduce fracturing, ground vibration, and reduce the impact on the surrounding environment. Only explosives of low phytotoxicity, and techniques that minimize tree damage, are to be used. Provisions must be made to store blast rock, and other construction materials and debris, away from critical tree root zones. There may be some areas where it will be better to remove rock using a hoe ram or similar equipment, if possible, to avoid blasting near this tree.

**Pruning:** We anticipate that the tree will require pruning to a height where the lowest foliage is approximately 4 metres above ground level and we do not feel that this pruning will have a significant impact on the health of the tree. We recommend that any pruning be completed by an ISA certified arborist.

**Work Area and Material Storage:** It is important that the issue of storage of excavated soil, material storage, and site parking be reviewed prior to the start of construction; where possible, these activities should be kept outside of the critical root zone. If there is insufficient room for onsite storage and working room, the arborist must determine a suitable working area within the critical root zone, and outline methods of mitigating the associated impacts (i.e. mulch layer, bridging etc).

**Paved area within the critical root zone of the tree:** We recommend that any paved surfaces within the critical root zone of the tree be designed using a floating design and be permeable to both air and water (see attached specifications).
Landscaping and irrigation: Any proposed landscaping or irrigation within the critical root zone of the tree must be reviewed by the project arborist to ensure that it will not negatively impact the health of the tree.

Arborists Role: It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:
- Locating the barrier fencing
- Reviewing the report with the project foreman or site supervisor
- Locating work zones, where required
- Supervising excavation for the building footprint, driveway footprint, and service corridor.

Review and site meeting: Once the development receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any demolition, site clearing or other construction activity occurs.

Please do not hesitate to call us at 250-479-8733 should you have any further questions. Thank you.

Yours truly,

[Signature]

Tom Talbot & Graham Mackenzie
ISA Certified, & Consulting Arborists

Enclosures: - Barrier Fencing Specifications, Floating Driveway Specifications, Disclosure Statement

Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve the health and structure of individual trees or group of trees, or to mitigate associated risks.

Trees are living organisms, whose health and structure change, and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. It is not possible for an arborist to identify every flaw or condition that could result in failure nor can he/she guarantee that the tree will remain healthy and free of risk.

Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.
TREE PROTECTION FENCING
FENCE WILL BE CONSTRUCTED USING
38 X 89 mm (2"x4") WOOD FRAME:
TOP, BOTTOM AND POSTS.
USE ORANGE SNOW-FENCING MESH AND
SECURE TO THE WOOD FRAME WITH
"ZIP" TIES OR GALVANIZED STAPLES

* IN ROCKY AREAS, METAL POSTS (T-BAR
OR REBAR) DRILLED INTO ROCK WILL BE
ACCEPTED
Diagram- Driveway or sidewalk with pavers crossing over Critical Root Zone

Specifications for driveway or sidewalk crossing over critical root zone

1. Excavate to a 6-8 inch depth, for the required driveway surface, under the supervision of an ISA Certified Arborist.
2. Excavation for area around structural roots with an Airspade or by Hydro Excavation to bearing layer of soil.
3. Backfill area around roots with coarse sand or a structural soil mix
4. A layer of medium weight woven Geotextile fabric (Amoco 2002 or similar) is to be installed over the backfilled area of the driveway.
5. Construct base layer and pavers or other porous surfacing material over Geotextile layer to required grade.
Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: January 27, 2014
Department: Planning
Application No.: Z13-0016
Subject: Application to amend the zoning designation of the property at 784 Hockley Avenue from R1 (One-Family Residential) to C9 (Community Town Centre Pedestrian 9) to allow for the construction of a six (6) storey mixed-use residential building consisting of approximately 30 residential dwelling units and 140m$^2$ (1,500ft$^2$) of commercial gross floor area on the ground floor.

PURPOSE
Margaret McKay has applied on behalf of Margaret Anne Gilbert and Wayne Adam Thomson to rezone the property at 784 Hockley Avenue from R1 (One-Family Residential) to C9 (Community Town Centre Pedestrian 9) to allow for the construction of a six (6) storey mixed-use building consisting of approximately 30 residential dwelling units and 140m$^2$ (1,500ft$^2$) of commercial gross floor area on the ground floor.

BACKGROUND
There have been no previous applications on the subject property.

APPLICATION DATA

<table>
<thead>
<tr>
<th>Table 1: Site Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
</tr>
<tr>
<td><strong>Owner</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Legal</strong></td>
</tr>
<tr>
<td><strong>Size of Property</strong></td>
</tr>
<tr>
<td><strong>DP Areas</strong></td>
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<tr>
<td><strong>Zoning</strong></td>
</tr>
<tr>
<td><strong>OCP Designation</strong></td>
</tr>
</tbody>
</table>
SITE AND SURROUNDING AREA

The subject property is flat and occupied by a single-family dwelling unit and an accessory building. The site has a few large Douglas fir trees at the north end of the site which are proposed to be removed.

Directly north of the subject site is an existing duplex and the commercially zoned parking lot which serves 777 Goldstream Avenue (the site of the old Caprice Theater). To the south are single-family dwelling units. To the west is a five-storey mixed-use residential commercial building recently rezoned and currently being built by the applicant. To the east is a single-family residential dwelling unit.

Table 2: Surrounding Land Uses

<table>
<thead>
<tr>
<th>Location</th>
<th>Zoning</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>R1 (One-Family Residential) and C3 (District Commercial)</td>
<td>Residential (Duplex) &amp; Commercial</td>
</tr>
<tr>
<td>East</td>
<td>R1 (One-Family Residential)</td>
<td>Residential (Single-family dwelling unit)</td>
</tr>
<tr>
<td>South</td>
<td>R1 (One-Family Residential)</td>
<td>Residential (Single-family dwelling unit)</td>
</tr>
<tr>
<td>West</td>
<td>C8A (Community Town Centre Pedestrian A)</td>
<td>Mixed-Use Residential Commercial</td>
</tr>
</tbody>
</table>

Figure 1. Subject Property
COUNCIL POLICY
The Official Community Plan (OCP) Bylaw No. 1200 designates the subject property as City Centre, as defined by the following text:

- A major regional growth centre that support a wide range of high density housing, including affordable and rental housing;
- A major employment area for institutional, office, commercial and light industrial;
- Major civic uses and public buildings are key landmarks;
- A major place of community gathering and celebration;
- A wide range of public squares, parks and open spaces are integrated throughout;
- The City's major entertainment and/or cultural precinct;
- Inter-city and/or inter-regional transit hub connects residents.

Figure 2. Concept for the City Centre

Policy 5.1.3 Relate all neighbourhood development and infill to the nearest centre through direct and/or improved connections, scale and character.

Policy 5.4.1 Encourage street-orientation of buildings along all roads and corridors where topographical conditions allow.

Policy 5.5.2 Ensure residential densities and the location of dense development increases viability and frequency of transit service.

COMPLIANCE WITH THE OFFICIAL COMMUNITY PLAN
The proposal is consistent with the OCP's "City Centre" designation as it fits in with the growth management and land use strategy in an existing developed area. This designation supports a mix of residential and commercial uses, including medium density housing.

DEVELOPMENT PERMIT AREAS
The subject property is designated within both the Downtown Pedestrian Commercial and Multi-Family Development Permit Areas, and therefore subject to a form and character development permit. The subject property is not designated an environmentally sensitive or hazardous development permit area.
COMMENTS

DEVELOPMENT PROPOSAL

The applicant wishes to rezone the subject property to C9 (Community Town Centre Pedestrian 9) to allow for the construction of a six (6) storey mixed-use building with approximately 30 residential dwelling units and 140m² (1,500ft²) of commercial gross floor area on the ground floor. While the C9 zone has not yet been adopted, Council gave three readings to this bylaw for a development proposed at 899 Goldstream Ave in Jan 17th, 2011. Table 3 provides a summary of the project proposal.

Table 3: Proposal Data

<table>
<thead>
<tr>
<th></th>
<th>Permitted/Required by C9 Zone</th>
<th>Proposed by Rezoning Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Density (max floor space ratio)</strong></td>
<td>4.0</td>
<td>3.4</td>
</tr>
<tr>
<td><strong>Height</strong></td>
<td>10 storeys</td>
<td>6 storey</td>
</tr>
<tr>
<td><strong>Lot Coverage</strong></td>
<td>90% or up to 100% if a rooftop patio is provided</td>
<td>89%</td>
</tr>
<tr>
<td><strong>Front Yard Setback</strong></td>
<td>1.2 m (4ft)</td>
<td>0 m* – 3.6m (see comments below)</td>
</tr>
<tr>
<td><strong>Interior Side Yard Setback</strong></td>
<td>0 m (0ft) when in the City Centre OCP Designation</td>
<td>1.5m – 2.4m (depending on the location)</td>
</tr>
<tr>
<td><strong>Exterior Side Yard Setback</strong></td>
<td>1.2 m (4 ft)</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Rear Yard Setback</strong></td>
<td>0 m (0ft) when in the City Centre OCP Designation</td>
<td>4.6 m (15 ft)</td>
</tr>
</tbody>
</table>

As 784 Hockley is proposed to be joined with 790 Hockley in a phased strata development, the parking calculations are based on the two buildings being considered as one strata development as they will be managed by one strata

Parking Requirement (as required by Part 4 of Zoning Bylaw 300)

- 30 dwellings at 784 Hockley
- 24 dwellings at 790 Hockley
- Visitor Parking for 54 units: 5 stalls
- 140m² Commercial at 784 Hockley
- 60m² Commercial: 1/35m² = 4 stalls, however the 5 visitor stalls may be shared with the commercial stalls the total number of additionally stalls would be 5 stalls

**Total Required: 60**

Parking Provided: 60

*Variance for setbacks required – Discussed on Page 6

• Variance for setbacks required – Discussed on Page 6
PHASED STRATA AND PARKING ARRANGEMENT

If Council chooses to support the application, the applicant intends to purchase the property from the owner and create a phased strata development with the adjacent building currently under construction at 790 Hockley Ave. For these reasons, the parking count and access are being considered as one building project.

As the applicant is proposing a 6 storey building on a relatively small lot (809m²) two levels of parking are required to meet the parking requirements: one underground level and one at ground level. The underground level is proposed to be accessed from a driveway ramp at the east side of the subject property. The second level of parking (at ground level) is proposed to be accessed from the driveway of the adjacent building at 790 Hockley Ave.

To ensure the parking access areas functions appropriately for both buildings, the applicant is creating a phased strata development with two strata lots and one common parking area for both buildings. This would then allow the applicant to proceed with his proposal but would also ensure that the proposed parking and access arrangement would be managed by the strata.

Council may wish to have the strata plan formally declared by way of a “Form P” document that is approved by the City’s Approving Officer prior to public hearing to ensure future owners are not unfairly encumbered by the proposal.

Council may wish to note that the applicant is not creating strata title to all the individual apartment units at this time as the buildings are intended to be rental apartments. The applicant is aware that if he (or a subsequent owner) wishes to strata title the two buildings into individual units in the future, the City’s Approving Officer can only permit this if the building substantially conforms to the building code of the day and after Council review of rental accommodation at the time of the request. As the Building Code evolves and changes over time, the applicant would be required to consider any changes to the Building Code and upgrade the building accordingly.

BUILDING AND SITE DESIGN

Mixed-use developments are subject to a form and character development permit in accordance with Langford’s Official Community Plan Bylaw No. 1200, prior to building permit. Building, site design, and landscaping for the development will be addressed through the development permit process after the rezoning process is complete.

While the typical design details can be addressed the Development Permit, the matter of the two driveway entrances for the phased development strata is relatively critical as this point in time as it may impact the applicant’s proposed density. The City’s design guidelines for Downtown Regarding access/circulation and parking encourage the following: (Section 1.3 of Appendix J of Zoning Bylaw No. 300)

- To ensure an effective and efficient pedestrian and vehicular circulation system, including bicycles, which enhances the image of Langford and which reduces conflicts between the pedestrian/vehicle realm.
To promote a pedestrian environment and pedestrian-scale development in Downtown Langford

While open to a degree of interpretation, these guidelines are intended to minimize pedestrian/vehicle conflicts and maximize the pedestrian experience. Council may find it appropriate to ensure the pedestrian experience prevails by restricting the driveway entrance on the subject property and requiring the applicant to redesign to achieve all required parking through the entranceway at 790 Hockley (even if it equates to fewer residential units). Conversely, if Council finds the proposal is appropriate, they may wish to accept the two driveway entrances. As Hockley Avenue is a low volume roadway, there are no Engineering obstacles to either choice, so the decision would be based on Design Guidelines and Council's consideration.

If this project was not a phased strata, the City would have to provide each lot with a separate driveway, but given the project will be a phased strata, Council may choose to uphold the Design Guidelines for Downtown Langford.

PROPOSED CHANGE TO THE C9 ZONE (COMMUNITY TOWN CENTRE PEDESTRIAN 9)
The C9 zone states that: Other than access to a parking structure, parking is prohibited on the ground level and any building. The intent of this section of the bylaw is to ensure that parking areas are concealed as they are often the least attractive elements of a development. Council may wish to reconsider this section of the bylaw as the matter of concealment can be achieved in a more practical and cost efficient manner.

For example, the bylaw could be reworded as follows: Other than access to a parking structure, parking is only permitted on the ground level of any building provided that building area extends along the length of the front and exterior side yard setbacks and the parking is set behind these portions of the building. By requiring the building to conceal the parking area, the objectives of concealing parking can be achieved. If Council is supportive of this idea, Council may wish to direct staff to amend this section of the C9 zone.

Council may also wish to direct staff to correct inconsistent sections within the C9 zone. Specifically, Section 6.53.09 1. a) states that 75% of the required parking shall be provided as underground parking or enclosed within the building envelope, however, Section 6.53.09 1. c) states that All parking and loading facilities shall be located...underground or completely enclosed with the building envelope. Given the parking would be concealed from the street view (as discussed above), Council may find the 75% threshold appropriate and direct staff to remove Section 6.53.09 1. c) as it would become unnecessary.

VARIANCES—SETBACKS
Council has delegated to the Director of Planning the authority to approve variances for reductions to front, side, and rear lot lines as part of a Development Permit where such variances are an improvement to the relationship and orientation between a building and an access route or public road, reducing any impact of development on surrounding lands, and where a reduction in a setback does not have significant impacts on adjacent properties. Unless the proposed variances are inappropriate, Council may wish to defer the matter to the Director of Planning at the time of Development Permit if Council proceeds with this rezoning application.
CONSTRUCTION EASEMENT
To facilitate the required underground parking, the foundation of the building extends to the adjacent property lines in a north, east and western direction which means the footings may encroach into neighbouring properties. If trespassing occurs then the applicant would have to request a construction easement over the adjacent properties (except for 790 Hockley as it will be a part of the strata development). Council may wish to secure in a S.219 Covenant that the owner obtains a construction easement prior to excavation to the satisfaction of the Director of Engineering. It should be noted that both the underground parking design and building above ground level are setback far enough that encroachment into the City Boulevard is not expected, nor is it permitted.

TREE PRESERVATION
Located in the road Right-of-Way is a healthy Garry Oak tree. The applicant is willing to carry out measures to protect this Garry Oak tree during the construction phase. Council may wish to request that the applicant provide a tree preservation plan prepared by a certified arborist to the satisfaction of the Manager of Parks prior to public hearing. Council may wish to note that this is what was attempted on the adjacent lot, however, it was later realized that the tree had to be removed. Council permitted this at 790 Hockley if the applicant pay to the City $10,000, cover the cost of removing the Garry Oak tree, and plant a minimum of two (2) boulevard trees with a minimum caliper size of 8cm (DBH) to the satisfaction of the Manager of Parks should the applicant construct a building or structure within 6m (20ft) of the front property line and damage the Garry Oak tree.

Similarly, Council may wish to require that similar terms apply should the Garry Oak tree be impacted and requires removal (if deemed by the Parks Manager) through construction of the foundation. This should be determined prior to issuance of a building permit above foundation.

TRAFFIC AND PUBLIC SAFETY
Council may wish to have the applicant provide a construction management parking plan, prior to any onsite works and/or clearing, to the satisfaction of the Director of Engineering, and have this condition secured in a Section 219 Covenant registered on title prior to bylaw adoption. This should address any concerns around employee parking during construction.

FRONTAGE IMPROVEMENTS
Council may wish to require as a condition of rezoning that full frontage improvements to the standards of Bylaw No. 1000 be provided and that this be secured in a S.219 Covenant to be provided at the time of Building Permit.

ROAD DEDICATION
The applicant will be required to dedicate 33m\(^2\) (355ft\(^2\)) of land for road dedication. Council may wish to require that the road dedication be provided to the City, secured in a Section 219 Covenant as a condition of rezoning and that it be dedicated to the City prior to issuance of a building permit.

SEWERS
The City's Sewer system has been installed along Hockley Ave. The applicant will be required to connect all units to the municipal sewer system and the applicant will be responsible for the costs of installing the sewers.
DRAINAGE AND STORMWATER MANAGEMENT
Prior to issuance of a building permit, the applicant must demonstrate that storm water can be managed on-site. To ensure future owners are apprised of the maintenance obligations, Council may wish to require a Section 219 Covenant be registered on title prior to the request for Occupancy Permit as a condition of rezoning.

NEIGHBOURHOOD CONSULTATION
The developer will be commencing door-to-door canvassing to apprise and consult the neighbours in the immediate vicinity regarding the development proposal. The Planning Department has not yet received any feedback directly from the neighbours.

FINANCIAL CONTRIBUTIONS

FINANCIAL IMPLICATIONS
Rezoning the property to permit a multi-family residential development will contribute more to municipal revenue than by redeveloping it under its present zoning. Considering that the applicant will be required to provide full frontage improvements the proposal should not represent an increased cost burden to the City. A summary of the amenity contributions as per Council’s Amenity Contribution, Parks and Amenity Contribution Policy and Development Cost Charges for this development are as follows:

Table 4 - Amenity Contributions per Council Policy

<table>
<thead>
<tr>
<th>Amenity Item</th>
<th>Per unit contribution (30 units)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Amenity Reserve Fund</td>
<td>$1,525 per unit</td>
<td>$45,750</td>
</tr>
<tr>
<td>Affordable Housing Reserve Fund</td>
<td>$610 per unit</td>
<td>$18,300</td>
</tr>
<tr>
<td>Commercial in Pedestrian Downtown</td>
<td>$10.75 per m2 (139.35 m2 )</td>
<td>$1,498</td>
</tr>
<tr>
<td>TOTAL POLICY CONTRIBUTIONS</td>
<td>$2,135 per unit</td>
<td>$65,548</td>
</tr>
</tbody>
</table>
Table 5 - Development Cost Charges

<table>
<thead>
<tr>
<th>Development Cost Charge</th>
<th>Per residential unit</th>
<th>Commercial Area (139.35m²)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td>$3,917</td>
<td>$47.39/m²</td>
<td>$124,113.80</td>
</tr>
<tr>
<td>Storm Drainage</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Improvement</td>
<td>$1,890</td>
<td></td>
<td>$56,700</td>
</tr>
<tr>
<td>Park Acquisition</td>
<td>$1,100</td>
<td></td>
<td>$33,000</td>
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<tr>
<td>Subtotal (DCCs paid to City of Langford)</td>
<td></td>
<td></td>
<td>$213,813.80</td>
</tr>
<tr>
<td>CRD Water</td>
<td>$1,493.63</td>
<td>$9.76/m²</td>
<td>$46,168.95</td>
</tr>
<tr>
<td>School Site Acquisition</td>
<td>$419</td>
<td></td>
<td>$12,570</td>
</tr>
<tr>
<td>TOTAL (estimate) DCCs</td>
<td></td>
<td></td>
<td>$272,552.75</td>
</tr>
</tbody>
</table>

OPTIONS

Option 1

That the Planning, Zoning and Affordable Housing Committee recommend that Council:

1. Direct staff to prepare a bylaw to amend the zoning designation of the property located at 784 Hockley Avenue from R1 (One-Family Residential) to C9 (Community Town Centre Pedestrian 9) subject to the following terms and conditions:

   a. That the following contributions are included in the bylaw as an amenity for increased density, to be payable at the time of building permit:
      i. $1,525 per unit towards the General Amenity Reserve Fund;
      ii. $610 per unit towards the Affordable Housing Reserve Fund;
      iii. $10.75 per m² of commercial floor area; and
      iv. $10,000 and covering the cost of removing the Garry Oak tree, and plant a minimum of two (2) boulevard trees with a minimum caliper size of 8cm (DBH) to the satisfaction of the Parks Manager should the applicant damage the Garry Oak tree on City Boulevard, all of which shall be determined prior to issuance of a building permit above foundation.

   b. That the applicant provide the following items prior to public hearing:
      i. A tree preservation plan prepared by a certified arborist to the satisfaction of the Parks Manager to ensure that appropriate measures are in place to protect the Garry Oak tree in the road Right-of-Way;
      ii. A “Form P” document to the satisfaction of the City’s Approving Officer to ensure future owners are not unfairly encumbered by the access proposal.
      iii. Complete building elevation plans including materials and colour schedule.
c. That the applicant register a Section 219 covenant, prior to bylaw adoption, that includes the following:
   i. The owner will obtain a construction easement prior to excavation to the satisfaction of the Director of Engineering should the footings of the building encroach into neighbouring properties;
   ii. The owner will provide 33m² (355ft²) of land for road dedication to the City, to be secured in a Section 219 Covenant as a condition of rezoning and it shall be dedicated to the City prior to issuance of a building permit;
   iii. The owner provide a traffic and public safety plan and construction parking plan, prior to any onsite works and/or clearing, to the satisfaction of the Director of Engineering;
   iv. Frontage improvements, works and services shall be completed to the standards of Subdivision and Development Servicing Bylaw No. 1000; and
   v. The owner will register on title a Section 219 covenant for stormwater maintenance prior to the request for Occupancy Permit as a condition of rezoning.

2. Direct staff to amend Section 6.53.09 1. b) of the C9 zone to the following: Other than access to a parking structure, parking is only permitted on the ground level of any building provided that building area extends along the length of the front and exterior side yard setbacks and the parking is set behind these portions of the building.

3. Direct staff to remove Section 6.53.09 1. c) of the C9 zone which will result in 75% of the required parking being underground or enclosed with the building envelope.

4. To maximize the pedestrian experience, restrict the driveway entrance on the subject property and require the applicant to redesign to achieve all required parking through the entranceway at 790 Hockley.

OR Option 2

1. Section 1 - 3 above;

AND

a) Accept the proposed design which allows the driveway entrance on the subject property and parking through the entranceway at 790 Hockley.

OR Option 3

1. Take no action at this time.
Figure 1 - Parking Plan
Figure 2 — Site Plan
Figure 3 – Front (South) Building Elevation

Figure 4 – West Building Elevation
Figure 5 – North Building Elevation
Figure 6 - Side Profile Cross Section
Schedule A

Section 6.53 – Community Town Centre Pedestrian 9 (C9) Zone

The intent of this Zone is to provide for all types of retail and general business uses customarily associated with the central business districts of urban areas in a pedestrian-oriented environment. Residential uses are permitted in this Zone above the ground floor. Any property within an area designated City Centre in the Official Community Plan may be rezoned to C9.

6.53.01 Permitted Uses

(1) The following uses and no others are permitted in the Community Town Centre Pedestrian (C9) Zone:

(a) accessory buildings and uses;
(b) apartments;
(c) civic uses;
(d) community garden;
(e) film production studios;
(f) financial institutions, explicitly excluding drive-in and drive-thru financial institutions;
(g) food catering facilities;
(h) group day care in accordance with Section 3.26.02;
(i) health clubs;
(j) home occupation in accordance with Section 3.09;
(k) hotels;
(l) liquor store;
(m) live/work studio;
(n) offices;
(o) parks;
(p) personal service establishments;
(q) premises licensed pursuant to the Liquor Control and Licencing Act;
(r) preschool;
(s) private club and fraternal lodges;
(t) public assembly and entertainment uses;
(u) restaurants and cafes, explicitly excluding drive-in and drive-thru restaurants;
(v) retail stores;
(w) schools, and not in conjunction with any other residential use;
(x) shopping centres;
(y) temporary construction and real estate marketing offices;
(z) theatres, excluding drive-ins;
(aa) universities;
(bb) veterinary practices; and
(cc) uses permitted by section 3.01 of this Bylaw.

6.53.02 Subdivision Lot Requirements

(1) No lot having an area less than 695 m\(^2\) (7 480 ft\(^2\)) may be created by subdivision in the Community Town Centre Pedestrian 9 (C9) Zone, except that lots abutting Goldstream Avenue, between Jacklin and Millstream Streets, must be no less than 4 000 m\(^2\) (1 acre) in area.

(2) No lot may be created having a lot width less than 15.2 m (50 ft).

(3) No lot may be created having a lot depth less than 34 m (112 ft).

6.53.03 Regulations for use

(1) All principal uses must be oriented to pedestrian needs and be located and designed as to avoid vehicular interference with pedestrian movement.

(2) The storage and display of all goods and products must be completely enclosed within a building, except for outside seating and the display of goods for sale at retail.

(3) Residential dwelling units are prohibited on the ground level of a building. No floor may contain a mix of residential and non-residential uses.

(4) All above-ground level dwelling units must be provided with a separate entrance at ground level.

(5) All accessory uses must be located to the rear of the building accommodating the principal use. In no case may they exceed a height of 4 m (13 ft) or cover a total of more than 10% of the lot area.
6.53.04 Density of Development

(1) Except as provided in subsections (2) and (3) below, the floor area ratio may not exceed 0.3, and in no case may it exceed 4.0.

(2) The floor area ratio may be increased to 1.0 if the owner provides 75% of the parking spaces required by this Bylaw in an underground or completely enclosed parking structure, and by an additional 0.5 to a maximum of 4.0 for every additional 5% of the parking spaces provided, in addition to meeting the requirements in subsection (3) below.

(3) On land whose legal description is set out in column 1 of Table 1 below, the density of development may exceed a floor space ratio of 0.3 if the owner of the land has made contributions to the City of Langford as set out in column 2 of Table 1 below:

(a) pays to the City the amount specified in column 2 of Table 1 below at time of building permit, to be deposited in the General Amenity Reserve Fund;

Table 1

<table>
<thead>
<tr>
<th>1. Legal description</th>
<th>2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 2, Section 5, Esquimalt District, Plan 12694</td>
<td>$4,400 per dwelling unit</td>
</tr>
</tbody>
</table>

6.53.05 Lot Coverage

(1) Lot coverage of all buildings and structures may not exceed 90%.

(2) Where a rooftop garden or terrace is provided, the lot coverage of all buildings and structures may be increased to 100%.

6.53.06 Height and Size of Principal Use Buildings

(1) No building or structure may have a height less than two storeys or exceed a height of ten storeys.

(2) No buildings or structures within 30 m (98 ft) of Goldstream Avenue may exceed a height of six storeys.

6.53.07 Setbacks

(1) No building or structure may be located:

   (i) Within 1.2 m (4 ft) of any front lot line;

   (ii) Within 6 m (20 ft) of any interior side lot line where the interior side lot line adjoins an area designated Neighbourhood in the Official Community Plan;

   (iii) Within 1.2 m (4 ft) of an exterior side lot line; or
(iv) Within 7.5 m (25 ft) of any rear lot line where the interior side lot line adjoins an area designated Neighbourhood in the Official Community Plan;

6.53.08 Landscape Screening

(1) In addition to the regulations contained in Section 3.21 of this Bylaw, the following regulations shall apply to landscape screening in the Community Town Centre Pedestrian Zone:

(a) A landscape and screening area not less than 1 m (3 ft) in width containing a decorative fence together with decorative planting of not less than 1.8 m (6 ft) in height will be provided along all lot lines separating the lot from any Residential or Multiple Residential Zone; and

(b) Notwithstanding Article (1)(a) above, the landscaping and screening area may be reduced to zero along interior side lot lines, where the interior side lot line adjoins a lot from any Community Town Centre Pedestrian Zone.

6.53.09 Parking

(1) In addition to and despite the regulations contained in Part 4 of this Bylaw, the following regulations apply to parking and loading in the Community Town Centre Pedestrian Zone:

(a) Seventy-five percent (75%) of all required residential parking spaces shall be provided as underground parking or enclosed within the building envelope;

(b) Other than access to a parking structure, parking is prohibited on the ground level of any building; and

(c) All parking and loading facilities must be located to the rear of the building accommodating the principal use, underground or completely enclosed within the building envelope.

6.53.10 General

The relevant regulations of Part 3 of this Bylaw shall apply.
Staff Report
to
Planning, Zoning and Affordable Housing Committee

Date: January 27, 2014
Department: Planning
Subject: Draft Five Year Financial Plan for 2014/2018

PURPOSE

The purpose of this report is to present to the Planning and Zoning Committee, for their consideration and approval in principle, the Five Year Financial Plan for 2014 through 2018.

This report begins with a summary of department accomplishments from 2003 through 2013 and highlights the major accomplishments of this past year. The report then provides a summary of the financial targets for the next five years and an overview of Langford's Planning Services and then summarizes key initiatives for 2014 and beyond.

The Community Charter requires all municipalities in British Columbia to adopt, by bylaw, a five-year financial plan that includes all operating and capital expenditures in the municipality. Staff has prepared the attached budget for this five-year period.

DEPARTMENTAL RESULTS AND ACCOMPLISHMENTS 2003-2013

The number of applications received by Langford in 2013 decreased slightly from 198 to 189. The table below gives a breakdown of application by type, and compares 2013 to previous years. Each category of development application was lower in 2013 than in 2012.

Revenues from application fees were budgeted to be $407,000 in 2013. Actual revenues are expected to be approximately $264,000, or 65% of that number. This is almost exactly half the actual revenues from 2012.
Development Permits for the following new commercial floorspace were issued in 2013:

- 2778 Peatt Road (formerly the Waterwheel Pub) \(288 \text{ m}^2 (3107 \text{ ft}^2)\);
- 790 Hockley Avenue (mixed commercial/residential) \(48 \text{ m}^2 (526 \text{ ft}^2)\);
- 2835 Peatt Road (mixed commercial/residential) \(40 \text{ m}^2 (431 \text{ ft}^2)\);
- 731 Goldstream (KFC Restaurants Ltd.) \(84 \text{ m}^2 (900 \text{ ft}^2)\);
- 554 Goldstream Avenue (M'Akola Housing) \(581.5 \text{ m}^2 (6259.4 \text{ ft}^2)\);

Collectively, these Development Permits represent approximately 11,000 ft2 of potential new commercial/business park/industrial development in 2013, which represents a bit more than 10% of what was approved by Development Permit in 2012. While this number is considerably less than what Langford is used to seeing, there good reason to believe that these numbers will rebound in 2014 and 2015 with projects such as the YMCA at Westhills and the redevelopment of the Belmont Secondary School site on Jacklin Road looming on the horizon.
As a mild antidote to the severe decline in new commercial/business park/industrial Development Permits in 2013, the City saw a number of "facelifts" provided to existing commercial buildings in the downtown core. These include: 2800/2806 Jacklin Road (a small commercial building on Jacklin Road, south of Goldstream Avenue); 701-717 Goldstream Avenue (May Gold Restaurant et. al); 2780 Veterans Memorial Parkway (a two storey commercial building north of the intersection of VMP and Goldstream Avenue); 783 Goldstream Avenue (formerly General Paint and soon to be Brown's Social House). The City also expects to see a façade renovation and expansion of the KFC restaurant at 731 Goldstream Avenue (as noted above) as well as the completion of the façade renovations and repurposing of the Caprice Theatre space at 777 Goldstream Avenue. All of this redevelopment represents a re-investment in commercial capital within Langford, which should in turn continue to support wider economic development initiatives within the City.

While the market for new strata-titled (condo) multi-family residential development seems to be at a near standstill, Langford did see three significant rental multi-family residential developments (790 Hockley, 2785/2789 Grainger and 2885 Jacklin Road) begin construction this year, and a fourth project, M'akola Housing's project at 554 Goldstream rezoned for development. This is notable as there has not been strength in the rental housing market for decades. The fact that these projects are proceeding suggests that the market is responding favorably to the City's tax incentives for this form of housing.

**Major Accomplishments of 2013**

a) **Community Energy and Emissions Reduction Strategy:** By signing BC's Climate Action Charter, Langford has committed to become carbon neutral in its corporate operations by 2012, which involves measuring and reporting on the City's greenhouse gas (GHG) emissions profile. In taking action to fulfill this requirement, Langford has signed onto the Province of British Columbia's SmartTool, a web based carbon reporting tool which provides a standardized approach to calculating and reporting the City's GHG emissions. In 2013, staff have been working with the Carbon Measurement and Reporting team at Shared Services BC to establish a corporate GHG emissions inventory. This inventory documents fuel types (electricity, natural gas, propane, etc.) and measures GHG emissions produced by buildings, vehicle fleets, and the City's contracted services to operate vehicles, equipment and machinery for roads and traffic operations and maintenance, and water maintenance. The inventory is still being developed, however this tool will allow Langford to measure corporate GHG emissions in an efficient, cost effective and consistent manner. In addition, it will provide staff and Council with the information and data it needs to make fiscally responsible decisions with respect to reducing GHG emissions at the corporate level while benefiting the community at large.

b) **Zoning Bylaw Revision:** The Planning Department continues to make changes to Zoning Bylaw No. 300. These changes have been presented in manageable, "bite-sized" pieces, which when complete will represent a comprehensive revision of this central land use regulation. Notable changes in 2013 include:

- New, comprehensive, off-street parking regulations;
- Reorganization of Agricultural, Greenbelt and Rural Residential zones into a more simple and easy-to-read form wherein ALR lands are zoned Agricultural, and all other rural lands are zoned Rural Residential, by eliminating the word “Greenbelt” from the zoning lexicon;
- Amendments to the AG1 (Agriculture 1) Zone to bring the zoning regulations in line with Agricultural Land Commission regulations;
- Reorganization and update of the Environmental Protection and Hazardous Area Development Permit Guidelines;
- Elimination of “Live/Work Studio” as a specific use;
- Amendments to the Amenity Contribution summary table (Schedule AD), which deleted amenity contributions for completed projects, and inserted an option for projects that are required to provide one or more houses to the Affordable Housing Program per the previous Amenity Contribution Policy to either construct the home(s) or provide a $50,000 contribution to the Affordable Housing Reserve Fund (per house required).
- Addition of new regulations regarding the keeping of animals for domestic purposes, which allow the keeping of poultry and bees on lots smaller than 4000 m2 but not less than 550 m2 subject to compliance with certain regulations; (this one was started in 2012 but adopted in 2013);
- Revisions to the use and density requirements of the C3 (District Commercial) Zone;

**c) Floodplain Mapping and Development Permit Area Regulations:** the City has updated the designated 200-year floodplain development permit area and reorganized other development permit area regulations in the Official Community Plan.

**d) Affordable Housing:** To date, forty (41) single-family affordable housing units and eight (8) affordable apartment units have been built and sold within Langford’s Affordable Housing Program. One single-family dwelling unit was added to the program in 2013. The Affordable Housing Program saw three (3) re-sales (two (2) single-family homes, and one (1) apartment unit) in 2013.

**e) 2014 Age-friendly Community Planning & Project Grant:** The city received an $18,000.00 grant from the Union of British Columbia Municipalities to develop an Age-friendly Action Plan. This will be one of the major projects to be completed by the Planning Department in 2014 (see 2014 Key Initiatives below).

### 2014–2018 Financial Targets

The proposed Five-Year Financial Plan for the Planning Services portion of the budget for 2014 has been set at $716,500. This represents a 0.5% increase from the $712,600 that was budgeted in 2013.

Council may wish to note that Planning Services for 2013 were delivered under budget by approximately 2.6%, or $18,342. The overall Planning Department budget (the cost of Planning Services, Boards and Commissions, Economic Development, Community Development and Capital) is expected to be approximately $112,087 or 13.3% below budget, due in large part to savings in the cost of bringing forward changes to the zoning bylaw by undertaking the work in-house, rather than by contracting a consultant to prepare a wholesale change of the land use regulation.
Notwithstanding the fact that Planning Services were delivered under budget this year, the net cost of the planning function (the total cost of the planning function less costs recovered from application fees, grants and reserves) increased by $43,253 (11% higher than expected) in 2013. For 2013, the net cost of the planning function is expected to be 60% of the Planning Services budget as a whole. This is considerably higher than in previous years, and is explained by both a reduction in the number of planning applications as well as changes in the planning application fee structure which streamlined the fee structure and reduced the upper limit for zoning and development permit applications. It is anticipated that the number of planning applications (rezoning, development permits and development variance permits in particular) will increase as general economic conditions improve.

If Council wishes to decrease the percentage share of Planning Services that are paid for out of general revenue (as opposed to recovered from fees) they may wish to direct staff to revisit the fee schedule portion of the City’s Development Procedures Bylaw. However, as the City’s fee schedule was last revised in May of 2012, and application fees were, at that time, generally lowered with the resulting consequence that the City received fewer planning applications, it is reasonable to assume that general economic conditions exert more influence on this matter than the actual cost of application fees. Increasing fees now may further exacerbate the low application numbers.

PLANNING SERVICES

2013 was a year of relative stability in the Planning Department. In September, Leanne Taylor (Senior Planner – Long Range Planning) returned from a 1-year maternity leave. In July, Ivo van der Kamp (Planner) accepted a job with the City of Colwood. Kyle McStravick, hired as a backfill position for Leanne’s maternity leave, was hired as permanent, full-time Planner I to replace Ivo.

The Planning Department now consists of administrative support (1), two Planners, two Senior Planners and the Director of Planning.

2014 KEY INITIATIVES

COMMUNITY DEVELOPMENT PROJECTS:

Community Development projects have been staged to spread the cost impact over a multi-year time frame.

1. Official Community Plan Review: June 2013 marked the 5th Anniversary of the adoption of Langford’s current Official Community Plan. Although there is no requirement in the Local Government Act for municipalities to undertake a periodic review of their OCP (it is a common misconception that OCPs must be reviewed every five years) it is still good practice to periodically review and refine (if necessary) this key document. This work can be completed as a departmental project, or with funds allocated for consulting, and therefore does not need to be separated out as its own budget item and Council may wish to direct staff to complete this work in 2014.

2. Zoning Bylaw No. 300 Update: Council budgeted funds in 2011, 2012 and 2013 to complete a comprehensive re-write of Zoning Bylaw No. 300. This key bylaw of the municipality was last
revised in 1998 (adopted in February 1999) and is due for a comprehensive re-write. Staff feels that this can be accomplished in-house and without need of an external consultant to prepare this bylaw. Staff therefore included $15,000 in 2012 and $30,000 in the 2013 budget to complete this work. It is anticipated that the majority of these funds will go towards public open houses/meetings and legal review. Staff will continue to bring forward revisions to the Zoning Bylaw, in sections, as individual omnibus bylaws, once proposed changes are reviewed internally and externally.

3. Community Energy and Emissions Reduction: Although Langford’s OCP embraces sustainable community development, Langford will likely have to continue to update policies and regulations to remain current with changing Provincial legislation in the realm of climate change, energy conservation and the reduction of greenhouse gas emissions. Council has budgeted $20,000 in each of the past two years to fund research, projects and policy updates relating to climate change, reducing carbon and greenhouse gas emissions, environmental protection, and reducing Langford’s environmental footprint. In 2013, only $458 was actually spent. Council may wish to consider continuing to budget for CEERS, however reducing the amount to $15,000 in each of the next five years.

4. Green Transportation Planning: The Planning Department has gathered and collated a wide variety of information pertaining to active, green or alternate transportation options in Langford since 2008, such as Langford’s Bicycle Plan. In the last 5 years, the city has been actively planning and building bicycle lanes and pedestrian infrastructure to meet the cycling needs of the community. Direction on bicycle planning and bike ways design is currently provided in five (5) different planning and engineering documents: the Langford Bicycle Plan, the Official Community Plan, the Bicycle Network Plan, the Cycling Brochure and Bylaw 1000 Subdivision and Servicing Bylaw. The bicycle plan is the most outdated as it has not been updated to reflect other changes made to bylaws and policies listed above. Council may wish to note that the bicycle plan is the predominant policies document those funding providers offering cycling grants generally like to see. The Planning Department sees value in updating the bicycle plan with the support of the Engineering and Parks Department.

In 2013, the City of Langford budgeted $4000 towards Green Transportation Planning, even though it was removed from the list of specific community development initiatives under the Planning Department budget. -- Council’s resolution Dec 16th

5. Age-friendly Langford Action Plan: The city received an $18,000.00 grant from the Union of British Columbia Municipalities to develop an Age-friendly Action Plan. The goal of the project is to provide strategic direction on how to meet the needs of the aging population in Langford. The intent of this plan is to serve as a policy framework to guide current and future age-friendly planning in Langford with input from Langford residents. The specific deliverable will be an Age-friendly Langford Action Plan with short-term and long-term goals, policies, actions and targets. Once the city has developed an age-friendly action plan there is an opportunity to apply for Age-friendly British Columbia Community Recognition, which grants a recognition award, promotion on SeniorsBC website and newsletters, additional recognition at the national and international level, and recognition reward for a legacy project or celebration. Council may wish to consider
allocating $10,000 as a contingency to finalize the plan. The cost to implement the plan may be brought forward in the 2015 budget as part of capital Engineering and/or Parks budgets.

Other Key Initiatives

1. Affordable Housing: Continue to implement the Affordable Housing program and improve the policy where appropriate; develop criteria and process for Rental Subsidy Program; market and subsidized rental units in partnership with NGO’s, other levels of government, industry. As well as continue to explore opportunities to partner with developers wishing to create sustainable, affordable housing alternatives so that they may showcase new technologies and techniques that others might follow.

2. Downtown Beautification and Public Art: Staff will continue to look for opportunities to obtain contributions towards downtown beautification and public art.

KEY PROJECT RANKING

The Administration and Finance Committee has requested that each standing committee provide some guidance as to the priority it wishes to place on capital purchases, projects or new staffing requests. This is so that the Administration and Finance committee will be able to judge the relative priority of all projects when the overall budget is reviewed later in the spring. In this regard the following table has been produced.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
<th>Priority</th>
</tr>
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<tbody>
<tr>
<td>Age-friendly Langford Action Plan</td>
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</tr>
<tr>
<td>Community Energy and Emissions Reduction</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td>Zoning Bylaw Re-Write</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>Green Transportation Planning (Bicycle Plan)</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Film Commission Funding</td>
<td>$2,500(^1)</td>
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It would be appreciated if the Planning and Zoning Committee could confirm or change the suggested priority for each of the noted items and add any other items that it wishes to identify a priority for.

OPTIONS

Option 1

That the Planning and Zoning Committee recommend:

That Council:

1. Approve in principle the Planning and Development Services Five Year Financial Plan as presented with the following priorities on projects:

\(^1\) Represents no increase over the amount budgeted for this item in 2008
Subject: Draft Five Year Financial Plan for 2014/2018
Page 8 of 8

<table>
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<th>Item</th>
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Or

Option 2

2. Direct staff to prepare an alternate to the 2011-2016 financial plan for the Planning Department as presented;

Matthew Baldwin, MCIP, RPP  
Director of Planning

Mike Leskiw, MA  
Parks Manager

Bob Beckett  
Fire Chief

Michelle Mahovlich, P. Geo, P.Eng.  
Director of Engineering

Audrey Krydlywyj  
Deputy Director of Finance

Jim Bowden  
Administrator

mgsb
## City of Langford

### Five Year Financial Plan for: 2014-2018

#### Planning and Development Services Expenditures

<table>
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<tr>
<th>History</th>
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<th>2013</th>
<th>2013 Budget</th>
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## City of Langford

### Five Year Financial Plan for: 2014-2018

#### Planning and Development Services Expenditures

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<thead>
<tr>
<th>History</th>
<th>2010 Actual</th>
<th>2011 Actual</th>
<th>2012 Actual</th>
<th>2013 Actual</th>
<th>2013 Budget</th>
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<td>729,200</td>
<td>735,300</td>
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<td>767,100</td>
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</table>

#### Committees and Commissions:

| Committees and Commissions: | Planning and Zoning Committee | 500 | 500 | 550 | 550 | 550 |
| Inter-Municipal Disabilities Committee - Sundry | 800 | 500 | 500 | 550 | 550 | 550 |
| **Total Committees and Commissions:** | 1,300 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |

#### Economic Development:

| Economic Development: | Victoria Film Commission | 2,000 | 2,600 | 2,500 | 2,500 | 2,500 |
| West Shore Chamber of Commerce | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| **Total Economic Development:** | 27,000 | 27,500 | 28,000 | 28,500 | 29,000 | 29,500 |
# City of Langford

## Five Year Financial Plan for: 2014-2018

### Planning and Development Services Expenditures

<table>
<thead>
<tr>
<th>Community Development:</th>
<th>2010 Actual</th>
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**Capital:**

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Page 3 of 3