



## **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

---

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

File 0550-06

September 18, 2013

### **N O T I C E**

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON  
MONDAY, SEPTEMBER 23, 2013 AT 7:00 PM, IN THE  
COUNCIL CHAMBERS, ESQUIMALT MUNICIPAL HALL,  
1229 ESQUIMALT ROAD.**

**ANJA NURVO  
CORPORATE OFFICER**



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### **A G E N D A** **REGULAR MEETING OF COUNCIL**

Monday, September 23, 2013

7:00 p.m.

Esquimalt Council Chambers

---

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- |  |            |
|--|------------|
| (1) Minutes of the Regular Meeting of Council, August 26, 2013   | Pg. 1 – 6  |
| (2) Minutes of the Special Meeting of Council, September 9, 2013 | Pg. 7 – 11 |

5. **PRESENTATION**

- |  |        |
|--|--------|
| (1) Brian Chelin, Michael Dillistone, Paul Merrick and Don Luxton, Lanyard Group of Companies, English Inn Rezoning Proposal | Pg. 12 |
|--|--------|

6. **PUBLIC INPUT (On items listed on the Agenda)**

*Excluding items which are or have been the subject of a Public Hearing.*

7. **STAFF REPORTS**

***Finance***

- |   |             |
|---|-------------|
| (1) 2014 Permissive Tax Exemptions, Staff Report No. FIN-13-013 | Pg. 13 – 23 |
|---|-------------|

**RECOMMENDATION:**

That Council approve the 2014 Permissive Tax Exemptions set out in Staff Report No. FIN-13-013.

***Engineering and Public Works***

- |   |             |
|---|-------------|
| (2) Recommendation for the Award of Contract for Replacement of Public Works Heavy Equipment, Staff Report No. EPW-13-025 | Pg. 24 – 27 |
|---|-------------|

**RECOMMENDATION:**

That the Township enters into a contractual agreement with Nanaimo Mack – Bid 2 for the delivery of one new tandem gravel truck, belly plow and sander box for the cost of \$181,424.92 (inclusive of tax).

***Development Services***

- |   |             |
|---|-------------|
| (3) Development Variance Permit, 766 Hutchinson Place, [Lot 6, Section 10, Esquimalt District, Plan 15257], Staff Report No. DEV-13-035 | Pg. 28 – 47 |
|---|-------------|

**RECOMMENDATION:**

That Council resolves that Development Variance Permit No. DVP00012 authorizing construction as shown on the plans, prepared by Pacific Coast Design Build, stamped "Received July 26, 2013", and



sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped “Received July 27, 2013”, and including the following relaxation to Zoning Bylaw, 1992, No. 2050 **be approved, and staff be directed to issue the permit and register the notice on the title** of Lot 6, Section 10, Esquimalt District, Plan 15257 [766 Hutchinson Place].

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements – Principal Building – Rear Setback** - a 3.09 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 4.41 metres].

- (4) Heritage Designation, Official Community Plan Amendment and Rezoning Application, 429 Lampson Street – English Inn and Resort, [Lot B, Section 11, Esquimalt District, Plan VIP60066], Staff Report No. DEV-13-036

Pg. 48 – 215

**RECOMMENDATION:**

1. That Council resolves that Bylaw No. 2807, (Appendix “A”) which would designate the existing building known as the English Inn, at PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule ‘A’ of Bylaw No. 2807 and described in Schedule ‘B’ of Bylaw No. 2807 as a municipal heritage site be considered for **first and second reading**.
2. That Council authorizes the Corporate Officer to schedule a public hearing for Heritage Designation [429 Lampson Street] Bylaw, 2013, No. 2807 and to advertise for the same in the local newspaper.
3. That Council resolves that Official Community Plan Bylaw, 2006, No. 2646, Amendment Bylaw [No. 15], 2013, No. 2808, (Appendix “B”) which would amend Official Community Plan Bylaw, 2006, No. 2646 by adding Development Permit Area No. 7, - English Inn, and provides for changes in the land use designation of PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule ‘A’ of Bylaw No 2808, from Commercial – Mixed Use to English Inn Mixed Use be considered for **first and second reading**.
4. That Council authorizes the Corporate Officer to schedule a public hearing for Official Community Plan Amendment Bylaw No. 2808 and to advertise for the same in the local newspaper.
5. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 208, 2013, No. 2809 (Appendix “C”) which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule ‘A’ of Bylaw No 2809, from Tourist Commercial [C-5B] zone to Comprehensive Development District No. 84 [CD No. 84] zone be considered for **first and second reading**.

6. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw Amendment Bylaw No. 2809 and to advertise for the same in the local newspaper.
7. That prior to the adoption of Bylaws No. 2807, 2808 and No. 2809 the owner provide a letter to the Township of Esquimalt agreeing they have waived any entitlement to compensation for the heritage designation under s. 969 of the *Local Government Act*.
8. That prior to the adoption of Bylaw No. 2809, the owner construct the 12 parking stalls as shown on the Parking Plan prepared by McElhanney Consulting Services Ltd.
9. That prior to the adoption of Bylaw No. 2809, the owner enter into a Tree Protection Covenant with the Township of Esquimalt to:
  - Ensure the protection of the mature trees located on the site, recognized as significant by Dunster & Associates Environmental Consultants Ltd., and identified with numbered tags affixed to each tree on site and identified on the tree plan provided by Dunster & Associates Environmental Consultants Ltd.
10. That Council authorizes the Mayor and Corporate Officer to sign the aforementioned legal documents.

8. **BYLAW**

*For Adoption*

- (1) Streets and Traffic Regulation Bylaw, 2005, No. 2607, Amendment Bylaw [No. 8], 2013, No. 2811 Pg. 216

9. **MAYOR'S AND COUNCILLORS' REPORTS**

- (1) Report from the New Year's Levee Review Select Committee , Re: New Year's Levee Review Pg. 217 – 223

10. **REPORTS FROM COMMITTEES**

- (1) Draft minutes from the Advisory Design Review Committee meeting, May 8, 2013 Pg. 224 – 226
- (2) Draft minutes from the Advisory Design Review Committee meeting, June 12, 2013 Pg. 227 – 230
- (3) Draft minutes from the Advisory Planning Commission meeting, August 20, 2013 Pg. 231 – 236

11. **COMMUNICATIONS**

- (1) Letter from David Butler-Jones, MD, Chief Public Health Officer, Public Health Agency of Canada, dated August 2, 2013, Re: Letter of Congratulations for Age-Friendly British Columbia Recognition Award Pg. 237

- (2) Letter from Ronald Planden, Scouts Canada, dated September 4, 2013, Re: 2013 Apple Day Pg. 238
- (3) Letter from The Honourable Leona Aglukkaq, PC, MP, Minister of the Environment, dated September 6, 2013, Re: Capital Regional District's Process to Build and Operate a Wastewater Treatment Plant in Esquimalt Pg. 239 – 240
- (4) Letter from Dora Yurje, Youth Parliament of BC Alumni Society, dated September 7, 2013, Re: British Columbia Youth Parliament, 85<sup>th</sup> Parliament Pg. 241
- (5) Email from Ted Olynyk, BC Hydro, dated September 9, 2013, Re: Community Champions Program Pg. 242

**12. PUBLIC QUESTION AND COMMENT PERIOD**

*Excluding items which are or have been the subject of a Public Hearing.  
Limit of two minutes per speaker.*

**13. ADJOURNMENT**



# **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

## **MINUTES REGULAR MEETING OF MUNICIPAL COUNCIL MONDAY, AUGUST 26, 2013 7:00 P.M. COUNCIL CHAMBERS**

### **PRESENT:**

Mayor Barbara Desjardins  
Councillor Meagan Brame  
Councillor Lynda Hundleby  
Councillor Robert McKie  
Councillor Tim Morrison  
Councillor David Schinbein

### **REGRETS:**

Councillor Dave Hodgins

### **STAFF:**

Laurie Hurst, Chief Administrative Officer  
Ian Irvine, Director of Financial Services  
Anja Nurvo, Manager of Corporate Services  
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the meeting to order at 7:00 pm. Mayor Desjardins introduced the newest staff member, Gina Griffith, Human Resources Manager.

Mayor Desjardins advised that the liquor store on the corner of Admirals and Esquimalt Road was closing this week, after ninety years. Mayor Desjardins also advised that HMCS Algonquin had set sail and the Captain provided a letter thanking the Township for our presentation of a Centennial Book as a gift.

2. **LATE ITEMS**

The following was added as a late item:

- Relating to Agenda Item 10 Notice of Motion (1) E & N Rail Support – Councillor Brame – add draft letter of support to VIA Rail.

3. **APPROVAL OF THE AGENDA**

**MOTION:** Moved by Councillor Brame/Councillor Morrison:  
That the Agenda be approved as amended.

**CARRIED UNANIMOUSLY.**

4. **MINUTES**

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That the following minutes be adopted as circulated:

- (1) Special Meeting of Council, July 15, 2013
- (2) Regular Meeting of Council, July 15, 2013
- (3) Special Meeting of Council, August 19, 2013

**CARRIED UNANIMOUSLY.**

5. **PUBLIC INPUT**

*Muriel Dunn, resident*, expressed concern, with respect to the closing of the liquor store at the corner of Admirals and Esquimalt Road, and that the whole block (Admirals to Constance) has been given notice.

Mayor Desjardins advised that staff would check into this.

6. **STAFF REPORTS**

*Administration*

- (1) Bylaw Enforcement Policy Update, Staff Report No. ADM-13-032

The Manager of Corporate Services presented Staff Report No. ADM-13-032 and answered questions from Council.

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That Council:

1. Approves Council Policy No. ADMIN-68 Bylaw Enforcement Policy; and
2. Rescinds Council Policy No. ADMIN-23 Bylaw Enforcement – Receipt of Complaints.

**CARRIED UNANIMOUSLY.**

- (2) Animal Control Contract and Bylaw Update – Status, Staff Report No. ADM-13-034

The Manager of Corporate Services presented Staff Report No. ADM-13-034 and answered questions from Council.

**Council Comments:**

- Signage at “on leash” areas should be clearly visible, and should include the name/number of the applicable bylaw and fine;
- Pet owners need to be respectful of the community’s needs;
- Concern expressed about feral cats – staff advised that mostly “cats at large” complaints; contractor attempts to trap them and send them to the SPCA for adoption.

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That Council receive Staff Report No. ADM-13-034 for information.

**CARRIED UNANIMOUSLY.**

**MOTION:** Moved by Councillor Hundleby/Councillor Schinbein:  
That Staff Report No. ADM-13-034 be referred to the Parks and Recreation Advisory Committee for a discussion on improved signage and public awareness.

**CARRIED UNANIMOUSLY.**

- (3) Flag Policy, Staff Report No. ADM-13-035

**MOTION:** Moved by Councillor McKie/Councillor Schinbein:  
That Council approve Council Policy No. ADMIN-66 titled Flag Policy, as attached to Staff Report No. ADM-13-035.

**CARRIED UNANIMOUSLY.**

*Finance*

- (4) Use of Contingency Funds – Wastewater Treatment Facility Legal Costs, Staff Report No. FIN-13-008

The Director of Financial Services presented Staff Report No. FIN-13-008 and answered questions from Council.

**Council Comments:**

- Suggest that staff request the CRD to pay the Township’s legal fees regarding the Wastewater Treatment Plant.

**MOTION:** Moved by Councillor Schinbein/Councillor McKie:  
That Council approve the transfer of \$60,000 from the Township’s contingency account to fund all 2013 legal costs related to the Wastewater Treatment Facility.

**CARRIED UNANIMOUSLY.**

- (5) Local Grants – Permissive Tax Exemption Policy Options, Staff Report No. FIN-13-009

The Director of Financial Services presented Staff Report No. FIN-13-009 and answered questions from Council.

**Council Comments:**

- Concerned that prior notice be given to agencies, for 2014, who previously received both a local grant and a tax exemption;
- Member of Local Grants Committee noted that applicants know this policy change is coming, and they will not have set their programs for 2014 yet, and will be given a choice of a tax exemption or a local grant.

**MOTION:** Moved by Councillor Brame/Councillor Schinbein:

That Council approve Option 4 – Eliminate Local Grant eligibility to recipients of permissive tax exemptions of Staff Report No. FIN-13-009.

**CARRIED** (Councillor Hundleby opposed).

7.

**MAYOR'S AND COUNCILLORS' REPORTS**

- (1) Report from Mayor Barbara Desjardins, Re: Greater Victoria Harbour Authority

Mayor Desjardins reported on the summer meetings of the Greater Victoria Harbour Authority, noting that they would be coming to make a presentation to Council in the Fall.

Councillor Hundleby reported on her attendance at the August 15<sup>th</sup> Annual General meeting of the Greater Victoria Harbour Authority on behalf of the Township of Esquimalt.

8.

**REPORTS FROM COMMITTEES**

- (1) Adopted minutes from the Advisory Planning Commission meeting, June 18, 2013

The Council representatives on the Advisory Planning Commission expressed their support for the Commission's recommendation to Council regarding the CRD's Wastewater Treatment Plant at McLoughlin Point, pointing out that the Commission members asked some very relevant questions to the consultant. They requested that the Mayor write a letter of appreciation to Commission members commending them on the handling of the rezoning application.

- (2) Draft minutes from the Environmental Advisory Committee meeting, June 27, 2013
- (3) Draft minutes from the Special Arts, Culture and Special Events Advisory Committee meeting, July 12, 2013

No action taken on Items 8 (2) or (3).

- (4) Memorandum from the Heritage Advisory Committee, dated July 17, 2013, Re: Heritage Advisory Committee 2013 Work Plan Amendment

**MOTION:** Moved by Councillor Brame/Councillor Schinbein:  
That Council approve the amendment to the Heritage Advisory Committee 2013 Work Plan.

**CARRIED UNANIMOUSLY.**

9.

#### **COMMUNICATIONS**

- (1) Letter from Tom Creech, Canada Post, dated July 17, 2013, Re: Street Letter Box Changes in Esquimalt  
(2) Letter from Mayor Stewart Young, City of Langford, dated August 12, 2013, Re: Downloading of Infrastructure Costs from BC Hydro

No action taken on Items 9 (1) or (2).

- (3) Letter from Jim Kincaid, Interim CAO, District of Stewart, dated August 14, 2013, Re: Ambulance Services Resolution

A member of Council expressed concern for remote areas in Northern British Columbia and his support for the resolution regarding ambulance services.

Mayor Desjardins advised that the resolution will be considered at the upcoming Union of BC Municipalities Convention in September, with five Esquimalt Council members in attendance to offer their support for the resolution.

10.

#### **NOTICE OF MOTION**

- (1) E & N Rail Support – Councillor Brame

**MOTION:** Moved by Councillor Brame/Councillor McKie:

**WHEREAS** the Township of Esquimalt has supported the E & N Rail Project since 2006;

**WHEREAS** the E & N Rail would run through our community;

**WHEREAS** Esquimalt has one of the largest employers in the region;

**WHEREAS** Esquimalt and the Greater Victoria Region has a commuter traffic issue;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of Esquimalt send a letter of support for the E & N Rail Project on Vancouver Island to Via Rail to get the passenger service back on track.

**CARRIED UNANIMOUSLY.**

Mayor Desjardins advised that the letter of support would be sent tomorrow, August 27<sup>th</sup>, 2013 under her signature.



11. **PUBLIC QUESTION AND COMMENT PERIOD**

*Linda O'Keefe, resident,* suggested that the "leash-free" signage at Macaulay Point should be more visible to the public.

12. **MOTION TO GO *IN CAMERA***

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That Council convene *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

- Labour relations or other employee relations; and
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

in accordance with Section 90 (1) (c) and (k) of the *Community Charter*, and that the general public be excluded.

**CARRIED UNANIMOUSLY.**

13. **ADJOURNMENT**

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the Regular Meeting of Council be adjourned at 8:24 pm.

**CARRIED UNANIMOUSLY.**

\_\_\_\_\_  
MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS      DAY OF      , 2013

CERTIFIED CORRECT:

\_\_\_\_\_  
ANJA NURVO  
CORPORATE OFFICER



# **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**MINUTES  
SPECIAL MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, SEPTEMBER 9, 2013**

**5:45 P.M.  
COUNCIL CHAMBER, MUNICIPAL HALL**

**PRESENT:**

Mayor Barbara Desjardins  
Councillor Meagan Brame  
Councillor Dave Hodgins  
Councillor Lynda Hundleby  
Councillor Tim Morrison

**REGRETS:**

Councillor Robert McKie  
Councillor David Schinbein

**STAFF:**

Laurie Hurst, Chief Administrative Officer  
Jeff Miller, Director of Engineering & Public Works (7:00 pm)  
Anja Nurvo, Manager of Corporate Services  
Jon Woodland, IT Manager (7:00 pm)  
Louise Payne, Recording Secretary (7:00 pm)

**OTHER:**

Keith Lindner, Inspector, West Division (7:00 pm)

1. **CALL TO ORDER**

Mayor Desjardins called the Special Meeting of Council to order at 5:45 pm.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the Agenda be approved as circulated.

**CARRIED UNANIMOUSLY.**

4. **MOTION TO GO IN CAMERA**

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That Council convene *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public
- Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

in accordance with Section 90 (1) (a), (i), (k) and (l) of the *Community Charter*, and that the general public be excluded.

**CARRIED UNANIMOUSLY.**

5. **RECESS SPECIAL MEETING OF COUNCIL TO GO IN CAMERA**

The Special Meeting of Council recessed at 5:46 pm.

6. **RECONVENE SPECIAL MEETING OF COUNCIL**

The Special Meeting of Council reconvened at 7:00 pm with all members of Council present except Councillors McKie and Schinbein.

7. **PUBLIC INPUT**

*Terry Prentice, resident*, expressed his appreciation for Council's decision not to install speed humps in High Rock area but to reduce the speed limit to 30 km per hour. He also expressed concern with proposed changes to the Business Licence and Regulation Bylaw to

permit the Licence Officer to set terms and conditions for a Business Licence holder.

*Sandy Rozon, resident*, advised that she had been away through the summer and missed any meetings where the speed humps on Old Esquimalt Road may have been discussed. She stated that these speed humps are being ignored by motorists and that speeding was still a problem on Old Esquimalt Road.

Mayor Desjardins advised that staff would provide a response to Ms. Rozon on the matter of speed humps on Old Esquimalt Road.

*Derek Bussanich, resident*, expressed his appreciation to Council for their support in solving the traffic problems in the Rockheights area.

*Muriel Dunn, resident*, stated that the speed humps installed on Old Esquimalt Road are a waste of taxpayers' money, and suggested that Council lower the speed limit to 40 km per hour throughout the municipality.

**8.**

**STAFF REPORTS**

Councillor Brame declared a conflict of interest with the next Agenda item, as the owner/operator of a currently licenced business, and left the Council Chamber at 7:08 pm.

*Administration*

- (1) Business Licence and Regulation Bylaw Update, Staff Report No. ADM-13-038

The Manager of Corporate Services presented Staff Report No. ADM-13-038 and answered questions from Council.

**Council Comments:**

- "Drug Paraphernalia" – Section 24 – need definition to exclude pharmacy supplies (i.e. needles or syringes);
- Appreciate "Rationale for Selected Options" on page 4 of the Agenda package – information is important for the public consultation process;
- Concern with proposed fee increases for some types of businesses - may give message that Esquimalt is more expensive to do business;
- Regarding Section 26 – Home Occupations – consider allowing home-based businesses in secondary suites if tenant has signed permission of the property owner;
- As part of the public process, include a web survey.

**MOTION:** Moved by Councillor Morrison/Councillor Hundleby:

That Council gives First Reading to the Business Licence and Regulation Bylaw, 2013, No. 2810, as attached to Staff Report No. ADM-13-038, and directs staff to proceed with a public process to obtain comments from the Chamber of Commerce and any persons who consider they are affected by the bylaw, including posting a Notice

and the draft Bylaw on the Township's website, and to prepare a report to Council summarizing comments received.

**CARRIED UNANIMOUSLY.**

Councillor Brame re-joined the meeting at 7:24 pm.

*Finance*

(2) Permissive Tax Exemptions Policy, Staff Report No. FIN-13-010

**MOTION:** Moved by Councillor Brame/Councillor Morrison:

That Council approve the amended Permissive Tax Exemption Policy No. FIN-16 attached to Staff Report No. FIN-13-010 based on the recommendation approved during the August 26, 2013 Council meeting.

**CARRIED** (Councillor Hodgins opposed).

(3) Recommendation for the Award of Council Chamber Upgrades Contract, Staff Report No. FIN-13-011

The IT Manager presented Staff Report No. FIN-13-011 and answered questions from Council.

**Council Comments:**

- Smaller/lower monitors on Council table so Councillors are not hidden from the public;
- Concerned about rolling off edge of platform with chair;
- Possibility for taping Council meetings in the future;
- Need more leg room under the Council table;
- Ability for teleconferencing by Councillors unable to attend a Council meeting;
- Retain heaters under the Council table.

**MOTION:** Moved by Councillor Brame/Councillor Morrison:

That the Township enters into a contractual agreement with Pacific Audio Works to deliver custom built council desk, staff tables and media table, as well as upgrade the audio/video components of the Council Chamber, and that staff are authorized to finalize the agreement and options, and to execute the agreement to a maximum amount of \$138,242.37, including applicable taxes.

**CARRIED UNANIMOUSLY.**

*Engineering and Public Works*

(4) Fairview Road Upgrade Project, Staff Report No. EPW-13-022

The Director of Engineering and Public Works presented Staff Report No. EPW-13-022 and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor Morrison:

That Council approves the release of funds (up to \$40,000) from the Tax Sale Lands Reserve Fund for the purchase of lands along the Fairview Road Corridor to facilitate corridor upgrades and that staff finalize the acquisition of the required land sections.

**CARRIED UNANIMOUSLY.**

- (5) Rockheights Avenue Speed Limit Change, Staff Report No. EPW-13-023

The Director of Engineering and Public Works presented Staff Report No. EPW-13-023 and answered questions from Council.

**MOTION:** Moved by Councillor Morrison/Councillor Hodgins:

1. That the Streets and Traffic Regulation Bylaw, 2005, No. 2607 be amended as follows: Reducing the speed limit to 30 km per hour on Rockheights Avenue from Old Esquimalt Road to Lampson Street.
2. That Streets and Traffic Regulation Bylaw, 2005, No. 2607, Amendment Bylaw [No. 8], No. 2811 be given first, second and third reading.

**CARRIED UNANIMOUSLY.**

9.

#### **MAYOR'S AND COUNCILLORS' REPORTS**

- (1) Report from Councillor Meagan Brame, Re: Association of Vancouver Island Coastal Communities (AVICC)

Councillor Brame presented an update on the activities of the Association of Vancouver Island Coastal Communities, noting upcoming workshops and issues referred to the Union of British Columbia Municipalities Conference in Vancouver September 16-20.

10.

#### **PUBLIC QUESTION AND COMMENT PERIOD**

*Lorne Argyle, resident*, invited Council, staff and the public to the Celebration of Lights Car Show and Rib Festival this weekend.

11.

#### **ADJOURNMENT**

**MOTION:** Moved by Councillor Hundleby/Councillor Morrison:  
That the Special Meeting of Council be adjourned at 7:50 pm.

**CARRIED UNANIMOUSLY.**

---

MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS DAY OF , 2013

CERTIFIED CORRECT:

---

ANJA NURVO, CORPORATE OFFICER



## PRESENTATION FORM

### APPLICATION TO MAKE A PRESENTATION TO COUNCIL

Pursuant to *Council Procedure Bylaw, 2009, No. 2715, Section 19 – Presentations*, Council may allow up to two (2) Presentations (*from outside organizations*) at any Council meeting.

Each presentation (*by representative(s) of an organization*) will be **limited to a time period of ten (10) minutes**, after which will be followed by questions period, at the discretion of Council.

Name of Organization: Lanyard Group of Companies

Name(s) and Title(s) of Presenter(s): Brian Chelin (Lanyard) Michael

Drillistone (Planning Consultant) Paul Merrick (Architect) Don Luxton  
(Heritage Consultant)

Daytime Phone No. 250 383 0636 Email: imagine 20 show.ca

Preferred Date of Presentation to Council: September 23, 2013  
(An email will be sent to confirm the scheduled meeting date of your Presentation to Council)

Nature/Subject of Presentation: Presentation of The English Inn  
Rezoning Proposal which is on the Council  
meeting agenda for 1st and 2nd reading.

Making a PowerPoint presentation? ☒ YES ☐ NO

If YES, please email your PowerPoint presentation to [louise.payne@esquimalt.ca](mailto:louise.payne@esquimalt.ca) by Noon of the Thursday prior to the Monday (Council) meeting where you will be presenting.

Do you have handouts for Council? If so, please bring at least ten (10) copies to the Council meeting, and give to the Recording Secretary, Louise Payne, prior to the start of the meeting at 7:00 p.m.

August 29, 2013  
Date of Application

[Signature]  
Signature of Applicant



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

Council Meeting: September 23, 2013  
Staff Report No. FIN-13-013

### REQUEST FOR DECISION

**SUBJECT:** 2014 Permissive Tax Exemptions

**RECOMMENDATION:**

That Council approve the 2014 Permissive Tax Exemptions set out in Staff Report No. FIN-13-013.

**RELEVANT POLICY:**

Council Policy, Permissive Tax Exemption Policy No. FIN-16.

**STRATEGIC RELEVANCE:**

Support social and community objectives.

Submitted by: Deputy Director of Financial Services

Reviewed by: CAO

Date:

Sept 17/13



## STAFF REPORT

**DATE:** September 17, 2013 **Report No.** FIN-13-013  
**TO:** Mayor and Council  
**FROM:** Local Grant Committee  
**SUBJECT:** 2014 Permissive Tax Exemptions

---

### RECOMMENDATION:

That Council approve the 2014 Permissive Tax Exemptions set out in Staff Report No. FIN-13-013.

### BACKGROUND:

Section 224 of the *Community Charter* gives Council the authority to grant permissive assessment exemptions from property taxes for periods of up to 10 years. Council must pass a bylaw and, prior to adoption of the bylaw, notice of the proposed exemptions must be posted on the public notice board and advertised once each week for two consecutive weeks in a newspaper circulating in the municipality. A copy of the advertisement is attached for your information.

The Local Grant Committee reviewed and gave consideration to the applications for a permissive tax exemption for the year 2014 in accordance with the amended Council Policy, Permissive Tax Exemption Policy No. FIN-16, which was approved at the September 9, 2013 Council meeting. Copies of the amended Council policy and minutes from the Local Grant Committee meeting of September 12, 2013 have been included for your reference.

A permissive exemption may be for 100% of the assessed value of land and improvements, or some portion thereof.

On July 5, 2013, letters were sent to all organizations that received a permissive tax exemption for 2013 advising them to submit their application with the required support documentation and information. As per the Permissive Tax Exemption Policy, organizations are not required to have a representative present at the meeting of the Local Grant Committee to review the applications, unless the applicant is a first-time petitioner or if the organization's function has substantially changed from the previous year.

For timing purposes, this report needs to be approved (or amended and approved) and the accompanying bylaw should receive first three readings at the Council meeting of October 7, 2013. Public notice of the intention to adopt this bylaw will be published for two consecutive weeks in the Victoria News on October 10 and October 17. Council may give final adoption at the October 21 meeting. The process must be complete and the BC Assessment Authority must receive the approved bylaw by October 31, 2013.

## **ISSUES:**

### **1. Rationale for Selected Option**

The following organizations were present for the meeting with the Committee approving their request for continuation of a permissive tax exemption for one year for the year 2014:

- Boys and Girls Club Services of Greater Victoria
- Rock Solid Foundation
- PEERS Victoria Resource Society
- Compassionate Resource Warehouse
- Victoria Operatic Society
- Society of Saint Vincent de Paul of Vancouver Island

The following organizations were not present for the meeting with the Committee approving their request for a continuation of a permissive tax exemption for one year for the year 2014:

- City of Victoria (portion of Barnard Park off Sea Terrace)
- Esquimalt Anglers Association
- Esquimalt Neighbourhood Society
- Habitat Acquisition Trust
- Esquimalt Dockyard Branch 172 of The Royal Canadian Legion
- The Ismaili Jamatkhana and Centre
- 2483 PPCLI RCACC
- Capital Mental Health Association
- Island Corridor Foundation

The organization Victoria Association for Community Living, which was a first-time applicant was present for the meeting and its request for a permissive tax exemption for one year for the year 2014 was approved by the Committee.

The Committee also recommended that staff explore options to reduce permissive tax exemptions starting in the year 2014 with a report to Council.

### **2. Organizational Implications**

As per the amended Council Policy, Permissive Tax Exemption Policy No. FIN-16, the organizations approved to receive a permissive tax exemption for the year 2014 will not be eligible to receive a local grant for the same taxation year.

### **3. Financial Implications**

The estimate of the total amount of taxes that would be imposed on the properties if they are not to be exempted is as follows, with the municipal portion noted in parentheses:

2014 - \$152,386	(\$84,591)
2015 - \$155,891	(\$86,536)
2016 - \$159,320	(\$88,440)

#### **4. Communication**

Notice of permissive tax exemptions is required under Section 227 of the *Community Charter* in accordance with Section 94.

#### **ALTERNATIVES:**

1. Approve permissive tax exemptions as presented.
2. Add, amend or delete as determined by Council.



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**Notice of Tax Exemption Bylaw**

Take notice that the Council of the Corporation of the Township of Esquimalt intends to adopt Tax Exemption (Non-Profit Organizations) Bylaw, 2013, No. 2814 under the authority of section 224 of the Community Charter.

The purpose of the proposed tax exemption bylaw is to exempt the non-profit organizations listed below from property taxes imposed under section 197(1)(a) of the Charter for the year 2014.

Organization Name and Property Description	Estimate of Amount of Taxes That Would Be Imposed on the Property If It Were Not Exempt		
	2014	2015	2016
<b>Boys and Girls Club Services of Greater Victoria</b> Lessee - 410 Macaulay Street	\$6,853	\$7,011	\$7,165
<b>Corporation of the City of Victoria</b> Portion of Barnard Park off Sea Terrace	\$3,260	\$3,335	\$3,409
<b>Esquimalt Anglers' Association</b> Occupier - 1101 Munro Street ( <i>Fleming Beach Park</i> )	\$249	\$254	\$260
<b>Esquimalt Neighbourhood House Society</b> 511 Constance Avenue	\$10,604	\$10,847	\$11,086
<b>Island Corridor Foundation</b> Lot A, Section 10 & 11, Plan VIP66612	\$5,731	\$5,863	\$5,992
<b>Rock Solid Foundation</b> Lessee - 398 Fraser Street	\$3,910	\$4,000	\$4,088
<b>PEERS Victoria Resource Society</b> Unit 1, 744 Fairview Road	\$10,523	\$10,765	\$11,002
<b>Habitat Acquisition Trust</b> Lot 1, Section 11, Plan VIP77333	\$11,762	\$12,033	\$12,297
<b>The Compassionate Resource Warehouse Society</b> Unit 2, 831 Devonshire Road	\$19,803	\$20,259	\$20,704
<b>Victoria Operatic Society</b> Unit 10, 744 Fairview Road	\$13,655	\$13,969	\$14,276
<b>Esquimalt Dockyard Branch No. 172 of The Canadian Legion of the British Empire Service League</b> 622 Admirals Road	\$20,400	\$20,869	\$21,328
<b>His Highness Prince Aga Khan Shia Imami Ismaili Council for British Columbia</b> Lessee- 1250 Esquimalt Road	\$14,645	\$14,982	\$15,312
<b>Capital Mental Health Association</b> 1037 Lyall Street	\$7,624	\$7,799	\$7,971
<b>Victoria Association For Community Living</b> 520 Constance Avenue	\$2,386	\$2,441	\$2,494
<b>Society of St. Vincent de Paul Vancouver Island</b> Lessee - 1008/1010 Craigflower Road	\$17,028	\$17,420	\$17,803
<b>2483 Princess Patricia's Canadian Light Infantry, Royal Canadian Army Cadet Corps</b> Lessee - 445 Head Street	\$3,953	\$4,044	\$4,133

Any person who wishes to review a copy of the proposed tax exemption bylaw may do so by contacting the Director of Financial Services, Corporation of the Township of Esquimalt, 1229 Esquimalt Road, Esquimalt, BC V9A 3P1. Telephone 250-414-7141.

This notice is given in accordance with Section 227 of the *Community Charter*.

Dated this 10th day of October, 2013.

Ian Irvine

Director of Financial Services



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### COUNCIL POLICY

<b>TITLE: Permissive Tax Exemption Policy</b>		<b>NO. FIN - 16</b>	
<b>Preamble:</b> <p>Section 220 of the <i>Community Charter</i> describes the general statutory taxation exemptions available to a municipality, providing automatic exemptions for certain types of properties.</p> <p>Section 224 of the <i>Community Charter</i> authorizes Council to provide permissive tax exemptions, "to the extent, for the period and subject to the conditions provided in the bylaw". A permissive tax exemption is a means for Council to support community organizations which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically.</p> <p>A Permissive tax exemption bylaw must be passed prior to October 31st for the next taxation year.</p> <b>Purpose:</b> <p>To provide guidance in the processing of applications for exemption from property taxes pursuant to Section 224 of the <i>Community Charter</i>.</p> <p>This policy is intended to establish general principles, which can serve as a guide in evaluating applications for exemptions, including:</p> <ul style="list-style-type: none"><li>• Provide consistent and equal treatment, and consideration for all applicants.</li><li>• Optimize the provision of charitable and not for profit services for the benefit of Esquimalt residents.</li><li>• Allow for consideration of a wide diversity of organizations and evaluation of each application on its own merits.</li><li>• Make certain that municipal support is not used to further the activities of an individual or organization that, but for its not-for-profit status, would otherwise be considered a business.</li></ul> <b>Policy:</b> <p><b>1. Process</b></p> <p>Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be posted on the website by mid-July and reminder letters will be mailed prior to July 15<sup>th</sup> to tax exemption recipients whose exemption duration is expiring.</p> <p>Applications must be submitted using the prescribed form by August 31<sup>st</sup> of each year to the Director of Financial Services, or designate (Finance). Finance will review the applications for completeness and contact the applicants for additional information as necessary.</p>			
<b>EFFECTIVE DATE:</b> September 9, 2013	<b>APPROVED BY:</b> Council	<b>REF:</b> Staff Report No. FIN-13-010	<b>AMENDS NO. 2</b>  <b>PAGE 1 OF 4</b>

Application **must** include:

- Five copies of the completed application and accompanying material.
- A copy of the audited financial statements (or if audited financial statements are not available) previous year's financial statements, approved and signed by at least two of the organization's Board of Directors (or equivalent). Should a financial statement not be available, an explanation must be provided.
- A copy of the current year property tax assessment or lease agreement, as applicable.
- A description of programs/services/benefits delivered from the subject lands/improvements, providing information supporting the requirement that the use is "for a purpose that is directly related to the purposes of the organization, including: participant numbers; volunteer hours; benefiting group/individuals/special needs populations; fees charged for participation.
- A description of any third party use of the subject land/improvements including user group names, fees charged and conditions of use.
- Disclosure of financial and non-financial assistance provided by the Township of Esquimalt for the current year - such as Local Grants, waiving of fees, provision of staff - and where applicable, the amount.

Finance will present the material and a summary report of the valid applications to the Local Grant Committee at its scheduled meeting and will notify applicants of the meeting date.

## **2. Eligibility Criteria:**

To be eligible for a Permissive Tax Exemption, the requirements set out in Section 224 of the *Community Charter* must be met and maintained throughout the duration of the Permissive Tax Exemption year.

### **2.1 Subject property must be one of:**

- a) Land and/or improvements owned or held by an organization listed in 2.2 below, the use of which Council considers to be directly related to the purposes of the organization.
- b) Land and/or improvements, ancillary to a statutory exemption under Section 220 of the *Community Charter*.

### **2.2 Nature of the organization must be one of:**

- a) Not-for-profit corporation;
- b) Athletic or service club/association;
- c) Licensed community care facility, licensed private hospital, registered assisted living residence;
- d) Partner of the municipality by agreement under Section 225 of the *Community Charter*;
- e) Municipality, regional district or other local authority;
- f) Religious organization as tenant or licensee; or

**EFFECTIVE DATE:**  
September 9, 2013

**APPROVED BY:** Council

**REF:**  
Staff Report No. FIN-13-010

**AMENDS NO. 2**

**PAGE 2  
OF 4**



- g) Organization is eligible for the Section 220 statutory exemption (e.g. place of public worship, cemetery, library, Indian land, seniors' home, hospital, etc.)

2.3 The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:

- a) Provides recreational facilities for public use.
- b) Provides recreation programs to the public.
- c) Provides programs to and/or facilities used by youth, senior or other special needs groups.
- d) Promotes economic development or tourism.
- e) Preserves heritage important to the community character.
- f) Preserves an environmentally, ecologically significant area of the community.
- g) Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance.
- h) Offers services to the public in formal partnership with the municipality.

2.4 Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.

### **3. Duration of Exemption:**

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year (i.e. for the period of the tax exemption.)

### **4. Extent, Conditions, Penalty:**

4.1 Council will deny any Local Grant applications from organizations which receive a permissive tax exemption within the same taxation year.

4.2 Council may, at their discretion, designate only a portion of the land/improvements as exempted. Examples of circumstances where less than a full exemption may be granted:

- a) A portion of the land/improvements is used by the private sector and/or organizations not fully meeting Council's exemption criteria.
- b) The applicant already receives financial or non-financial assistance from the Township.

4.3 Council may impose conditions on the exempted land or improvements or both with the applicant organization, including but not limited to:

- a) An agreement committing the organization to continue a specific service or program.

**EFFECTIVE DATE:**  
September 9, 2013

**APPROVED BY:** Council

**REF:**  
Staff Report No. FIN-13-010

**AMENDS NO. 2**

**PAGE 3  
OF 4**

- b) An agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time.
- c) An agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates.
- d) An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (e.g. receives large operating grant from senior government.)

- 4.3 Council may impose penalties on an exempted organization for breach of exemption conditions, including but not limited to:
- a) Revoking exemption with notice.
  - b) Disqualifying any future application for exemption for specific time period.
  - c) Requiring repayment of monies equal to the foregone tax revenue.

**5. Assessment Process:**

- 5.1 The Local Grant Committee will consist of three members of Council, as appointed annually by the Mayor, supported by a Finance representative.
- 5.2 All organizations desiring a Permissive Tax Exemption must submit their documentation annually to Finance, as required in Section 1 – Process.
- 5.3 Applications will be reviewed by Finance staff to ensure each application is complete. Completed applications will be forwarded to the Local Grant Committee.
- 5.4 For an application to be considered, applicants must appear before the Committee to speak to their application where:
- the applicant is a first- time petitioner for a Permissive Tax Exemption;
  - Council is in their first year of a new term;
  - an organization's function has substantially changed from the past year.
- 5.5 Any Applicant may choose to appear before the Local Grant Committee to make a presentation.
- 5.6 Organizations will make their presentation before the Local Grant Committee during the first part of the committee meeting in which their application is being reviewed. In all cases, the presentation should be limited to 5 minutes.
- 5.7 Following the presentations, the Committee will review the applications and make its recommendations to Council.
- 5.8 Council makes the final decision.





## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES LOCAL GRANT COMMITTEE PERMISSIVE TAX EXEMPTIONS

Thursday, September 12, 2013

6:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Councillor Meagan Brame  
Councillor David Schinbein  
Councillor David Hodgins  
**STAFF:** Mary Turner, Deputy Director of Financial Services

#### 1. CALL TO ORDER

Councillor Schinbein continued as Chair from the last Local Grant Committee meeting on June 4, 2013 and called the Local Grant Committee meeting to order at 6:00 p.m.

#### 2. LATE ITEMS

There were no late items.

#### 3. APPROVAL OF THE AGENDA

Moved by Councillor Brame, seconded by Councillor Hodgins that the Agenda be approved.

**CARRIED UNANIMOUSLY**

#### 4. PERMISSIVE TAX EXEMPTION APPLICATIONS

Organizations (in order of presentation) present for the meeting:

- Boys and Girls Club Services of Greater Victoria
- Rock Solid Foundation
- PEERS Victoria Resource Society
- Compassionate Resource Warehouse
- Victoria Operatic Society
- Society of Saint Vincent de Paul of Vancouver Island
- Victoria Association for Community Living

Organizations not present for the meeting:

- City of Victoria – Portion of Barnard Park off Sea Terrace
- Esquimalt Anglers Association
- Esquimalt Neighbourhood Society
- Habitat Acquisition Trust
- Royal Canadian Legion – Esquimalt Dockyard Branch 172
- The Ismaili Jamatkhana and Centre
- 2483 PPCLI RC (Army) CC
- Capital Mental Health Association
- Island Corridor Foundation

Presentations were completed at 6:42 p.m. with all applicants requested to leave.

Moved by Councillor Brame, seconded by Councillor Hodgins that all applicants as listed below be approved to receive a permissive tax exemption for one year for the year 2014:

- Boys and Girls Club Services of Greater Victoria
- Rock Solid Foundation
- PEERS Victoria Resource Society
- Compassionate Resource Warehouse
- Victoria Operatic Society
- Society of Saint Vincent de Paul of Vancouver Island
- Victoria Association for Community Living
- City of Victoria – Portion of Barnard Park off Sea Terrace
- Esquimalt Anglers Association
- Esquimalt Neighbourhood Society
- Habitat Acquisition Trust
- Royal Canadian Legion – Esquimalt Dockyard Branch 172
- The Ismaili Jamatkhana and Centre
- 2483 PPCLI RC (Army) CC
- Capital Mental Health Association
- Island Corridor Foundation

**CARRIED UNANIMOUSLY**

If Council approves the above recommendation, the Committee requested that staff notify the applicants in writing and to advise them that their organization would not be eligible to apply for a local grant for the year 2014, as stated in the amended Council Policy, Permissive Tax Exemption Policy FIN-16 approved at the September 9, 2013 Council meeting.

**5. ADJOURNMENT**

Moved by Councillor Hodgins, seconded by Councillor Brame that the Local Grant Committee meeting be adjourned at 6:52 p.m.

**CARRIED UNANIMOUSLY**



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

Council Meeting: September 23, 2103  
Staff Report No. EPW-13-025

### REQUEST FOR DECISION

**SUBJECT:**

Recommendation for the award of contract for replacement of Public Works Heavy Equipment

**RECOMMENDATION:**

That the Township enters into a contractual agreement with Nanaimo Mack – Bid 2 for the delivery of one new tandem gravel truck, belly plow and sander box for the cost of \$181,424.92 (inclusive of tax).

**RELEVANT POLICY:**

Council Delegation Purchasing and Disposal Bylaw, 2007, No. 2669

**STRATEGIC RELEVANCE:**

Infrastructure Priorities

Submitted by: Director, Engineering and Public Works

Reviewed by: CAO

Date:

Sept 18/13

## STAFF REPORT

**DATE:** September 18, 2013 **Report No.** EPW-13-025

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Jeff Miller, Director, Engineering and Public Works

**SUBJECT:** Recommendation for the award of contract for replacement of Public Works Heavy Equipment

---

### RECOMMENDATION:

That the Township enters into a contractual agreement with Nanaimo Mack – Bid 2 for the delivery of one new tandem gravel truck, belly plow and sander box for the cost of \$181,424.92 (inclusive of tax).

### BACKGROUND:

During the budget discussions, a line item for the replacement of several pieces of equipment was presented and approval was granted. The pieces of equipment were for the replacement of a single axle (s/a) gravel truck (unit 142), belly plow (unit 110) and sander box (unit 109). All three pieces of equipment have reached the end of their operational life spans. The belly plow and sander box are only utilized during winter for snow and ice control.

The budget for replacement of this equipment was set at \$185,000. The Machinery and Equipment Reserve will be the funding source for this purchase.

Public Works undertook an evaluation of the replacement of the s/a truck. This evaluation concluded that the unit should be replaced with a tandem axle truck. By increasing the size of the truck a number of benefits are realized. They are:

- Reduced contracting out for equipment when carrying out excavations
- The ability for Public Works to operate two job sites simultaneously with trucks and loaders
- Increases capacity for snow clearing and ice control operations

A tender was released on August 13, 2013 and closed on August 29, 2013. A total of eight bids were received with some vendors submitting multiple bids for the equipment. The selection of the winning bid was based on weighted evaluation criterion. The evaluation criterion was broken down into various categories and weights:

- Cost - 40 points
- Specifications – 30 points
- Delivery - 15 points
- Service location - 10 points
- Warranties – 5 points

Based on the evaluation, the following results were determined:

<b>Tender</b>	<b>Ranking</b>	<b>Cost (includes trade in value/levy/taxes)</b>
Nanaimo Mack (2)	1	190,946.42
Nanaimo Mack (1)	2	197,958.45
Harbour International	3	210,790.72
P & R Freightliner	4	205,960.30
Peterbilt Pacific (2)	5	211,941.90
Peterbilt Pacific (3)	6	214,116.00
Peterbilt Pacific (1)	7*	204,751.68
Peterbilt Pacific (4)	8*	204,840.56

\*In the evaluation of the specifications portion of the tender, two of the bids failed to meet the minimum threshold level for the specifications of the tender. These bids were awarded zero points for this portion of the tender due to this. The bids were evaluated on the other portions of the criterion.

#### **ISSUES:**

##### **1. Rationale for Selected Option**

The recommendation from Public Works is that the contract be awarded to Nanaimo Mack, Bid number 2. This bid scored the highest in the evaluation. The products offered were at the lowest cost yet scored well in the specifications, delivery, local servicing and warranty sections. The top four bids were similar in scoring values.

##### **2. Organizational Implications**

The delivery time for the products is in a range that is expected for the supply of this type of equipment. Delivery is expected in early March, 2014 if no delays occur.

##### **3. Financial Implications**

The replacement budget for the three pieces of equipment was set at \$185,000. Nanaimo Mack (2) bid was \$190,946.42. This includes the trade-in value for the s/a truck, sander box and belly plow, environmental levy, PST and GST charges. However, the Township receives a rebate on the GST charge. When this modification is made to the bid total, the bid is adjusted to \$181,424.92.

##### **4. Sustainability/Environmental Implications**

The new truck is equipped with a diesel engine. These engines meet the current standards for emissions and will lower the output of carbon emissions when compared to the old units. The engines also have the capability of operating on B20 diesel fuel (20% biodiesel and 80% diesel). The Township currently utilizes B5 diesel fuel.

With additional hauling capacity, more material will be moved with lower impact on the environment as opposed to moving the same amount of material twice with a smaller truck.

#### 5. Communication

The bidder with the highest scoring tender will be notified of the success of their bid. Other bidders will be notified of the tender evaluation.

#### **ALTERNATIVES:**

1. That the Township enters into a contractual agreement with Nanaimo Mack – Bid 2 for the delivery of one new tandem gravel truck, belly plow and sander box for the cost of \$181,424.02 (inclusive of tax).
2. That the Township does not enter into a contractual agreement with Nanaimo Mack – Bid for the delivery of one new tandem gravel truck, belly plow and sander box for the cost of \$181,424.02 (inclusive of tax).
3. That the Township does not enter into a contractual agreement with any of the bidders and cancels the tender process.





## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

Council Meeting: September 23, 2013  
Staff Report No. DEV-13-035

### REQUEST FOR DECISION

#### SUBJECT: DEVELOPMENT VARIANCE PERMIT

766 Hutchinson Place

[Lot 6, Section 10, Esquimalt District, Plan 15257]

#### RECOMMENDATION:

That Council resolves that Development Variance Permit No. DVP00012 authorizing construction as shown on the plans, prepared by Pacific Coast Design Build, stamped "Received July 26, 2013", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received July 27, 2013", and including the following relaxation to Zoning Bylaw, 1992, No. 2050 **be approved, and staff be directed to issue the permit and register the notice on the title** of Lot 6, Section 10, Esquimalt District, Plan 15257 [766 Hutchinson Place].

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements – Principal Building – Rear Setback** - a 3.09 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 4.41 metres].

#### RELEVANT POLICY:

Official Community Plan Bylaw, 2006, No. 2646

Zoning Bylaw, 1992, No. 2050

Development Approval Procedures Bylaw, 2003, No. 2562

Advisory Planning Commission Bylaw, 2012, No. 2792

#### STRATEGIC RELEVANCE:

This Request For Decision does not directly relate to a specific strategic objective.

Submitted by: Writer

*Loren Hay*

Reviewed by: CAO

*[Signature]*

Date:

*Sept 18/13*

## STAFF REPORT

**DATE:** September 18, 2013 Report No. DEV-13-035  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Karen Hay, Planner  
Bill Brown, Director of Development Services  
**SUBJECT:** **DEVELOPMENT VARIANCE PERMIT**  
**766 Hutchinson Place**  
**[Lot 6, Section 10, Esquimalt District, Plan 15257]**

---

### RECOMMENDATION:

That Council resolves that Development Variance Permit No. DVP00012 authorizing construction as shown on the plans, prepared by Pacific Coast Design Build, stamped "Received July 26, 2013", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received July 27, 2013", and including the following relaxation to Zoning Bylaw, 1992, No. 2050 **be approved, and staff be directed to issue the permit and register the notice on the title** of Lot 6, Section 10, Esquimalt District, Plan 15257 [766 Hutchinson Place].

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements – Principal Building – Rear Setback** - a 3.09 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 4.41 metres].

### BACKGROUND:

#### Context

**Applicant/Owners:** Wendy and William Cardiff  
**Property Size:** Metric: 951.61 m<sup>2</sup> Imperial: 10243.4 ft<sup>2</sup>  
**Existing Land Use:** Single Family Dwelling  
**Surrounding Land Uses:** North: Single Family Residential  
South: Single Family Residential  
East: Single Family Residential  
West: Single Family Residential  
**Existing Zoning:** RS-1 [Single Family Residential] [No change required]

#### Purpose of the Application:

The owners are proposing to replace a deck at the rear of the house that was built without



the benefit of a building permit, and partially within the rear yard setback, many years ago. The existing deck has deteriorated with time. The replacement deck would project no further into the rear yard setback, but the owners wish to reconfigure the stairs exiting the deck, and these will project a further 1.1 metres into the rear yard setback. The backyard is very private being surrounded by a tall laurel hedge on two sides. The owners have provided pictures of the existing deck and the backyard, which are attached to this report.

### **Comments from Other Departments**

The plans for this proposal were circulated to other departments and the following comments were received:

**Building Services:** Construction must conform to BC Building Code and Municipal Building Code Bylaw, 2002, No. 2538.

**Engineering Services:** Engineering staff have completed a preliminary evaluation of Works and Services that would be required for the proposed construction. Staff confirms that the proposed construction does not impact the engineering aspects of the property.

### **Comments from the Advisory Planning Commission [APC]**

This application was considered at the regular meeting of the APC held on August 20, 2013. Commission members were complimentary of the plan, inquired if the owners would be hiring a contractor to complete the work, and if the apple tree would have to be removed. The owners indicated they would be hiring a contractor, and the apple tree will be unaffected by the changes. The application was forwarded to Council with a **recommendation of approval**.

### **ISSUES:**

1. Rationale for Selected Option

The siting of this deck has been established many years ago and the changes will not result in an increased loss of privacy to any of the surrounding properties. The APC has supported the proposed location of the new deck.

2. Organizational Implications

This Request for Decision has no organizational implications.

3. Financial Implications

This Request for Decision has no financial implications.

4. Sustainability/Environmental Implications

This Request for Decision has minimal sustainability/environmental implications. Improving and repairing existing properties is a sustainable practice.

5. Communication

As this is a Development Variance Permit application, notices were mailed to owners and occupiers of parcels within 50 metres [164 ft.] of the subject property. On September 10, 2013 notices were mailed indicating that Council would be considering the requested

Development Variance Permit application on September 23, 2013. To date, one response has been received from the public as a result of these notifications and is attached to this report.

**ALTERNATIVES:**

1. Council **approve** Development Variance Permit No. DVP00012 and direct staff to issue the permit and register a notice on the property title.
2. Council **deny** Development Variance Permit No. DVP00012.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**DEVELOPMENT VARIANCE PERMIT**

**NO. DVP00012**

**Owners:** Wendy Cardiff  
William Cardiff  
766 Hutchinson Place  
Esquimalt, BC V9A 6J8

**Lands:** Lot 6, Section 10, Esquimalt District, Plan 15257

**Address:** 766 Hutchinson Place, Esquimalt, B.C.

**Conditions:**

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit regulates the development of lands by varying the provisions of Zoning Bylaw, 1992, No. 2050 as follows:

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements – Principal Building – Rear Setback** - a 3.09 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 4.41 metres].

3. Approval of this Development Variance Permit has been issued in general accordance with the architectural plans provided by Pacific Coast Design Build, stamped "Received July 26, 2013", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received July 27, 2013", all of which is attached hereto as Schedule 'A'.
4. The terms, conditions and covenants contained herein shall enure to the benefit of and be binding upon the Owners, their executors, heirs or administrators, successors and assigns as the case may be or their successors to title in the lands.
5. This Development Variance Permit is not a Building Permit.

6. This Permit lapses two (2) years after the date it is issued if the holder of the Permit does not substantially start any construction with respect to which the Permit was issued.
7. For the purposes of this Development Variance Permit, the holder of the Permit shall be the owner(s) of the lands.

ISSUED BY MUNICIPAL COUNCIL RESOLUTION ON THE \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2013

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013

\_\_\_\_\_  
Director of Development Services

\_\_\_\_\_  
Corporate Officer  
Corporation of the Township  
of Esquimalt

Scale 1:200



The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:200

Zoning: RS-1

#### LEGEND

All distances shown are in metres

- Standard Iron Post found
- Standard Rock Post found



PLAN

4

5

6

951.4m<sup>2</sup>

7

15257

Date of Survey: November 08, 2012.

Certified correct this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Peter J. Wittstock, B.C.L.S.

See detail of proposed stairs

HUTCHINSON PLACE

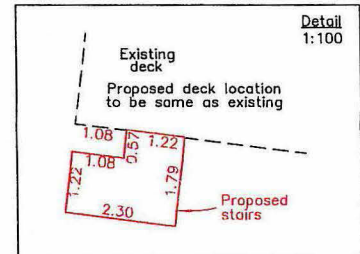
Edge of pavement

Driveway

Building Envelope

Existing house  
Dimensions to stucco siding

Existing deck  
(toe of existing stairs)  
(deckpost)



PROPOSED STAIR LOCATION

WENDY CARDIFF

Lot 6, Section 10,  
Esquimalt District,  
Plan 15257

ADDRESS : 766 Hutchinson Place

SURVEYOR : PJW SCALE : 1:200

DRAWN : PJW DATE : Nov.9/12.

OUR FILE : 27767 REV: July 26/13

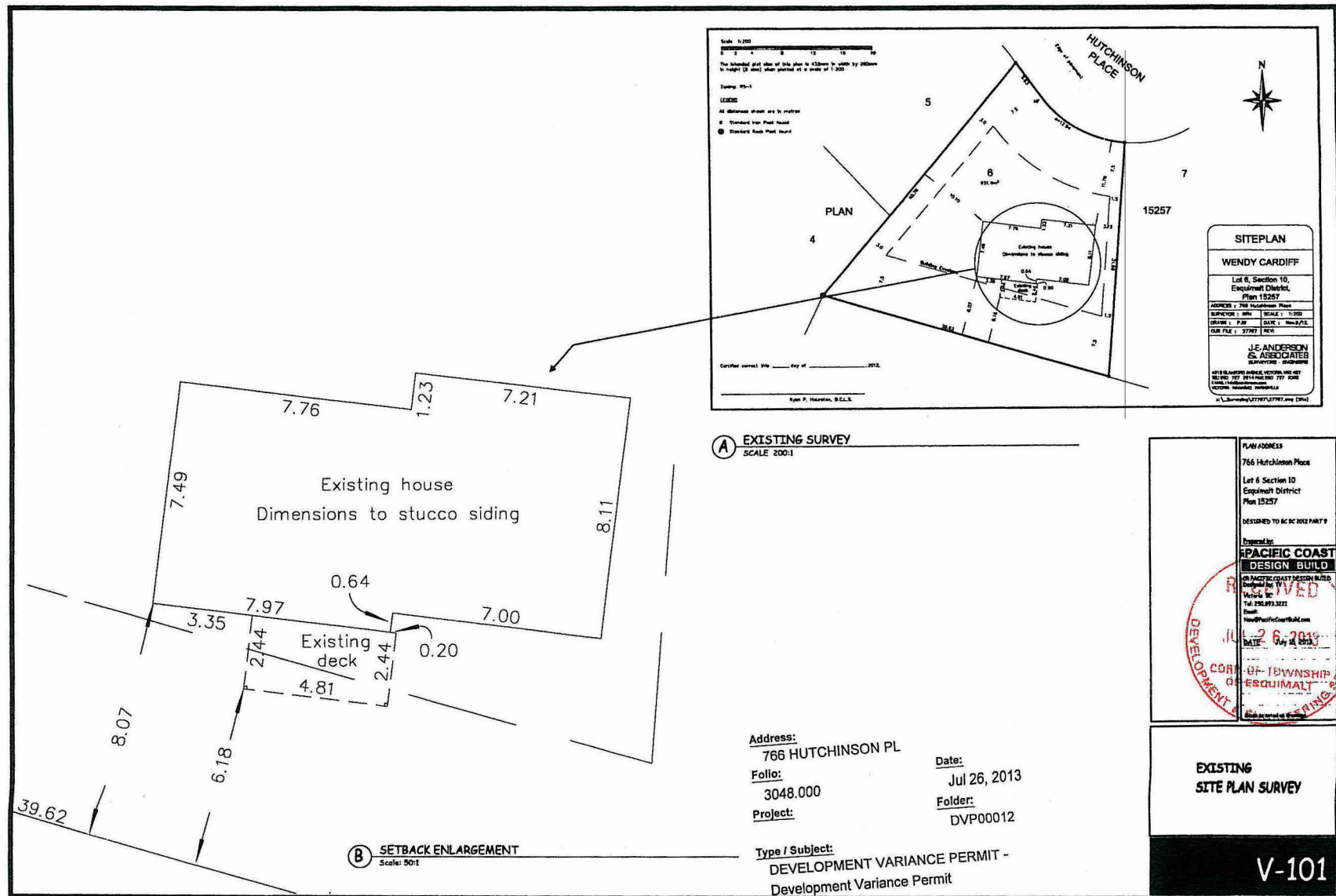


J E ANDERSON  
& ASSOCIATES  
SURVEYORS ENGINEERS

4212 GLANFORD AVENUE, VICTORIA, V8Z 4B7  
TEL: 250-727-2214 FAX: 250-727-3395  
E-MAIL : info@jeanderson.com  
VICTORIA - NANAIMO - PARKSVILLE

z:\\_Surveying\27767\27767.dwg (Site)

THIS IS SCHEDULE 'A' OF  
DEVELOPMENT VARIANCE  
PERMIT NO. DVPO0012



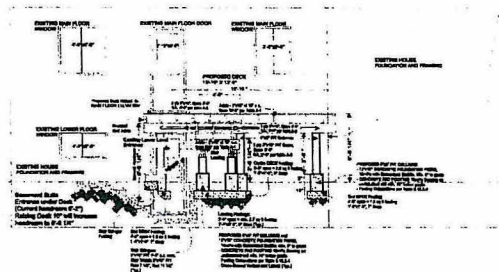
APPLICATION FOR VARIANCE TO REBUILD EXISTING DECK WHICH OCCUPIES REAR SETBACK.

THIS IS SCHEDULE 'A' OF  
DEVELOPMENT VARIANCE  
PERMIT NO. DVP00012

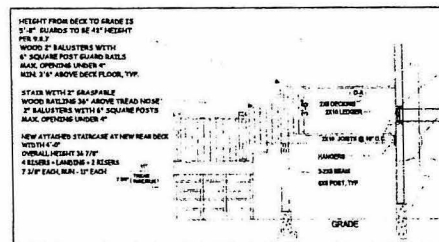
CORPORATE OFFICER



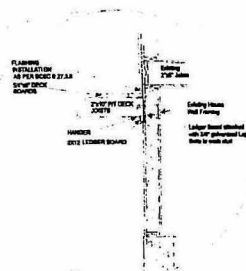
**CORPORATE OFFICER**



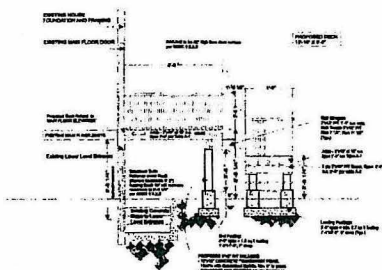
**A REAR (SOUTH) ELEVATION**  
Scale: 1/4"=1'-0"



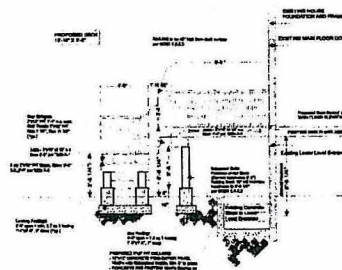
**D DECK CONNECTIONS**  
NTS



**D-A DECK SUPPORT DETAIL**  
NTS



**B RIGHT SIDE (WEST) ELEVATION**  
Scale: 1/4"=1'-0"



**C LEFT SIDE (EAST) ELEVATION**  
Scale: 1/4"=1'-0"

Address:  
766 HUTCHINSON PL  
Folio:  
3048.000  
Project:  
DVP00012  
Date:  
Jul 26, 2013  
Folder:  
Type / Subject:  
DEVELOPMENT VARIANCE PERMIT -  
Development Variance Permit

PLAN ADDRESS  
766 Hutchinson Place  
Lot 6 Section 10  
Esquimalt District  
Plan 15257

DESIGNED BY BC BC 2012 PART 9

Prepared by:

**PACIFIC COAST**

**DESIGN BUILD**

OR PACIFIC COAST DESIGN BUILD

Planning & Design

118-250-983-3333

Paul

Paul@PacificCoastDesignBuild.com

DATE 07/24/2013

JUL 26 2013

CORP. OF TOWNSHIP

OF ESQUIMALT

DEVELOPMENT & CONSTRUCTION

DEVELOPMENT & CONSTRUCTION

PROPOSED DECK  
15'-10"x 8'-0"  
ELEVATIONS

**A-201**

THIS IS SCHEDULE 'A' OF  
DEVELOPMENT VARIANCE  
PERMIT NO DVP 00012

CORPORATE OFFICER



## **DIVISION 1 - RESIDENTIAL ZONES**

### **34. SINGLE FAMILY RESIDENTIAL [RS-1]**

The intent of this Zone is to accommodate Single Family Dwellings on individual Parcels of land.

#### **(1) Permitted Uses**

The following Uses and no others are permitted:

- (a) Single Family Residential
- (b) Home Occupation
- (c) keeping of up to a maximum of no more than two [2] Roomers or Boarders
- (d) Secondary Suite: subject to the requirement of Section 30.6  
[Amd. No. 185, Bylaw No. 2709, adopted 9 October, 2009]

#### **(2) Parcel Size**

The minimum Parcel Size for Parcels created by subdivision shall be 530 square metres.

#### **(3) Minimum Lot Width**

The minimum width of Parcels created by subdivision shall be 16 metres measured at the Front Building Line.

#### **(4) Floor Area Ratio**

The Floor Area Ratio shall not exceed 0.35.

#### **(5) Floor Area**

The minimum Floor Area for the First Storey of a Principal Building shall be 88 square metres.

#### **(6) Building Height**

- (a) No Principal Building shall exceed a Height of 7.3 metres.
- (b) No Accessory Building shall exceed a Height of 3.6 metres.

#### **(7) Building Width**

The minimum width for any Single Family Dwelling shall be 7 metres.

#### **(8) Lot Coverage**

- (a) All Principal Buildings, Accessory Buildings and Structures combined, shall

not cover more than 30% of the Area of a Parcel.

- (b) All Accessory Buildings and Structures combined shall not exceed 10% of the Area of Parcel.

(9) **Siting Requirements**

(a) **Principal Building**

- (i) Front Setback: No Principal Building shall be located within 7.5 metres of the Front Lot Line.
- (ii) Side Setback: No Principal Building shall be located within 1.5 metres of  
an Interior Side Lot Line, with the total Setback of all Side Yards not to be less than 4.5 metres. In the case where a Parcel is not served by a rear lane, one [1] Side Yard shall not be less than 3 metres. In the case of a Corner Lot, no Principal Building shall be located within 3.6 metres of an Exterior Side Lot Line
- (iii) Rear Setback: No Principal Building shall be located within 7.5 metres of a Rear Lot Line.

(b) **Accessory Building**

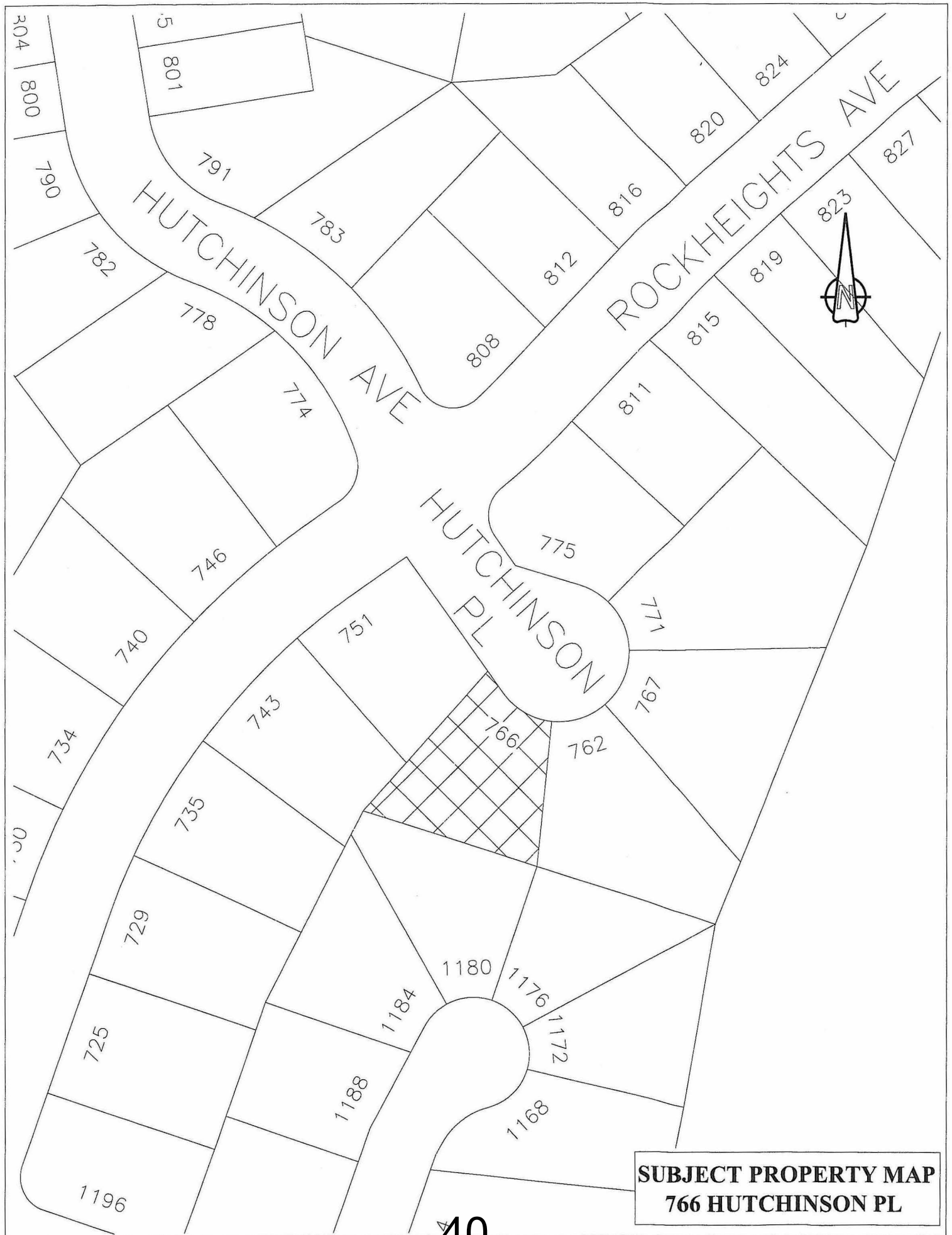
- (i) Front Setback: No Accessory Building shall be located in front of the front face of the Principal Building.
- (ii) Side Setback: No Accessory Building shall be located within 1.5 metres of an Interior Side Lot Line nor 3.6 metres of an Exterior Side Lot Line.
- (iii) Rear Setback: No Accessory Building shall be located within 1.5 metres of a Rear Lot Line.
- (iv) Building Separation: No Accessory Building shall be located within 2.5 metres of a Principal Building.

(10) **Fencing**

Subject to Section 22, no fence shall exceed a Height of 1.2 metres in front of the front face of the Principal Building and 2 metres behind the front face of the Principal Building.

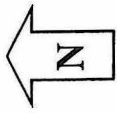
(11) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements of Parking Bylaw No. 2011.

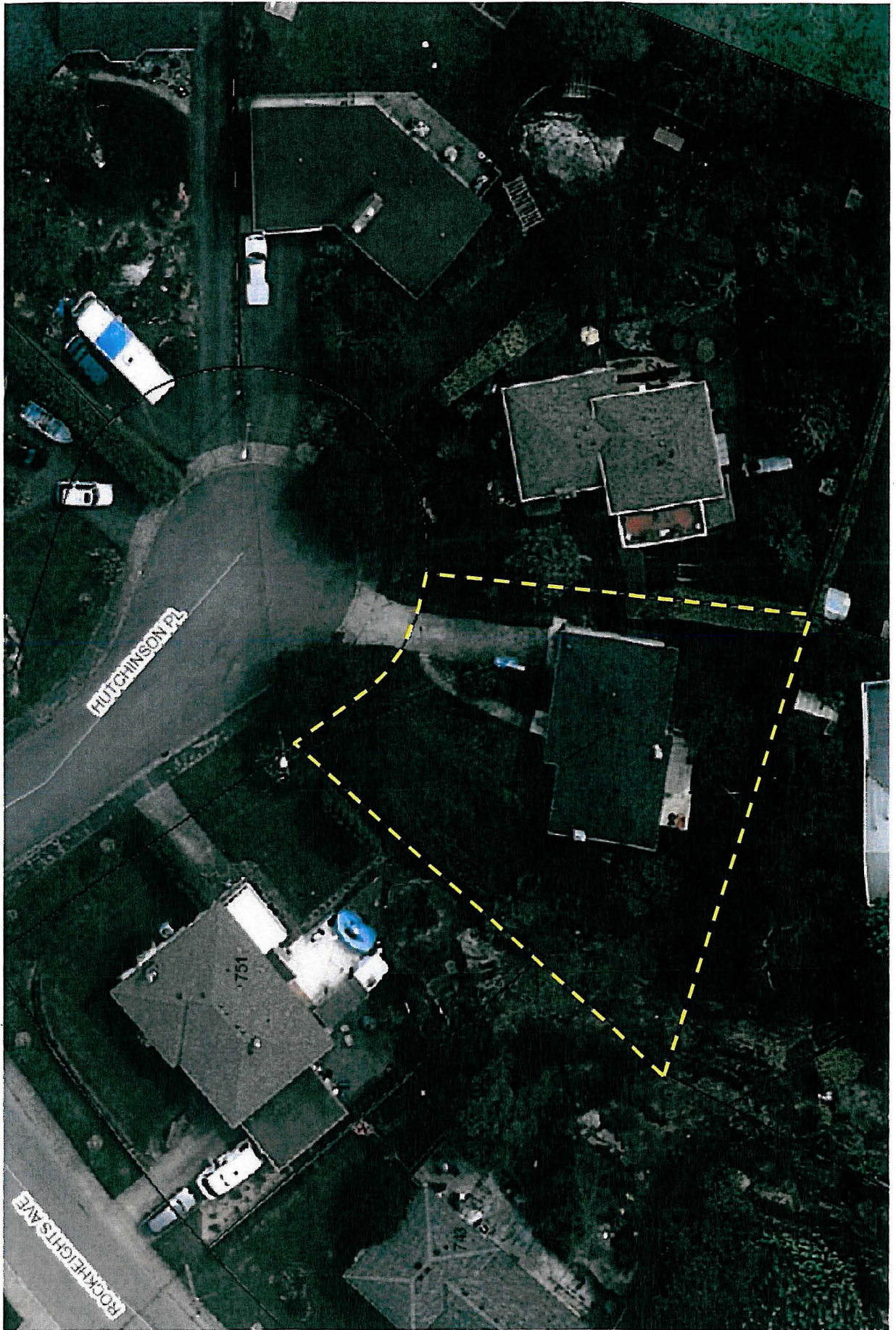


**SUBJECT PROPERTY MAP**  
**766 HUTCHINSON PL**





766 Hutchinson Place







## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Website: [www.esquimalt.ca](http://www.esquimalt.ca) Email: [info@esquimalt.ca](mailto:info@esquimalt.ca)

Voice: (250) 414-7100  
Fax: (250) 414-7111

September 10, 2013

# DEVELOPMENT VARIANCE PERMIT NOTICE

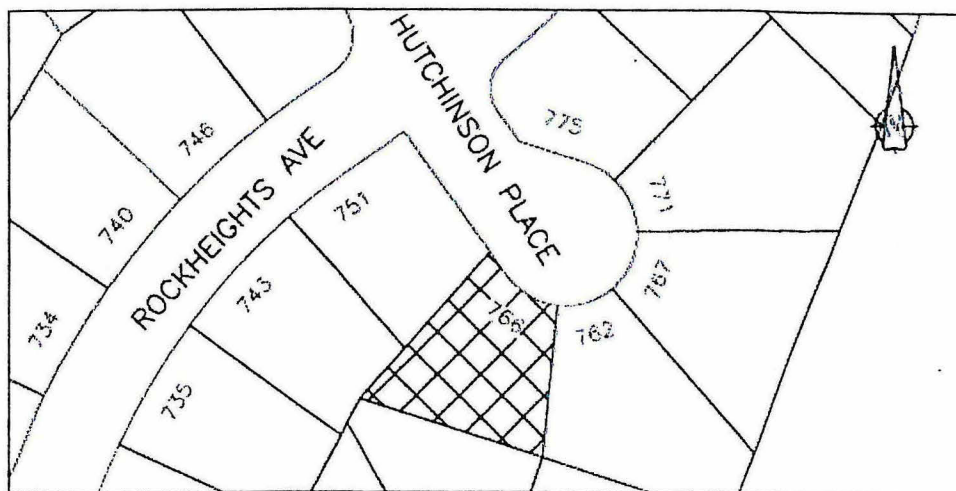
An application for a Development Variance Permit has been received from Wendy and William Cardiff, the registered owners of 766 Hutchinson Place [Lot 6, Section 10, Esquimalt District, Plan 15257].

### Purpose of the Application:

The owners are proposing to replace a deck at the rear of the house that was built without benefit of a building permit, and partially within the rear yard setback, many years ago. The replacement deck would project no further into the rear yard setback, but the owners wish to reconfigure the stairs exiting the deck, and these will project a further 1.1 metres into the rear yard setback.

Authorization of the following variance to Zoning Bylaw, 1992, No. 2050 is required:

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements – Principal Building – Rear Setback** - a 3.09 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 4.41 metres].

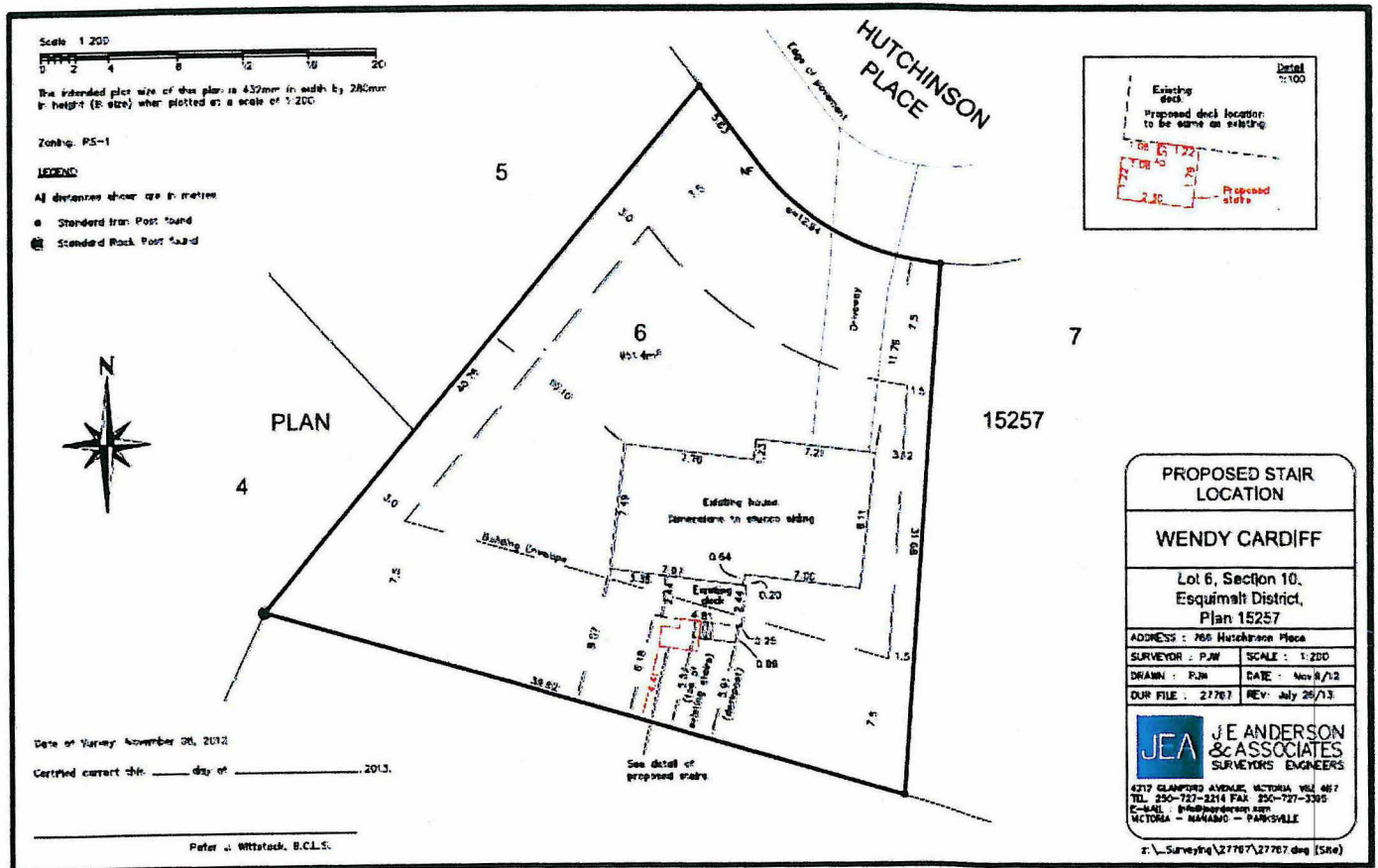


**Site Location:** 766 Hutchinson Place [Lot 6, Section 10, Esquimalt District, Plan 15257]

Information related to this application may be reviewed at the Development Services counter, Municipal Hall, 1229 Esquimalt Road, from 8:30 a.m. until 4:30 p.m., Monday to Friday until September 23, 2013.

**BILL BROWN,**  
DIRECTOR OF DEVELOPMENT SERVICES

*Personal information contained in communications to Council and its Committees is collected under the authority of the Community Charter and Local Government Act and will be used to assist Council members in decision making. Please note that your comments relating to this matter will form part of the Township's public record and may be included in a public agenda and posted on our website.*



Sept 13 2013

Re 766 Hutchinson Place  
lot 6 Section 10

Esquimalt District Plan 15257

Re Development Variance Notice



As owner of 1180 Highrock Place &  
object to the authorization of the development  
variance. Zoning Bylaw 1992 Section 34(9)(A)(iii)  
says that this house improvement is not  
legal and was not built with a building  
permit. Therefore this illegal structure  
should be ordered to be removed and if  
replaced conform with the Zoning Bylaw.

Council and the Director of Development  
Services need to enforce building permits  
and Zoning Bylaws. The rule of law must  
apply to everyone.

Lain Whyte  
1180 Highrock Place  
Victoria BC  
V9A4V9



766 Hutchinson – pictures of existing deck and backyard















## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

Council Meeting: September 23, 2013  
Staff Report No. DEV-13-036

### REQUEST FOR DECISION

**SUBJECT: HERITAGE DESIGNATION, OFFICIAL COMMUNITY PLAN  
AMENDMENT AND REZONING APPLICATION  
429 Lampson Street – English Inn and Resort  
[LOT B SECTION 11 ESQUIMALT DISTRICT PLAN VIP60066]**

#### RECOMMENDATION:

1. That Council resolves that Bylaw No. 2807, (Appendix "A") which would designate the existing building known as the English Inn, at PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule 'A' of Bylaw No. 2807 and described in Schedule 'B' of Bylaw No. 2807 as a municipal heritage site be considered for **first and second reading**.
2. That Council authorizes the Corporate Officer to schedule a public hearing for Heritage Designation [429 Lampson Street] Bylaw, 2013, No. 2807 and to advertise for the same in the local newspaper.
3. That Council resolves that Official Community Plan Bylaw, 2006, No. 2646, Amendment Bylaw [No. 15], 2013, No. 2808, (Appendix "B") which would amend Official Community Plan Bylaw, 2006, No. 2646 by adding Development Permit Area No. 7, - English Inn, and provides for changes in the land use designation of PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule 'A' of Bylaw No 2808, from Commercial – Mixed Use to English Inn Mixed Use be considered for **first and second reading**.
4. That Council authorizes the Corporate Officer to schedule a public hearing for Official Community Plan Amendment Bylaw No. 2808 and to advertise for the same in the local newspaper.
5. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 208, 2013, No. 2809 (Appendix "C") which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule 'A' of Bylaw No 2809, from Tourist Commercial [C-5B] zone to Comprehensive Development District No. 84 [CD No. 84] zone be considered for **first and second reading**.
6. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw Amendment Bylaw No. 2809 and to advertise for the same in the local newspaper.
7. That prior to the adoption of Bylaws No. 2807, 2808 and No. 2809 the owner provide a letter to the Township of Esquimalt agreeing they have waived any entitlement to compensation for the heritage designation under s. 969 of the *Local Government Act*.

8. That prior to the adoption of Bylaw No. 2809, the owner construct the 12 parking stalls as shown on the Parking Plan prepared by McElhanney Consulting Services Ltd.
9. That prior to the adoption of Bylaw No. 2809, the owner enter into a Tree Protection Covenant with the Township of Esquimalt to:
  - Ensure the protection of the mature trees located on the site, recognized as significant by Dunster & Associates Environmental Consultants Ltd., and identified with numbered tags affixed to each tree on site and identified on the tree plan provided by Dunster & Associates Environmental Consultants Ltd.
10. That Council authorizes the Mayor and Corporate Officer to sign the aforementioned legal documents.

**RELEVANT POLICY:**

Official Community Plan Bylaw, 2006, No. 2646

Zoning Bylaw, 1992, No 2050

Parking Bylaw, 1992, No. 2011

Development Approval Procedures Bylaw, 2003, No. 2562

Advisory Planning Commission Bylaw, 2012, No. 2792

Subdivision and Development Control Bylaw, 1997, No. 2175

Council Policy No. Plan- 25 [Public Input on Rezoning and OCP Amendment Applications]

**STRATEGIC RELEVANCE:**

This Request For Decision does not directly relate to a specific strategic objective.

Submitted by: Writer Karen Hay

Reviewed by: CAO R. A. [Signature]

Date: Sept 19/13

## STAFF REPORT

**DATE:** September 18, 2013 Report No. DEV-13-036

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Bill Brown, Director of Development Services and  
Karen Hay, Planner

**SUBJECT:** HERITAGE DESIGNATION, OFFICIAL COMMUNITY PLAN AMENDMENT  
AND REZONING APPLICATION  
429 Lampson Street – English Inn and Resort  
[LOT B SECTION 11 ESQUIMALT DISTRICT PLAN VIP60066]

---

### RECOMMENDATION:

1. That Council resolves that Bylaw No. 2807, (Appendix “A”) which would designate the existing building known as the English Inn, at PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule ‘A’ of Bylaw No. 2807 and described in Schedule ‘B’ of Bylaw No. 2807 as a municipal heritage site be considered for **first and second reading**.
2. That Council authorizes the Corporate Officer to schedule a public hearing for Heritage Designation [429 Lampson Street] Bylaw, 2013, No. 2807 and to advertise for the same in the local newspaper.
3. That Council resolves that Official Community Plan Bylaw, 2006, No. 2646, Amendment Bylaw [No. 15], 2013, No. 2808, (Appendix “B”) which would amend Official Community Plan Bylaw, 2006, No. 2646 by adding Development Permit Area No. 7, - English Inn, and provides for changes in the land use designation of PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule ‘A’ of Bylaw No 2808, from Commercial – Mixed Use to English Inn Mixed Use be considered for **first and second reading**.
4. That Council authorizes the Corporate Officer to schedule a public hearing for Official Community Plan Amendment Bylaw No. 2808 and to advertise for the same in the local newspaper.
5. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 208, 2013, No. 2809 (Appendix “C”) which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of PID 023-09-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 [429 Lampson Street] shown cross hatched on Schedule ‘A’ of Bylaw No 2809, from Tourist Commercial [C-5B] zone to Comprehensive Development District No. 84 [CD No. 84] zone be considered for **first and second reading**.
6. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw Amendment Bylaw No. 2809 and to advertise for the same in the local newspaper.
7. That prior to the adoption of Bylaw No. 2807, 2808 and 2809 the owner provide a letter

to the Township of Esquimalt agreeing they have waived any entitlement to compensation for the heritage designation under s. 969 of the *Local Government Act*.

8. That prior to the adoption of Bylaw No. 2809, the owner construct the 12 parking stalls as shown on the Parking Plan prepared by McElhanney Consulting Services Ltd.
9. That prior to the adoption of Bylaw No. 2809, the owner enter into a Tree Protection Covenant with the Township of Esquimalt to:
  - Ensure the protection of the mature trees located on the site, recognized as significant by Dunster & Associates Environmental Consultants Ltd., and identified with numbered tags affixed to each tree on site and identified on the tree plan provided by Dunster & Associates Environmental Consultants Ltd.
10. That Council authorizes the Mayor and Corporate Officer to sign the aforementioned legal documents.

## **BACKGROUND:**

### **Context**

**Applicant:** Brian Chelin

**Owners:** LFC Lampson Holdings Inc.

**Property Size:** Metric: 17680 m<sup>2</sup> Imperial: 190312.2 ft<sup>2</sup>

**Existing Land Use:** English Inn and Resort (Tourist Commercial)

**Surrounding Land Uses:** North: Multi-Family, Single and Two Family Residential  
South: Bed and Breakfast, Single and Two Family Residential  
West: Single Family and Two Family Residential  
East: DND [Public/ Institutional]

**Existing Zoning:** Tourist Commercial [C-5B]

**Proposed Zoning:** Comprehensive Development District No. 84 [CD No. 84]

**Existing OCP Designation:** Commercial Mixed-Use

**Proposed OCP Designation:** English Inn Mixed Use

### **Appendixes to this Report:**

- "A" Heritage Designation [429 Lampson Street] Bylaw, 2013, No. 2807;
- "B" Official Community Plan Bylaw, 2006, No. 2646, Amendment Bylaw [No. 15], 2013, No. 2808;
- "C" Zoning Bylaw, 1992, No. 2050, Amendment Bylaw (No. 208), 2013, No. 2809;
- "D" Aerial photo of subject property;
- "E" Consultation List – for Official Community Plan Amendment and Community Feedback directly related to the OCP amendment consultation;
- "F" Council Policy - No. Plan - 25;
- "G" Copies of notifications for the applicant's two open houses, with map of delivery sites,



- and a summary of feedback provided by the applicant;
- “H” Applicants Development Concept Plan, April 2013;
  - “I” Potential Parking Plan for Rosemead Manor;
  - “J” Extract from the Minutes of the March 20, 2013 A.P.C Design Review Committee;
  - “K” Extract from the Minutes of the April 10, 2013 A.P.C Design Review Committee;
  - “L” Extract from the Minutes of the March 20, 2013 Heritage Advisory Committee Meeting;
  - “M” Statement of Significance – ‘English Inn – 429 Lampson Street’;
  - “N” Extract of the Minutes of the April 16, 2013 Meeting of the Advisory Planning Commission;
  - “O” Minutes of the April 30, 2013 Special Meeting of the Advisory Planning Commission;
  - “P” Traffic Impact Assessment study from Boulevard Transportation Group;
  - “Q” Parking Review for English Inn from Boulevard Transportation Group;
  - “R” A Preliminary Inventory and Assessment of the Trees at the English Inn Site by Dunster & Associates, Environmental Consultants;
  - “S” Existing Tourist Commercial [C-5B] zone including current guidelines;
  - “T” Topographical Survey Plan showing existing features and potential subdivision;

**Purpose of the Application:**

The owners of the English Inn property, LFC Lampson Holdings Inc., have applied to the municipality for a Heritage Revitalization Agreement. After much consideration, staff have determined that similar results can be achieved using conventional Rezoning with an Official Community Plan Amendment, Heritage Designation and Covenants registered on title. The Heritage Revitalization Agreement was deemed to potentially constrain both the municipality's and future land owner's ability to easily and transparently adjust development conditions in order to respond to changing markets or revised development schemes.

The OCP's current designation for the property is “Mixed Use Commercial”, which does not support an option for standalone residential uses. In addition, the Development Permit Area No.2 designation which applies to this property includes general commercial form and character guidelines applicable across the Township, but the property owner has developed additional specific guidelines which can be used for both commercial or residential uses and is more reflective of the heritage significance of the English Inn.

The applicant has presented a Development Concept Plan and a subdivision application to the municipality. The proposed subdivision would divide the existing property into two parcels, the one with the retained heritage Manor house, [English Inn] [Site A] would measure 4580 m<sup>2</sup> [49300 ft<sup>2</sup>]. The second parcel, [Site B] would measure 13100 m<sup>2</sup> [141012 ft<sup>2</sup>] and would be a future development site with potentially buildings up to 21 metres in height.

The current owners have indicated the property's current configuration is not financially viable therefore have proposed an alternate land use and development model. They have indicated no intent to undertake any construction, or removal of the current buildings on the site. Future detailed building plans and demolition are to be left to the discretion of future owners.

**Comments from Other Departments:**

The plans for this proposal were circulated to other departments and the following comments were received:

**Building Inspection:** Construct to BC Building Code 2006 and Municipal Building Code Bylaw, 2002, No. 2538. Applicant must address all issues contained within the Township Development Protocol should application be approved.

**Parks Services:** Parks staff completed a review of the documents provided including the tree report by Dunster and Associates Environment Consultants Ltd. and the Development Concept Plan. "The recommendation as provided by Dr. Julian A. Dunster in his preliminary inventory and assessment of the trees should be stipulated as part of the required conditions. Specifically, the plan should identify which trees will be retained and which trees will be removed to accommodate the construction works." "Permits and landscape plans need to be required."

**Fire Services:** "Will require a hydrant to be situated mid property; otherwise no objections till development stage."

**Engineering Services:** Engineering staff have completed a preliminary evaluation of Works and Services that would be required for the proposal. Additional review comments will be provided when detailed engineering drawings are submitted.

*Note: All projects are subject to compliance with the BC Building Code, Esquimalt Subdivision and Servicing Bylaw, Esquimalt Zoning Bylaw and other Regulations and Policies set by Council.*

#### **Comments from the A.P.C. Design Review Committee [DRC]**

The application was considered at two of the regular meetings of the DRC held on March 20, 2013 (extract from minutes, Appendix "J"), and on April 10, 2013 (extract from minutes, Appendix "K"). The DRC members raised concerns about the Heritage Revitalization Agreement as a governing mechanism and the planning department's ability to have any future enforcement over what could be built on the site.

The DRC in their first meeting expressed concern over the lack of details in the design guidelines, and as a result the applicant developed a more extensive set of development permit guidelines. Concerns were raised regarding the preservation of the landscaping around the Manor house and the mature trees on site. Guidelines have been developed regarding the landscaping and the owners have agreed to enter into a covenant with the municipality in order to protect the mature trees on the site.

Another issue for the DRC was the potential use of surface parking for the development site. Development permit guidelines have been written to encourage the use of underground parking, and the zone has been written to restrict the use of surface parking to no more than 10 percent of the site not being used for buildings and structures.

#### **Comments from the Heritage Advisory Committee [HAC]**

The application was considered at the regular meeting of the HAC held on March 20, 2013 (extract from minutes, Appendix "L"). Committee members raised concerns with the draft Statement of Significance [SoS] presented in the applicant's Development Concept Plan. The draft SoS only references the Manor house, and does not mention the other features of the property. The committee members believe there is heritage significance to the other features; including the stone terrace and Anne Hathaway's cottage. The committee made a motion to not replace the existing SoS (Appendix "M") with the draft that was presented. As Statements of Significance are written primarily for information purposes it was noted that future owners may be willing to keep Anne Hathaway's cottage and that there may be an opportunity to negotiate future development rights in exchange for restoration of this unique structure. The committee members also spoke to the importance of retaining and restoring the heritage characteristics of the Manor house.

#### **Comments from the Advisory Planning Commission [APC]**

The application was considered at the regular meeting of the APC held on April 16, 2013

(extract from minutes, Appendix “N”), and a Special Meeting of the APC held on April 30, 2013 (extract from minutes, Appendix “O”). The members raised concerns about the trees on the site, the proposed density, the proposed setbacks, parking, building height, and public access through the site. The APC members were split on whether the density of 1.6 FAR was appropriate for the site, with 4 members in favour, 2 opposed. The members indicated that the proposed land uses were appropriate for the site and that the shape and size of Site A is appropriate for the Manor house, provided the gardens at the front of the Inn remain protected. The members felt it was important to provide some future public access through the site from the tot lot (Hither Green Park) on Bewdley Avenue. The members were not in favour of the heights and setbacks proposed for the site, and also recommended that alternate parking be proposed for the Manor house site, not locating the only parking around the front entrance of the building.

The applicant has subsequently increased the setbacks from 3.5 metres to 4.5 metres for the Northern and Southern property lines.

### **Governance**

**Proposed Uses:** The current permitted uses in the C-5B Tourist Commercial zone are hotel, museum, accessory tourist commercial use, amphitheater, parkade and artisans’ studios.

The proposed permitted uses would include the following, and could potentially eliminate all commercial use on the property in the future.

#### **Site A – Heritage Inn:**

- Tourist accommodation, restaurant, lounge, accessory uses
- Residential including multi-family and single family
- Institutional including congregate care senior citizens apartments

#### **Site B -Development Site:**

- Residential including multi-family, townhouse and single family
- Institutional including congregate care senior citizens apartments
- Tourist accommodation and accessory uses

**Site Area, F.A.R., Lot Coverage, Setbacks, Height:** The following table has been provided to aid in comparison between the proposal, the current zoning for the property, and the ‘Skyline’ a 6 storey building built in Esquimalt in 2012.

	Site A (Rosemead)	Site B (Development Parcel)	C-5B Tourist Commercial (current zone)	CD No. 69 924 Esquimalt Rd. ‘Skyline’ 6 storey multi-family
<b>Site Area</b>	4580 m	13100 m <sup>2</sup>	10000 m <sup>2</sup> (minimum)	3275 m <sup>2</sup>
<b>Floor Area Ratio</b>	0.4	1.6	0.4	1.32
<b>Lot Coverage</b>	Existing (to be confirmed)	50 %	16%	33%
<b>Setbacks</b> • <b>Front</b>			7.5 m	7.5 m

	Site A (Rosemead)	Site B (Development Parcel)	C-5B Tourist Commercial (current zone)	CD No. 69 924 Esquimalt Rd. 'Skyline' 6 storey multi-family
<ul style="list-style-type: none"> <li>• Rear</li> <li>• Side</li> <li>• Side</li> </ul> <p><u>Site A</u></p> <p>(Existing setbacks to remain, all confirmed by the site plan)</p> <p><u>Site B</u></p> <ul style="list-style-type: none"> <li>• Front</li> <li>• Site A , and the Eastern lot line</li> <li>• Northern and Southern lot lines</li> </ul>		<p>7.5 metres</p> <p>3.5 m (building elements up to 11 metres in height)</p> <p>7.5 m (building elements above 11 metres in height)</p> <p>4.5 m (building elements up to 11 metres in height)</p> <p>7.5 m (building elements above 11 metres in height)</p>	<p>7.5 m</p> <p>2.2 m</p> <p>3.8 m</p>	<p>10.35 m</p> <p>5.5 (exterior)</p> <p>5.0 (interior)</p>
<b>Building Height</b>	existing	21 metres	12 metres	20 metres
<b>Usable Open Space</b>	30 %	7.5 %	0	8.5 %

**Parking:** The proposal calls for the proposed development site to meet the requirements of Parking Bylaw 1992, No. 2011, with the parking located primarily underground.

Under the proposal the Manor house property [Site A] would only have access to the current above ground parking that exists to the east of the house, through a special use agreement with the new owners of the development site. A conceptual parking plan has been submitted which illustrates current and potential parking spaces around the front of the Manor house [Appendix "I"]. The current parking bylaw requirement for hotel use is 1 parking space per guest room, the parking plan shows 12 potential spaces. The zoning amendment bylaw has been written to allow 12 parking spaces for the current use as a 14 room hotel.



The applicant has provided a parking review prepared by Boulevard Transportation Group [BTG], dated November 20, 2012 [Appendix "Q"]. This parking review is based on the assumption that there will be 14 hotel rooms associated with the property and recommends that for this location the hotel use would require between 11-13 spaces. The review notes that the minimum is derived from observations at hotels "closer to the Inner Harbour area of Victoria, which could lead to a lower parking demand at these sites compared to the English Inn's location in Esquimalt". No mention is made of requirements during events such as outdoor weddings.

The BTG parking review does not discuss the other proposed uses for the Manor house site [Site A]. Township file documents show the floor area of the Manor house is 1644.24 m<sup>2</sup> [17699.02 sq ft] and the wing known as the "Village" has a floor area of 384.58 m<sup>2</sup> [4139.7 sq ft]. If that total [2028 m<sup>2</sup>] is divided by the average size of a multi-family unit [80 m<sup>2</sup> or approximately 850 sq ft] this could result in 25 residential units in the future. Under the current parking bylaw ratio of 1.3 spaces per unit the required spaces for the multi-family use would be 33 spaces. The Zoning amendment bylaw has been written to require other potential future uses on the site, beyond the hotel use, to meet the requirements of Parking Bylaw No. 1992, No. 2011.

**Traffic Study:** The applicant has provided a Traffic Impact Assessment prepared by Boulevard Transportation Group [BTG], dated November 23, 2012. BTG assumed a total of 230 residential units for the development site [Site B] and 14 rooms at the Inn site [Site A]. BTG determined that the proposed land use of multi-family residential would add an estimated 109 trips in the AM peak hour and 128 trips in the PM peak hour.

They concluded that the Esquimalt Road/ Lampson Street intersection will continue to operate at acceptable levels of service. No queuing issues were found and the longest additional delay was found to be 9.5 seconds for westbound left/through vehicles which could be mitigated with signal timing adjustment. The Lyall Street / Lampson Street intersection will continue to operate at good levels of service and the current 4-way stop should be maintained. The [Site B] entrance was found to have no capacity issues. BTG did not foresee the need for any improvements to local bike or pedestrian facilities.

**Height:** The applicant has proposed up to 21 metres for the development lot, which could allow for buildings up to 6 storeys in height. The property's current zoning allows no building to exceed a height of 12 metres, which is believed to match the current height of the Manor house.

**Setbacks:** Larger setbacks mitigate the impact of taller buildings on neighbouring properties; they create a sense of space and allow pedestrians to experience the building without feeling crowded or intimidated. The zoning amendment has been written to require 4.5 metres as a minimum setback for the property lot lines that back onto the residential zones, and a setback of 3.5 metres east of the Manor house and adjacent to the Department of National Defence property. The 4.5 metres meets the current high density townhouse [RM-3] zone in Esquimalt allowing for building heights up to 9.0 metres. The current proposal allows for 21 metres of height but these building elements must be located a minimum 7.5 metres from all property lines. The proposal includes a 7.5 metre front setback for the development site.

The Manor house setbacks have been written to match the existing building.

**Green Building Features:** The applicant has not completed the Esquimalt Green Building Checklist [attached]. This document could be required with any future development permit application.

**Landscaping and Fencing:** The applicant has provided a report prepared by Dunster and Associates Environment Consultants Ltd. which has rated the tree health on the property. The applicant has proposed their willingness to enter into a tree protection covenant with the Township ensuring the retention of the majority of the significant trees on the site. The other landscaping features and plantings are not proposed to be protected though a development permit will be required in order to alter them. Requirements for fence heights and materials, have been written in consideration of the heritage character of the site. As the Manor house has never had a front yard fence, fencing is allowed only behind the front of this building for both sites on property.

### **Official Community Plan**

The Official Community Plan contains policies and statements relevant to Land Use, Heritage, Public Art, Smart Design and Construction, Utilities, Economic Development, and the Regional Growth Strategy [RGS]. The proposal does not meet any of the current OCP designation areas as the owners expressed an interest in allowing commercial uses or sole residential uses on the site. Therefore a unique designation area has been proposed for the site, Development Permit Area No. 7 [DP Area No. 7] – English Inn.

**Land Use:** The current designation of the property is Commercial Mixed-Use allowing for consideration of buildings with heights up to 12 storeys and with a maximum Floor Area Ratio of 3.0. The proposal calls for buildings of up to 21 metres [6 storeys] and of a Floor Area Ratio of 1.6 for Site B. Each development proposal is to be evaluated on its own merit based on its location in the community. There are two existing 4 storey buildings to the north-west of the development property, a Department of National Defense parking lot is located to the east, with the majority of development in the Saxe Point neighbourhood being designated single and two-unit residential.

**Heritage:** The Township encourages the recognition and adaptive reuse of heritage resources provided that the essential character of the building or site can be maintained. When redeveloping heritage sites or buildings, the owners are encouraged to do so in a manner that is respectful of the character and significance of the site.

The OCP encourages the municipality to work with the development community and owners of heritage structures to find innovative solutions that will permit change to occur while minimizing its impacts upon sites' heritage value.

The site has historically been a single family home, an Inn, and a commercial tourist site. The new uses, including; multi-family, townhouse, congregate care senior citizens apartments would be a departure from the historic uses.

The proposal calls for limited protection of the façade of the Manor house and the significant trees on the site. There is no protection offered for the rock walls, the gardens, pavilions, Anne Hathaway's cottage or the interior features in the Inn. Several design guidelines have been developed to emphasize the importance of some of these features to the Manor house.

**Public Art:** The Township encourages the private sector to include artworks in new and existing developments. No public art has been proposed as a requirement of the future development.

**Smart Design and Construction:** The Township encourages the use of sustainable technology in the design of all new buildings, encourages design teams to achieve LEED or equivalent

rating and encourages the incorporation of Crime Prevention through Environmental Design [CPTED] principles and measures in new projects. The development guidelines have been developed to encourage energy conservation, water conservation and reduction of greenhouse gasses for future development on the site.

**Utilities:** The Township requires underground wiring for hydro, street-lighting, telecoms and cable for all new subdivisions and infill development in Esquimalt. This requirement would be a requirement for the development site [Site B].

**Economic Development:** The applicant has stated that the Inn is not economically sustainable with the maintenance requirements of the large piece of property.

**Keep Urban Settlement Compact – Regional Growth Strategy [RGS]:** The RGS encourages densification through a combination of infill and redevelopment to higher densities particularly for areas near transit corridors. Lampson Street is on a regular bus route and the English Inn property is a short walk to both Lyall Street and Esquimalt Road; which are both serviced by regular bus routes.

## **ISSUES:**

### **1. Rationale for Selected Option**

Staff have worked with the applicants to develop bylaws that will be acceptable to the property owner while allowing some control over development of the subject property in the future. The property owner has consulted with the neighbourhood on at least two occasions. A public hearing is the mechanism for residents to voice their opinion on the application.

### **2. Organizational Implications**

This Request for Decision has no organizational implications.

### **3. Financial Implications**

This Request for Decision has no financial implications.

### **4. Sustainability/Environmental Implications**

The densification of this property would provide greater sustainability for the community. The development guidelines have been developed to provide direction for the future development in terms of reduction of greenhouse gas emissions, and promotion of water and energy conservation. Applicants for a development permit would also be required to complete the green building checklist.

### **5. Communication**

The applicant held an open house on November 26, 2012 from 5:00 to 8:00 pm and again on September 17, 2013 from 6:00 to 8:00 pm, in the English Inn. The notices, a map of delivery sites and summary of the discussions is provided in Appendix "G".

As this application involves an Official Community Plan Amendment, notices were mailed to the possible affected parties on July 23, 2013. Notice and feedback received from neighbouring residents is attached in Appendix "E". As there is also a rezoning and heritage designation involved, Public Hearings will be required for all three Bylaws.

Public hearing notices would be mailed to tenants and owners of properties within 100m (328 ft) of the subject property. Signs indicating that the property is under consideration, first for a



Heritage Revitalization Agreement, now an OCP amendment, rezoning and heritage designation have been in place on the property since March 2013. Signs gave the date, time and location of the APC meeting, and would be updated to reflect the date, time and location of the Public Hearings. Additionally, notice of the Public Hearings would be placed in two editions of the Victoria News.

#### **ALTERNATIVES:**

1. Council **approve first and second reading** of Bylaw No. 2807, 2808 and 2809, direct staff to schedule the Public Hearings, to work with the applicant to ensure the tree protection covenant is in place, the letter waiving all entitlement to compensation for heritage designation, and that the parking plan for the Manor house is constructed as illustrated in the parking plan.
2. Council postpone consideration of Bylaw No. 2807, Bylaw No. 2808 and Bylaw No. 2809 pending receipt of additional information.
3. Council **deny first and second reading** of Bylaw No. 2807, Bylaw No. 2808 and Bylaw No. 2809.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2807**

A Bylaw to designate the existing building known as the English Inn  
at 429 Lampson Street as a Municipal Heritage Building.

WHEREAS THE Council considers that the property shown cross hatched in Schedule A of this Bylaw and described in Schedule B of this Bylaw has heritage value and heritage character.

AND WHEREAS the owners of that property have applied to the Township of Esquimalt for designation of the existing building on the property as a municipal heritage site;

AND WHEREAS the owners have agreed there is no reduction in market value of the property, or, in the alternative, they have waived in writing any entitlement to compensation for the designation under s. 969 of the *Local Government Act*;

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "HERITAGE DESIGNATION [429 Lampson Street] BYLAW, 2013, NO. 2807".
2. That the existing building and area shown cross-hatched on Schedule 'A' attached to and forming part of this bylaw (the "**Protected Property**") located on that parcel of land commonly known as 429 Lampson Street and situated in the Township of Esquimalt in the Province of British Columbia and more particularly described as PID 023-009-331, Lot B, Section 11, Esquimalt District, Plan VIP60066 (the "**Lands**") shall be and is hereby provided heritage designation pursuant to Section 967 of the *Local Government Act*.
3. Subject to Section 4 of this Bylaw, in accordance with subsection 967(2)(g) and (3) of the *Local Government Act*, no person may affect the Protected Property without the benefit of a Heritage Alteration Permit in accordance with the following policies:
  - (a) Alteration, changes, removal and actions to be consistent with, in the following order:
    - (i) the statement of Heritage Value prepared by Donald Luxton & Associates, dated September 2013, as provided in Schedule B to this Bylaw;
    - (ii) *Standards and Guidelines for the Conservation of Historic Places in Canada*, © Her Majesty the Queen in Right of Canada, 2010, *Second Edition*;
    - (iii) guidelines provided in relation to the Lands further to Development Permit Area No. 7 English Inn as identified in *OFFICIAL COMMUNITY PLAN BYLAW, 2006, NO. 2646, AMENDMENT BYLAW [NO. 15], 2013, NO. 2808*;
  - (b) In recognition of the Protected Property only representing a portion of the existing building, removal of any of those portions of the existing building not provided

heritage designation by this Bylaw only be undertaken so as to ensure that the architectural and heritage integrity of the heritage designated portions of the building.

4. In accordance with subsection 967(2)(f) of the *Local Government Act*, the following activities may be carried out in relation to the Protected Property and the Lands without the benefit of a Heritage Alteration Permit:
- (a) general maintenance and upkeep of the exterior of the existing building, including periodic repairs, cleaning and painting the exterior;
  - (b) interior changes that do not impact the exterior of the existing building; and
  - (c) minor routine landscaping.

READ a first time by the Municipal Council on \_\_\_\_\_, 2013.

READ a second time by the Municipal Council on \_\_\_\_\_, 2013.

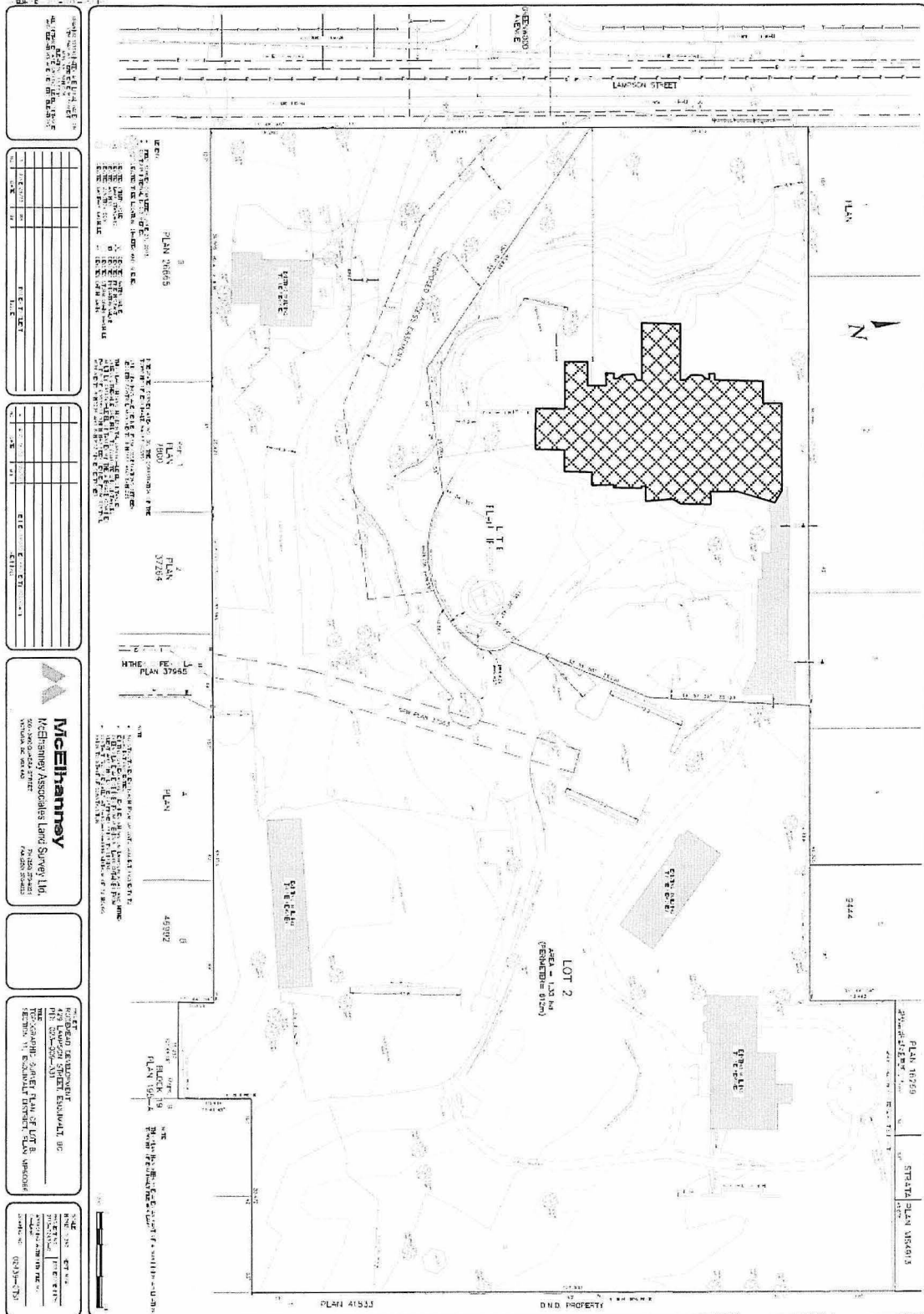
A Public Hearing pursuant to Sections 890 and 892 of the *Local Government Act* was held on \_\_\_\_\_, 2013.

READ a third time and passed by the Municipal Council on \_\_\_\_\_, 2013.

**ADOPTED** by the Municipal Council on \_\_\_\_\_, 2013.

BARBARA DESJARDINS MAYOR		ANJA NURVO CORPORATE OFFICER
-----------------------------	--	---------------------------------

**SCHEDULE 'A' TO BYLAW 2807**

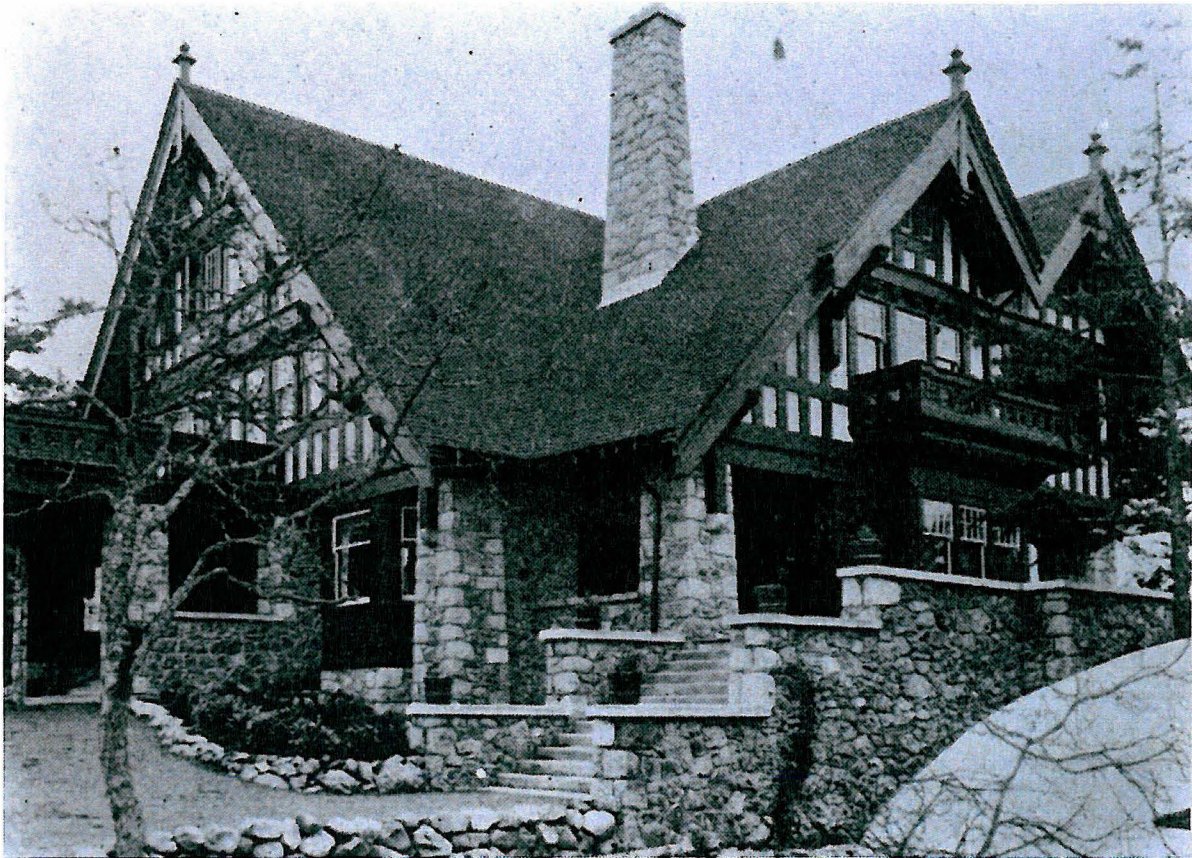


**SCHEDULE 'B' TO BYLAW 2807**

**Description of English Inn by Donald Luxton and Associates Inc.**



THE ENGLISH INN, 429 LAMPSON STREET, ESQUIMALT  
HERITAGE VALUE



**Name of Historic Place:** The English Inn  
**Historic Name:** *Rosemead*  
**Location:** 429 Lampson Street, Esquimalt  
**Date of Construction:** 1909  
**Original Owner:** Thomas Henry Slater and Elizabeth Slater  
**Architect:** Samuel Maclure

**Description of the Historic Place**

The English Inn is a two and one-half storey, masonry estate house located at 429 Lampson Street in the Saxe Point neighbourhood of Esquimalt, near the Strait of Juan de Fuca. Tudor Revival in style, the house is situated on a large rocky outcropping with a mature forested landscape, and features a high gabled roof, extensive stonework and half-timbered gable ends.

**Heritage Value of the Historic Place**

The English Inn is significant for its representation of British-inspired architecture and the development of early estate holdings in Esquimalt. This large manor house demonstrates the social, cultural, and aesthetic values of local wealthy businessmen and women of the early twentieth century – values such as appreciation of architectural elegance and grand interior spaces, leisure and recreation, formal landscaped gardens and scenic views. Located near naval and shipbuilding installations, the Saxe Point neighbourhood was an appealing residential location for Esquimalt's early gentry. These estate properties have since been subdivided for development, and the English Inn is the last surviving early

## THE ENGLISH INN, 429 LAMPSON STREET, ESQUIMALT HERITAGE VALUE

manor house in the area. Originally known as *Rosemead*, it was built in 1909 for the Slater family. Yorkshire-born Thomas Henry Slater (1866-1934), a successful broker, *realtor* and developer, arrived from Ontario following his marriage to Elizabeth Maud Robinson on March 26, 1895. The Slaters only resided here until 1917, and subsequently rented the house to various notable residents including Sir James Lougheed, one of Canada's well-known early politicians. The Slaters sold the property in 1933 to Dr. Thomas Arthur Rickard and his wife, Marguerite, who remained in the house until 1946, and this progression of elite owners and residents roots the estate firmly in the early social development of Esquimalt. After the end of World War Two, Sam Lane, Retired Squadron Leader of the Royal Canadian Air Force, and his wife, Rosina, began the conversion of the manor into a guesthouse. The Lanes constructed additional buildings on the property and operated the estate for many years as "The Olde England Inn," a noted tourist attraction that promoted British historical connections.

The English Inn is also valued for its Tudor Revival architecture, designed by celebrated local architect Samuel Maclure (1860-1929), who was responsible for many significant buildings throughout the Capital Regional District and the Lower Mainland of British Columbia. Maclure, known especially for his British Arts and Crafts residential designs, had recently completed the opulent *Hatley Park* in Colwood before beginning work on Slater's new home in Esquimalt; both demonstrate Maclure's penchant for stone cladding and traditional British architecture. This house for the Slaters displayed good, modern taste as well as an affinity for all things British, and high-quality craftsmanship is evident both inside and out in the finishes and materials. The use of the Tudor Revival style, with its direct British antecedents, was also a patriotic demonstration of loyalty to the Mother Country. In addition to its lavish design details, the height of the house, its relative seclusion and its deep setback from the street enhance its grandeur. The English Inn remains the only extant Maclure-designed building in Esquimalt and is a testament to the work of one of British Columbia's most accomplished native architects.

### Character-Defining Elements

The key elements that define the heritage character of The English Inn include its:

- location on a large rocky outcrop in the Saxe Point neighbourhood of Esquimalt;
- generous setback from the street, set amongst native landscaping and mature trees;
- residential form, scale and massing as expressed by its two and one-half storey height with full basement, and broad overhanging gabled roof;
- Tudor Revival style design features of the original Maclure design, including: massive rubblestone foundations growing out of the native rock; cedar shingles and tuck-pointed stone cladding on the ground floor; half-timbering on the upper floors; south-facing parallel gables; ground floor projecting bays and indented porches; large eave brackets; bracketed dropped finials at the gable ends; a *porte cochère* with square, tapered, stone columns and wooden brackets; tall stone chimneys; and a south-facing second floor balcony;
- original wooden sash windows, including a variety of multi-paned double-hung and casement assemblies, some with stained and leaded glass panels.



## RESEARCH SUMMARY

**CIVIC ADDRESS:** 429 Lampson Street, Esquimalt

**LEGAL ADDRESS:** Lot B, Section 11, Esquimalt District Plan VIP60066

**ORIGINAL OWNERS:** Thomas Henry Slater and Elizabeth Slater

**ORIGINAL NAME:** Rosemead

**CONSTRUCTION DATE:** 1909

**ARCHITECT:** Samuel Maclure

### **SAMUEL MACLURE ARCHITECTURAL DRAWINGS AT UNIVERSITY OF VICTORIA ARCHIVES:**

- Location: Segger Fonds, UVA Accession 89-41, box 1, file 4
- Drawing numbers: AP1612-AP1614 (3 blueprint drawings: plans and elevations)
- Client: T.H. Slater
- Title: House for T.H. Slater Esq., Lampson St., Esquimalt, B.C.
- Address: "Rosemead" (The English Inn), 429 Lampson Street, Esquimalt
- Date: July 1909
- Description: Two-storey house with basement and attic (no plans of the latter are present). The ground floor comprises a vestibule, hall, drawing room, sitting room, den, dining room, kitchen, pantry and larder. A porte cochère and porch join the house on this level at the vestibule. A large verandah wraps around the west, south and east sides of the house. The second floor consists of the upper hall, four bedrooms, dressing room, box room, two bathrooms and a balcony. Porches and verandahs are faced in stone, and the rest of the first floor is finished in shingles. Second-floor gable ends and one of the attic gable ends have a half timbering treatment. The other attic gable end is finished in shingles. Plans specify the liberal use of leaded glass windows.

## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## BYLAW NO. 2808

A Bylaw to amend Bylaw No. 2646, cited as the  
"Official Community Plan Bylaw, 2006, No. 2646"

THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF ESQUIMALT, in open  
meeting assembled, enacts as follows:

1. This bylaw may be cited as the "*OFFICIAL COMMUNITY PLAN BYLAW, 2006, NO. 2646, AMENDMENT BYLAW [NO. 15], 2013, NO. 2808*".

***English Inn Mixed Use Land Use Designation***

2. That Bylaw No. 2646, cited as the "Official Community Plan Bylaw, 2006, No. 2646" be amended as follows:

- (1) By inserting the following after the "Commercial – Mixed Use" bullet in **Section 2.1 Land Use Designations**:

- **English Inn Mixed Use** applies specifically to the large property containing the building known at various times as Rosemead, the Maclure House and mostly recently the English Inn.

- (2) By adding a new subsection under **Section 2.3.7 English Inn Mixed Use**, as follows

**"2.3.7. English Inn Mixed Use**

The English Inn consists of a 1.8-hectare parcel of land located in the Saxe Point neighbourhood. Originally containing only one building, constructed in 1909 as a private residence for the Slater family, the English Inn property had been developed over the years to include six buildings, most constructed during the 1950s and 1960s and representing a fanciful recreation of an English-style Tudor village, with a variety of commercial uses, staff dressed in Shakespearean costume and a "museum-like" atmosphere. However many of the buildings have fallen into disrepair as the previous concept became no longer commercially viable. Today, the English Inn exists as an important landmark in the local community and offers both tourist accommodation and event space, primarily in the main building.

This land use designation is a variation of the Commercial Mixed Use designation, intended to achieve heritage protection of the significant features and trees on the property and the main building, known at various times as The Olde England Inn, Rosemead and the Maclure House given the design by architect Samuel Maclure. This English Inn Mixed Use designation shall be interpreted to permit and encourage a mixture of commercial (tourist accommodation), residential (single,

multiple, townhouse) and institutional uses (congregate care senior citizens apartments and similar), but it also allows the possibility of *only* residential uses.

Subdivision, covenants and variances to parking and zoning regulations may be considered to further facilitate protection and maintenance of the main Maclure House building concomitant with redevelopment of the remainder of the property. For example, given the land contours and existing trees and vegetation, the uses in the main heritage building itself may require some parking spaces to be provided on adjacent lands if/when the original parcel is subdivided.

- (3) On Schedule "A" of the Official Community Plan Bylaw No. 2646, being the Land Use Designation Map, by changing the designation of the following property from "Commercial Mixed Use" to "English Inn Mixed Use" with a unique colour, including in the Legend, generally as shown on Schedule A attached to this bylaw:

PID: 023-009-331  
Lot B Section 11 Esquimalt District Plan VIP60066

#### ***English Inn Development Permit Area***

3. That Bylaw No. 2646, cited as the "Official Community Plan Bylaw, 2006, No. 2646" be amended as follows:

- (1) By adding a new subsection under **Section 9.7. Development Permit Area No.5 – Enhanced Design Control Residential**, entitled **Section 9.8 Development Permit Area No.7 – English Inn**, as detailed in Schedule B attached to this Bylaw:

- (2) By renumbering the remaining subsections of Section 9 accordingly;

- (3) On Schedule "C" of the Official Community Plan Bylaw No. 2646, being the Development Permit Areas Map, by changing the designation of the following lands from "Development Permit Area No.2" to "Development Permit Area No.7" with a unique colour/pattern, including in the Legend, generally as shown on Schedule C attached to this bylaw:

PID: 023-009-331  
Lot B Section 11 Esquimalt District Plan VIP60066

READ a first time by the Municipal Council on the \_\_\_\_ day of \_\_\_\_, 2013.

READ a second time by the Municipal Council on the \_\_\_\_ day of \_\_\_\_, 2013.

A Public Hearing was held pursuant to Sections 890 and 892 of the *Local Government Act* on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a third time by the Municipal Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**ADOPTED** by the Municipal Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

---

BARBARA DESJARDINS  
MAYOR

---

ANJA NURVO  
CORPORATE OFFICER

**Schedule A to Bylaw 2808**  
**Redesignation from “Commercial Mixed Use” to “English Inn Mixed Use”**

DRAFT





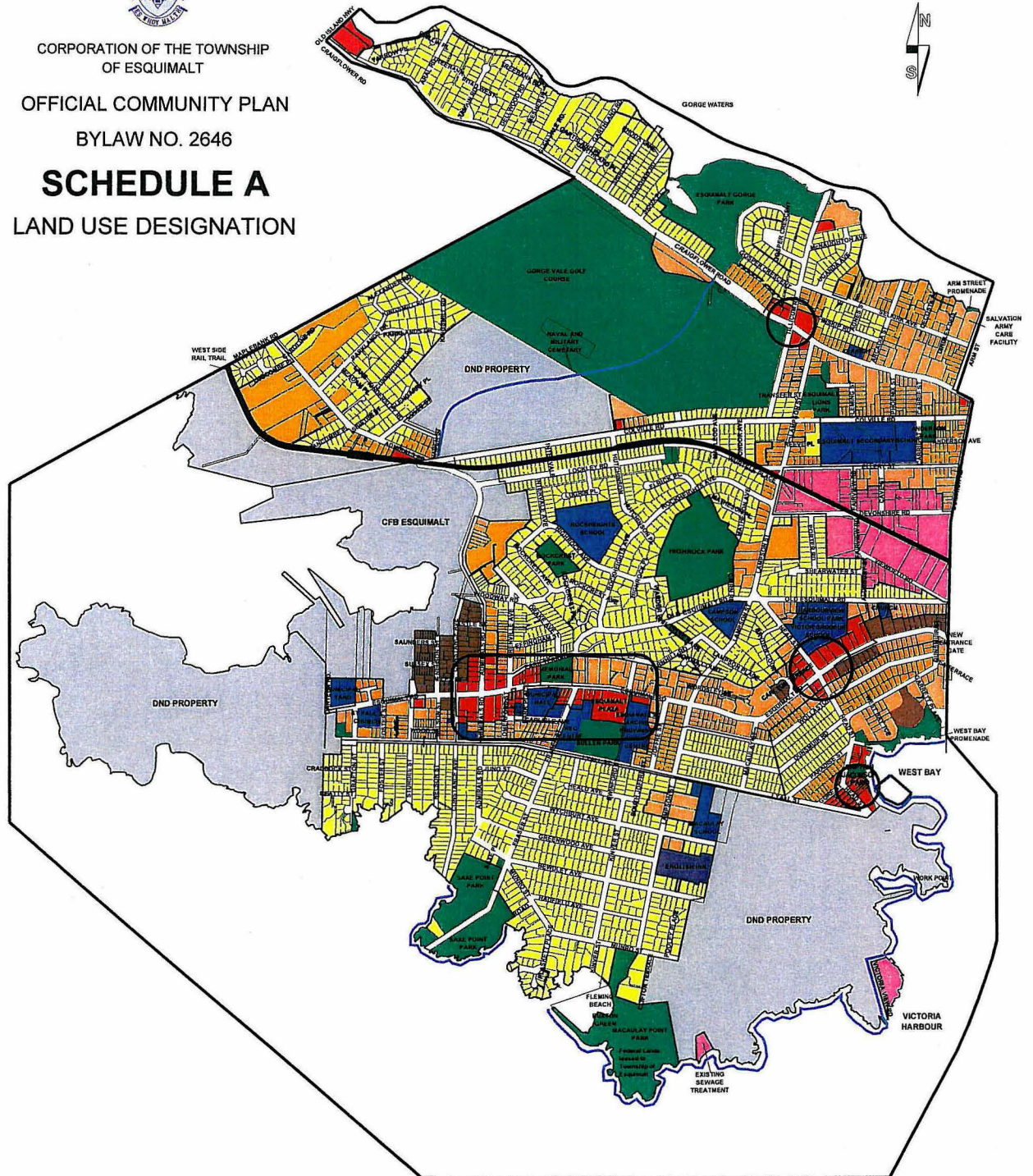
CORPORATION OF THE TOWNSHIP  
OF ESQUIMALT

OFFICIAL COMMUNITY PLAN

BYLAW NO. 2646

## SCHEDULE A

### LAND USE DESIGNATION



#### LEGEND

- |  |                       |
|--|-----------------------|
| Single and Two-Unit Residential                          | Industrial            |
| Townhouse Residential                                    | Commercial Mixed-Use  |
| Multi-Unit, Low-Rise Residential<br>(up to four storeys) | Commercial Node       |
| Multi-Unit, High-Rise Residential<br>(five+ storeys)     | Institutional         |
| Floathome Residential                                    | DND Federal Land      |
| Parks and Open Space                                     | Water Area            |
| Trails (existing and proposed)                           | Municipal Boundary    |
| Transportation Corridor                                  | English Inn Mixed Use |

**Schedule B to Bylaw 2808  
Development Permit Area No. 7 - English Inn**

**Development Permit Area No. 7 - English Inn**

**Scope**

Lands legally described as PID: 023-009-331 Lot B Section 11 Esquimalt District Plan VIP60066 are designated as Development Permit Area No. 7 – English Inn.

**Categories**

Sections 919.1 (1) (d), (e), (f), (g), (h) and (i) of the Local Government Act

- (d) revitalization of an area in which a commercial use is permitted;
- (e) form and character of intensive residential development;
- (f) form and character of commercial and multi-family residential development;
- (h) establishment of objectives to promote energy conservation;
- (i) establishment of objectives to promote water conservation; and
- (j) establishment of objectives to promote the reduction of greenhouse gas emissions.

**Justification**

These guidelines were developed to steward the design of development on the property known as the “English Inn” site at 429 Lampson Street in Esquimalt. The intent is to encourage new development to be sympathetic with, and a good neighbour to both the existing heritage Samuel Maclure designed manor house, known as Rosemead and the surrounding neighbourhood context, while providing opportunity for alternative massing solutions to accommodate market and building programmes. The key objective is a harmonious and sensitive development respectful of the Protected Property under Heritage Designation Bylaw 2807, including as described in the schedules thereto.

**Requirements of Owners of Land within the Development Permit Area**

- a. Owners of land within Development Permit Area No. 7 must not do any of the following without first obtaining a Development Permit in accordance with the guidelines for this Development Permit Area:
  - i. subdivide lands;
  - ii. construct, add to or alter a building or structure;



- iii. alter lands or landscaping.

b. Exemptions:

The following do not require a Development Permit:

- i. construction of buildings or structures less than 10 square metres in area;
- ii. emergency repairs to existing structures where a potential safety hazard exists;
- iii. fences that comply with the Zoning Bylaw; and
- iv. replacement or changing of existing signs, provided the sign area is not to be increased.

**Guidelines for Owners of the Land within the Development Permit Area**

These guidelines are not intended to slavishly replicate the mock Tudor vocabulary of the original house, but rather listen to its basic form, texture, proportions and composition of elements on site. The guidelines are descriptive, not restrictive. The guidelines incorporate features to encourage the promotion of energy and water conservation and the reduction of greenhouse gases.

**LANDSCAPE AND SIGNIFICANT FEATURES**

- Respect, to the extent possible, the qualities of the existing topography, natural rock outcrops and related significant trees (especially in the southeast corner).
- Respect significant trees through appropriate building siting and design.
- Landscape designs should reflect the character defining elements of the Manor house site and should use plant species suited to local climate and incorporate drought-tolerant, native species and other xeriscaping techniques that minimize the need for landscape irrigation.
- The hard landscaping of the Manor house site; including but not limited to the pavilion, fountain, stonework and retaining walls, represent the formal landscaped gardens characteristic of a home of this stature and era. Any change of use of the site should respect the existing landscape features.



Image Above: An Example of Site Vegetation

- Landscaping at the rear of the Manor house site has been developed to form a courtyard for use by the buildings occupants and guests, and forms an integral part of the building context. All building siting and design should respect the site lines from these outdoor spaces.
- The landscaped areas of the Manor house site, including the formal gardens, fountains, pavilions, hardscaping and courtyards are an important part of the character of the site and any proposed design should be sympathetic to these elements and this character. Use of materials should reflect the high quality already established on the site.
- The property has many unique and mature plants and trees and any proposal should endeavour to reuse and incorporate this material on the site to the extent possible.
- Fences as a part of the landscape should be of high quality material and the use of chain link fences should be avoided.

#### ACCESS AND PARKING

- Retain and simplify the existing driveway from Lampson Street to access the heritage property and lands beyond by eliminating the southern exit driveway and widen the north driveway judiciously around significant trees, with permeable paving, to accommodate two-way traffic.
- Maintain the domestic scale and character of the driveway onto Lampson Street including unobtrusive low level lighting and retain the existing stone gate posts.



Driveway Entry

- Any surface parking, especially on the Manor house site, should be appropriately screened with landscaping and be designed not to detract from the character of the landscaping of the site. The use of permeable paving materials for parking areas is encouraged.
- If additional parking is required on the Manor house site, and the 'Village' wing were removed, location along the northern property line should be considered.
- Incorporate appropriate storm water management measures to ensure storm water from the driveway infiltrates back into the ground to ensure no net runoff offsite.
- Incorporate below grade parking, for the development site, to take advantage of the approximately one storey north/south cross fall across the site.

- Avoid long open cut parking access ramps by accessing underground parking from the lower levels of the existing grade.
- Appropriate bicycle and scooter storage should be provided in commercial and multiple-family buildings.
- Commercial and multiple-family buildings should include provision for charging stations for electric vehicles where appropriate.

## **ENVIRONMENT**

- Use green building standards and technology to reduce the environmental/ecological footprint of development.
- Use natural storm water management techniques and measures to ensure that all storm water is managed on the site with no net increase off site. It is a fundamental municipal requirement that all storm water runoff be managed on site. This will substantially improve the existing condition.
- Use of outdoor lighting on buildings or in the landscape should be designed to minimize light pollution and spill over onto neighbouring properties. All outdoor lighting should minimize wattage and be directed downward. Use of motion detectors and timers is encouraged.

## **BUILDING FORM & CHARACTER**

- Break down building volumes into domestic sized increments.
- Incorporate pitch roof language with dormers sympathetic to the heritage Maclure manor, reducing apparent building height and volume.
- Consider relaxation of building setbacks where it can be shown that it is advantageous to building design and distribution of building mass and volume in relation to adjacent properties.
- Respect significant trees through appropriate building siting and design.



Maclure's Biggerstaff Wilson House,  
Victoria, 1905

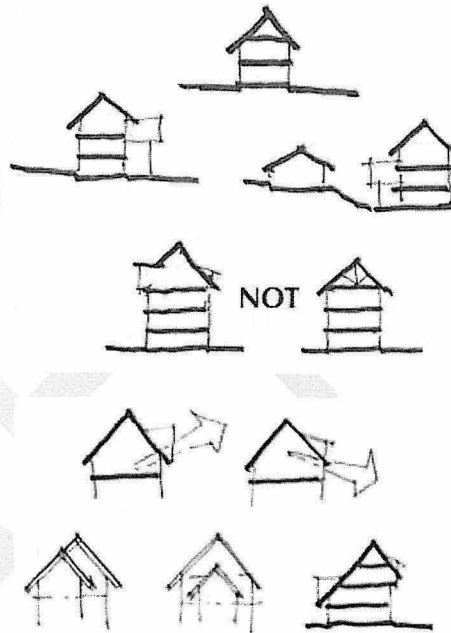
### **Distribution of Building Volume**



- Concentrate higher building volume towards the middle of the site and towards the easterly portions adjacent to the neighbouring DND property.
- Keep building volumes lower towards the edges and composed as if made up of individual dwelling units, particularly towards the south. Massing towards the northern edges can typically accommodate another storey, since the English Inn site is a nominal level below the neighbours to the north.

### **Basic Building Volume and Roof Forms**

- Employ basic building elements not much more than twice the bulk of the manor house proper to create an overall composition whereby the whole reads as an assemblage of these parts.
- Compose building elements to shape and define spaces between and within; not to exist as objects in space.
- Employ a language of roof pitch typically to reflect that of the manor house; to be inhabited within, not simply sit on top of habitable space.
- Figuratively, pull the roof forms down around the occupied spaces.
- Utilize dormers – pitched or single slope – to provide light and views from habitable space within the roof.
- Utilize stepped down gables, or single pitch runoffs to further break down scale and create more intimate relationships with the ground. These elements can be used in succession.
- Roof overhangs and window placement should be coordinated to provide cooling and shade during summer and solar access for passive heating in the winter.
- Roof surfaces should be designed to accommodate solar energy collection devices. Skylights are discouraged, as a benefit of natural daylight penetration is not sufficient from an energy perspective, to outweigh their heat loss due to low insulation value.



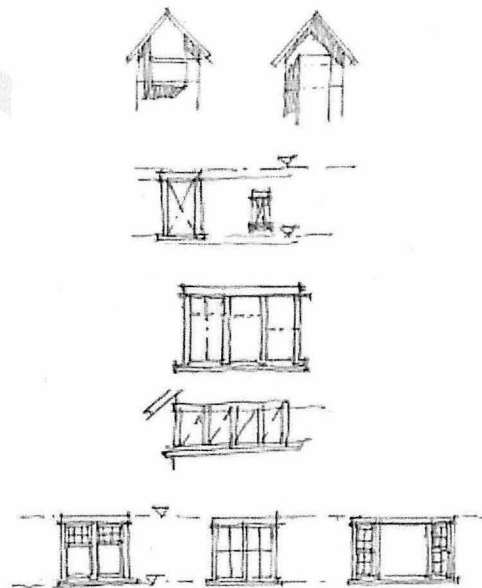
### **Building Orientation and Access to Sunlight**

- Buildings should be located, oriented and designed to facilitate the retention of passive solar heat (e.g. south facing windows), reduce heat loss and support natural ventilation.

- Reduce energy consumption of electric lighting by maximizing opportunities for the distribution of natural daylight into a building's interior spaces (excluding the use of skylights).
- Avoid the use of heavily tinted or reflective glazing that reduces solar heat gain but also reduces the penetration of light.
- Placement and retention of deciduous trees is encouraged such that these trees provide summer-season shading, and winter-season solar access.
- While respecting the importance of the existing character of the site's landscape character design of on-site landscaping should minimize shading impacts and the potential for solar thermal or photovoltaic systems on the site and surrounding properties.

### Windows – Types and Proportions

- Employ bay windows, bracketed in upper stories, or stepped out on lower stories to form decks off upper stories, to break down scale of end walls.
- Employ basic window element having a vertical proportion – 1:1.4 – 1:2.2.
- Vary size from floor to ceiling to very small openings for secondary spaces.
- Increase amount of transparency by stringing multiple units or by employing basic units at regular intervals.
- Create horizontal strip glazing condition by exploring recurrent smaller units.
- Break down scale and texture where appropriate with divided light muntins or zinc cam in double glazed units.
- Large single well-proportioned sheets can be employed in conjunction with divided lites to capture views.



### **RENEWABLE AND ALTERNATIVE ENERGY**

- Support where feasible, on-site renewable energy systems and technologies such as solar hot water, solar photovoltaic, micro wind turbines and heat pumps.

- Encourage on-site resource recovery through technologies where possible such as heat exchangers on ventilation and domestic water supply.

#### **MATERIALS MANAGEMENT**

- Recycling infrastructure and facilities especially for organics is encouraged.
- Building materials which are durable for the use intended should be sourced locally or regionally to reduce transportation requirements whenever possible and economic.
- Reuse existing building and landscape materials on site where practical and economic.
- Encourage construction waste diversion planning as part of the development process. Including the identification of designated areas for the collection of recyclable materials.

**Schedule C to Bylaw 2808**  
**From Development Permit Area No.2 to Development Permit Area No.7**

DRAFT





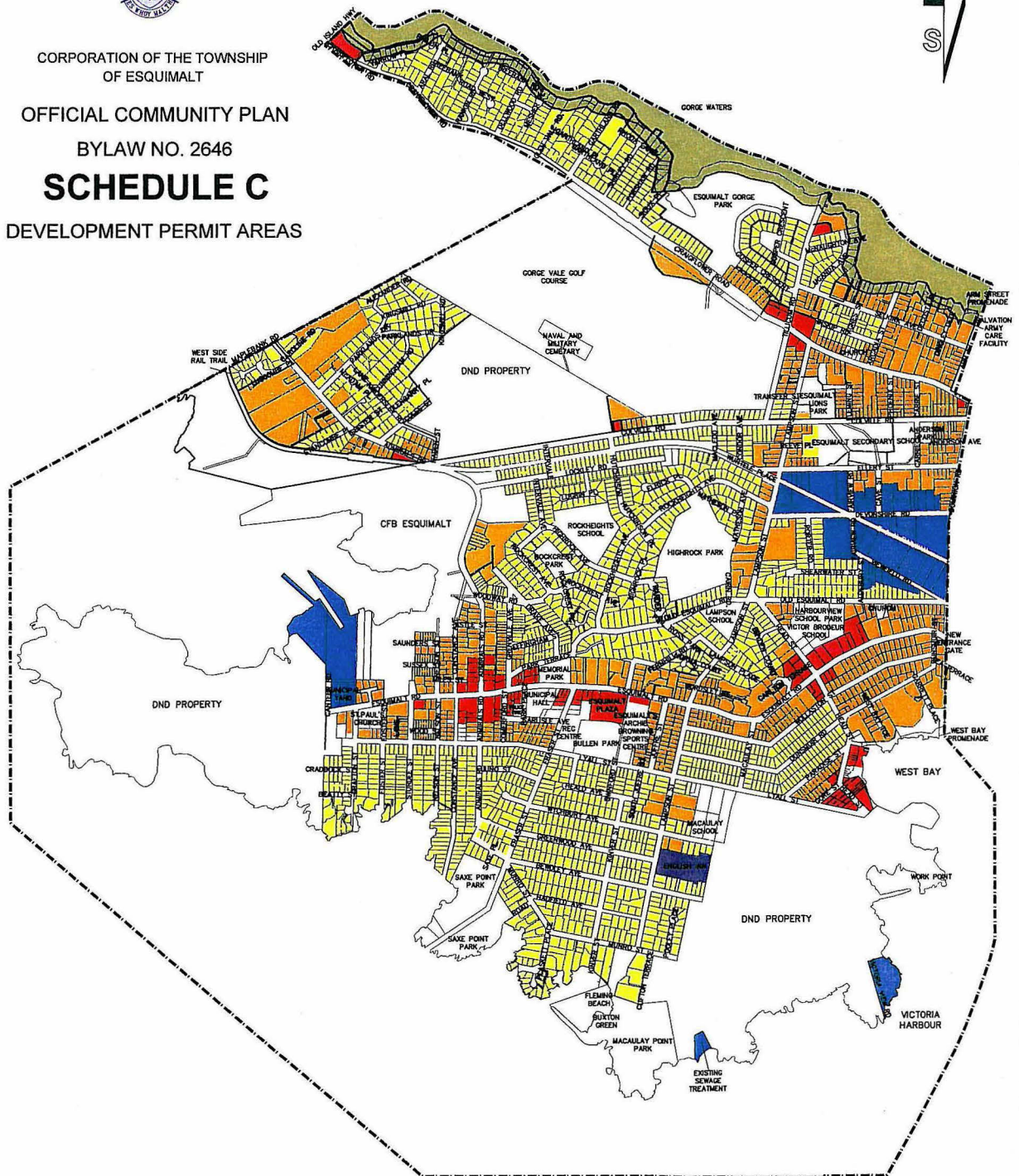
CORPORATION OF THE TOWNSHIP  
OF ESQUIMALT

OFFICIAL COMMUNITY PLAN

BYLAW NO. 2646

## SCHEDULE C

DEVELOPMENT PERMIT AREAS



### LEGEND

- D.P.A. No. 1 – Multi Unit Residential
- D.P.A. No. 2 – Commercial
- D.P.A. No. 3 – Industrial
- D.P.A. No. 4 – Gorge Waterway
- D.P.A. No. 5 – Enhanced Design Control Residential
- D.P.A. No. 7 – English Inn

- Water Area
- Municipal Boundary

May apply to lands of designated Residential, Commercial, Industrial or Gorge Waterway if they are to be used for more than single-unit residential use.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2809**

A Bylaw to amend Bylaw No. 2050, cited as the  
"Zoning Bylaw, 1992, No. 2050"

THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF ESQUIMALT, in open  
meeting assembled, enacts as follows:

1. This bylaw may be cited as the *"ZONING BYLAW, 1992, NO. 2050, AMENDMENT BYLAW [NO. 208], 2013, NO. 2809"*.

***Comprehensive Development District No. 84 [CD NO. 84]***

2. That Bylaw No. 2050, cited as the "Zoning Bylaw, 1992, No. 2050" be amended as follows:
  - (1) by adding the following words and figures after 'Comprehensive Development District No. 83' in Section 31 – Zone Designations of PART 5 Zoning Districts:  
"Comprehensive Development District No. 84 (429 Lampson Street) CD No. 84"
  - (2) by adding as Section 67.71 the new zone attached as Schedule 'A' to this Bylaw, as Comprehensive Development District No. 84 [CD No.84].
  - (3) by changing the zoning designation of the following parcel, shown cross-hatched on the plan attached as Schedule 'B' to this bylaw, from Tourist Commercial [C-5B] Zone to Comprehensive Development District No. 84 [CD No-84]:  
  
PID 023-009-331  
Lot B, Section 11, Esquimalt District, Plan VIP60066
  - (4) by changing Schedule 'A' Zoning Map, attached to and forming part of "Zoning Bylaw, 1992, No. 2050" to show the changes in zoning classification effected by this bylaw.

READ a first time by the Municipal Council on the \_\_\_\_ day of \_\_\_\_, 2013.

READ a second time by the Municipal Council on the \_\_\_\_ day of \_\_\_\_, 2013.

A Public Hearing was held pursuant to Sections 890 and 892 of the *Local Government Act* on the \_\_\_\_ day of \_\_\_\_, 2013.

READ a third time by the Municipal Council on the \_\_\_\_ day of \_\_\_\_\_, 2013.

**ADOPTED** by the Municipal Council on the \_\_\_\_ day of \_\_\_\_\_, 2013.

---

BARBARA DESJARDINS  
MAYOR

---

ANJA NURVO  
CORPORATE OFFICER

## SCHEDULE "A" TO BYLAW 2809

### 67.70 COMPREHENSIVE DEVELOPMENT DISTRICT NO. 84 [CD NO. 84]

In that Zone designated as CD No. 84 (Comprehensive Development District No. 84) no Building or Structure or part thereof shall be erected, constructed, placed, maintained or used and no land shall be used except in accordance with and subject to the regulations contained in or incorporated by reference into this Part.

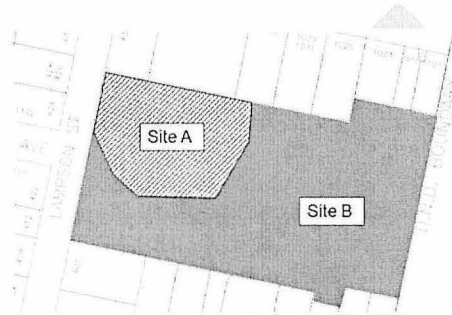


Figure 1. Site A & Site B

A. Site A – the 0.458 hectare parcel (including the heritage designated building), (Figure 1).

#### (1) Permitted Uses

The following Uses and no others shall be permitted:

- (a) Tourist Accommodation, Restaurant, Lounge with Accessory Uses
- (b) Single Family Residential
- (c) Multiple Family Residential
- (d) Congregate Care Senior Citizens Apartments
- (e) Home Occupation

#### (2) Parcel Size

The minimum Parcel size for parcels created by subdivision shall be 4580 square metres.

#### (3) Floor Area Ratio – [ Density ]

The Floor Area Ratio shall not exceed 0.40.



(4) **Unit Size**

The minimum Floor Area for each Multiple Family Dwelling unit shall be not less than 60.00 square metres.

(5) **Building Height**

(a) Notwithstanding the definition of Height in this Bylaw, in this Zone, the highest point of any building or Structure must not exceed 37.2 metres geodetic (above sea level). For greater certainty, the Height exceptions of Section 15 continue to apply.

(b) No Accessory Building shall exceed a Height of 3.6 metres.

(6) **Lot Coverage**

(a) All Principal Buildings, Accessory Building and Structures combined shall not cover more than 20% of the Area of Site A.

(b) All Accessory Buildings and Structures combined shall not exceed 5% of the Area of Site A.

(7) **Siting Requirements**

**(a) Principal Building**

The existing principal building shall be sited as detailed on the survey plan prepared by McElhanney Associates Land Survey Ltd., stamped "Received September 9, 2013", and attached hereto as Schedule 'C', including an inset from the survey provided for convenience purposes.

**(b) Accessory Buildings**

(i) No Accessory Building shall be located in the Front Yard.

(ii) No Accessory Building shall be located with 1.5 metres of an Interior or Rear Lot Line.

(iii) Building Separation: No Accessory Building shall be located within 2.5 metres of the Principal Building.

(8) **Usable Open Space**

Useable open space shall be provided in an amount of not less than 30% of the parcel.

(9) **Fencing**

No fence shall be placed in the Front Yard. No fence shall exceed a Height of 2 metres.

(10) **Off-Street Parking**

(i) Off street parking shall be provided in accordance with the requirements of Parking Bylaw, 1992, No. 2011 (as amended).

(ii) Notwithstanding section (10)(i) the existing use of 14 or fewer hotel rooms shall provide 12 parking spaces.

B. Site B – the 1.31 hectare parcel (Figure 1).

(11) **Permitted Uses**

The following Uses and no others shall be permitted:

- (a) Multiple Family Residential
- (b) Townhouse Residential
- (c) Single Family Residential
- (d) Congregate Care Senior Citizens Apartments
- (e) Tourist Accommodation, with Accessory Uses
- (f) Home Occupation

(12) **Parcel Size**

The minimum Parcel size for parcels created by subdivision shall be 13100 square metres.

(13) **Floor Area Ratio – [ Density ]**

The Floor Area Ratio shall not exceed 1.6.

(14) **Number of Buildings**

More than one (1) principal building is permitted on Site B.

(15) **Unit Size**

The minimum Floor Area for each Multiple Family Dwelling unit shall be not less than 60.00 square metres.

(16) **Building Height**

- (a) No Principal Building shall exceed a Height of 21.0 metres.
- (b) No Accessory Building shall exceed a Height of 3.6 metres.

(17) **Lot Coverage**

- (a) All Principal Buildings, Accessory Building and Structures combined shall not cover more than 50% of the Area of Site B.

- (b) All Accessory Buildings and Structures combined shall not exceed 5% of the Area of Site B.

(18) **Siting Requirements**

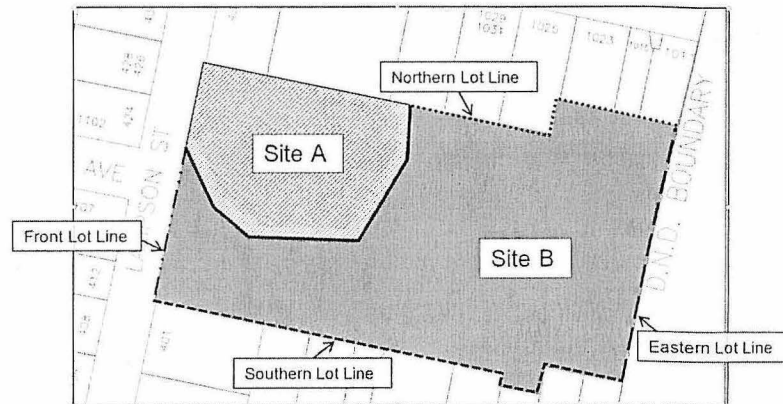


Figure 3. Site B Lot Lines

(a) **Principal Building**

(i) Front Lot Line setback	7.5 metres (minimum)
(ii) Eastern Lot Line setback Building elements up to 11 metres in height Building elements over 11 metres in height	3.5 metres (minimum) 7.5 metres (minimum)
(iii) Northern Lot Line setback Building elements up to 11 metres in height Building elements over 11 metres in height	4.5 metres (minimum) 7.5 metres (minimum)
(iv) Southern Lot Line setback Building elements up to 11 metres in height Building elements over 11 metres in height	4.5 metres (minimum) 7.5 metres (minimum)
(v) Site A/ Site B shared Lot Line setback Building elements up to 11 metres in height Building elements over 11 metres in height	3.5 metres (minimum) 7.5 metres (minimum)

(b) **Accessory Buildings**

- (i) No Accessory Building shall be located in the Front Yard.



- (ii) No Accessory Building shall be located with 1.5 metres of any Site A lot line, Eastern Lot Line, Northern Lot Line, and Southern Lot Line .
- (iii) Building Separation: No Accessory Building shall be located within 2.5 metres of any Principal Building.

(19) **Usable Open Space**

Useable open space shall be provided in an amount of not less than 7.5% of Site B.

(20) **Fencing**

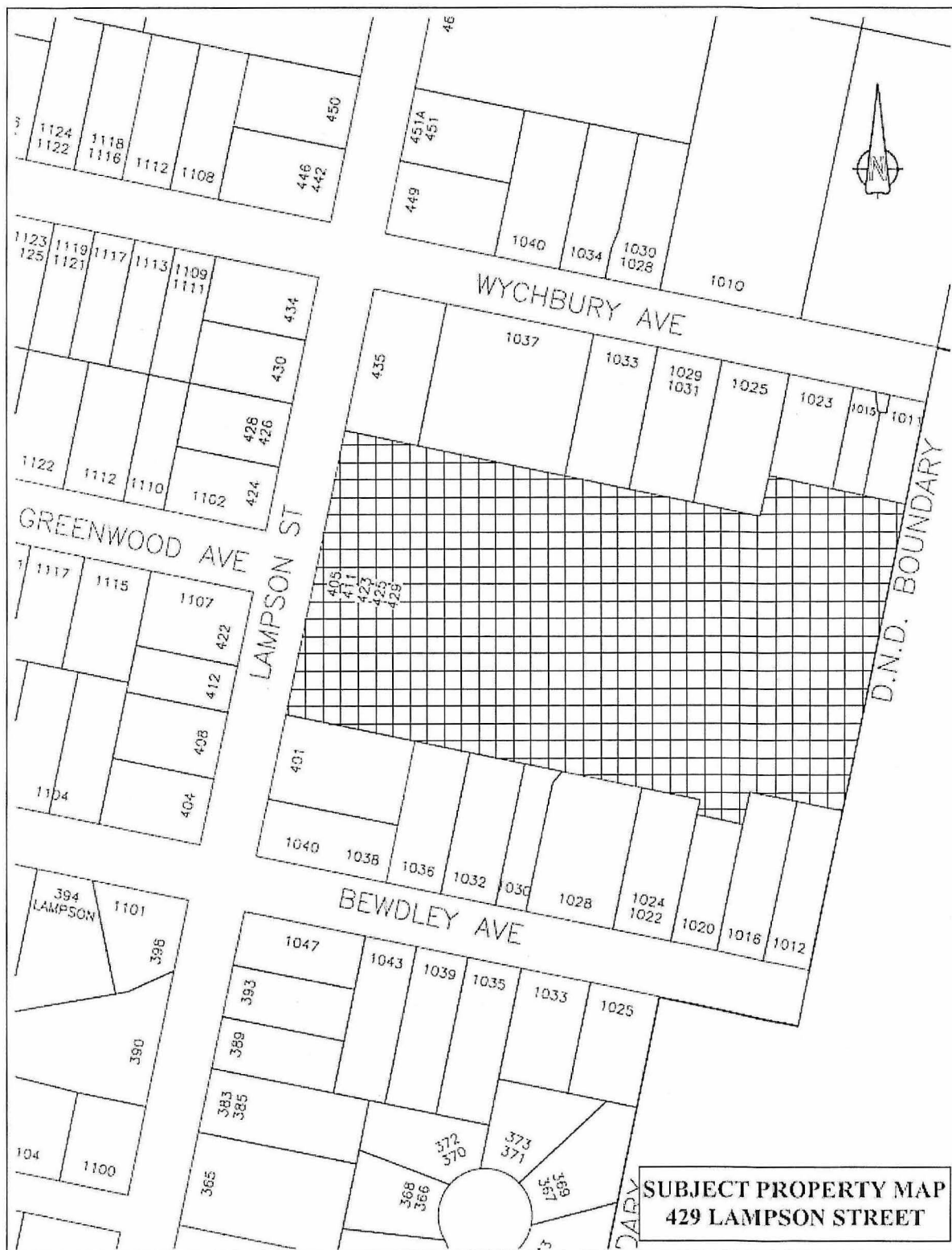
Fencing is prohibited within 36.7 metres of the Front Lot Line. No fence shall exceed a Height of 2 metres.

(21) **Off- Street Parking**

(a) Off street parking shall be provided in accordance with the requirements of Parking Bylaw, 1992 No. 2011 (as amended).

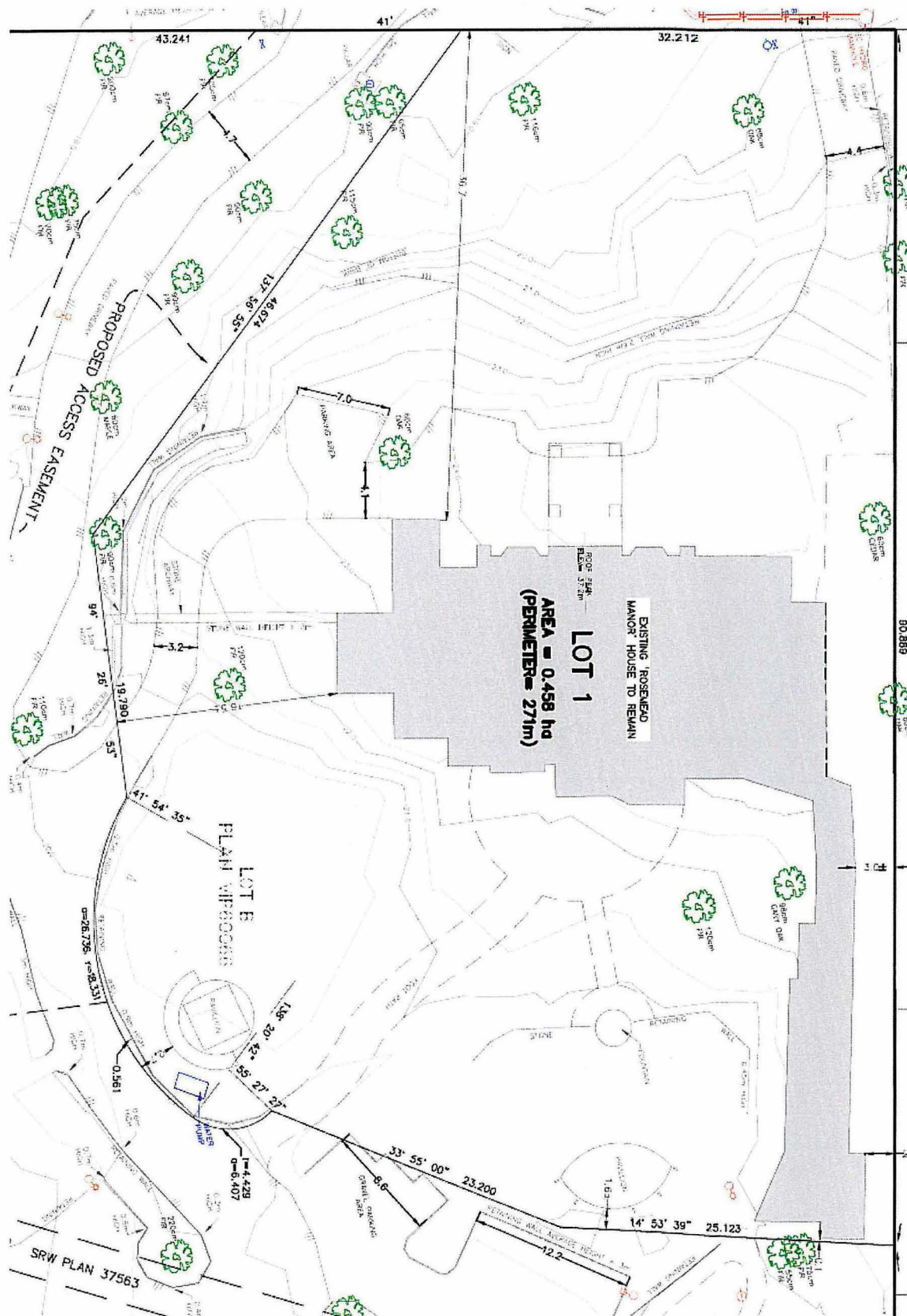
(b) Notwithstanding Section (21) (a) No more than 10% of the area of Site B, not covered by Principal Buildings, Accessory Buildings and Structures (Lot coverage), may be used for surface parking (excluding driveways).

SCHEDULE "B" TO BYLAW 2809  
Lands Rezoned from C-5B to CD-84

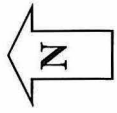


[illegible]

**SCHEDULE 'C' TO BYLAW 2809**  
**Siting of Existing Principal Building**  
**(Inset from the Survey – for convenience)**







429 Lampson Street







## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Website: [www.esquimalt.ca](http://www.esquimalt.ca) Email: [info@esquimalt.ca](mailto:info@esquimalt.ca)Voice: (250) 414-7100  
Fax: (250) 414-7111

July 22, 2013

File #: RZ000007

**RE: Official Community Plan and Zoning Bylaw amendment for English Inn  
429 Lampson Street [Lot B, Section 11, Esquimalt District, Plan VIP60066]**

At their regular meeting on July 15, 2013, Esquimalt Council authorized staff to refer the information submitted by LFC Lampson Holdings Inc., the owners of the English Inn property in support of their Official Community Plan and Zoning Bylaw amendment application to you or your organization pursuant to Section 879 of the Local Government Act. Under the provisions of Section 879, a Local Government, *"must provide one or more opportunities it considers appropriate for consultation with persons, organizations, and authorities it considers will be affected"* as part of the process to amend an Official Community Plan.

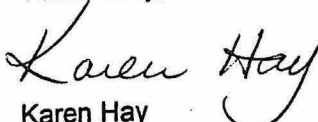
The OCP's current designation for the property is "Mixed Use Commercial", which does not support an option for standalone residential uses. In addition, the Development Permit Area No.2 designation which applies to this property includes general commercial form and character guidelines applicable across the Township, but the property owner has developed additional specific guidelines which can be used for both commercial and/or residential uses, and is more reflective of the heritage significance of the English Inn. Therefore, the proposed Official Community Plan amendments would include:

- An amendment to Schedule "A" of the Official Community Plan, Bylaw No. 2646 being the Land Use Designation Map by creating a site specific Land Use Designation for the subject site that would allow: exclusive medium-density residential uses, exclusive commercial uses (tourist accommodation), or mixed medium-density residential and commercial uses (tourist accommodation);
- The addition of a section in the Official Community Plan, with site specific development permit guidelines for the subject site; and
- Concomitant text amendments to ensure the proper incorporation of the above into the Official Community Plan.

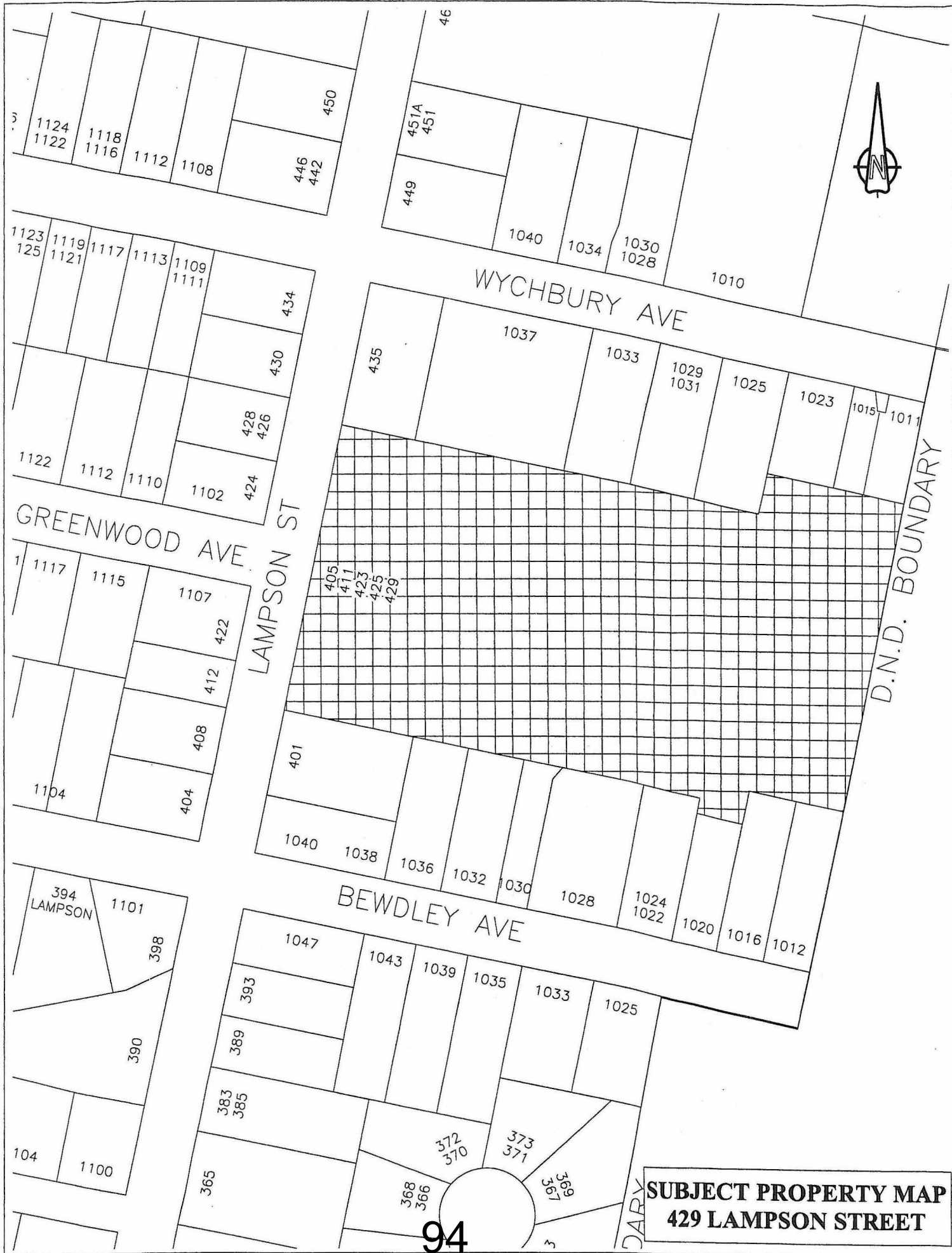
Please review the attached information and submit any written comments to the undersigned on or before August 19, 2013. Comments may be submitted by mail to the address above or by e-mail to [karen.hay@esquimalt.ca](mailto:karen.hay@esquimalt.ca).

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact the undersigned by e-mail or phone at 250-414-7179.

Yours Truly,

  
Karen Hay  
Planner

Enclosure: Application Supporting Material





# ENGLISH INN

## DEVELOPMENT CONCEPT PLAN

### SITE ANALYSIS

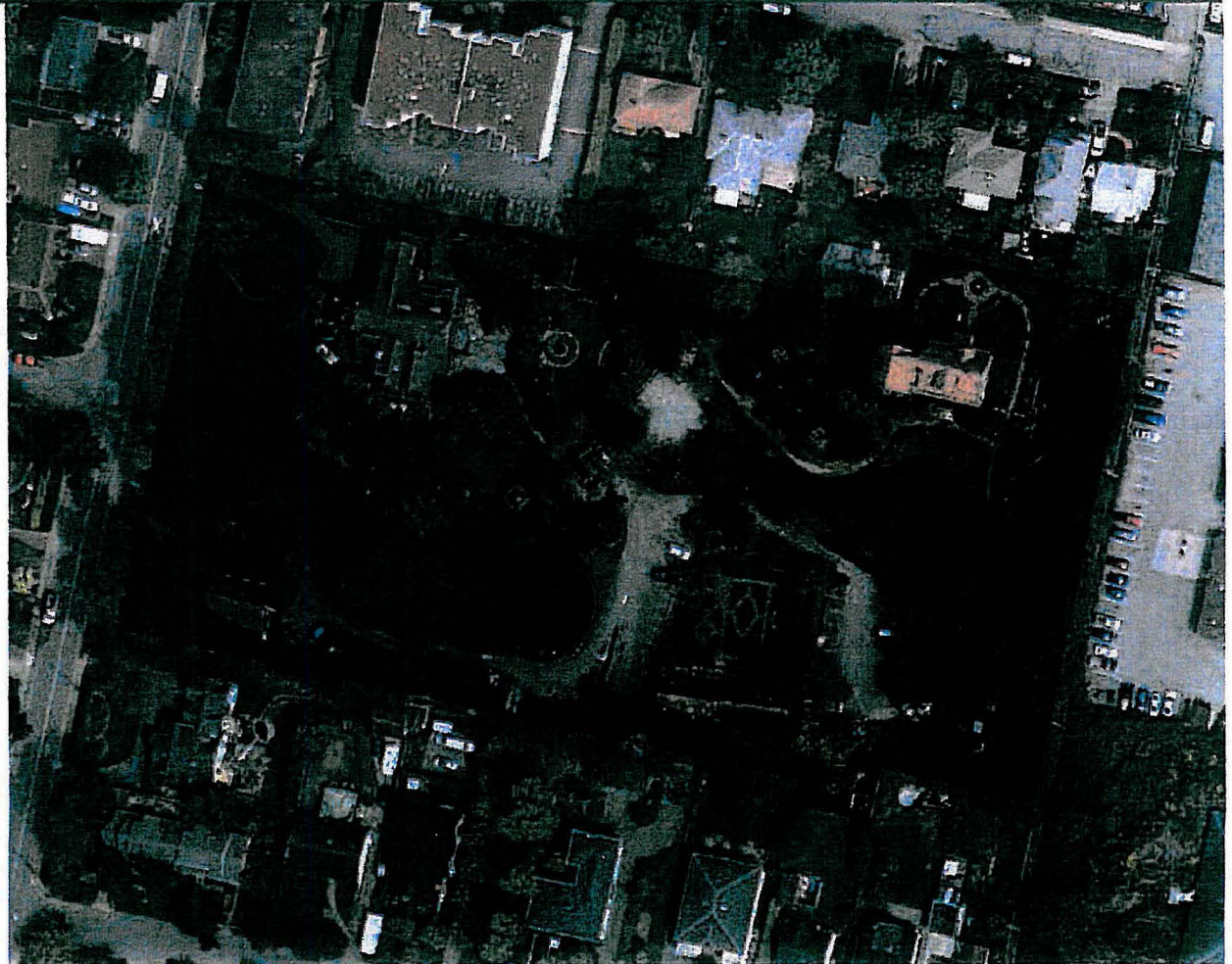
#### SITE CHARACTERISTICS

This is a site that by its physical characteristics has much to tell us about how it should be addressed.

Its western portion, fronting on Lampson Street, has very high inherent value, the focus of which is the vintage Rosemead, supported by the topography it lies on, and the substantial mature landscape that surrounds it.

The balance of the site retains larger mature trees, which are for the most part located on the periphery.

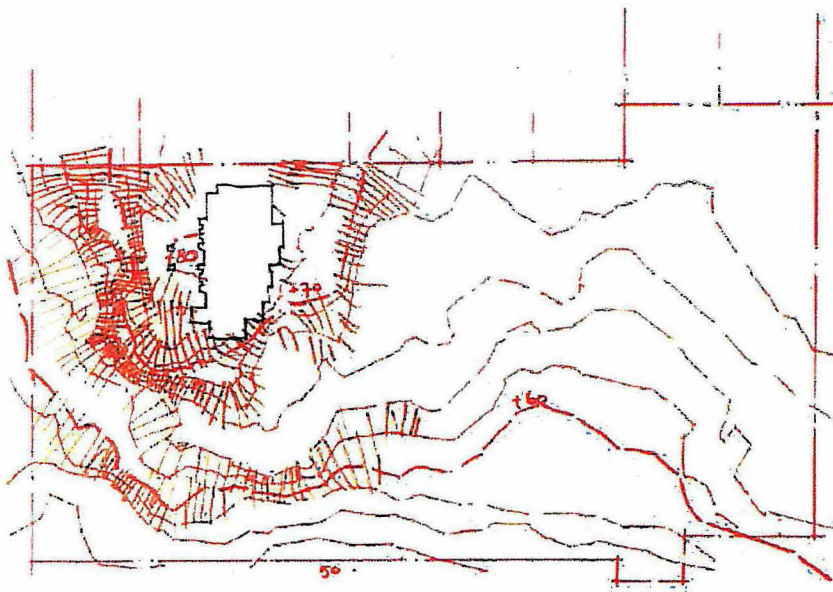
This proposal in essence, advocates the protection of the original Rosemead heritage residence and sufficient lands surrounding it to respect its stature, while distinguishing the balance of the site for appropriate use and establishing development rights accordingly.





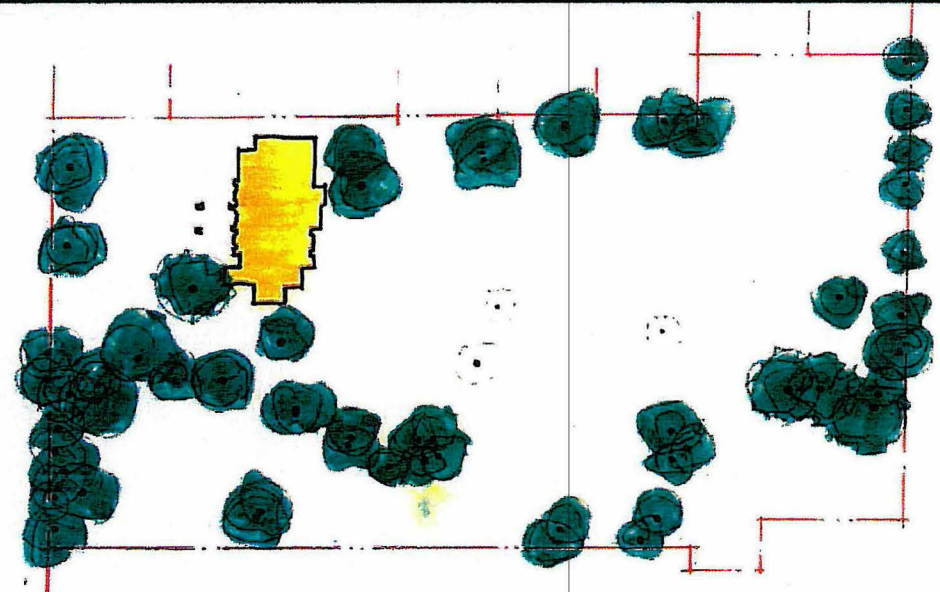
## SITE ANALYSIS

96



### TOPOGRAPHY

Topography, in itself, is not typically considered inviolate, but in the case of the Rosemead property is inseparable from the vintage building that sits atop it and the well-established vegetation that surrounds it. As the sketch indicates, the most notable contours are located to the western half of the site, supporting the vintage residence and its context.



### SIGNIFICANT TREES

At the Rosemead site, the mature stands of firs and oaks contribute as much to the quality of the environment as the vintage building itself.

As the diagram indicates, the bulk of the significant trees on the eastern half of the property are near the perimeter with the exception of a Garry Oak gravel and rock outcropping towards the southeast corner.

There are two or three trees indicated near the middle of the site, but they are not of the scale and consequences that they could not be removed and replaced.



# ENGLISH INN

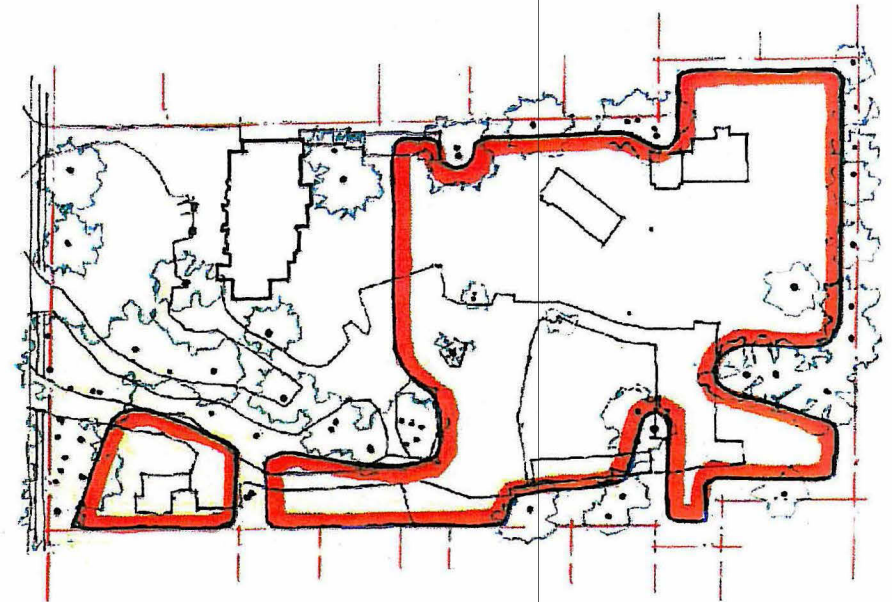
## SITE ANALYSIS

## DEVELOPMENT CONCEPT PLAN



### PROTECTED AREAS

This is a Diagram of Protected Areas. By attaching a high level of protection to those areas indicated, the integrity of the substantial qualities that make up the Rosemead environment can be maintained.



### POTENTIAL BUILDING AREAS

These are the areas in which new buildings could potentially be sensitively inserted.



# ENGLISH INN

# DEVELOPMENT CONCEPT PLAN

## ILLUSTRATIVE DEVELOPMENT CONCEPT

86



### RESIDENTIAL CONCEPT FOR BALANCE OF THE SITE

This concept indicates the potential to define a distinguishable titled property for the vintage house property, with the balance of the site developed as moderately-scaled, possibly two to six-level residential buildings. Access is maintained via a moderately widened existing driveway, in that retaining this roadway also facilitates retaining the landscape tightly defining it, and eliminates the need for the separate existing exit route.

#### SITE AREAS

HERITAGE SITE:	4,457 m <sup>2</sup>
DEVELOPMENT SITE:	13,040 m <sup>2</sup>
TOTAL SITE AREA:	17,497 m <sup>2</sup>

#### BUILDING AREAS

MACLURE HOUSE:	1,858 m <sup>2</sup>
PROPOSED:	20,889 m <sup>2</sup>
TOTAL:	22,747 m <sup>2</sup>

#### DENSITY

MACLURE HOUSE F.S.R.:	0.4:1
RESIDUAL SITE F.S.R.:	1.6:1
OVERALL SITE F.S.R.:	1.3:1

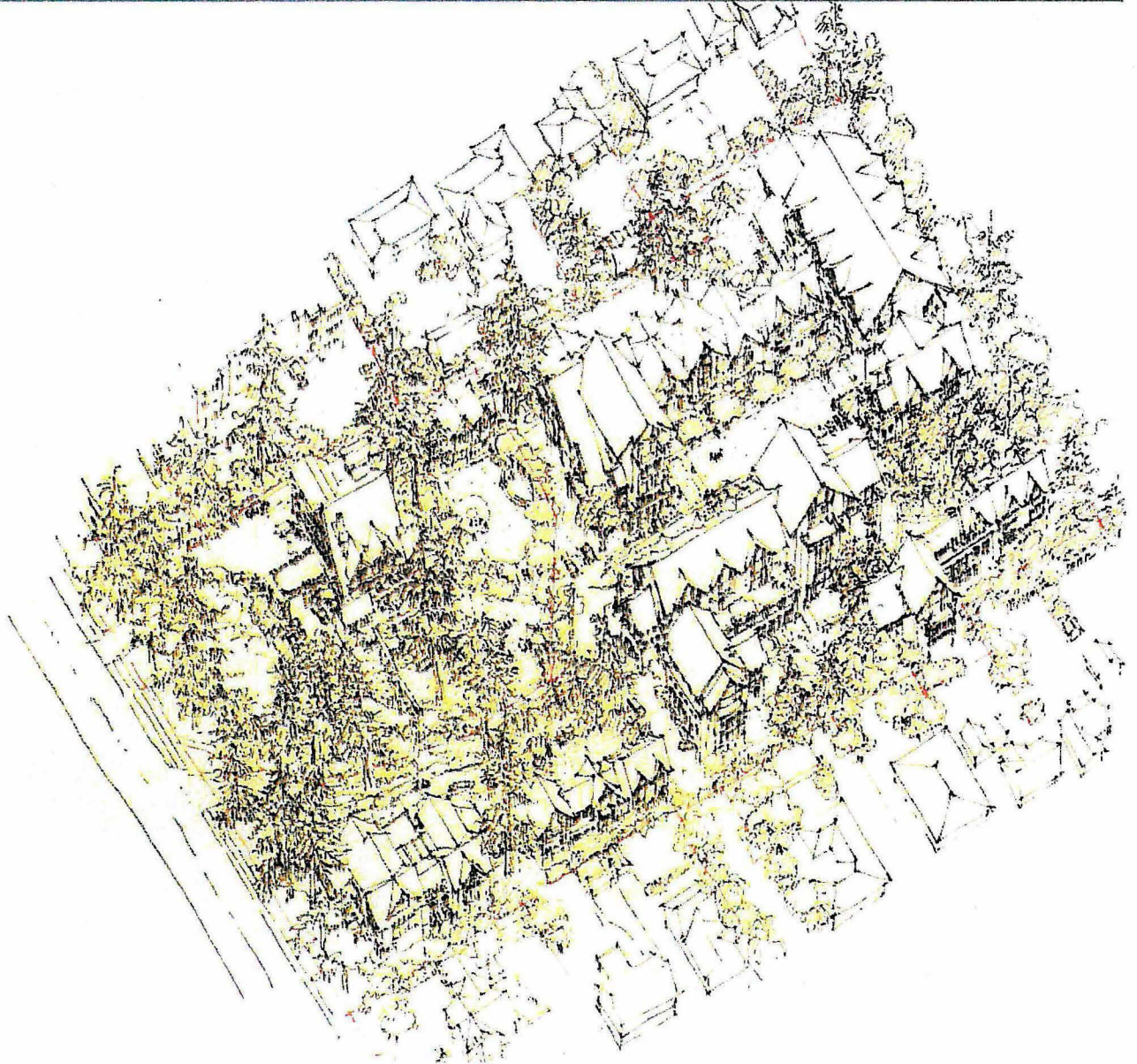


### ILLUSTRATIVE DEVELOPMENT CONCEPT - CHARACTER SKETCH

#### ILLUSTRATIVE SKETCHES

66

This is an Axonometric Character Sketch, developed to indicate how, through **refinement of basic volumes** and use of **small scale textural devices** – such as dormers and low scaled lean-to's – **qualities** can be engendered that would much more compatible with both **Rosemead** and the **surrounding neighbours**.





## DEVELOPMENT GOVERNANCE



Image Above: An Example of Site Vegetation

### SIGNIFICANT FEATURES

- Respect, to the extent possible, the qualities of the existing topography, natural rock outcrops and related significant trees (especially the southeast corner)
- Respect significant trees through appropriate building siting and design. *Refer to Tree Survey by Dunster & Associates, Nov. 10, 2012.*

### ENVIRONMENT

- Use green building standards and technology to reduce the environmental/ecological footprint of development.
- Use natural storm water management techniques and measures to **ensure that all storm water is managed on the site** with no net increase off site. *Refer to McElhanney Report, November, 2012.*

### BUILDING FORM & CHARACTER - ILLUSTRATIVE EXAMPLES

- Break down building volumes into domestic sized increments.
- Incorporate pitch roof language with dormers sympathetic to the heritage Maclure manor, reducing apparent building height and volume.
- Consider relaxation of building setbacks where it can be shown that it is advantageous to building design and distribution of building mass and volume in relation to adjacent properties.



Maclure's Biggerstaff Wilson House,  
Victoria, 1905



G. Willoughby House,  
Victoria, 1912



# ENGLISH INN

## DEVELOPMENT CONCEPT PLAN

### DEVELOPMENT GOVERNANCE



Driveway Entry

#### ACCESS & PARKING

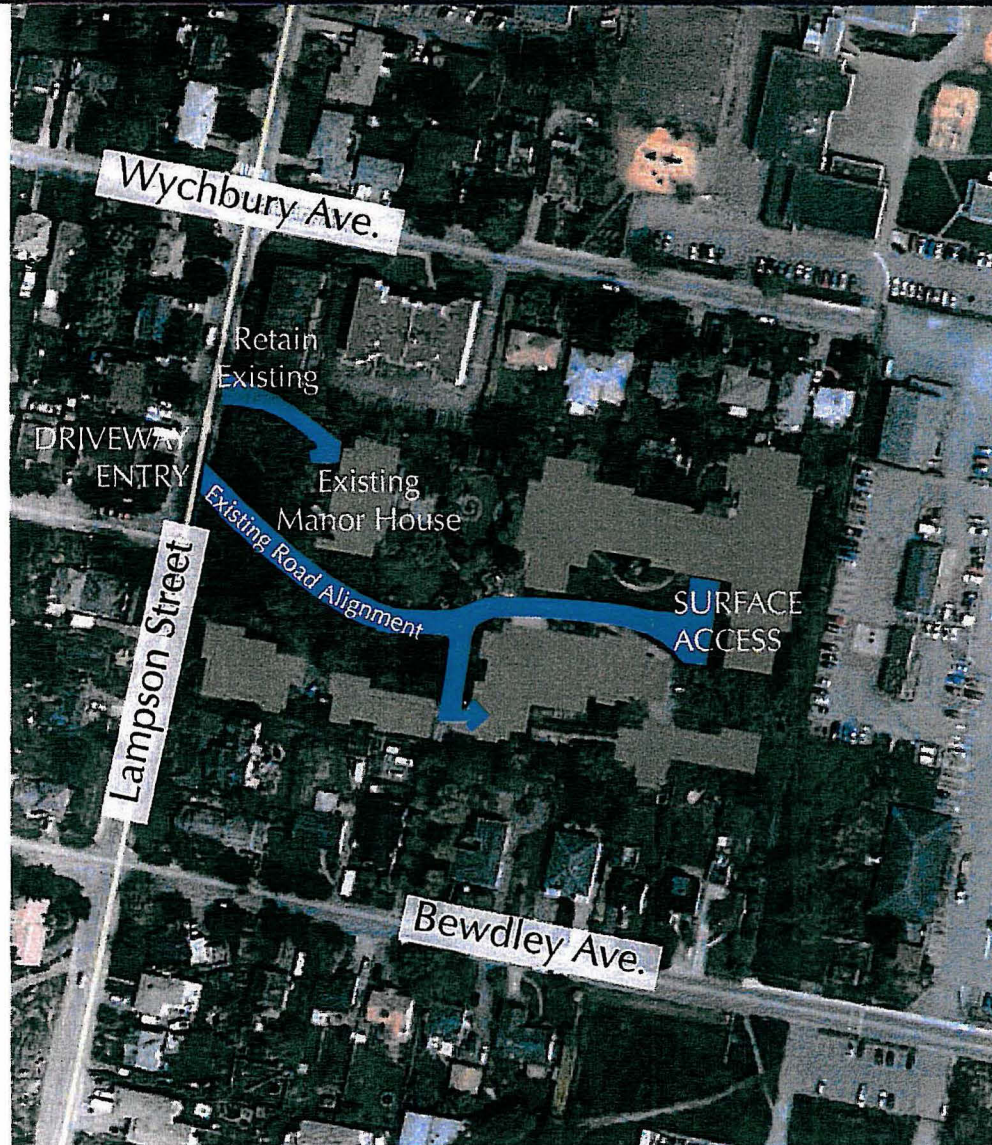
- **Retain** and simplify the **existing driveway** from Lampson Street to access the heritage property and lands beyond. Eliminate the southern exit driveway and widen the north driveway judiciously around significant trees, with permeable paving, to accommodate two-way traffic.
- Maintain the domestic scale and character of the driveway onto Lampson Street including unobtrusive low level lighting and retain the existing stone gate posts.
- Incorporate appropriate storm water management measures to ensure storm water from the driveway infiltrates back into the ground and maintain no net runoff off site. *Refer to McElhanney Report, November, 2012, page 5.* It's a fundamental municipal requirement that all storm water runoff be **managed on site**. This shall substantially improve the existing condition
- Incorporate below grade parking, for the development site, to take advantage of the approximately one storey north/south cross fall across the site.
- Avoid long open cut parking access ramps by accessing underground parking from the lower levels of the existing grade.



# ENGLISH INN

## DEVELOPMENT GOVERNANCE

## DEVELOPMENT CONCEPT PLAN



RESIDUAL SITE - ACCESS TO BELOW GRADE PARKING & VISITOR PARKING

LEGEND  
Potential  
Building Foot Prints

Driveways





# ENGLISH INN

## DEVELOPMENT CONCEPT PLAN

### DEVELOPMENT GOVERNANCE

#### ILLUSTRATION OF POTENTIAL DEVELOPMENT SCENARIO



Watercolour by Paul Merrick  
For illustrative purposes only.



## DEVELOPMENT GUIDELINES

These guidelines are developed to steward the design of the new development on the residual site of the property known as the "Old English Inn" at 429 Lampson Street in Esquimalt.

The intent is to encourage a form and character in any new development on the site to be sympathetic with, and a good neighbour to, both the existing Samuel Maclure designed manor house known as Rosemead and the surrounding neighbourhood context, while providing opportunity for alternative massing solutions to accommodate market and building programme factors.

It is not the intent of the guidelines to slavishly replicate the mock Tudor vocabulary of the original house, but rather listen to its basic form, texture, proportions and composition of elements on site.

**It should be noted** that these guidelines are intended to be descriptive, not restrictive. Any developed design proposal for this residual site will be the subject to conventional Development Permit review through municipal process.

The following are indicated:

### DISTRIBUTION OF BUILDING VOLUME

- Concentrate higher building volume towards the middle of the site and towards the easterly portions, where the adjacent neighbouring condition is the military base.
- Keep building volumes lower towards the edges and composed as if made up of individual dwelling units, particularly towards the south. Massing towards the northern edges can typically accommodate another storey, since the English Inn site is a nominal level below the neighbours to the north.

### LANDSCAPE

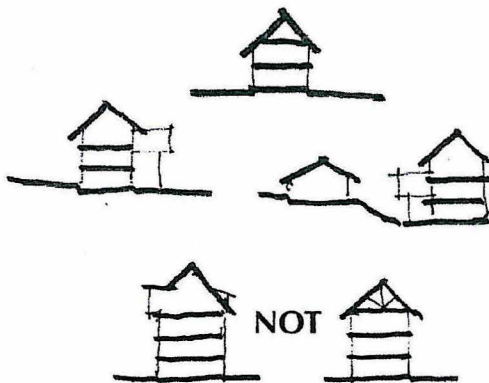
- Landscape design should reflect the character defining elements of the manor house site and respect the significant trees and natural features.

### BASIC BUILDING VOLUME

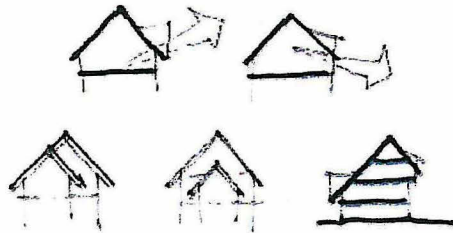
- Employ basic building elements not much more than twice the bulk of the manor house proper to create an overall composition whereby the whole reads as an assemblage of these parts.
- Compose building elements to shape and define spaces between and within; not to exist as objects in space.

### BASIC ROOF FORMS

- Employ a language of roof pitch typically to reflect that of the manor house; to be inhabited within, not simply sit on top of habitable space.
- Figuratively, pull the roof forms down around the occupied spaces.







### BASIC ROOF FORMS, Continued

- Utilize dormers – pitched or single slope – to provide light and views from habitable space within the roof.
- Utilize stepped down gables, or single pitch runoffs to further break down scale and create more intimate relationships with the ground. These elements can be used in succession.

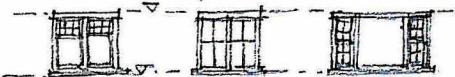
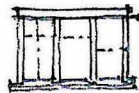
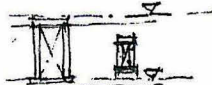
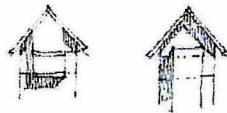
### BAYS, WINDOWS & FENESTRATION

#### BAYS

- Employ bay windows, bracketed in upper stories, or stepped out on lower stories to form decks off upper stories, to break down scale of end walls.

#### WINDOW - TYPES & PROPORTIONS

- Employ basic window element having a vertical proportion – 1:1.4 – 1:2.2.
- Vary size from floor to ceiling to very small openings for secondary spaces.
- Increase amount of transparency by stringing multiple units or by employing basic units at regular intervals.
- Create horizontal strip glazing condition by exploring recurrent smaller units.
- Break down scale and texture where appropriate with divided light muntins or zinc cam in double glazed units
- Large single well proportioned sheets can be employed in conjunction with divided lites to capture views.



### **Consultation List**

#### **Official Community Plan Amendment – 429 Lampson Street – English Inn**

- 1) Esquimalt First Nation
- 2) Songhees First Nation
- 3) Esquimalt Chamber of Commerce,
- 4) Esquimalt Residents Association,
- 5) West Bay Residents Association,
- 6) Lyall Street Residents Association,
- 7) Board, Capital Regional District
- 8) Board, School District No. 61 (Greater Victoria)
- 9) Board, School District No. 93 (Conseil Scolaire Francophone de la Columbia Britanique)
- 10) Department of National Defence (Base Commander, CFB Esquimalt)
- 11) British Columbia Minister responsible for Heritage Conservation
- 12) Property owners and Occupants of properties directly adjacent to the subject property

## Karen Hay

---

**From:** Peter Ryan <pryan123@shaw.ca>  
**Sent:** August 5, 2013 2:23 PM  
**To:** Karen Hay; Bill Brown  
**Subject:** English Inn Proposal

Overall this proposal looks pretty good but it is still in the early stages.

I have some concern with buildings 6 stories high, that may stand out even with the topography and trees etc.

They mention they are going to deal with the sewer run off on site. What about an internal system dealing with sewage? Also are they looking at geo thermal for heating and cooling? Wouldn't it be nice if this was a show case for what can be built in Esquimalt. ie smaller version of Dockside Green.... We already have a couple homes here that built with geo thermal. I know this may be more expensive for the developer but he is asking for a zoning change.

This is a beautiful piece of property that should be utilized to its maximum potential and really lead the way for future development.

The Township can look at some form of incentives if the developer goes beyond the norm...

Peter

Peter Ryan  
399 Fraser St.

Sent from my iPad

## Karen Hay

---

**From:** Doreen Sutherland <~~dsutherland@telus.net~~>  
**Sent:** July 26, 2013 1:09 PM  
**To:** Karen Hay  
**Subject:** File RZ000007

Old English Inn proposal

Hello Karen,

I live a 422 Lampson street and I am very opposed to the development of this property into multi family dwellings or many single family dwellings. There will never be enough parking and I do not want the street around my house used for . parking of vehicles from the development. I also do not want increased density because of traffic issues. There is already significant traffic passing my house and this would create a HUGE traffic increase.

Is there going to be a hearing for residents to speak to this issue?

Please let me know if there is so I can present my objections to council and administration.

Doreen Sutherland

Sent from my iPad





**SONGHEES FIRST NATION  
LANDS DEPARTMENT  
MEMO**

---

To: Christina Clarke, Director of Operations      Date of meeting: July 31, 2013  
From: Ken Cossey, MCIP, RPP Director of Lands  
and Real Estate Operations      File Number: Esquimalt (English Inn)  
Ref: Development plan referral

---

**Staff Recommendations**


Our interests are unaffected.

**Financial Implications**      N/A  
**Relation to the Strategic Plan** - N/A  
**Relation to Songhees Laws and Policies** – N/A

**Background Information**

This site is located in Esquimalt along Lampson Street and is approximately 4.36 acres in size. The site is currently used as an old English Inn and Resort. Prior to this use the site was known as the Old English Inn site. The proposed use of this site is a combination of medium density residential and commercial development, specifically tourist accommodation.

Respectfully Submitted,

  
\_\_\_\_\_  
Ken Cossey, MCIP, RPP

Concurrence with recommendations

  
\_\_\_\_\_  
Christina Clarke, Director of Operations

**Karen Hay**

---

**From:** Old Rusty <oldrustyshoes@gmail.com>  
**Sent:** August 7, 2013 11:49 AM  
**To:** Karen Hay  
**Subject:** proposal for English Inn

Good morning...I have looked over the information you have sent us...and we have a few concerns...we have been getting the run-off from the Inn every time it rains...it would be much worse if there were a lot of construction ..depending on the time of year...there also seems to be a large concentration of buildings in a small area...the level of the Inn is much higher than the homes on Bewdley which with two or three story buildings ...privacy ..gone!!! This would also bring the level of police and fire services to a higher level...(stretched now)..Another concern is noise ...people and vehicles...We have lived here for sixteen years , have enjoyed the peace and quiet and our neighbors..I understand you have to utilize the property the best way possible, but this proposal is not acceptable ..L. Fraser...1036 Bewdley Avenue.

## Karen Hay

---

**From:** marc taghaoussi <mtaghaoussi@yahoo.ca>  
**Sent:** August 16, 2013 11:50 AM  
**To:** Karen Hay  
**Subject:** Amendments English Inn

Attention: Karen Hay

I have read the proposals for the English Inn and am forwarding you my concerns:

The current OCP was written in 2004 and is to be revised in 2014. I believe this proposal will have a large impact on the Saxe Point neighbourhood and completely change the character of our area.

Paul Merrick, the architect, has stated this is an "ambitious and significant proposal" (April 16th, Advisory Planning Commission).

I think any proposed changes should be tabled until the new OCP is developed with a new vision for Saxe Point and this major undeveloped property. The neighbourhood needs to be consulted. As it stands, only properties immediately adjacent to the Inn have been sent a package asking for feedback. Other neighbours have asked for my copy which they photocopied and distributed amongst themselves.

The current proposed zoning changes would give too much leeway to a developer. The current OCP states that "massing and height of a project will respond sensitively to the prevailing character of the immediate neighbourhood" which does not have six storey buildings.

I do not support the owner's request for a height of 21 meters, that size of building belongs along the major roads, Esquimalt, Admirals, Craigflower, not in our residential neighbourhood.

Affordable housing is an issue as well and nowhere have I seen any concerns on this issue. Other cities have designated a certain %, which should be considered for a Development Permit Area.

Parking will become a continuous problem. During wedding events our street, Bewdley, has in the past been clogged with vehicles. There are no provisions for guest parking and the staff for the manor, will they clog up our street and Lampson? The Advisory Planning Commission has suggested public access be provided to the manor property through our park, where will people park? On our street. The bed and breakfast in itself already generates tourist traffic in the summer.

Another issue is the loss of privacy (building sites to close to minimize visual intrusion) and light pollution, as buildings have lights on 24 hours a day.

I believe considerations should be made for the stone terrace and Ann's cottage and the city has tools at its disposal to encourage restoration of the cottage, such as tax credits. This cottage is tied to the manor, when you mention this property, people remember the cottage. It is viewed as an asset to the property, not a liability.

I am also concerned about the loss of tree cover. I am glad the owner has made an effort by hiring an arborist to assess the trees. What legal protection will be afforded the trees and what financial penalties will be in place if trees are killed during a construction phase?

In conclusion, I do not support the amendments to the OCP and the zoning bylaw amendments,

Regards,

Marc Taghaoussi

Owner

1022 Bewdley ave.

Sent from Yahoo! Mail for iPad

Karen Hay

---

**From:** Neil Brown <~~brown-i@shaw.ca~~>  
**Sent:** August 17, 2013 9:41 AM  
**To:** Karen Hay  
**Cc:** Colleen Ryan  
**Subject:** English Inn Proposed Development Concept Plan

Hello Karen,

Our names are Neil Brown and Colleen Ryan. We are the owners and residents of 1032/1034 Bewdley Avenue. Our property backs on to the English Inn property. We are writing you to express our opposition to the proposed 'Development Concept Plan' with regards to the English Inn property.

In your letter dated July 22, 2013, Para 2, Bullet 1, it suggests that this is a "*medium density*" plan. This is in no way a medium density plan. This is very obviously a high density plan. Nowhere in the plan does it suggest the number of units or population occupying the area but proposing "*possibly*" (maybe more??) six story buildings with underground parking, mixing that in with the low density English Inn then referring to that as medium density is hogwash.

In the 'Development Concept Plan' presented only to the direct bordering neighbours of the Inn, it suggests "*relaxation of building setbacks...*". We are opposed to this. There are rules and regulations in place that are to be followed for reasons. Reasonable privacy and respect to neighbours ought to be considered among them.

'Development Concept Plan' Pg-20, Para-2:

*"The intent is to encourage a form and character in any new development on the site to be sympathetic with, and a good neighbour to, both the existing Samuel Maclure designed manor house known as Rosemead and the surrounding neighbourhood context, while providing opportunity for alternative massing solutions to accommodate market and building programme factors"*

There is nothing about this plan that is sympathetic to the surrounding neighbourhood context. The proposed 6 story buildings, density and relaxed setbacks are nothing but contrary to the surrounding neighbourhood context. The tallest buildings in the neighbourhood are 3 stories tall. One would have to venture several blocks to find a building taller than that. Para 4 essentially wipes out Para-2 by stating "***It should be noted that these guidelines are intended to be descriptive not restrictive...***".

'Development Concept Plan' Pg-18 shows the proposed driveway(s). We noticed the portion on the south side of the proposed development concept plan shows a driveway that ends at Hithergreen park. Although it is not mentioned anywhere, this tells us that at some point a developer will be suggesting they need this park as an access road to the development. We would be vehemently opposed to this. The proposed access from Lampson street would very likely not be capable of handling the traffic safely from a development of this size.

A point not mentioned in this 'Development Concept Plan' is what will have to be done to the aging, existing water and sewer infrastructure? Those municipal lines will undoubtedly have to be upgraded to accommodate a development of this density. What is the cost? Who pays? What would be the extent of the upgrades?

We recently read an article in the Victoria news that quoted Bill Brown, Township director of development services saying council will recommend approval of the requested rezoning of the property. We couldn't believe what we were reading! We have talked to the property owners in the neighbourhood surrounding the English Inn property and have yet to find anyone in support of this preposterous concept plan.

In conclusion, with regards to this 'Development Concept Plan', we are opposed to:

The size, height and number of dwelling units of this high density proposed development in this low density neighbourhood.

The relaxation of building setbacks.

Very likely inadequate access/egress from the proposed development.

Missing and overall poor information in this proposal.



The fact that this is a development concept plan for rezoning purposes only. This proposal was meant for property sales purposes only, making it easier for a developer by saving them the hassle/time/cost of rezoning. If the rezoning were to go through, developers would be able to put in whatever building types they wanted. Costs to taxpayers of upgrading existing infrastructure to accommodate a development of this size. Substantial inconvenience to surrounding neighbours for a lengthy period of time while a project of this magnitude is developed.

Property values of the surrounding properties would plummet.

We understand that something has to and will happen to this property but this concept is wrong on too many levels to be even remotely close to acceptable.

Sincerely,  
Neil Brown and Colleen Ryan.

**Karen Hay**

---

**From:** Joanne Mickelson <jdmickelson@shaw.ca>  
**Sent:** August 16, 2013 6:06 PM  
**To:** Karen Hay  
**Subject:** Re: Development of The English Inn

Hello,

Thank you for your response. I would like respond to the information sent regarding the designation of The English Inn commercial mixed zoning and allowable height of up to 12 storeys as noted in the OCP.

I believe that the present zoning is tourist commercial C5B. It is in the zoning bylaw for Esquimalt. The zoning for the property presently allows for 40 ft or 12 metres-Commercial not residential

It states in the OCP that such a high density/commercial development is to occur in four principal areas:, Esquimalt Village commercial zone one, Esquimalt/Head St, commercial zone two, Craigflower/Tillicum commercial zone three, and West Bay commercial zone four.

The Saxe Point area is in not included in these areas nor should it ever be considered for such high density. I believe because The English Inn property is/was a commercial property it was put in with the rest of the commercial areas when admendents were made to height. I do not believe residents in the Saxe Point area were/are aware of the designation and would never accept such development and it should not be presented as a possiblity with the same designation as the other zones listed above.

The designation of The English Inn for height/density needs to addressed with more engagement from citizens in this neighbourood.

I, like my neighbours who live close to The English Inn do not want six storey buildings or medium density. It would change the character of the mostly single-family home neighbourhood. Moreover, it would take away from the character of the Inn itself and surroundings.

I believe something can be developed on the property but not the present proposal as it is. The development of the Inn and surrounding area needs to be given careful consdideration. Therefore, I urge council to not recommend this development for rezoning and allow for community input before any development is considered.

Please include this email in the package to council.

Sincerely,  
Joanne Mickelson

----- Original Message -----

From: "Karen Hay" <karen.hay@esquimalt.ca>  
To: "Joanne Mickelson" <jdmickelson@shaw.ca>  
Sent: Thursday, August 15, 2013 2:48:15 PM

Subject: RE: Development of The English Inn

Hello Joanne,

Thank you for submitting your comments. Sorry for the delayed response, it appears I lost my earlier response before I had pressed send. Your email will now form part of the application package that is presented to Council.

I do hope I can address some of the questions you have posed in your email. You are also welcome to contact the owner/applicant's representative, Michael Dillistone at 250-383-0636.

The Official Community Plan designation for the subject property is Commercial Mixed-Use; which currently allows buildings up to 12 storey's in height with a Floor Area Ratio [FAR] of up to 3.0 for the residential portion of the building to be considered acceptable.

The owner/ applicant is proposing a density for the property of up to 21 metres in height (about 6 storeys) with a FAR not to exceed 1.6 for the residential portion of the building. Since 12 storey's and FAR of 3.0 is now considered high density within Esquimalt, 6 storey's and 1.6 FAR would be medium density.

The application materials have been circulated to the Fire Department for comment and they have not indicated that there would be a fire road required. They have indicated that if the property were built to the density proposed then a new fire hydrant would be required mid property. There are no changes to the park on Bewdley Avenue [Hither Green] proposed at this time.

Staff presented a report to Council on July 15, 2013 requesting authorization to circulate the Official Community Plan and Zoning Amendment package. The report and documents are available on the Esquimalt.ca website at the following location.

[http://www.esquimalt.ca/files/PDF/Agendas\\_and\\_Minutes/2013/2013\\_07\\_15\\_Council\\_Agenda.pdf](http://www.esquimalt.ca/files/PDF/Agendas_and_Minutes/2013/2013_07_15_Council_Agenda.pdf)

The minutes from this meeting will not be available until they are adopted by Council at a future Council meeting.

If you have further questions please do not hesitate to contact either myself or Michael Dillistone (250-383-0636).

With best regards,

Karen Hay  
Planner  
Development Services  
Township of Esquimalt  
Phone: 1-250-414-7179  
[www.esquimalt.ca](http://www.esquimalt.ca)

-----Original Message-----

From: Joanne Mickelson [mailto:[jdmickelson@shaw.ca](mailto:jdmickelson@shaw.ca)]  
Sent: August 6, 2013 1:45 PM

To: Karen Hay  
Subject: Development of The English Inn

Hello,

I am a resident near the English Inn. I am writing to express my concerns and disapproval of the proposed development. Firstly, I just like many of my neighbours have been on vacation and have not had much time to respond and meet with other neighbours about the new rezoning amendment.

My main concern is the height and density of the proposal mainly six and four story buildings which will take away all our privacy and increase noise and traffic in the neighbourhood. The buildings will be close to property lines - 10ft. and with the slope four stories will feel like six stories. According to OCP, the existing zoning C5B tourist commercial only allows for 16% of the area parcel to be developed. So, to see the development concept plan where the density and land coverage greatly exceeds that is unacceptable.

Changing the OCP without proper planning, due process, and reflection does not ensure the character of the neighbourhood or the Inn will be maintained and protected. There are presently no six story buildings or medium density developments in the Saxe Point neighbourhood and I think there should be no exception to that.

The height and density are not characteristic of the English Inn or the residential neighbourhood, which is mostly single family homes. I don't understand how a six story development with so many buildings reflects the character of the Inn or the neighbourhood.

Traffic from a medium-density development is a great concern. There will be people parking on the streets and generally more traffic through our residential streets. Also, I believe this proposal requires a fire road. The park on Bewdley Ave. has been mentioned as an access/ fire road. I wonder if the proposal rests on changing the status of the park? My question for this is when does this issue get addressed. As of now, it seems like an after-thought. I believe usage of the park should be put in the forefront.

Demolition of Anne Hathaways Cottage would be a big loss to the community as it could be restored into a facility for use by the general public. There are many possibilities that have not been explored.

Another point of concern is the perception that the neighbours feedback has been positive. I read this in the Victoria News just yesterday. I have also read in council minutes that the developers say we have been consulted. Yes, they had an open house but our feedback was not a part of the presentation. It was a display not a consultation. I strongly object to conclusions that neighbours' feedback is positive. I voiced my opinion at the open house in Dec. but it was not recorded anywhere. Many of my neighbours have yet to voice their concerns.

Another concern or rather question is what is medium density in terms of floor area ratio? I don't see that term anywhere in the OCP? I thought density was to be kept along Esquimalt road. This is something that needs to be addressed at an



OCP planning session not a rezoning meant simply to push this development through.

I have been looking through agendas and minutes. I read some minutes last month where councillors voted on certain motions about concerns of the development of the Inn. I can not find those minutes anymore I believe they were in the JULY 15th council minutes regarding the Inn. One of the motions was defeated and it was concerning density and height. Can someone refer me to where those minutes are?

My hope is that we will have a proper revisiting of the OCP before any rezoning is recommended.

Thank you for your time.  
Joanne Mickleson

Elizabeth Jane Mears  
1016 Bewdley Avenue  
Esquimalt, BC, V9A6S9



August 18, 2013

Karen Hay  
Planner  
Corporation of the Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC, V9A 3P1  
RE: File #RZ00007

Dear Karen Hay:

I am writing to express my concerns with the proposed amendment of the Official Community Plan and Zoning Bylaw for English Inn 429 Lampson Street [Lot B, Section 11, Esquimalt District, Plan VIP6066]. The development concept plan enclosed and submitted by the Lanyard Group of Companies on behalf of LFC Lampson Holdings Inc. is vague at best. It lacks the due care and attention deserved to an amendment to the Official Community Plan and Development Permit designation that would cause drastic and impacting change of the characteristics, tone and infrastructure demands of the Saxe Point area.

The development concept plan indicates the desire to define a distinguishable titled property for the vintage manor house with the balance of the site developed as the vague "two to six story residential buildings". This creates a glaring flaw in the figures used to express the site density, distorting the actual density of both subdivided sites by attempting to continue considering them as one complete unit. These skewed figures remove the ability to accurately calculate or factor any effect on the neighbourhood, surrounding property values, impact on infrastructure as well as sewage and waste water for the area. The development concept almost comically glazes over the inclusion of any real details regarding the actual characteristics of the proposed residential development. My concern for the style of windows and possible roof forms is not as great as that for how many residents is LFC Holdings/Lanyard Properties actually proposing will be added to the area? Not only is the community impact between two and six stories vast, are these proposed residences to be 1500+ sqft town homes or sub 300 sqft micro lofts? Are the proposed residential buildings to be of Strata Title or strictly medium density rental accommodation? The site analysis fails to address any actual impact on major community factors such as, increased traffic flow to and from the site and the management of the impact this will have on neighbouring areas including McCauley Elementary. Not only am I troubled by the exclusion of all of the former factors from the concept plan, I am stunned at the absence of any concern or planning for emergency access to the site. As the plan seeks a relaxing of the setbacks on the property lines,

Karen Hay  
August 18, 2013  
Page 2

access and ability to properly respond to fire and medical emergency for the proposed residences/residents is paramount to the entire community and surrounding area. Moving forward with the proposed amendments without addressing site safety and emergency access would be a grave failure on the part of Council and LFC Holdings in my opinion.

I think that this is an important issue for our community and the Township of Esquimalt, mishandling this proposed amendment will have irreversible effect on the entire Saxe Point area. Council can only make an informed decision and benefit the community at large by requesting LFC Holdings address these and any other concerns of the residents, home owners and community of Esquimalt.

Thank you for professional and diligent handling of this important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Elizabeth Jane Mears", with a stylized flourish at the end.

Elizabeth Jane Mears

## Karen Hay

---

**From:** Lorrie Siemens [lsiemens@ord.bc.ca](mailto:lsiemens@ord.bc.ca)  
**Sent:** August 19, 2013 4:18 PM  
**To:** Karen Hay  
**Subject:** Official Community Plan and Zoning Bylaw Amendment for English Inn

Thank you for sending us the information regarding the above.

Let us first comment that the English Inn property was such a beautiful area that drew several of the current neighbouring property owners to the area and now is in such a sad state that it is a pity that it should have been neglected this far. We would appreciate upgrades to the property if it were on a small scale that would not impact the neighbourhood by noise, traffic or privacy. The proposal that we received would impact all of these. The current small park on Bewdley is a concern for several neighbours as well.

We have reviewed the information and have the following concerns:

1. Emergency access to the property.
2. Setbacks to existing properties. We would not approve of decreasing the setbacks which would bring the development too close to the existing property lines.
3. The information submitted showing location of buildings is far too high density and not very clear. Too vague to make any further comments other than six storeys would not be appreciated.
4. Parking.
5. Electricity. The new development would no doubt need upgrades by BC Hydro which would result in more power poles and service to the area.

Several neighbours have met to discuss the concerns and plan to attend all public meetings on the issue.

Lorrie Siemens and Tony Turk  
1015 Wychbury Avenue

[250-384-9493](tel:250-384-9493)

[dsturk@telus.net](mailto:dsturk@telus.net)

[turk@telus.net](mailto:turk@telus.net)

---

This e-mail and any attachments are for the use of the intended recipient only and must not be distributed, disclosed, used or copied by or to anyone else. This e-mail and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you receive this message in error, please delete all copies and contact the sender.

Thank you.

Please consider the environment before printing this email.



**Karen Hay**

---

**From:** Hans McFarlane <~~hans\_mcfarlane@hotmail.com~~>  
**Sent:** August 19, 2013 2:26 PM  
**To:** Karen Hay  
**Subject:** FW: English Inn rezoning

To Esquimalt City Council,

I am opposed to the current rezoning proposal for the English Inn and the amendments to the OCP. I find the density too high, there are too many buildings and six stories is too high.

The setbacks for the buildings are too small to my property line. The owners are anticipating using the park on Bewdley ave. as access for a fire lane or road which I am against.

Hans McFarlane  
Owner  
1024 Bewdley ave.

**Karen Hay**

---

**From:** Rosie <rosiefutcher@yahoo.ca>  
**Sent:** August 16, 2013 7:36 PM  
**To:** Karen Hay  
**Subject:** Old English Inn zoning amendment

We are pleased to finally see some future plans for the Old English Inn property. We visited this site on many occasions in our youth, and as it has sat for many years with limited use we feel it is time for Esquimalt to move forward and allow development for medium density residential and commercial use at this property. This lovely old building and grounds could once again be a proud showcase of our heritage here in Esquimalt. It seems to us, the new owners visions have taken into consideration historical preservation, landscaping protection, environment and architectural elements that would be pleasing to the neighbourhood. This would benefit the whole neighbourhood, not only in increasing the value of surrounding properties, but the whole of Esquimalt in increased revenues and population. We look forward to further drawings of the proposed buildings and grounds as the initial information is very innovative.

Respectfully submitted  
Ron and Beth Futcher  
Owners at 1012 Bewdley.  
Sent from my iPad



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## COUNCIL POLICY

<b>TITLE: Public Input on Rezoning and OCP Amendment Applications</b>	<b>NO. PLAN - 25</b>
<p><b><u>POLICY:</u></b></p> <ol style="list-style-type: none"> <li>1. Applications for a change in zoning or amendment to the Official Community Plan to permit an increase in residential density or a change of land use are subject to this Policy. Prior to submitting an application for an increase in residential density or a change of land use, the applicant is required to consult with neighbouring residents and property owners within a 100 metre radius of the subject property to solicit their opinions so that, if possible, the proposal can be revised to address their concerns.</li> <li>2. Applications which would result in a change to the Official Community Plan or Zoning Bylaw shall not be forwarded to the Advisory Planning Commission or a Committee of Council until a public meeting to solicit public input has been held and written documentation which clearly indicates the opinions of neighbouring residents and property owners has been provided [see point 4) below].</li> <li>3. Notice of the required public meeting shall: <ol style="list-style-type: none"> <li>(a) include the date, time and place of the public meeting;</li> <li>(b) be delivered by mail or by hand at least three days before and not more than 10 days before the meeting;</li> <li>(c) the notice must provide a general description of the proposal and include a contact person and their telephone number;</li> </ol> </li> <li>4. The public meeting shall <ol style="list-style-type: none"> <li>(a) be held at the subject property or another location in the immediate neighbourhood;</li> <li>(b) if the meeting is not held at the development site [subject property] sufficient graphic materials and photographs should be available to familiarize attendees with the location and physical characteristics of the site and show how the proposed development would appear once constructed.</li> </ol> </li> <li>5. Documentation of neighbouring residents' and property owners' opinions shall consist of:</li> </ol>	

<b>EFFECTIVE DATE:</b> May 2, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> Staff Report DEV-11-032	<b>AMENDS NO.</b> October 7, 1996	<b>PAGE 1 OF 2</b>
---------------------------------------	--------------------------------	--	--------------------------------------	--------------------

<b>TITLE: Public Input on Rezoning and OCP Amendment Applications</b>	<b>NO. PLAN - 25</b>
<p>(a) a map showing properties within a 100 metre radius of the subject property and colour-coded or otherwise marked to indicate owners and residents support for or opposition to the proposed development; and</p> <p>(b) letters signed by owners and residents of properties within 100 metres of the subject property indicating their support for or opposition to the proposed development.</p> <p>5. Persons considering the submission of a request for an Official Community Plan amendment or change of zoning to permit an increase in residential density or a change of land use shall be provided a copy of this Council Policy. A copy of this Policy shall be placed in the Development Services department in public view.</p>	

<b>EFFECTIVE DATE:</b> May 2, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> Staff Report DEV-11-032	<b>AMENDS NO.</b> October 7, 1996	<b>PAGE 2 OF 2</b>
---------------------------------------	--------------------------------	--	--------------------------------------	--------------------



## English Inn Rezoning Application Summary of Open Houses

---

Two Open Houses were held (November 26<sup>th</sup>, 2012 and September 17<sup>th</sup>, 2013) at the Rosemead Manor, to discuss the proposal for the heritage protection and revitalization of the English Inn property with neighbours and answer questions. In the time between the 2 Open Houses, 3 separate update notices, with information about the progress of the application and specific upcoming events, were delivered to neighbours. The notices contained contact information for those interested in finding out more about the application or with questions.

The owner's representative, planning consultant, heritage consultant and project architect attended the first Open House and the owner's representative, planning consultant and project architect attended the second.

For each Open House, 45 notices were hand delivered to neighbouring properties (refer to the map on page 2) and in both cases a number of discussions took place with neighbours at their door when the notices were dropped off.

Approximately 30 -40 neighbours attended the first Open House (November 26<sup>th</sup>, 2012) over a 3 hour period. The main topics of discussion and questions were:

- The economic viability of the Inn and the property
- Concerns over the maintenance and current state of the property
- Potential for traffic impacts on Lampson Street and in the neighbourhood
- Concerns about the relationship of new development to individual properties, such as shadowing, overlook and privacy
- The status of Hither Green Park

The consultant team also discussed the approval process and potential timing with the attendees and handed out contact information.

13 neighbours attended the second Open House (September 17, 2013) over a 2 ½ hour period. The main topics of discussion and questions were:

- The change of process from a Heritage Revitalization Agreement to a Rezoning application
- Continued concerns over the maintenance and current state of the property (including water leaking from the site and overgrown trees)
- Concern over traffic impacts on Lampson Street and in the neighbourhood (the Project Traffic Impact Study was available for review and discussion)
- Concerns about the relationship of new development to individual properties, such as shadowing, overlook and privacy
- Concerns over height
- The status of Hither Green Park

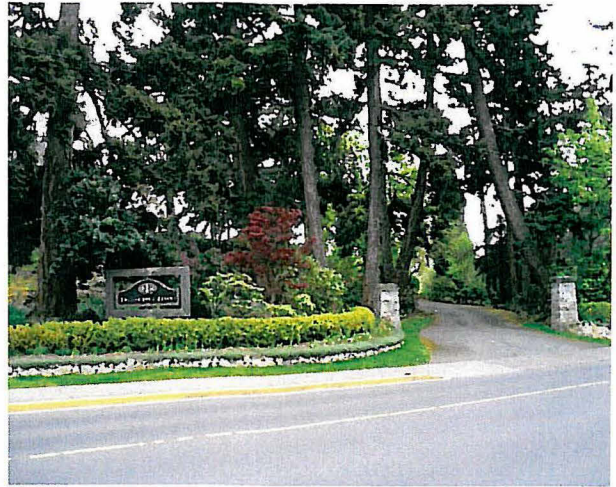
Again the consultant team discussed the approval process and potential timing with the attendees and handed out contact information.

It should also be noted that the Planning Department sent out referrals to many agencies and groups which also included the Esquimalt Residents Association, the West Bay Residents Association, and the Lyall Street Residents Association for comment.

[illegible]

**OPEN HOUSE**  
**ENGLISH INN**  
**429 LAMPSON STREET**  
***Heritage Rezoning***  
***Application***  
**Tuesday, September 17, 2013**  
**6:00 PM to 8:00 PM**

---



Please join us for an Open House to discuss the Rezoning Application for the English Inn property. The project architect, urban planning consultant and owner's representative will be available to discuss the proposed application and answer your questions. Take this opportunity find out more about this important project.

Since our previous Open House and meetings with Esquimalt's Advisory Committees, municipal planning staff has recommended that our application be changed from a *Heritage Revitalization Agreement* to a *Rezoning Application* with *Heritage Designation*. They prefer this regulatory mechanism and assure us that it will achieve the same result. The core elements of the proposal have not changed although there have been further refinements and more information is available.

If you can't make the Open House and would like to find out more about the application please contact Michael Dillistone at (250) 589-5421 or [imagine2@shaw.ca](mailto:imagine2@shaw.ca).



**UPDATE!**  
**ENGLISH INN**  
**429 LAMPSON STREET**  
***Heritage Rezoning***  
***Application***  
**August 20, 2013**

---



The owners of the English Inn property, represented by the Lanyard Group of Companies, is committed to the protection of the 100 year old manor house and the significant trees on the 4 ½ acre property in exchange for an entitlement for development on a portion of the land. The goal is to ensure the long term economic viability of the property as an important part of the community while protecting its major defining characteristics.

Since our Open House and meetings with Esquimalt's Advisory Committee, municipal planning staff has changed our application from a *Heritage Revitalization Agreement* to a *Rezoning Application with Heritage Designation*. Planning staff prefer this regulatory mechanism and assure us that it will achieve the same result.

We expect that the draft bylaws will be presented to Council in the next month or so and then will proceed to Public Hearing.

We plan to hold another neighbourhood Open House in September to continue the discussion about our project.

To find out more about the application and/or the approval process please contact Michael Dillistone at (250) 589-5421 [imagine2@shaw.ca](mailto:imagine2@shaw.ca) or planning staff at (250) 414-7179 [karen.hay@esquimalt.ca](mailto:karen.hay@esquimalt.ca).



# UPDATE

## English Inn Heritage Revitalization Agreement

We submitted a formal application to the Township of Esquimalt for a Heritage Revitalization Agreement to protect the manor house and surrounding property in exchange for development rights for a portion of the property (as shown at the neighbourhood open house in December).



In the next month or so we expect our application to go to the Township's Heritage Advisory Committee, Advisory Planning Commission and Advisory Design Panel for review. For more information on the dates and times of the meetings please contact the Township Planning Office at **(250)414-7108**

If you would like to find out more about our proposal or the ongoing process please contact Michael Dillistone at **(250)383-0636** or [imagine2@shaw.ca](mailto:imagine2@shaw.ca)



PAUL MERRICK CONSULTING

MICHAEL DILLISTONE CONSULTING



# English Inn Heritage Revitalization Agreement

## Open House Summary

---

An Open House was held on November 26<sup>th</sup>, 2012 from 5:00 to 8:00 pm, in the Rosemead Manor, to present and discuss the proposal for the heritage protection and revitalization of the English Inn property.

The owner's representative, planning consultant, heritage consultant and project architect attended.

45 notices were hand delivered to neighbouring properties (refer to attached map). A number of discussions took place with neighbours at their door when the notices were dropped off.

Approximately 30 – 40 neighbours attended the meeting over the 3 hour period. Once the plan was presented the main topics of discussion and questions were:

- The economic viability of the Inn and the property
- Concerns over the maintenance and state of the property
- Potential traffic impacts on Lampson Street
- Concerns about the relationship of new development to individual properties, such as shadowing, overlook and privacy
- The status of Hither Green Park

The consultant team also discussed the approval process and potential timing with the attendees and handed out contact information.





### Important

This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

Printed Tue, Feb 5, 2013

## Rosemead Open House

Notice Delivery

FEB 07 2013

CORP. OF TOWNSHIP  
OF ESQUIMALT

Regional Community Atlas

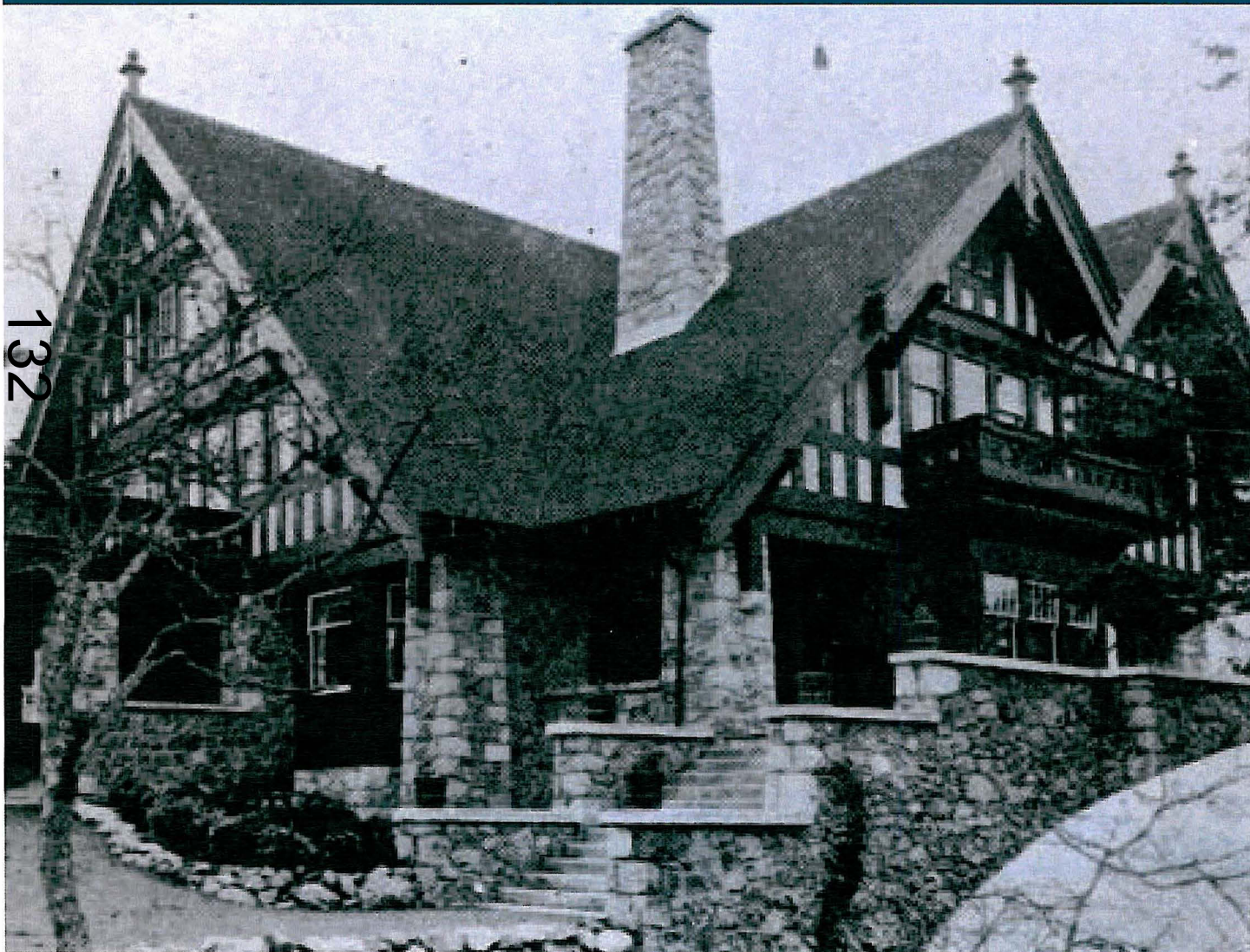
Capital Regional District  
gis@crd.bc.ca  
<http://www.crd.bc.ca>

CRD  
Building a Better Region

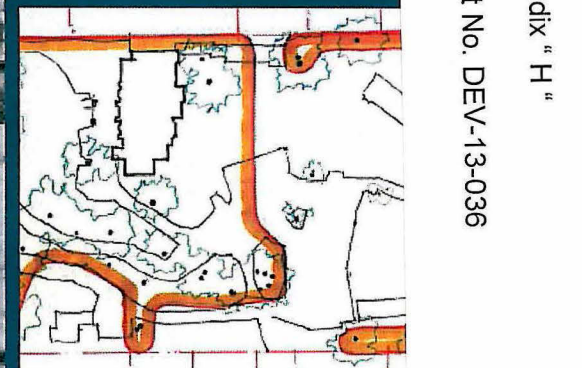
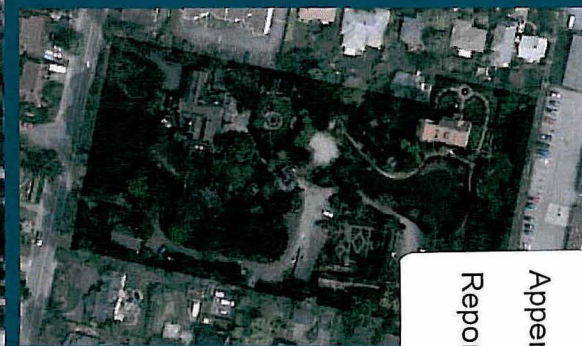
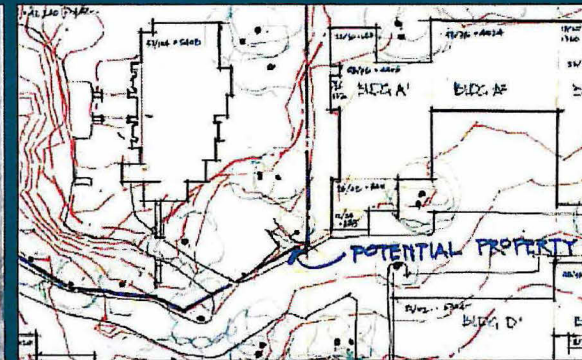
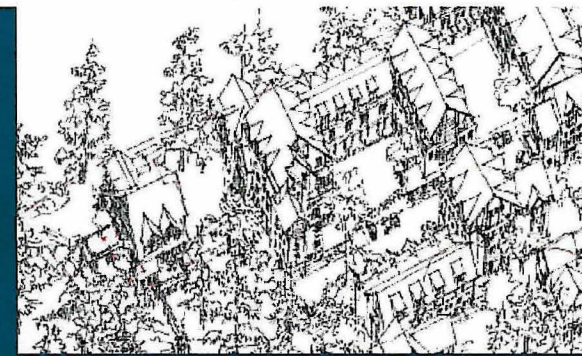


# ENGLISH INN

## HERITAGE REVITALIZATION AGREEMENT UPDATED DEVELOPMENT GOVERNANCE



132



Appendix "H"

Report No. DEV-13-036



# ENGLISH INN

## DEVELOPMENT CONCEPT PLAN

### TABLE OF CONTENTS



City of Victoria Archives PR124\_3577 circa 1910

<b>Introduction &amp; Background.....</b>	<b>2</b>
Protection Of Heritage Site.....	3
History Of The Site.....	4
Original Architect: Samuel Maclure .....	6
Heritage Values .....	8
(Draft) Statement Of Significance .....	9
<b>Site Analysis .....</b>	<b>10</b>
Site Characteristics .....	10
Topography .....	11
Significant Trees .....	11
Potential Building Areas .....	12
Protected Areas .....	12
<b>Illustrative Development Concept.....</b>	<b>13</b>
Illustrative Development Concept - Character Sketch .....	14
<b>Development Governance .....</b>	<b>15</b>
Proposed Uses .....	15
Density, Setbacks And Height.....	15
Building Form & Character.....	16
Significant Features .....	16
Environment.....	16
Building Form & Character - Illustrative Examples .....	16
Access & Parking.....	17
Residual Site - Access To Below Grade Parking & Visitor Parking .....	18
Illustration Of Potential Development Scenario.....	19
Development Guidelines .....	20



# ENGLISH INN

# DEVELOPMENT CONCEPT PLAN

## INTRODUCTION & BACKGROUND

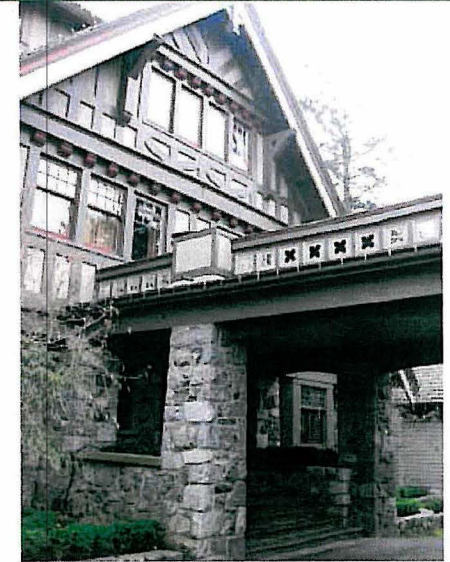
The English Inn consists of a 1.8-hectare parcel of land located in the Saxe Point neighbourhood of the Township of Esquimalt, near the Strait of Juan de Fuca and the City of Victoria. Originally containing only one building, constructed in 1909 as a private residence for the Slater family, the English Inn property has been developed over the years to include six buildings, most constructed during the 1950s and 1960s and representing a fanciful recreation of an English-style Tudor village. Today, the English Inn exists as an important landmark in the local community and offers both accommodation and event space. This Conservation Plan will detail the preferred conservation approach for the main 1909 house, originally known as Rosemead, which remains as the only building in Esquimalt to be designed by renowned architect Samuel Maclure.

Since the 1970s, it has become increasingly evident that the existing use of the property is not economically viable. For this reason, the property and the buildings continue to deteriorate.

As the current caretaker and owner of the site, Lanyard is prepared to enter into a process to establish a new form of development for the site (subdivision, density and land use) that maintains its integrity and facilitates the protection and revitalization of the Rosemead estate house and its immediate surroundings as an important community heritage resource. Working with Esquimalt, Lanyard proposes to prepare a Heritage Revitalization Agreement for Council consideration that will address the following points:

### Community Interests

- Protection of the manor house in situ as an important community heritage resource in a form that will provide for its longevity and economic viability
- Maintain significant trees
- Provide for a density and form of development that will complement the neighbourhood and community in a sustainable manner.



### Owner's Interests:

- Permit a subdivision of the property leaving the manor house on a viable parcel
- Permit an increase in density and change to the permitted land uses of the site to support the retention of the manor house and the integrity of the site.

The proposed form of development, as shown on the attached drawings, illustrates a concept for the development of the site. The proposal includes:

- subdivision of the property into 2 parcels,
- an overall density of approximately 1.3:1 Floor Space Ratio (FSR)
- an example of building massing for the site and
- the potential for flexible uses for the site, and draft development regulations and guidelines.



## INTRODUCTION & BACKGROUND

### PROTECTION OF HERITAGE SITE

#### GOAL

**Heritage Revitalization Agreement** between the property owner and the municipality to protect the important heritage resources on site in return for development rights.

#### MECHANISMS

A **Heritage Revitalization Agreement** is a contract between the property owner and the municipality to protect the important heritage resources on site in return for development rights.

AREA TO BE  
PROTECTED



Lot  
Boundaries



# ENGLISH INN

# DEVELOPMENT CONCEPT PLAN

## INTRODUCTION & BACKGROUND

### HISTORY OF THE SITE

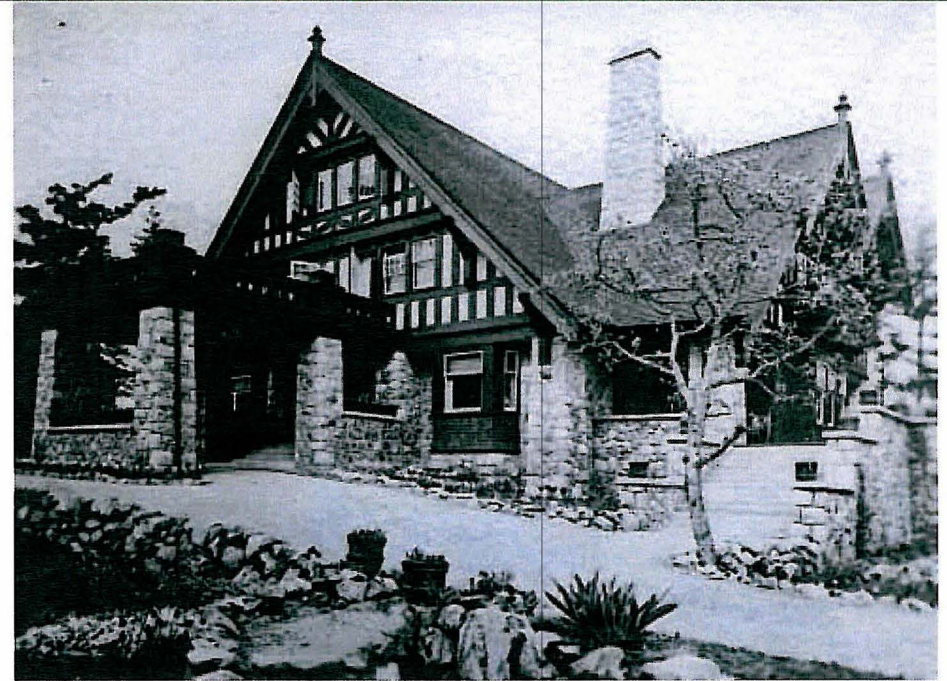
Rosemead, the original manor house located on the property of what is now known as the English Inn, was constructed in 1909 as a private residence for Thomas Henry Slater (1866-1934) and his wife, Elizabeth Slater. Slater, a successful broker, realtor and developer, had arrived in the area from Ontario, following his marriage to Elizabeth Maud Robinson on March 26, 1895. Upon settling in Victoria, Slater hired architect Samuel Maclure to design his estate home, which was to be built primarily of stone and masonry. While the estate was being constructed, the Slaters resided in a house along Pemberton Road, in nearby Victoria.

### THOMAS HENRY SLATER

Thomas Henry Slater has been identified with business interests in Victoria since 1906 and through well directed activities has come to be ranked with the capitalists of the west. He was born in London, Ontario, December 5, 1865, and is a son of James and Mary Jane (Mathews) Slater. The father is a prominent merchant of London, Ontario, and is a representative of an old English family. They were Yorkshire people. The mother was a native of Devonshire, England and died in 1909.

While spending his boyhood days under the parental roof, T.H. Slater was a pupil in the public schools of London, Ontario, and also in Hellmuth College. When his text-books were put aside he became connected with mercantile interests as an employee of Robinson, Little & Company, wholesale dry-goods merchants at London, Ontario. His first position was a somewhat humble one, his industry, capability and fidelity winning him promotion until, having passed through intermediate grades, he became western manager at Winnipeg. He was with that house for twenty-three-years and then resigned in 1906 in order to move to Victoria and engage in business on the Pacific coast, making general investments which have been judiciously handled.

Mr. Slater is an exemplary representative of the Masonic fraternity and a valued member of the Union Club and the Victoria Golf Club. On the 26th of March, 1893, in his native city, Mr. Slater married Miss Elizabeth



City of Victoria Archives PR127\_2357 circa 1920

Maude Robinson, a daughter of George and Elizabeth Robinson, her father being senior partner the well known firm of Robinson, Little & Company, of London, Ontario and Winnipeg. Mr. and Mrs. Slater have a daughter, Phyllis Maude, who is now being educated in Europe. The family residence is at Rosemead, a beautiful estate of five acres at Esquimalt. It is kept as nearly as possible in the state in which nature left it, with little forced cultivation, only the underbrush being cut away. The splendid natural beauty of the tract, together with the magnificent residence erected, constitutes this one of the most beautiful places on the island. Mr. Slater has traveled quite extensively, gaining that experience and culture which only travel can bring, and he is today recognized as one of the most valued and honoured residents of the section of the province in which he makes his home.

F.W. Howay and E.O.S. Schofield. British Columbia: From the Earliest Times to the Present. Vols. I-IV. Vancouver: S.J. Clarke Publishing Company, 1914, pps. 1019-20).



# ENGLISH INN

# DEVELOPMENT CONCEPT PLAN

## INTRODUCTION & BACKGROUND

### HISTORY OF THE SITE (continued)

Though they owned the property until 1933, the Slater family occupied the house for only a short time; they are listed in the Victoria directories as being the sole occupants from 1909 until 1917. Beginning in 1917, the house was rented to various tenants including: Sir James Lougheed, KCMG, PC, QC, one of Canada's well-known early politicians; an American Senator; Josephine Ellison Godman, a founding member of the Craigdarroch Castle Preservation Society and the Metchosin Museum Society; and Major R.H.H. Murray and Mrs. Enid Murray who established the Island Weaver's Company in the attic of the main house. The Slater family sold the property in 1933, presumably due to the ill-health of Thomas Slater, who passed away in April of 1934. Italian-born Dr. Thomas Arthur Rickard and his wife, Marguerite, were the subsequent owners. Thomas Rickard was a mining engineer and State geologist for the State of Colorado for a number of years prior to his move north, and was also a journalist and author, penning many articles, including Historical Backgrounds of British Columbia, which was published in the journal Canadian Historical Review in June of 1949. Marguerite Rickard was a well-known singer, who had been professionally trained at the Royal College of Music in London, England – the Rickards retired the year they purchased Rosemead; they remained until 1946.

The Rickards sold the manor to the Lane family on September 18, 1946. Retired Squadron Leader of the Royal Canadian Air Force and founding member of the Victoria Travel Bureau, Sam Lane and his wife, Rosina Lane, transformed Rosemead into a guesthouse, renaming it "The Olde England Inn." Following the conversion of the house, the Lanes proceeded to have several structures built in order to create a faux Shakespearean village on the large property and to draw tourists to the site. The new buildings included "The Harvard House," "The Garrick Inn," "Dickens' Old Curiosity Shop," and "Anne Hathaway's Cottage," a replica of the Hathaway family cottage in Shottery, England, built by local craftsman, Victor Leigh in 1959; it was roofed with thatch, taken from thirteen acres of wheat specifically grown for the purpose on the Saanich Peninsula.



City of Victoria Archives PR127\_2356 circa 1920

The Lane family operated the site as a successful 'period' hotel, outfitting the buildings with antique furniture, hardware, and decorations. So dedicated was the couple to the authentic Elizabethan-era, Shakespearean theme, that staff was dressed in corresponding costume, the kitchen served traditional roast beef dinners, and the site became renowned for its 'museum-like' atmosphere. Illustrative of the Lane's dedication to authenticity was the 1959 construction of Anne Hathaway's Cottage, built by local craftsman, Victor Leigh.

Following the Lane's ownership, the site was renamed "The English Inn" and, beginning in 2002, extensive restorations were started on both the gardens and the buildings. In May 2012, the site was added to the Esquimalt Heritage Register.



## INTRODUCTION & BACKGROUND

### ORIGINAL ARCHITECT: SAMUEL MACLURE

(Excerpt by Jim Wolf, from Building the West: The Early Architects of British Columbia, pages 151-155)

All his life Sam found an absorbing interest in the beauties and natural surroundings of British Columbia, and to the very end he retained in his charming water colour sketches an unfailingly accurate perception of the colouring and arrangement of things around him.

- Ross Lort, RAIC Journal, April, 1958, p.114.

The life and work of Samuel Maclure were inextricably connected with British Columbia's early history and prominent residents, and his name is legendary. Several of his buildings are among the best known and loved in the province. The architectural achievements of this native son have been chronicled in many books and articles that attempt to define his fascinating career. One of the most remarkable aspects of Samuel Maclure's success was that his training was more practical than formal. In 1887 he began working as an architect in partnership with the young building contractor and architect Charles Henry Clow in New Westminster. They received many local commissions for residences as the City's population grew because of its connection to the Canadian Pacific Railway in 1886. The firm relied extensively on pattern books for inspiration to create their Queen Anne-styled residences. However, their design talent evolved through experience and was rewarded with two of the city's largest commissions, the Royal Columbian Hospital, and the YMCA Block. In a competition to design the City's Library, Clow & Maclure's design submission won first prize; however, they lost the commission to rival George W. Grant, despite an aggressive battle by their fellow architects to reverse the decision based on improper competition procedures.

In 1891 Maclure started a new partnership with Richard P. Sharp, a talented and experienced English architect. Together they excelled at designing residences based primarily on the Victorian British Arts and Crafts style. They lavished attention on their functional and beautiful interiors, utilizing B.C. native woods extensively. In this brief period Maclure clearly learned much

from Sharp, developing a signature style that would carry him successfully through his early career.

Maclure's relocation from New Westminster's failing economy to more stable Victoria in 1892, and the establishment of his solo practice, began auspiciously with a commission to design the Temple Building for Robert Ward and Company. Completed in 1893, its design was influenced by the work of American architects, H.H. Richardson and Louis Sullivan, and was recognized at the time for its inspired and vigorous execution. As the economy improved at the turn of the century, Maclure's talent was put to the test with larger and more prominent commissions garnered from wealthy Victoria society. He also designed smaller homes similar to the new bungalow home he built for his own family on Superior Street, 1899.

During this time Maclure recognized the opportunity for additional commissions in Vancouver, as it began to eclipse Victoria as the province's metropolis. In 1900, Maclure received a plum commission to design Gabriola, a grand sandstone mansion for sugar baron, Benjamin Tingley Rogers, on Davie Street in Vancouver's West End. Maclure's prominence and skill in residential design led to his appointment by the provincial government for the design of the new Lieutenant-Governor's home, with F.M. Rattenbury as supervising architect. His greatest achievement came in 1907 with the commission to design Hatley Park, for which he was solely responsible. This palatial estate residence for James and Laura Dunsmuir was said at the time to be the finest home in Canada.



## INTRODUCTION & BACKGROUND

ORIGINAL ARCHITECT: SAMUEL MACLURE (continued)



Maclure's chosen idiom of the medieval half-timbered Arts and Crafts home received much attention as the style of choice for the elite of both Vancouver and Victoria. Despite trying "time after time to break away from" the Tudor idiom and experimenting with rough cedar siding and stucco, Maclure was typecast, and clients continued to demand his half-timbered house. Canadian Architect & Builder in 1908 described the Victoria residence of Alexis Martin designed by Maclure: "The blending of English taste with that which is characteristic of the architecture of our own Pacific Coast has an effect of quiet sumptuousness, combined with straight-forward utility." Early in his career Maclure had developed an intimate knowledge of the use of local woods and stone and of the ability of local firms to manufacture, install and finish the finest cedar, fir and maple interior fittings to his own designs. He also cultivated local talent such as wood carver, George S. Gibson to create interior decorations, inspired from the native landscape in the best Arts and Crafts tradition. Maclure's artistic development became focused on interior layout and the decoration of his designs which became ever more refined. He achieved extraordinary spatial arrangements in many residences by incorporating double-height, galleried central halls, which became one of his trademarks.

The 1913 recession and the outbreak of the First World War brought significant change to Maclure's practice. The Vancouver office closed in 1915. After the war, Ross Lort, a long time Maclure apprentice and draftsman, was made a full partner, and the Vancouver office came under his direction from 1920-23. During the 1920s, Maclure maintained a busy practice in Victoria where from time to time he collaborated with other architects. Samuel Maclure died in 1929, and the City of Victoria mourned the passing of one of their most remarkable citizens and a great Canadian artist.



## INTRODUCTION & BACKGROUND

### HERITAGE VALUES

An analysis of the heritage significance of the Rosemead site indicates that there has been an uneven quality of development over its evolution. The estate home and its heavily-treed site are of a very different quality than the buildings constructed in the 1950s and 60s. This may be broken down as follows:

### AESTHETIC VALUES

Rosemead, as an excellent example of the Tudor Revival style, a demonstration of the influence of the Arts and Crafts style, its superb craftsmanship and as an example of the mature work of Samuel Maclure, is of extremely high heritage value. This is enhanced by its setting, high on a prominent rocky, forested outcropping, surrounded by majestic firs and cedars. The postwar additions to the site have some interest as an example of a local tourist attraction, but are not authentic in nature and are generally of poor design and construction quality; they are also deteriorating to the point that their original material is also compromised.

### CULTURAL VALUES

The site illustrates the early development of country estate houses on large landscaped lots, and the adaptive re-use of Edwardian-era estates, over time, to other uses such as tourism.

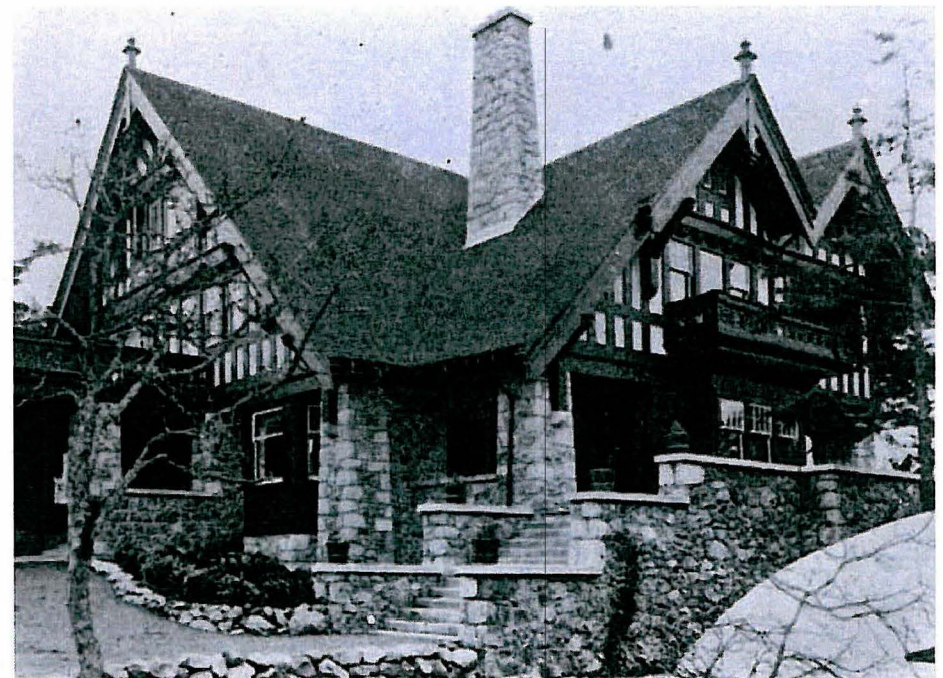
### HISTORIC VALUES

Historically, the site is of interest for its development as an early estate house on the fringes of the developing city. There is also value in the ownership history of the site, starting with the Slater family. The legacy of the Lane family in turning the house into tourist accommodation is invested mainly with the estate house rather than the outbuildings.

Although some of the later evolution of the site is of interest and can be commemorated, it may be concluded that the primary heritage significance of the site is invested in the following character-defining elements:

- The Rosemead estate house
- The rocky outcrop on which Rosemead is situated
- The mature trees that surround Rosemead
- Other mature trees on the site.

The following page contains a (draft) Statement of Significance for the property.





## INTRODUCTION & BACKGROUND

### (DRAFT) STATEMENT OF SIGNIFICANCE

**Name of Historic Place:** The English Inn

**Historic Name:** *Rosemead*

**Location:** 429 Lampson Street, Esquimalt

**Date of Construction:** 1909

**Original Owner:** Thomas Henry Slater and Elizabeth Slater

**Architect:** Samuel Maclure

#### Description of the Historic Place

The English Inn is a two and one-half storey, masonry estate house located at 429 Lampson Street in the Saxe Point neighbourhood of Esquimalt, near the Strait of Juan de Fuca. Tudor Revival in style, the house is situated on a large rocky outcropping with a mature forested landscape, and features a high gabled roof, extensive stonework and half-timbered gable ends.

#### Heritage Value of the Historic Place

The English Inn is significant for its representation of British-inspired architecture and the development of early estate holdings in Esquimalt. This large manor house demonstrates the social, cultural, and aesthetic values of local wealthy businessmen and women of the early twentieth century – values such as appreciation of architectural elegance and grand interior spaces, leisure and recreation, formal landscaped gardens and scenic views. Located near naval and shipbuilding installations, the Saxe Point neighbourhood was an appealing residential location for Esquimalt's early gentry. These estate properties have since been subdivided for development, and the English Inn is the last surviving early manor house in the area. Originally known as *Rosemead*, it was built in 1909 for the Slater family. Yorkshire-born Thomas Henry Slater (1866-1934), a successful broker, realtor and developer, arrived from Ontario following his marriage to Elizabeth Maud Robinson on March 26, 1895. The Slaters only resided here until 1917, and subsequently rented the house to various notable residents including Sir James Loughheed, one of Canada's well-known early politicians. The Slaters sold the property in 1933 to Dr. Thomas Arthur Rickard and his wife, Marguerite, who remained in the house until 1946, and this progression of elite owners and residents roots the estate firmly in the early social development of Esquimalt. After the end of World War Two, Sam Lane, Retired Squadron Leader of the Royal Canadian Air Force, and his wife, Rosina, began the conversion of the manor into a guesthouse. The Lanes

constructed additional buildings on the property and operated the estate for many years as "The Olde England Inn," a noted tourist attraction that promoted British historical connections.

The English Inn is also valued for its Tudor Revival architecture, designed by celebrated local architect Samuel Maclure (1860-1929), who was responsible for many significant buildings throughout the Capital Regional District and the Lower Mainland of British Columbia. Maclure, known especially for his British Arts and Crafts residential designs, had recently completed the opulent *Hatley Park* in Colwood before beginning work on Slater's new home in Esquimalt; both demonstrate Maclure's penchant for stone cladding and traditional British architecture. This house for the Slaters displayed good, modern taste as well as an affinity for all things British, and high-quality craftsmanship is evident both inside and out in the finishes and materials. The use of the Tudor Revival style, with its direct British antecedents, was also a patriotic demonstration of loyalty to the Mother Country. In addition to its lavish design details, the height of the house, its relative seclusion and its deep setback from the street enhance its grandeur. The English Inn remains the only extant Maclure-designed building in Esquimalt and is a testament to the work of one of British Columbia's most accomplished native architects.

#### Character-Defining Elements

The key elements that define the heritage character of The English Inn include its:

- location on a large rocky outcrop in the Saxe Point neighbourhood of Esquimalt;
- generous setback from the street, set amongst native landscaping and mature trees;
- residential form, scale and massing as expressed by its two and one-half storey height with full basement, and broad overhanging gabled roof;
- masonry and wood-frame construction, with half-timbering on the upper floors, cedar shingles and tuck-pointed stone cladding on the ground floor and foundations;
- Tudor Revival style design features, including: massive rubblestone foundations growing out of the native rock; south-facing parallel gables; ground floor projecting bays and indented porches; large eave brackets; bracketed dropped finials at the gable ends; a *porte cochère* with square, tapered, stone columns and wooden brackets; tall stone chimneys; and a south-facing second floor balcony; and
- original wooden sash windows, including a variety of multi-paned double-hung and casement assemblies, some with stained and leaded glass panels.



### SITE ANALYSIS

#### SITE CHARACTERISTICS

This is a site that by its physical characteristics has much to tell us about how it should be addressed.

Its western portion, fronting on Lampson Street, has very high inherent value, the focus of which is the vintage Rosemead, supported by the topography it lies on, and the substantial mature landscape that surrounds it.

The balance of the site retains larger mature trees, which are for the most part located on the periphery.

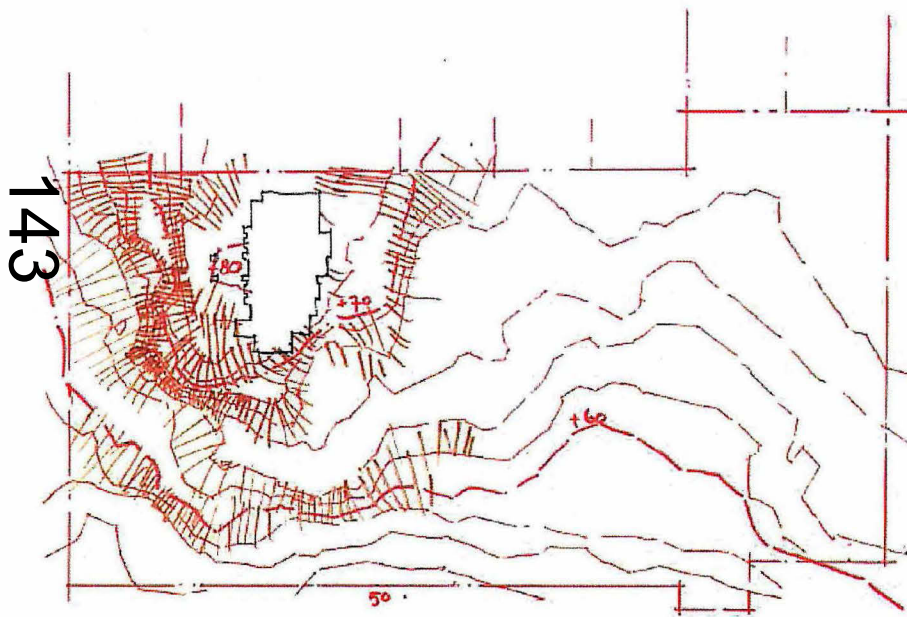
This proposal in essence, advocates the protection of the original Rosemead heritage residence and sufficient lands surrounding it to respect its stature, while distinguishing the balance of the site for appropriate use and establishing development rights accordingly.



142

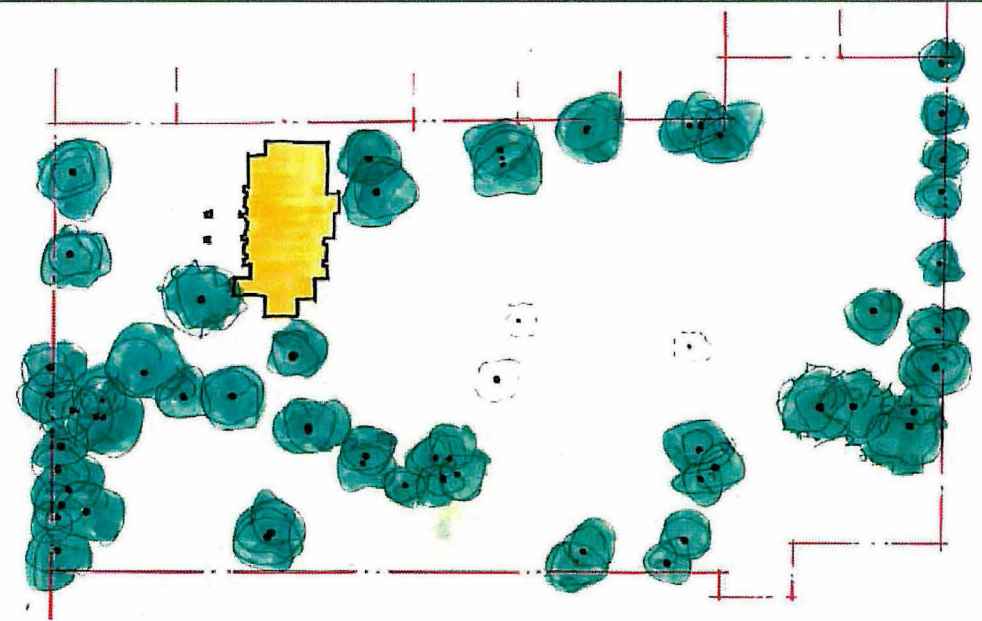


## SITE ANALYSIS



### TOPOGRAPHY

Topography, in itself, is not typically considered inviolate, but in the case of the Rosemead property is inseparable from the vintage building that sits atop it and the well-established vegetation that surrounds it. As the sketch indicates, the most notable contours are located to the western half of the site, supporting the vintage residence and its context.



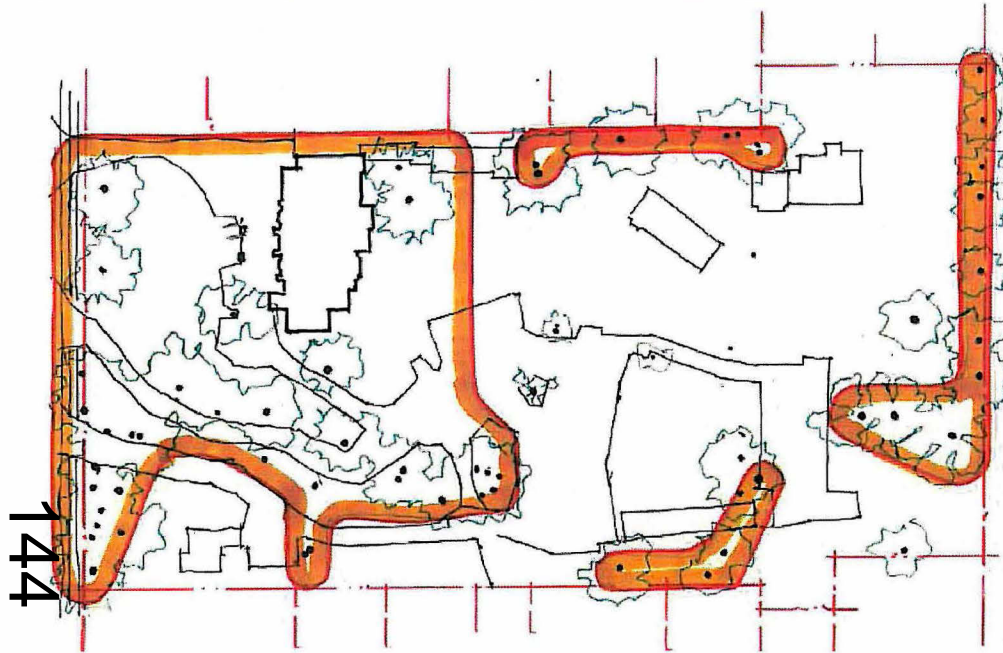
### SIGNIFICANT TREES

At the Rosemead site, the mature stands of firs and oaks contribute as much to the quality of the environment as the vintage building itself.

As the diagram indicates, the bulk of the significant trees on the eastern half of the property are near the perimeter with the exception of a Garry Oak gravel and rock outcropping towards the southeast corner.

There are two or three trees indicated near the middle of the site, but they are not of the scale and consequences that they could not be removed and replaced.

## SITE ANALYSIS

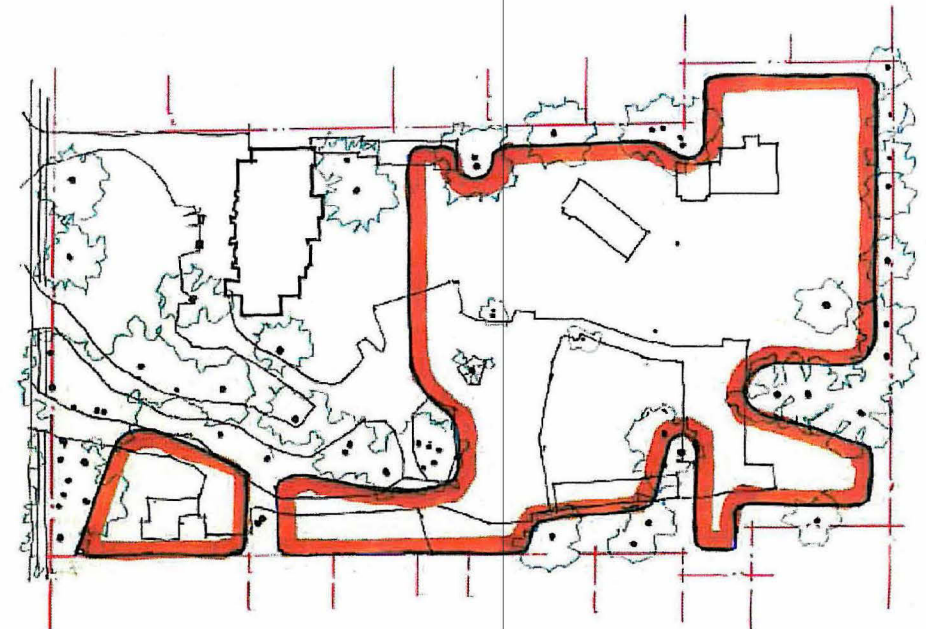


### POTENTIAL BUILDING AREAS

These are the areas in which new buildings could potentially be sensitively inserted.

### PROTECTED AREAS

This is a Diagram of Protected Areas. By attaching a high level of protection to those areas indicated, the integrity of the substantial qualities that make up the Rosemead environment can be maintained.





# ENGLISH INN

# DEVELOPMENT CONCEPT PLAN

## ILLUSTRATIVE DEVELOPMENT CONCEPT



### RESIDENTIAL CONCEPT FOR BALANCE OF THE SITE

This concept indicates the potential to define a distinguishable titled property for the vintage house property, with the balance of the site developed as moderately-scaled, possibly two to six-level residential buildings. Access is maintained via a moderately widened existing driveway, in that retaining this roadway also facilitates retaining the landscape tightly defining it, and eliminates the need for the separate existing exit route.

### SITE AREAS

HERITAGE SITE:	4,457 m <sup>2</sup>
DEVELOPMENT SITE:	13,040 m <sup>2</sup>
TOTAL SITE AREA:	17,497 m <sup>2</sup>

### BUILDING AREAS

MACLURE HOUSE:	1,858 m <sup>2</sup>
PROPOSED:	20,889 m <sup>2</sup>
TOTAL:	22,747 m <sup>2</sup>

### DENSITY

MACLURE HOUSE F.S.R.:	0.4:1
RESIDUAL SITE F.S.R.:	1.6:1
OVERALL SITE F.S.R.:	1.3:1



### ILLUSTRATIVE DEVELOPMENT CONCEPT - CHARACTER SKETCH

#### ILLUSTRATIVE SKETCHES

146

This is an Axonometric Character Sketch, developed to indicate how, through **refinement of basic volumes** and use of **small scale textural devices** – such as dormers and low scaled lean-to's – **qualities** can be engendered that would much more compatible with both **Rosemead** and the **surrounding neighbours**.





## DEVELOPMENT GOVERNANCE

The purpose of these governances and guidelines is to steward the characteristics and qualities of the development of the lands as they affect the heritage property and the existing adjacent neighbourhood. (Note: diagrams and drawings on accompanying pages.)

### PROPOSED USES

#### ROSEMEAD SITE

- Tourist accommodation, restaurant, lounge and accessory uses
- Residential including multi-family and single family
- Institutional including care home, assisted living and congregate care

#### DEVELOPMENT SITE

- Residential including multi-family, townhouse and single family
- Care home, assisted living and congregate care
- Tourist accommodation and accessory Uses

### DENSITY, SETBACKS AND HEIGHT

	Site A (Rosemead)	Site B (Development Parcel)	Overall Site
Site Area	4,457 m <sup>2</sup>	13,040 m <sup>2</sup>	17,497 m <sup>2</sup>
Floor Area	1,858 m <sup>2</sup>	20,889 m <sup>2</sup>	22,747 m <sup>2</sup>
Density (Floor Space Ratio)	0.4:1	1.6:1	1.3:1
Height (max.)	21 m	21 m	N/A
External yard building setback (min.)	N/A	3.5 m for building elements up to 11 m in height 7.5 m for building elements above 11 metres in height	N/A N/A
Internal yard building setback (min.)	N/A	3.5 metres	N/A
Site Coverage	N/A	0.5	N/A



## DEVELOPMENT GOVERNANCE



Image Above: An Example of Site Vegetation

### SIGNIFICANT FEATURES

- Respect, to the extent possible, the qualities of the existing topography, natural rock outcrops and related significant trees (especially the southeast corner)
- Respect significant trees through appropriate building siting and design. *Refer to Tree Survey by Dunster & Associates, Nov. 10, 2012.*

### ENVIRONMENT

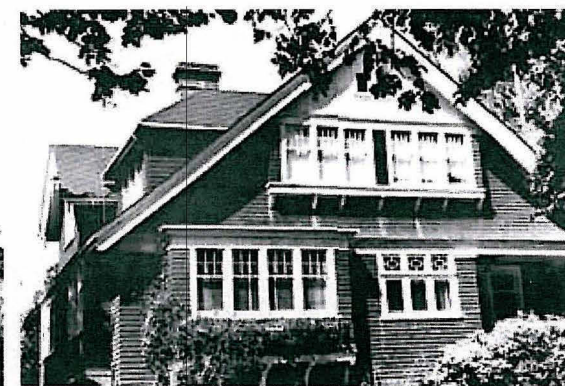
- Use green building standards and technology to reduce the environmental/ecological footprint of development.
- Use natural storm water management techniques and measures to **ensure that all storm water is managed on the site** with no net increase off site. *Refer to McElhanney Report, November, 2012.*

### BUILDING FORM & CHARACTER - ILLUSTRATIVE EXAMPLES

- Break down building volumes into domestic sized increments.
- Incorporate pitch roof language with dormers sympathetic to the heritage Maclure manor, reducing apparent building height and volume.
- Consider relaxation of building setbacks where it can be shown that it is advantageous to building design and distribution of building mass and volume in relation to adjacent properties.



Maclure's Biggerstaff Wilson House,  
Victoria, 1905



G. Willoughby House,  
Victoria, 1912



## DEVELOPMENT GOVERNANCE



Driveway Entry

### ACCESS & PARKING

- **Retain** and simplify the **existing driveway** from Lampson Street to access the heritage property and lands beyond. Eliminate the southern exit driveway and widen the north driveway judiciously around significant trees, with permeable paving, to accommodate two-way traffic.
- Maintain the domestic scale and character of the driveway onto Lampson Street including unobtrusive low level lighting and retain the existing stone gate posts.
- Incorporate appropriate storm water management measures to ensure storm water from the driveway infiltrates back into the ground and maintain no net runoff off site. *Refer to McElhanney Report, November, 2012, page 5.* It's a fundamental municipal requirement that all storm water runoff be **managed on site**. This shall substantially improve the existing condition
- Incorporate below grade parking, for the development site, to take advantage of the approximately one storey north/south cross fall across the site.
- Avoid long open cut parking access ramps by accessing underground parking from the lower levels of the existing grade.

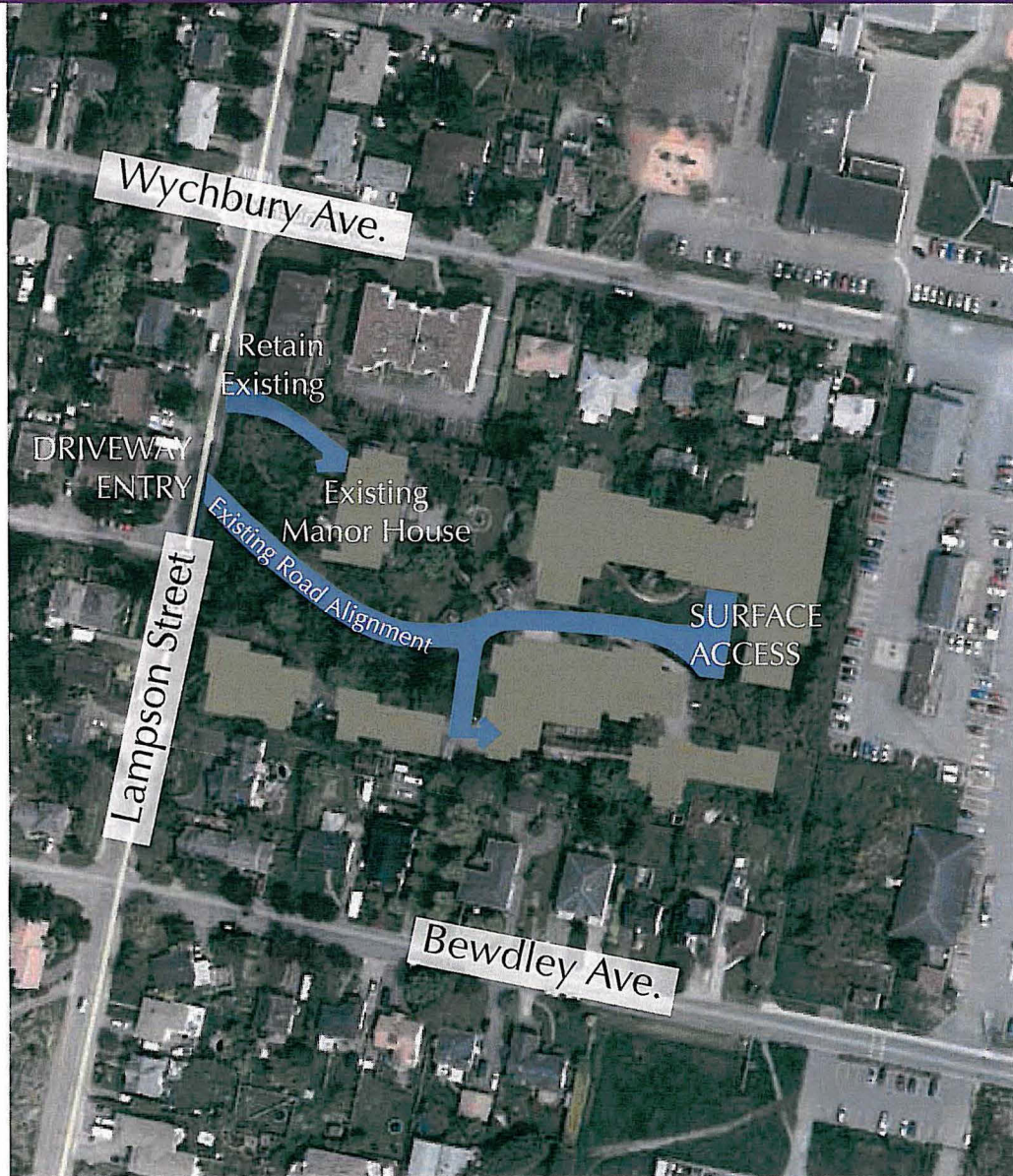


# ENGLISH INN

# DEVELOPMENT CONCEPT PLAN

## DEVELOPMENT GOVERNANCE

150



RESIDUAL SITE - ACCESS TO BELOW GRADE PARKING & VISITOR PARKING

LEGEND  
Potential  
Building Foot Prints

Driveways





## DEVELOPMENT GOVERNANCE

ILLUSTRATION OF POTENTIAL DEVELOPMENT SCENARIO



Watercolour by Paul Merrick  
For illustrative purposes only.

151



## DEVELOPMENT GUIDELINES

These guidelines are developed to steward the design of the new development on the residual site of the property known as the "Old English Inn" at 429 Lampson Street in Esquimalt.

The intent is to encourage a form and character in any new development on the site to be sympathetic with, and a good neighbour to, both the existing Samuel Maclure designed manor house known as Rosemead and the surrounding neighbourhood context, while providing opportunity for alternative massing solutions to accommodate market and building programme factors.

It is not the intent of the guidelines to slavishly replicate the mock Tudor vocabulary of the original house, but rather listen to its basic form, texture, proportions and composition of elements on site.

**It should be noted** that these guidelines are intended to be descriptive, not restrictive. Any developed design proposal for this residual site will be the subject to conventional Development Permit review through municipal process.

The following are indicated:

### DISTRIBUTION OF BUILDING VOLUME

- Concentrate higher building volume towards the middle of the site and towards the easterly portions, where the adjacent neighbouring condition is the military base.
- Keep building volumes lower towards the edges and composed as if made up of individual dwelling units, particularly towards the south. Massing towards the northern edges can typically accommodate another storey, since the English Inn site is a nominal level below the neighbours to the north.

### LANDSCAPE

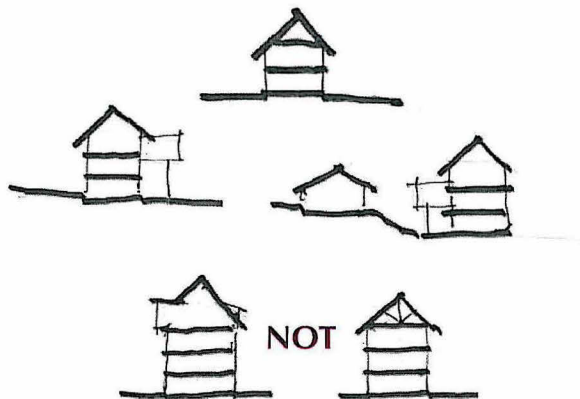
- Landscape design should reflect the character defining elements of the manor house site and respect the significant trees and natural features.

### BASIC BUILDING VOLUME

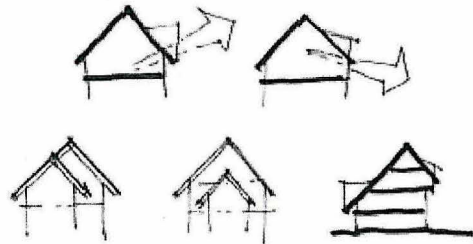
- Employ basic building elements not much more than twice the bulk of the manor house proper to create an overall composition whereby the whole reads as an assemblage of these parts.
- Compose building elements to shape and define spaces between and within; not to exist as objects in space.

### BASIC ROOF FORMS

- Employ a language of roof pitch typically to reflect that of the manor house; to be inhabited within, not simply sit on top of habitable space.
- Figuratively, pull the roof forms down around the occupied spaces.



## DEVELOPMENT GUIDELINES, Continued



### BASIC ROOF FORMS, Continued

- Utilize dormers – pitched or single slope – to provide light and views from habitable space within the roof.
- Utilize stepped down gables, or single pitch runoffs to further break down scale and create more intimate relationships with the ground. These elements can be used in succession.

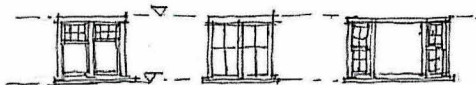
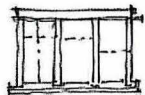
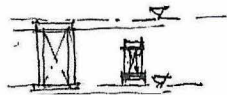
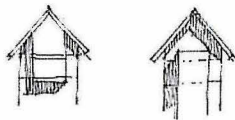
### BAYS, WINDOWS & FENESTRATION

#### BAYS

- Employ bay windows, bracketed in upper stories, or stepped out on lower stories to form decks off upper stories, to break down scale of end walls.

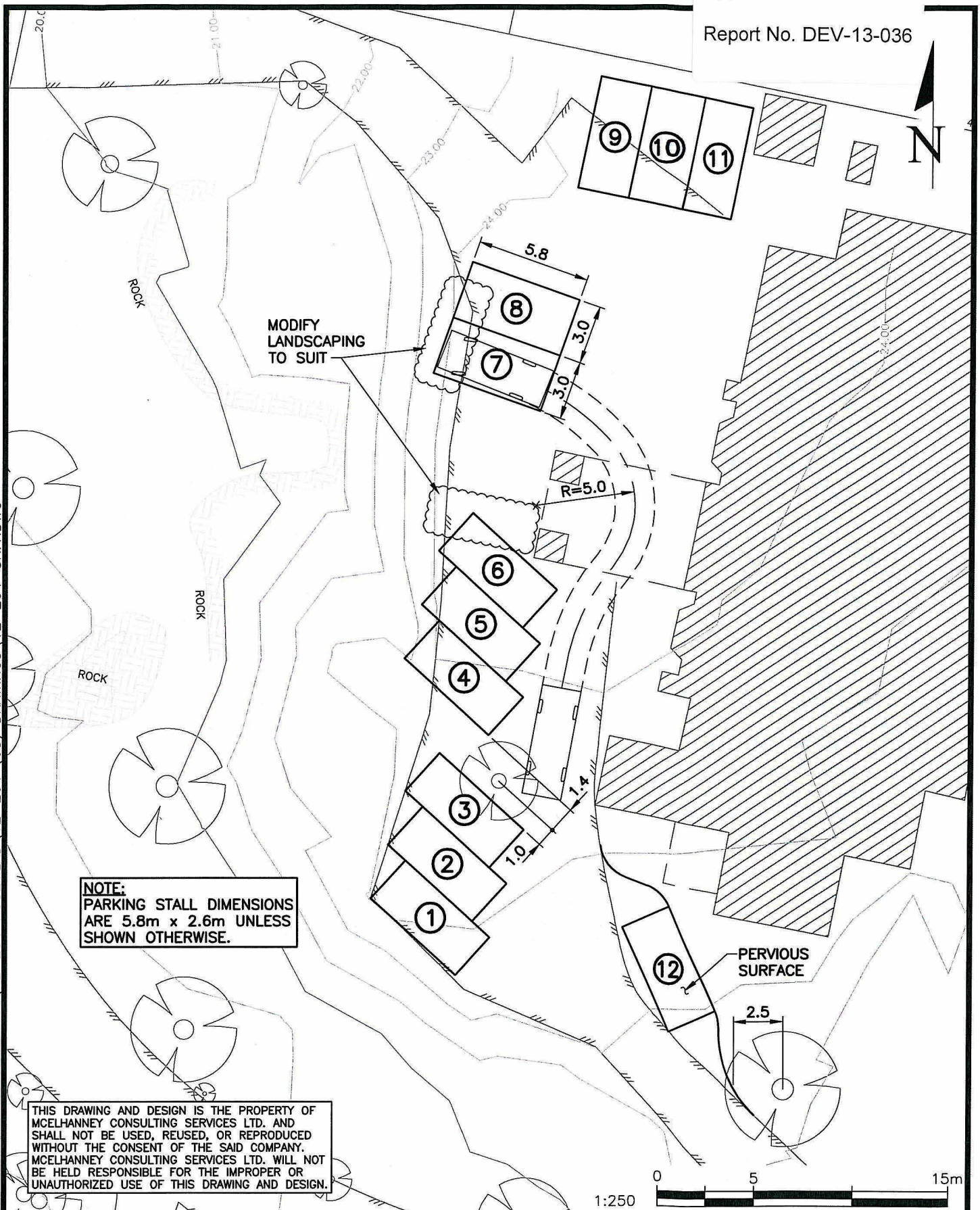
#### WINDOW - TYPES & PROPORTIONS

- Employ basic window element having a vertical proportion – 1:1.4 – 1:2.2.
- Vary size from floor to ceiling to very small openings for secondary spaces.
- Increase amount of transparency by stringing multiple units or by employing basic units at regular intervals.
- Create horizontal strip glazing condition by exploring recurrent smaller units.
- Break down scale and texture where appropriate with divided light muntins or zinc cam in double glazed units
- Large single well proportioned sheets can be employed in conjunction with divided lites to capture views.





~McElhanney~ 29-AUG-13 10:05 P:\12-204 ROSEMEAD\12-204 (08) DRAWINGS\12-204-SK.1.DWG



THIS DRAWING AND DESIGN IS THE PROPERTY OF  
MCELHANNEY CONSULTING SERVICES LTD. AND  
SHALL NOT BE USED, REUSED, OR REPRODUCED  
WITHOUT THE CONSENT OF THE SAID COMPANY.  
MCELHANNEY CONSULTING SERVICES LTD. WILL NOT  
BE HELD RESPONSIBLE FOR THE IMPROPER OR  
UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.



**McElhanney**

McElhanney Consulting Services Ltd.

500 - 3960 QUADRA STREET  
VICTORIA, BC V8X 4A3

PH (250) 370-9221  
FAX (250) 370-9223

## ROSEMEAD PARKING MODIFICATIONS

SCALE: 1: 250

DRAWN BY: MTK

DATE: 2013-08-27

DRAWING No: 12-204-SK.1



**ADVISORY DESIGN REVIEW COMMITTEE  
MEETING HELD MARCH 20, 2013**

**VI. STAFF REPORTS**

**(1) HERITAGE REVITALIZATION AGREEMENT  
429 LAMPSON STREET [ENGLISH INN]  
[LOT B, SECTION 11, ESQUIMALT DISTRICT, PLAN VIP60066]**

Michael Dillistone, (Michael Dillistone Consulting), Donald Luxton, (Donald Luxton and Associates Inc.) Paul Merrick, Architect, (Paul Merrick Consulting) and Brian Chelin, representing owners LFC Lampson Holdings Inc., were in attendance, to present the proposal to subdivide 16,565 m<sup>2</sup> (178,310 ft<sup>2</sup>) property into two parcels, Heritage Revitalization Agreement of the manor house and its property and adoption of new development regulations and guidelines to permit sensitive development of the remainder of the land.

Donald Luxton, outlined what the is purpose of a Heritage Revitalization Agreement. He commented that he understood this was the first time Esquimalt is dealing with this type of agreement and the process is being treated as a rezoning.

He stated that it is a very specific mechanism to enable protection of the heritage resource, it is site specific, not a rezoning of the site, and not precedent setting. . He advised the members of Part 27 of the *Local Government Act*. The Agreement provides protection and compensation, flexibility of use, legal protection to the McClure House and setting. Any alterations requires a Heritage Alteration Permit through Municipal Council for approval. There are provisions built in for maintenance. It is an "as is deal". Future conditions would be up to new owners

The Agreement would give Esquimalt a level of control over potential development of the site.

In response to a question from the Committee as to why the owners were making this application. The owner's representative commented that there are huge maintenance costs associated with the site.

Michael Dillistone commented that the buildings behind the Manor house are shut down

The HRA gives protection to the Manor House, and would allow development of the remainder of the site. It is a way of giving a level of certainty and control for the Municipality.

Donald Luxton commented that it is a way to sustain the McClure House, and give stability to the economic issues. The designation of the McClure House would give compensation to the owner.

Paul Merrick, architect, with the assistance of display boards, outlined the proposal, the site and topography lay-out. He commented on the tree protection; shadowing, rock outcropping and how to deal with parking.

He commented on the density and why 6 storeys were chosen for the height.

The following comments/concerns were expressed by members of the Committee:

- Concern regarding the density, very dense and poor sightlines;
- Design guidelines should form part of Heritage Revitalization Agreement;
- Concur with the concept of the Heritage Revitalization Agreement, but steps appear to be missing;
- Concern expressed that a balance needs to be achieved regarding constraints for potential purchasers; that they not be too restrictive, but also not too loose that the Planning Department cannot enforce the rules;
- Concerned if standards are embedded, and developers meet the standards of guidelines, they cannot be refused;
- Concur with need for design guidelines

- Agree with the concept of subdivision, but more details of the subdivision should be addressed;
- More details should be provided in the landscaping;
- Statement of Significance should detail the landscape content;
- Guidelines should not encumber development;
- Applicant should consider refinement of Design Guidelines/draft wording for next meeting;
- Lack of details more "meat" – reference – storm water management on site;
- design requirements should be included in HRA based on discussions
- more space should be provided around the Manor House;
- parking configuration in front of Manor House – 8 existing spaces, consider reconfiguration of the front parking to 11 spaces.

**RECOMMENDATION:**

Moved by Richard Iredale, seconded by CJ Rupp, that the Design Review Panel are in support of the concept of the subdivision and the concept of the Heritage Revitalization Agreement. The Motion **CARRIED**; and also

Moved and seconded that the application be **tabled** and that the applicant come back with revised site plan and development of Design Guidelines taking into consideration that any future development would be compatible and to consider the following:

- review of front parking spaces;
- more conceptual information;
- outline of pedestrian circulation;
- implementation of a full stormwater management plan;
- reconsider lowering the density;
- improvement of sightlines;
- review the 1920's photographs as a guide to landscape guidelines and the Statement of Significance.

The Motion **CARRIED**.

**(2) WEST BAY NEIGHBOURHOOD URBAN DESIGN GUIDELINES**

Moved and seconded that this item be postponed until the next meeting.

**VI. STAFF LIAISON STATUS REPORT**

**VII. NEW BUSINESS**

**VIII. SCHEDULE NEXT REGULAR MEET**

**IX. ADJOURNMENT**

CERTIFIED CORRECT:

\_\_\_\_\_  
CHAIR, DESIGN REVIEW COMMITTEE  
THIS DAY OF , 2013

\_\_\_\_\_  
ANJA NURVO, CORPORATE OFFICER



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**ADVISORY DESIGN REVIEW COMMITTEE**

**MINUTES**

**MEETING HELD**

**APRIL 10, 2013**

**ESQUIMALT COUNCIL CHAMBERS**

---

**MEMBERS PRESENT:**

Wendy Kay	Paul Newcombe
Zelig Alec Katz	Jill Singleton
Paul De Greeff [departed at 4:20 pm]	Carl Rupp
Richard Iredale	

**REGRETS:** Cst. Kristin Greffard

**STAFF LIAISON:** Bill Brown, Director of Development Services

**COUNCIL LIAISON:** Councillor David Schinbein  
Councillor Tim Morrisson [regrets]

**SECRETARY:** Marie Letham

---

One member of the public in attendance.

**I. CALL TO ORDER**

The Chair called the meeting to order at 3:00 p.m.

**II. LATE ITEMS**

There were no late items presented.

**III. ADOPTION OF AGENDA**

Moved and seconded that the Agenda as distributed be adopted.  
The Motion **CARRIED UNANIMOUSLY**.

Prior to the adoption of the Minutes, Mike Dillistone, Consultant, advised the Committee that he did not feel that the Minutes of March 20<sup>th</sup>, 2013, reflected the flavor of the meeting. He thought that the comments on page 3 were too vague.

**IV. ADOPTION OF MINUTES – March 20, 2013**

Moved by Richard Iredale, seconded by Carl Rupp, that the Minutes of the Regular Meeting of March 20, 2013 be adopted as distributed.  
The Motion **CARRIED UNANIMOUSLY**.

**V. BUSINESS FROM MINUTES**

No business from minutes.



VI. STAFF REPORTS

(1) **HERITAGE REVITALIZATION AGREEMENT**  
**429 LAMPSON STREET [ENGLISH INN]**  
**[LOT B, SECTION 11, ESQUIMALT DISTRICT, PLAN VIP60066]**

Michael Dillistone, (Michael Dillistone Consulting), Paul Merrick, Architect, (Paul Merrick Consulting) and Brian Chelin, representing owners LFC Lampson Holdings Inc., were in attendance, to present an update of their proposed Heritage Revitalization Agreement. The agreement would govern the future development of the site and would include design guidelines. They also wish to allow for a possible two lot subdivision in the future.

Michael Dillistone gave an summary of the application as it has proceeded this far. The property is in a Development Permit Area. He explained that the Heritage Revitalization Agreement acts like a Land Use Contract. The Design Guidelines form an integral part of the Agreement and provide a high level of specific design control on the site.

Paul Merrick, Architect, commented that the minutes concur with his notes. The language of the minutes was not discussed.

He commented on water management on site- this has not been managed well at present; the stormwater has to be managed on the whole site.

Paul Merrick, reviewed the Design Guidelines, outlining the amendments that have been made since the March 20<sup>th</sup>, presentation. He commented on the buildings setbacks, and the topography of the site. He reviewed the access to the site and the driveway in front.

Michael Dillistone, in reference to comments regarding parking, stated that Boulevard Transportation had done a parking study. He commented that they are comfortable providing parking in the front in a sensitive way. There are 8 parking spaces in the front at present.

Committee Discussion:

Paul De Greff commented that the trees are an important part of the site, the edge trees define the character of that site. There is not sufficient information regarding tree protection and the identify of trees to be protected. A covenant should be required for tree protection.

Members of the Design Review Committee outlined the following:

- concern expressed regarding the density;
- concerned expressed that the boundary allotted for the Manor House does not respect its significance importance, needs to be looked at very carefully towards the trees and site topography and the protected areas identified;
- not strong heritage tools in the document;
- there is not a clear reference in the Design Guidelines how a new road will be created into the site to respect and the trees and landscaping around the Manor House; encourage the Municipality to find language to ensure protection as the development pushes forward;
- concerned that 11 parking spaces for the Inn is not sufficient for guests, staff and any special functions being held, especially if the proposed new lot Site B is completely separate from Site A;
- stormwater management should be considered in the Agreement.

The committee, in summary, agreed with the concept of the HRA with the provision that there is tree protection, landscape character protection, no build zones are identified, attention paid to the percentage of impervious surfaces, and stormwater management is considered in the agreement.

**RECOMMENDATION:**

Moved by Carl Rupp, seconded by Jill Singleton that the Esquimalt Design Review Committee recommends to Council, that the Municipality continues down the road with the Heritage Revitalization Agreement with further negotiations. The Committee also recommended that the following items be further considered and addressed:

- That stronger language be considered in the Agreement regarding the retention of the existing mature trees and landscaping; and that the historical landscape context of the McClure House Site [Site A] be maintained in its scale of plantings and garden details;
- That the parking be designed with reference to the permeable areas of open space;
- That a Stormwater Management Plan be considered in the Agreement;
- That the proposed two sites [Site A & Site B] be treated independently;
- That restrictive areas should be identified by a "No Build Zone"

The Motion **CARRIED UNANIMOUSLY**

**(2) WEST BAY NEIGHBOURHOOD URBAN DESIGN GUIDELINES**

This item was postponed from the March 20<sup>th</sup>, 2013 meeting.

Bill Brown, Director of Development Services, advised the Committee that the Draft West Bay Neighbourhood Urban Design Guidelines, February 1, 2013- Version 2.1 were forwarded to them for their input and comments.

The Committee members made the following comments/observations:

- The document has lots of ideas, but has a cold feeling;
- Like that comments are very generic, like the encouragement of wood signs (very perceptive)
- Should provide more examples, photos;
- Emphasize more elements that the Municipality could provide [i.e. post boxes, benches, waste containers];
- Uniformity needs some help, signage, lighting, trees, landscaping, samples of buildings;
- Need to broaden the examples;
- Be more open-minded;
- Document is very well illustrated;
- Ideas should be proactive;
- Need an engineer to address Tsunami;
- Great work with the waterfront, need urban design guidelines, strengthen waterfront guidelines;
- Streetscape, need more pedestrian, more examples;
- Document is "animated-wish-washy" needs more;
- What real access does the Municipality own?;
- Esquimalt does need help, terrific guidelines, don't see anything precedent setting;
- Not much included on accessibility, and for individuals with vision impairment. Need to pay attention to street obstructions, sandwich boards, obstructions on sidewalks
- Needs a vision statement;
- Encourage infrastructure money;
- Create advantages around water relationship, could attract people to nice places to walk, cafes like the Cook Street village area in Oak Bay;
- This area is a distinct, recognizable neighbourhood;
- Protect view corridors, not only from Esquimalt, but looking over from the Victoria Side and from the water;
- Development site, very important, can create a "hub", distinct and special area;



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**MINUTES  
HERITAGE ADVISORY COMMITTEE**

Wednesday, March 20, 2013

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Heather Gillis – Chair  
Dar Purewall – Vice Chair  
Councillor Hodgins  
Heidi Bada  
Sherri Robinson  
Catherine McGregor – departed 9:12 p.m.

**STAFF:** Karen Hay – Staff Liaison  
Kim Maddin – Recording Secretary

**GUEST:** Donald Luxton – departed 7:47 p.m.

**REGRETS:** Councillor McKie  
David Coney

**1. CALL TO ORDER**

Chair Gillis called the meeting to order at 7:04 p.m.

**2. LATE ITEMS**

There were none.

**3. APPROVAL OF THE AGENDA**

Moved by Sherri Robinson and seconded by Vice Chair Purewall that the agenda of the Heritage Advisory Committee meeting of March 20, 2013 be approved as presented.

The motion **CARRIED**.

**4. PRESENTATION**

**(1) Proposed Re-Development of 429 Lampson Street (English Inn) Property**

The Heritage Advisory Committee members convened at 429 Lampson Street prior to the meeting to view the property and buildings.

Karen Staff, Staff Liaison, noted that the Committee was being asked by staff to make two recommendations to Council concerning this property.

The first request was to consider the draft Statement of Significance (SOS) in the Development Concept Plan for 429 Lampson Street, and make a recommendation to either: a) approve the draft SOS as presented, b) approve the draft SOS with amendments, or c) not approve the draft SOS, as a replacement for the 2012 version.



The second request was to consider the Development Concept Plan which will become part of the Heritage Revitalization Agreement and provide a recommendation to Council to either: a) negotiate the agreement, b) negotiate the agreement with conditions, or c) not negotiate the agreement based on this Development Concept Plan.

Donald Luxton, Heritage Consultant, provided an overview of the Development Concept Plan:

- The Development Concept Plan includes a new initiative for Esquimalt – a “heritage revitalization agreement” (HRA). An HRA is a negotiated contract between a property owner and a municipality to protect important heritage resources on a site in return for development rights
- Mr. Luxton stated that the HRA is the most appropriate tool (versus designation, covenants, and other forms of protection) as it provides protection of the manor and allows for economic viability
- There has been significant evolution of the site from when it was purchased in 1949 to be operated as a hotel. The economic viability is no longer there.
- The Development Concept Plan proposes to protect the house and a portion of property surrounding it; the second parcel would be subdivided for development
- There would be no protection for the buildings on the subdivided parcel but the current owners do not intend to remove the buildings – this would be left to the discretion of the new owner (who could keep or remove them).
- The plan allows for development up to 21 meters (six stories) in height and in a sympathetic design to the character of the manor house

Mr. Luxton commented on the draft SOS in the context of the Development Concept Plan:

- The SOS becomes part of the legal document and is a management tool; it helps owners understand what features are of importance and hopefully encourages protection
- The house, designed by Samuel Maclure in the tudor revival style and situated on a rocky outcrop of estate, were identified as the features worthy of protection in the draft SOS and management by the HRA
- The HRA would maintain the front yard as it is currently
- Anne Hathaway’s cottage is not being offered protection and is not included in the draft SOS. It requires restoration and impacts what can be done with the subdivided site (keeping it reduces available density)
- The stone terrace is not included as it is not viewed as historic to the building

Members discussed the following:

- The significance of the features not mentioned in the draft SOS (e.g. Anne Hathaway’s cottage, stone terrace)
- That Anne Hathaway’s cottage should remain in the SOS as documentation of its heritage significance and as a historical record; also, since it is possible that the future owner may want to keep the cottage, there is no harm in leaving the reference in
- It was noted that the cottage took five years to complete, and was

meticulously constructed using the exact measurements of the original cottage in England. When the one in England burnt down, English engineers re-built the cottage using measurements of the cottage in Esquimalt

- It was suggested that consideration be made to possible trade-offs that could be made for restoration of the cottage

Moved by Catherine McGregor and seconded by Sherri Robinson that the Heritage Advisory Committee recommend that Council not approve the draft SOS for the English Inn, as presented in the English Inn Development Concept Plan [429 Lampson Street], as a replacement for the 2012 Council-endorsed version.  
The motion **CARRIED**.

Moved by Dar Purewall and seconded by Heidi Bada that the Heritage Advisory Committee recommend that Council negotiate the heritage revitalization agreement based on this Development Concept Plan with the following two conditions: a) that consideration be given to exploring options for keeping Anne Hathaway's cottage on the subdivided property, and b) considerations be made in retaining and restoring the heritage characteristics of the main building.  
The motion **CARRIED**.

## 5. **MINUTES**

### (1) Minutes of the Special Meeting of January 9

Moved by Vice Chair Purewall and seconded by Sherri Robinson that the minutes of the Special Heritage Advisory Committee meeting of January 9, 2013 be approved as presented.  
The motion **CARRIED**.

### (2) Minutes of the Regular Meeting of January 16

Moved by Vice Chair Purewall and seconded by Sherri Robinson that the minutes of the regular Heritage Advisory Committee meeting of January 16, 2013 be approved as presented.  
The motion **CARRIED**.

The recording secretary forwarded a request from a former Committee member that a motion made at the January 16 meeting be re-visited to more accurately reflect the context of the discussion on Macaulay Point.

Moved by Sherri Robinson and seconded by Vice Chair Purewall that the Heritage Advisory Committee rescind the motion made at the January 16 meeting: "Moved by Liz Dill and seconded by Vice Chair Dar Purewall that when the Heritage Advisory Committee is next looking at preparing statements of significance, that it considers preparing one for Macaulay Point."  
The motion **CARRIED**.

Moved by Vice Chair Purewall and seconded by Sherri Robinson that given the historical significance of Fort Macaulay and Macaulay Point and the pending federal review, the Heritage Advisory Committee should prepare a statement of significance for Fort Macaulay and the Macaulay Point site.  
The motion **CARRIED**.

## STATEMENT OF SIGNIFICANCE

### English Inn – 429 Lampson Street

#### **Description of Historic Place:**

Common Name: English Inn [& Resort]

Other Names: 429 Lampson Street, Olde England Inn, Rosemeade

Civic Address: 429 Lampson Street, Esquimalt

Legal Description of Property: Lot B, Section 11, Esquimalt District, Plan VIP60066

The English Inn has been a landmark in Esquimalt since 1946 and a private home from 1909 to 1946.

The English Inn is located on a 1.8 hectare parcel, 500 metres from the ocean in the Saxe Point neighbourhood. The site contains remnants of the regional native plant life and gardens reminiscent of the Elizabethan era. The site contains a total of six buildings, two of which are particularly worthy of protection; these are the English Inn manor house and the replica of Anne Hathaway's Cottage.

The main building with its unusual combination of architectural details is aesthetically pleasing and unique in the municipality. The Inn is a community gathering place and a tourist destination.

#### **Heritage Value:**

##### **1. Architectural Significance:**

The English Inn is valued as a landmark building. Its use as a guest house, then inn and now boutique hotel, has led to other properties in the immediate area being developed for bed & breakfasts; several of which, are designed in a sympathetic architectural style.

The main building is valued for its unique details and the quality and type of building materials. The Inn is constructed largely of stone and masonry.

The architect was Samuel MacLure, one of Victoria's most renowned residential architects and the Inn contains many details characteristic of his work. The English Inn is valued as being one of the few remaining examples of MacLure's work in Esquimalt.

The collection of buildings surrounding the main English Inn manor house is valued for the character they add to the main building. From its development as a guest house in 1947, the Olde England Inn was designed as a cohesive collection of buildings intended to create the feel of a Shakespearean village. The artisans' shops, or Chaucer's Lane are a series of narrow shop fronts, reminiscent of the Elizabethan era. There is a replica



of Anne Hathaway's Cottage complete with a garden appropriate to that era, and five other buildings on site designed in the Elizabethan or Tudor style.

The English Inn property is valued for its unique landscaping. The front portion of the site has been left wooded with numerous mature Douglas Fir and Garry Oak trees which frame the entrance to the site, are landmarks in the neighbourhood and contribute to the character of the Inn. The rest of the site has been developed as a network of gardens. The sunken garden behind the manor house is an integral part of the Inn. The replica Anne Hathaway's Cottage is complimented by a garden appropriate to the Elizabethan era.

## **2. Social Significance:**

The list of prominent British Columbia and Esquimalt residents who have resided at the English Inn underlines its social value to Esquimalt. Originally called "Rosemeade", and built in 1909 for Thomas Harry Slater [and wife Elizabeth Slater], a Yorkshire-born realtor and developer, and relative of Charles Pooley. He brought artisans from England and Scotland to work on the project.

In 1917, the house began to have a number of occupants, including Sir James Lougheed a Canadian Senator from 1889 to 1919. In the 1920s, Mrs. Tyrell Godman, a founding member of the Craigdarroch Castle Preservation Society and the Metchosin Museum Society lived in the home, as did, Major Robin H. H. Murray [and wife Enid Murray] who established the 'Island Weavers Company in the attic of the house.

Dr. Thomas Arthur Rickard and wife Marguerite owned the house from 1933 to 1946. Dr Rickard was a mining engineer and geologist and wrote the book, Historic Backgrounds of British Columbia. Marguerite was a well know singer who had trained at the Royal College of Music in London, England. In 1943 the house was used by the Royal Canadian Navy as the Naval Officers Stag House.

In 1947, Rosemeade was purchased by Royal Air Force Squadron Leader Sam Lane and wife Rosina who transformed it into a guest house, renamed it the Olde England Inn and built the other buildings on the property, creating the Elizabethan Style Village.

## **3. Cultural Significance:**

The numerous mature Douglas fir and Garry Oak trees which frame the entrance to the site are landmarks in the neighbourhood and contribute to the character of the Inn.

The English Inn is significant as both a building and a community gathering place. It has been used for the past 60 years, for weddings and other special events as well as tourist accommodation. Its use as guest house, then inn and now boutique hotel, has led to other properties in the immediate area being developed for bed & breakfasts; several of which, are designed with sympathetic architectural styles.

**Character-Defining Elements:**

- Impressive architectural style, the original stone structure is Tudor revival and reminiscent of an Elizabethan manor house;
- Front façade with square tapered columns supporting a port-cochère and square bay windows located on either side of the front entry;
- Expansive roof with large front gables and bracketed finials;
- Masonry foundation resting on bedrock;
- The lower two floors of this four storey building are random rubble masonry and the upper two are wood frame construction with half-timber facings;
- Random rubble columns support the roof of the porte-cochère;
- Interior is indicative of the original design concept including large paneled front hallway and grand staircase;
- The stone terrace on the south façade, constructed in 2002, was designed to blend with the original construction;
- Gardens representative of those popular at the turn of the last century for the upper classes;
- Mature Douglas fir and Garry oak trees, and other native vegetation.



**Photos:**



Figure 1.



Figure 2.





Figure 3.

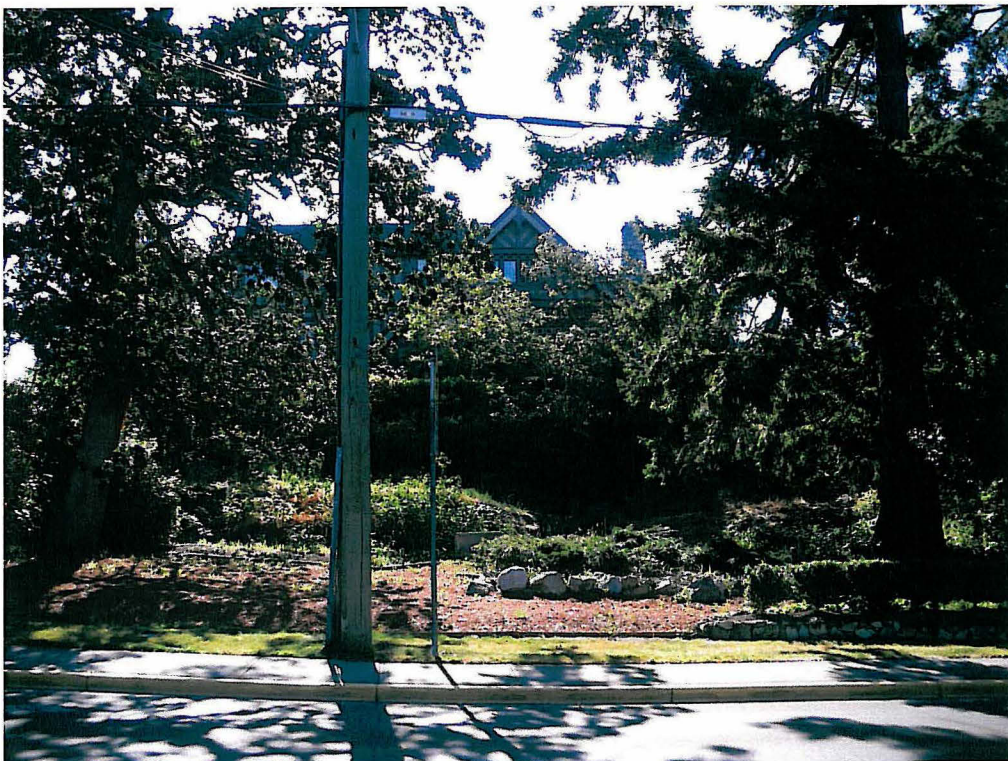


Figure 4.

## ADVISORY PLANNING COMMISSION MINUTES MEETING – APRIL 16<sup>th</sup>, 2013

shown on plans provided by David McAllister, stamped "Received March 27, 2013", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received March 27, 2013", and including the following relaxations to Parking Bylaw, 1992, No. 2050, for the development located at Lot 2, Section 2, Esquimalt District, Plan 30973 [933 Mesher Place], be forwarded to Council with a **recommendation of approval**.

**Parking Bylaw No. 2011, Section 9(4) – Provision and Maintenance of Off-Street Parking and Loading Areas** – an exemption from the requirement that Parking Spaces in Residential zones shall be located no closer to the Front Lot Line than the front face of the Principal Building. The Motion **CARRIED UNANIMOUSLY**.

### (4) HERITAGE REVITALIZATION AGREEMENT

429 Lampson Street [English Inn]

[Lot B, Section 11, Esquimalt District, Plan VIP60066]

Trevor Parkes, Staff Liaison, briefly outlined his report commenting that the applicant has presented a Development Concept Plan and a subdivision application to the municipality. The proposed subdivision would divide the existing property into two parcels. One [Site A] would serve the retained English Inn heritage building and would measure 4457 m<sup>2</sup> [47976 ft<sup>2</sup>]. The second parcel [Site B] would measure 13040 m<sup>2</sup> [140366 ft<sup>2</sup>] and would be a future development site containing buildings up to 21 metres in height.

The current owners have indicated the current property configuration is not financially viable therefore have proposed an alternate land use and development model. They have indicated no intent to undertake any construction, or removal of the current buildings on the site. Future detailed building plans and demolition are to be left to the discretion of future owners.

Trevor Parkes advised that staff is looking for input from the Commission on eight issues as listed in the report.

Paul Merrick, Architect, Michael Dillistone, Consultant, Brian Chelin, owner, were in attendance. Mr. Dillistone commented that Mr. Don Luxton could not be in attendance.

Michael Dillistone, outlined the history of the property and its decline. The Rosemead Restaurant is not economically viable and there are safety concerns associated with the Anne Hathaway Cottage. In the early 1990's, Cyril Lane, son of the owners, presented a development proposal for townhouses, which was turned down. Past problems for neighbours included, tour buses coming and going and noise from weddings and events. The last owner went into receivership. The property is only viable for 3-4 months per year.

Michael Dillistone commented that the current zoning is almost punitive, the FAR is locked in, nothing can happen.

In the absence of Don Luxton, Michael Dillistone gave an overview of what a Heritage Revitalization Agreement [HRA] is and its purpose. He advised this application is not really a rezoning, rather the HRA is a very specific mechanism to enable protection of the heritage resource, it is site specific, and not precedent setting. He advised the members that the authority for the municipality to enter into an HRA comes from Part 27 of the *Local Government Act*. The Agreement provides protection and compensation, flexibility of use, legal protection to the McClure House and setting. Any alterations to the building would require a Heritage Alteration Permit subject to Municipal Council approval. There are provisions built in for maintenance. Future conditions would be up to new owners. The HRA would give Esquimalt a level of control over potential development of the site.

He advised of the concerns of the Design Review Committee of its meeting of March 20<sup>th</sup>, and the amendments made for the presentation at the Design Review Committee meeting of April 10<sup>th</sup>,



2013 and their concerns from the April 10<sup>th</sup> meeting, which were being addressed, prior to the application moving on to Council.

Paul Merrick, Architect, stated that this is an ambitious and significant proposal. He stated that the HRA and the Development Guidelines gave a degree of flexibility, to potential developers and to the Municipality.

Brian Chelin, owner, advised the Commission, that they reluctant owners, property came to them in 2009 through foreclosure. The property has been losing money over a number of years. The 43 room hotel is not economically viable. A Boutique Hotel with 14 rooms is economically viable with the garden. Presently they are losing \$200,000-\$300,000 annually and the site has been struggling for 30 years. Their plan is to generate 2 viable properties from one non-viable property with a Boutique Hotel and multi-family development site.

In response to a question from a Commission member inquiring if 13 parking spots are sufficient, and where does the staff park?

Mike Dillistone responded that there are no requirements in the Parking Bylaw for staff.

In discussions the Commission made the following comments:

- Parking for the hotel is a concern;
- If properties are separate, there is no support to the hotel;
- Like the proposal, will be unique and different;
- There is a need for more residential buildings in Esquimalt;
- Trying not to tie down future development, have some controls, but not locked in.

After a brief discussion regarding the complexity of this application the Commission commented that they needed more time to deal consider the application.

**RECOMMENDATION:**

Moved by Mark Salter, seconded by Lorne Argyle that a Special Meeting be convened prior to the next regular meeting of the APC to deal with the application for a Heritage Revitalization Agreement [HRA] at 429 Lampson Street.  
The Motion **CARRIED UNANIMOUSLY**.

**VI. STAFF LIAISON**

Status of Recent Applications:

**973 Wollaston Street:** [DVP to accommodate lot coverage and rear setback for addition to a deck] scheduled to be on the Council agenda for the April 22<sup>nd</sup> meeting.

**1138 Wychbury Avenue:** [DVP to accommodate a non-conforming Accessory Building] scheduled to be on the Council agenda for the April 22<sup>nd</sup> meeting.

**622 Admirals Road:** Revised Bylaw with additional amenities given first and second reading at Council on April 15, 2013. A Public Hearing will be scheduled and notices sent out.

**VII. COUNCIL LIAISON**

Councillor Morrison commenting on Legion Public Hearing, tentatively set for a Special Meeting on May 27, 2013. He also commented on the discussions and the complexity of the Heritage Revitalization Agreement, he commented that this has been a long meeting and discussions, comments and decisions being made are good, and that the Commission is working well together





**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**ADVISORY PLANNING COMMISSION SPECIAL MEETING**  
**MINUTES**  
**HELD ON**  
**APRIL 30, 2013**  
**ESQUIMALT COUNCIL CHAMBERS**

---

**MEMBERS PRESENT:** Nick Kovacs, Chair  
 Lorne Argyle Blair Bouchier  
 Bill Lang Joy Palmetter  
 Mark Salter

**REGRETS:** James Harada-Down

**STAFF LIAISON:** Trevor Parkes, Senior Planner

**COUNCIL LIAISON:** Councillor Tim Morrison  
 Councillor David Schinbein [regrets]

**SECRETARY:** Marie Letham

---

**I. CALL TO ORDER**

The Chair called the meeting to order at 6:35 p.m.

**II. STAFF REPORT [Tabled from April 16, 2013, Advisory Planning Commission Meeting]**

**(1) HERITAGE REVITALIZATION AGREEMENT**  
**429 Lampson Street [English Inn]**  
**[Lot B, Section 11, Esquimalt District, Plan VIP60066]**

Trevor Parkes, Staff Liaison, advised that the report is the same as that presented at the April 16<sup>th</sup>, 2013 meeting therefore there are no changes or updates.

He advised that, in order to assist staff, the Commission members are being asked to address the eight questions listed in the April 16<sup>th</sup>, 2013, Staff Report and provide a recommendation on each one.

Michael Dillistone, Consultant, Paul Merrick, Architect and Brian Chelin, on behalf of the owners were in attendance.

The applicant is proposing to enter into a Heritage Revitalization Agreement [HRA] with the Township of Esquimalt in order to facilitate a subdivision and future redevelopment of the majority of the property [Site B] in exchange for the protection of the existing heritage inn [Site A]. An HRA is a negotiated agreement between a local government and the owner of a recognized heritage property. This would be the first HRA agreement in Esquimalt. The HRA could vary or supplement all land use, density, siting, parking, landscaping development cost recovery, tree protection, parkland and subdivision requirements of the municipality.

A Commission member asked the applicant how he was addressing the questions raised at the Design Review Committee.

Recording Secretary, Marie Letham, advised the Chair regarding the procedures surrounding minutes, indicating that all draft minutes are presented to Council for information and are not released to the public until that time. Mrs. Letham clarified that the applicant had not seen those minutes from the Design Review Committee.

Mark Salter stated that the language surrounding tree preservation needs to be strengthened, and also commented on storm water management.

Michael Dillistone advised that the guidelines have been amended to address bio swales, rain gardens.

In response to a question from a member, Trevor Parkes, Staff Liaison, advised that even though there are two sites, design guidelines apply to both properties.

In response to a question regarding vehicular access to the site, Trevor Parkes indicated that it would be desirable to ensure access to Site A is retained in its current form. To ensure access Site A would require an easement over Site B for the driveway.

Michael Dillistone advised that the sites will be integrally related through the Heritage Revitalization Agreement and design guidelines. An easement for access will be prepared with the subdivision.

A Commission member inquired if the use is changed to residential, will parking be 1.3 per unit?

Michael Dillistone advised that the uses are still under discussion, multiple family use still being considered.

In response to a question from a Commission member regarding the parking requirement for hotel use, bar and restaurant. Trevor Parkes advised the 1 space per room requirement for Hotel use includes the restaurant within the building.

Michael Dillistone commented that parking is an issue and will limit the use of the building. The removal of "the village" building could be considered which could provide multi-use space, including the use of grasscrete to allow for event parking. Mr. Dillistone went on to say that if a multiple family use were to occur it might possibly be for 6 suites in the Manor house and any changes in density would require a Heritage Alteration Permit.

Paul Merrick responded that they are trying to provide maximum flexibility to future owners. He noted that a development permit would be required for development of Site A. Heritage protection would be considered as part of the consideration of the Development Permit. The exterior of the existing building cannot be changed without following due process, i.e. Council to Heritage Committee. Generally only exterior protected, would have to be part of agreement if other wanted.

A Commission member commented that in order to be a successful project, Lot A needs to receive a lot of attention. Further comment was that the proposal requires "tweeking" to allow the boutique hotel to be successful.

Another member commented that boutique hotel still not viable without use of the other area of the property.

Brian Chelin, owner, commented that currently the hotel uses 15 rooms only for the majority of the year. There will be a forty percent expense reduction by reducing from the 43 rooms and the decommissioned 3 exterior buildings.

Concern was expressed that if there were expanded uses, there would be a need for more parking.

Brian Chelin stated that future owners need to decide how to use the whole site, the 3 acres are an burden to the financial viability of the site. No one will buy Site B with encumbrances to provide parking to the Manor House.

In response to a question on public access, Michael Dillistone commented that historically the site has been open to the public, however there are liability concerns for the municipality and private owners.

A Commission commented that the two properties are too closely tied.

The owner responded that the market will decide future. He expects buyer will see the necessity of having both lots.

**APC Discussion:**

After a brief discussed the following points:

- Concern for trees on site;
- Members felt that the proposed density is too dense;
- Concern about setbacks;
- Parking is a concern;
- No reciprocal access has been indicated
- Land uses proposed are appropriate;
- Size and shape of the parcel proposed for the Inn is not appropriate, does not reflect the character of the heritage house;
- Public access should be provided to Site A;
- Density of 1.6 F.A.R. is appropriate – should consider all the site;
- The maximum height allowed for the Site A needs to match the current height of the Inn, less than 12 metres in height;
- Proposed parking arrangement in the front, there is a concern that the proposed additional parking spaces will be a detriment to the existing landscaping. An alternate proposal should be submitted.

**APC RECOMMENDATIONS:**

The following recommendations were made in response to questions submitted by staff:

1. *The appropriateness of the proposed land uses?*

Moved by Mark Salter, seconded by Joy Palmetter, that the proposed land uses are appropriate.  
The Motion **CARRIED UNANIMOUSLY.**

2. *Is shape and size of the parcel provided for the Inn [Site A] adequate?*

Moved by Mark Salter, seconded by Bill Lang, that the shape and size of Site A is adequate provided the heritage gardens in front of the Inn remain protected.  
The Motion **CARRIED UNANIMOUSLY.**

3. *Is it important to having some public access to the site in the future?*

Moved by Blair Bouchier, seconded by Mark Salter, that it is important to have some public access to Site A, through the Tot Lot located on Bewdley Avenue..  
The Motion **CARRIED UNANIMOUSLY.**



4. *Is a density of 1.6 F.A.R. appropriate in this neighbourhood and adjacent to the Inn?*

Moved by Bill Lang, seconded by Lorne Argyle, that the density of 1.6 F.A.R. is appropriate in this neighbourhood and adjacent to the Inn.

The Motion **CARRIED: 4 For 2 Opposed**

5. *Are the setbacks and heights acceptable as proposed?*

Moved by Bill Lang, that the setbacks and heights are acceptable as proposed.

**Defeated: 3 in favour 3 Opposed**

6. What kind of parking arrangement is appropriate for a boutique hotel site and is it acceptable to cluster parking around the front entrance?

Moved by Bill Bouchier, seconded by Bill Lang, that an alternate parking solution on Site A be submitted.

The motion **CARRIED UNANIMOUSLY**

7. *There is limited heritage protection proposed, are there other features of the property to be protected?*

Moved by Bill Lang, seconded by Joy Palmeter, that this item be deferred to the Heritage Advisory Committee.

The Motion **CARRIED UNANIMOUSLY.**

### III. ADJOURNMENT

On motion the meeting adjourned at 9:20 P.M.

CERTIFIED CORRECT:

\_\_\_\_\_  
CHAIR, ADVISORY PLANNING COMMISSION  
THIS DAY OF , 2013

\_\_\_\_\_  
ANJA NURVO, CORPORATE OFFICER





*Traffic Impact Assessment  
for English Inn Development  
Esquimalt, BC*



*DATE: November 23, 2012*

*File: 1464*



*TRAFFIC IMPACT ASSESSMENT FOR ENGLISH INN DEVELOPMENT,  
ESQUIMALT, BC*

## TABLE OF CONTENTS

1.0 Introduction .....	1
2.0 Background Information.....	1
2.1 Roadway Network .....	1
2.2 Land Use.....	1
2.3 Site Access.....	2
2.4 Traffic Counts.....	2
3.0 2011 Existing Traffic Conditions .....	2
3.1 Synchro Software .....	2
3.2 2011 Existing Peak Hour Conditions.....	3
4.0 2012 Post Development Conditions .....	3
4.1 Trip Generation.....	3
4.2 Trip Modifications .....	4
4.3 Trip Assignment .....	4
4.4 2012 Post Development Conditions .....	5
5.0 Long Term Conditions.....	6
5.1 2022 Background Results .....	7
5.2 2022 Post Development Conditions .....	7
6.0 Safety and Geometrics.....	7
6.1 Turn Lanes.....	7
6.2 Sight Distances .....	7
6.3 Site Access.....	8
7.0 Other Transportation Modes.....	8
7.1 Pedestrians.....	8
7.2 Cyclists .....	9
7.3 Transit.....	9
8.0 Conclusions .....	9



## 1.0 INTRODUCTION

Boulevard Transportation Group Ltd. was retained by *LFC Lampson Holding Inc.* to undertake a traffic impact study for the proposed redevelopment for the English Inn site on Lampson Street in the Township of Esquimalt, BC. The study will identify the development impacts to the surrounding roadway network and will evaluate the need for improvements required at the access points and adjacent intersections on Lampson Street. Study recommendations and conclusions are intended to provide safe and efficient movement of pedestrians, bicycles and vehicular traffic to/from the proposed development site while minimizing the impact to non-site trips.

The study area includes Lampson Street from Esquimalt Road to the development frontage, near Greenwood Avenue. There are two key intersections of Esquimalt Road/Lampson Street and Lyall Street/Lampson Street. The Wychbury Avenue/Lampson Street intersection and the site driveway will be also reviewed. See **Figure 1** for the study area and site location.

## 2.0 BACKGROUND INFORMATION

### 2.1 Roadway Network

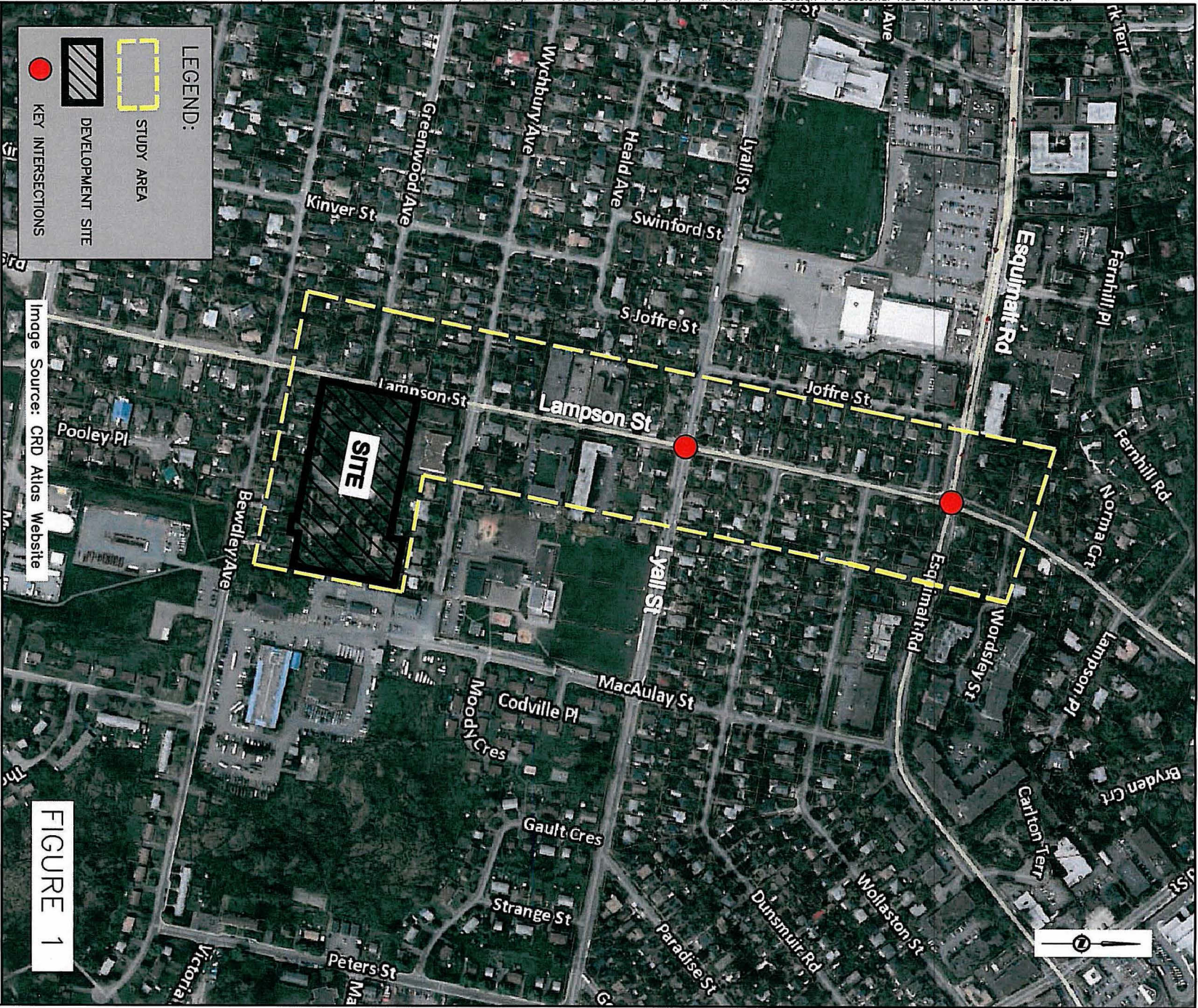
The proposed development site is located in the Saxe Point neighbourhood of Esquimalt. The development site fronts on Lampson Street 550m south of Esquimalt Road. Esquimalt Road is a major road running east-west, penetrating through the centre of Esquimalt and connecting to downtown Victoria. Lampson Street is an 8.5m wide residential collector road running north-south. Lyall Street is also designated as a residential collector road running east-west south of Esquimalt Road. Wychbury Avenue is a two lane local road running parallel to Lyall Street, north of the proposed site driveway. A 30km/h school zone speed sign is posted on the site frontage of Lampson Street (northbound).

The intersection of Esquimalt Road/Lampson Street is signalized with split phasing for the major road (Esquimalt Road). From Lampson Street, the signal turn type is permissive. At the intersection, existing lane configuration is as follows: the eastbound movement is a left/through lane and a through/right lane and other three movements (WB/NB/SB) are a left/through lane and a right turn lane. The intersection of Lyall Street/Lampson Street is 4-way stop controlled.

### 2.2 Land Use

The proposed site is currently composed of 1.8 hectare parcel of land known as the English Inn. Originally containing only one building, constructed in 1909 as a private residence for the Slater family, the English Inn property has been developed over the years to include six buildings, most






**LEGEND:**


- STUDY AREA
- DEVELOPMENT SITE
- KEY INTERSECTIONS

Image Source: CRD Atlas Website

**FIGURE 1**



# Boulevard



**TRANSPORTATION  
GROUP**

<p><b>TITLE:</b></p> <p><b>ENGLISH INN ESQUIMALT</b></p> <p><b>STUDY AREA AND SITE LOCATION</b></p>			
DESIGNED:	DRAWN: mjo	SCALE: NTS	REV.
DATE: OCT 31-2012	DRAWING NO.: 1464_FIG 1		



*TRAFFIC IMPACT ASSESSMENT FOR ENGLISH INN DEVELOPMENT,  
ESQUIMALT, BC*

constructed during the 1950s and 1960s and representing a fanciful re-creation of an English style Tudor village. In May 2012, the site was added to the Esquimalt Heritage Register.

The land use within the surrounding area of the site is residential and DND (east of the site). There is an elementary school (Macaulay) at the east end of Wychbury Avenue one block north of the site as well as the West Bay Marina.

A new form of development for the site (subdivision, density and land use) is proposed that maintains its integrity and facilitates the protection and revitalization of the manor house (English Inn) and its immediate surroundings as an important community heritage resource. The site will be divided into two titles with one for multi-family residential with several condominium buildings and another for the existing manor house.

### **2.3 Site Access**

For the development site access, one driveway is proposed on Lampson Street around a middle point of the site frontage. The site access would be maintained via a moderately widened existing driveway while the separate existing exit route would be eliminated. The site traffic is primarily accessed from Lampson Street north as the road dead ends to the south (oceanside park and DND area).

### **2.4 Traffic Counts**

Traffic counts were undertaken during the AM and PM peak hours at the two key intersections (Esquimalt Road and Lyall Street) on Lampson Street by Boulevard Transportation Group on October 17 (Wednesday), 2012. A crossing pedestrian (mostly elementary school students) count was also undertaken on Lampson Street at Wychbury Avenue during the school peak time period (8:30 – 8:50 AM).

## **3.0 2011 EXISTING TRAFFIC CONDITIONS**

### **3.1 Synchro Software**

Synchro and SimTraffic form a two-part software program that model and simulate traffic conditions. Synchro uses the Highway Capacity Manual methodology, while SimTraffic integrates established driver behaviours and characteristics to simulate actual conditions by randomly assigning vehicle travelling through the road network. Synchro analysis results yield measures of effectiveness – Level of Service (LOS), queue lengths and delays. Delays and the type of traffic control are used to determine the LOS letter grade, from LOS A (excellent operations) to LOS F (unstable/failing). LOS C or better is considered acceptable operations, while LOS D is considered to be on the threshold

PAGE 2



between acceptable and unacceptable operations. A full description of Synchro and SimTraffic is included as **Appendix A**.

### 3.2 2011 Existing Peak Hour Conditions

The existing traffic volumes, road geometry and traffic control were entered into the Synchro software to analyze the existing traffic conditions. 2012 existing traffic conditions were investigated in order to provide a base point for post development and future traffic conditions.

Two key intersections were analyzed to identify the current conditions on Lampson Street. The results of the Synchro analysis found that the signalized intersection of Esquimalt Road/Lampson Street is currently operating at a LOS C or better during the AM peak hour and at a LOS D or better during the PM peak hour. At the intersection (4-way stop) of Lyall Street/Lampson Street, all movements are operating at good levels of service (LOS A/B) during the AM and PM peak hours. See **Figure 2/3** for the 2012 existing traffic volumes and levels of service in the AM and PM peak hours. Complete Synchro results for the existing conditions are included in **Appendix B**.

## 4.0 2012 POST DEVELOPMENT CONDITIONS

### 4.1 Trip Generation

Trips were generated for the site based on the proposed land use and the Institute of Transportation Engineers (ITE) *Trip Generation Manual (8th Edition)*. The proposed additional land use type is residential condominium.

Based on the development concept plan (draft July 2012), the total floor area for residential buildings is 246,840 ft<sup>2</sup>. A total of 230 residential units was assumed for the site. The hotel rate (ITE land use) includes supporting facilities such as restaurants, cocktail lounges and banquet rooms; therefore, additional trip generation for the hotel lounge (open 5:00 – 10:00 PM) is not required for the analysis. The hotel also provides event services such as weddings and anniversary parties. However, as the hotel events typically occur on weekends, they were not computed for the weekday trip generation.

Based on the ITE's trip rates, the proposed development will generate a total of 109 vehicles per hour (Trip-In 22; Trip-Out 87) including the existing hotel trips during the AM peak hour and 128 vehicles (Trip-In 84; Trip-Out 44) during the PM peak hour. The following tables outline the peak hour trip generation with full build-out for the proposed development.

These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: Y:\Project Files\1464 - English Inn\Draw\Figures\_Oct 17-12.dwg  
 DATE: 10/26/2012 2:13 PM  
 PLOTTED BY: mjo

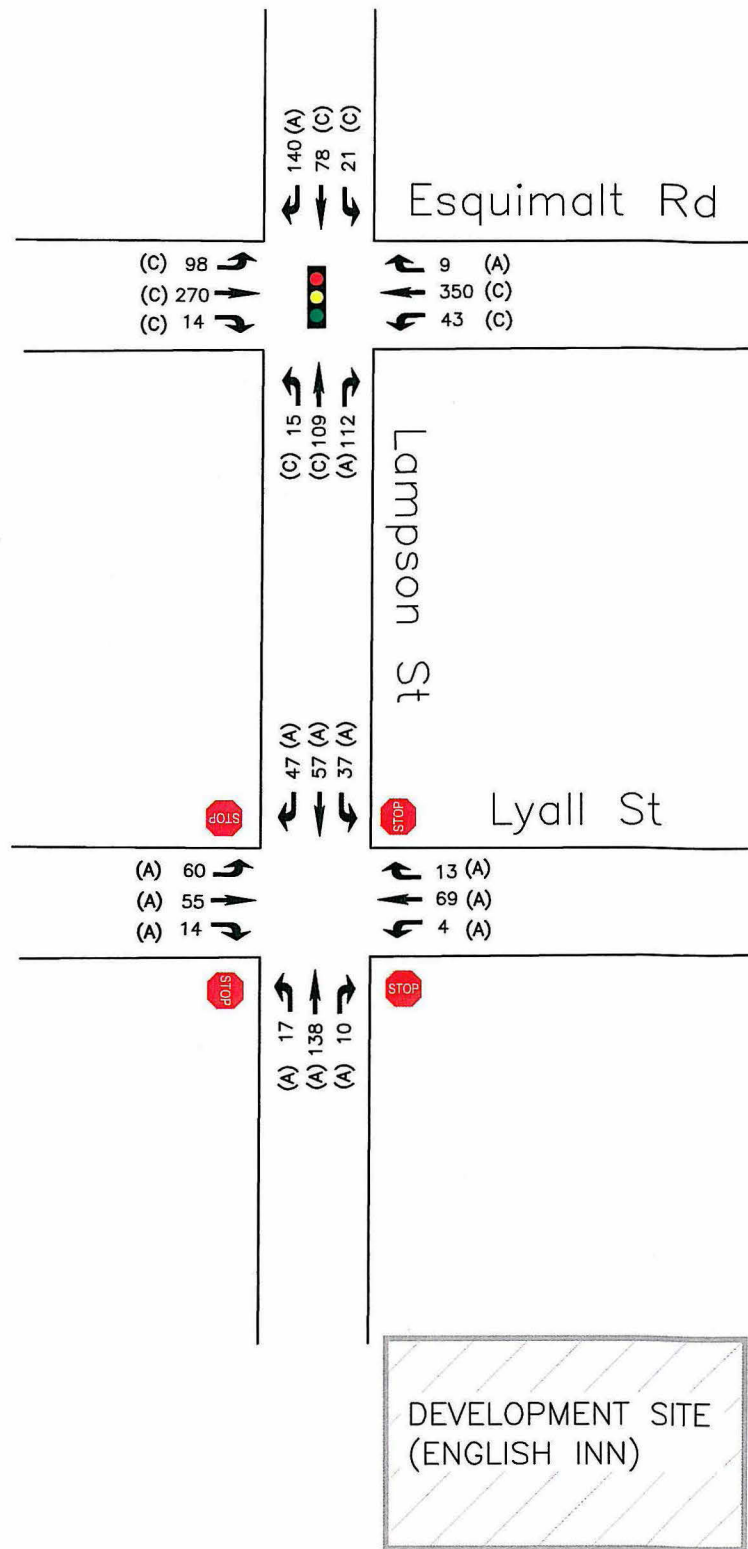


FIGURE 2



TITLE: ENGLISH INN ESQUIMALT		
EXISTING CONDITIONS AM PEAK HOUR TRAFFIC VOLUMES & LEVELS OF SERVICE		
DESIGNED:	DRAWN: mjo	SCALE: NTS
DATE: OCT 18-2012	DRAWING NO: 1464_FIG 2	REV.

These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: V:\Project Files\1464 - English Inn\Draw\Figures\_Oct 17-12.dwg  
 PLOT DATE: 10/25/2012 5:25 PM  
 PLOTTED BY: MJO

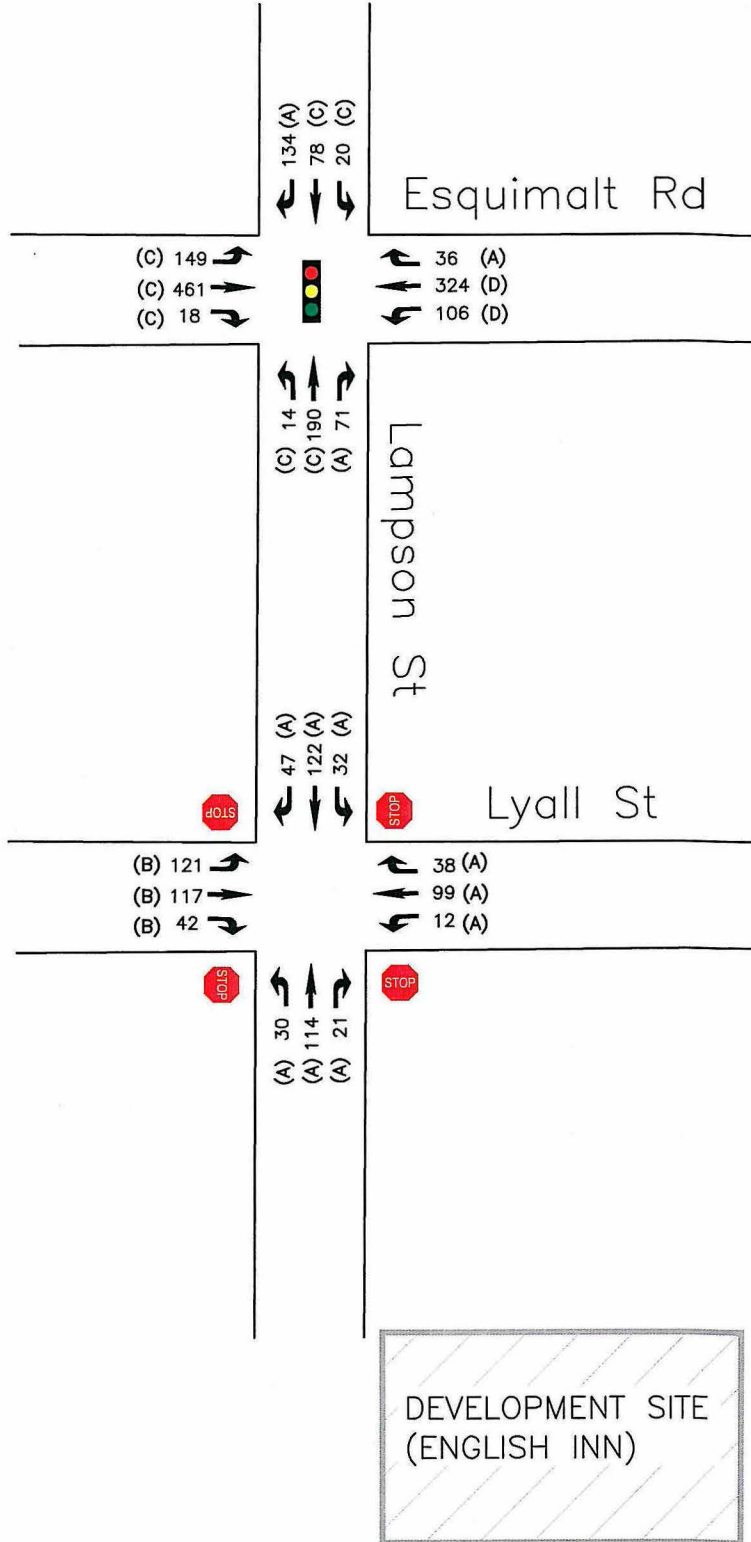
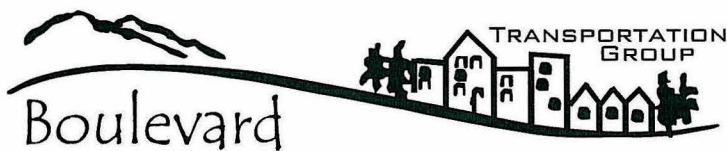


FIGURE 3



TITLE: ENGLISH INN ESQUIMALT			
EXISTING CONDITIONS PM PEAK HOUR TRAFFIC VOLUMES & LEVELS OF SERVICE			
DESIGNED:	DRAWN: mjo	SCALE: NTS	
DATE: OCT 18-2012	DRAWING NO: 1464_FIG 3	REV.	



**Table 1: Weekday AM Peak Hour Trip Generation**

ITE Code	Land Use	Quantity	Trip Rate	Trips		
				Total	IN	OUT
230	Residential Condominium	230 units	0.44 / unit	101	17 (17%)	84 (83%)
310	Existing Hotel (English Inn)	14 rooms	0.56 / room	8	5 (61%)	3 (39%)
Total				109	22	87

**Table 2: Weekday PM Peak Hour Trip Generation**

ITE Code	Land Use	Quantity	Trip Rate	Trips		
				Total	IN	OUT
230	Residential Condominium	230 units	0.52 / unit	120	80 (67%)	40 (33%)
310	Existing Hotel (English Inn)	14 rooms	0.59 / room	8	4 (53%)	4 (47%)
Total				128	84	44

## 4.2 Trip Modifications

The proposed development is multi-family residential with the existing hotel (English Inn) remaining. There is a cocktail lounge (operated at evening hours only) in the hotel, but almost no internal trips are expected between the existing hotel and proposed residential condominiums. Therefore, the analyses were undertaken without any trip modifications.

## 4.3 Trip Assignment

Trip assignment for development trips in the peak hours was based on the existing directional split of traffic at the key intersections along Lampson Street. As there are no significant differences for the trip distributions between the AM peak hour and the PM, the same split percentages are applied to the development trip assignment during the AM and PM peak hours. It is assumed that all site trips (future

residential trips generated) in/out are from/to the north of Lampson Street (no vehicles are from/to the south). The following is the development trip assignment for full build-out:

**AM / PM Peak Hour**

- 80% of trip are from/to the Esquimalt Road/Lampson Street Intersection:  
Splits at the intersection based on the existing directional percentages
- 15% of trip are from/to Lyall Street (west)
- 5% of trip are from/to Lyall Street (east)

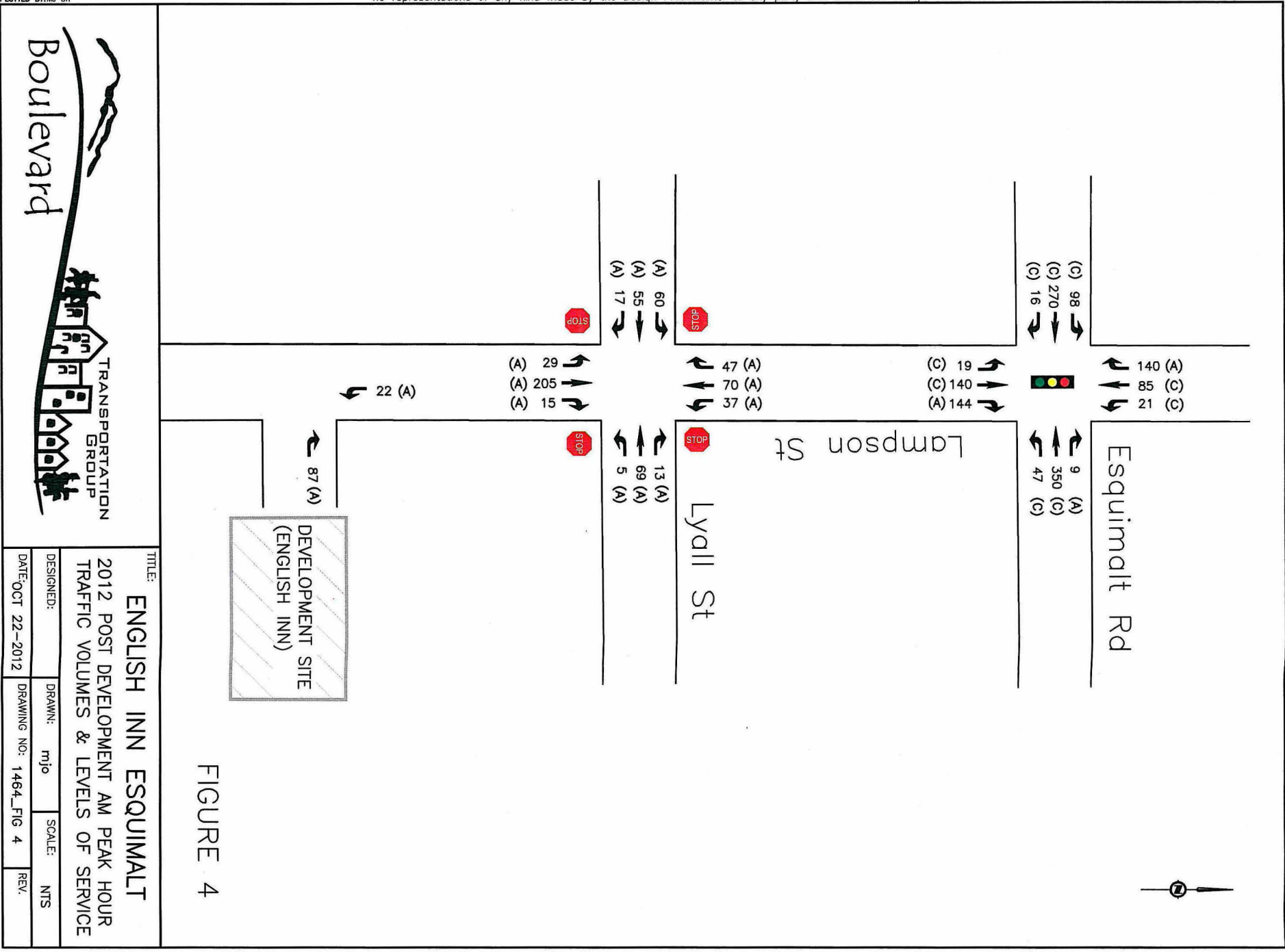
**4.4 2012 Post Development Conditions**

The purpose of the post development analysis is to evaluate the need for improvements required due to the development. The post development traffic volume data was entered into the Synchro software model to analyze the post development conditions.

The results of the Synchro analysis indicate that all movements at the signalized intersection of Esquimalt Road/Lampson Street will continue to operate at the same levels of service (LOS C or better) as the existing during the AM peak hour. With the development, the longest additional delay will be 9.5 seconds for the westbound left/through movement during the PM peak hour and the longest additional queue length will be 14.3m (two vehicles) for the westbound left/through movement. The northbound movement will drop from a LOS C to D with an additional 5.2 seconds of delay, while all other movements remain at the same LOS. The intersection of Esquimalt Road/Lampson Street will continue to operate at acceptable levels of service (LOS D or better) for all movements with the development under the current split phasing with cycle length optimized.

The intersection of Lyall Street/Lampson Street (4-way stop) will continue to operate at good levels of service (LOS A/B) with less than 2 seconds of additional delay added to any movements. Based on the projected traffic volumes (overall volumes and trip distributions at the four legs) at Lyall Street/Lampson Street, the current 4-way stop control should be maintained after the development. At the proposed site access, no capacity issues were found. See **Figure 4/5** for the 2012 post development conditions during the AM and PM peak hours. Complete Synchro results for the post development conditions are included in **Appendix C**.

The following tables are a comparison summary between the existing conditions and post development at the intersection of Esquimalt Road/Lampson Street.





These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: Y:\Project Files\1464 - English Inn\Draw\Figures\_Oct 17-12.dwg  
 PLOT DATE: 10/22/2012 3:30 PM  
 PLOTTED BY: JLD

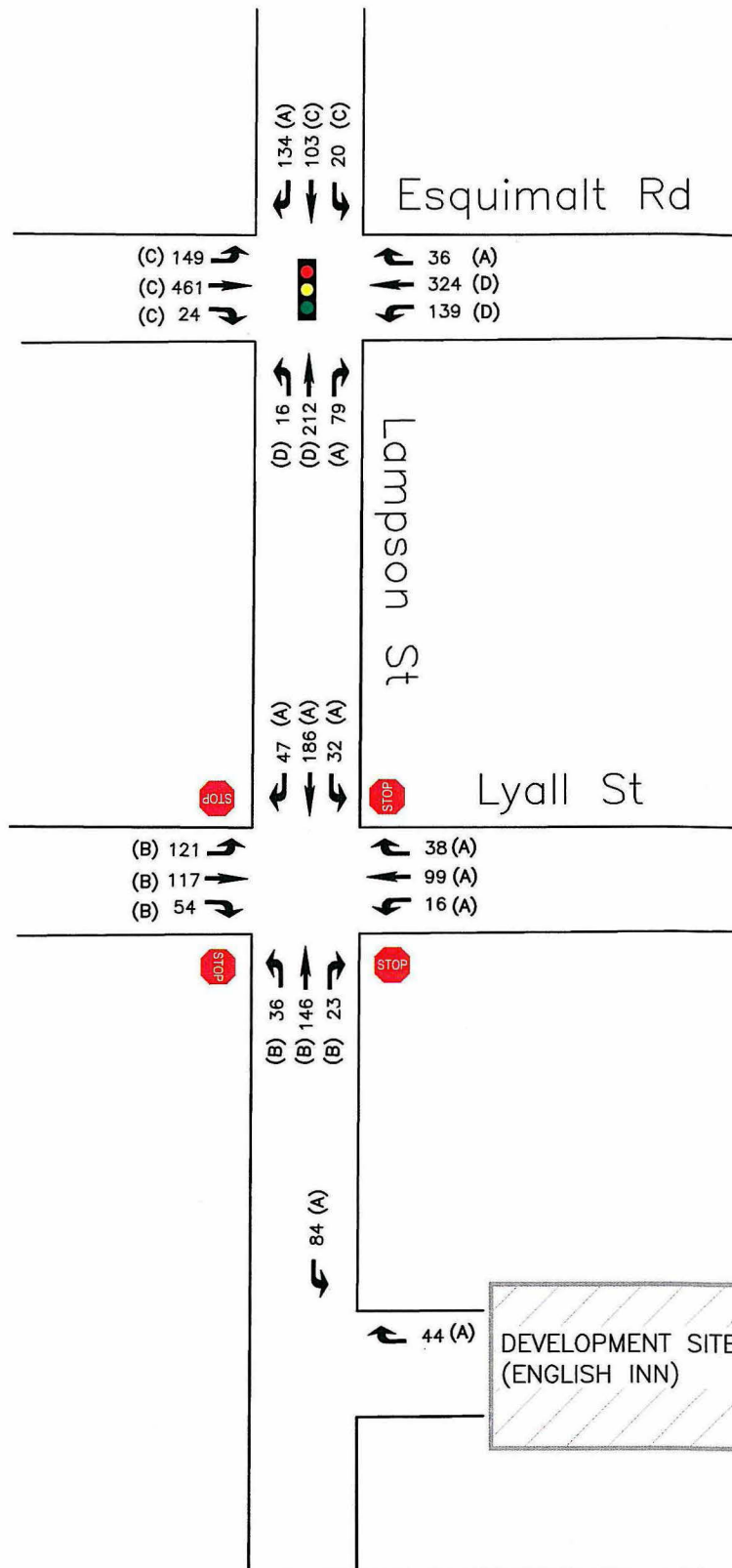
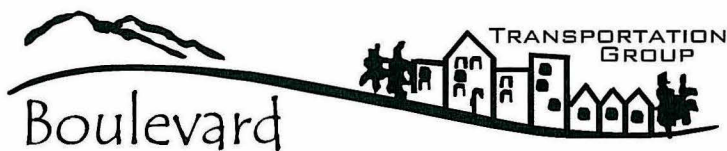


FIGURE 5



TITLE: ENGLISH INN ESQUIMALT		
2012 POST DEVELOPMENT PM PEAK HOUR TRAFFIC VOLUMES & LEVELS OF SERVICE		
DESIGNED:	DRAWN: mjo	SCALE: NTS
DATE: OCT 22-2012	DRAWING NO: 1464_FIG 5	REV.

**Table 3: AM Peak Hour Traffic Conditions at Esquimalt Rd/Lampson St**

Movement	LOS		Delay (Sec)		Queue Length 95 <sup>th</sup> (m)	
	Existing	Post D*	Existing	Post D*	Existing	Post D*
Eastbound	C	C	22.9	24.1	44.0	40.3
Westbound Left/Thru	C	C	26.1	30.1	108.9	96.4
Westbound Right	A	A	9.4	8.6	2.8	2.6
Northbound Left/Thru	C	C	25.4	25.9	32.1	37.0
Northbound Right	A	A	6.5	6.3	12.0	13.1
Southbound Left/Thru	C	C	25.6	24.8	27.0	26.3
Southbound Right	A	A	6.3	6.6	8.7	8.5

\* Post D: Post Development

**Table 4: PM Peak Hour Traffic Conditions at Esquimalt Rd/Lampson St**

Movement	LOS		Delay (Sec)		Queue Length 95 <sup>th</sup> (m)	
	Existing	Post D*	Existing	Post D*	Existing	Post D*
Eastbound	C	C	29.8	31.9	71.5	72.8
Westbound Left/Thru	D	D	36.4	45.9	117.3	131.6
Westbound Right	A	A	6.5	6.5	4.3	4.3
Northbound Left/Thru	C	D	32.9	38.1	46.0	51.6
Northbound Right	A	A	6.5	6.3	2.6	2.5
Southbound Left/Thru	C	C	26.9	29.8	30.1	37.3
Southbound Right	A	A	6.2	6.3	6.5	6.5

\* Post D: Post Development

## 5.0 LONG TERM CONDITIONS

Boulevard Transportation Group undertook traffic counts at the intersection of Esquimalt Road/Lampson Street for a traffic study in 2001. Traffic volume data were compared between 2001 and 2012. It was identified that there have been almost no changes in overall traffic volumes between the two time periods. Due to the characteristics of site location (oceanside park to the south), future traffic volumes are not expected to increase significantly on streets adjacent to the proposed site. However, a long term (10 year horizon) analysis was undertaken as a worst case scenario. To obtain 2022 background traffic volumes, the 2012 existing traffic volumes were grown by 1% per year. The

proposed development traffic was then added to the 2022 background traffic to obtain the 2022 post development conditions.

### **5.1 2022 Background Results**

In 2022, the eastbound and northbound movements at Esquimalt Road/Lampson Street will operate at a LOS D during the PM peak hour. The intersection of Lyall Street/Lampson Street will continue to operate a LOS A/B for all movements during the peak hours in 2022.

### **5.2 2022 Post Development Conditions**

At the intersection of Esquimalt Road/Lampson Street, all movements will remain at a LOS D or better during the 2022 post development AM and PM peak hours with the signal timing optimized. At the intersection, split phasing could be maintained with current laning based on the Synchro results. However, the Township may consider changes to the laning and signal phasing to improve traffic conditions at the intersection.

In 2022 with the development, the intersection of Lyall Street/Lampson Street will continue to operate a LOS A/B for all movements during the peak hours and the current 4-way stop control should be maintained for a long term. See **Figure 6/7** for 2022 post development traffic volumes and levels of service. See **Appendix D** for the 2022 Synchro results.

## **6.0 SAFETY AND GEOMETRICS**

### **6.1 Turn Lanes**

No queuing issues were found on any of the existing turn lanes at the intersection of Esquimalt Road/Lampson Street based on the 2022 post development traffic conditions. A southbound left turn lane is not warranted on Lampson Street at the proposed site access based on the 2022 post development peak hour volumes.

### **6.2 Sight Distances**

The following tables outline the measured and required sight distances at the access.



These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: Y:\Project Files\1464 - English Inn\Drawings\Figures\_Oct 17-12.dwg  
 PLOT DATE: 10/23/2012 3:30 PM  
 PLOTTED BY: JG ON

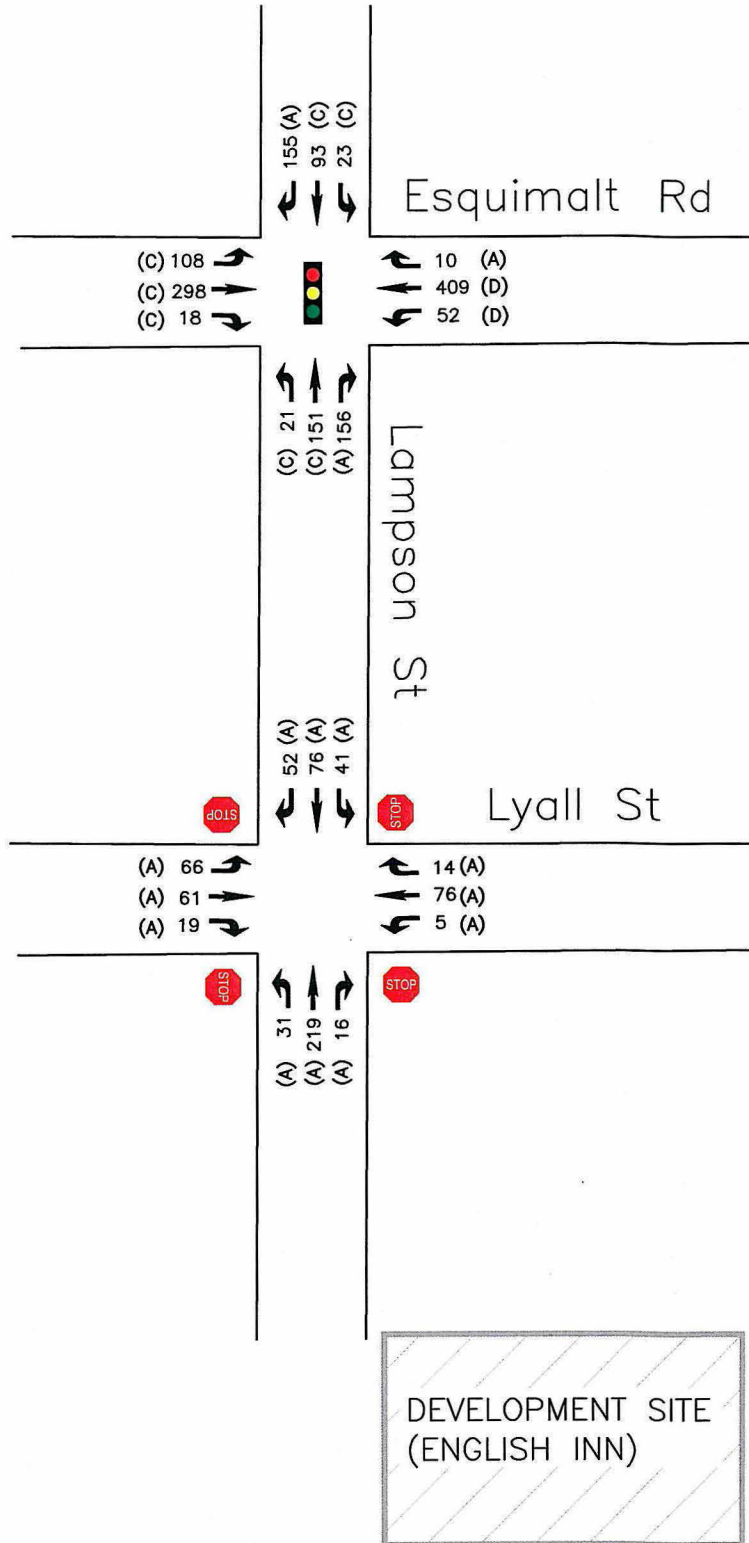


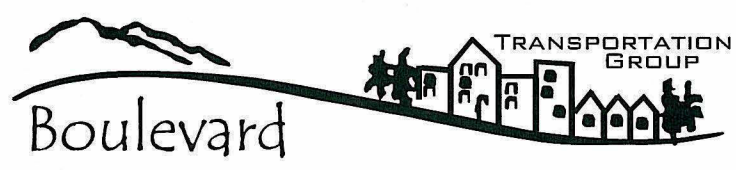
FIGURE 6



TITLE: ENGLISH INN ESQUIMALT		
2022 POST DEVELOPMENT AM PEAK HOUR TRAFFIC VOLUMES & LEVELS OF SERVICE		
DESIGNED:	DRAWN: mjo	SCALE: NTS
DATE: OCT 22-2012	DRAWING NO: 1464_FIG 6	REV.

These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: Y:\Project\_Files\1464 - English Inn\Draw\Figures\_Oct 17-12.dwg  
 PLOT DATE: 10/29/2012 5:30 PM  
 PLOTTED BY: MJD



TITLE: <b>ENGLISH INN ESQUIMALT</b> 2022 POST DEVELOPMENT PM PEAK HOUR TRAFFIC VOLUMES & LEVELS OF SERVICE		
DESIGNED:	DRAWN: mjo	SCALE: NTS
DATE: OCT 22-2012	DRAWING NO: 1464_FIG 7	REV.

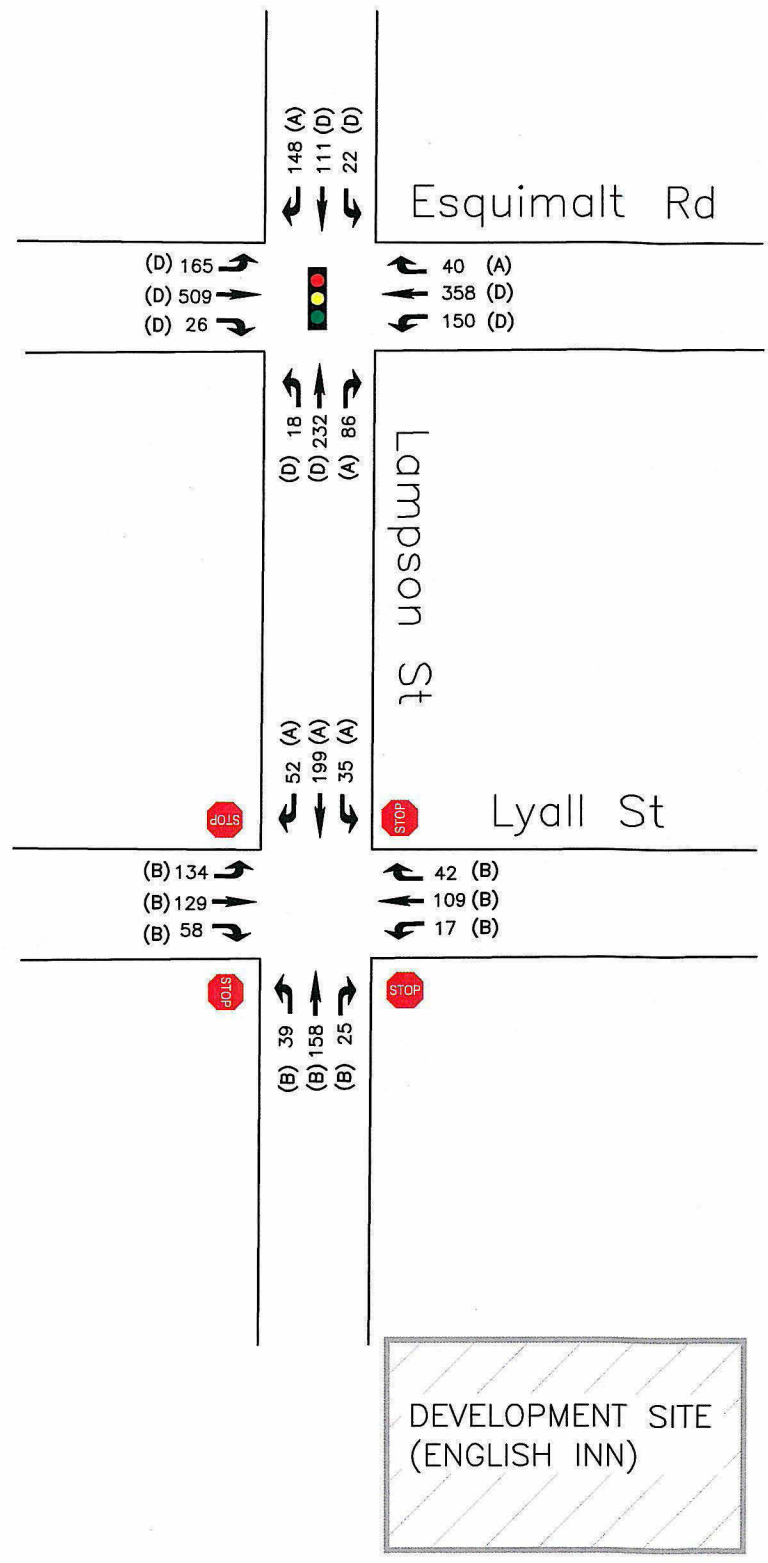


FIGURE 7

**Table 5: Sight Distances at Site Access/Lampson Street for 50km/h**

Movement	Direction	Measured	Required Sight Distance	Sight Distance Met?
Westbound Left Turn	Looking Left	150m+	100m	Yes
Westbound Left Turn	Looking Right	120m	123m	No
Westbound Right Turn	Looking Left	150m+	123m	Yes
Through (NB/SB)	-	120m/150m+	65m	Yes

The sight distance for a left turn movement, looking to the right is 3m less than required for 50km/h vehicles; however the sight distance is to allow left turning vehicles to make the turn and accelerate to the 85<sup>th</sup> percentile speed without a vehicle behind slowing down. The 3m difference between required and measured is not an issue since approaching vehicles have sufficient distance to slow down prior to rear ending a left turning vehicle. In addition, limited left turns are expected from the access due to the site location characteristics. Therefore, the proposed access location is considered appropriate from a sight distance perspective.

### 6.3 Site Access

The future site access is considered a commercial driveway which will serve the existing hotel and the residential dwelling units. Turning volumes at the site access are expected to be greater than 100 vehicles per peak hour. Based on the TAC's geometric design guide (Sep. 1999), the site access should be the curb return style driveway rather than the straight style as the access is considered for a high volume driveway. The future site access and internal roads should be designed properly to accommodate the service vehicle (fire truck and delivery truck) which is considered the largest size anticipated to travel on the road. The driveway throat length is recommended to be a minimum 15m with a right angle based on the expected traffic volumes and design vehicle. However due to existing mature trees on site the driveway may need to have a slight skew to avoid trees. The driveway should be between 90° and 75° to Lampson Street.

## 7.0 OTHER TRANSPORTATION MODES

### 7.1 Pedestrians

There are existing sidewalks on both sides of Lampson Street. The existing sidewalk along the site frontage is 1.5m wide. On-site pedestrian pathways should be properly connected to sidewalks of Lampson Street.



### 7.1.1 Crosswalk on Lampson Street at Wychbury Avenue

There is a crosswalk (120m north of the site access) on Lampson Street at Wychbury Avenue and this crosswalk is frequently used by students of an elementary school 150m east of the crosswalk. Crossing pedestrians were observed at 62 (13 adults and 49 children) during the 20 min peak hour period (8:30 – 08:50 AM) which is considered one of the busiest times of a day. At the crosswalk, there are currently school crossing signs, but no flashers with pushbuttons. It was observed that an adult crossing guard provided assistance to young school children during the school peak times.

At the existing crosswalk, a special crosswalk including lights is not warranted based on the expected traffic volumes (crossing opportunities/hour) despite a high volume of pedestrians crossing. However, the crosswalk could be upgraded with side-mounted flashing beacons and pushbuttons as the development will generate addition of volumes on the road and crossing pedestrians are mostly young children.

### 7.2 Cyclists

There are bike lanes on Esquimalt Road east of Lampson Street. Currently there are no separate bike lanes on Lampson Street and adjacent roads of the site. According to the CRD Cycling Mater Plan (March 2011), Lampson Street is classified as a primary on-street bikeway route north of Esquimalt Road while the south part of Lampson Street is not classified as a bike route. It was observed that there were limited cyclists on Lampson Street south of Wychbury Avenue. Cyclists will share the road with motorists on Lampson Street.

### 7.3 Transit

Currently the #25 bus has service along the site frontage of Lampson Street to/from Downtown Victoria. The nearest transit stop is along the site frontage on Lampson Street. The current weekday service schedule is two to three times per hour during the day.

## 8.0 CONCLUSIONS

The proposed development is expected to generate 109 trips in the AM peak hour and 128 trips in the PM based on the proposed additional land use. There are two key intersections for the traffic impact analysis: Esquimalt Road/Lampson Street and Lyall Street/Lampson Street. At the intersection of Esquimalt Road/Lampson Street, with the development, the longest additional delay will occur with 9.5 seconds for the westbound left/through movement. The northbound movement will drop to a LOS D from a LOS C. However, the intersection of Esquimalt Road/Lampson Street will operate at acceptable levels of service (LOS D or better) for all movements during the AM and PM peak hours

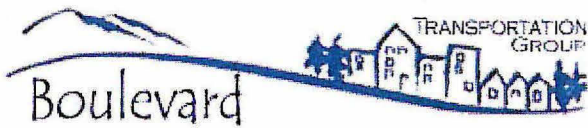
*TRAFFIC IMPACT ASSESSMENT FOR ENGLISH INN DEVELOPMENT,  
ESQUIMALT, BC*

with the development in the short and long term. No queuing issues were found on any turn lanes at the intersection of Esquimalt Road/Lampson Street based on the post development peak hour conditions. No mitigation measures would be required at the intersection except signal timing adjustment.

The intersection of Lyall Street/Lampson Street will continue to operate at good levels of service (LOS A/B) under 4-way stop control with the development in the long term. At the proposed site access, a separate left turn lane is not required on Lampson Street based on the warrant review and no capacity issues were found at the access with the development.

At Wychbury Avenue/Lampson Street, the existing crosswalk is used by many elementary students. It was observed that there were 62 crossing pedestrians during the 20 min peak time period (8:30 – 08:50 AM). This crosswalk could be upgraded with side-mounted flashing beacons and pushbuttons on Lampson Street to improve the crosswalk even though traffic volumes do not warrant a special crosswalk.

The proposed site access is located properly based on the sight distance review. The future site access should be the curb return style driveway due to the volumes and accommodate service vehicles (fire truck and delivery truck). On-site pedestrian pathways should be well connected to sidewalk on Lampson Street. Cyclists will share the road on Lampson Street south of Esquimalt Road.



November 20, 2012

File No. 1464

Attention: Michael Dillistone



**RE: PARKING REVIEW FOR THE ENGLISH INN, ESQUIMALT BC**

Boulevard Transportation Group was retained to undertake a parking review for the proposed redevelopment of the English Inn site on Lampson St in Esquimalt, BC. This letter outlines the proposed land uses, indicates the required parking supply, and reviews the expected parking demand for the English Inn site.

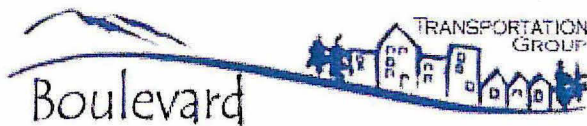
**Background**

Currently the site is a 4.5-acre property occupied by the existing English Inn (The Inn) a 14-room boutique hotel, several accessory buildings, and the gardens. The Inn and surrounding gardens sit on the northwest portion of the lot. The proposal includes maintaining The Inn and gardens and subdividing the rest of the property off into a second lot. The proposal for the second lot is to develop it as multi-family residential.

The Town of Esquimalt Parking Bylaw, 1992, No. 2011 sets required off-street parking rates. The parking requirements for the boutique hotel are 1 space per guest room, requiring 14 parking spaces. The requirement for the second lot with multi-family dwellings will be 1.30 spaces per unit. The developer of the second property will meet the required parking rates for the second lot.

Accessible parking spaces are required to be designated from within the parking supply; one accessible parking space is required for the hotel use.





### English Inn Parking

The English Inn is a boutique hotel with 14 rooms; the hotel is marketed for out of town guests, weddings, and other celebrations. Expected parking demand for the hotel uses is calculated based on local observations and guidance from the Institute of Transportation Engineers *Parking Generation Manual 4th Ed.* Expected parking demand, based the land use expected parking demand is developed, a calculation of the number of vehicles expected to seek parking at the site based on its land uses.

The ITE Manual suggests that hotel uses have a peak parking demand on Saturday evenings of 0.9 vehicles per occupied room. This suggests when the hotel is fully occupied the peak parking demand will be for 13 vehicles.

Local observations completed October 21, 2012 at 8am add local context and provide a parking demand rate for smaller, higher end, hotel properties. The parking demand rate ranged from 0.38 vehicles per occupied room to 1.3 vehicles per occupied room, an average parking demand of 0.73 vehicles per occupied room. Applied to the 14-room hotel the expected parking demand is 11 vehicles. It is important to note that most of the locations observed are closer to the Inner Harbour area of Victoria, which could lead to a lower parking demand at these sites compared to the English Inn's location in Esquimalt.

It is expected the parking demand for the 14-room hotel use will be between 11 and 13 vehicles. Hotel parking demand will fluctuate based on the seasonal changes in hotel occupancy.

Yours truly,

**BOULEVARD TRANSPORTATION GROUP**

per,

Nadine King, P.Eng., PTOE  
Transportation Engineer

Mairi Lester, BA Hons  
Community Planner

PAGE 2

DUNSTER & ASSOCIATES  
Environmental Consultants Ltd.

A Preliminary Inventory and Assessment of the Trees  
at the English Inn Site  
Esquimalt, British Columbia.

Dr. Julian A. Dunster, R.P.F., R.P.P., M.C.I.P.,  
ISA Certified Arborist,  
ASCA Registered Consulting Arborist # 378,  
PNWISA Certified Tree Risk Assessor # 1.

November 10, 2012



# A Preliminary Inventory and Assessment of the Trees at the English Inn Site Esquimalt, British Columbia.

## Background

The site is located in Esquimalt on Lampson Street. Figure 1 shows the overall site. A preliminary planning exercise is underway to review options for the entire site. As an initial stage the trees on site have been inventoried to identify species, location, size and present condition.

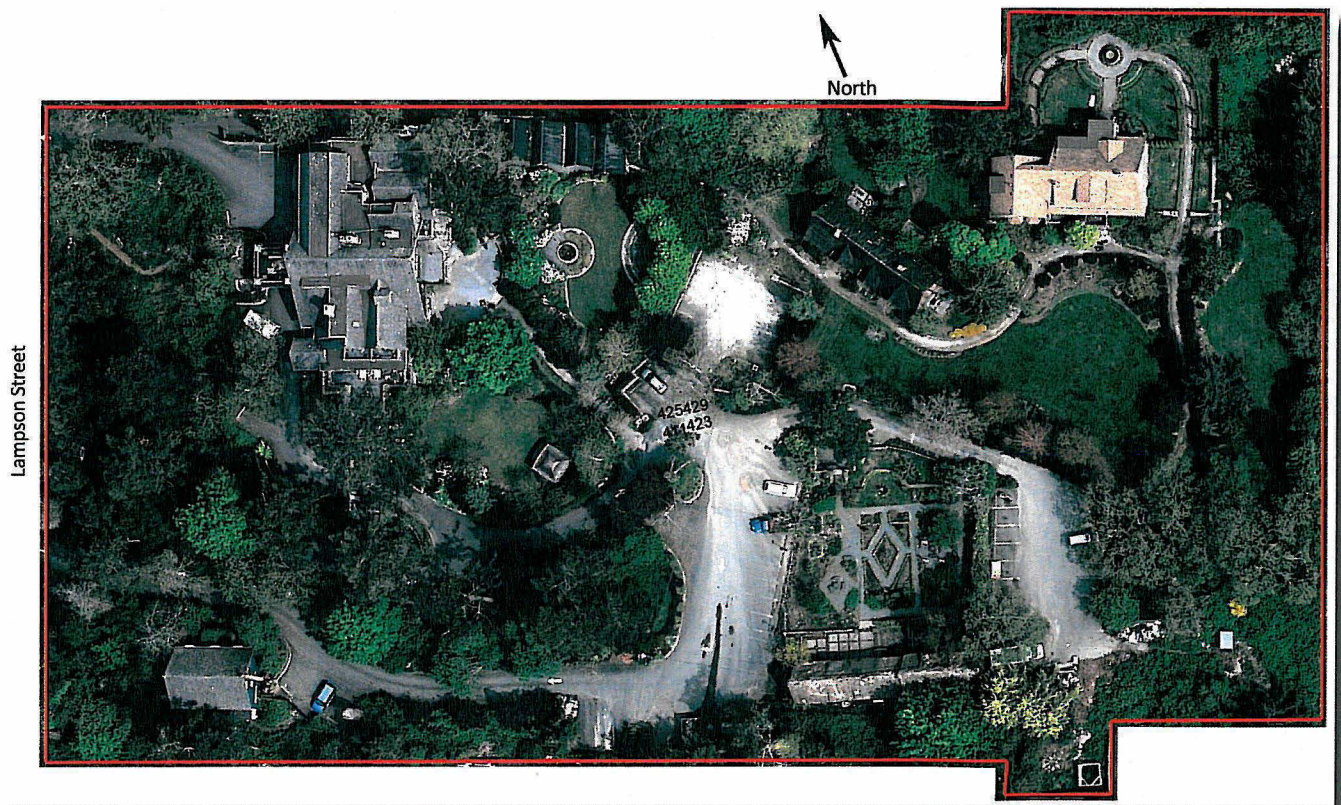


Fig 1. Aerial view of site.

There are no up to date survey plans for the site so the tree inventory is based on existing plans, that have been superimposed on the aerial image seen in Figure 1. Using this and on site assessment a composite plan has been drawn up of each tree. Figure 2 shows the tree plan. It is available as a stand alone plan in larger format. All tree locations are approximate and should not be relied on as an accurate representation of the exact location. Trunk diameters are measured in centimetres at 1.3 metres above ground. A few have been estimated since the surrounding vegetation precluded easy access.

The results are shown in Table 1. Tree numbers correspond to the numbers on the Tree Plan. Trees have not tagged on site. Some trees had existing tags on them and that has been noted on the Tree Plan.



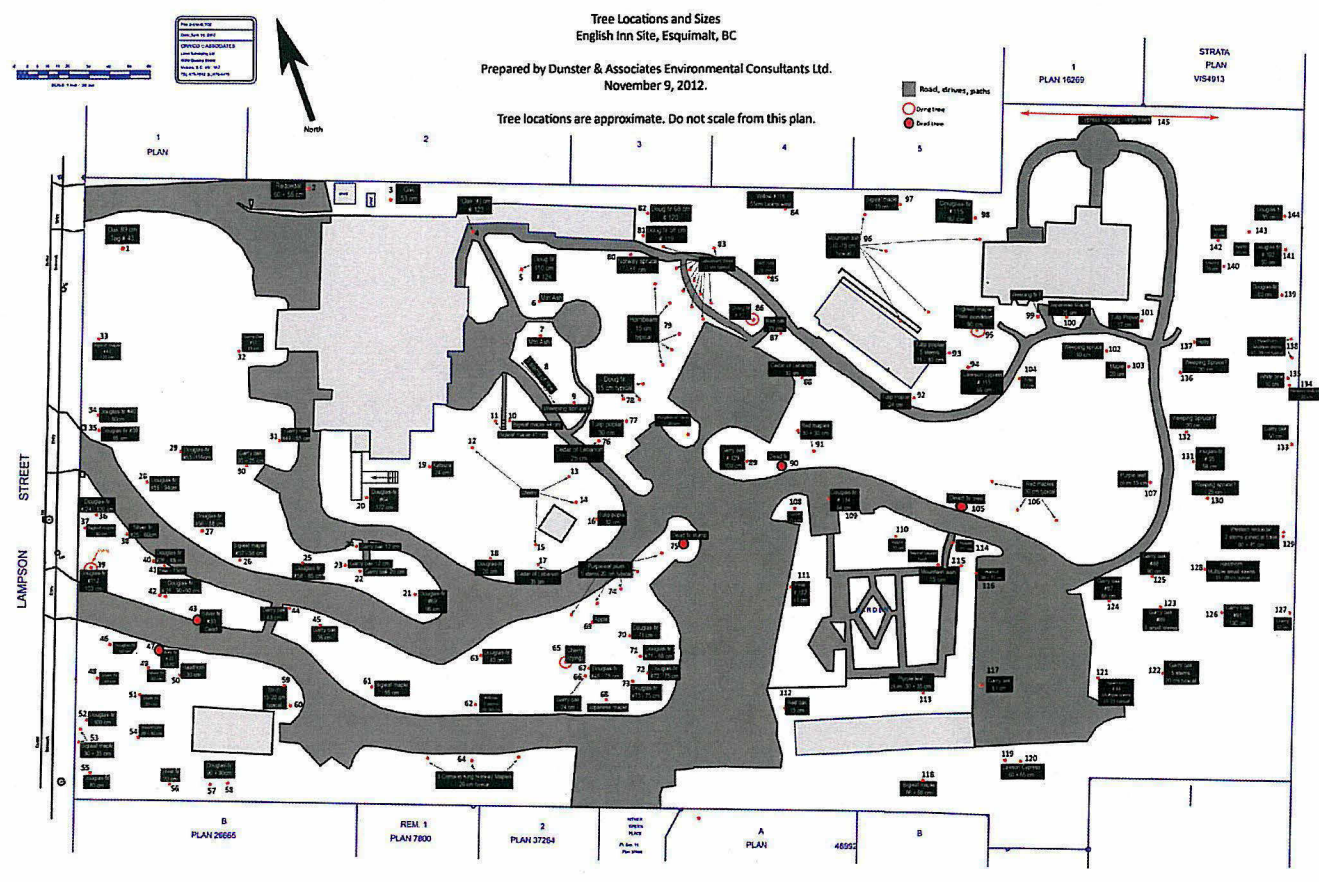


Figure 2. Tree Plan.

## Results

Table 1 shows the results of the inventory.

Table 1. Tree Inventory data.						
Tree #	Species	Trunk diameter (cm)	Condition	Transplantable Y or N	Existing Tag #	Comment
1	Garry Oak	89	Good	N	43	
2	Western redcedar	60 + 55	Good	N		
3	Garry Oak	53	Good	N		
4	Garry Oak	90	Good	N	123	
5	Douglas-fir	110	Good	N	124	
6	Mountain Ash	12	Fair	Y		
7	Mountain Ash	12	Fair	Y		
8	Yew		Good	N		
9	Weeping spruce*	10	Good	Y		
10	Bigleaf maple	44	Fair	N		
11	Bigleaf maple	41	Fair	N		

Table 1. Tree Inventory data.						
Tree #	Species	Trunk diameter (cm)	Condition	Transplantable Y or N	Existing Tag #	Comment
12	Ornamental cherry	10 -15	Good	Y		
13	Ornamental cherry					
14	Ornamental cherry					
15	Ornamental cherry					
16	Tulip Poplar	32	Good	N		
17	Cedar of Lebanon	35	Good	N		
18	Douglas-fir	20	Fair	N		
19	Katsura	24	Good	Y		
20	Douglas-fir	122	Fair -Poor	N	122	Declining crown
21	Douglas-fir	96	Fair	N	69	
22	Garry oak	20	Good	N		
23	Garry oak	12	Good	N		
24	Garry oak	12	Good	N		
25	Douglas-fir	85	Fair	N	58	
26	Bigleaf maple	58	Fair	N	57	
27	Douglas-fir	88	Fair	N	56	
28	Douglas-fir	94	Fair	N	55	
29	Douglas-fir	116	Fair	N	53	
30	Garry oak	20 + 25	Good	N		
31	Garry oak	65	Good	N	49	
32	Garry oak	19	Good	N	51	
33	Bigleaf maple	121	Good	N	42	
34	Douglas-fir	80	Fair	N	40	
35	Douglas-fir	85	Fair	N	39	
36	Douglas-fir	120	Fair	N	24	
37	Bigleaf maple	30	Good	N		
38	Silver fir	60	Fair	N	25	
39	Douglas-fir	103	Poor	N	112	Dying
40	Douglas-fir	48	Fair	N	26	
41	Yew	15	Fair	N		Suppressed tree
42	Douglas-fir	90 + 90	Fair	N	28	
43	Silver fir	30	DEAD	N	30	DEAD
44	Garry oak	43	Good	N		
45	Garry oak	36	Good	N		
46	Douglas-fir	60	Good	N		
47	Silver fir		DEAD	N	21	DEAD
48	Silver fir	30	Fair	N		
49	Silver fir	30	Fair - Poor	N		
50	Hawthorn	30	Fair	N		
51	Silver fir	20	Fair	N		
52	Douglas-fir	100	Fair	N		

Table 1. Tree Inventory data.						
Tree #	Species	Trunk diameter (cm)	Condition	Transplantable Y or N	Existing Tag #	Comment
53	Bigleaf maple	30 + 35	Fair	N		
54	Hawthorn	20 + 30	Fair	N		Crown breaking up
55	Douglas-fir	80	Fair	N		
56	Silver fir	20	Fair	N		
57	Douglas-fir	90	Fair - poor	N		Crown dieback
58	Douglas-fir	90	Fair - poor	N		
59	Birch	15	Good	Y		
60	Birch	20	Good	Y		
61	Bigleaf maple	55	Good	N		
62	Willow	20 - 30	Good	N		Multiple stems
63	Douglas-fir	40	Good	N		
64	Norway maple	20	Good	Y		3 stems, Krimson King
65	Cherry		Poor	N		Dying. Multiple stems
66	Garry oak	24	Poor	N		
67	Douglas-fir	78	Fair	N	48	
68	Japanese Maple	8	Good	Y		
69	Apple	23	Fair	N		
70	Douglas-fir	71	Fair	N		
71	Douglas-fir	88	Fair	N	71	
72	Douglas-fir	75	Fair	N	72	
73	Douglas-fir	75	Fair	N	73	
74	Purpleleaf plum	20	Fair	N		5 stems all similar
75	Douglas-fir					DEAD stump
76	Cedar of Lebanon	25	Good	N		
77	Tulip poplar	30	Good	N		
78	Douglas-fir	15	Good	Y		3 stems - young trees
79	Hornbeam	15	Good	Y		5 stems
80	Norway spruce	15	Good	Y		
81	Douglas-fir	58	Fair	N	119	
82	Douglas-fir	68	Fair	N	120	
83	Laburnum trees	15	Good	Y		10 stems, young trees
84	Willow	55	Fair	N	118	
85	Red oak	21	Good	Y		
86	Douglas-fir	45	Poor	N	121	Topped, in decline
87	Red oak	23	Good	Y		
88	Cedar of Lebanon	30	Good	N		
89	Garry Oak	100	Fair	N	129	
90	Douglas-fir		DEAD	N		DEAD
91	Red maple	30 + 30	Good	N		
92	Tulip poplar	24	Good	Y		
93	Tulip poplar	15-30	Fair	N		5 stems



Table 1. Tree Inventory data.						
Tree #	Species	Trunk diameter (cm)	Condition	Transplantable Y or N	Existing Tag #	Comment
94	Lawson cypress	55	Fair	N	115	
95	Bigleaf maple	60	Poor	N		Extensive dieback
96	Mountain ash	10-15	Fair	Y		4 stems, young trees
97	Bigleaf maple	70	Fair	Y		
98	Douglas-fir	92	Fair	N	115	
99	Weeping fir ?	10	Good	Y		species uncertain
100	Japanese maple	25	Good	Y		
101	Tulip poplar	17	Good	Y		
102	Weeping fir?	10	Good	Y		species uncertain
103	Maple	20	Good	Y		
104	Tulip poplar	22	Good	Y		
105	Douglas-fir		DEAD	N		DEAD
106	Red maples	30	Good	N		3 stems
107	Purpleleaf plum	15	Good	Y		
108	Apple	25	Fair	N		
109	Douglas-fir	64	Fair	N	134	
110	Apple	20	Fair	N		
111	Pear	41	Fair	N		
112	Red oak	15	Good	Y		
113	Purpleleaf maple	30+35	Good	N		
114	Apple	25	Fair	N		
115	Mountain ash	15	Fair	Y		
116	Walnut	20_25	Fair	N		
117	Garry oak	61	Good	N		
118	Bigleaf maple	66+66	Poor	N		In decline
119	Lawson cypress	60	Fair	N		
120	Lawson cypress	65	Fair	N		
121	Hawthorn	10-15	Fair	N		Multiple stems
122	Garry oak	20	Good	N		5 stems
123	Garry oak	15	Good	N		6 stems
124	Garry oak	66	Good	N	87	
125	Garry oak	90	Good	N	88	
126	Garry oak	100	Good	N	91	
127	Cherry	52	Fair	N		
128	Hawthorn	15-20	Fair	N		Multiple stems
129	Western redcedar	60+45	Good	Y		2 stems joined at base
130	Weeping or spruce?	25	Good	Y		species uncertain
131	Douglas-fir	59	Good	Y	95	
132	Weeping spruce?	20	Good	Y		species uncertain
133	Garry oak	50	Good	N		
134	Western redcedar	20	Good	N		

Table 1. Tree Inventory data.						
Tree #	Species	Trunk diameter (cm)	Condition	Transplantable Y or N	Existing Tag #	Comment
135	White pine	10	Good	Y		
136	Weeping spruce?	20	Good	Y		
137	Holly		Good	Y		
138	Hawthorn	15-20	Good	N		multiple stems
139	Douglas-fir	60	Good	N		
140	Cheery	26	Fair	N		
141	Douglas-fir	50	Good	N	102	
142	Apple	30	Fair	N		
143	Apple	20	Fair	N		
144	Douglas-fir	35	Fair	N		
145	Cypress		Good	N		Row of hedge trees

## Discussion

The trees on site can be roughly divided as the older fir and oak trees around the hotel and nearby grounds at the west side, and the newer, younger trees in the rest of the site. Several of the larger older Douglas-fir trees are likely older than 100 years and might be classified as old growth. Several show classic signs of crown dieback. The silver firs on the west edge are dead or dying back, and the smaller stems are alive but not in ideal condition. There are several dead trees and one old stump serving as a wildlife tree. The apple and pear trees may be heritage cultivars and it might be possible to clone them if they have heritage value. They are too large to move. The Tree Plan has not attempted to document any shrubs or bushes.

In general, the Garry oaks should be protected *in situ* wherever possible. Most of the smaller sized deciduous trees are in fair to good condition and many could be moved elsewhere on site.

## Conclusions

The inventory had documented trees on site with approximate locations. The dead and dying trees will not be suitable for retention. The Development Concept Plan for this site anticipates the main house being retained and the adjacent lands being developed at a higher density. In principle the concept can be achieved and it should be feasible to retain some (but not all) of the trees now on site. The exact details will depend upon many factors and these will need to be examined in detail as the plans are refined. Once site specific plans are available the Tree Plan should be used to see which trees can be retained, or perhaps transplanted.

**51. TOURIST COMMERCIAL [C-5B]**

The intent of this Zone is to accommodate specialized tourist commercial facilities.

**(1) Permitted Uses**

The following Uses and no others are permitted:

- (a) Motel
- (b) Hotel
- (c) Museum
- (d) Accessory Residential, subject to Section 26
- (e) Accessory Tourist Commercial Use
- (f) Amphitheatre
- (g) Parkade
- (h) Artisans' Studios

**(2) Building Height**

No Building shall exceed a Height of 12 metres

**(3) Lot Coverage**

All Principal Buildings, Accessory Buildings and Structures combined shall not cover more than 16% of the Area of Parcel.

**(4) Floor Area Ratio**

The Floor Area Ratio shall not exceed 0.40.

**(5) Siting Requirements****(a) Principal Buildings**

- (i) No Principal Building shall be located within 7.5 metres of a Front or Rear Lot Line.
- (ii) No Principal Building shall be located within 2.2 metres of the north Interior Lot Line.
- (iii) No Principal Building shall be located within 3.8 metres of the south Interior Lot Line.

**(b) Accessory Buildings**

- (i) No setback is required from any Lot Line for an Accessory Structure.

**(6) Parcel Size**

The minimum Parcel Size shall be 1 hectare.



(7) **Screening and Landscaping**

- (a) Screening and Landscaping shall be provided in accordance with Section 23.
- (b) Screening along the perimeter of surface parking Areas shall be provided of a width of not less than 1.5 metres
- (c) No wall or fence shall exceed a Height of 1.5 metres along a front or Exterior Side Lot Line, nor 2 metres along an Interior Side or Rear Lot Line.

(8) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements as specified in Parking Bylaw No. 2011.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2539**

A Bylaw to amend Bylaw No. 2050, cited as the  
"Zoning Bylaw 1992, No. 2050"

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
ESQUIMALT, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "ZONING BYLAW, 1992, NO. 2050, AMENDMENT BYLAW [NO. 131], 2002, NO. 2539".
2. That Bylaw No. 2050, cited as the "Zoning Bylaw, 1992, No. 2050" be amended as follows:

- (1) Section 51.(1) - by adding the following as Permitted Uses:

- (f) *Amphitheatre*
- (g) *Parkade*
- (h) *Artisans' Studios*

- (2) Section 51.(2) – by deleting the words "*11 metres*" and replacing them with "*12 metres*";
- (3) Section 51.(3) – by deleting the words "*8% of the Area of a Parcel*" and replacing them with "*16% of the Area of a Parcel*".
- (4) Section 51.(4) – by deleting the words "*shall not exceed .20*" and replacing them with "*shall not exceed .40*".
- (5) by deleting Section 51.(5) in its entirety and replacing it with the following:

**"Siting Requirements"**

**(a) *Principal Buildings***

- (i) *No Principal Building shall be located within 7.5 metres of a Front or Rear Lot Line.*
- (ii) *No Principal Building shall be located within 2.2 metres of the north Interior Lot Line.*
- (iii) *No Principal Building shall be located within 3.8 metres of the south Interior Lot Line.*

**(b) Accessory Structures**

- (i) *No setback is required from any Lot Line for an Accessory Structure."*

READ a first time by the Municipal Council on the 4<sup>th</sup> day of November 2002.

READ a second time by the Municipal Council on the 4<sup>th</sup> day of November 2002.

A Public Hearing was held pursuant to Sections 890 and 892 of the *Local Government Act* on the 16<sup>th</sup> day of December 2002.

READ a third time by the Municipal Council on the 16<sup>th</sup> day of December 2002.

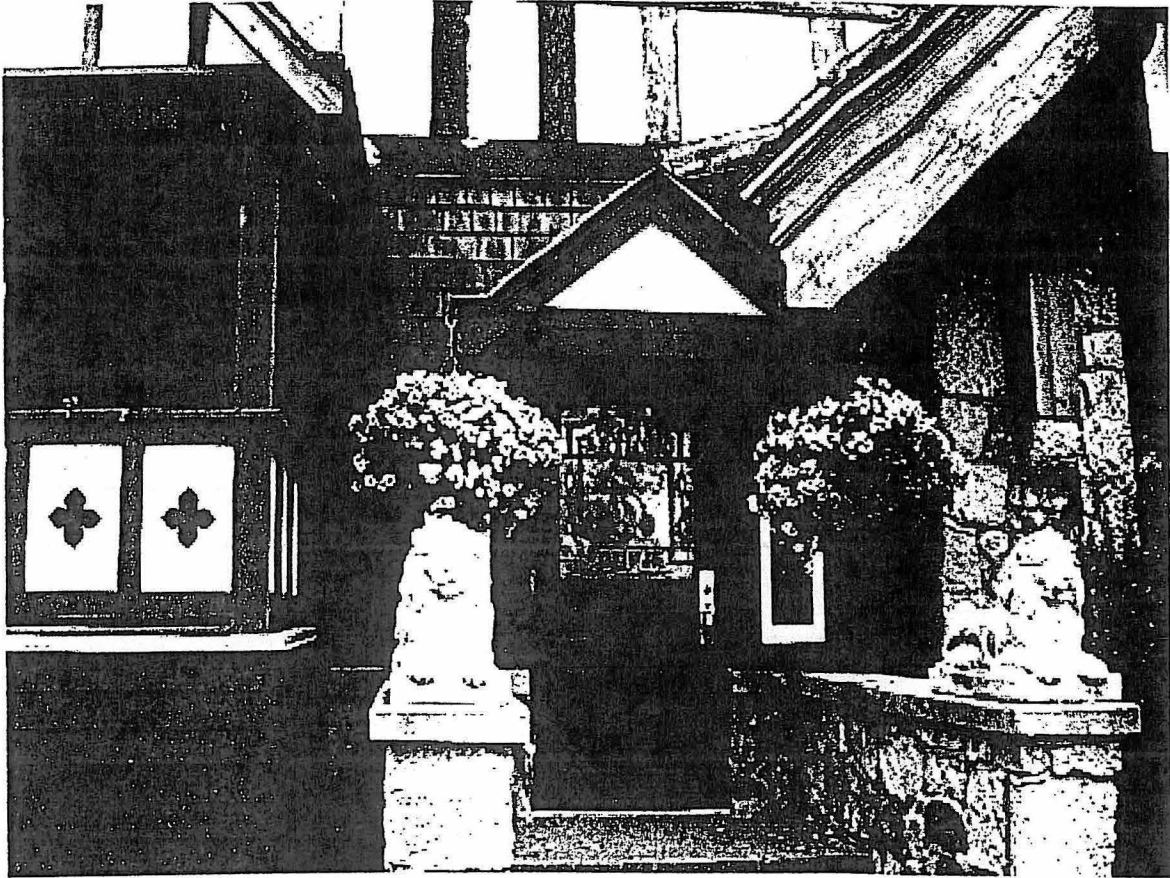
ADOPTED by the Municipal Council on the 16<sup>th</sup> day of December 2002.

  
D.A. ROBINSON  
MAYOR

  
J.P.G. McLUCKIE  
CORPORATE ADMINISTRATOR

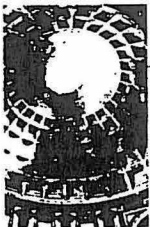


## DEVELOPMENT GUIDELINES



## ENGLISH INN AND RESORT

August 21, 2002



P R A X I S  
architects inc.

**DEVELOPMENT GUIDELINES**  
**ENGLISH INN AND RESORT**  
August 21, 2002

**TABLE OF CONTENTS**

**OBJECTIVES** Page 1

---

**DISTINCTIVE AREAS** Page 1

---

**OPEN SPACE** Page 2

---

**FEATURES IN THE LANDSCAPE** Page 4

---

**EXISTING BUILDINGS** Page 5

---

**NEW BUILDINGS** Page 6

---

## DEVELOPMENT GUIDELINES ENGLISH INN AND RESORT

August 21, 2002

### OBJECTIVES

---

The objectives for the redevelopment of the inn are to create a small distinctive resort hotel in a "park" like setting that will be for the enjoyment of the guests and residents of the area.

The charm and character of the existing grounds and buildings will be retained and substantially enhanced. New buildings and landscape features will add to that charm and character. The intention is to create a place with variety, interest, a sense of wonder, opportunities for exploration, fun/amusement, curiosity, leisure activity and play.

The modernization of the existing 56 suites will involve the consolidation of some into larger suites and the addition of new suites. It is anticipated that there will be approximately 60 suites in total.

While the redevelopment of the English Inn will be a destination for international guests it must respect the privacy of the neighbours.

The new English Inn will provide opportunities to showcase local artists and artisans to the international guest list.

### DISTINCTIVE AREAS

---

The site will be developed with several distinct areas or themes. These areas will be linked so that guests will not have to follow a fixed path or sequence throughout the facility. Guests will be faced with choice of routes to their destinations encountering delightful surprise enroute.

The distinct areas are; Woodlands and Cottages; Town Square and Stratford; Anne Hathaway Cottage and Grounds; Country Area and Amphitheater; Children's Area and Kitchen Garden; Parking Structure and Labyrinth

These areas will be woven together with many landscaping features



## OPEN SPACE

- Site planning for new and existing buildings accentuates the open space qualities of the site with the mature fir and oak trees.
- The large pond in the centre of the site provides an expansive focal point for buildings set around the perimeter of the property.

## Circulation

- People walking and exploring will have access to all areas of the property.
- Vehicles will be limited to the entry driveway, parking structure and service lanes.
- Staff will travel via golf carts to bring hospitality materials to various buildings.
- Emergency vehicles have access to center of site using hard paved and grass paved surfaces.
- The limiting of automobile traffic on site will be enabled by an automated parking structure for up to 100 cars/SUVs/vans located on the periphery of the site, close to the main site entry.

## Existing Tree Protection

- All trees on site are inventoried and tagged.
- Trees have been assessed by an arbourist.
- The restriction of passenger car circulation through the use of the automated parking structure allows for retention of significant stand of trees within the site.

## Property Line Treatment

- The inclusive nature of the resort requires a clear definition of space for both visual and sound containment.
- Solid board fences and mortared rock walls to heights of 6' will enclose the property on three sides.

## Street Presence

- The street entrance is the first view of the property therefore it is essential that it be inviting and yet create a sense of mystery and intrigue.
- Strong use of natural materials will reinforce the maturity of the resort such as indigenous stone walls and the use of conifers for garden structure.
- Boulevard planting beds will accommodate year round floral displays.

## Gathering Places

- People will be encouraged to gather, sit, explore and experience the extensive gardens, walkways and renovated buildings.
- Visitors, guests and neighbours of will be accommodated throughout the resort in both open and sheltered settings.

## Intimate Places

- A sense of mystery and intimacy is developed while exploring the "garden rooms".
- Privacy for small groups will be essential.

#### Garden Structures

- Natural materials such as wood and stone combined with metal will give a maturity and permanence to the garden structures.
- Structures will enclose "garden rooms" and will provide intimacy and sound containment within an open space environment.

#### Water Features

- Water is one of the key elements in the landscape of this resort.
- Water is used on a large scale to excite, to add perspective and openness, to reinforce a feeling of peace and tranquillity and to provide some relationship between structures and landscaping
- Water is also used in small settings to provide a sense of intimacy, rest and quiet.

#### Plantings

- Mature plantings around the resort have been maintained and restored where feasible within the master plan.
- Seasonal, perennial and permanent plantings are being introduced to every corner of the property to create a horticultural masterpiece.

#### Irrigation Systems

- An existing well with excellent flow levels will provide the majority of site requirements.
- All irrigation systems will be automatic using environmentally appropriate materials.

#### Materials

- Traditional, local materials are used together to create a historic and mature appearance.
- Modern materials are used appropriately to satisfy convenience and environmental sensibilities.

## FEATURES IN THE LANDSCAPE

---

### Photo Opportunities

- Landscape features such as water, structures, walls, plantings and art will create dramatic photographs.
- Architectural features that replicate old world charm and eccentricities will provide a nostalgic background.

### Information Kiosk

- A property in transition needs a location where neighbours and guests can obtain information on the overall vision for the resort.

### Art in the Garden

- Sculptures set throughout the gardens will reinforce the status of this world class resort.
- Artistic expression will be evident in the use of fabric, stone, metal, water and plantings.

### Children's Area

- The play area will appeal to a variety of age groups and be located within a secure area of the property.
- Safe climbing and playing in water are key ingredients for a successful play experience.

### Kitchen Garden

- Historically all large estates had their own kitchen garden to provide fresh herbs and greens to the chef.
- Cut flowers for the guest rooms and dining tables will come from the exuberant kitchen garden.

### Small Event Venues

- Theatre events featuring song and drama will find a comfortable venue in the amphitheater.
- Substantial plantings and garden structures to buffer sound will be used throughout the property.

### Amphitheater

- The amphitheater will provide stepped seating for people in an open air setting.
- A roof sub structure will permit the installation of a non permanent retractable roof.
- Guest washrooms will be incorporated into the design.
- Thematically the design of the amphitheater will take on the appearance of its Greco-Roman origins.
- The main central area will be partially recessed in to the ground.
- The structure will step up as the seating rows move out from the centre.
- An elevated walkway outside the main walls of the amphitheater will permit partial circulation around the perimeter of the theater providing views back through the resort.



## **EXISTING BUILDINGS**

Existing buildings will receive sympathetic interior and exterior renovations to enhance the existing character and to modernize and raise the quality of accommodation.

### **The Manor**

- Renovate rooms, lobby, kitchen, and bar. Retain original character.
- Make renovations and additions to the façade of the later additions to bring them in sympathy with the original manor.
- Renovate south deck to make exterior dining area. Make seismically sound.
- Remove poorly conceived and constructed additions to the original house.

### **The Village**

- The existing village is a collection of 15' to 20' deep Medieval, half-timbered facades attached to the Manor. It is actually one building that incorporates some ground floor commercial display cases (for tourist items) with rooms and services behind and over.
- Refurbish the Village as commercial storefront for hotel associated retail such as florist, chocolaterie, newspapers/magazine shop, gift shop, tuck shop, local artisan exhibition (such as jewelry makers, weavers, potters, print makers, etc.).

### **House of Starr**

- Interior renovations to suites.
- Enhance existing façade.
- Expand lowest level to accommodate meeting/spa area

### **Anne Hathaway's Cottage**

- Interior Renovations.
- Repair/restore exterior including re-thatch roof.
- Deck/terrace extensions on north side with view over pond

### **Verona**

- Interior renovations to suites and to support services for adjacent uses.
- Exterior renovations to make more consistent with intended quality and character of the new objectives for the English Inn.

### **Shakespeare**

- Renovations expanding on the period theme while enhancing the suites within. Enhancements may include oriole or bay windows, Juliette balconies, etc.

## **NEW BUILDINGS**

---

Three new buildings are contemplated for the English Inn and resort. These are; The Cottages; The Parkade and; The Stratford.

### **The Cottages**

The Cottages will be located on the west side of the Manor. It will consist of a terrace in front of the manor, a two storey structure above a portion of the terrace and a lower level below the terrace. The terrace will provide an outdoor area easily accessed from the manor and the main guest entrance to the hotel. The terrace provides access to a stairway and elevator leading to three large suites located on the two storeys above the terrace and to the lower level.

The lower area functions are organized as rooms off a loggia. The loggia is visually connected to the Woodland and provides access onto trails in the Woodland.

A waterfall falls from the terrace level past the loggia into a pond and creek area in the Woodland.

- The Cottages massing shall be stepped away from Lampson as it rises up. This follows the natural topography.
- The Cottages structure shall provide visual and acoustic screening of guest activity from the hotel to the apartment blocks to the north.
- The Cottages structure should be created in a classical aesthetic, in architectural detail and colour without necessarily mimicking the Manor.
- The Terrace and the suites above the terrace will provide planters to soften the hard edges of the structures
- The lower level will provide an architectural transition into the natural Woodland area.

### **The Stratford**

The Stratford will be a new three storey structure to accommodate additional hotel suites.

- The Stratford will provide visual closure to the east side of the Town Square (the north side is flanked by the Village Shops and the west side by the Manor).
- The aesthetic motif (roof pitch, materials, detail, etc.) of the Stratford shall be in keeping with the other buildings around the square and the Shakespeare to the east.
- Incorporate typical medieval/renaissance village streetscaping elements into the lower façade facing the square (overhanging upper floors, fountain, etc.)
- The ground floor will provide a passage to the development to the east.
- Windows in ground floor suites shall face the water-course to the east while upper suites shall face into the Town Square.
- The facade of the Stratford shall be strongly articulated and detailed to break up solidity of the mass.
- The top floor suites could have sleeping lofts.

The Parkade

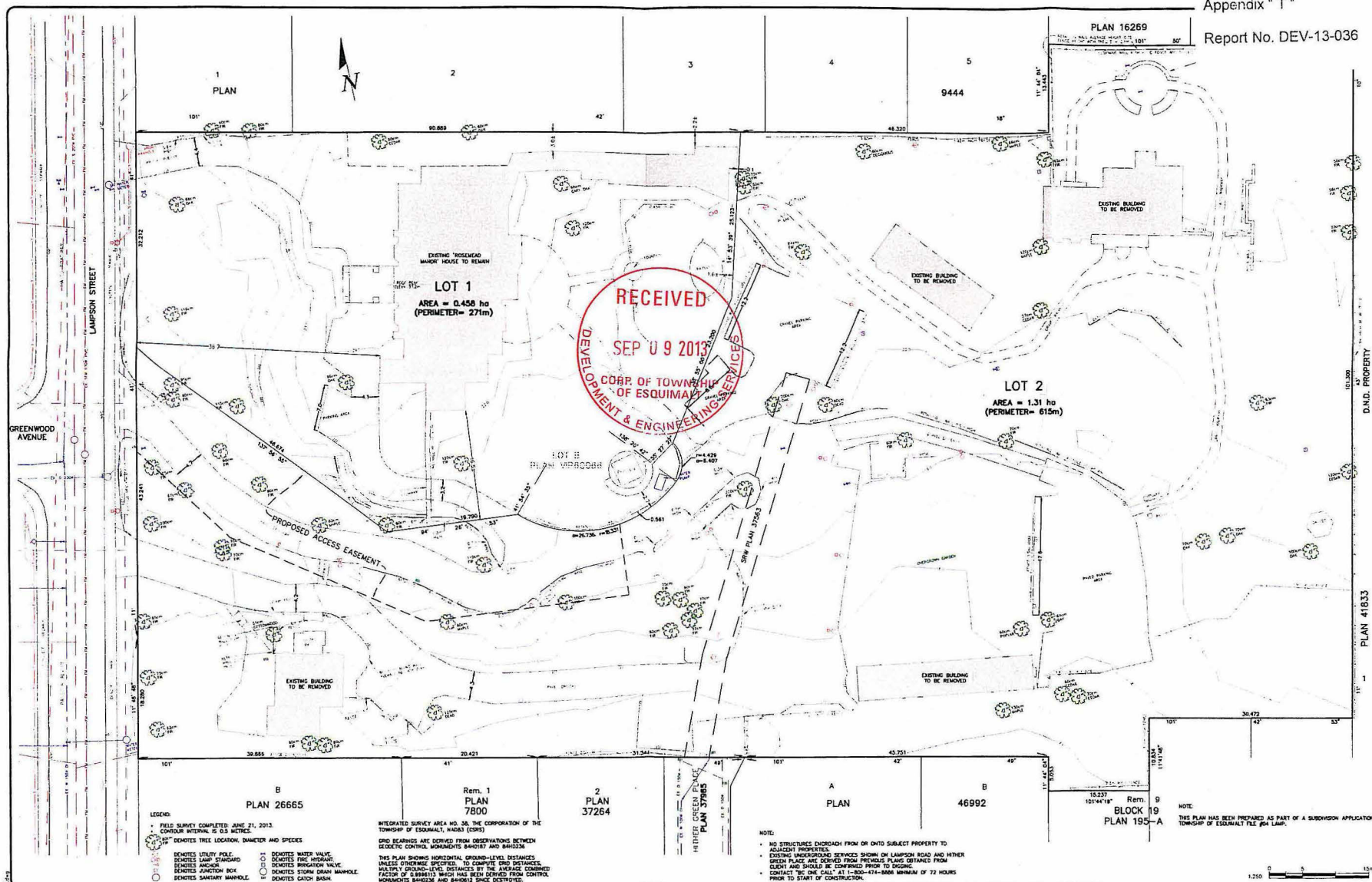
The Parkade consists of a steel frame and concrete building within which a computer driven shuttling system will automatically park and retrieve vehicles. Because most users will be first time users, parking will be assisted by hotel staff. Except for maintenance, people are not required to enter the parkade beyond the initial drop point. The parkade will require four or five levels. The floor to floor heights will be set to accommodate vans and SUVs. One floor will be below grade and the building height will not exceed 10.5m to the roof, approximately the roof peak of a typical 2.5 storey heritage house in Victoria.

The roof of the Parkade will be designed to accommodate a foliage labyrinth where guests may wander or pause to enjoy the view over the site. Visual privacy will be preserved for the neighbours to the south. Access will be by two stairways and an elevator.

The Parkade shall:

- be visually screened from the neighbours to the south by extensive planting of trees and foliage.
- provide a high level of acoustic privacy for the neighbours to the south.
- have an articulated façade (both horizontally and vertically) that will be suggestive of a period ruin, with maximum opportunity for foliage to grow on the building. This will break down the surface area in a more human scale.
- step back horizontally as height increases.
- seem to grow out of the landscaping.





DRAWING COORDINATES ARE LOCAL BASED ON  
UTM AND AS REFERENCE MONUMENT  
NAD 83, BAHODIN  
ELEVATION: 15.800M  
ALL DISTANCES ARE GROUND LEVEL DISTANCES  
AND ELEVATIONS ARE CLOTTING ELEVATIONS

NO.	DATE	BY	ISSUED
1	JUNE 28/13	RR	ISSUED TO CLIENT

NO.	DATE	BY	REVISIONS
B	SEP. 4/13	VS/RR	REVISED BOUNDARY TO 100' FRONTAGE, ADD ROOF PLAN ELEV.
A	AUG. 16/13	VS/RR	REVISED PROPOSED PROPERTY BOUNDARY

**McElhanney**  
McElhanney Associates Land Survey Ltd.  
500-3800 QUADRA STREET  
VICTORIA, BC V8X 4A3  
PH (250) 370-0221  
FAX (250) 370-0223

**PROJECT:**  
ROSEMEAD DEVELOPMENT  
429 LAMPSON STREET, ESQUIMALT, BC  
PID: 023-009-331  
**TITLE:**  
TOPOGRAPHIC SURVEY PLAN OF LOT B,  
SECTION 11, ESQUIMALT DISTRICT, PLAN VP60066

**SCALE:**  
HORIZ: 1:250 VERT: 1/4"=1'  
**PROJECT NO.:** 2113-02439-0 D  
**ISSUED/REVISION:**  
04-LAMP  
**APPROVING AUTHORITY FILE NO.:**  
DRAWING NO. 02439-0751

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2811**

A Bylaw to amend Bylaw No. 2607, cited as the  
"Street and Traffic Regulation Bylaw 2005, No 2607"

---

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP  
OF ESQUIMALT, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "*STREETS AND TRAFFIC REGULATION  
BYLAW, 2005, NO. 2607, AMENDMENT BYLAW [NO. 8], 2013, NO. 2811*".

2. That Part II, Traffic Regulations, Powers of Municipal Engineer, Section 13 of  
*Streets and Traffic Regulation Bylaw, 2005, No. 2607* be amended as follows

(1) by adding the following under Part II – Traffic Regulation

Speed Limits

13. (3) 30 Km/hr  
(n) Rockheights Avenue from Old Esquimalt Road to Lampson  
Street.

READ a first time by the Municipal Council on the 9<sup>th</sup> day of September, 2013.

READ a second time by the Municipal Council on the 9<sup>th</sup> day of September, 2013.

READ a third time by the Municipal Council on the 9<sup>th</sup> day of September, 2013.

**ADOPTED** by the Municipal Council on the       day of       , 2013.

---

BARBARA DEJARDINS  
MAYOR

---

ANJA NURVO  
CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

---

## MAYOR'S AND COUNCILLORS' REPORTS

Report from: New Year's Levee Review Select Committee

Subject: New Year's Levee Review

Council Agenda: September 23, 2013

---

### **Background**

Like many other municipalities, the Township of Esquimalt has at least since 1947 adopted a practice of holding a New Year's Levee. However, recently some municipalities have ceased this practice entirely and some have adopted another public event in its place. The Council of the Township of Esquimalt determined that it would be prudent for Esquimalt to also review this practice to confirm the value and benefit of continuing to hold a New Year's Levee or to consider alternatives.

On January 21, 2013, Council established the New Year's Levee Review Select Committee whose purpose is to review the practice of the Township holding a New Year's Levee. Councillors Hundleby and Schinbein were appointed to the Committee. The mandate of the Committee includes the preparation of a report to Council in the Spring of 2013 on the options (very late due to competing priorities) and recommendations, for implementation in 2014, including budget implications if applicable.

### **Process**

The Committee gathered Input from a variety of sources, including:

- an email survey from Mayor and Councillors;
- online survey for the general public over a two-week period;
- comments from CFB Esquimalt;
- comments from local municipalities who have made a change from their traditional practice;
- online research of other areas in Canada; and
- input from staff.

### **Summary of Results of data collection**

Individual Esquimalt Council Members Surveys indicate that a change of format should be considered in favour of something less formal especially in the intervening years subsequent to an election year (see Appendix 1).

Of the 26 respondents over a two-week period from the public survey, the positive and negative responses to maintain a New Year's Levee in some form were evenly divided. If Esquimalt is to continue with an event of some kind, there was interest in maintaining a traditional format as well as changing to an informal family and community activity with more advertising for greater awareness.



CFB Esquimalt provided a neutral comment and advised that they would support whatever Esquimalt chose to do. There is no indication that the military would deviate from their own traditional practice.

Verbal comments from Saanich, Oak Bay, and Sidney Councillors indicate that they are pleased with the changes they made to their Levees in 2013.

Across Canada in many communities the general public gathers to meet local politicians and in some also attend a public event (see Appendix 3).

### **Options:**

1. Status Quo:

Continue the traditional practice of a New Year's Levee at the Municipal Hall Council Chamber with one staff member in attendance and light lunch refreshments available (tea, coffee, juice, water, sandwiches, and squares).

Budget implications: approximately \$1,000

2. More Formal:

Continue the traditional practice of a New Year's Levee at the Municipal Hall Council Chamber, but with a more formal Levee, including a greater number of key senior staff in attendance and enhanced refreshments being served.

Budget Implications: more than \$1,000+

3. Informal 'Meet and Greet'

'Meet and Greet' with Mayor and Council, at an alternative location, such as the Esquimalt Recreation Centre or Archie Browning Sports Centre (ABSC), with one staff member in attendance and light refreshments available.

Budget Implications: to be determined

4. Combination of:

(i) Informal 'Meet and Greet' with Mayor and Council to be held at an alternative location (e.g. Esquimalt Recreation Centre or ABSC), with light refreshments available (as above in #3); PLUS

(ii) A two hour period of free swim and/or skate.

Budget Implications: to be determined for facility, activity, staffing, and refreshments.

(See Appendix 2 for Cost Estimates for public swim and skate)

5. Free Skate or Swim:

No 'Meet and Greet' with Mayor and Council and no refreshments, but simply offer residents a no-charge swim and/or skate for a period of time on New Year's Day (ie 1:00 – 3:00 p.m.).

Budget Implications: to be determined (including loss of revenue and staffing costs)

6. No event of any kind:

Budget implications: savings of current budget amount of approximately \$1,000.

**Select Committee Recommendation**

The recommendation of the Select Committee is a combination of Options 1 and 4 set out above.

The Committee recommends that the new proposed format (Option 4) be organized for a trial for January 1, 2014:

- an informal 'Meet and Greet' with Mayor and Council
- to be held at the Esquimalt Recreation Centre coupled with a no-charge community swim
- OR
- to be held at the ABSC coupled with a no-charge community ice-skate
- in addition to the required Recreation Department staff, one administrative staff member is to be in attendance
- light refreshments will be available (beverages including hot chocolate and cookies)
- proposed timing is from 1:00 p.m. to 3:00 p.m.; however, determination of time and length of the swim or skate is to be made based on more precise costing from Recreation Department staff.

The Committee also recommends that the current practice (Option 1) be followed for January 1, 2015 subsequent to the next municipal election and thereafter following each election cycle. In the intervening years during the term of a council, Option 4 as set out above would be followed.

Respectfully submitted,

Councillor Lynda Hundleby  
Councillor David Schinbein

Enclosures

## **Appendix 1: Comments from Council**

Summary of Council Input:

Yes, but hold it every third year (after a municipal election)

Otherwise, I say No, stop hosting Levees and have no event of any kind.

Yes, but hold it every third year (after a municipal election)

I like the idea of every third year after an election but we need to somehow allow for more interaction with council rather than a handshake and move on. Hard to dialogue with people when that is all it is.

Yes we should stop putting on the New Years Levee as the cost is rising and attendance is decreasing and I think we could do something more to attract our residents out on New Years, suggestion a free swim. We have a great Recreation Centre, why not show it off. The cost for having it open for 8 hours would probably be lower than putting on a Levee.

Stop the event as is and host a different event. Partner with the local Boys and Girls Club and host a fund raising event that involves families. Seek community's partners to pay for and sponsor the fundraiser. A great way to start the year by reaching out to help/support our children, youth and families.

A less formal levee with displays from Township's departments may also be an option. Once the results of the survey are in we can develop a list of options for Council.

I have given some thought to continuing or changing the levee. At the moment I am in favour of continuing the levee, partly out of tradition and partly as a method of greeting our taxpayers in a social environment once a year.

Looking at a different method of meeting with the public instead of a levee has merit.

I am inclined to look at an 'informal new years party' such as a large meet and greet at the lounge at the curling club in which all ages can participate. Have events for kids in the playground area, events for adults and make this a new event that can have something for everyone. Just a thought that could be explored.

I was also thinking of an open house type event. I thought that this would be a good way to show off the township's services, like a 'mini trade show' and snacks of course. This could be a way to promote - composting - upcoming events - meet Directors - Councillors. I think this might work as a combination open house and promotion event. The event would still only be about 2-4 hours, not an all day event. This could be a showcase event for the special events committee. It would give the committee an annual project that it is responsible for. We would increase the committee's budget to reflect that responsibility.



## Appendix 2: Cost Estimates for Free Public Swim and Skate

### New Year's Day Free Skate and Swim

1:00 - 3:00 pm

#### 1. Estimated Costs

<b><u>Skate</u></b>			
<b>Staff</b>	<b>Wages (including benefits)</b>	<b>Hours</b>	<b>Total (including statutory holiday pay)</b>
Maintenance	\$ 26.91	4	\$ 161.46
Skate Shop	\$ 16.20	2.5	\$ 60.75
Skate Patrol (2)	\$ 16.20	5	\$ 121.50
Reception	\$ 23.67	3	\$ 106.52
		<b>Total</b>	<b>\$ 450.23</b>
<b><u>Swim</u></b>			
<b>Staff</b>	<b>Wages (including benefits)</b>	<b>Hours</b>	<b>Total (including statutory holiday pay)</b>
Maintenance	\$ 25.56	4	\$ 153.36
Lifeguard (3)	\$ 22.64	7.5	\$ 254.70
Reception	\$ 23.67	3	\$ 106.52
		<b>Total</b>	<b>\$ 514.58</b>
<b>Total Cost to do both events</b>			<b>\$ 964.80</b>

#### 2. Estimated Lost Admission Revenue:

Swim \$ 207.00

Skate unknown

(There may be an impact to user groups as the ice is typically booked for tournaments during this time period)

### Appendix 3: Canadian information

**History:** From Petrolia, Ontario web site [www.petroliaheritage.com]:

*"The first recorded levee in what is now Canada was hosted by the Governor of New France, Charles Huault de Montmagny, in 1646. This custom originated in Europe, where formal morning assemblies were held by princes or persons of distinction. The word levee derives from French and means rising (as from bed).*

*In Canada, levees are traditionally hosted by representatives of the Crown. During the French regime, governors greeted citizens at their residence, the Château Saint-Louis in Quebec City, to wish them a happy new year. This custom of hosting levees at vice-regal residences was continued by British governors, and later by Canada's Governor General and provincial lieutenant governors. In recent years, many mayors and military commanders have hosted levees, on or after January 1<sup>st</sup>."*

Below is a small sample of many that follow a similar format, which is a less formal chance to meet with Mayor and Council and some sort of free civic or recreational event.



#### Mayor's Levee

Event Date: Tuesday, January 1, 2013 - 1:00pm - 3:00pm

Location of Event: P & H Centre (Recreation Centre)

Meet and Greet Mayor and Council.

Free Skate 1:00 pm to 3:00 pm sponsored by Tim Horton's & Eastlink

Free Swim 1:00 pm to 3:00 pm sponsored by Pepsi

Entertainment, Refreshments & Cupcakes!



#### Mayor's New Year's Levee

#### Mayor's New Year's Levee

The City of Moncton invites everyone to celebrate the arrival of 2012 at the Mayor's New Year's Levee at City Hall on Sunday, January 1 from 11 a.m. to 1 p.m.

There will be hors d'oeuvres and refreshments served during this traditional Holiday event.



Come out to the Levee at Victoria Hall, January 1/2013 1pm to 3pm.

There will be Hors d'Oeuvres & Refreshments. Meet our Councillors as Council and the Mayor always attend.

#### **Appendix 4: Changes to Traditional Levee in Other Local Municipalities**

1. Oak Bay

January 1, 2013 in the District of Oak Bay

Oak Bay Recreation Department at the request of the Mayor set up a variety of activities at no cost to participants: a community walk (with Mayor and Council) followed by an informal tea and coffee with Mayor and Council. This was followed by simultaneous activities including a fitness class, ice-skating, tennis fun, jazzercise, swimming and children's movies. Activities were free and donations to the Food Bank were accepted. Deli Bar and Grill were open.

Very positive comments were received.

2. Sidney

January 1, 2013 in the Town of Sidney

Mayor and Council invited Sidney residents to a *Resident and Volunteer Celebration* from 10:30 am to 12:30 pm in the Council Chambers.

This was enjoyed by all.

3. Saanich

January 1, 2013 in the District of Saanich

Mayor and Council invited Saanich residents to a free swim from 10:00 am to noon at Saanich Commonwealth Place. Refreshments were served.

Positive comments were received, and they are considering the possibility of expanding activities to other Saanich recreation areas.





**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**ADVISORY DESIGN REVIEW COMMITTEE**

**MINUTES**

**MEETING HELD**

**MAY 8, 2013**

**ESQUIMALT COUNCIL CHAMBERS**

---

**MEMBERS PRESENT:**

Wendy Kay	Paul Newcombe
Zelig Alec Katz	Jill Singleton
Carl Rupp	Richard Iredale

**REGRETS:**

Paul De Greeff  
Cst. Kristin Greffard

**STAFF LIAISON:**

Bill Brown, Director of Development Services

**COUNCIL LIAISON:**

Councillor David Schinbein

**SECRETARY:**

Marie Letham

---

1 Member of the Public in attendance

**3:00 p.m. SITE INSPECTION Proposed site of the Core Area Liquid Waste Water Treatment Plant at McLoughlin Point**

I. **CALL TO ORDER** – the Official part of the meeting reconvened at 4:00 p.m. in the Council Chambers

II. **LATE ITEMS**

No late items

III. **ADOPTION OF AGENDA**

It was Moved and seconded that the agenda be adopted.  
The Motion **CARRIED UNANIMOUSLY**.

IV. **ADOPTION OF MINUTES – April 30, 2013 Meeting**

Moved and seconded that the minutes of April 30<sup>th</sup>, 2013 be adopted as distributed.  
The Motion **CARRIED UNANIMOUSLY**.

V. **BUSINESS FROM MINUTES**

No business outstanding from Minutes.

VI. **PRESENTATION BY CITYSPACES CONSULTING ON BEHALF OF THE CRD OF PROPOSED REVISED DESIGN GUIDELINES (WORKSHOP ONLY – no recommendations to Council).**

Deane Strongitharm, Consultant, City Spaces handout out the Revised Design Guidelines for the proposed Wastewater Treatment Plant at McLoughlin Point.

He gave a review of the site visit, and advised the Committee members that at this stage, on behalf of the CRD, they have submitted an application for rezoning of the McLoughlin Point site. There is no design of the plant available at this time. He stated that the rezoning application will be going also to Esquimalt's Heritage Advisory Committee for their comment. He further outlined that when it is time to present for the Development Permit application, a traffic study, landscaping plan, and design for the plant, following the Design Guidelines will be presented.

Using the site boards, Deane Strongitharm gave an overview of the site location, the area owned by DND and the MacAulay site. The walkway from West Bay is not continuous to this site. There is no public road.

Deane Strongitharm, outlined the Design Process, and the various CRD and City committees/commission the design will be presented to. He indicated that the CRD is conducting several Open Houses, Informational Meetings throughout the municipalities to receive various comments.

He commented on the following:

- Sustainability – there will be respect for the site;
- Guidelines cover principle key elements.
- Should there be a green roof? Will be discussed as part of the process.
- Public Art Policy – could be included in the design;
- Could display historical pictures of the site;
- Provide education and learning for school children [i.e. solid/liquid waste management – with issues around sustainability].

Deane Strongitharm referred to the Poster Boards outlining the core elements:

- odour clarifiers;
- covered filtration;
- necessary elements: chemical buildings, workshops, outdoor control room (series of filters), maintenance building, (resource recovery);
- designed for the future.

After a brief discussion, Deane Strongitharm, commented that he understands from the initial feedback that the following is required:

- extensive discussion – take a look at the guidelines;
- Alan Hartley, Stantec and Jack Hull, CRD to be in attendance at future meeting to answer questions;
- Ensure that an amended landscape plan and site plan be given to Bill Brown

In response to a question from a member, the consultant gave an explanation of how the pipeline will follow along Dallas Road.

A member discussed the lack of setbacks and the tight site. He commented that consideration should be given to pull the building back from the water.

Members expressed concern regarding a "Design Build". The pros and cons were debated. Comments were made that it is a mistake to loose up on design guidelines, the design guidelines must be strong, everything must be embedded in the guidelines if they are to get done. It is a huge mistake to tie the design to finances.

**ADVISORY DESIGN REVIEW COMMITTEE  
MEETING HELD MAY 8, 2013**

3

In response to a question from the Committee, Bill Brown advised that the Design Guideline will be part of the amendment to the Official Community Plan.

The members discussed that there needs to more explicit setbacks, height modulation, buildable foot footprint to protect the waterfront.

Comments were made that there is too much building for this piece of property.

**RECOMMENDATION:**

It was moved by Carl Ruff, seconded by Richard Iredale, that the application be brought back to the next meeting, June 12, 2013 of the Design Review Committee and that a representative from Stantec, and Jack Hull, Interim Project Manager, CRD, be in attendance to answer questions. The Motion **CARRIED UNANIMOUSLY.**

**VII. STAFF LIAISON STATUS REPORT**

No report

**VIII. NEW BUSINESS**

No new business

**IX. NEXT REGULAR MEETING**

Wednesday, June 12, 2013

**X. ADJOURNMENT**

On motion, the meeting adjourned at 6:00 P.M.

CERTIFIED CORRECT:

\_\_\_\_\_  
CHAIR, DESIGN REVIEW COMMITTEE  
THIS      DAY OF      , 2013

\_\_\_\_\_  
ANJA NURVO, CORPORATE OFFICER





**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**ADVISORY DESIGN REVIEW COMMITTEE**

**MINUTES**

**MEETING HELD**

**JUNE 12, 2013**

**ESQUIMALT COUNCIL CHAMBERS**

---

**MEMBERS PRESENT:**

Wendy Kay  
Zelig Alec Katz  
Carl Rupp  
Richard Iredale

Paul Newcombe  
Jill Singleton  
Cst Franco Bruschetta (departed 4:15 pm)

**REGRETS:**

Cst. Kristin Greffard  
Paul De Greeff

**STAFF LIAISON:**

Bill Brown, Director of Development Services

**COUNCIL LIAISON:**

Councillor David Schinbein

**SECRETARY:**

Marie Letham

---

Two members of the public in attendance.

**I. CALL TO ORDER**

The Chair called the meeting to order at 3:15 p.m.

**II. LATE ITEMS**

There were no late items.

**III. ADOPTION OF AGENDA**

Moved by Paul Newcombe, seconded by Wendy Kay, that the Agenda as distributed be adopted.  
The Motion **CARRIED UNANIMOUSLY**.

**IV. ADOPTION OF MINUTES – May 8<sup>th</sup>, 2013**

Minutes of May 8<sup>th</sup>, 2013 not available for adoption

**V. BUSINESS FROM MINUTES**

**VI. REVIEW OF DRAFT DESIGN GUIDELINES FOR THE PROPOSED CORE AREA LIQUID  
WASTE PLANT DESIGN**

In attendance to present the application was the CRD Core Area Liquid Waste Plant Design Team, consisting of Alan Hartley (Stantec Architect), Scott Murdoch (Landscape Architect), Jack Hull (Interim Program Director) and Deane Strongitharm (City Spaces Consulting)

Dean Strongitharm, Consultant, outlined the history of the site, and that the site has been vacant since 2010. He indicated that the site is a Brownfield site, and that site currently is an Industrial site. He outlined the process that has been conducted so far, with the CRD conducting several public Open Houses.

Alan Hartley, Stantec, gave an overview of the design guidelines, which are part of the building program. He stated the historical use of the site since 1913 and that the tank farm was decommissioned three to four years ago. It is part of the working harbor.

Alan Hartley, spoke of the technical design - one possible technical scenario:

- 15 metre height for odour control filters;
- 2 storey – 8 to 9 metres in height, operations and maintenance building;
- Ancillary functions, various uses, labs, etc.

Massing wise, he explained about various buildings, heights, generators.

In terms of zoning he spoke of 50, 000 sq. feet of; site coverage- 20% building, 20%, road, 36% tanks. An FSR of 0.32. There would be accommodation for 34 parking stalls, for visitors, staff, and maintenance.

He advised that the Design Guidelines would fit into the procurement process. These guidelines would be attached to the bidders' package. He outlined the process as follows:

- Three rounds of meetings between bidders and CRD Staff;
- Preferred bidder must obtain a Development Permit;
- Guidelines will be appended to the zoning;
- Procurement process includes the Design Guidelines, and approval process;
- View impacts – critical views to be considered.
- Five guiding principles were developed.

Scott Murdoch, Landscape Architect, described the site:

- Exposure to weather, salt spray;
- Tsunami wall – 6.5 metres in height;
- Gave illustration of the wall at Freeway Park in Seattle
- The wall is one of the major architectural feature;
- Wall will become a "living wall" with masses of vegetation that are native or adaptable to the site;
- How to deal with water run off; cleaning of runoff water;
- Green roof will be on some of the buildings;
- LEED Gold standards for the Operations building;

Dean Strongitharm, gave a brief over view of the guidelines;

- Night lighting;
- Public Art;
- Water run-off

In response to a member's question regarding the existing wall, it was stated that the old wall would be removed, as the Tsunami protection wall must be 6.5 metres above the high water mark.

A member advised about the importance of the history of this site commenting on the following:

- McLoughlin was Sir James Douglas's number 2 man – a key person in history.

- In World War II, Victoria perceived a different risk or submarines;
- Networking was carried out of Fort Road Hill;

There should be historic signage, opportunity to tell the story through interpretive panels.

Alan Hartley commented that the guidelines do incorporate public art, and education.

In response to a question regarding parking, Alan Hartley responded that the parking on-site is for employees, there is no public parking; there is no room; and there are safety issues.

In response to a question from a member of the committee, an explanation was given regarding the inflow pipes.

In response to a question, Jack Hull advised that there was money in the budget to pipe the sludge to Hartland.

A committee member suggested from an aesthetic point of view that there be heavy landscaping at the south end of the point, which would hide the plant from ships entering the harbor. He suggested that the building mass be moved toward the back of the site, in order to reduce pavement.

Discussion took place regarding a commissioned program versus design build. Members expressed concern over the design build process, as it is based on dollars.

In response to questions regarding odour, Jack Hull, responded that there would be no detectable odour at the boundary of the site. The prevailing winds are toward Victoria.

Jack Hull responded a question regarding bio solids, that a decision will be made at the August Board meeting. No route has been chosen for the bio solids.

A DRC member made the following comments that:

- The fundamental process is flawed;
- The project does not fit the site;
- Plant either has to be hidden or iconic;
- Massing does not speak to architecture;
- Findings of workshop have not found their way into the guidelines;
- Design build not conducive to design excellence;
- Setbacks should be respected along the shoreline.

Another member made the following comments that:

- Proponents must meet the design guidelines;
- Could wall be part of the building;
- Did DND approve the use of the road?

Jack Hull was asked who judges the proposals? He responded that the Board will make the final decision. He stated that the judging criteria has to be resolved.

A comment was made by a committee member that at this meeting we have heard that the design guidelines will encourage good design, but there is nothing there that give any confidence in this.



Committee members summarized the following:

- Applicant should come back with better guidelines;
- Create more screening;
- Greater emphasis on landscaping around the perimeter;
- Need a concept plan.

**RECOMMENDATION:**

Moved by Richard Iredale, seconded by Wendy Kay, that the Esquimalt Advisory Design Committee resolved that the CRD resubmit and refine the Design Guidelines for the McLoughlin Point Waste Water Treatment Plant for approval to Council as follows:

1. Establish a minimum 8 metre setback from the high water mark;
2. Step buildings back from the setback with the lowest buildings closest to the setback from the water;
3. Provide strong landscape screening within a 4 metre buffer to hide the buildings;
4. Establish an historical interpretive program;
5. Provide public access via the water;
6. Consideration be given to the building being more than a sewage treatment plant, provided amenities, architectural & water features [i.e. water plume];
7. Seawall to incorporate design principles such as stepped walls similar to the treatment at the Seattle Convention Centre.

**VI. NEXT REGULAR MEETING**

To be scheduled.

**VII. ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
CHAIR, DESIGN REVIEW COMMITTEE  
THIS DAY OF , 2013

\_\_\_\_\_  
ANJA NURVO, CORPORATE OFFICER



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**ADVISORY PLANNING COMMISSION**  
**MINUTES**  
**HELD ON**  
**AUGUST 20<sup>th</sup>, 2013**  
**ESQUIMALT COUNCIL CHAMBERS**

---

<b>MEMBERS PRESENT:</b>	Nick Kovacs, Chair James Harada-Down Mark Salter	Lorne Argyle Bill Lang
<b>REGRETS:</b>	Blair Bouchier Joy Palmeter	
<b>STAFF LIAISON:</b>	Trevor Parkes, Senior Planner	
<b>COUNCIL LIAISON:</b>	Councillor Tim Morrison Councillor David Schinbein	
<b>SECRETARY:</b>	Marie Letham	

---

One member of the public in attendance.

**I. CALL TO ORDER**

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

**II. LATE ITEMS**

No were no late items.

**III. ADOPTION OF AGENDA**

Moved by Bill Lang, seconded by Lorne Argyle, that the agenda be adopted as distributed.

The Motion **CARRIED UNANIMOUSLY.**

**IV. ADOPTION OF MINUTES – Regular Meeting held June 18, 2013**

Moved by Mark Salter, seconded by Lorne Argyle, that the minutes of the Regular Meeting of the Advisory Planning Commission held June 18, 2013 be adopted as distributed.

The Motion **CARRIED UNANIMOUSLY.**

**V. BUSINESS FROM MINUTES**

There was no outstanding business from the Minutes.

VI. STAFF REPORTS

**(1) DEVELOPMENT VARIANCE PERMIT**  
**[Lot 6, Section 10, Esquimalt District, Plan 6105]**  
**766 Hutchinson Avenue**

Trevor Parkes, Staff Liaison, gave a brief review of the proposal requesting relaxation of the rear yard setback from the required 7.5 metres to 4.41 metres, a relaxation of 3.09 metres in order to reconstruct an existing deck, which was built many years ago without a permit, and also to reconfigure the stairs. Trevor Parkes indicated that the owner has applied for a permit to add a suite to the dwelling.

Wendy Cardiff, owner, applicant was in attendance to outline the proposal to the Commission Members. The owner outlined the need to rebuild the deck, which is rotting and to reconfigure the stairs, all to meet the BC Building Code. She advised the Commission members that her rear yard has a high hedge and her deck is not visible to her neighbours, the yard is very private.

In response to a question regarding the apple tree on the west side of the lot, the owner responded that the tree will remain.

Several members commented that it was a good plan. Also, in response to a question whether the owner would be hiring a contractor or doing the work themselves, the owner responded, that they would be hiring a contractor.

**RECOMMENDATION:**

Moved by Bill Lang, second by Lorne Argyle, that the Esquimalt Advisory Planning Commission resolves to recommend to Council that the application for a Development Variance Permit authorizing the construction as shown on the architectural plans provided by Pacific Coast Design Build, stamped "Received July 26, 2013" and sited as detailed on the survey plan prepared by JE Anderson & Associates, stamped "Received July 27, 2013, and including the following relaxation to Zoning Bylaw, 1992, No. 2050, for the development proposed at Lot 6, Section 10, Esquimalt District, Plan 15257 [766 Hutchinson Place], **be approved.**

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements – Principal Building – Rear Setback** - a 3.09 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 4.41 metres].

**(2) REZONING APPLICATION**  
**[Lot 9, Section 10, Esquimalt District, Plan 6105]**  
**1108 Craigflower Road**

Trevor Parkes, Staff Liaison, outlined the application for rezoning. The property is RD-3 zoned, and it is the intention of the owner to remove the existing house and subdivide the lot into two, fee simple lots. The owner would then construct a detached single family dwelling on each lot. The subdivided lots would have a narrower frontage than a standard single family dwelling and these lots would have an area of 527.2 metres very close to the 530m<sup>2</sup> required in the RS-1 zone.



In response to a question regarding comments from Parks Department and the Fire Department, Trevor Parkes, advised that these two departments had not responded with their comments in time for this meeting. They will be available before the application is forwarded to Council.

In attendance to present the proposal were, Ravinder Gill, owner, Darrell Stubbs, representative of the owner, and Rov Dosanjh, Rayn Properties Ltd, contractor. Darrell Stubbs, outlined the history of the lot and the surrounding area. He explained why the owner was requesting two fee simple lots, rather than requesting a pan-handle development, as several of the surrounding properties have done.

In response to a question from a Commission member, whether the surrounding neighbours had been consulted, Darrell Stubbs responded that a package had been prepared and taken to the adjacent neighbours.

In response to a Commission members inquiry regarding parking. Trevor Parkes, informed the membership that the area in front is designated "Residential Permit Parking" only. Each residence receives two parking permits. Trevor Parkes also confirmed that this application satisfies the Township's parking requirements.

A Commission member asked who had filled in the Green Check List? The contractor, responded that he had filled in the Check List. He was advised that he should provide further details to questions numbers 3, 7, 10, 20, 21, 26, and 38, prior to the proposal going to Council.

Rov Dosanjh, contractor, advised the Commission, that his company has been involved with Built Green Projects and products; he will start sourcing and provide more detailed information for Council.

He also advised in all their projects mobility access and "aging in place" is considered, i.e. wider doorways. He stated these issues will be discussed with Rus Collins, of Zebra Design.

In response to a questions regarding heating sources, contractor advised that this has not been decided. With reference to a question requiring heat pumps, Trevor Parkes, responded that there is zoning criteria for siting of heat pumps.

Trevor Parkes, in response to a members comments that many questions were unanswered regarding siding, and materials, stated that these issues will be addressed at the Development Permit stage, should the rezoning be approved by Council.

#### **APC DISCUSSION:**

During discussion, the following comments were made:

- Several members indicated that they liked the proposal;
- Questions regarding the Green Check List must be answered prior to going to Council;
- Proposal blends into the streetscape;
- Park views are preserved;
- Trees are being preserved;
- Effective use of land.

**RECOMMENDATION:**

Moved by Lorne Argyle, seconded by Mark Salter, that the Esquimalt Advisory Planning Commission [APC] resolves that the application for rezoning, authorizing two new single family dwellings sited in accordance with the survey plan prepared by Alan Powell representing Powell and Associates BC Land Surveyors, stamped "Received August 2, 2013", and incorporating height and massing consistent with the architectural plans provided by Zebra Design detailing the development proposed to be located at Lot 9, Section 10, Esquimalt District Plan 6105 [1108 Craigflower Road], stamped "Received August 1, 2013", be forwarded to Council with a **recommendation of approval**.

**VII. STAFF LIAISON**

Trevor Parkes, Staff Liaison reported on the status of the following:

**907 Dunsmuir Road:** [DVP to accommodate addition of a prefabricated secondary suite]. Application was forwarded to Council July 15, 2013. Council approved the variances.

**973 Wollaston Street:** [DVP to accommodate addition to deck constructed without the benefit of a building permit]. Application for variances was unanimously denied by Council on April 22, 2013. Staff undertook progressive enforcement to ensure compliance with the zoning regulations. The applicant responded by soliciting Council's permission to re-apply for consideration of the application. Council granted the request to accept re-application for relaxations of zoning requirements to allow the deck. Upon careful review of the Local Government Act and OCP, staff have directed the applicant to submit for a Development Permit which will include the relevant variances no later than August 27, 2013.

**933 Mesher Place:** [DVP to allow parking in front of the front face of the Principal Building]. At the request of the applicant staff re-evaluated the requirement for the DVP based on the definitions of Front, Side and Rear Lot Lines contained in Zoning Bylaw, 1992, No. 2050. Upon review, the application for DVP was deemed unnecessary, the application fee refunded and the Building Permit to legalize the secondary suite issued.

Changes to the application of the Zoning Bylaw Lot Line definitions may significantly impact development potential for irregular shaped lots within Esquimalt as the resulting building envelopes may be more restrictive.

**Triangle Estates – West Bay:** Staff reviewing file and developing amending bylaw for presentation to Council in September 2013.

**622 Admirals Road:** [Rezoning application for 12 storey, 152 unit mixed commercial and senior's care building]. Staff presented the Housing Agreement Bylaw for 2<sup>nd</sup> and 3<sup>rd</sup> reading on June 24, 2013. Council approved both readings which positioned both the Housing Agreement Bylaw and Zoning Amending Bylaw at 3<sup>rd</sup> reading. Staff have provided the applicant with the relevant materials to complete the registration of a covenant on the properties titles and to return a signed original of the Housing Agreement. Staff are awaiting response from the applicant prior to returning the bylaws to Council for consideration of approval.

**Core Area Wastewater Treatment Plant:** OCP Amendment and Rezoning has been approved to permit sewage treatment at the McLoughlin Point. CRD is required to submit for a Development Permit for the CAWWTP.

Commission members asked Staff Liaison for updates on the following older projects:

**856 Esquimalt Road** :“The Cambie” is there was any movement:  
Trevor Parkes responded, that this application has been silent since 2012;

**521 Comerford Street:** Trevor Parkes advised that there are outstanding issues and that the owner is dealing with BC Hydro.

**Esquimalt Village Plan [EVP]:** Bill Brown, Director of Development Services, advised the Commission that this project is proceeding. Survey of the site is done; Contaminated Site report filed; archaeological survey needs to be completed and the Township needs to find a business partner.

**English Inn, 429 Lampson Street:** The Heritage Revitalization Agreement did not fit Esquimalt needs. Request for an OCP and Zoning amendment are proceeding forward Council late September for consideration.

**Tudor House, 533 Admirals Road:** Trevor Parkes reported that the owners are looking at various options. Potential is huge for the site.

#### VIII. COUNCIL LIAISON

Councillor Morrison commented that it was a good update.  
He reported that 973 Wollaston Street, would be making a new application and be returning to the APC, in order to make a stronger case.

Councillor Schenbein commented that Council took into consider the good questions asked by the APC and DRC regarding the CRD WWTP application. The information was valuable to Council in order to have good, strong amending bylaws.

The Admirals Road Improvement project came before Committee of the Whole.  
Drawings will be brought to Council.

#### IX. NEW BUSINESS

No new business submitted.

#### X. NEXT REGULAR MEETING

Tuesday, September 17<sup>th</sup>, 2013.

#### XI. ADJOURNMENT

On motion the meeting adjourned at 8:30 P.M.



CERTIFIED CORRECT:

\_\_\_\_\_  
CHAIR, ADVISORY PLANNING COMMISSION

THIS    DAY OF            , 2013

\_\_\_\_\_  
ANJA NURVO,  
CORPORATE OFFICER



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Chief Public  
Health Officer

Administrateur en chef  
de la santé publique

Your file    Votre référence

August 2, 2013

Her Worship Mayor Barbara Desjardins  
Mayor of the Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, British Columbia V9A 3P1

Dear Madam Mayor:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: AUG 22 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

On behalf of the Public Health Agency of Canada, I am pleased to offer my congratulations to the Township of Esquimalt on receiving the Age-Friendly British Columbia Recognition Award.

Making communities age-friendly has been identified as one of the best ways to help seniors remain healthy, active and independent for as long as they can. Age-friendly communities encourage healthy aging by improving and preserving health, physical, social and mental wellness, independence and quality of life. At the same time, age-friendly communities create better, safer and healthier places for all Canadians to live and thrive as they age.

The Public Health Agency of Canada and the World Health Organization (WHO) recognize the importance of creating such supportive social and physical environments that facilitate active and healthy aging for Canadians in their communities. On behalf of the Agency and the WHO, I am very pleased to endorse the Government of British Columbia's recognition of your community's commitment to becoming age-friendly.

Please accept my best wishes for your community in its continued efforts to support healthy aging, and in leading the way for other communities in British Columbia and across Canada to become age-friendly.

Sincerely,

David Butler-Jones, MD  
MHSc, CCFP, FRCPC, FACPM  
Chief Public Health Officer

c.c. Dr. John Beard, World Health Organization  
Ms. Gillian Rowan, Adult & 50+ Programmer



It starts with Scouts.

**SCOUTS CANADA-GREATER VICTORIA AREA**  
**505 MARIGOLD ROAD, VICTORIA, BC, V8Z 4R5**  
www.victoriascouts.ca

September 4, 2013

Township of Esquimalt  
Attention Mayor Barbara Desjardins  
1229 Esquimalt Road  
Esquimalt, BC, V9A 3P1

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: SEP 10 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Dear Mayor and Council;

Scouts Canada, Greater Victoria Area, is an organization of 1500 youth and adults serving all communities south of the Malahat.

We have scheduled our **2013 Apple Day** fund-raising drive for Saturday, October 5 between 9 AM and 3 PM. The drive consists of several strategically placed sites in every Municipality, each with a small number of youth and adult members staffing the site and seeking donations to further our programs. Passers-by are asked to support Scouting and are thanked with an apple, a tag and smile. The funds that we raise go directly to Scouting's youth programs and to Camp Barnard in Sooke, a facility which is enjoyed by members of Scouting and many other local youth groups.

Merchants and property owners affected by this fundraiser are contacted for their support prior to this event. If you have questions or concerns regarding this event, please contact Apple Day Coordinator Grace Seabrook at [appleday@victoriascouts.ca](mailto:appleday@victoriascouts.ca) or 250 592 5747.

Scout Apple Day has consistently raised \$20, 000 annually, all of which has gone directly into programs that support our young citizens in their growth and development.

We hope that your office and municipality will once again permit our presence on your streets for this important fundraiser.

Yours truly,

Ronald Planden, Area Commissioner  
Scouts Canada, Greater Victoria Area  
505 Marigold Road  
Victoria, BC, V8Z 4R5



Minister of the Environment



Ministre de l'Environnement

Ottawa, Canada K1A 0H3

SEP 06 2013

Her Worship Barbara Desjardins  
Mayor of the Corporation of the Township of Esquimalt  
Municipal Hall  
1229 Esquimalt Road  
Esquimalt BC V94 3P1

14

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Mayor/Council	
RECEIVED: SEP 16 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Dear Madam Mayor:

Thank you for your correspondence of July 17, 2013, concerning the Capital Regional District's process to build and operate a wastewater treatment plant in Esquimalt, British Columbia.

The *Wastewater Systems Effluent Regulations* under the *Fisheries Act* are now in force. These regulations require that wastewater be treated to a secondary level of wastewater treatment prior to being discharged.

More specifically to the Capital Regional District, the Regulations require that wastewater systems with little or no treatment be upgraded to a secondary level of wastewater treatment. Like other municipalities and regional governments in Canada, the Capital Regional District will be given time to upgrade to a secondary level of treatment based on the Regulations' risk-based scheme which takes into account factors such as effluent quality and quantity, as well as the sensitivity of the receiving environment. Based on this scheme, it is expected that the Capital Regional District will be given until the end of 2020 to put in place secondary wastewater treatment.

Unfortunately, because of scheduling constraints, I am unable to accept your invitation to meet with you and other members of the Township of Esquimalt Council. However, I understand that there are complex issues involved with the size of a project like the one the Capital Regional District is undertaking for wastewater treatment.

I encourage the Council to continue its dialogue with the Capital Regional District as the wastewater treatment project moves forward, and I commend the Capital Regional District for its efforts in planning for effective wastewater treatment.

.../2

- 2 -

I appreciate receiving the views of the Council on this important issue. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leona Aglukkaq', written in a cursive style.

The Honourable Leona Aglukkaq, P.C., M.P.  
Minister of the Environment

c.c.: The Honorable Denis Lebel, P.C., M.P.

# Youth Parliament of British Columbia



## Alumni Society

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

☐ CAO

☐ Mayor/Council

208 - 7191 Barnet Road  
Burnaby, BC V5A 1E1

☐

RECEIVED: SEP 12 2013

(604) 728-0446  
registrar@bcyp.org

7 September 2013

Referred:

☐ For Action

☐ For Response

☐ COTW

☐ For Report

☒ Council Agenda

☐ IC

Dear Sir or Madam:

**Re: British Columbia Youth Parliament, 85th Parliament**

The British Columbia Youth Parliament's 85th Parliament will be held in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2013. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a \$270 registration fee. Thanks to a grant from Coast Capital Savings, a substantial portion of the cost of transportation and accommodation is covered for all members. Financial support is available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. We also provide resources for applicants attempting to secure funding from community sources, including schools and service clubs (see [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html)).

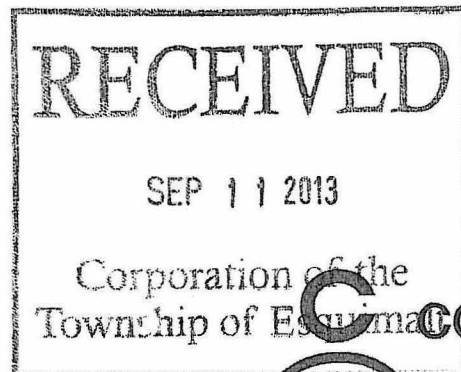
Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html), along with soft copies of the brochure and a promotional poster.

**All applications must be received by October 23, 2013.** Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Dora Turje  
Registrar, Youth Parliament of B.C. Alumni Society



coastcapital®  
SAVINGS

Sponsoring the British Columbia Youth Parliament



## Diane Knight

**Subject:** FW: 2013 Community Champions Program - Submissions Now Being Accepted from Non-Profits

**From:** Lisa Rasmussen [mailto:vancouverisland.communityrelations@bchydro.com]

**Sent:** September 9, 2013 11:04 AM

**To:** Walter Jakeway; Carol Hamilton; Larry Jangula; Phil Kent; Stewart Young; John Ruttan; Chris Burger; John Douglas; David Formosa; Dean Fortin; Alastair Bryson; Jane Mendum; Jack de Jong; John Ranns; Jon Lefebure; Alice Finall; Nils Jensen; Bev Parnham; Frank Leonard; John Henderson; Wendal Milne; Josie Osborne; Bill Irving; Paul Ives; Robert Hutchins; Ross Forrest; Gerry Furney; Teunis Westbroek; Larry Cross; Graham Hill; Mayor; Michael Berry; Leslie Baird; Craig Anderson; Jan Allen; John MacDonald; Judith Schooner; Edward Lewis

**Subject:** 2013 Community Champions Program - Submissions Now Being Accepted from Non-Profits

September 9, 2013

Dear Mayor and Council,

On August 15<sup>th</sup>, BC Hydro launched the 2013 edition of our Community Champions program and since have been advertised in the local papers.

BC Hydro is looking for non-profit organizations to submit video entries that tell us what they are doing to make their community more sustainable. Videos will be accepted until September 30<sup>th</sup>.

Up to 15 finalists will be selected for public voting between October 15 and November 15, and 5 winners will each receive \$10,000 to continue their sustainability-based projects.

If you are aware of any non-profit groups in your community that may be interested in this program, please share this opportunity with them.

For more information on the Community Champions Program, please visit:

[www.bchydro.com/communitychampions](http://www.bchydro.com/communitychampions)

Regards,

Ted Olynyk

BC Hydro  
Ted Olynyk  
Manager, Vancouver Island - Sunshine Coast  
Community Relations  
Phone: 250-755-7180  
FAX: 250-755-7120  
Email: [ted.olynyk@bchydro.com](mailto:ted.olynyk@bchydro.com)

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor/Council	
<input checked="" type="checkbox"/> <u>Directors/Ritchie</u>		
RECEIVED: SEP 09 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC