



**MINUTES**  
**OAK BAY ADVISORY PLANNING COMMISSION**  
**TUESDAY, DECEMBER 3 2019 AT 5:00 PM**  
**COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE**

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**MEMBERS PRESENT**

Pam Copley  
Patrick Frey  
Virginia Holden  
Kristina Leach

Michael Low  
Kris Nichols  
Caroline Smart

**MEMBERS ABSENT**

Tim Taddy

**STAFF PRESENT**

Deborah Jensen, Manager of Planning  
Graeme Buffett, Planner  
Krista Mitchell, Building and Planning Clerk

**1. Call to Order**

The meeting was called to order at 5:03 pm.

**2. Adoption of Minutes from September 3, 2019**

It was moved and seconded that the minutes from September 3, 2019 be adopted.

The motion was carried.  
None opposed.

**3. Approval of Agenda and Late Items**

The agenda was approved as presented, with the addition of items under section 6.

**4. New Business**

**a. Introduction to Draft Prospect Heritage Conservation Area**

D. Jensen gave an introduction of the draft Prospect Heritage Conservation Area. Some of the comments were:

- Neighbourhood residents requested Council introduce a heritage conservation area for the Prospect neighbourhood.
- Council established a working group to consider a heritage conservation area, who along with a heritage consultant documented the historical characteristics of the neighbourhood, created design guidelines for future development in the area, and prepared a proposed schedule of properties.
- The process to implement a conservation area includes amendments to the Official Community Plan through a bylaw process, which would require a public hearing.
- Staff are undertaking neighbourhood consultation, advising residents of the proposed conservation area and inviting feedback.
- Consideration is being given to the heritage alteration permit process, and how proposed work would be addressed for scheduled and non-scheduled properties.
- HCA guidelines are contained in separate schedules, to be used dependent upon the activity proposed.
- Zoning and OCP land use designations do not change with introduction of the HCA.

### **Commission Comments**

Commission members stated the proposed Prospect Heritage Conservation Area guidelines are very thorough. Some of the comments included:

- questions the column headings of recommended and not recommended;
- metal roofs should be permitted and there are historic examples of such, where cedar roofs contain toxic chemicals and are not as durable;
- guidelines may be too prohibitive for encouraging energy efficiency in homes, and we need to be promoting sustainability and allowing for net zero passive homes;
- appears the guidelines would prohibit seismic upgrades;
- accessory structures should be permitted to vary significantly from the architectural form of the main building, where it might be more appropriate for a contemporary structure that is not visible from the street;
- page 55, the word 'match' should be changed to 'compliment' as the national guidelines do not recommend replication or mimicry of historic buildings and elements.

### **5. Old Business**

None

### **6. Information Items**

a. K. Leach will attend the December 10, 2019 meeting of the Heritage Commission.

b. OCP Implementation Measures

D. Jensen advised that the District continues to improve formal reporting, for example, through the Financial Plan and the Corporate Plan, and noted that the Housing Needs Report will also provide some useful data.

c. Secondary Suite Update

D. Jensen noted that staff are reviewing a draft report provided by the consultant, and anticipate bringing information forward upon completion of the Housing Needs Report process. She also noted that Council has not provided staff direction on moving forward with duplex zoning.

Commission members noted that they have previously recommended to Council to legalize nonconforming duplexes.

### **7. Next Meeting**

The next regular meeting of the APC is scheduled for Tuesday, January 7, 2020.

### **8. Adjournment**

The meeting was adjourned at 5:47 pm.