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**Minutes of a Meeting of the Otter Point Advisory Planning Commission
Held January 7, 2013 at Otter Point Fire Hall, 3727 Otter Point Road, Otter Point, BC**

PRESENT: Sandy Sinclair (Vice Chair), Anne Miller, Al Wickheim
Staff: June Klassen, Local Area Planning Manager; Wendy Miller, Recording Secretary
ABSENT: Sid Jorna (Chair), Bud Gibbons
PUBLIC: 11

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

1. Elections

June Klassen called for nominations for the position of Chair and Sid Jorna's name was put forward. June Klassen advised that Sid Jorna relayed that he would stand for the position. June Klassen called for nominations a second and third time and hearing none Sid Jorna was declared Chair.

June Klassen called for nominations for the position of Vice Chair and Sandy Sinclair's name was put forward. June Klassen called for nominations a second and third time and hearing none Sandy Sinclair was declared Vice Chair.

2. Approval of the Agenda

MOVED by Al Wickheim, **SECONDED** by Anne Miller that the agenda be approved.

CARRIED

3. Approval of the Supplementary Agenda

MOVED by Anne Miller, **SECONDED** by Al Wickheim that the supplementary agenda be approved.

CARRIED

4. Adoption of the Minutes of June 20, 2012

MOVED by Anne Miller, **SECONDED** by Al Wickheim that adoption of the minutes of the meeting of June 20, 2012 be tabled to the next meeting.

CARRIED

5. Planner's Report

June Klassen advised that a report outlining a series of OCP principles pertaining to settlement and extension of water has been awaiting consideration by the Board since August. It is anticipated that this report will be considered by the Planning, Transportation and Protective Services Committee or the CRD Committee of the Whole in January. Should the report not be considered this month, the second draft of the OCP reflecting community input to date will be referred for further comment.

June Klassen responded to questions from the APC and the public confirming that the referral process has been revised. Rezoning applications in the Rural Resource Lands and OCP amendments will be referred to the CRD Board for a determination of consistency with the Regional Growth Strategy at the start of the application/amendment process. June Klassen further advised that options regarding the buffer associated with the Protection of

Farming Development Permit Area will be presented when review of the second draft of the OCP proceeds.

6. Rezoning Application

a) **Z-05-12 – Strata Lots 1, 2 and 3, Section 16, Otter District, Plan VIS7096 (CRD – 7450 Butler Road/Sooke Business Park)**

June Klassen spoke to the staff report outlining the CRD proposal to locate and build a new multi-purpose administrative office within the Juan de Fuca Electoral Area. It is proposed that a new office building to house Juan de Fuca services be located at 7450 Butler Road within the Sooke Business Park. The building would have offices, meeting space, storage facilities, parking and accessory uses. The permitted uses reflect a range of potential community uses that might be accommodated on the site.

At its meeting of December 12, 2012, the CRD Board supported the Land Use Committee recommendation to proceed with referral of proposed Bylaw No. 3870 to rezone three parcels from General Industrial M-2 to a new Public Institutional P-4 zone. It was advised that there is an option to purchase the three parcels pending rezoning.

Director Hicks presented a virtual tour of the proposed building. It was advised that the current building lease expires December 31, 2013. Annual rent is approximately \$117,000; utilities are approximately \$17,000. It was advised that the three lots cost \$400,000 and that the building is anticipated to cost \$900,000. The building would encompass two lots, housing Juan de Fuca Planning, Building Inspection, Parks, Emergency, and Search and Rescue. The CRD Board has authorized the borrowing of up to 1.5 million (Office Facilities Capital Reserve Fund). There will be no increase to property tax as annual building costs will equal the costs associated with rental of the current building. The building is expected to be paid off in fifteen years with construction starting in June 2013.

Director Hicks responded to questions advising that:

- a second storey was not considered due to cost/space needs
- shower facilities are not included in the proposed building
- it is hoped that a stand-alone facility for Search and Rescue with shower facilities can be considered in the future on the third lot
- building will be serviced by an engineered water system
- a second storey can be considered above the office space
- there may be opportunity to utilize gas tax money for the heating and water systems, reducing utility costs further

Lynne Wormald, Otter Point, forwarded support for the size of the building noting that the building is not too small.

June Klassen outlined the proposed Public Institutional P-4 zone and spoke to proposed permitted uses. It was advised assembly uses would allow for community events. Commercial uses would allow for retail sales associated with such community events as a craft sale, art sale or country market. Restaurant use would allow a private coffee service kiosk should such a service be considered to offset building costs. Recreation would include such activities as community yoga, fitness, Karate or quilting classes. Vehicle parking would accommodate parking requirements for community events. It was noted that current definition of country

market is restrictive, specifying the day and time for market events. Amendment of the definition would require amendment to every parcel that has country market as a permitted use. June Klassen responded to APC members confirming that the proposed zone is specific to the three parcels and that the CRD will be the primary user of the meeting space but that the space could be made available to the community.

Arnie Campbell, Otter Point, spoke to his written submission noting that the Otter Point & Shirley Residents and Ratepayers Association supports the proposal and rezoning. All questions included in the written submission have been answered at tonight's meeting.

Heather Phillips, Otter Point, stated support for deleting commercial uses and restaurant uses from the proposed zone as a means of being fair to existing commercial retailers and restaurateurs. To support community use at the building and at the site, it was asked that country market be considered as a permitted use and that country market be amended to better reflect a broader definition. It was stated that the proposed building's primary use will be an administration building and, although community access may be supported, the building does not replace the need for a community hall in Otter Point. It was stated that the current definitions of commercial and restaurant use are too broad and that sale of the property in future would allow for establishment of a full restaurant.

June Klassen responded to APC members advising that there is a process for addressing assets held by the CRD should there be a change in governance. In response to comments received regarding change in ownership, June Klassen suggested changing the zone from Public Institutional P-4 to Juan de Fuca Public Service Building P-4. June Klassen confirmed that the kitchen will be limited to office/meeting use. June Klassen stated support for maintaining commercial use to accommodate all community events and stated no objection to removing restaurant use if supported.

John Brohman, Otter Point, stated concern with building cost, land cost and the potential that the project could go over budget. John Brohman commented on economic trends, noting that building numbers are down and that staffing needs may be impacted. John Brohman stated no support for the current rent charge. It was noted that there are other CRD holdings in Jordan River and Langford and that there are other rental buildings in Sooke.

Director Hicks advised that there is potential to divide the building should rental revenue be required.

June Klassen responded to Diana and Don Hunt, adjacent property owners, confirming that, should the property be sold, the new owners would have to rezone the property. Diana Hunt stated support for the proposal noting that concerns regarding a second storey, restaurant, building size and rear setback have been addressed.

Heather Phillips reiterated support for reflecting country market as a permitted use, noting that review of the definition is timely as it is understood that amendments to Bylaw No. 2040 are being considered. Heather Phillips stated more support for

commercial use and restaurant use as it is understood that the property would have to be rezoned should the CRD not own the property.

June Klassen and Director Hicks responded to funding questions advising that

- the CRD Board has already authorized borrowing for the land and building
- no referendum is required
- the proposal will not impact taxes
- electoral area residents will continue to contribute proportionally for services including the building

MOVED by Anne Miller, **SECONDED** by Al Wickheim that the APC support the Juan de Fuca Public Service Building P-4 zone as outlined. **CARRIED**

An APC member stated support for the proposed water system and support for greater food preparation capacity in the event of an emergency.

Director Hicks confirmed that the cell phone tower is located at the rear of Sooke Business Park.

7. Adjournment

MOVED by Anne Miller, **SECONDED** by Al Wickheim that the meeting adjourn.

CARRIED

The meeting adjourned at 8:15 p.m.

Chair