

**Tuesday, Nov 7, 2023**

Attn: Kasha Janota-Bzowska  
Planning and Community Development  
City of Victoria  
1 Centennial Square, Victoria BC

**2540 Shelbourne Street – Letter of Revisions**



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This list is intended to summarize the major points of architectural revisions that are proposed in response to comments received in reviews with CoV planning staff.

In addition, I have outlined below how we have addressed Conditions to be met in the Alternative Motion 1 from Committee of the Whole Report dated October 19, 2023.

- a. *an updated shadow study showing impacts at three times of the year as well as a range of times during the morning, afternoon, and evening*  
Refer to Sheet A002 – Shadow Study
- b. *a revised site plan to indicate that any signage proposed in the Statutory Right of Way (SRW) is temporary until such a time that the SRW will be utilized by the City, to the satisfaction of the Director of Engineering and Public Works*

Refer to Sheet A101 – Site Plan

- c. *a revised site plan to consider the provision of one on-site van accessible parking space*

Reviewed with planning staff and not possible with current site plan.

- d. *a revised landscape plan and providing construction details and locations of the proposed retaining walls on site and grade changes within the protected root zones of all trees*

To be included in landscape revisions.

- e. *revisions to the arborist report commenting on potential impacts to bylaw trees OS1, OS2, OS6, OS10, OS11, OS13 and OS14 from retaining wall construction and associated grade changes on the site satisfactory to the Director of Parks, Recreation and Facilities*

Arborist letter and notes pending.

- f. *revised architectural plans to include treat roof areas via rain to mitigate increases to site impervious areas satisfaction of the Director of Engineering and Public Works.*

Refer to Sheet A101 – Site Plan

g. *provide an update in writing on the existing tenants requiring additional assistance, and if necessary, a revised Tenant Assistance Plan, to the satisfaction of the Director of Sustainable Planning and Community Development.*

To be provided by owner.

We look forward to your feedback on our proposed revisions. Please call me directly if you have any questions or concerns.



Sincerely Yours,

Alex McCumber, Architect AIBC, LEED AP  
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**2540 -2542 SHELBOURNE STREET**

**List of Architectural Revisions By Sheet**

**A002 SHADOW STUDY**

- Added Fall Equinox shadow sequence

**A101 SITE PLAN**

- added rain garden at West Property line, adjustments to grading to allow runoff to raingarden

**A301 ELEVATIONS**

- adjusted drive slope for rain garden drainage

**A302 ELEVATIONS**

- adjusted drive slope for rain garden drainage

**End of Revision list.**



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