

CITY MAIN COMMENTS:

1. Development Services Division Comments

1.1. Siting and massing

- 1.1.1. *The requested Statutory Right of Way (see Engineering and Transportation comments) will have impacts on the siting and massing of the building. It may be feasible to shift the building slightly toward Douglas so some of the massing is retained, though you'll want to retain at least a portion of the frontage could still be viable for street trees, which need a minimum setback from buildings (see Parks comments). As a note on the request for an SRW- the Provincial Bill 16 that was enacted earlier this year currently allows for municipalities to require SRWs and road dedications for non-rezoning applications. The City is looking at future policies to approach this in a consistent way and this proposal should consider this potential so that the development is not in conflict with a potential future SRW or dedication requirements.*

We are now incorporating the new SRW of 3.95m on Burnside Road. To accommodate this, the building has been shifted towards Douglas Street, resulting in the following updates:

- **Setbacks:** The project setbacks have been reduced to 0.2m on Douglas Street and 0.18m on Burnside Road (in addition to the 3.95m SRW) (Sheet A1.2).
- **Building Height:** The building now features updated average height and maximum height measurements (Sheets A3.2, A3.3, A4.1, and A4.2).
- **Parking Redesign:** The parking layout has been revised, resulting in the loss of three parking stalls from the previous option. We now propose 13 parking stalls. The parkade operates as a one-way road crossing the lot, with entry from Douglas Street and exit onto Burnside Road (Sheets A1.2, A2.1, and A2.4).
- **PMT Relocation:** The Pad-Mounted Transformer (PMT) has been relocated to a new location (Sheets A1.2, A2.1, A2.2, and A2.4).

- 1.1.2. *The height variance is generally considered supportable given the overall massing of the building and the location along Douglas, which is suited to slightly taller buildings to create a proportional street wall, consistent with the Revitalization Guidelines for Corridors, Villages and Town Centres.*

Due to the new building location, we have established a new average grade. Additionally, the client requested that an 11-foot delivery truck be able to pass beneath the building. To accommodate this, we have provided extra height to Level 2, ensuring 12 feet of clearance above the road access. (Sheet A4.2)

1.2. Materiality

- 1.2.1. *The reflective and transparent glazed design intent is noted, however glass clad buildings generally perform poorly in terms of internal environmental control and energy efficiency (particularly given the large West facing façade) as well as bird collisions. Additionally, the high level of reflective glazing effectively closes the building off to the street, where policy requires a pedestrian friendly street interface for Douglas Street because it is a multi-modal corridor. To address this, at the upper levels please consider the extent of glazing and reflective glazing, a higher wall to window ratio and interventions such as fritted glass, fins and louvers.*

We have removed the reflective glazing and replaced it with metal cladding, and the openings have been redesigned. The ground floor has also been made more open and inviting for pedestrians (Sheets A2.1, A2.2, A2.3, A3.2, A3.3).

- 1.2.2. *The above comment notwithstanding, while folded concrete form of the building is also noted, the blank wall at the North could benefit from some strategic articulation such as some strategically placed windows.*

The north blank wall has been redesigned. The Level 3 element now extends outward, adding visual interest and activating this wall (Sheets A2.3, A3.2, A4.1, A4.2, A5.1).

- 1.2.3. *While the water feature at the corner could potentially provide a pleasant sound for people waiting at the nearby bus stops, experience has shown that these very frequently end up being turned off after a few years unless secured by a legal agreement. There is an opportunity here to create a more pedestrian friendly intervention that supports the more multi-modal future of this corridor. This could potentially include a mini plaza approach.*

The water feature has been removed and replaced with a feature metal sculpture of a chair, which is now surrounded by a lush native rain garden (Sheet A1.2, SKL.01).

- 1.2.4. *Related to above, the corner at street level does not read as creating a particularly inviting pedestrian experience. Consider enhancements to impro this such as additional glazing or shifting the glazing along Douglas Street closer to the corner. An additional access point could also address this and provide future flexibility for the use of the space.*

We have reviewed the comments and reanalyzed the site. The reality is that there is limited pedestrian traffic originating from the road intersection, making a plaza in that location less meaningful. Most pedestrians come from the north to access the bus stops. Therefore, we have focused on enhancing the waiting experience at the Douglas Street bus stop by providing covered custom benches and planters.

1.3. Additional Comments

- 1.3.1. *A variance for one long term bicycle stall is required. Consider revising your plans to meet the requirement of 9 long term bicycle stalls. Please also consider space for cargo bikes.*

This is incorrect; we were showing cargo bike parking in the previous submission. They are numbered as 11 and 12 in this latest submission. Additionally, bike parking spaces 13–19 are now all horizontal parking (Sheet A2.1).

- 1.3.2. *NOTE: The Plan Check for the proposal has outstanding issues/ missing/ or incorrect information. Please ensure that your resubmission addresses these items. If you need clarification on any of the items contained in the Plan Check, please contact the Zoning Administration staff as noted on the Plan Check.*

Understood. These items have been resolved:

- *Setback: See response 1.1.1.*
- *Parking size: Verified (Sheet A2.1).*
- *EV Energized Readiness: Provided on plans for Parking 2 and 3 (Sheet A2.1).*
- *Parking Setback: Exceeds 1m on both streets (Sheet A2.1).*
- *Long-Term Bicycle Parking: Includes 2 cargo spaces and 7 horizontal spaces (Bike Parking 11 to 19) (Sheet A2.1).*

- 1.3.3. *Updated letter to Mayor and Council providing more details on the proposal- The green Building features noted are not really 'Green Building' features and the trees referenced are likely not feasible as per Parks comments. For clarity, this section should be removed.*

Letter has been updated

2. Engineering and Public Works Department Comments

2.1. General

- 2.1.1. *Letters of Engagement (Client-Engineer agreements): Please provide to the City letters of engagement (or Client-Engineer) agreement for all disciplines involved in works within the right-of-way. This should include (at minimum) the Civil Engineering consultant, Landscape consultant, Electrical consultant and others as necessary. The consultants engaged should provide a letter (agreement) which fully outlines their scope of engagement, and may also include items for which they are not engaged. The developer is responsible to ensuring that the consultants provide this concurrent with the resubmission.*

Letter has been resubmitted see pdf : 2900 Douglas St - Civil - Client-Eng Agreement (signed) - 2024.07.04

3. Land Development Review

3.1. Conditions to be met prior to the Committee of the Whole:

- 3.1.1. *3rd Party Utility - Building to be served through underground wires / conduits. Please show servicing location at this early stage of development to ensure that the tree / servicing intent can be realized. You are encouraged to provide any transformation within the development lands and speak to BC Hydro early about servicing and rights-of-way.*

Done. See Civil Set

- 3.1.2. 3.95m Highway Statutory Right of Way as a condition of Development Permit along Burnside Road frontage required as per Transportation comment below. Please note that encroachments into the SRW are to be avoided, and any portion of the structure that adds interior space due to the encroachment is subject to an annual charge if agreed to. Please avoid encroachments in the design, excepting potential canopy and roof overhang which is to be identified relative to the property line and line of SRW.

Done, see answer 1.1.1

- 3.1.3. It is the City's intent to request the area of SRW previously noted be dedicated as ROAD and provided to the City prior to the issuance of a Building Permit.

Done (Sheet A1.1, A1.2, A2.1, A2.2, A2.3)

- 3.1.4. An encroachment agreement may be required as the current design encroaches into the required road dedication. Please note that annual charges will apply to this agreement.

We do not require one.

3.2. For Information prior to Building Permit Submission/Approval:

- 3.2.1. The Civil designer must show all existing survey monuments on all plan submissions (including 3rd party design / utility submissions) and is to note those monuments that will be impacted by the development and associated works. Any monument located within 0.5m of an area of works is to be considered destroyed. As per Bylaw 22-028; the City will charge the developer \$2,000 per impacted monument as a fee at the time of Building Permit (non-refundable). Please ensure that the Civil submission drawings include existing monument locations.

Done. See Civil Set.

4. Transportation Review

4.1. Conditions to be met prior to the Committee of the Whole:

- 4.1.1. Please describe how commercial deliveries will be made to this property as well as waste and recycling collection. Bins are not permitted to be placed on the public right of way and on-street parking adjacent the property may be removed for active transportation and urban forestry purposes.

The project is solely a showroom, with furniture on display exclusively for showcasing purposes. When a client purchases furniture, it will be delivered directly to their home from an off-site storage facility. The truck responsible for picking up new and old furniture for the showroom will access the parkade only during closing hours, minimizing any disruption to operations or traffic.

Regarding waste management, the waste generated by this project will be less than that of a single-family dwelling. Waste bins will be stored in the storage room and moved to the street only during designated pick-up times.

- 4.1.2. Please confirm all proposed driveway crossings comply with the City of Victoria Highway Access Bylaw including driveway crossing widths and grades of the driveway within the lot.

The driveway crossing from Douglas Street complies fully with both its width and grade.

The driveway crossing from Burnside Road, however, complies only with its width. Due to the new Statutory Right-of-Way (SRW), we were unable to achieve the required 3% slope for the 6 meters beyond the property line. Instead, the slope is at 7.5% (Sheet A2.1).

- 4.1.3. As a condition of Development Permit, staff will request a 3.95m Statutory right-of-way on the Burnside Road frontage for the reasons expressed below.

Done, see answer 1.1.1

4.2. For Information prior to Building Permit Submission/Approval:

- 4.2.1. As a condition of building permit staff will require the SRW established as a request of Development Permit be converted to 3.95m highway dedication (road) on the Burnside Road frontage to help achieve Council approved active transportation and urban forestry objectives. A plan revision is required to remove all proposed parts of the building including, utility (PMT), stairways, ramps, walls, landscaping and parking from this area and ensure appropriate building and driveway grade modifications to allow this area of highway dedication to drain toward the gutter at between 1 and 3%. A new public sidewalk will be located adjacent the new property line along the Burnside Road frontage.

Done, see answer 1.1.1

5. Underground Utilities Review

5.1. Conditions to be met prior to the Committee of the Whole : No Objections

5.2. For Information prior to Building Permit Submission/Approval:

- 5.2.1. The applicant is required to retain the services of a Qualified Professional to characterize soils to be excavated and removed from the jobsite in order to inform the disposal location and ensure compliance with Provincial Legislation. The soil assessment must include samples from proposed service trench locations, with a report to be provided to the City. This is required to allow the City to provide the most accurate estimate and to install the new services most efficiently. The cost to serve (including sampling and disposal of soil) is through a fees established through Bylaw, and for more information, refer to the City of Victoria's FAQs found on the City's website.

In progress

- 5.2.2. Additionally, soil from a property with a current or former BC CSR Schedule 2 Activity must comply with provincial soil relocation requirements, including the one-week notification period prior to soil relocation.

In progress

- 5.2.3. A Street Occupancy Permit from Transportation Engineering will be required for work in the roadway.

Understood

- 5.2.4. Prior to commencement of excavation or soil relocation, contractors shall be registered under Bylaw 14-071, Schedule G: Code of Practice for Construction and Development Activities. Contact Adam Steele, Stormwater Management Specialist, at 250.361.0318 or asteele@victoria.ca to register.

Understood

6. Stormwater Management Review

6.1. REQUIRED for staff support:

- 6.1.1. As per Burnside Gorge Neighbourhood Plan, Please incorporate stormwater treatment into the site design. Please incorporate permeable paving into parking area, and manage roof water runoff through rock reservoir, rain garden or similar. Please see the City's [Rainwater Management Standards](#) for details.

A rain garden has been added to the project.

The parking area has been reduced and replaced with additional landscaping, increasing the amount of permeable surface area on the site.

6.2. FOR INFORMATION Prior to Building Permit:

- 6.2.1. Please include a rainwater management plan with design details and product specifications for site rainwater management

In progress

- 6.2.2. Please show the locations of all proposed on-site drains and their connection to the City storm drain main on the building permit plan submission.

In progress

- 6.2.3. Indicate on the building permit plan submission, in square metres, the:

- site impervious areas (building roof areas/hardscape)
- landscape areas

- rainwater management areas (permeable paving green roof, etc.)
In Progress

7. **Parks Division:**

7.1. **Conditions to be met prior to the Committee of the Whole:**

7.1.1. **General**

- 7.1.1.1. Coordinate site, landscape, site servicing (civil) and arborist tree management plans showing proposed all SRWs or dedications, frontage improvements, existing and proposed services, as well as 3rd party utilities (BC Hydro, Telus, Fortis gas, etc.), consolidated outside of tree protection zones of existing trees and potential new tree planting locations. See "For information prior to BP" comments (at bottom of Parks comments).
Done
- 7.1.1.2. Coordinate new street tree planting on all plans, in accordance with the Subdivision and Development Servicing Bylaw No. 12-042, Schedule C. Add the following notes:
- "New boulevard tree – species to be determined by Parks".
 - "Street tree planting locations, species selection, and the number of trees is subject to approval by the City of Victoria Parks Division".
 - Note: Refer to SDS Bylaw, Schedule C, and Transportation comments for public realm improvement requirements.
- Done
- 7.1.1.3. Coordinate all plans to clearly show any proposed building overhangs, awnings and balconies using dashed line(s) and notations (call-outs).
Done
- 7.1.1.4. Confirm all underground structures requiring waterproof membranes are setback a minimum of 5m from proposed street trees to prevent future conflict and impacts from membrane repairs.
All new proposed street trees are more than 5m away.
- 7.1.1.5. Confirm building overhangs do not encroach required road dedications. See "For information prior to BP" comments (at bottom of Parks comments).
Building has been relocated within the property line.
- 7.1.1.6. Please add metric bar scales to all drawings.
Done, see answer 1.1.1

7.1.2. **Arborist report & tree management plan**

- 7.1.2.1. Submit a arborist report per the Tree Protection Bylaw No. 21-035, Schedule C.
Done
- 7.1.2.2. Submit a tree survey and arborist tree management plan, per the tree bylaw, Schedule B, prepared by an ISA Certified Arborist with TRAQ.
Done

7.1.3. **Tree Minimum**

- 7.1.3.1. Confirm the lot will achieve at least the minimum required number of replacement trees once all trees are planted, per the tree bylaw, Section 21 and Schedule F. The subject site has an area of approximately 1660m² and the tree bylaw, Schedule F, requires that properties of this size have at least eight [8] bylaw-protected trees on site following development.
Site area is actually 1323 m² after the road dedication. We would need approximately 7 trees. We are providing 8 new prime location on the new SRW/ Road dedication the city has requested from us.

7.1.4. **Replacement tree plan**

- 7.1.4.1. Submit a replacement tree plan prepared by an arborist or landscape architect, including:
- 7.1.4.1.1. Select trees from Part 1 of Schedule E replacement species tree list, with proposed trees reaching at least 10m height at maturity. Where soil volumes or spacing does not allow for Part 1 trees, consideration will be given to Part 2 of Schedule E replacement tree species, at 2:1 replacement.
No trees have been selected for this project as there is no room on site for any proposed replacement trees. We have suggested the only option which would be Cash In
- 7.1.4.1.2. Ensure proposed tree planting meets siting, soil volume requirements, per the tree bylaw, Schedule E.
indicated in the notes on the Landscape Plan
- 7.1.4.1.3. Provide a completed soil volume table, ensuring each separate planting area containing a replacement tree shall be included and calculated in accordance with the tree bylaw, Schedule E.

The applicant must demonstrate that appropriate soil volume will be provided for any Replacement Tree in accordance with the recommended targets in the tree bylaw, Schedule E, Section 3 and 4, or as approved by the Director. Refer to the soil volume table example in Schedule E, Section A, Part 2(g).

There is no proposed replacement tree planting on-site and therefore no soil volume table or calculations have been indicated on site.

7.1.5. Site Plan

7.1.5.1. Please show all trees, ID #'s, critical root zones and canopy spread for trees to be retained (trunk – scaled circle to represent the trunk where it meets the ground, protected root zone (PRZ) – scaled solid bold circle, and canopy – scaled fine dotted-line circle). Trees proposed for removal shall be identified with a red 'X'.
Done

7.1.5.2. Show proposed trees to match landscape plan.
Done

7.1.6. Landscape Plan

7.1.6.1. Please show all trees, ID #'s, critical root zones and canopy spread for trees to be retained (trunk – scaled circle to represent the trunk where it meets the ground, protected root zone (PRZ) – scaled solid bold circle, and canopy – scaled fine dotted-line circle). Trees proposed for removal shall be identified with a red 'X'.
Done

7.1.6.2. Please indicate how 30% vegetation proposed on private property is composed of native plants, food-bearing plants or provides pollinator habitat as outlined in the Design Guidelines for: Multi-Unit Residential, Commercial, and Industrial (2019).
Done

7.1.6.3. Proposed street tree locations and species selection requires Parks approval. Proposed street tree locations must be indicated and shall respect the minimum offsets from infrastructure outlined in Victoria Subdivision and Development Servicing Bylaw, Schedule C. Trees planted 1.0m or less from curbs or sidewalks are to have root barriers to protect civil infrastructure. Please contact Rob Hughes, rhughes@victoria.ca and also copy treepermits@victoria.ca 48 hours prior to the required inspection time to schedule an inspection. Please include the following notes for street tree planting:
Done

7.1.6.3.1. Street trees must have one dominant central leader or single straight trunk, 6-8 cm diameter caliper measured 15 cm above ground, and a well-balanced crown with branching starting at 1.8 m - 2.5 m above ground. Trees must be planted per the City of Victoria Supplemental Drawing SD P4 (Tree Planting in Boulevard) or the Canadian Landscape Standard.
Done

7.1.6.3.2. Required Parks inspections for street tree planting:

7.1.6.3.2.1. Inspection of soil and planting area prior to planting.

7.1.6.3.2.2. Inspection of tree stock prior to planting.

7.1.6.3.2.3. Inspection of installed tree. Trees must be in good health and condition with no visible signs of disease, insect pests, or damage, and comply with the latest version of the Canadian Landscape Standard.
Done

7.1.6.4. The details for the seed and sod boulevard can be found in Schedule B3-4. (Please ensure that adequate soil volumes for the proposed street trees are installed in grass boulevards). Please contact Tom Sherbo, tsherbo@victoria.ca and copy treepermits@victoria.ca 48 hours prior to the required inspection time to schedule an inspection. Please include the following notes for grass boulevard inspections:
Done

7.1.6.4.1. Required Parks inspections for seed and sod boulevard:

7.1.6.4.1.1. Inspection of excavated and scarified subgrade prior to backfill.

7.1.6.4.1.2. Inspection of installed, rolled and prepared growing media prior to sodding.

7.1.6.4.1.3. Inspection when the installed turfgrass meets the conditions for total performance as required in the Current Edition of the Canadian Landscape Standard.
Done

7.1.6.5. Please include the following notes for Soil Testing of Growing Medium:

7.1.6.5.1. A soil test for the growing media, for each landscape application on City Property must be submitted to the City Parks treepermits@victoria.ca for review at least one week prior to soil placement. Growing media must meet the standards for each specific landscape application as required in the current edition of the Canadian Landscape Standard.
Done

7.1.6.6. Please include the following notes for Schedule B3-4 and Schedule C:

7.1.6.6.1. *The Victoria Subdivision and Development Servicing Bylaw No. 12-042 and the associated Schedules can be found on the City of Victoria Bylaws webpage.*

[Done](#)

7.1.6.7. *Consider improved public realm design at the corner of Douglas St. and Burnside Rd. E., showing garden area/planting area and incorporate tree(s), if possible.*

[Done](#)

7.1.7. Site Servicing (Civil) Plan

7.1.7.1. *Show all existing municipal trees, as well as site and neighbour's trees to be retained, including ID #'s, critical root zones and canopy spread for trees to be retained (Trunk – Scaled circle to represent the trunk where it meets the ground, PRZ – Scaled Solid bold circle, Canopy – Scaled fine dotted-line circle). Trees proposed for removal shall be identified with a red 'X'.*

7.1.7.2. *Show all proposed municipal trees.*

7.1.7.3. *Show existing and proposed locations of sanitary sewer, storm drain, and water, as well as third party utilities (such as gas, BC Hydro, and telecommunications). The locations of pad mounted transformers, kiosks, vaults, and conduits can significantly impact design feasibility. Pad-mounted transformer to respect protected root zones and to be located fully on private property.*

7.1.7.4. *Please show a separate water service and sleeving under hard surfaces on the site servicing plan for irrigation of the trees and turf in the boulevard, in accordance with the Subdivision and Development Servicing Bylaw. Include the following notes:*

7.1.7.4.1. *All irrigation work, including required inspections, shall follow the Supplementary Specifications for Street Trees and Irrigation, Schedule C to the Victoria Subdivision and Development Servicing Bylaw 12-042, and comply with the Irrigation Industry Association of BC standards.*

7.1.7.4.2. *Irrigation design shall be submitted for review and approval to City of Victoria Parks no less than 30 days prior to scheduled installation.*

7.1.7.4.3. *Contact Parks at tsherbo@victoria.ca or 250-361-0600 with at least 48 hours (2 business days) notice to arrange for irrigation inspections.*

7.1.7.4.4. *Required Parks inspections for irrigation:*

7.1.7.4.4.1. *Irrigation sleeving prior to backfilling.*

7.1.7.4.4.2. *Open trench mainline and lateral lines.*

7.1.7.4.4.3. *Pressure test.*

7.1.7.4.4.4. *Irrigation system, controller, coverage test, backflow preventer assembly test report required, backflow assembly (incl. inspection tag and testing report).*

7.1.7.5. *Note: installation of the water service to be at the expense of the applicant. Parks is now requesting that 100mm SDR 28 pipe be used for irrigation sleeving under hard surfaces. Installations where a 90-degree bend is required should be installed using 100mm SDR 28 GSX (22.5 degree) long sweeps. Please install at 400mm depth.*

7.2. For information prior to BP:

7.2.1. Road Dedication

7.2.1.1. *As a condition of the DP and building permit staff will request a 3.95m SRW on the Burnside Road frontage to help achieve Council approved active transportation and urban forestry objectives. A plan revision is required to remove all proposed parts of the building including, utility (PMT), stairways, ramps, walls, landscaping and parking from this area and ensure appropriate building and driveway grade modifications to allow this area of highway dedication to drain toward the gutter at between 1 and 3%. A new public sidewalk will be located adjacent to the new property line along the Burnside Road frontage, with increased boulevard incorporating street tree planting per Subdivision and Development Servicing Bylaw No. 12-042, Schedule C. See Transportation comments.*

[Done](#)

7.2.2. Tree Permits

7.2.2.1. *Various tree permits may be required including a work in the protected root zone permit and a tree removal permit. As part of the work in the protected root zone permit, securities for retained trees will be required at a minimum of \$2,500 per tree up to a maximum total of \$50,000. A tree permit for the removal of trees approved for removal may be required. The permit would include securities of \$2,000 per replacement tree up to a maximum total of \$50,000. Please note the maximum amount of \$50,000 for securities is per tree permit.*

Understood

7.2.2.2. A permit to plant trees to meet the tree minimum is free and will be required following BP approval. Please submit a completed Tree Permit Application Form to Treepermits@victoria.ca indicating that Tree Minimum is the reason for applying. If planting within an existing PRZ this should be indicated in your application for PRZ tree permit.
In progress.

7.2.3. Tree Planting in Boulevard Details

7.2.3.1. Street tree planting details should be shown on replacement tree plan or landscape drawings. Parks trees planted 1.0m or less from curbs or sidewalks are to have root barriers to protect civil infrastructure. Refer to the Subdivision and Development Servicing Bylaw No. 12-042, Schedule "B", for City of Victoria Supplemental Drawing SD P4.
In progress.

8. Permits and Inspections Division Comments

8.1. **Conditions to be met prior to the Committee of the Whole:**

The plans were reviewed with the 2024 BCBC. Items to be addressed at this time:

8.1.1. The rear exit stairs from the top floor may be subject to 3.2.3. of the BCBC for protection of exits; it is unclear on the plans.

Rear Exit have been Redesigned and is not anymore subject to 3.2.3. (SHEET A2.3)

8.1.2. Provide travel distance on plans as per the BCBC.

Done

8.1.3. Provide the spatial separations on plans.

Not sure what this is referenced to

8.2. **Item(s) that may be addressed at the time of building permit application:**

8.2.1. Designer to ensure the interconnected floor on all floors is compliant with 3.2.8.2. of the BCBC.

Project have been redesigned with a new enclosed exit. Currently working with GHL to figure out an alternative solution.

9. Fire Department Comments

9.1. **Conditions to be met prior to the Committee of the Whole:**

9.1.1. No comment.

9.2. **For information prior to BP:**

9.2.1. Fire department connection must be installed on the address side of the building, within 45 meters of a hydrant and in a location acceptable to the fire department and where it will not create a tripping hazard or impede exit access/ egress.

Done