

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, FEBRUARY 13, 2018 AT 5:30 P.M.**

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Mark Brown; Sheila Colwill; Ken Johnson; Alvin Lau; Robert Townsend; Katherine Whitworth; and Councillor Sanders, Council Liaison

Regrets: Shirley Leggett, Secretary

Staff: Jane Evans, Planner; Glenys Verhulst, Sustainability Planner; and Rebecca Newlove, Sustainability Manager

Minutes: Moved by K. Whitworth and Seconded by S. Colwill: "That the Minutes of the January 9, 2018 Regular Meeting be adopted as amended."

BIKE PARKING / SITE OPTIONS AT MUNICIPAL HALL

Glenys Verhulst, Sustainability Planner, gave a presentation on Municipal Hall Bike Parking, the current and future demand, and options for the location of additional bike parking facilities. The following information was included in the presentation:

- Currently the demand for bike parking exceeds supply, even in winter;
- The OCP refers to bicycle parking/storage and encourages facilities in all building development;
- This project aligns with the:
 - 2050 climate targets that include an 80% reduction in community and corporate GHG emissions;
 - 2018 Active Transportation Plan targets an increase in bike transportation from now until 2050;

Criteria for locating bike parking include:

- Proximity to entrances (reception for visitors, kitchen and annex for staff)
- Visibility for Security
- Space for shelter in addition to bike racks
- Ease/visibility of bike access from common bike routes
- Lighting
- Impact on existing green/rec space
- Impact on existing car parking
- Impact on muster areas
- Impact on underground services
- Other concerns (e.g. sunlight/views from office windows)
- Heritage Designated Area/Heritage Considerations

A list of locations were reviewed in relation to the criteria. A matrix table comparing each location with the criteria is attached.

Foundation members made the following comments:

- More bike parking opportunities are required and would be a good addition to the Municipal property.
- The location on the plaza is not ideal as it will impede the clear view of the hall and views to Swan Lake which is an important aspect of the plaza and Municipal Hall design. A shelter on the patio would provide room for expansion in the future. Bike stalls without a structure could

be considered for the patio area. Any addition of a structure on or in the patio area would require design that is sensitive to the heritage character of the Municipal Hall.

- A question was raised as to whether staff considered removing a parking stall to accommodate bike parking. Staff responded that there are restrictions on removing vehicle parking stalls.
- Consideration should be given to realigning parking for small vehicles and then using leftover space to carve out bike parking space.
- Consider a location at the north end of the parking area, bordering Swan Lake Nature Sanctuary.
- A question was raised about consideration for pay parking. Staff responded that this alternative has been reviewed in the past and is not being considered as part of this review.
- Option #1 located in front of the Annex building appears acceptable as it is not within the area of the heritage designation.
- Option #2 with an increase in bike stands is acceptable. If any weather protection is to be installed the design should come back to the Foundation for review.
- The location at the main door and Municipal reception is not acceptable. The garden and soft landscaping at this location are considered an important front entry presentation feature. Juxtaposition of soft landscaping and the concrete and glass structure is a design feature.

Foundation members agreed that the project should go forward with the creation of additional staff bicycle parking at option #1 (in front of the Annex) and option #2 (bike parking at the staff kitchen) with any weather protection at this location being sensitive to the Municipal Hall design.

The Foundation is willing to review other ideas or structure design as a next step in the future of the project.

1836 FELTHAM ROAD – SUBDIVISION APPLICATION

The Planner presented information on the proposed subdivision for 1836 Feltham Road.

- The applicant wishes to subdivide the property to create one new lot.
- The lot sizes proposed are in keeping with the RS-10 (Single Family Dwelling) Zone and no variance are required.
- The Registered heritage home at 1836 Feltham Road will be retained and the owner has renovated the home in keeping with the heritage character.
- The new lot will be accessed off of San Lorenzo Avenue that borders the rear of the property.
- The heritage home will not be affected by the subdivision. The heritage home will continue to be viewed from the street.

Comments from Foundation members included:

- The Foundation is happy to hear that the owner is intending to retain the heritage registered home. The home is an interesting juxtaposition of styles and appears to be actively maintained.
- The Foundation recommends that the home be protected by heritage designation bylaw as a condition of subdivision. Staff will look into the possibility of making this request.

MOVED by K. Whitworth and Seconded by K. Johnson: “That the Saanich Heritage Foundation has no objection to the proposal to subdivide 1836 Feltham Road as shown in drawings submitted Nov. 14, 2017 and recommends that the heritage home be protected by a heritage designation bylaw as a condition of subdivision.”

CARRIED

3601 CEDAR HILL ROAD – SUBDIVISION APPLICATION

The Planner presented information on the proposed subdivision for 3601 Cedar Hill Road.

- The applicant wishes to subdivide the property to create two new lots.
- The lot sizes proposed are in keeping with the RS-6 (Single Family Dwelling) Zone and no variance are required.

- The Registered heritage home at 3601 Cedar Hill Road will be retained and the owner plans to retain, renovate and restore the home.
- The new lots will be accessed off of Cedar Hill Road and the existing heritage home and remaining property will be accessed off of Elm Street.
- The applicant plans to retain and restore the stone wall and wooden gate along the Cedar Hill Road frontage.

Comments from Foundation members included:

- The Foundation appreciates the applicant's commitment to heritage home retention and restoration.
- Although the land in front of the heritage home on the property provides historical context to the historic home the Foundation sees the benefit of the subdivision approval for the future retention, restoration and possible designation of the heritage home.
- The Foundation recommends that the home be designated by a heritage designation bylaw as a requirement for subdivision approval. Staff will look into the possibility of this requirement.
- The stone wall along Cedar Hill Road should be recognized within the Heritage Register as a feature on the land in connection to the heritage home.
- Council may wish to include the stone wall as a landscape feature within the designation bylaw.

MOVED by S. Colwill and Seconded by K. Whitworth: "That the Saanich Heritage Foundation has no objection to the proposal to subdivide 3601 Cedar Hill Road and recommends that the heritage home be protected by a heritage designation bylaw as a condition of subdivision. The Foundation also recommends that the owner retain and restore the stone wall and pillars that run along the Cedar Hill Road right of way and requests that the District include recognition of the stone wall and pillars in the Heritage Register and within the heritage designation bylaw."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

Lowest quotes for proposed kitchen renovation included:

Project Management - Donna Riddell, Artistry Design Group Ltd	\$2,800 + GST
Demolition and preparation contractor – Gordon Fair Contracting	\$5,379 + GST
Plumbing – City Service Plumbing & Heating – Labour	\$ 671
- Fixtures	\$ 440
Electrical – Bernie Osborne Electric (2008) Ltd.	\$1,195 + GST
Tile and installation – DECORA Ceramic Tile & Natural Stone	\$1,008.25
Cabinets – CEANESSE	\$5,494.79

- Budget for the project was determined to be \$20,000.00.
- A contingency should be included within the budget.
- Final quotations will be distributed to Foundation members for approval via email.
- Should consider taking the opportunity present a summary of this project to Council as a showcase for best practices in managing a heritage home rental.

MOVED by S. Colwill and Seconded by A. Joyce: "That the Foundation give approval in principal of \$20,000 including GST for the kitchen renovation project at 1248 Burnside Road West."

CARRIED

- There was discussion about the water bill and questions as to whether there could be a possible leak driving the water bill up.

- B. Shuya will request that the tenant read the water meter before and after be away from the property for a length of time.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill plans to do a spring site survey to identify any deficiencies at the property.

TREASURERS REPORT - UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of January 31, 2018:

Grant Account:	\$36,155.96	GIC's: \$32,822.85
Operating Account:	\$ 9,716.06	
Hall House Account:	\$17,725.26	GIC's: \$28,395.93
Dodd House Account:	\$21,917.1	GIC's \$30,508.37

MOVED by A. Lau and Seconded by S. Colwill: "That the Statement of Receipts and Disbursements as provided by the Treasurer be received for information."

CARRIED

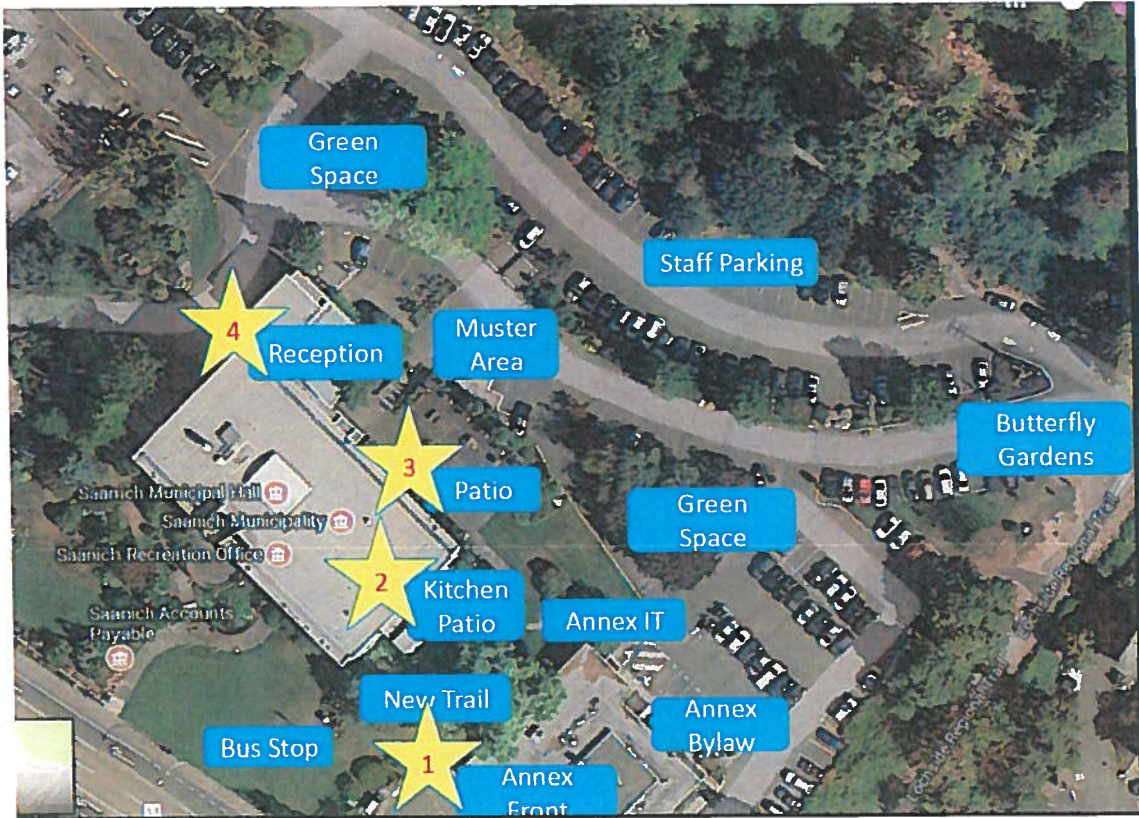
ADJOURNMENT

The meeting adjourned at 6:45 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held Tuesday, March 13, 2018 at 5:30 p.m. in Committee Room #2.

.....CHAIRPERSON



	Close to Entrances	Security	Shelter	Access	Lighting	Outside of Heritage Area	Trees/Native Species	Car Parking	Muster Areas	Underground	Staff Concerns
Annex Front (staff)	✓	✓	✓	✗	✓	✓	?	✓	✓	✓	✓
Kitchen Patio (staff)	✓	✓	✗	✓	✓	✗	✓	✓	✓	✓	✓
Patio (public/staff)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓
Reception (public)	✓	✓	n/a	✓	✓	✗	✓	✓	✓	✓	✓
Green Space	✗	✗	✗	✓	✗	✗	✗	✓	✓	✓	✓
Staff parking	✗	✗	✗	✓	✗	✓	✗	✗	✓	✓	✓
Butterfly Gardens	✗	✗	✓	✓	✗	✓	✗	✓	✓	✓	✗
Annex IT	✓	✓	✓	✓	✓	✓	low	✓	✓	✓	✗
Annex Bylaw	✓	✓	✓	✓	✓	✓	low	✓	✓	✓	✗
Muster Area	✓	✗	✗	✓	✗	✗	✓	✓	✗	✗	✓
Bus Stop	✗	✓	✓	✗	✗	✗	low	✓	✓	✓	✓
New Trail	✓	✗	✓	✗	✓	✗	✗	✓	✓	✓	✓