

**MINUTES**  
**ADVISORY DESIGN PANEL**  
**Saanich Municipal Hall, Council Chambers**  
**Via MS Teams**  
**February 16, 2022 at 3:00 p.m.**

A/Chair: Nicholas Standeven

Present: Illarion Gallant, Jacy Lee, Brad Forth, Dorian Resener; and Janine Wigmore (3:20 pm).

Regrets: Keith Davidoff, Greg Gillespie, Andy Guiry

Staff: Sarah de Medeiros, Senior Planning Technician; Tara Da Silva, Senior Committee Clerk; and Nancy Chaggar, Senior Committee Clerk.

---

**CALL TO ORDER**

The Senior Committee Clerk called the meeting to order at 3:00 p.m.

**NOMINATION OF CHAIR**

Nicholas Standeven was nominated as Acting Chair for this meeting.

**3920 SCOLTON ROAD**

Application by Jane Howard.

This application is for a development permit to convert an accessory building to a garden suite on a large lot. Variances are requested for rear yard setback and interior side yard setback.

**Legal Description:** Lot 2, Section 44, Victoria District, Plan 5460

**Planning File:** DPR00930

**Planner:** Sarah de Medeiros, Senior Planning Technician

**Comments from the Planning Technician:**

- The proposed garden suite will be built as a second storey to the existing accessory building.
- The proposed garden suite is 92.9 m<sup>2</sup>, and the lot size is 1,031 m<sup>2</sup> which is within the bylaw requirements.
- The applicant is seeking variances for the rear and interior setbacks of 1.55 m. The required setback for a two-storey garden suite on a large lot is 3 m for the rear and interior setbacks.
- The Planning Department seeks comments on building design, privacy and impact to adjacent neighbours, and how landscaping may help mitigate those impacts.

**Comments from applicant/owner:**

Tim Rodier, Outline Home Design, presented to the Panel on behalf of the applicant/owner. It was noted:

- The existing accessory building is a garage and was completed in 2016.
- One of the options considered was to tear down the existing accessory building and start

from scratch; this would be a wasteful process. The applicant then explored adding a second storey to the garage as it sits on a large enough lot; however, this option requires variances for setbacks.

- There are existing cedar and laurel hedges along the north and west sides of the property, offering privacy to adjacent lots.
- One of the goals for this project is to remain minimally invasive on the site.
- The proposed garden suite is a small and functional one-bedroom suite with a deck and stair access to the yard below.
- The design intends to keep the two-storey accessory building as a sub-dominant structure to the main house. The roof design is inset and remains well within the required setbacks.
- The northwest (rear) side has potential for a kitchen sink that would overlook the neighbour's yard and could be a frosted window.
- The building height is currently set at 6.0 m; the applicant does not intend to exceed the allowable height limit of 6.5 m.

**In response to questions from the Panel, the applicant stated:**

- The property has three indoor garage spaces: one at the front and two at the back (accessory building). The tenant may use one of the empty garage spaces or the bay at the back.
- The proposed deck could be aligned to the required 3 m setback; this would be an easy revision to make.
- A wall-mounted HVAC system on the lower half of the accessory building would not be an ideal location given the 1.55 m setbacks on the rear and side. If the applicant chooses to install HVAC, more thought and consideration will be put into its location.
- The cedar hedges along the north of the property will grow tall enough to provide privacy from the kitchen window within the next couple of years.

**Comments from the Panel:**

- The Panel appreciates the design and clever reuse of the existing accessory building.
- The quality of the drawings is excellent and provides adequate details for design and functional requirements.
- It is suggested that a tree be planted between the two decks (of the main home and garden suite) and a hedge or other plantings along the amenity space to create privacy.
- The design is not suitable for someone in a wheelchair.
- Efforts to reduce concerns of overlook and privacy are appreciated.
- The window at the kitchen sink adds value, connection to the outdoors, and natural light. There is an opportunity to install a dormer window or something higher to reduce the overlook onto the adjacent property to the north.
- The porch lighting may inconvenience the neighbours to the north.
- A wheelchair user could have a stairlift installed to access the upper deck.
- The applicant should consider taking a bit of space from the bedroom to increase the size of the bathroom.
- The deck's solid guard rail provides added privacy.
- Some consideration should be given to bedroom storage.

**MOVED by J. Lee and seconded by I. Gallant: “That it be recommended that the design to convert an accessory building to a garden suite at 3920 Scolton Road be approved subject to consideration of:**

- 1. Increased separation between the residences’ outdoor amenity spaces using landscaping (such as a tree or hedges);**
- 2. Aligning the deck at the three metre setback;**
- 3. Locating any HVAC systems appropriately to mitigate any noise disturbances to neighbours;**
- 4. Location and type of porch light fixtures to minimize light cast-off;**
- 5. Widening the bathroom to increase accessibility;**
- 6. Provision of storage in the bedroom;**
- 7. Provision of a frosted window in the kitchen to increase privacy; and**
- 8. Potential for future installation of a wheelchair lift.”**

**The Motion was then Put and CARRIED**

The meeting adjourned at 3:43 pm.

\_\_\_\_\_  
**CHAIR**

I hereby certify these Minutes are accurate.

\_\_\_\_\_  
**COMMITTEE SECRETARY**