

**OAKLANDS NEIGHBOURHOOD ASSOCIATION
LAND USE COMMITTEE MEETING MINUTES**

Date: Tuesday, December 1, 2015

Time: 6:30 pm to 7:30 pm PST

Location: Oaklands Community Centre, 1-2827 Belmont Avenue, Victoria, BC

Attendees: Anna Glenny
Ben Clark
Jeff Lougheed
Roberto Melfi

Agenda:

1. Upcoming Applications
2. Tracking Spreadsheet
3. Land Use Application Process
4. Volunteers
5. Oaklands Community Association Board Meeting
6. Large Projects
7. Next Land Use Committee (LUC) Meeting

1.) Upcoming Applications

- The LUC has received 2 calls regarding land use applications.
 - a) Garden Suite Application (Zebra Designs) – 1509 Oaklands Avenue
 - Application would be for rezoning.
 - Applicant inquired about the approach and process for submitting an application.
 - Applicant was told they would need to fill out a land use meeting request form.
 - Applicant is comfortable to wait until January 2016 to schedule a land use meeting.

2.) Tracking Spreadsheet

- The LUC discussed developing a tracking spreadsheet of all the applications the committee receives.
- The spreadsheet would be a Google document.
- Ben indicated he would create a draft of the spreadsheet and Roberto would maintain the spreadsheet by including information as new applications are submitted or updating the status of previous applications.

- Information to include on the spreadsheet:
 - who – applicant and/or owner;
 - what type of application;
 - what the applicant is applying for;
 - dates of meetings;
 - has information been sent to the city; and
 - status of the application

3.) Land Use Application Process

- Ben and Jeff provided information on how the land use application process works.
- The LUC is contacted by the applicant during the planning stage of the proposed development.
- The applicant would discuss with the LUC about the type of meeting they should be holding:
 - the size of the project would determine the type and size of the meeting/community engagement.
- The LUC will set up a meeting date.
- Notes are taken during the meeting, which are then passed on to the community liaison.
- When an application is submitted, it is reviewed against the Official Community Plan and the Oaklands Neighbourhood Association Strategic Plan.
- The LUC represents the opinions and views of the community.

4.) Volunteers

- A discussion was held on seeking potential volunteers to help out with the LUC.
- Specific roles of volunteers would include:
 - help facilitate meetings with applicants (need at least 2 people present, 1 to facilitate the meeting and 1 to take notes); and
 - help maintain the tracking spreadsheet and LUC information on the Oaklands Neighbourhood Association website:
 - make information available,
 - include meeting minutes,
 - provide information from LUC meetings, and
 - examples of projects the LUC worked on.

5.) Oaklands Neighbourhood Association Board Meeting

- The Oaklands Neighbourhood Association Board Meeting was held on Tuesday, November 24, 2015.
- A proposal was brought forward about making use of vacant land in the neighbourhood for affordable housing units:

- the Victoria Micro-Housing Society made a presentation to the board regarding vacant land to build affordable housing units.
- The LUC will follow-up with the Victoria Micro-Housing Society.

6.) Large Projects

- Plans regarding affordable housing in Oaklands Neighbourhood were discussed.
- Consultation with the community would need to be conducted to determine what the community's views are regarding affordable housing.
- The LUC suggested the Victoria Micro-Housing Society could host a discussion with the community regarding affordable housing in the new year (2016).

7.) Next LUC Meeting

- A date for the official LUC meeting with Zebra Designs to discuss their application was determined:
 - The meeting would be held on January 5, 2016 at 6:30 pm PST.