

**Report for the Campus Planning Committee  
Prepared by the Office of Campus Planning and Sustainability**

**Re: Siting of a New Facilities Management Service Building**

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**Purpose:**

The purpose of this report is to review planning and public engagement considerations related to a proposed new service building on campus to accommodate Facilities Management Department activities and to provide a recommendation for the siting of the building.

**Recommendation:**

*That the Campus Planning Committee recommend to the President that the new service building for the Facilities Management Department be located to the north of the Saunders Building, in the area where the two greenhouse structures are currently located, which are to be removed.*

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**Background:**

The 2015-16 Five Year Capital Plan references the Saunders Building Expansion and Renovation project. It refers to the fact that new developments on campus over the last ten years have been provided needed maintenance, custodial and other support from the Facilities Management Department (FMGT). With the growth in the built environment, there is a maintenance space shortfall on campus with the existing space meeting only 75% of the Ministry's standards. In order to address this space shortfall, along with related operational and safety issues, planning work has been undertaken for a phased expansion and renovation project.

FMGT have recently completed a study on possible expansion and renovation arrangements for the Saunders complex. It considered the main administration building, along with the shops that are located to the north and the west. The study objectives included providing additional space, seismic, safety and environmental upgrades to operations and maintenance facilities and the construction of a new vehicle and grounds services and storage building. The seismic component is an important part of the project given facilities management's role responding to on campus emergencies. A need to reorganize the shops to better serve their operations and to expand and renovate the administration building to provide better linkages among the Department's activities and enhance opportunities for better collaboration, was also identified.

The project is intended to be developed and implemented in three phases. Once all three phases are complete, the Facilities Management (FMGT) Department will have gained approximately 13% more space. This report addresses the first phase and the proposed site of a new building.

**Project Description:**

Phase one of the project consists of the deconstruction of the two greenhouses and the construction of a new service building, approximately 533 m<sup>2</sup> in size to the north of Saunders building. The greenhouses are older condition and are no longer fully utilized.

It will house the vehicle repair shop, the fabrication and welding shop as well as grounds maintenance support space. These units are currently located in the two main shop buildings. Relocating these units out of these buildings will allow for the internal expansion of the existing

trade shops. The remaining space will accommodate the relocation of the shop storage space currently located in Q Hut. The space in Q Hut will be vacated and made available to other units. The phase one project cost is estimated at \$2.8M.

Jenson Chernoff Thompson Architects have been retained by the university to develop the plans for the new structure and have initiated preliminary work on the design drawings in consultation with FMGT. The project has been targeted to meet the Leadership in Energy and Environmental Design (LEED) system gold certification level. A LEED consultant has been retained to guide the certification process.

The proposed site and the building layout are indicated below. More detailed information and graphics of the project will be available at the Committee meeting.

A. Aerial photo of the Saunders complex and the project area



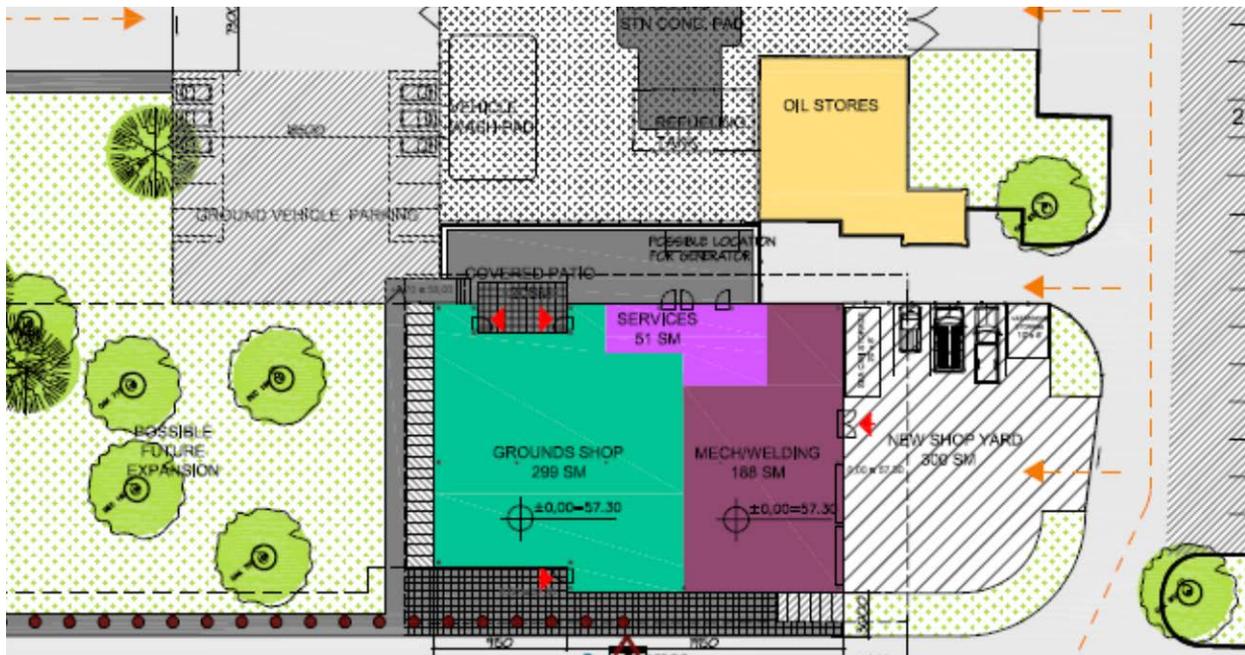
B. Project site map and building layout

**New Service Building**



The project schedule provides for the new building to be ready for the tender process in the fall. Some preliminary discussion on the potential to add to the building by extending it to the area to the west, to accommodate additional space for university purposes, has also been undertaken. These discussions may result in expanding the building to the full site, which would be considered as part of a separate report to the Campus Planning Committee (CPC). This report and siting approval however is only for the FMGT service building as outlined below.

### C. New Service Building and Yard



### Planning Considerations:

#### Campus Plan

The project has been assessed relative to the direction outlined in the new Campus Plan. Its policies direct the university to strive for compact development, harmonious relationships with open space and for the advancement of sustainability in the planning and construction of all new facilities.

Figure 4.2.1 Potential Future Building Sites in the Plan, along with Section 4.2.1.ii Future Building Expansion provides for existing buildings sites, like the greenhouses to be considered for redevelopment or expansion. As a service building, located away from the public realm side of the campus the built form guidelines relating to massing, height, transition and character are not generally applicable.

Layout and operational issues related to other factors such as energy efficiency, stormwater management, access, circulation and waste management will be considerations in the building design development process.

### Municipal approval

Standard permit approvals for the project from the District of Saanich will be required.

Two Garry Oak trees at the west side of the building site may be need to be removed. A landscaping plan will need to provide for their replacement at the 3 to 1 campus standard, along with other landscaping considerations for the project that address the District's requirements.

As the new building impacts the current parking arrangements it will also need to be a factor to be addressed as part of the development approval process. The Saanich Zoning Bylaw standard requires that 11 parking spaces be provided for the size of new building. Taking into account the building footprint space for the greenhouses and the small ancillary building (7spaces) and the loss of current parking spaces for the expansion (5 spaces) a net total of 9 parking spaces is needed to be provided for the project. It is proposed that the 9 additional parking spaces for the project be constructed in the undeveloped part of Parking Lot 7. In this way, they can be addressed as part of the standard building permit process and a separate development variance permit would not be required.

### Engagement

Various on campus and off campus stakeholders may have an interest in the building project. It is not in a public area of the campus but its location is less than 100 metres from the edge of campus and residences within the Gordon Head neighbourhood.

Guidelines are in place to assist in developing an appropriate engagement approach for the project.

#### a) Campus Community

The approaches to campus community consultation processes are guided by the report approved by the Campus Planning Committee in 2005. It provides a set of principles, commitments and good practice considerations and identifies the need for a preparation of a consultation plan for major new projects. The models of consultation vary depending upon the scope, complexity and interest level in the project. They are the project information, consultation and comprehensive planning models.

#### b) External Community

The [Community Engagement Framework report](#) provides for a consistent methodology to be used to determine the overall approach in devising an engagement program for a new capital project. In Step One of the Framework, an assessment of the project details and guidelines is outlined to assist in confirming the appropriate engagement approach.

The Framework references different aspects of projects or impacts of concern and demonstrates that the greater the level of impact, proximity to neighbouring communities and inconsistency with the Campus Plan and zoning bylaws, the greater the need to engage community stakeholders. Possible measures and activities are categorized within a continuum of engagement that extend from "inform," to "consult" and "involve."

An engagement approach in the 'inform' category has been determined for this project. As noted in the attached Table 4.1 Engagement Approach Criteria, the nature and location of the

project will generate limited impacts, with the main items of public interest likely relating to questions on noise or increases in activity levels.

Key activities planned as part of the engagement process for the project provide for:

- Project information to be added to the Campus Planning website, current projects section. It will include a project description, schedule and as they become available, building design and details.
- A project notice and article to be scheduled for publication in the Ring, university website and Campus Checklist, in conjunction with the Communications Dept.
- Information on the planning being undertaken on the project provided to the UVic-Community Association Liaison Committee (CALC) at their June 22<sup>nd</sup> and September meetings.
- Project updates provided on the website and to interested parties, such as the Gordon Head Resident Association (GHRA), as required.

As the project team advances its work on the building design, updates and adjustments to the engagement list of tasks and schedule will be undertaken, as may be necessary.

**Conclusion:**

A review and planning assessment of the proposed new FMGT service building has been undertaken. The project meets the objectives set out in the Campus Plan regarding the functional relationships of new buildings to existing and planned facilities and is on a site suitable for development.

Given its nature and location on campus, some limited engagement and communication activities in the 'inform' category have also been outlined to assist in keeping interested parties on campus and in the neighbourhood, up to date as project development progresses.