

**MINUTES**  
DESIGN ADVISORY PANEL MEETING  
BOARDROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
THURSDAY, 2020-MAR-12, AT 5:00 P.M.

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Present: Gur Minhas, Chair  
Tony James  
Steve Johnston  
Charles Kierulf  
Kevin Krastel  
Marie Leduc  
Kate Stefiuk

Absent: Tyler Brown, Councillor

Staff: L. Brinkman, Planner, Current Planning Section  
L. Nowak, Planning Assistant, Current Planning Section  
L. Nielsen, Recording Secretary

1. CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 5:00 p.m.

2. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. PRESENTATIONS:

(a) Development Permit Application No. DP1175 – 25 Victoria Road

Introduced by Lisa Brinkman, Planner, Current Planning Section.

Kyle Riley, Architectural Technologist/Project Manager of Herold Engineering presented the project, a façade upgrade to the existing building. Upgrades include: brick cladding complimented with fibre cement board, continued reveal treatment, extra support to the canopy, guardrail to retaining wall, and down-lighting for the marquee.

Panel discussions took place regarding:

- Material and colours used to strengthen/identify the front entranceway
- North elevation lighting

It was moved and seconded that Development Permit Application No. DP1175 be accepted as presented. The motion carried unanimously.

Charles Kierulf vacated the meeting at 5:18 p.m. due to conflict.

(b) Development Permit Application No. DP1177 – 191/195 Fourth Street

Introduced by Lainy Nowak, Planning Assistant, Current Planning Section.

Donna Hais, Project Manager with R.W. (Bob) Wall Contracting provided an overview of the project and site. Ms. Hais explained this renovation project is contained within the existing building envelope/footprint and will include changes to the building's exterior. The building changes will result in adherence to current BC Building Code requirements both structurally and seismically.

Alfred Korpershoek, Designer and Charles Kierulf, Architect of dHKarchitects Inc., presented the project. Mr. Korpershoek spoke regarding the overall plan, existing conditions and proposed changes.

- Addition of stairwell on one side
- Original overhead doors will be replaced with new glass panelled doors

Victoria Drakeford, Landscape Architect of Victoria Drakeford Landscape Architect presented the landscape plan and spoke regarding the proposed planting material, taking the Westwood ecosystem (easy to maintain, draught resistant plants) into consideration. Sightlines into the building will be maintained.

Panel discussions took place regarding:

- An explanation was requested regarding the hardscape
- Street trees and newly created landscape area
- Screening of garbage enclosure
- The possibility of adding something to reference the building or area history

It was moved and seconded that development permit application no. DP1177 be accepted as presented with support for the proposed variances. The following recommendations were provided:

- Consider the addition of street trees to the east side of the property;
- Consider adding screening around the garbage bin; and,
- Consider incorporating something to reference the history of the building or the Harewood area.

The motion carried unanimously.

Charles Kierulf returned to the meeting at 5:35 p.m.

(c) Development Permit Application No. DP1170 – 1615 Northfield Road

Introduced by Lisa Brinkman, Planner, Current Planning Section.

Richard Finnegan, Designer of Finn and Associates and Jeet Manhas, Owner of Anayk Home Builders, presented the project and spoke regarding, zoning, building design, building siting and configuration, neighbourhood context and the proposed variances (yard setbacks and landscape buffer).

- Each lower level unit will have concrete patios which will create sound and visual buffers from the road
- The proposed drive aisle surface is concrete, and paving stones are proposed to surface the driveways to the individual units
- A grass strip in the driveways will provide drainage and soften the hardscape
- Planting materials include: red Japanese maples mixed with dwarf dogwood, snowberries and deer ferns in the boulevard; autumn glaze maples along a 6' wood fence with dense shrubbery along the back property line

Panel discussions took place regarding:

- The street presence along Northfield Road
- Ways to enhance unit entranceways along Northfield Road
- The proposed rear yard setback variance and adjacent neighbouring properties
- The possible inclusion of evergreen trees along the rear property line to mitigate overlook and provide a green screen year round
- The need for safe play areas for children onsite
- The need to employ a landscape architect for this project to provide a clear understanding of the landscape plan and details, proposed trees (ie size at maturity), and other planting materials
- Pedestrian access/connectivity from Northfield Road
- Possible Crime Prevention through Environmental Design (CPTED) issues between the buildings
- The possible addition of glazing to side elevations to break building massing, especially along the drive aisle
- The addition of weather protection along the south building elevation
- Refuse storage areas (onsite / unit) and pick up service
- The possibility of shortening unit driveways to exclude the need for a rear yard setback variance

It was moved and seconded that Development Permit Application No. 1170 be accepted for form and character and siting as presented with support for the proposed variances. The following recommendations were provided:

- Produce a landscape concept plan, prepared by a landscape architect, and have the landscape architect return to the panel to present the plan;
- Look at adding 3<sup>rd</sup> storey windows on the side elevations;
- Consider ways to enhance the entries along Northfield Road using both architectural features and landscaping;
- Consider weather protection for the patios along the rear (south) property line; and,
- Consider modifications to the site plan to eliminate the need for a rear (south) property line setback variance.

The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 6:45 p.m. that the meeting terminate. The motion carried unanimously.

  
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CHAIR

CERTIFIED CORRECT:

  
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CORPORATE OFFICER