



AGENDA
DESIGN ADVISORY PANEL MEETING

June 27, 2024, 5:00 PM
Boardroom, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. CALL THE MEETING TO ORDER:

[Note: This meeting will be live streamed and video recorded for the public.]

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

4. ADOPTION OF MINUTES:

5. PRESENTATION:

a. Form and Character Design Guidelines Update

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The City is updating the Form and Character Design Guidelines that inform new commercial, industrial, multi-family, and mixed-use developments. The Form and Character Design Guidelines will replace the existing guidelines in Development Permit Area 8 (DPA8). At this Design Advisory Panel (DAP) meeting there will be a facilitated discussion by consultants BOP (Boniface Oleksiuk Politano) to obtain comments and input from DAP members for the updated design guidelines.

[Note: Presentation to be distributed on Addendum.]

6. OTHER BUSINESS:

7. ADJOURNMENT:

DATE OF MEETING June 27, 2024

AUTHORED BY LISA BRINKMAN, MANAGER, COMMUNITY PLANNING
LAINYA ROWETT, MANAGER, CURRENT PLANNING

SUBJECT FORM AND CHARACTER DEVELOPMENT PERMIT GUIDELINES PROJECT

OVERVIEW

Purpose of Report:

To provide information to the Design Advisory Panel (DAP) about the Form and Character Development Permit Guidelines project and upcoming consultation with the Panel at the 2024-JUL-27 DAP meeting to inform the new design guidelines.

BACKGROUND

In February 2024, Staff retained consultants to create new design guidelines for ‘Development Permit Area 8 (DPA8) Form and Character’ for commercial, industrial, mixed-use and multi-family development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions. Development Permit guidelines provide certainty for developers to understand the City of Nanaimo’s expectation for urban design.

The design guideline project satisfies two priority actions in the *Integrated Action Plan*:

1. “Update the Development Permit Area guidelines to be consistent with City Plan policies, with specific focus on: General Development Permit Area Design Guidelines.” (Priority Action #202)
2. “Update development permit requirements to include energy, climate, and water efficiency from a site and building design perspective. Develop guidelines that may include passive design techniques, shading, rainwater management, green roofs, building orientation, Water Wise landscape, building energy systems and renewable power generation, among other topics.” (Priority Action #5)

In accordance with the *Local Government Act*, *City Plan* provides the justification and objectives for the City’s development permit areas, as well as the development permit map schedules (See Attachment A: City Plan – DPA 8 Form & Character).

The City’s DPA8 guidelines are within Part 18 of the City’s “Zoning Bylaw 2011 No. 4500”. The text in DPA8 of the Zoning Bylaw will be updated, and existing design guidelines will be replaced with updated, modernized design guidelines. Also, robust landscaping guidelines are to be included in the new DPA8 design guidelines, which may in whole, or in part, replace ‘Part 17 – Landscaping’ in the Zoning Bylaw.

For more information about the project, please visit the Form & Character Design Guidelines Get Involved Project Page linked in Attachment B.

DISCUSSION

The new DPA8 form and character design guidelines will be informed by *City Plan* policies (including Area Plans and Neighbourhood Plans), and by several engagement events in June and July 2024. At the 2024-JUN-27 DAP meeting the consultants will be giving a presentation and leading a discussion to obtain input from DAP members for the new DPA8 form and character design guidelines.

City Plan

City Plan provides the policy guidance for creating the new DPA8 form and character design guidelines. Each *City Plan* land use designation serves a unique purpose, and the design guidelines will be a critical tool for ensuring that each proposed development is contributing to the purpose of the land use designation. In addition, the guidelines will help the City to achieve the five goal areas of *City Plan*, a green, connected, healthy, empowered, and connected Nanaimo.

The design guidelines in *City Plan's* associated Area Plans, and the design guidelines in the Neighbourhood Plans will also inform the creation of new design guidelines. In general, the new design guidelines will reflect best practices to improve the quality and experience of the built environment; advance the public interest; enhance functionality; clarify expectations; as well as promote neighbourliness and fit into existing neighbourhoods.

Consultation and Engagement

With the support of the consultants, Staff have several engagement events proposed in June and July 2024 as listed below:

- General public workshop
- Neighbourhood association workshop
- Development community workshop
- Design Advisory Panel (DAP)
- Advisory Committee on Accessibility and Inclusiveness (ACAI)

After the engagement events, the next steps are expected to be generally as follows:

- i) Input received will be considered for incorporation into the draft DPA8 form and character design guidelines.
- ii) The general public, and all who participated in the engagement events, will then have an opportunity to review the updated draft DPA8 form and character design guidelines.
- iii) The proposed new DPA8 design guidelines will be presented at a Governance and Priorities Committee meeting in the fall of 2024 for consideration of endorsement.

CONCLUSION

At the 2024-JUN-27 DAP meeting, the consultants will be giving a presentation and leading a discussion to obtain input from DAP members for the new DPA8 form and character design guidelines. DAP members and the public are also able to learn more about the project online, and submit their comments online, until 2024-JUL-21, see link in Attachment B.

SUMMARY POINTS

- Council has directed that the City’s DPA8 form and character development permit design guidelines be updated for commercial, industrial, mixed-use and multi-family development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions.
- The new DPA8 form and character design guidelines will be informed by *City Plan* policies, and by several engagement and consultation events in June and July 2024.
- At the 2024-JUN-27 Design Advisory Panel (DAP) meeting consultants will be giving a presentation and leading a discussion to obtain input from DAP members for the new DPA8 form and character design guidelines

ATTACHMENTS

ATTACHMENT A: City Plan – DPA 8 Form & Character

ATTACHMENT B: Zoning Bylaw – DPA 8 Form & Character Guidelines

ATTACHMENT C: Link to “Form & Character Design Guidelines Get Involved Project Page”

Submitted by:

Lisa Brinkman
Manager, Community Planning

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

**ATTACHMENT A
EXCERPT FROM CITY PLAN**

DPA 8 | Form & Character

Basis for Designation

The Development Permit Area designates areas for the purpose of establishing guidelines for the form and character of intensive residential development; the form and character of commercial, industrial, or multi-family residential development; and for the promotion of energy and water conservation and the reduction of greenhouse gas emissions, pursuant to Section 488(1)(e)(f)(h)(i)(j) of the *Local Government Act*.

Justification for the Designation

To reflect the rapid growth, infill development, and redevelopment of existing areas throughout the city, there is a need to ensure high quality design, a variety of housing types, and provision of mixed-use developments to strengthen neighbourhoods. This growth and infill development comes with the expectation that new development will minimize impact on existing development and enhance the vitality of the community. This then places design conditions on the form and character of all commercial, industrial, multi-family residential, and mixed-use (residential and commercial) development within the city boundaries. The City has adopted housing guidelines to promote the development of a wide variety of housing types as well as promoting housing affordability.

Over the past three decades, Neighbourhood Plans for different areas of the city have been created and include design guidelines with unique and common elements. DPA 8 consolidates these form and character preferences and supports their implementation. This DPA also supports general design guidelines for the entire community, as well as specific Neighbourhood Plan and Area Plan guidelines. Refer to *Schedule 13 of City Plan* for lands subject to DPA 8.

Objectives

- 1 To ensure a high level of design and quality of construction of all future development.
- 2 To ensure infill development in existing neighbourhoods contributes to the preservation of the neighbourhood character while meeting city goals for housing, employment, and services.
- 3 To ensure that mixed-use commercial and multi-family development is integrated into the neighbourhood appropriately, considering scale, massing, access, landscaping, and screening.
- 4 To improve the character of commercial development fronting onto major arterials, including consideration of building materials, extent of transparent materials, pedestrian orientation, and other design elements.
- 5 To incorporate and integrate community institutional buildings as welcoming service providers.
- 6 To encourage development that supports walking, rolling, cycling, and transit use within the city.
- 7 To support gentle increase in density of existing neighbourhoods through the integration of duplex, triplex, and fourplex units into single-detached neighbourhoods.
- 8 To respect public views and access to the waterfront where applicable.
- 9 To ensure that new housing types and sizes support all income and accessibility groups.
- 10 To ensure new development incorporates measures for water conservation and energy efficient design that supports the actions identified in *City Plan* Goal 1: A Green Nanaimo.
- 11 To promote net zero emissions in new development, including alterations or additions to existing buildings.

ATTACHMENT B

EXCERPT FROM ZONING BYLAW

18.8 DPA8: FORM AND CHARACTER GUIDELINES

Application

- 18.8.1 The Form and Character development permit area is all the land within the City of Nanaimo boundary, and is identified on Schedule 13 – DPA8: Form and Character of the City Plan.
- 18.8.2 A development permit is required for any proposed commercial, industrial, or multi-family development in DPA8: Form and Character.

Guidelines

- 18.8.3 Development in DPA8: Form and Character must respect the following guidelines, which form part of the DPA8 guidelines:
- a) *City of Nanaimo General Development Permit Area Design Guidelines* (1992) applicable for all development within the City of Nanaimo; and
 - b) *Innovative Housing for Neighbourhoods: Triplex and Quadruplex Infill Design Guidelines* (1995) applicable for all development with three or four units on the lot.
- 18.8.4 In addition to 18.8.3, the design guidelines in the following documents, which form part of the DPA8 guidelines, shall also apply for all development in the corresponding areas shown on Schedule E of this Bylaw:
- a) *Nanaimo's Old City Multi-Family Residential Design Guidelines* (1990)
 - b) *Design Guide: Chase River Town Centre* (2000)
 - c) *Departure Bay Neighbourhood Plan* (2006)
 - d) *Downtown Urban Design Plan and Guidelines* (2008)
 - e) *South End Neighbourhood Plan* (2010)
 - f) *Newcastle + Brechin Neighbourhood Plan Urban Design Framework and Guidelines* (2011)
 - g) *Harewood Neighbourhood Plan* (2013)
 - h) *Hospital Area Plan* (2018)
 - i) *Port Drive Waterfront Master Plan* (2018)
 - j) *Bowers District Master Plan* (2022)
 - k) *Sandstone Master Plan* (2022)

Exemptions

- 18.8.5 A development permit is not required for the following activities in DPA8:
- a) Alteration of a building that is limited to envelope repair, replacement or alteration of doors, windows, building trim, awnings, or roofs.
 - b) Alteration to site design, building design, and/or landscape design determined by the City to substantially comply with a previously approved Form and Character development permit.
 - c) A minor addition up to the lesser of 25% of the building's gross floor area or 100m², taken together with all additions to the building made within the previous five years, provided the addition is not undertaken within five years of building occupancy, or final approval being granted, and provided a variance is not required.
 - d) Construction that is limited to no more than a total of four dwelling units on one lot, provided the development is not located within the Old City Neighbourhood as shown

on Schedule 2 of the *City Plan* and provided a variance is not required. **(4500.219; 2024-MAR-04)**

- e) Construction, alteration, or addition is for an institutional building, or structure.
- f) Construction of an accessory commercial, or industrial building, or structure with a total gross floor area of less than 100m² and not located between the front face of the principal structure and any abutting street and provided a variance is not required.
- g) Temporary buildings and structures as permitted under 6.7 of this Bylaw.
- h) Subdivision.

ATTACHMENT C

Link to “Form & Character Design Guidelines Get Involved Project Page”:

<https://www.getinvolvednanaimo.ca/form-and-character-design-guidelines-update>