

**MINUTES**  
**OPEN DESIGN ADVISORY PANEL MEETING**  
**SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC**  
**THURSDAY, 2018-AUG-23, AT 5:00 P.M.**

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PRESENT:   Members:   Gur Minhas, Chair  
                          Dan Appell  
                          Frank Basciano  
                          Kevin Krastel  
                          Will Melville

                  Absent:   Martin Hagarty  
                          Charles Kierulf  
                          Councillor Jerry Hong

                  Staff:     L. Wright, Planner, Current Planning and Subdivision  
                          L. Nielsen, Recording Secretary

1.    CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

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

2.    ADOPTION OF AGENDA:

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

3.    ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Design Advisory Panel Meeting held in the Boardroom, 411 Dunsmuir Street Nanaimo, BC, on Thursday, 2018-JUL-26 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

4.    PRESENTATIONS:

(a)   Development Permit Application No. DP1111 - 2202 Meredith Road

Lauren Wright, Planner, Current Planning and Subdivision, introduced the 8-unit townhouse project (three buildings) and spoke regarding zoning and proposed variances.

Alan Lowe, Architect of Alan Lowe Architect Inc., presented the project and spoke regarding: site context, access, the 2.5m statutory right-of-way along Tulsa Road, and parking.

- All of the units face Meredith and Tulsa Road and have patios.
- Surface parking is available onsite, and an open space/play area (rockpit) is located in the rear.

- Exterior materials include Cedar siding and Hardie panel/plank (different colours used to provide variety).
- Each unit has a balcony with glass guardrails and privacy screening - west coast style.
- Landscape plan - along adjacent properties.
- Building to west - 2 storeys and transition to single residential dwelling.

Panel discussion took place regarding the following items:

- The measures used to provide privacy for residents between unit balconies.
- Site lighting - bollards - wall packs between the buildings.
- Site grading for the driveway – retaining wall / fencing.
- Minimum Landscape Treatment Level (buffer).
- Tree retention of two large trees.
- Possible Crime Prevention through Environmental Design issues within the narrow space between Blocks 1 and 2.

It was moved and seconded that Development Permit Application No. DP1111 be accepted as presented with support for the variances excluding the building height variance. The following recommendations were provided:

- Consider having the Meredith Road tree further evaluated. If its health is deemed precarious, have it removed prior to commencing the development.
- Consider replacing the proposed cedar hedging with a smaller species on north side of property.
- If bamboo remains on the planting list consider its containment. Also, consider the possible ramifications of planting Heavenly Bamboo due to its toxicity to wildlife.
- Work with Staff on Crime Prevention through Environmental Design solutions for the narrow space between Blocks 1 and 2.

The motion carried unanimously.

(b) Development Permit Application No. DP1110 - 450 Wentworth Street

Lauren Wright, Planner, Current Planning and Subdivision, introduced the project and spoke regarding site context, the proposed landscape plan, and parking.

Pat Sullivan, Business Owner, introduced the project, a raised heritage building proposed to be used as an office building.

Eric Streit, Engineer of Herold Engineering, presented the project. Mr. Streit spoke regarding proposed exterior finishes, and the building being upgraded to current BC Building Code.

- Existing stucco finish will remain and be made to match with the Hardie panel.
- Window treatments will remain the same.
- A belly band will be installed to separate the floors. Old City appearance.
- The roof of the new portion of the building will be matched with the existing.
- The building has been raised approximately two feet.
- The amount of steps will be increased in the front of the building.

Helene Sullivan, Homeowner, presented the landscape plan and spoke regarding:

- Plant species, location of plantings and overall garden appearance.
- Gravel parking with paved disabled parking space (accessible from lower floor).

Panel discussion took place regarding the following items:

- The gravel area along Selby Street and the possibility of introducing increased landscaping to that area – DT zone and Nanaimo Old City Association referred to.
- The need for a parking space within the side yard area.
- The site lighting plan – down-lighting from balcony.
- The possibility of adding windows to the front, lower portion of the building to carry the lines down – adding shadow lines.
- The use of exterior materials to provide a consistent look while marrying the old portion of the building with the new extension.
- The landscaping section of the bylaw was referred to - Minimum Landscape Treatment Level - tree requirements. There is need for a more formal detailed landscape plan.
- The possibility of increasing the landscaping along the buffer.
- A suggestion was made to make the exterior stair handrail more robust.


It was moved and seconded that Development Permit Application No. DP1110 be accepted as presented with support for the two variances pertaining to yard setbacks and permitted use. The following recommendations were provided:

- Consider the plant species list along the south side of the building.
- Consider implementing a rain garden to the landscape plan.
- Consider ways to alleviate Crime Prevention through Environmental Design issues along the blank corridor down the east side the building.
- Consider material finishes to better marry/balance the new portion of the building with the existing.
- Look at ways to enhance and provide a stronger aesthetic to the stairs/railings coming off Wentworth Street to make them appear more robust.
- According to Bylaw 4500, Minimum Landscape Treatment Level 1C should be followed along Selby Street. Please produce a new, detailed landscape plan, which includes an updated plant list, irrigation information and site lighting and provide to Staff.

The motion carried unanimously.

5. 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