

**MINUTES**  
DESIGN ADVISORY PANEL MEETING  
ELECTRONIC MEETING  
THURSDAY, 2022-OCT 13, AT 5:00 P.M.

---

PRESENT:   Members:   Kate Stefiuk, BCSLA (Chair)  
                          Tony James, AIBC  
                          Kevin Krastel, At Large  
                          Jason Santeford, AIBC  
                          Kaein Shimuzu, At Large

                  Absent:   Councillor Brown  
                          Marie Leduc, At Large  
                          Angela Buick, At Large

                  Staff:     K.Mayes, Planner, Current Planning Section  
                          C. Horn, Planner, Current Planning Section  
                          L. Rowett, Manager, Current Planning Section  
                          B. Binnersley, 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.    ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted, with an amendment to "Other Business". The motion carried unanimously.

3.    INTRODUCTION OF LATE ITEMS:

Add Agenda Item 6, Design Advisory Panel request to participate in the review of City Plan guidelines pertaining to Development Permit Area DPA8 (Form and Character) and any other regulations that inform the review of development permit applications.

The motion carried unanimously.

4.    ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the regular Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo BC, on Thursday, 2022-SEP-08 be adopted as amended.

5. PRESENTATIONS:

(a) Development Permit Application No. DP001281 – 404 and 406 Millstone Avenue

Introduced by Kristine Mayes, Planner, Current Planning Section.

Presentations:

Joyce Reid Troost, Architect, of Joyce Reid Troost Architecture Inc., introduced project team members Krithi Koushik, Douglas Riddell, and Brad Forth.

1. Krithi Koushik, Architectural technologist of Joyce Reid Troost Architecture Inc., presented the project and spoke regarding site and neighbourhood context, site plan, building elevations, future site access, parking area, floor plans, architectural features, materials and the proposed variances.

- The proposed development consists of a three individual lots
- Parking is located in the rear and will be accessed from the laneway
- Four walkways will be utilized as access points to the buildings, and other common amenities
- Access from Millstone Avenue will be marked with trellis features
- Walkways will be shared between buildings to maximize windows and landscaping
- Building height is well within the maximum height requirements
- Use of horizontal and vertical features assist in creating a unified feel between buildings, and aid to maximize space
- A butterfly roof design was chosen to aid in creating movement when viewing the units as a whole
- Variances are being requested due to site specific challenges

2. Brad Forth, Landscape Architect of 4-Site Landscape Architecture, presented the landscape plan and spoke regarding the streetscape, materials, and proposed plantings.

- Outdoor patio spaces are accessible via pedestrian path
- Stairways are used to access back parking area

Kate Stefiuk, Chair, opened the floor for questions to Staff.

No questions were asked.

Panel discussions took place regarding:

- Clarification regarding the requested variances
- Inconsistencies between the variances shown during the presentation and those presented within the agenda package
- The designated small car parking area
- Accommodation of short term bicycle parking
- Proposed site lighting
- Ways to individualize each unit, possibly within materials and colors.

- The existing trees located on site
- Ways to break up the massing on the back of the building
- Possible staggering of windows to break up direct views from unit to unit
- Ways to utilize trellis' to highlight the buildings entry ways
- The butterfly roofs
- The possibility to mark the entry ways using the ground scape
- The potential for rear balconies to be larger

Douglas Riddell, property owner, spoke about the proposed development's requested variances, site specifics and goals.

It was moved and seconded that Development Permit Application DP001281 be accepted as presented with support for the proposed variances. The following recommendations were provided:

- Look at ways to individualize each unit by incorporating colour and materials to each building;
- Consider offsetting the side windows of each building facing each other;
- Consider highlighting or improving wayfinding to the interior entrances; and
- Consider offsetting the floor plains of rear units to change the scale of the building

The motion carried unanimously.

(b) Development Permit Application No. DP001284 – 361 Howard Avenue and 560 Fourth Street

Caleb Horn, Planner, Current Planning Section introduced the project.

Presentations:

1. Marc MacCaull, Vice-President of Strand, introduced project team members: Robert Ciccozzi, Monish Lakhani, and Brad Forth.
2. Robert Ciccozzi, Architect with Ciccozzi Architecture, presented the project and spoke regarding site plan, floor plan, building elevations, building materials, neighbourhood context and renderings, architectural design and features, the proposed variance
  - The proposed development consists of 168 units, and will accommodate families
  - There is room for two refuse bins in each garage
  - Different colours and textures are used to break up building massing and create individualization between units
  - Entry points are defined through the choice of materials and building structure
  - A two storey amenity building will be situated on site
  - Stairs and an elevator are provided in the amenity building for accessibility to the second floor

- A pedestrian walkway is proposed between the current proposed development and possible future developments
  - A multi use path is available between units
3. Brad Forth, Landscape Architect of 4-Site Landscape Architecture presented the landscape plan and spoke regarding the street level experience, proposed plantings, the proposed parkette, and landscape layouts.
- Existing trees will remain on site, where possible
  - The proposed parkette is incorporated into the landscape design for community utilization with a children's play area
  - A wide multi-use trail follows through the project
  - Back to back fenced yards with a drainage way, in form of drain rock is located on both sides of the fences
  - Plantings will be utilized as a buffer between patios
  - Wood fencing will be consistent throughout the whole project
4. Robert Ciccozzi, Architect of Ciccozzi Architecture, spoke regarding future development project in the neighbourhood.

Kate Stefiuk, Chair, opened the floor for questions to Staff.

Design Advisory Panel Members asked: Will the extension of Watfield Avenue towards Third Street be open to vehicle traffic?"

Staff respond that yes – it will be a road connection for vehicles.

Panel discussions took place regarding:

- The density of the project
- To the benefit this development will have on the community, being 3-4 room units
- The limited colour pallet and proposed exterior materials
- The possibility of a connected public access way between the buildings, where the parking is located
- Building form and character
- Finding a way to break up the driveways from street ways by using different hardscapes
- The south elevation of Building 21 and its shed roof line versus other buildings
- Pedestrian safety with the parkette's proximity to a busy multi-use trail
- The possible placement of a barrier at the entry point near Howard Avenue to stop vehicles from accessing the wide multi-use trail
- The increase of vehicle usage in the area
- Transit stops within proximity to the potential development
- The requirements for emergency vehicle access
- Solar usage, local food production, and storm water management
- The allotment of amenity space compared to the number of units
- Utilizing additional tree coverage to assist with heat and shading

It was moved and seconded that Development Permit Application No. DP001284 be accepted as presented with support for the proposed variance. The following recommendations were provided

- Look at ways to vary surfaces from road to driveways;
- To Increase the tree canopy coverage on the site; and
- Consider ways to connect the space between the buildings where parking is located as a pedestrian pathway.

The motion carried unanimously.

6. OTHER BUSINESS:

A discussion took place among panel members and Staff regarding updating the City's Design Guidelines and any other regulations that inform the review of development permit applications.

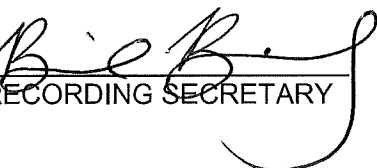
Caleb Horn, Planner, explained that City Plan was adopted in July of this year, and one item in the draft work plan of 2023 will be to review and update the general development permit area guidelines, which is subject to budget approval by Council; and that the Panel would be given the opportunity to review the guidelines if they are set to be updated in 2023.

7. ADJOURNMENT:

It was moved and seconded at 6:56 p.m. that the meeting terminate. The motion carried unanimously.

  
CHAIR

CERTIFIED CORRECT:

  
RECORDING SECRETARY