

MINUTES
DESIGN ADVISORY PANEL MEETING
ELECTRONIC MEETING
THURSDAY, 2023-SEP-14, AT 4:03 P.M.

PRESENT: Members: Marie Leduc, At Large (Chair)
 Councillor Eastmure
 Angela Buick, At Large
 Jonathan Behnke , BCSLA/CSLA
 Kaein Shimuzu, At Large
 Kevin Krastel, At Large
 Hector Alcala, AIBC
 Jason Santeford, AIBC

 Staff: L. Rowett, Manager, Current Planning Section
 J. Holm, Director, Development Approvals (joined at 4:30 p.m.)
 C. Horn, Planner, Current Planning Section
 L. Brinkman, Manager, Community Planning Section
 B. Binnerley, Recording Secretary

1. CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 4:03 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 regular Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo BC, on Thursday, 2023-JUL-13 be adopted. The motion carried unanimously.

4. PRESENTATIONS:

(a) Infill Housing and Secondary Suite Regulations

Introduced by Caleb Horn, Planner, Current Planning Section.

Presentation:

1. Caleb Horn, Planner, presented the project on infill housing and secondary suite regulations. Highlights included:

- Potential for up to two suites being permitted on a single lot
- Proposed changes to the allowable sizes of suites

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- Reducing the lot size criteria for eligibility of detached suites
- Expanding the eligibility of detached suites
- Updating the City of Nanaimo Zoning Bylaw to allow suites in side-by-side duplexes and townhouses as permitted by BC Building Code
- Increasing the supply of smaller scale development
- Opportunities to pre-zone to R5 zone allowing for triplexes and fourplexes
- Pre-zone areas informed by the City Plan – New Official Community Plan
- Adjustments being proposed to the existing R5 zone regulations
- Expanding the eligibility of lots that can build a fourth unit
- Proposed changes to reduce lot sizes and setback requirements
- Front yard setbacks are measured to the property line
- Incentivizing the preservation of homes built before 1975 within Old City zones by providing additional density
- Proposing amendments to the R7 Zone to allow for both townhouses and rowhouses (fee simple property)

J. Holm joined the meeting electronically at 4:30.p.m

Panel discussions took place regarding:

- Parking concerns and parking requirements
- The allowable square footage of the suites
- The proposed adjustments to the R2 zone
- Consideration for a detached suite to have an upper and lower suite if the main dwelling cannot support an attached suite
- Areas being proposed for pre-zoning to an R5 zone
- Allowable footprint for a detached suite
- When a garage is to be included in the total floor area of the suite
- Concerns about increasing the current maximum allowable height for detached suites
- A form and character review component for detached suites
- Front and rear yard setbacks as proposed with the potential for some flexibility
- Limiting off-street parking in school zone areas
- Considering parking reductions in relation to densification
- Appreciation for the proposed front yard setback reduction
- Lot sizes that could be eligible for detached and attached suites
- Laneway access to not impact eligibility for an additional suite, as long as they meet size requirements
- Ways these amendments could impact the strata bylaws
- R5 zone to top out at four units
- Assembling lots to allow for a row of units
- How storm water management will be managed with higher density on lots
- Potential impact on trees and tree protection bylaws
- Ensuring that additional suites do not become short term rentals
- Making long term livable sized spaces

- The definition of infill housing and concerns about infill housing being mostly exempt from the form and character review
- Possibility of having two suites in a detached building and mandating that the bottom suite is accessible/adaptable
- Communicating with community associations regarding changes to their zoning and hearing their opinions
- Trying to keep form and character comparable with the neighbouring community
- Establishing requirements for parking to limit increases in front yard parking due to the additional suites
- Limited width of driveways

It was moved and seconded that the Design Advisory Panel recommends that Council support the proposed Infill Housing and Secondary Suite Regulations, as outlined in the 2023-SEP-14 report titled “Infill Housing and Secondary Suite Regulations. The following recommendations were provided:

- Consider the possibility of having one suite on top of another located in a secondary building on a property;
- Review the tree bylaw to determine if infill and additional suites will reduce the tree coverage;
- Look into the possibility of having flexible front and rear yard setbacks; and
- Ensure that there are guidelines in place to ensure consistent form and character within a neighbourhood.

The motion carried unanimously.

(b) Increasing Adaptable Housing in Nanaimo

Introduced by Lisa Brinkman, Manager, Community Planning Section.

Presentation:

2. Lisa Brinkman, Manager, Community Planning, presented the project on increasing adaptable housing in Nanaimo. Highlights included:
 - Potential changes being made to the BC Building Code to make units more adaptable
 - The definition of adaptable housing as housing with the potential to accommodate all community members regardless of their physical abilities
 - Adaptable units allow for a future conversion and individualized upgrades to meet the specific needs of a tenant, resident or owner
 - The difference between an adaptable unit and an accessible unit
 - Proposed changes to enable more adaptable housing
 - Requiring adaptable units in seniors housing
 - Incentivizing additional adaptable units through density bonusing

Panel discussions took place regarding:

- The costs and additional requirements to make a unit accessible compared to adaptable
- Creating a bylaw that requires units to be accessible from the building stage
- Aging in place is an important factor in housing
- Accessibility needs can be presented within a large spectrum
- Having universal accessibility
- Review of parking/storage for accessibility modes of transportation
- Future opportunities to make the design guidelines address accessibility needs
- Adding another level to the accessibility design at the building stage
- Provincial accessibility requirements
- Impacts to a dwelling when changing it from adaptable to accessible
- Potential for increased building applications before the changes to the BC Building Code are implemented

It was moved and seconded that the Design Advisory Panel recommend that Council support the proposed amendments to the City of Nanaimo's Zoning Bylaw to create more adaptable housing in Nanaimo as outlined in the 2023-SEP-14 report titled "Increasing Adaptable Housing in Nanaimo. The motion carried unanimously.

(c) Increasing Family-Friendly Housing in Nanaimo

Introduced by Lisa Brinkman, Manager, Community Planning Section.

Presentation:

3. Lisa Brinkman, Manager, Community Planning, presented the project on family-friendly housing in Nanaimo, highlights included:
 - Rationale to increasing family-friendly housing
 - Having more attainable family-friendly units
 - Proposed amendments to the zoning bylaw for zones which multi-unit development is already a permitted use
 - Proposed amendments to Schedule D of the zoning bylaw
 - The demand for family-friendly housing near schools
 - Proposed amendment to "City of Nanaimo Policy for Consideration of a Parking Variance"

Panel discussions took place regarding:

- The benefit of on-site outdoor amenity spaces for families
- Safety provisions regarding possible additional on-street parking
- Raised sidewalks in school areas for safety of pedestrians
- Multifamily development requirements to include building raised sidewalks along street frontages
- Considering the addition of other family-friendly uses within the proposal, such as a childcare facilities or communal kitchens
- The required size of a two-/three-bedroom unit to accommodate a family adequately

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- Rezoning to multi-family and if these amendments would apply
- Policy for consideration of a parking variance
- Shortage of family-friendly housing in Nanaimo

It was moved and seconded that the Design Advisory Panel recommend that Council support the proposed amendments to the City of Nanaimo's Zoning Bylaw, and new parking variance criteria, to create more family-friendly housing in Nanaimo as outlined in the 2023-SEP-14 report titled "Increasing Family-Friendly Housing in Nanaimo". The following recommendations were provided:

- Consider if there is sufficient outdoor amenity space when adding more family-friendly units;
- Consider issues around increased off-street parking in areas with more children; and
- Need to review parking variances.

The motion carried unanimously.

Panel discussion took place regarding the R10 zone (steep slope) and the infill housing guidelines.

5. ADJOURNMENT:

It was moved and seconded at 5:56 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

RECORDING SECRETARY