



MINUTES

DESIGN ADVISORY PANEL MEETING

Thursday, September 25, 2025, 5:10 p.m.
Boardroom, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Present: Marta Kubacki, Chair
Councillor Armstrong*
Angie Boileau, At Large*
Harry Law, At Large*
Kait McGeary, BCSLA/CSLA*
Romolo (Alex) Messina, At Large*

Absent: Jessica Kaman, At Large
Dusan Nikolic, AIBC

Staff: L. Rowett, Manager, Current Planning*
P. Carter, Planner, Current Planning*
A. Bullen, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 5:10 p.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

a. Development Permit Application No. DP001391 – 641 Milton Street

Introduced by Payton Carter, Planner, Current Planning.

Presentations:

1. Vince Iameo, Architect, Architrave Architecture Design Build Ltd., introduced the team.
2. Courtney Fekete, Building Technologist, Architrave Architecture Design Build Ltd., presented the neighbourhood context, project

* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

data, building renderings and elevations, external building materials, and proposed variances. Highlights included:

- The proposed development is located in the Old City Neighbourhood, near downtown Nanaimo
- Proposing two three-storey fourplexes totaling eight residential units with a mix of one-, two-, and four-bedrooms
- Landscaping features will include hedging and low-level plantings to screen each building from Milton Street
- A shared pedestrian pathway from Milton Street will be framed by a cedar trellis displaying the address
- Off street parking will be provided via Sophia Lane
- Parking will include four small car and four standard stalls (one per unit) as well as covered bicycle storage
- Ground-level units will have patios, while upper units have decks to ensure outdoor space for all residents
- Each unit will have a private entrance accessed via the shared pathway
- Low bollard lighting is proposed to illuminate pedestrian pathways

3. Alyssa Semczyszyn, Landscape Architect, Prospect and Refuge Landscape Architects, presented the landscape plan. Highlights included:

- Indigenous planting to support habitat creation
- Columnar trees and screening proposed along Sophia Lane
- A six-foot wooden fence along the property boundary and a picket fence for the front yard
- Trellises will mark entrances and assist with wayfinding
- Use of high-quality, durable materials such as concrete pavers, wood, and metal to complement the architectural design
- A central planting bed and seasonal plantings are proposed for the courtyard area

Marta Kubacki, Chair, opened the floor for questions to Staff. Staff clarified the setback of the development. Staff further clarified that no structures are permitted in the setbacks, but landscaping, parking, and fencing would be permitted.

Panel discussion took place. Highlights included:

- Concern regarding the use of wood for sidewalks and potential slip hazards
- The need for universal accessibility, noting that limiting access to stair may pose barriers from some individuals

- Suggestions regarding incorporating more colour into the building façade for visual interest
- Concern regarding the limited number of parking stalls for four-bedroom units, with a suggestion to add one or two additional parking spaces
- The inclusion of an accessible parking stall should any unit be designated as accessible
- Concern regarding the narrow shape of the planting beds shapes, with a suggestion to combine and enlarge the planting areas
- Clarification regarding the wood siding, with a comment to incorporate Hardie plank for reduced maintenance and improved fire resistance
- Comment regarding adding vertical design elements, such as Hardie shingles or board and batten around the upper windows

It was moved and seconded that Development Permit Application No. DP001391 – 641 Milton Street be accepted as presented with support for the proposed variances. The following recommendations were provided:

- Consider universal or unimpeded access to the lower floors
- Consider incorporating additional colour to help break up the building's massing
- Consider adding one or two additional parking spaces or converting an existing space into an accessible parking stall
- Consider ensuring planting beds are sufficiently wide enough to support sustainable plant growth
- Consider using fire-resistant panels for siding
- Consider using a combination of vertical and horizontal cladding elements to add more character

The motion carried unanimously.

b. Development Permit Application No. DP001392 – 3397 Tunnah Road

Introduced by Payton Carter, Planner, Current Planning.

Presentations:

1. Maria Turner, Project Manager, dHKarchitects, introduced the team and provided a brief introduction to the proposed development.
2. Nicholas Arthur, Architect, dHKarchitects, presented the site plan, project data, building renderings and elevations, proposed height variances, and external building materials. Highlights included:

- The proposal is for a multi-family residential development consisting of 34 units distributed across seven separate buildings
- Site access will be via a new private driveway off Tunnah Road
- Four distinct dwelling unit types are proposed, offering one- to four-bedrooms with one- to two-car garages
- Traditional sloped roofs are designed to reflect the surrounding neighbourhood and create a distinct vertical profile
- Full-width balconies will be incorporated to provide solar shading and privacy between units
- Height variances are proposed to maintain a consistent roofline and cohesive architectural design across the site
- Lower-level units are set back from the street and buffered by landscaping

3. Mackenzie Pugh, Landscape Architect, Durante Kreuk Ltd., presented the landscape plan. Highlights included:

- Retention of 22 existing trees and the addition of 60 new trees throughout the site
- Internal roads will be tree-lined to provide shade and enhance the streetscape
- Proposing a central shared space with seating and fruit trees that will connect to the site's entry
- A strip of stamped asphalt along the internal roadways will indicate pedestrian circulation and support traffic calming
- Two bioswales are proposed at the north and east ends of the site for stormwater management
- Planting includes a mix of evergreen shrubs, hardy ground covers, visually engaging grasses, and perennials in shared spaces
- Rain gardens will feature flood- and drought-tolerant native and non-native species
- Aluminum fencing will delineate individual units, and natural materials will be used at the entry to complement site furnishings

Marta Kubacki, Chair, opened the floor for questions to Staff. Staff clarified that a statutory right-of-way is being secured through the rezoning process. This will allow future developments to the north and south to connect the neighbourhood to the bus route on Uplands Drive

Panel discussion took place. Highlights included:

- Reducing impermeable surfaces by incorporating permeable pavers for roadways or private driveways
- A suggestion to add a continuous walkway throughout the development to improve accessibility
- Concerns regarding the health of the retained mature trees and neighbouring trees, with a suggestion to confirm critical root zones
- Incorporating more active programming in the courtyard space, such as a children's play area
- A suggestion to incorporate more colour into the design
- Concern regarding the prominent roof line, with a suggestion to replace the asphalt shingles with standing seam metal roofing
- Using a different type of paver for the parallel parking stall
- Concerns regarding the requested height variance with a suggestion to incorporate privacy barriers to mitigate overlook
- A suggestion to reduce the number of parking stalls and increase the size and safety of the amenity space
- Staff clarified that the landscape buffer variance mentioned in the rationale letter is no longer required due to updates in the City's bylaw

It was moved and seconded that Development Permit Application No. DP001392 – 3397 Tunnah Drive be accepted as presented with support for the proposed variances. The following recommendations were provided:

- Consider incorporating permeable pavers and other permeable surfaces to support drainage
- Consider providing a continuous and demarcated walking surface
- Consider confirming the critical root zones of the existing trees, particularly the mature and neighbouring trees
- Consider integrating active programming into the amenity space, such as a children's play area
- Consider reducing the number of parking stalls and expanding the amenity space
- Consider adding additional colour
- Consider using a standing seam metal roof to reduce fire risk
- Consider installing a privacy barrier to reduce the impact of the height variance
- Consider using a different type of paver or surface at the parallel parking stall

The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 6:31 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

RECORDING SECRETARY