



## MINUTES

### DESIGN ADVISORY PANEL MEETING

Thursday, October 09, 2025, 5:01 p.m.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Marta Kubacki, Chair  
Angie Boileau, At Large\* (disconnected at 5:04 p.m.; rejoined at 5:29 p.m.)  
Jessica Kaman, At Large\*  
Harry Law, At Large\*  
Romolo (Alex) Messina, At Large\*

Absent: Councillor Eastmure  
Kait McGeary, BCSLA/CSLA  
Dusan Nikolic, At Large

Staff: L. Rowett, Manager, Current Planning\*  
A. Bullen, Recording Secretary

#### 1. CALL THE MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 5:01 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 following minutes be adopted as circulated:

- Minutes of the Design Advisory Panel meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2025-SEP-11 at 5:01 p.m. be adopted.
- Minutes of the Design Advisory Panel meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2025-SEP-25 at 5:10 p.m. be adopted.

The motion carried unanimously.

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

#### 4. PRESENTATIONS:

Angie Boileau disconnected from the meeting at 5:04 p.m. declaring a conflict of interest.

a. Development Permit Application No. DP001395 – 1030 Old Victoria Road

Introduced by Lainya Rowett, Manager, Current Planning.

Presentations:

1. Caylen Patmore, S2 Architecture, presented the site context, site plan, floor plans, building renderings, and external building materials. Highlights included:
  - The proposed development is adjacent to residential properties, undeveloped vegetated land, forested areas, and commercial sites
  - The building will be set back into the site, creating a natural buffer from McKenzie Road and nearby residences
  - Site access will be provided via a two-way drive aisle loop off McKenzie Road, offering convenient and accessible entry to the building's main entrance
  - An outdoor amenity area is proposed at the southeast corner of the site and will be accessible from the main building
  - The proposed development consists of 60 studio units within a four-storey building, including accessible units and staff spaces
  - On-site amenities will include a commercial kitchen, dining area, and lounge
  
2. Michael Patterson, Landscape Architect, Perry and Associates, presented the landscape plan. Highlights included:
  - A planted buffer will enhance the streetscape along McKenzie Road
  - FireSmart principles will be incorporated, with tree placement set back from the building
  - Tree species will include a mix of evergreen and deciduous
  - A welcome post will be installed at the front of the development, complemented by First Nations artwork on the building façade
  - Pathways will be constructed using durable, accessible materials such as concrete
  - The rear of the site will feature a large amenity deck with urban gardening opportunities
  - Integrated lighting will be installed at the front and rear of the building to improve usability and security
  - Three existing fir trees at the rear of the site will be retained

- Plantings will include native and drought-tolerant species

Marta Kubacki, Chair, opened the floor for questions to Staff. No questions were asked.

Panel discussion took place. Highlights included:

- The elevator over run and the heating, ventilation, and air conditioning should be screened and visually integrated into the building design
- Add decorative artwork to the façade facing the highway
- Triple-paned windows should be incorporated for the highway-facing side to mitigate noise
- Clarification regarding the lighting on the welcome pole, with a suggestion to better integrate the pole into the front entry design

It was moved and seconded that Development Permit Application No. DP001395 – 1030 Old Victoria Road be accepted as presented. The following recommendations were provided:

- Consider screening and integrating the heating, ventilation, and air conditioning and the elevator overrun
- Consider adding artwork to the façade facing the highway
- Consider installing triple-pane glass to buffer sound for upper floor units facing the highway
- Consider relocating the welcome pole closer to the main entrance

The motion carried unanimously.

Angie Boileau rejoined the meeting at 5:29 p.m.

- b. Development Permit Application No. DP001396 – 309 Hillcrest Avenue

Introduced by Lainya Rowett, Manager, Current Planning.

Presentations:

1. Christine Lintott, Architect, Christine Lintott Architects Inc., introduced the team presented the site context, site plan, building renderings, and external building materials. Highlights included:
  - Proposed development includes 160 residential units across three buildings, offering a variety of unit types
  - The three building lobbies will be organized around an entry plaza for short-term vehicle circulation
  - Bicycle parking will be located adjacent to each building's lobby
  - A network of paths is proposed throughout the site enhancing connectivity for residents and the surrounding community

2. Vanessa Walton, Landscape Architect, Lanarc, presented the landscape plan. Highlights included:
  - Preserving the existing tree canopy along the site edges to provide a natural buffer for adjacent residential properties
  - An entry plaza with seating and bicycle parking is proposed off Foster Street, located south of Buildings B and C
  - A centrally located amenity patio is planned between Buildings A and B, directly connected to the indoor amenity space in Building B
  - Communal outdoor features include picnic tables and open lawn areas
  - A multi-use path will connect Wakesiah Avenue through the development and extend to Hillcrest Avenue
  - A designated smoking area is proposed west of Building B
  - Plantings will include native and adaptive species, with a mix of deciduous and coniferous trees throughout the site

Marta Kubacki, Chair, opened the floor for questions to Staff. Staff clarified that affordability and limiting constraints may have influenced the proposed parking layout.

Panel discussion took place. Highlights included:

- Clarification that the development will include subsidized and affordable housing units
- Building entrances should be more prominent for improved wayfinding
- Extend the multi-use path into a continuous loop around the buildings
- Incorporate a space for a small playground within the site
- Short-term bicycle parking near the building entrances should be fully covered rather than partially
- Lighting design should ensure no light pollution impacts surrounding residential properties
- Surface parking areas should include designated pedestrian crossing points
- Relocate the waste management facilities to the far west of the site for improved screening
- Clarification that Buildings A and B cannot be combined due to building code requirements
- Clarification that each building will include amenity space, with a suggestion to increase the interior amenity space

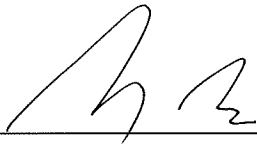
It was moved and seconded that Development Permit Application No. DP001396 – 309 Hillcrest Avenue be accepted as presented with support for the proposed variance. The following recommendations were provided:

- Consider making the entrances more pronounced, such as extending the overhang
- Consider extending the multi-use path into a continuous loop
- Consider incorporating a small playground
- Consider covering the bicycle parking near the entrance
- Consider ensuring onsite lighting does not affect adjacent properties
- Consider adding pedestrian crossings throughout the parking lot
- Consider relocating the waste management facilities to the far west of the site to improve screening from public view
- Consider expanding the interior amenity space

The motion carried unanimously.

**5. ADJOURNMENT:**

It was moved and seconded at 6:12 p.m. that the meeting adjourn. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



RECORDING SECRETARY