



## MINUTES

### DESIGN ADVISORY PANEL MEETING

Thursday, October 23, 2025, 5:00 p.m.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Marta Kubacki, Chair  
Councillor Eastmure  
Angie Boileau, At Large\*  
Jessica Kaman, At Large\*  
Harry Law, At Large\*  
Kait McGeary, BCSLA/CSLA\*

Absent: 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 5:00 p.m.

#### 2. ADOPTION OF AGENDA:

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

#### 3. PRESENTATION:

##### a. Development Permit Application No. DP001397 – 3679 Shenton Road

Introduced by Lainya Rowett, Manager, Current Planning.

##### Presentations:

1. Jackson Low, Architect, Low Hammond Rowe Architects, introduced the project team and provided a brief overview of the proposed development.
2. Selena Kwok, Architect, Low Hammond Rowe Architects, presented the context plan, site plan, floor plans, building elevations and

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

renderings, external building materials, site sections, and landscape plan. Highlights included:

- The site is bounded by Diver Lake and Shenton Road
- There is a grade change of approximately six to seven metres from the front to the rear of the property
- The main floor is proposed to be set back to reduce the need for retaining walls at the rear of the site
- The residential entrance will be located adjacent to the surface parking area
- A total of 29 surface parking spaces are proposed along the eastern edge, serving as a buffer between the residential buildings and the neighboring light industrial building
- A shared amenity pavilion is proposed at the south end of the site, connected via a bridge and boardwalk
- The development will include 22 underground parking stalls, along with a storage area, an electrical/mechanical room, a bicycle storage room, and a shower facility for office staff
- The residential unit mix will include studio, one-bedroom, and two-bedroom apartments
- The architectural style will reflect a West Coast modern aesthetic, incorporating industrial elements such as metal paneling and detailing
- Landscaping along Shenton Road will feature a mix of evergreen, deciduous, and indigenous trees, complemented by ornamental shrubs and perennials
- Privacy fencing is proposed along the southern boundary of the property

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

Panel discussion took place. Highlights included:

- Increase short-term and long-term bicycle parking
- Improve accessibility by connecting the pathway to the front entrance or replacing the stairs with a ramp
- Explore sourcing materials for the proposed development locally
- Enhance the north highway-facing elevation with additional architectural relief, integrated artwork, or lighting features
- Clarification regarding the proposed retention and protection of existing trees and vegetation on site
- Reduce the number of parking stalls to support greater preservation of mature trees currently on the property

- Clarification regarding the location of entrances for both office and residential units, and confirmation that the residential units are intended for the rental market at this time
- Ensure lakeside window glazing is bird friendly and designed to optimize solar heat gain and loss
- Include an indoor amenity space or a rooftop deck, and a green roof
- Incorporate permeable paving in the parking areas to reduce stormwater run-off
- Remove the stepped planter if the wall is not visible from the lakeside
- Add cladding or a complementary feature to the exposed foundation walls on the lakeside to soften the visual impact


It was moved and seconded that Development Permit Application No. DP001397 – 3679 Shenton Road be accepted as presented. The following recommendations were provided:

- Consider bird friendly glazing
- Consider increasing short-term bicycle parking
- Consider expanding long-term bicycle parking
- Consider connecting the pathway to the front entrance or replacing the stairs with a ramp to improve accessibility
- Consider enhancing the north highway-facing elevation with additional relief, artwork, or lighting
- Consider retaining more mature trees
- Consider reducing the number of parking stalls to allow for greater retention of mature trees
- Consider reducing lakeside window glazing to better manage solar heat gain and loss
- Consider including an indoor amenity space or rooftop deck
- Consider implementing a green roof
- Consider using permeable pavers in the parking area
- Consider removing the stepped planter if the wall is not visible from the lakeside
- Consider adding a complimentary pattern or texture to the rear elevation where visible

The motion carried unanimously.

**4. ADJOURNMENT:**


It was moved and seconded at 6:01 p.m. that the meeting adjourn. The motion carried unanimously.



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CHAIR

CERTIFIED CORRECT:



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RECORDING SECRETARY