



## **MINUTES**

### **DESIGN ADVISORY PANEL MEETING**

Thursday, November 13, 2025, 5:08 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\*  
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 5:08 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-OCT-09 at 5:01 p.m.
- 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-OCT-23 at 5:00 p.m.

The motion carried unanimously.

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

#### 4. PRESENTATION:

a. Development Permit Application No. DP001401 – 5420 Altavista Drive

Introduced by Lainya Rowett, Manager, Current Planning.

Presentations:

1. Glenn Hill, Architect, dHKarchitects, introduced the team and presented the context street views, site sections, site plan, project data, floor plans, building elevations, and vignette views.
  - Proposing 28 units within seven fourplexes
  - Primary site access from Cascara Drive and Altavista Drive
  - Each building will include a ground-oriented unit with a garage, and upper-level units will be accessed via exterior stairs
  - Permeable paving is proposed for additional visitor parking
  - Landscape screening is proposed around the waste enclosure
  - A stone retaining wall will help address site grading challenges
2. Zoe Wood, Intern Interior Designer, dHKarchitects, presented the external building materials.
3. Cara MacDonald, Landscape Architect, MacDonald Gray Consultants, presented the landscape plan. Highlights included:
  - Proposing to preserve approximately 25% of the site's natural forest and rocky slopes
  - Will provide public access via a two-metre trail and wooden stairs at the east end of the site
  - Incorporating terraced rock walls on the north side of the site to create private rear yard spaces
  - The planting scheme will include indigenous evergreen and fruiting species
  - Use of ornamental, fire-resistant plant species near the residential units
  - Tree planting will screen adjacent properties
  - Permeable paving proposed for the parking stalls at the south of the site
4. Jordan Klippenstein, Cascara Consulting Engineers Limited, presented the preliminary site servicing plan.

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

Panel discussion took place. Highlights included:

- Use bolder colours, such as yellow or red, to create stronger contrast between buildings
- Add projections or peaks over patio doors for weather protection
- Clarification regarding tree placement near the southern retaining wall
- Enhance entrance areas with additional lighting or architectural features
- Include defined channeling for retaining walls to manage water runoff
- Increase use of permeable paving in driveways, fire truck turnaround, and pedestrian walkways
- Address wayfinding concerns by incorporating contrasting door colours for each building
- Add weather protection to the stairs
- Screen the pad-mounted transformer with planting to improve the arrival experience
- Maintain a two-metre trail width at the trail connection
- Relocate the bicycle rack to the trail area
- Add additional stairs or ramps where required to meet City guidelines
- Parge the waste enclosure for a finished appearance

It was moved and seconded that Development Permit Application No. DP001401 – 5420 Altavista Drive be accepted as presented. The following recommendations were provided:

- Consider incorporating bolder colours, such as on the front doors
- Consider adding weather protection features for patio doors
- Consider creating a more landscaped arrival experience at Buildings One, Two, and Three, using elements like lighting and boulders
- Consider retaining wall defined channeling to prevent water runoff
- Consider using permeable pavers for driveways, pedestrian walkways, and truck turnarounds
- Consider adding weather protection for the stairs
- Consider screening the pad-mounted transformer near the site entrance
- Consider maintaining a two-metre trail width at the trail connection
- Consider relocating the bicycle racks near the trail access
- Consider parging the concrete masonry waste enclosure
- Consider additional stairs where needed to comply with City guidelines for maximum slopes

The motion carried unanimously.

**5. ADJOURNMENT:**

It was moved and seconded at 6:05 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY