



MINUTES

DESIGN ADVISORY PANEL MEETING

Thursday, December 11, 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*
Kenneth Hample, At Large*
Jessica Kaman, At Large*
Harry Law, At Large*

Absent: Kait McGeary, BCSLA/CSLA
Dusan Nikolic, AIBC

Staff: L. Rowett, Manager, Current Planning*
M. Paiement, Planner, Current Planning*
B. Binnersley, Community Development Clerk
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. CHAIR'S REPORT:

Marta Kubacki, Chair, introduced the new Design Advisory Panel member, Kenneth Hample.

4. ADOPTION OF MINUTES:

It was moved and seconded that the 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-NOV-13 at 5:08 p.m. be adopted. The motion carried unanimously.

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

5. PRESENTATION:

a. Development Permit Application No. DP001403 – 4951 Jordan Avenue

Introduced by Morgan Paiement, Planner, Current Planning.

Presentations:

1. Hazen Fowler, Hazelwood Construction Services, introduced the team and provided a brief project overview.
2. Jarrod Koster, Engineer, Herold Engineering Limited, presented the site plan, neighbourhood context, and building elevations and renderings. Highlights included:
 - Loading zone positioned on the lower side of the building to utilize site grade
 - Second-floor exterior covered patio and additional amenity space near Jordan Avenue
 - Ramp access to lower areas
 - Upper parking lot primarily designated for customer use
3. Cara MacDonald, Landscape Architect, MacDonald Gray Consultants, presented the landscape plan.
 - Retention of existing trees and vegetation along the southern boundary
 - Staff amenity space proposed on the east side, featuring a patio and picnic tables
 - Plant palette selected for durability, urban adaptability, low maintenance, and drought tolerance
 - Inclusion of fruit-bearing plants to enhance habitat and visually extend the adjacent park
 - Two-metre-wide vegetative screen with evergreen hedging, columnar shrubs, tall grasses, and street trees
 - Decorative stone feature with boulders and groundcover proposed for the north side
 - Five-metre-wide planted buffer along the west to soften building massing
 - Proposing a garbage enclosure for the southeast corner
4. Ian Bower, Certified Technician, Herold Engineering Limited, presented the site servicing plan.

Marta Kubacki, Chair, opened the floor for questions to Staff. Staff clarified the onsite energy capture staff design comment, specifically renewable energy, and that the comment aligns with the general Form and Character Design Guidelines.

Panel discussion took place. Highlights included:

- Add solar shading, such as metal awnings, canopies, or screens to the south and west façades
- Explore rough-in opportunities for future solar installations
- Provide end-of-trip facilities or a maintenance area onsite
- Add wheel stops to the north parking spaces to maintain accessible walkways
- Enhance visual interest with canopies or awnings above windows and wood beam features at lower levels
- Improve wayfinding by differentiating unit entries with varied door surround colours
- Ensure safe pedestrian access to the garbage enclosure
- Clarification that the garbage enclosure will be for both residential and commercial uses
- Strengthen public façades with additional visual interest, such as wood elements or landscaping, particularly at the Jordan Avenue and Mostar Road corner
- Screen the amenity area from customer parking
- Integrate West Coast forest-inspired landscape elements throughout the site, especially at the northwest corner

It was moved and seconded that Development Permit Application No. DP001403 – 4951 Jordan Avenue be accepted as presented. The following recommendations were provided:

- Consider rough-in for solar
- Consider incorporating end-of-trip services, such as showers
- Consider installing wheel stops at the north entrance
- Consider solar shading elements, such as metal awnings, canopies, or screens on upper floors
- Consider distinguishing units by using varied door surround colours
- Consider providing a safe pedestrian connection to the garbage enclosure
- Consider enhancing the façade with additional visual interest, particularly at the Jordan Avenue and Mostar Road corner
- Consider integrating West Coast forest-themed landscape elements throughout the site, with emphasis on the northwest corner
- Consider screening the amenity area

The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 5:45 p.m. that the meeting adjourn. The motion carried unanimously.

A handwritten signature in blue ink, appearing to be 'GA', is written above a horizontal line.

CHAIR

CERTIFIED CORRECT:

A handwritten signature in black ink, appearing to be 'A-R', is written above a horizontal line.

RECORDING SECRETARY