



ADRC AGENDA

-ADVISORY DESIGN REVIEW COMMISSION-

Agenda for the Advisory Design Review Commission Meeting of the Village of Pemberton to be held Wednesday, May 17, 2016 at 5pm at 7400 Prospect Street.

	Report Total Pages
1. CALL TO ORDER	
2. MEMBERS & STAFF INTRODUCTION	
Appointment OF Chair & Co-Chair	6
• Bylaw 626	
3. MINUTES	
• Minutes of the ADRC Meeting of March 05, 2014	2
4. DEVELOPMENT PERMIT NO. DPA006-RADIUS	
7361 Arbutus	
• Development Permit-Form & Character Review-Memo to ADRC Summary & Permit Application Link	4
http://pemberton.ca/media/288133/DPA006- Radius%20External%20ADRC%20Package_sm.pdf	54
5. MINOR DEVELOPMENT PERMIT NO DPm106-Royal Canadian Legion	
7440 Prospect	5
• Development Permit-Color Scheme Review	
6. NEW BUSINESS	
7. NEXT MEETING	
8. ADJOURNMENT	

THE VILLAGE OF PEMBERTON
BYLAW NO. 626, 2009
Advisory Planning Commissions Bylaw

WHEREAS pursuant to Section 898 (1) of the *Local Government Act* a Council may, by bylaw, establish an advisory planning commission to advise council on matters respecting land use, community planning or proposed bylaws and permits under Divisions 2, 7, 9 and 11 of the *Local Government Act*,

AND WHEREAS pursuant to Section 898 (3) of the *Local Government Act* a bylaw establishing an advisory planning commission must provide for the commission's composition, method for the appointment of members, the procedures governing the commission's conduct and referral of matters to be considered;

THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Pemberton enacts an Advisory Planning Commission Bylaw as follows:

1. This Bylaw may be cited as the "ADVISORY PLANNING COMMISSIONS BYLAW NO. 626, 2009".

2. The Village hereby establishes two distinct Advisory Planning Commissions known as: "Design Review APC" and "Land Use APC".

3. Composition

(1) The "Design Review APC" shall be composed of six (6) members. One (1) member shall be a Director of the Pemberton and District Chamber of Commerce as selected by this organization.

(2) The background and qualifications of the remaining five (5) members of the "Design Review APC" should provide design and development expertise that is appropriate to the Pemberton context. Council should make best efforts to appoint the following professionals and/or community members with specific knowledge of:

- architectural design;
- community planning;
- construction/development; and
- landscape design.

(3) Two thirds ($2/3^{\text{rds}}$) of the individuals appointed as members to the "Design Review APC" shall be qualified as follows:

- a resident of the Village; or
- a resident of Squamish Lillooet Regional District's Area C; or
- a property owner in the Village for a minimum of one year.

- (4) The “Land Use APC” shall be composed of six (6) members.
- (5) The background and qualifications of the members should be reflective of an array of interests and perspectives within the Pemberton community. Council should make best efforts to balance the make-up of the “Land Use APC” and appoint members that have specific knowledge in one or more of the following areas:
 - agriculture;
 - children and youth;
 - environment stewardship;
 - land development/ construction;
 - local education;
 - recreation;
 - seniors/accessibility; and
 - tourism.
- (6) All individuals appointed as members to the “Land Use APC” shall be qualified as follows:
 - a resident of the Village; or
 - a resident of Squamish Lillooet Regional District’s Area C; or
 - a property owner in the Village for a minimum of one year.

4. Appointments

- (1) Members of the “Design Review APC” and “Land Use APC” shall be appointed by council for a term of two years. Appointments will be staggered by one year and members will be appointed in conjunction with council’s committee appointments that occur annually in December. Notwithstanding, the inaugural Commission will appoint half of its members to a one year term to facilitate staggered appointments in the future.
- (2) Members of the “Design Review APC” and the “Land Use APC” should not be appointed to more than three (3) consecutive terms.
- (3) Council may assign a member of council to both the “Design Review APC” and the “Land Use APC”, however, the council representative is not considered a member of the Commissions and therefore shall not be eligible to be an official (voting) member, but may attend in a resource capacity between council and the Commissions.
- (4) All members of the “Design Review APC” and the “Land Use APC” shall serve without remuneration, but may be paid reasonable and

necessary expenses that arise directly out of the performance of their duties.

5. Procedures for Governing Conduct

(1) Members of the “Design Review APC” and “Land Use APC” shall abide by the following Code of Ethics:

- attend all meetings except for reasons beyond their control, whether or not they feel that they have any useful input into the subjects under discussion;
- accept that if they miss more than three (3) meetings in any twelve (12) month period, they may be asked to resign;
- make best efforts to become fully informed of the possible effects of decisions related to proposed developments, policy or guidelines amendments or other specific planning directions; and
- hold themselves free of any conflicts of interest.

Any member who fails to adhere to the Code of Ethics will be asked to resign from the respective Commission.

(2) Meetings of the “Design Review APC” and the “Land Use APC”:

- shall be held in a timely manner as needed to address issues that arise from time to time or as referred by the Village;
- may set a regular meeting date and time, if deemed necessary;
- shall be open to the public;
- shall provide notice posted on the Village Notice Board and website, at least twenty-four hours in advance of the meeting, indicating the day, hour and place of the meeting;
- shall have a Village appointed Recording Secretary to keep the minutes of all meetings. The minutes shall be legibly recorded, signed by the chair or member presiding, and open for public inspection in accordance with the *Local Government Act*.
- may make rules by majority resolution, as it sees fit to govern its conduct noting that in so doing the intent is that in general the rules of parliamentary debate shall apply: members will address the chair, motions will be made and seconded, the Chairperson will call the question and the vote will be recorded.

- (3) The Chairperson of the “Design Review APC” and the “Land Use APC” shall be elected by vote of the members at the first meeting of the year.

The Chairperson:

- shall preside, when present, at any meeting and generally shall fulfill all of the duties usually performed by the Chairperson; and
 - shall have the same right of voting as the other members of the “Design Review APC” or “Land Use APC” and in case of an equality of votes for and against the question, the question is resolved in the negative and the Chairperson shall so declare.
- (4) The “Design Review APC” and the “Land Use APC” may elect one (1) of its members to be Vice-Chairperson, who in the absence of the Chairperson shall preside at meetings of the Commissions. In case the Chairperson is absent from a meeting and no Vice-Chairperson has been elected, the members present, if a quorum is present, shall elect one (1) of their members to act as Chairperson of that meeting.
- (5) Four (4) voting members constitutes a quorum for each the “Design Review APC” or the “Land Use APC”. A quorum is required to undertake:
- the transaction of business, and the decision;
 - all acts whatsoever authorized or required to be done, except as otherwise provided for; and
 - all questions of adjournment and others that may come before the Commissions.
- (6) Applicants for a particular bylaw amendment or permit are entitled to be given notice, attend and be heard at the corresponding Commission meetings.

6. Matters for Referral

- (1) The “Design Review APC” shall review and provide council with recommendations on matters respecting Village design related issues particular to the following:
- Development permit and development variance permit applications;
 - Reports and policy analysis, notably development permit applications and guidelines;

- Planning and design documents (i.e. Official Community Plan, Village Vision and Zoning Bylaw), rezoning applications and reports that specifically relate to the form and character of a building, outdoor spaces and landscaping; and
 - Any other matters referred by council.
- (2) The “Land Use APC” shall review and provide Council with recommendations on matters respecting land use, community planning, major policy issues and proposed land use bylaws, permits and other applicable regulations, particular to the following:
- Reports and policy analysis including community and neighbourhood planning, housing, and economic development;
 - Applications for amendment of the Official Community Plan and Zoning Bylaw;
 - Major development applications; and
 - Any other matters referred by council.

7. Reporting Procedure

- (1) The “Design Review APC” shall:
- provide input at early stages in the design review process, the timing of which will be determined on a case by case basis by the Manager of Development Services.
 - provide recommendations and comments with respect to matters outlined in Paragraph 6 (1) of this Bylaw. Recommendations shall be in the form of formal resolutions and shall be specific in their direction. The recommendations will be used by Village staff and their consultants when discussing a project with an applicant, and may be used by council when making decisions on development applications.
- (2) The “Land Use APC” shall
- provide input at early stages with regard to community planning and land use matters, the timing of which will be determined on a case by case basis by the Manager of Development Services.
 - provide recommendations and comments to the Village with respect to the matters outlined in Paragraph 6(2) of this Bylaw. Recommendations shall be in the form of formal resolutions and shall be specific in their direction. The recommendations will be used by Village staff and their consultants when discussing a

project with an applicant, and may be used by council when making decisions on land use and community planning issues.

- (3) Council will inform the “Design Review APC” and the “Land Use APC” of its decisions, yet council is in no way bound to the advice or recommendations of the commissions. Decisions not conforming to the “Design Review APC” and/or “Land Use APC” recommendations may be further discussed by the commissions should it be deemed appropriate or necessary by council.

8. Staff Resources and Support

- (1) The Manager of Development Services or their designate shall serve as a resource person.
- (2) The Manager of Development Services shall appoint a Recording Secretary to document the minutes of the meetings.

9. General

- (1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- (2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME this 20th day of January, 2009

READ A SECOND TIME this 20th day of January, 2009

READ A THIRD TIME this 20th day of January, 2009

RECONSIDERED, FINALLY PASSED and ADOPTED this 3rd day of February, 2009

Mayor

Administrator

ADVISORY DESIGN REVIEW COMMISSION MINUTES

Minutes for the Advisory Design Review Commission of the Village of Pemberton held March 5, 2014 at 6:30pm at 7400 Prospect Street.

IN ATTENDANCE: Kristina Salin, Chairperson
Sarah Allen, Co-Chair
Danielle Arsenault, Member
Annie Millar, Member
Mark Mendonca, Member

STAFF IN ATTENDANCE: Caroline Lamont, Manager of Development Services
Suzanne Bélanger-Project Coordinator

1) CALL TO ORDER

At 5:30 the meeting was called to order.

2) MEMBERS UPDATE

The Village welcomed new member Annie Millar and thanked Kristina Salin for her re-appointment for another 2 year term.

The manager of Development Services clarified that another member from the Architectural Society will be appointed at a later date following their Board meeting.

3) MINUTES

Moved/Seconded

THAT the minutes of the ADRC of October 10, 2010 be approved as circulated
CARRIED

4) DEVELOPMENT PERMIT No. 59 Downtown Community Barn-Frontier Street

The Development Services Manager reported on the background information regarding the Downtown Community Barn initiative. The project is the result of multiple initiatives done by the Village and with the input of many businesses and community interest, more specifically:

- Downtown Enhancement Strategy
- Frontier Street Master plan

The initiative is a key planning direction and action item in the Official Community Plan.

In early 2012, Council supported staff in reaching out to the Timber Framers Guild to help build a community space in a barn raising event. The TFG accepted the Village invitation and the project go-ahead became a reality following the grant announcement of \$240,000 from the Whistler Blackcomb Foundation at the end of December 2013.

The Development Permit application is to formalize the project which is located within the Village Core (C-1 Zoning) and within a development permit area.

Lamont clarified that the Commission's consideration of the project is focused on building design review as outlined in the Development Permit Guidelines contained in the Official Community Plan. It is to review more specifically the structure rather than the barn raising event.

The Commission was very supportive of the project, they did indicate that a site plan should be prepared that formalizes the building location in relation to Frontier Street and maximizes parking and landscaping opportunities. The Commission emphasized the importance of enhancing the downtown pedestrian realm with landscaping and curb extensions. They also indicated that additional consideration should be given to signage.

Moved/Seconded

THAT the ADRC recommend that Council support the Development Permit application for the Downtown Community Barn keeping in consideration:

- Future landscaping plan
- Retaining site line view
- Long term planning (pedestrian path/curbs)
- Parking (current & future)
- Loading
- Signage

CARRIED

5) **DEVELOPMENT UPDATE**

6) **NEXT MEETING**
TBA

7) **ADJOURNMENT**
At 7:30 p.m. the meeting was terminated.

This is a true and correct copy of a meeting of the Advisory Design Review Commission of the Village of Pemberton, held March 5, 2013.

Chair

Date: May 17, 2016
To: Advisory Design Review Commission
From: Lisa Pedrini, Contract Planner
Subject: Major Development Permit No. 006 – Radius

The Village has received a Development Permit application from Rod Nadeau/Phil Dugas on behalf of BC1065774 (Vidorra Developments Ltd.) to develop a residential apartment building. The subject property is Lot 6, Plan KAP72731, DL 203, LLD and is located at 7361 Arbutus Street immediately north of the Winchester development and south of the Wood Bridge Development. The location is identified on the attached drawing (Appendix A). The property is designated as a Development Permit Area for Form and Character in the Village's OCP under DP Area No. 3 – Multi-family and/or Commercial Development.

The purpose of this report is to assist the Advisory Design Review Commission in its consideration of the application

BACKGROUND

The site is a previously serviced lot with substantial preload still on the site. The site adjoins parkland and the Pemberton Community Centre on the West side, and existing commercial development (the Winchester) on the South side with a public walkway separating the two lots.

A Project Information Sign has been placed on the site as per Schedule G of the Village's *Development Procedures Bylaw No. 725, 2013*.



BRIEF DESCRIPTION OF THE PROPOSAL

As illustrated in the attachment, the proposal is to develop a three (3) storey residential dedicated apartment building containing forty-five (45) rental units with a building area of 12,934 square feet. There will be fifteen (15) residential units per floor, consisting of a combination of one bedroom, one plus den, two bedroom, two plus den, and three bedroom apartments.



The parking garage will offer twenty-eight (28) private (enclosed) garage spaces situated in the underground parking garage, which will be available on user pay basis. There will be private outdoor space for every unit located at grade level, and outdoor balconies for units situated on the second and third levels. Extensive fill, landscaping and green space around the building will accentuate the at grade aspects of the lowest habitable floor to afford privacy.

The front entry to the residential development is facing Arbutus Street, with each unit gaining access off a common corridor. There will be an internal stairwell located at the front of the building, with large exterior windows to maximize daylight and views. An elevator and an entry ramp provide accessibility to all levels.

The plan submitted shows vehicular access to the site would be gained off Arbutus Street in three locations as shown on the Landscaping Plan. Access may need to be redesigned via two driveways, rather than three, based on initial comments from the VoP Engineer.

The entry to the underground parking area is on the north side of the building. Twenty-seven (27) surface on-site parking spots will also be provided on the north side and east (front) side of the building.



The building has been designed to facilitate affordability, healthy living and ease of a sustainable lifestyle. Heat exchange will ensure fresh air 24/7, larger than normal windows will allow light to penetrate the units and an on-site community garden allows for fresh food to be grown and a gathering space an increased sense of community.

The building has a high number of interesting sustainability features, and will be built to strict green building standards. It will be a net zero energy use building, essentially one of the highest ratings for energy efficiency, and this will be accomplished through a passive house design with a high quality building envelope, triple pane windows, airtight construction and rooftop solar panels. The intent is that Radius will produce as much energy as it consumes on an annual basis.

The architectural style of the building is mountain contemporary design. The building envelope is simple rectangular shape, with articulated bump outs and cantilevered balconies to add interest and privacy. The building is placed on the site strategically to maximize green space and parking. The exterior skin will be durable rain screened stucco and metal siding with a wood grain finish. The colour scheme would be taupe and dark brown. The colour scheme will be evident on the colour board that will be presented at the ADRC meeting.

COMPLIANCE WITH ZONING BYLAW

The subject property is zoned Portage Road Commercial (C-3). The following is an assessment of the proposal in the context of the Zoning Bylaw requirements:

- a) An Apartment is a **permitted land use** in the C-3 zone, as per Zoning Amendment Bylaw No. 642, 2010. Apartments in the C-3 Zone must have a minimum lot size of 900 m² and a minimum lot width of 25 m.

- b) The building would comply with the 10.5 meter **maximum height** restriction based upon a calculation of average finished grade. The proposed height is 32'4" (10.5m).
- c) The building would comply with the front, rear, north interior and south interior lot line **setback** requirements.
- d) The building covers 32.5% of the lot and therefore would comply with the 40% **maximum lot coverage** requirement.
- e) Based upon the requirement of 1.25 off-street parking spaces per each one (1) bedroom "townhouse" unit, 1.75 parking spaces per each two (2) bedroom "townhouse" unit, and 0.25 parking space per "townhouse" unit for visitors, seventy-seven (77) **residential parking spaces** would be required. The applicants have purposely chosen to design the building around sustainability principles more so than accommodating cars. Only fifty five (55) off-street parking spaces have been provided, twenty-eight (28) underground (unassigned) and twenty-seven (27) at surface, three (3) of which are handicap spaces.

Hence, the applicant has requested a variance in the amount of nineteen (19) parking spaces, based on the desire to accommodate more green space and landscaping. Also the project includes two (2) electric car-share vehicles, which in some jurisdictions can be credited from 4 to 8 parking spaces. Staff will be reviewing this variance request as part of the Development Permit application.

COMPLIANCE WITH DEVELOPMENT PERMIT GUIDELINES

The subject property is situated within Development Permit Area 3 – Gateway Commercial and Highway Frontage Commercial. The guidelines address such issues as small clustered buildings, building colours, roof lines, building materials, signage, street trees, parking areas, and landscaping. Generally, the proposal complies quite well with the Development Permit Guidelines. The Design Review Committee shall review the proposal, and provide comments on compliance with the DPA # 3 guidelines.

COMPLIANCE WITH SIGN BYLAW

The Sign Bylaw establishes that **fascia signs** not have an area greater than 2 square meters, and that they not project further then 3 cm beyond the front face of the building. The applicant has not submitted its Building Sign Plan yet.

Attachments:

- 1) *Submission from Vidorra Developments Ltd.*



Lisa Pedrini, Village Planner

cc. Tim Harris, Manager of Operations and Development Services

Date: May 17, 2016
To: Advisory Design Review Commission
From: Lisa Pedrini, Contract Planner
Subject: Minor Development Permit No. 106 – Pemberton Legion

The Village of Pemberton has received a Minor Development Permit application from Lesley Clark, Agent on behalf of the owner Royal Canadian Legion – Pemberton Branch 201 for exterior building improvements. The subject project is legally described as Lot 93, DL 203, Plan KAP1624, and is located at 7442 Prospect Street, Pemberton, BC. The property is designated as a Development Permit Area for Form and Character in the Village's OCP under DP Area No. 4 – Downtown Revitalization.

BACKGROUND

Staff became aware that the Legion had proceeded with painting the exterior patio of their building on May 5, 2016. Staff informed the Branch President that the above-noted changes necessitated a Minor Development Permit, in accordance with Section 7.0 of the OCP, and worked with the Agent to facilitate this application.

DISCUSSION & COMMENTS

The Legion has undergone work to the exterior form & character of the building in making the following improvements:

- Repair exterior boards of the building
- Replace door and paint exterior façade in sage green with grey trim

The applicant made a minor DP application which was received May 5, 2016. Refer to **Appendix A** for a picture of the former colour scheme, and to **Appendix B** for the requested improvements.

The following General Form and Character Guidelines are relevant to this application:

7.4.1.2 b) Building Form – Buildings are to be consistent with Pemberton's small town character and reflect its rural traditions of strong, simple and functional building forms. It is not the intent that the Village adopt a specific architectural style or theme.

- Reduce the mass and scale of buildings through design features such as variations in roof form, wall recesses/projections, texture/colour, vertical accents, windows, balconies, dormers and façade detailing;
- Design Buildings to positively address the public realm on street frontages and sidewalks;

- Face main entrances to the street, being clearly visible and directly accessible from the sidewalk. Entrances should reinforce proximity to grade level, particularly avoiding multi-story features;
- Create interest by varying use of the building's scale, modulation, materials and colour in the placement and detailing of elements such as bay windows, entrances, lighting, graphics and street furnishings;

7.4.1.2 c) Construction Materials – The building should be sufficiently durable to withstand Pemberton's variable climate while also exhibiting quality construction and a small town character:

- Use exterior materials that have been traditionally applied and/or are durable for the area including stone, wood, brick and glass.

Section 7.4.2.2 a) of the OCP outlines the guidelines for Building Form in the DPA#4. The only guideline from this section relevant to the proposed improvement is as follows:

- Buildings need to create pedestrian interest and memorable buildings by reflecting the scale of the downtown with varied yet harmonious façade elements, adding interest to the downtown's building form.

It is staff's opinion that the proposed color change meets the DP guidelines and will result in an improved aesthetic, creating pedestrian interest at the street level. Therefore staff recommends that this change be supported.

Staff would appreciate if the Advisory Design Review Committee members could share with the Village any concerns or comments regarding this minor Development Permit Application.

COMMUNICATIONS

This application is being forwarded to the Village's Advisory Design Review Committee for their consideration as per the Development Procedures Bylaw, Schedule "K".

LEGAL CONSIDERATIONS

Development Permit Areas as per Section 488 of the *Local Government Act*.

As per Bylaw 725, 2013 – Pemberton Development Procedures Bylaw – Section 10.1, Council has delegated the authority to issue Minor Development Permits to the Manager of Development Services.

Appendix A – Photos depicting the former exterior of the building

Appendix B – Photos demonstrating 'proposed' exterior improvements (already in place)



Lisa Pedrini, Village Planner

cc. Tim Harris, Manager of Operations and Development Services

APPENDIX A – Former Photos



APPENDIX B – “Proposed” Exterior Improvements



