

ADVISORY DESIGN REVIEW COMMISSION

Agenda for the Advisory Design Review Commission Meeting of the Village of Pemberton to be held Wednesday, November 21, 2018 at 5:45pm at 7400 Prospect Street.

	Total Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	1
3. APPROVAL OF MINUTES	
• Minutes of the ADRC Meeting of May 10, 2018	5
4. Major Development Permit Amendment	4
i. Crestline (DP-008) – APPENDICES: https://www.pemberton.ca/public/download/documents/54930	
5. Minor Development Permit	5
i. Mountain Glass – Exterior Improvements (DPm-110)	
6. 2019 ADRC Appointments – extended deadline	
7. NEW BUSINESS	
8. NEXT MEETING	
9. ADJOURNMENT	

**VILLAGE OF PEMBERTON
ADVISORY DESIGN REVIEW COMMISSION MINUTES**

Minutes for the Advisory Design Review Commission of the Village of Pemberton held Thursday, May 10, 2018 at 5:45pm at 7400 Prospect Street.

MEMBER IN ATTENDANCE: Tracy Napier (Chair)
Lisa Ames
Woody Bishop (Chamber Representative)
Saad Hassan
Caroline McBain
Annie Oja

STAFF IN ATTENDANCE: Lisa Pedrini, Senior Planner
Tim Harris, Manager of Operations & Development Services
Sheena Fraser, Manager of Corporate & Legislative Services (minutes)

PROJECT REPRESENTATIVES:

DPA011 - Mobile Home Park

Peter Annable – Agent for the Proponent

DPA013 – Elevate at Sunstone

Justin Bennet – Agent for the Proponent /Architect, Urban West Architecture Inc.

Justin Taylor – Landscape Architect, Durante Kreuk Ltd.

Cam McIvor – Sunstone Ridge Developments

Warren Barrow – Elevate @ Sunstone representative

Dave English - Elevate @ Sunstone representative

DPM109 – Restaurant at 7436 Frontier Street

Matthew Prescott – Agent for the Proponents

GENERAL PUBLIC: 0

1) CALL TO ORDER

At 5:48 p.m. the meeting was called to order.

2) APPROVAL OF THE AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3) **MINUTES**

Moved/Seconded

THAT the minutes of the Advisory Design Review Commission Meeting, held Monday, January 25, 2018, be approved.

CARRIED

4) **MAJOR DEVELOPMENT PERMIT: DPA011**

Mobile Home Park

7370 Highway 99

Lisa Pedrini, Senior Planner, provided background on the applications previously submitted by the proponents and advised that through this process the owners have developed a plan for the installation of more mobile home pads which has prompted the need for a Major Development Permit Application (DPA). As well, the landscape plan has been redesigned taking into consideration feedback from the ADRC.

Ms. Pedrini introduced Kristina Salin of KSalin Land Planning who is assisting the Village on the DPA application. Ms. Salin provided an overview of the application advising that the application includes the addition of thirteen (13) new mobile home pads and new landscape design for the entrance of the mobile home park.

Discussion took place respecting the following:

- Height of new mobile homes and Flood Construction Level requirements.
- What will it look like visually compared to the other pads.
- Does the landscape plan reflect screening of the higher mobile homes.
- New Tree configuration (Staff noted that the landscaping must meet with BCHydro regulations in some areas).
- Circulation on the property with the addition of the new pads, right of way and parking.
- Will there be allowance for residents to install stairs and decks.
- Irrigation requirements and the bond requirements.

Concern was raised with respect to the on-site parking in particular:

- Parking stall locations and allowance for visitor parking.
- Parking for the two units at the end of the road given there is none allocated to the pads and parking is only available in the overflow parking area or on a pad area across the road.
- Parking plan is confusing and it appears that some pads could become land locked

Staff noted that the Mobile Home Bylaw is not consistent with the Zoning Bylaw with respect to parking requirements but the Zoning Bylaw takes precedence.

Moved/Seconded

THAT Advisory Design Review Commission recommends to Council to support the Major Development Permit: DPA011, Mobile Home Park, subject to the following conditions:

- That irrigation be provided;
- That the road access to the new pads be paved;
- That the parking plan meets the Village requirements to the satisfaction of staff;
- That vehicular access to the new pads be clarified.

CARRIED

**5) MAJOR DEVELOPMENT PERMIT: DPA013
Elevate @ Sunstone**

Ms. Pedrini introduced Cameron Chalmers of Cameron Chalmers Consulting, who is assisting the Village on the DPA application. Cameron Chalmers provided an overview of the application and provided review comments based on the Village's current Zoning Bylaw regulations and requirements.

Discussion took place respecting the following:

- the variance for visitor parking and where visitors will park;
- playground requirements;
- ability for street parking;
- option to move the location of the accessible parking to provide for more visitor parking;
- Concern that the oversupply of parking are dedicated and there is nowhere for visitors to park;

The architect and landscape architect for the development proposal were invited to present the design and landscape concepts. Justin Bennett, Urban West Architecture, provided an overview of the design concept that is based on providing for a sense of community, while fitting into the topography of the landscape and protecting the natural environment.

Justin Taylor, Durante Kreuk Landscape Architect, provided an overview of the landscape plan which is aimed to provide residents a feeling of being in a natural environment and provide interest throughout the seasons.

Further discussion took place respecting the following:

- Need to ensure that supporting infrastructure in the development meets with high standard of the product (i.e.; parking)
- Size of driveways designed to facilitate parking of large trucks
- Constraints due to hillside location
- Need to ensure FireSmart restrictions are incorporated into landscaping plan
- Suggestion to narrow plantings down by 50%-70% and simplify the landscape plan so that it can be maintained economically
- Consider spacing and location of evergreens that will grow high to protect viewscapes and avoid needing to cut down trees in 10 years.
- Clarification with respect to snow shed locations and where snow dump areas will be located on site
- Consideration of installing a stretch of sidewalk from Road A along the Strata road to the first homes for ease of walking and safety
- Identification of traffic flow in/out of garbage and recycling building
- Construction elements (Passive House design principles)
- Location of fire hydrants and impacts to parking and snow dump areas
- Inadequacy of visitor parking and the variance request to reduce the required number from 13 to 3 and the parking configuration in general.

Moved/Seconded

THAT the ADRC recommend to Council that Development Permit Application DPA-013, Elevate @ Sunstone, be supported as presented with a recommendation that the number of visitor parking stalls be reviewed.

CARRIED

Two members Opposed

Moved/Seconded

THAT the ADRC further recommends that staff ensure that consideration is given to the potential addition of a sidewalk from Road A to the entry of the development and that attention is paid to FireSmart Principles with respect to landscaping.

CARRIED

**6) MINOR DEVELOPMENT PERMIT: DPm109
Downtown Restaurant
7439 Frontier Street**

Lisa Pedrini introduced the Minor DP Application for the upgrades to the restaurant formerly called The Centennial Café located at 7439 Frontier Street. Ms. Pedrini noted that these upgrades are considered to be a Minor Development Permit and as such approval is delegated to the Manager of Operations & Development Services.

Discussion took place respecting the following:

- clarification on the parking variance request (from 1 space for every 3 seats to 1 space for every 4 seats)
- required number of parking spaces
- payment in lieu of parking costs

Moved/Seconded

THAT the ADRC recommend to the Manager of Operations and Development Services that the Minor Development Permit DPm109 be supported.

CARRIED

7) DRAFT SIGN BYLAW

Lisa Pedrini provided an overview of the proposed sign bylaw noting that it is an update to the existing Sign Bylaw which was adopted in 1995. Pedrini noted specific changes including the inclusion to permit Sandwich Board Signs and reviewed the proposed regulation changes, review of the font sizes especially in the Industrial and Airport Signs

Commission members requested more time to review the draft bylaw before providing input. It was agreed that a meeting to specifically discuss the proposed Sign Bylaw be held and the date of Monday, June 4th at 5:45 p.m. was selected.

8) NEXT MEETING

It was proposed that a regular meeting schedule be established and if there is no need to meet the Commission members would be advised the meeting is cancelled. This would help ensure a quorum and allow members to plan their time accordingly.

Next meeting Monday, June 4th at 5:45 p.m.

9) ADJOURNMENT

At 8:30 p.m. the meeting was adjourned.

Tracy Napier
ADRC Chair

Date: November 21, 2018

To: Advisory Design Review Commission

From: Lisa Pedrini, Senior Planner
Cameron Chalmers, Planning Consultant

Subject: Revision Major Development Permit No. 118 and Development Variance Permit 008 – Crestline

The purpose of this memo is to solicit ARDC comment on proposed revisions to Development Permit No. 118 and Development Variance Permit No. 008 for the Crestline project located at 1422, 1426, and 1430 Portage Road.

BACKGROUND

The Applications for DP and DVP were reviewed by the ARDC on April 4, 2017, again September 27, 2017, and a revised proposal on December 7, 2017. The Staff report and meeting minutes from the final ARDC meeting are attached for reference.

Council considered and authorized issuance to DP118 and DVP008 on January 16, 2018. Since that time, the Applicants have been working towards a building permit submission and have requested several amendments to the original approval that warrant ARDC and Council consideration of the amendments.

BRIEF DESCRIPTION OF THE PROPOSED REVISIONS

Proposed Revisions to DP 118

There are several proposed amendments to the version of DP 118 that are being considered. The first minor amendment is slight modifications to the site plan. The street access, ramps, and stairs were moved tight to the exterior wall of the building to accommodate a Ministry of Transportation and Infrastructure request.

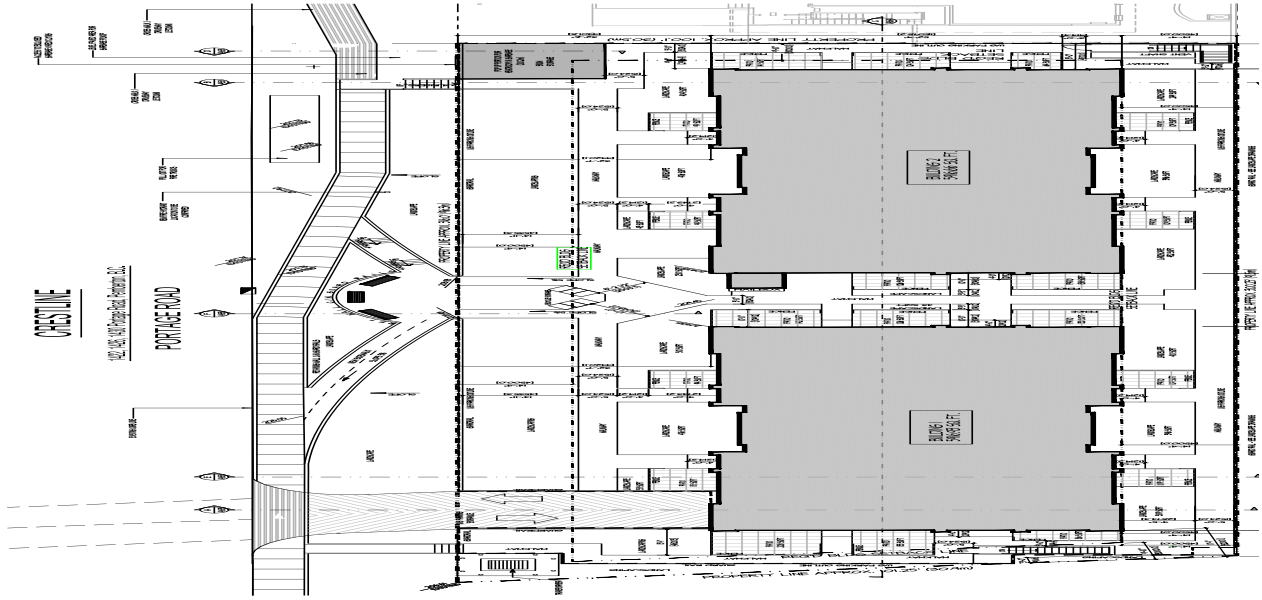


Figure 1: DP 118 as Approved

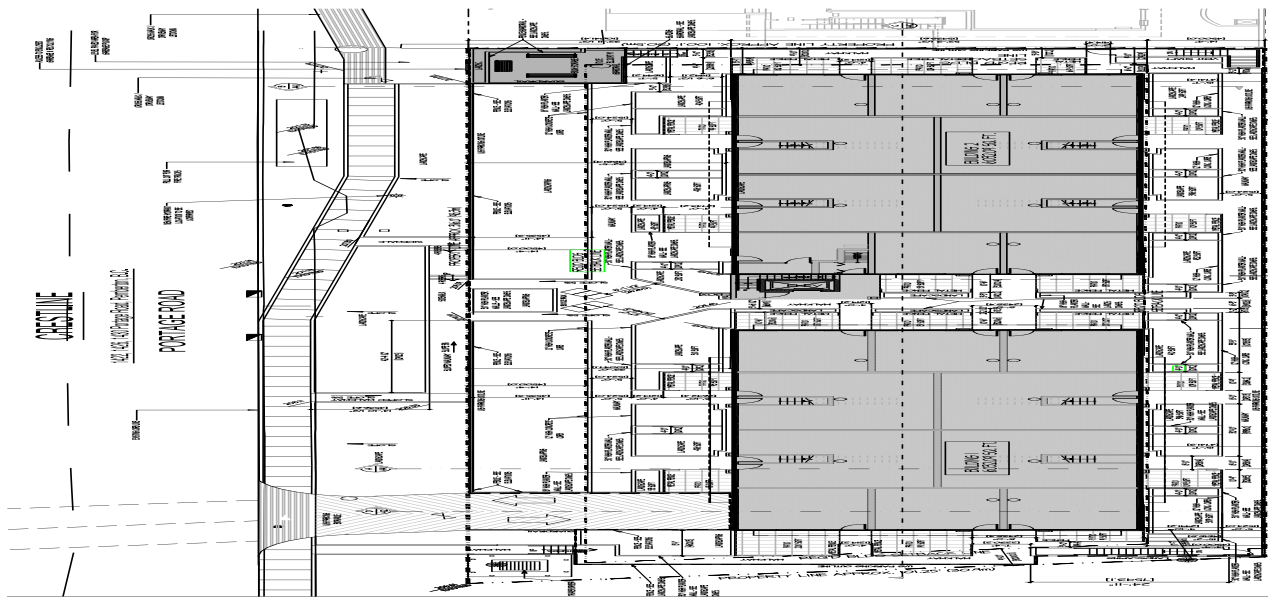


Figure 2: DP118 Proposed Amendment

The form of the roof has been modified to reconfigure the roof-decks and access to the roof. The roof form modifications are relatively minor, but trigger a revision to the DP 118. The calculation of the roof height also triggers an amendment to the Development Variance Permit to enable an exception to the Maximum Building Height provisions described below.

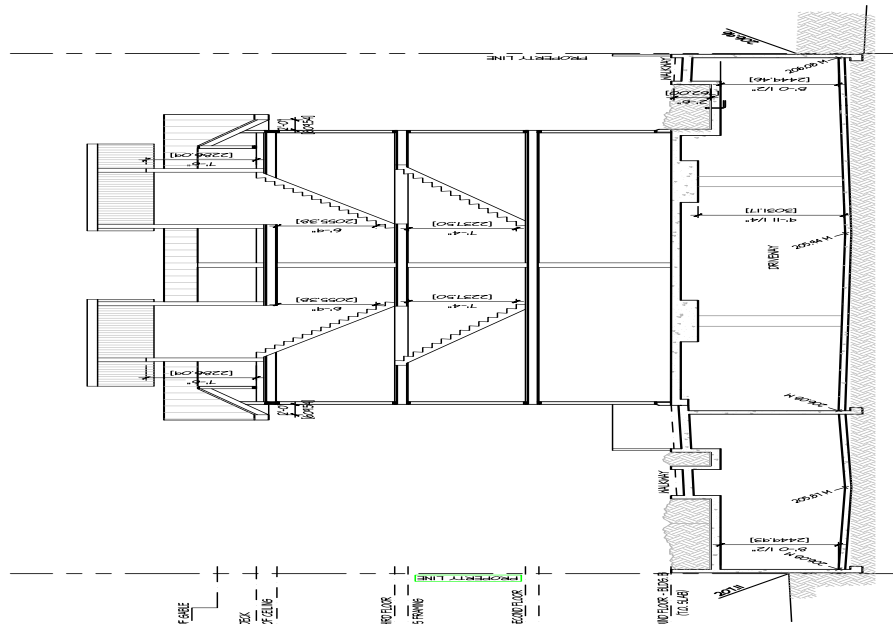


Figure 3: Roof Form Example as Approved

Figure 4: Roof Form Example Proposed

Proposed Revisions to DVP008

At initial approval, Council granted a Development Variance Permit to permit a zero lot line setback for the front lot line from the 4.5 metre Zoning Bylaw standard. A variance was also granted to site coverage to permit site coverage of 40.7%, which is in excess of the 40% Zoning Bylaw Standard.

Since approval, the proponents have altered the construction technique from a passive construction technique to conventional wood-frame construction. Consequently, the thickness of the building walls has decreased, negating the need for the site coverage variance. Staff recommend amending DVP008 to delete the variance for maximum site coverage.

The proposed building modifies the roof forms in a manner which requires a variance to Maximum Building Height of 10.5 metres. The interior roof which provides access to the roof-decks represents the highest point of the building, and though a secondary roof form, will exceed the zoning bylaw by approximately 1.54 metres. Accordingly, the Applicants have requested a variance to Maximum Building Height to 12.4 metres.

EFFECT OF PROPOSED AMENDMENTS

To accomplish the proposed amendments, the DP would be amended by replacing the drawing schedules attached to and forming part of the DP. The DVP would be amended to eliminate the site coverage variance, and include a new variance for Maximum Building Height.

COMPLIANCE WITH DEVELOPMENT PERMIT GUIDELINES

By approving DP 118, Council deemed the application to be consistent with applicable Development Permit Area Guidelines. The Proposed amendments are consistent with the Development Permit Area Guidelines, and as such are approvable.

DVP008 RATIONALE

Though DVP008 will introduce a new height variance, the general massing of the building does not change significantly. The overheight portion of the roof is a relatively minor roof element in the centre of the roof structure to provide access to the roof decks. This does not substantially alter the massing of the building, particularly when viewed from street-level, as the overheight portion of the roof will be screened by the massing of the building and set-back from the visible roof form.

The proposed roof also represents a better solution for roof-deck access than the approved scenario, and accordingly, Staff is prepared to support the request for DVP amendment.

Attachments:

- A. *Proposed DP118, DVP008 Permit As Amended*
- B. *Proposed DP118 Amendment Drawings*
- C. *Approved DP118/DVP008*
- D. *December 7, 2017 ADRC Report*
- E. *December 4, 2017 ADRC Minutes*

Lisa Pedrini, MCIP, RPP, Senior Planner
Cameron Chalmers, MCIP, RPP, Planning Consultant



October 12, 2018

To: Village of Pemberton
7400 Prospect Street

Attention: Lisa Pedrini, Senior Planner - lpedrini@pemberton.ca

**RE: Revised DP drawings for Crestline – 1422, 1426, 1430 Portage Road
LSA #14 - 089**

Please find below a List of changes implemented into revised DP drawings:

- Site Plan:

Street access, ramps and stairs were shifted tight to the exterior parkade wall as was requested by MOTI.

Access stairs next to the garbage Enclosure were deleted, not being able to provide enough overhead clearance underneath in parkade.

- Floor plans:

All exterior walls are reduced to a standard framing (2x6) instead of passive house requirements originally proposed (2x8 in addition to 2x4 interior furring).

The overall footprint of both buildings is reduced.

Original DP design was showing the Site coverage above the City's allowance, after revision it is complying to the City requirements at 40% (max). Refer to AS1.1 for a reference.

- Building Height:

We are requesting a variance in this project: to increase the height from 10.5M to 12.033M

Explanation: the variance is for the roofs over the deck access stairs, not the main roof.

The height variance is 1.53 M.



CRESTLINE REVISED DP DRAWING LIST

1. A0.0 Cover Sheet
(Renderings)
2. AS1.1 Site Plan
3. AS1.2 Parking plan and Site Statistics
4. AS2.1 Streetscape
5. A1.1 Building 1 Ground Floor and 2nd Floor
6. A1.2 Building 1 3rd Floor and Roof Deck
7. A1.3 Building 2 Ground Floor and 2nd Floor
8. A1.4 Building 2 3rd Floor and Roof Deck
9. A1.5 High roof plans Main Roof plans
10. A3.1 Building 1 Elevations
11. A3.2 Building 2 Elevations
12. A4.1 Building Sections
13. A4.2 Building Sections

Please note that the total unit numbers, layouts as well as a character and form of both buildings stay the same.

Feel free to call to discuss the above.

Yours truly,

LOVICK SCOTT ARCHITECTS LTD.

Date: November 21, 2018

To: Advisory Design Review Commission

From: Lisa Pedrini, Senior Planner

Subject: Minor Development Permit No. 110 – Mountain Glass

The Village of Pemberton has received a Minor Development Permit application from SLM Development, Agent on behalf of the owner Richard May of R & G Holdings LTD – exterior building improvements for Mountain Glass. The subject project is legally described as Lot B, DL 7926, Plan EPP66106, and is located at 1356 Aster 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 Mountain Glass had proceeded with painting the exterior patio of their building on July 5, 2018. Staff informed the General Manager 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. Since the work has already been completed, the application is being presented to the ADRC for their information and comment after the fact.

DISCUSSION & COMMENTS

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

- Paint exterior façade in sage green with black trim.

The applicant made a minor DP application which was received July 9, 2018. 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 General Form & Character Guidelines

The following general guidelines apply to DP#4 (Downtown Revitalization) which incorporates specific directions related to site design, building form, landscaping, snow management, vehicle circulation, parking and servicing:

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; Diminish the appearance of garage doors from public streets.
- 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.

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.
- Apply exterior building colours that complement nature's spectrum; earth hues and the natural colours of foliage, grass, sky and woods: Brighter colours may be appropriate as accents such as doorways, window frames, signs, graphics, store fronts and/or displays.

7.4.2 Development Permit No.4 – Downtown Revitalization

The Village encourages enhancements and redevelopment of the downtown area to provide a more vibrant environment for businesses, residents and visitors.

7.4.2.2 Guidelines - The Development Permit Guidelines for commercial areas for revitalization have incorporated specific directions related to: building form; streetscape improvements and landscaping; circulation and parking; and signage and lighting.

a) Building Form - Buildings need to create pedestrian interest and memorable buildings by:

- Reflect the scale of the downtown with varied yet harmonious façade elements, adding interest to the downtown's building form.
- Coordinate adjoining buildings to maintain visual continuity of eave lines, materials, soffits and fascias. Either avoid the exposure of party walls or consider them as an important design feature.

It is staff's opinion that the proposed color change meets the DP guidelines and has resulted 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, Senior Planner

cc. Nikki Gilmore, Acting Manager of Operations and Development Services

APPENDIX A – Former Photos



APPENDIX B – “Proposed” Exterior Improvements





Public Notice

Call for ALUC & ADRC Commission Members

The Village of Pemberton is seeking volunteers for the following commissions:

Questions?
We're
Listening.



Phone
(604) 894.6135



Email
admin@
pemberton.ca



www.pemberton.ca

ADVISORY LAND USE COMMISSION: Two (2) year term - 2019/2020

Three (3) seat vacancies. The main function of the ALUC is to provide Council and municipal staff with advice and recommendations on matters regarding land use, community planning, major policy issues, and proposed land use bylaws, permits and other regulations affecting the development of the community. Professional experience in land use planning, and/or community development would be an asset.

ADVISORY DESIGN REVIEW COMMISSION: Two (2) year term - 2019/2020

Two (2) seat vacancies. The main function of the ADRC is to provide Council and municipal staff with advice on commercial and multi-family residential development proposals. The Committee strives to achieve a high quality development that fits into the character of the Village while focusing its attention on such issues as exterior design, landscape treatment, lighting, signage and overall site planning. Professional experience in site planning, development, architecture, landscape architecture and/or construction would be an asset.

Interested persons are asked to contact the Village of Pemberton Department of Operations & Development Services for an application. Applications are due **before 4 pm on November 30, 2018**. The appointment is anticipated to be selected at the Council meeting on December 11, 2018.