

## ADVISORY DESIGN REVIEW COMMISSION

**Agenda** for the Advisory Design Review Commission Meeting of the Village of Pemberton to be held Thursday March 14, 2019 at 6:00 pm at 7400 Prospect Street.

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	Page
<b>1. ORIENTATION</b>	
<b>2. CALL TO ORDER</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. APPROVAL OF MINUTES</b>	
• Minutes of the ADRC Meeting of November 21, 2018	2 - 6
<b>5. MINOR DEVELOPMENT PERMIT – DPm113 7423 Frontier Street</b>	7 – 22
• Pemberton Hotel – Exterior Improvements for Cannabis Retail and Additional Hotel Rooms, Lisa Pedrini, Senior Planner	
<b>6. MAJOR DEVELOPMENT PERMIT – DPA116 Prospect Street</b>	
• Harmony Reach Village (“Wye Lands”) Mixed Use Development – Status Update, Cameron Chalmers, Planning Consultant	
<b>7. Downtown Enhancement Project</b>	
• Presentation, Andrew Robertson, MBCSLA, LEED® AP   Manager, Landscape Architecture, ISL Engineering and Land Services Ltd. & Nikki Gilmore, Village Chief Administrative Officer	
• Fougberg Park Frequently-Asked Questions (FAQ), Lisa Pedrini, Senior Planner and Nikki Gilmore, CAO	
<b>8. NEXT MEETING</b>	
<b>9. ADJOURNMENT</b>	

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

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

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**MEMBERS IN ATTENDANCE:** Tracy Napier (Chair)  
Lisa Ames  
Caroline McBain  
Annie Oja

**ABSENT MEMBERS:** Woody Bishop (Chamber Representative)  
Saad Hasan

**STAFF IN ATTENDANCE:** Lisa Pedrini, Senior Planner  
Cameron Chalmers, Planning Consultant  
Sheena Fraser, Manager of Corporate & Legislative Services  
Melissa Sutherland, Building & Planning Clerk (minutes)

**PROJECT REPRESENTATIVES:**

**DP008/DVP118- Crestline**

Andrea Scott- Architect  
Peter Cheung- Altire Properties  
Moe Ghane- Altire Properties

**GENERAL PUBLIC:** 0

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**1) CALL TO ORDER**

At 5:52pm 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 Thursday, May 10, 2018, be approved as presented.

**CARRIED**

**4) MAJOR DEVELOPMENT PERMIT: DP008  
DEVELOPMENT VARIANCE PERMIT: DVP118  
Crestline – 1422, 1426, 1430 Portage Road**

Cameron Chalmers, Planning Consultant, provided background on the applications previously submitted and why an amendment to the Development Permit and Development Variance Permit is required and the issuance has not been completed. He explained the modest changes to the site plan that eliminated the need for a variance to on site coverage. The developer no longer plans to use passive house technology, which has allowed them to bring the site coverage down to the permitted 40%.

As well, the applicants have made alterations to the rooflines and deck area which would bring the height of the building to 12.04m, 1.9m higher than permitted, which is why the applicants are now requesting a variance for height.

Cameron explained that Staff sees the changes as very minor and does not believe that the adjustments would be visible or noticeable from the street.

Ms. Pedrini introduced Andrea Scott, Architect for the Crestline project, to further present the changes to the ADRC.

Discussion took place respecting the following:

- The doors to access the rooftop deck will be a long architectural feature rather than a gable roof. The entrances to the rooftop deck would not be visible from the street.
- The building footprint has been reduced, bringing site coverage down to 40% now that passive house technology is not being used.
- The entrance ramp is now more modest due to Ministry of Transportation and Infrastructure (MOTI) requirements to keep the entrance closer to the property line. It is still in the MOTI Right of Way but using less space. This change has made the entrance ramp leaner, as it needed to be linear and tight to the property line.
- One set of exterior stairs (closest to the garbage room) have been removed. This does not impact the garbage room as there are still three other entrances. The stairs needed to be removed as the required clearance could not be made over the entrance.

Comments were raised with respect to the following:

- How the garbage trucks will access the garbage room from the street.
- If the Development Variance Permit Notification requirements were met.
- If there was any other special considerations for the passive constructions design by Council that might be impacted by the amendments.
- If the entrance ramp changes reduce the public outdoor space in this area and whether there is still room for benches.
- Clarification that the actual height requested is 12.04, not 12.4 m
- How this development would affect the crosswalk to the Pemberton Community Centre that is nearby.
- If the roof decks were considered as part of the original application.

Moved/Seconded

**THAT** the ADRC recommends that Council support the requested amendments to the Crestline Development Permit No. 008 (DP008) and Development Variance Permit No. 118 (DVP118) due to the minor nature of the changes proposed.

**CARRIED**

## **5) MINOR DEVELOPMENT PERMIT**

### **Mountain Glass- Exterior Improvements**

Lisa Pedrini, Senior Planner provided the background and advised that the applicants were not aware that their property required a minor Development in order to make exterior changes to the building (new paint). The exterior changes were completed before the application was made for a minor Development Permit.

The exterior of Mountain Glass and Mirror was originally white with forest green trim. The changes made resulted in the store front being painted sage green with black trim. Ms. Pedrini described the changes as cosmetically appealing and explained Staff is supportive of the color scheme change.

Discussion took place respecting the following:

- ADRC questioned why the application was being brought to the Commission if the work was already complete. The Commission felt that in the event that work is already completed and in compliance with development permit guidelines, review by the ADRC may not be necessary. Ms. Pedrini explained that the Development Procedures Bylaw indicates that minor Development Permits be reviewed by the ADRC. As

such Staff, felt the permit should still go through the process, and that the ADRC input was still valuable for Staff's purposes.

Moved/Seconded

**THAT** the ADRC supports the Minor Development Permit for exterior improvements to Mountain Glass and Mirror, as presented without any concerns.

**CARRIED**

#### **6) 2019 ADRC Appointments - extended deadline**

Ms. Pedrini updated the ADRC on the current status of ADRC Appointments. The deadline has been extended from November 23<sup>rd</sup> to November 30<sup>th</sup> due to the lack of applicants.

ADRC provided the following comments:

- Suggested advertising through professional bodies
- Suggested consideration of establishing a travel incentive to bring people in from neighboring communities

#### **7) NEW BUSINESS**

Ms. Pedrini provided a status update on the Development Services department noting the following projects:

- The Zoning Bylaw was adopted in July 2018.
- The Sign Bylaw is still in a draft form and would benefit from more consultation with the ADRC and the business community.
- A Development Permit application for a drive-through restaurant in the Village's gateway was withdrawn due to changes in the Zoning Bylaw no longer permitting this use on the subject property.
- A Development Permit application for a mixed use development in the Town Centre zone was returned to the applicant as the design was not completed to the satisfaction of the Village and in compliance with the Architects Act.
- There are a number of Rezoning applications and corresponding Development Permit applications expected in the next 6 months to a year.
- An update on the status of the Downtown Enhancement project was provided.

The ADRC enquired as to whether or not the Village's Downtown Revitalization Development Permit Area requirements apply to the Village and if the Downtown Enhancement project will require development permit review. The Commission also expressed an interest in providing feedback to this project from a design standpoint.

Moved/Seconded

**THAT** Staff confirms if development permit requirements apply to the Downtown Enhancement Project and report back to the ADRC;

**AND THAT** it be noted that the ADRC would like an opportunity to provide comments on the design elements of the Downtown Enhancement Project.

CARRIED

**8) NEXT MEETING**

Ms. Pedrini noted that the meeting scheduled in June to further review the draft Sign Bylaw was cancelled due to a lack of a quorum. Staff would like to bring this item back for ADRC review and will send out a Doodle Poll to find a date that will work for Commission members.

**ADJOURNMENT**

At 7:02pm the meeting was adjourned.

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Tracey Napier

Chair

**Date:** March 14, 2019

**To:** Advisory Design Review Commission

**From:** Lisa Pedrini, Senior Planner

**Subject:** Minor Development Permit No. 113 – Pemberton Hotel

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The Village of Pemberton has received a Minor Development Permit application from Dennis Maquire Architect Agent on behalf of the owner Bison Venture Group Ltd. to facilitate exterior building improvements to the Pemberton Hotel. The subject project is legally described as Lots 1-3, DL 203, Plan 1624, and is located at 7423 Frontier 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**

The Pemberton Hotel underwent some renovation work in 2016 to the exterior form & character of the building in making improvements in the form of exterior façade finishes (updated wood features, doors, shutters and signage). As such, two separate minor Development Permits have been authorized and issued to the Pemberton Hotel in order to make these changes.

### **DISCUSSION & COMMENTS**

The proposed improvements include:

- New Retail Space for Cannabis Retail Establishment
- Six (6) new ground level Hotel Rooms
- Entrance improvements (Accessibility)

The applicant made a minor DP application which was received January 25, 2019. Refer to **Appendix A** for the requested improvements. The applicants will bring a materials board to the meeting, but the general door finishes and window and trim detailing are shown on the last page of Appendix A. The Applicants will need to provide a landscaping plan detailing the species, number and expected height at maturity of each proposed planting and an irrigation plan.

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 exterior improvements meet the DP guidelines and has resulted in an improved aesthetic, creating pedestrian interest at the street level. Therefore staff recommends that these changes 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. Currently Nikki Gilmore, Chief Administrative Officer is the Interim Manager of Operations and Development Services.

Appendix A – Location Map

Appendix B – Architectural Drawings

## **SUGGESTED RECOMMENDATION**

That the ADRC recommends that the Manager of Operations and Development Services approves this application for a minor Development Permit to facilitate exterior improvements to the Pemberton Hotel based on the following conditions :

1. Submission of a satisfactory landscaping plan which also details proposed irrigation;
2. ...etc.

Lisa Pedrini, Senior Planner

Appendix A – Location Map

Appendix B – Current Photos

Appendix B – Proposed Design of Building Improvements

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



**APPENDIX B – Current Photos**



**Front – North End**



**Front – Looking South**



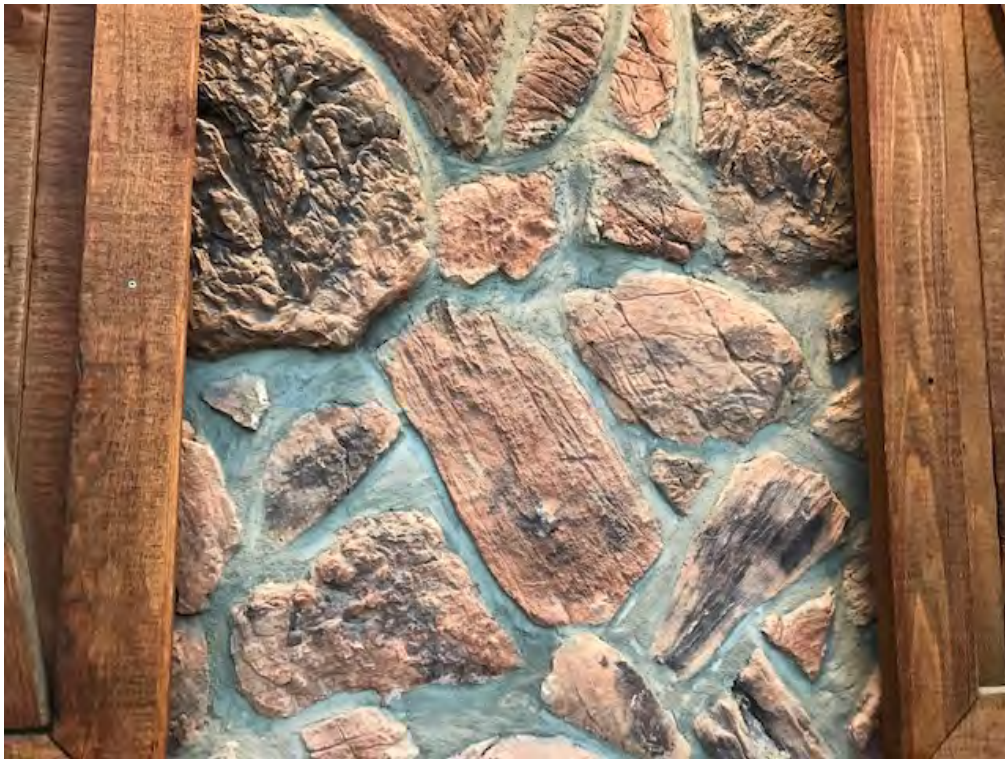
Side - North



Rear - North End

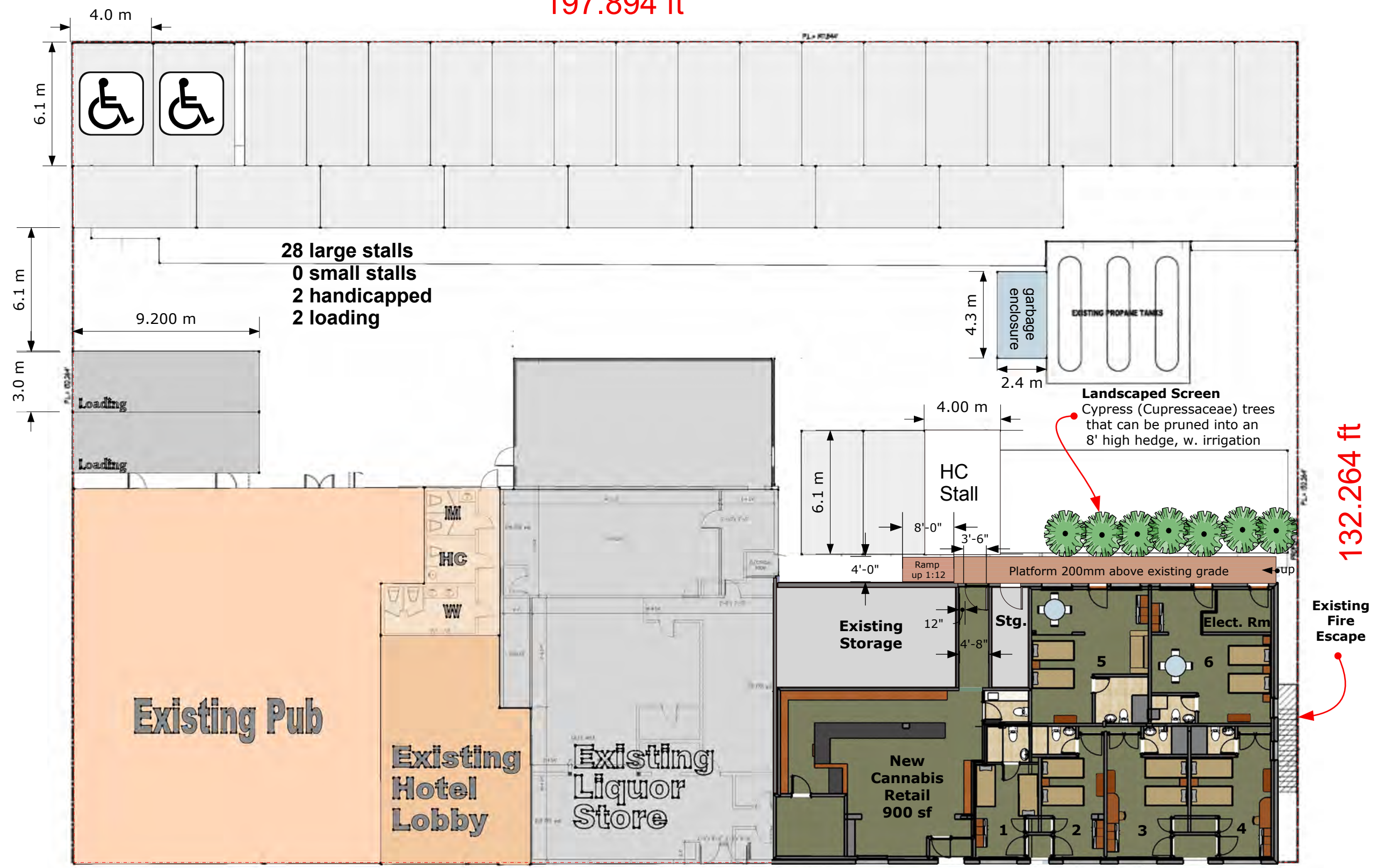


**Rear**



**Front – Existing Exterior Finish (not proposed to change)**

197.894 ft



**7423 Frontier Street, The Village of Pemberton, BC**  
**Project Description: To add a new Cannabis Dispensary (no change of use) and 6 New Hotel Rooms to and Existing Retail Space.**

← New Hotel Rooms 1,935 sf →

**Site Plan**  
 Scale: 1:200

**Pemberton Hotel Rms. & Dispensary**

**SITE PLAN**



#14-1005 Alpha Lake Road, Whistler, BC, V0N 1B1, Canada

Date: September 30, 2018	Page No.: <b>A00</b>
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**New Cannabis Store and Hotels Rooms from East**

**Pemberton  
Hotel Rms.&  
Dispensary**

**DENNIS  
MAGUIRE**

**ARCHITECT**

maibc



#14-1005 Alpha Lake  
Road, Whistler, BC,  
V0N 1B1, Canada

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**Hotel Rooms from North**

**Pemberton  
Hotel Rms.&  
Dispensary**



#14-1005 Alpha Lake  
Road, Whistler, BC,  
V0N 1B1, Canada





**Repaired and restored metal roof to match existing**

**New solid core wood doors**

**New vinyl widows to match existing**

**New Shingle Siding to match existing**

**Elect.**

**stg**

**Landscaped screen, cypresses pruned into 8' high hedge**

**Cannabis Store Accessible Entrance**

**Rear Facade Perspective**

**Pemberton Hotel Rms. & Dispensary**

**DENNIS MAGUIRE**  
**ARCHITECT**  
 maibc

#14-1005 Alpha Lake Road, Whistler, BC, V0N 1B1, Canada

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**Plan Section** scale: 1:70

**Pemberton  
Hotel Rms.&  
Dispensary**

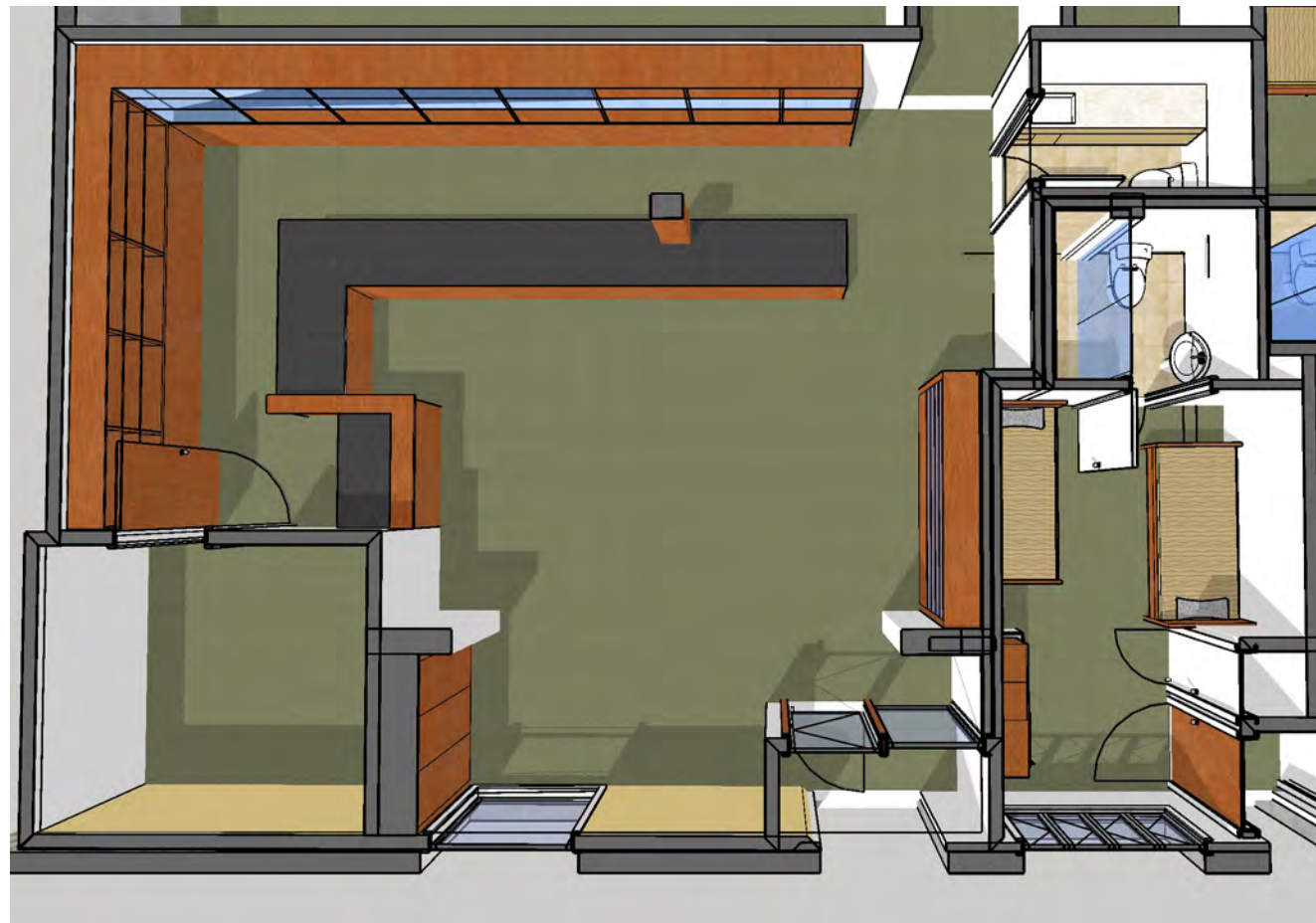


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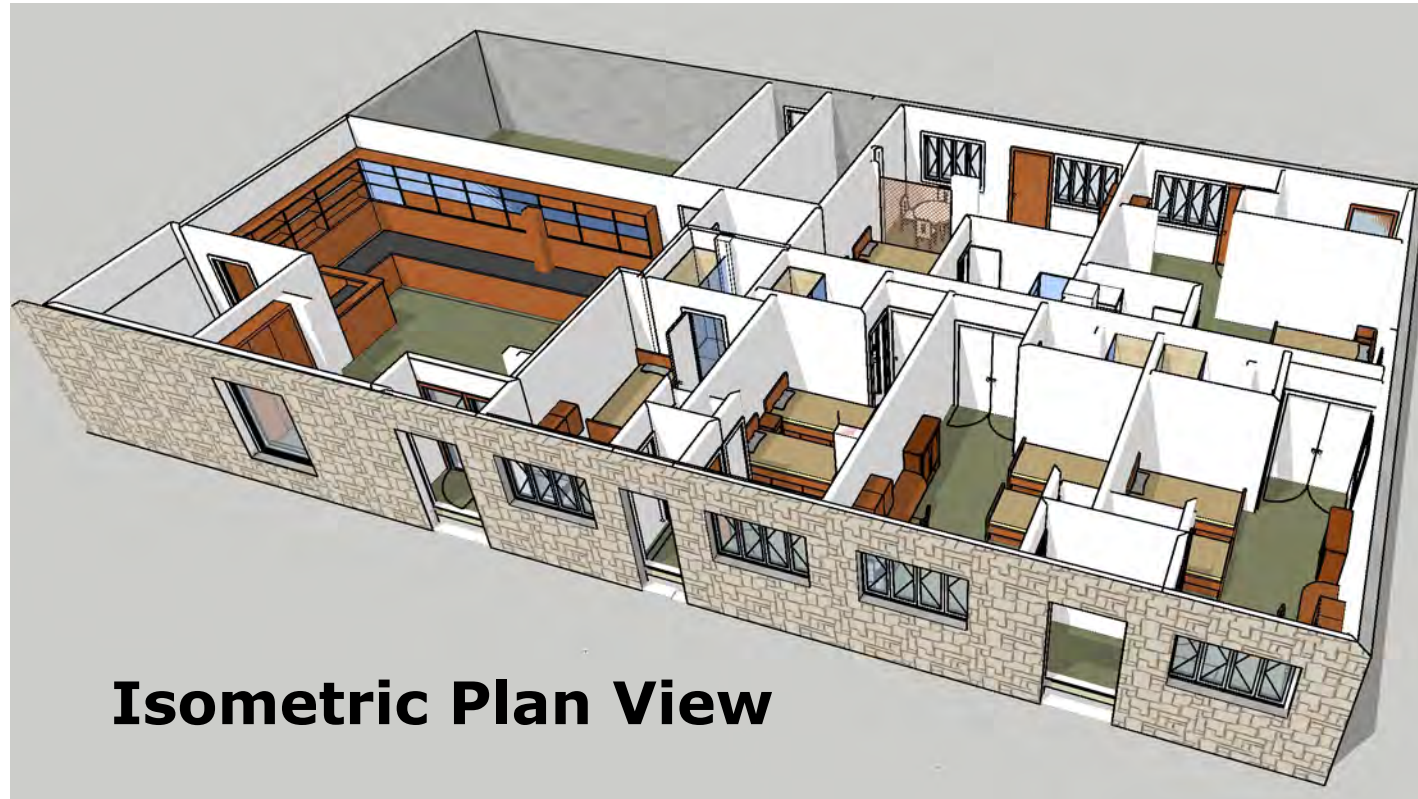
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# Cannabis Store Detail



Isometric Plan View



Isometric Plan View

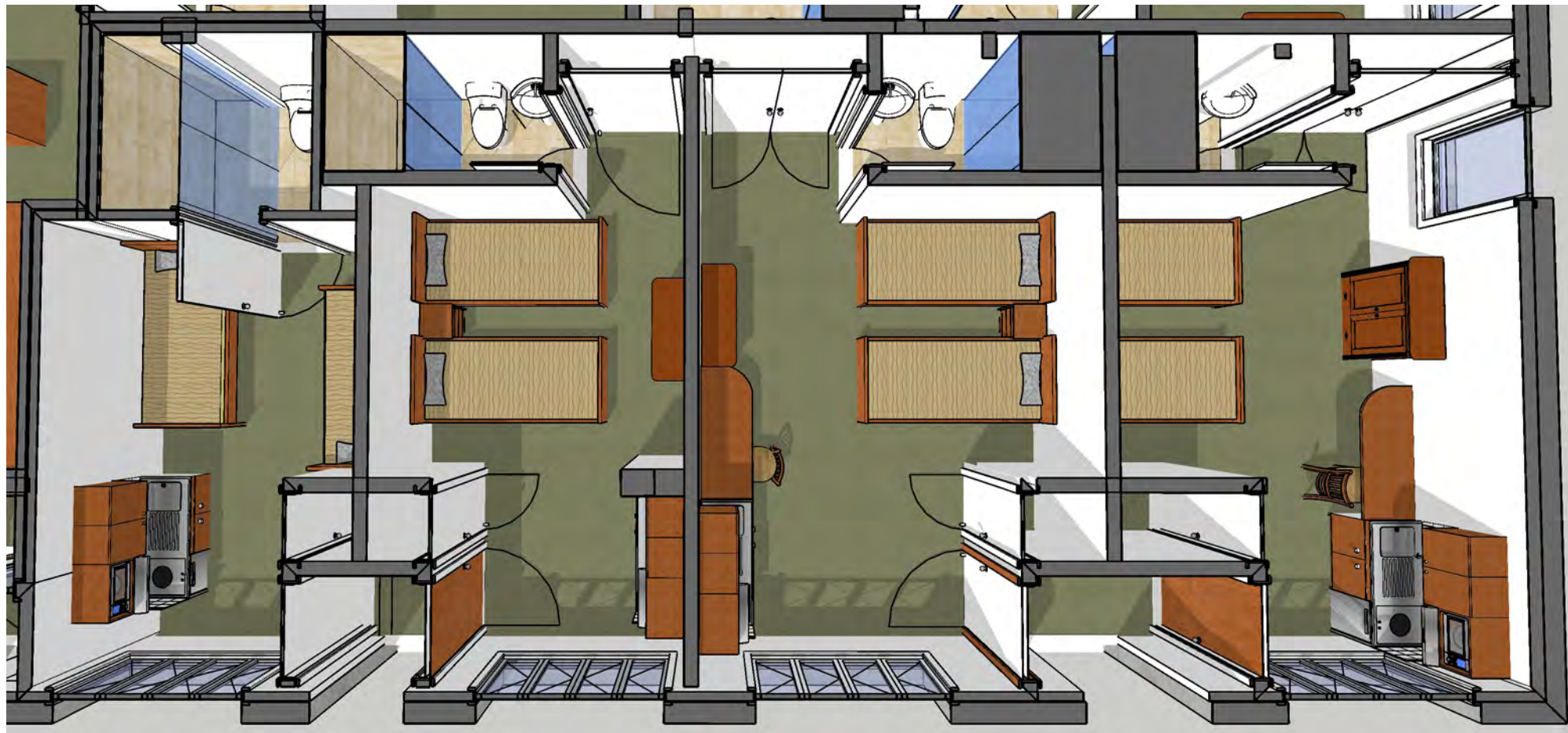
## Pemberton Hotel Rms. & Dispensary



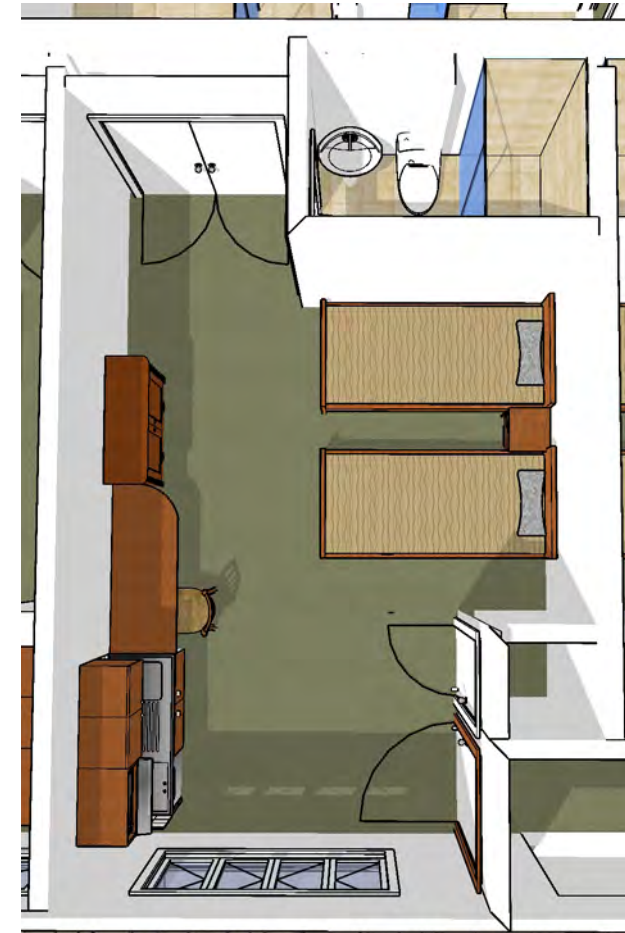
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V0N 1B1, Canada

Date:  
September  
30, 2018

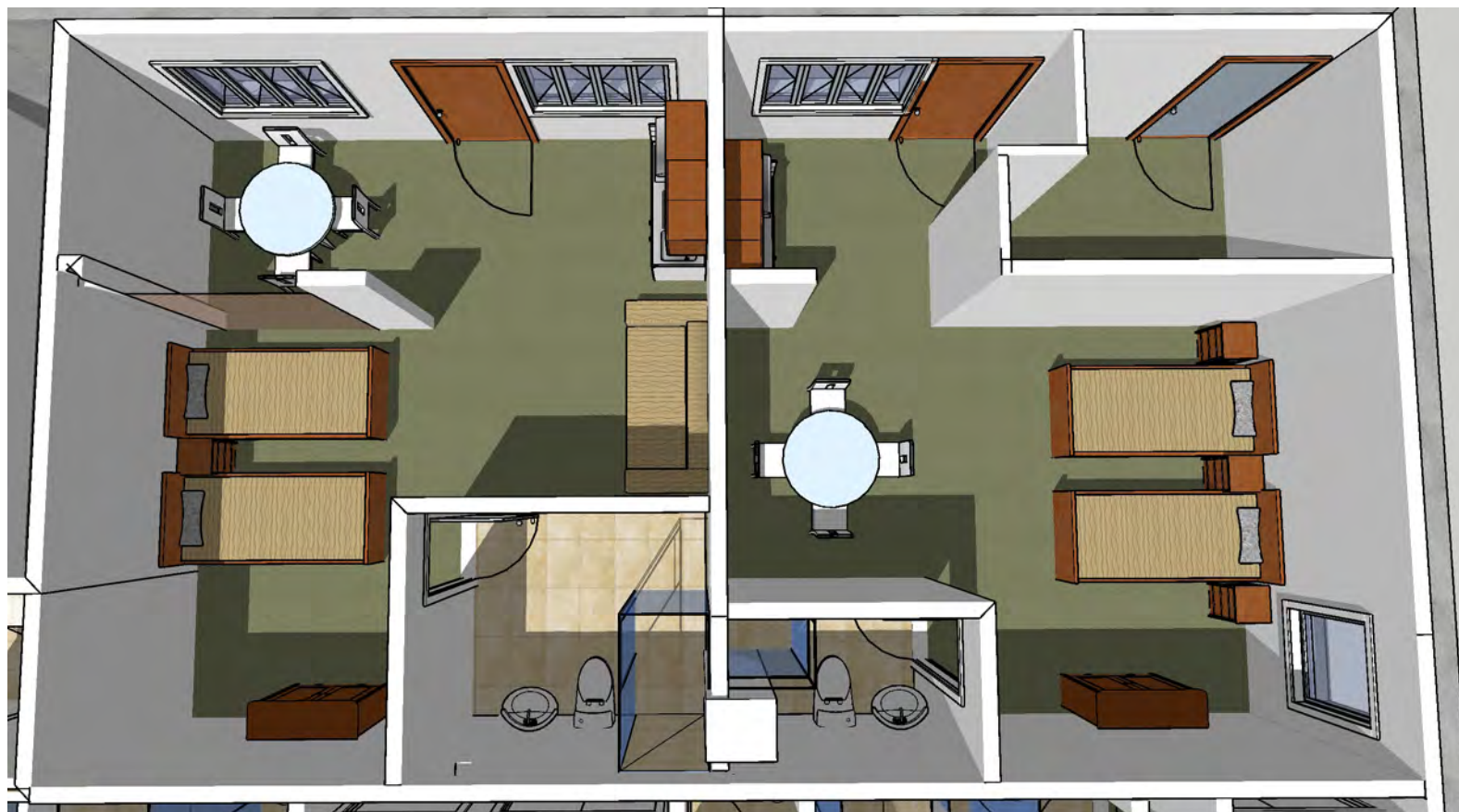
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**New Hotel Rooms on Street**



**Front Unit Detail**



**New Hotel Rooms at Rear**



**Rear Unit Detail**

**Pemberton  
Hotel Rms.&  
Dispensary**



#14-1005 Alpha Lake  
Road, Whistler, BC,  
V0N 1B1, Canada

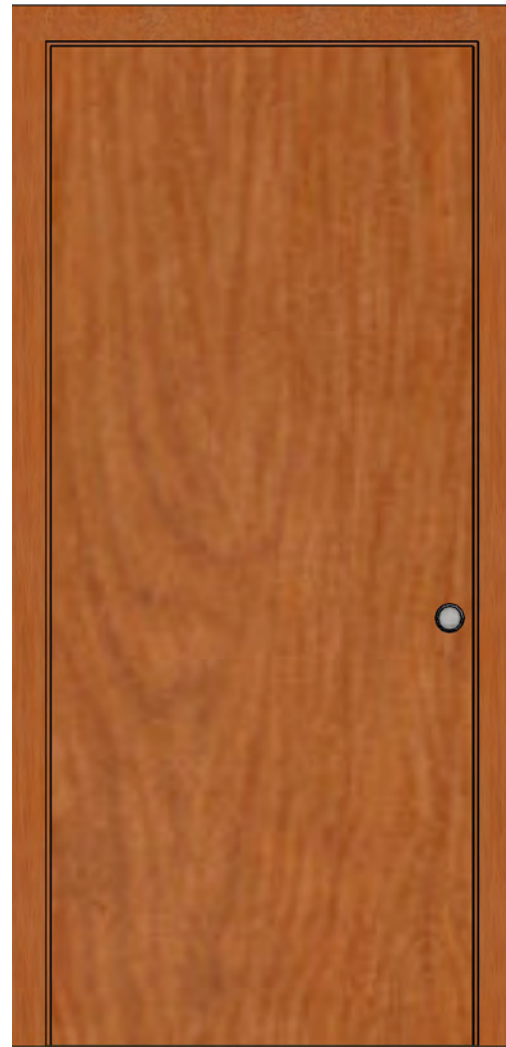
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30, 2018

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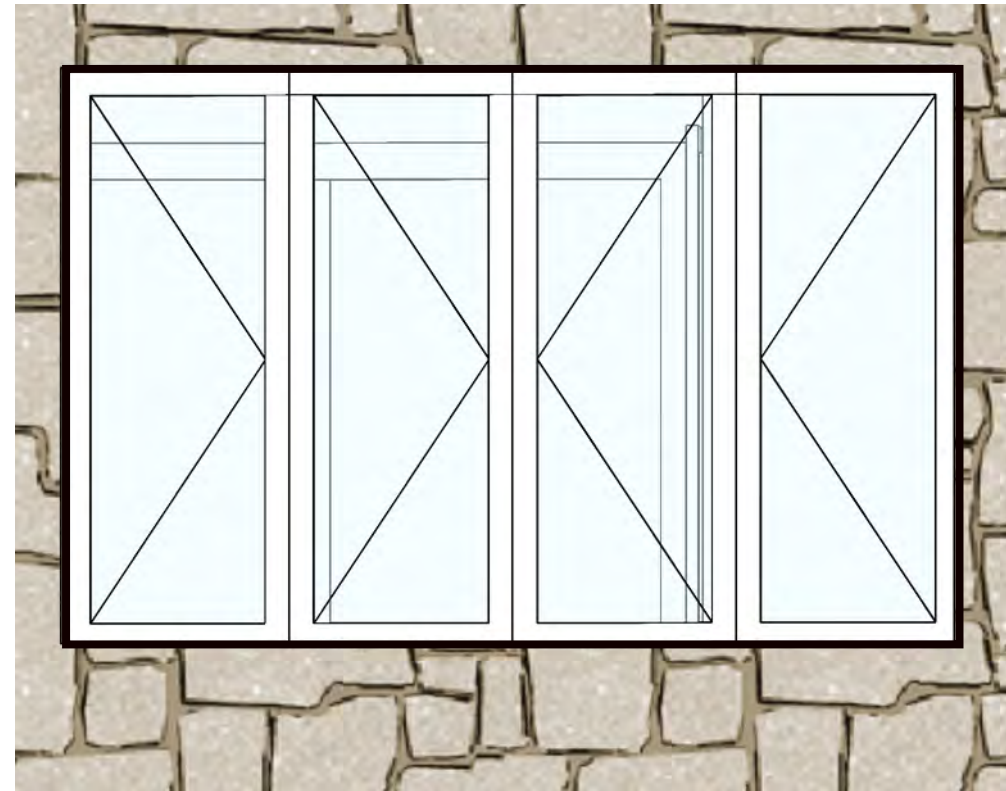
### Cannabis Store Street Entry

Aluminum commercial grade door frames to match existing commercial doors with wood trim



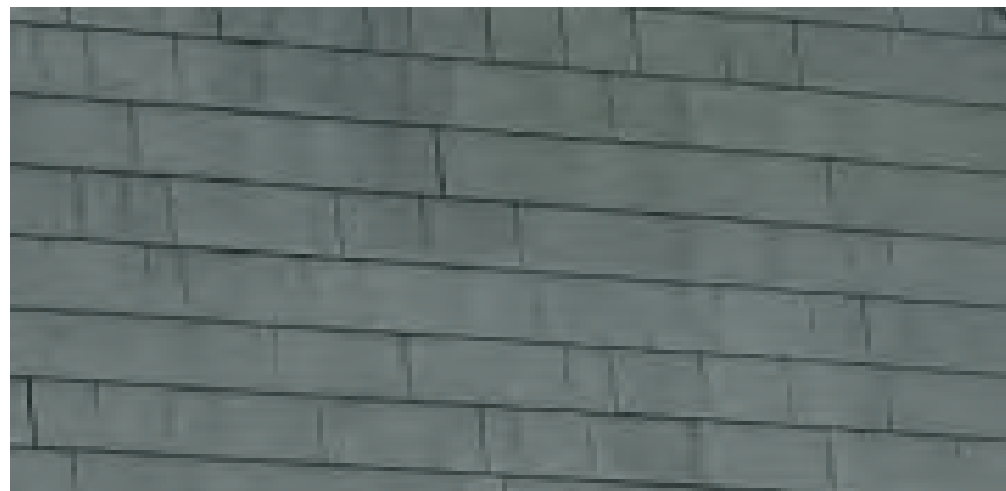
### Hotel Rm. Doors

Solid core wood doors with matching wood trim



### Windows

White vinyl windows to match existing with existing stone surround, on street facade, new shingle siding on rear to match existing on North Elevation (sample below).



**Pemberton  
Hotel Rms.&  
Dispensary**

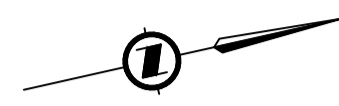
Exterior  
Finishes



#14-1005 Alpha Lake Road, Whistler, BC, V0N 1B1, Canada

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1  
24  
ASTER STREET  
PLAN

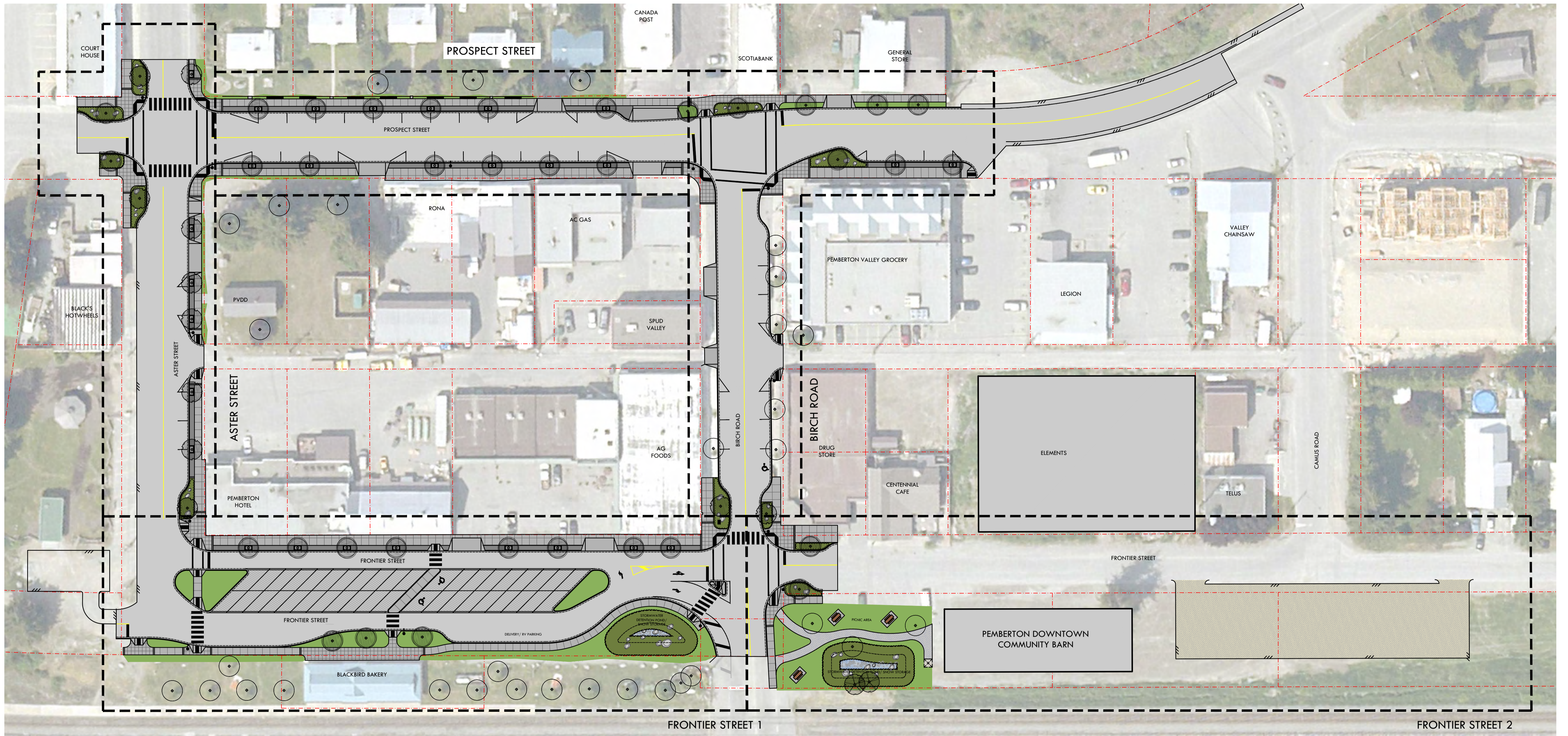
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1  
25  
PROSPECT STREET  
PLAN

1:500

1  
26  
BIRCH ROAD  
PLAN

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1  
22  
FRONTIER STREET 1  
PLAN

1:500

1  
23  
FRONTIER STREET 2  
PLAN

1:500



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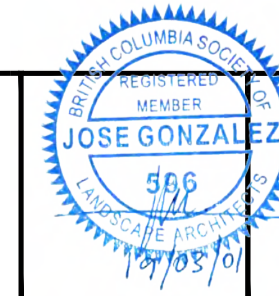
PLOT DATE: February 21, 2019

REV NO	REVISIONS	DATE	DRAWN	APPRD
5	ISSUED FOR CONSTRUCTION	2019/02/20	JO	AR/JG



7400 Prospect Street, Pemberton, BC, V0N 2L0

### LANDSCAPE - KEY PLAN



#101, 38026 Second Ave., Squamish, B.C. V8B 0C3  
T: (604)815-4646 F: (604)815-4647

ISSUED FOR CONSTRUCTION DESIGN NO.

# 32025

SCALE	DATE	Feb-19	DWG. NO.
DRAWN BY	JG	DESIGN BY	AR/JG
CHECKED BY	AR	APPROVED BY	AR

19  
OF  
46  
REV. 5

DESTROY ALL PRINTS BEARING PREVIOUS NO.



## Fougberg Park Frequently Asked Questions

February 21, 2019

### 1. Has the Village considered the historical importance of the Park? Was this Park dedicated?

The Village has owned this land since 1972 and acknowledges and respects the historical importance of this Park as it was the original home of the Pemberton & District Museum and Archives, of which Margaret Fougberg was the founding curator, until 1995. Mrs. Fougberg and her husband Thord (Slim) Fougberg were instrumental in shaping Pemberton in the early years.

Although this greenspace has been referred to as 'Fougberg Park' for many years, after searching Village records, it was discovered that this was a colloquial naming only, as it was never officially dedicated.

To honour these important Village pioneers, the Village is exploring the formal dedication of the green space at the front of the site along Prospect Street which will include placement of interpretive signage. The Village has also heard suggestions of renaming Pioneer Park to Fougberg Park, or dedicating and naming the greenspace in front of the museum 'Fougberg Park'.

### 2. Why does the Village want to convert a Park into a parking lot?

During preliminary discussions with the business community in the Fall, regarding the downtown enhancement project, concern was raised about the lack of parking in the downtown specifically on the south of Birch Street. Downtown businesses felt that the net loss of parking should be addressed by the Village. Staff reviewed options but were limited to considering only Village-owned lands.

As a Village-owned property that has been recognized as underutilized in the Parks and Open Spaces Master Plan the Village felt that the space could be improved by enhancing the street front portion of the Park (such as the trees and picnic table) that is most appealing to the public, and converting the remainder of the land to some additional parking for Downtown. These changes would increase utilization of the land and maintain the street front area of the Park, thus reducing underutilization and discouraging anti-social behaviour.

### 3. When did this first come to Council? When did Council make this decision?

The concept of utilizing a portion of Fougberg Park for parking was first presented to the Committee of the Whole, at their meeting held August 28, 2018, at which 10 members of the business community were in attendance. Specifically, the discussion took place respecting the potential loss of parking, specifically on the south side of Birch Street, as being a primary concern for business owners.

To view the Committee of the Whole minutes and a summary of Business Community comments please click on the following link:

<https://www.pemberton.ca/public/download/documents/52601>

The decision to direct Staff to proceed with development of a parking lot at Fougberg Park was made at the Regular Council meeting held on February 5, 2019.

This authorization from Council now allows Staff to begin the formal and procedural steps in order to undertake the project, such as a Development Permit.

Links to the agenda package and minutes are below:

Agenda Package: <https://www.pemberton.ca/public/download/documents/59918>

Minutes: <https://www.pemberton.ca/public/download/documents/68249>

**4. Will the parking lot affect the Village's drinking water well?**

**UPDATED:** The well located at Fougberg Park is a back-up well and is not the main source of drinking water for the Village. However, the Village has retained a Hydrologist to review the plan and advise if this initiative would result in any impacts to the well.

**5. I don't see any accessible parking spots and the stalls do not appear to be to Village standards? Will an accessible parking stall be considered? Will the parking stalls be made larger?**

Yes. Although accessible parking stalls were not indicated in the conceptual design, the final design will include at least one (1) accessible parking stall as per the Village's Zoning Bylaw requirements and the stalls will be designed to the Village's parking stall standard. The parking lot will also offer some parking spaces for small vehicles only.

**6. Will the Village be removing all the trees from Fougberg Park?**

No. The old growth trees will not be removed. There is one small tree and four cedar hedges that would need to be removed and the Village would find a new suitable home for them if possible.

**7. Will there be any greenspace preserved?**

Yes. The Village will **not** be paving the entire site rather only a portion of it to accommodate up to 16 parking spaces. The Village intends to improve the front portion along Prospect Street, including landscape improvements to make a more welcoming and enriched greenspace.

**8. How many spots will the parking lot include?**

It is proposed that the new parking lot could accommodate up to 16 stalls but that will be better determined once the design is finalized.

**9. Will the parking lot be paved?**

Yes the parking lot will be paved and delineated.

**10. When will this project begin?**

It is anticipated that the Development Permit process would begin in Spring, 2019.



**11. Is this project a part of the downtown enhancement project?**

No. The scope of the downtown enhancement project only considers road, water, stormwater and sidewalk improvements on Aster, Frontier, Prospect and Birch Streets. The Fougberg parking lot project was proposed to Council as an option to address the parking concerns from the downtown businesses with respect to the downtown enhancement project. It should be noted, that the goal of the downtown enhancement project is to improve walkability of the downtown core, to replace critical aging infrastructure (water lines and roads), and to properly divert and treat stormwater.

**12. Was this project part of the Village's 2009 Downtown Enhancement Strategy?**

This project, while not specifically contemplated as part of the 2009 Downtown Enhancement Strategy, meets with the following principles of that Strategy:

- ***Great, focused and designed open spaces*** – by enhancing the green space bordering Prospect Street with additional landscaping, planters and improvements, the Village will activate this area, by promoting community use, and discouraging anti-social behaviour;
- ***Appropriate Parking and Transit Facilities*** – Creating a public parking lot in this area improves opportunities for concentrated and visible parking in this area of downtown;
- ***Economically Vibrant*** – Adding additional public parking in the downtown helps support and sustain the local business community while meeting the needs of residents and visitors;
- ***Share Pemberton's Authentic Identity*** – Officially dedicating the improved, albeit condensed, greenspace as Fougberg Park gives the Village the opportunity to create a memorial space and interpretive signage in the downtown core to better tell the community's story by reflecting on who we are.

**13. Where is funding coming from for the improvement of this greenspace and parking lot?**

Funding for this project is being provided from Parking-in-Lieu payments – funds directly collected from Businesses that are unable to facilitate off-street parking requirements on their premises. Taxpayer dollars will not be expended for this project.

**14. In the Parks and Open Spaces Master Plan, Fougberg Park has been identified as a 'key park in downtown enhancement' for its heritage and location. Should this not be considered?**

This has been considered. The Parks and Open Spaces Master plan also recognized Fougberg Park as feeling neglected and underutilized and the proposed improvements will address some of its current downfalls to make it a more utilized and attractive space.

It should also be noted that the Art Barn and the Pemberton Valley Dyking District (PVDD) are heritage buildings and are located on a separate private lot adjacent Fougberg Park owned by the PVDD.

**15. Is the Village providing parking for exclusive use of neighbouring businesses?**

No. This proposed small parking lot will be for general public use and ownership will be retained by the Village. No one business will have exclusivity to these parking spaces.

**16. What are the next steps?**

As the property owner, Council has provided direction to Staff to proceed with the development of a parking lot in Fougberg Park. The Village will be preparing a Major Development Permit application and signage will be erected on the site to inform citizens of the project. The application will be reviewed by internal and external stakeholders and the Village's Advisory Design Review Commission. A public information meeting will be held to share the final design and seek public input before the application is considered by Council.

**17. The Park is currently zoned Parks and Recreation 1 (PR-1). Will the Park need to be rezoned to be a Parking lot?**

Adding a public parking lot to a property zoned PR-1 does not require a rezoning application. Many Village parks that are also zoned PR-1 include public parking, including One Mile Lake Park, Underhill Park and Al Staehli Park.

**18. How can I express my opinion with respect to this project to the Village?**

You may write a letter or an email addressed to Mayor and Council and either send it via post PO Box 100, Pemberton BC V0N 2L0, email [admin@pemberton.ca](mailto:admin@pemberton.ca) or drop it off at the Village Office at 7400 Prospect Street. Please be aware that correspondence sent to Mayor and Council must be submitted via the above methods, and should be clearly addressed 'To Mayor and Council'. As per the Village's Social Media Policy, the Village does not respond to correspondence on third party Facebook pages.

As mentioned above, through the development permit process, a public information meeting will be held to share the final design and seek public input before the application is considered by Council.