

Advisory Design Review Committee

Orientation Session

2020

Purpose



To provide an overview of the roles and responsibilities of the ADRC.



To provide an approach for reaching consensus based resolutions for Council recommendations.

ADRC Role Generally

- Role established by Bylaw 626,2009 the Advisory Planning Commissions Bylaw
- The ADRC:
 - Is comprised of individuals with design-related industry or professional experience;
 - Advises on Development Permits, Development Variance Permits, Design-related Policy or other matters referred to it by Council; and
 - Operates with a code of conduct such as avoiding conflict of interest.

Doing Business



Business can only be conducted during a posted meeting by a quorum of the Commission.



Communication and recommendations to Council is only by way of resolution.

Roles



Staff

To manage meeting scheduling, agendas, and minutes

To present and clarify project overviews, Village policy and procedures

Work with applicants to address recommendations



Applicants

To present proposed land use changes and respond to questions



Members

To provide recommendations to Council by way of resolution

General Meeting Decorum



Chairperson manages meeting.



All participants speak through the Chair, only when acknowledged by the Chair.

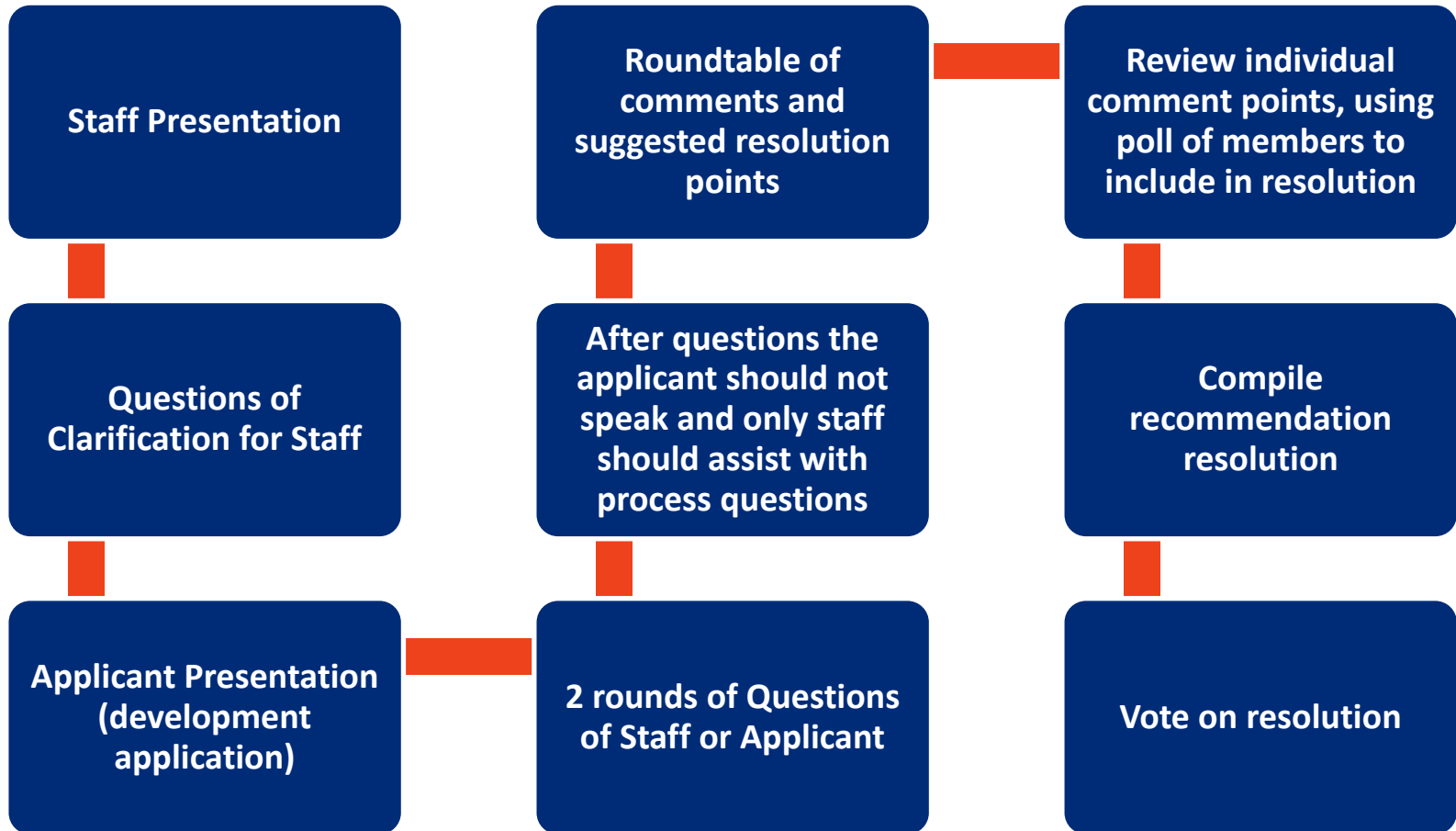


Is a forum for achieving consensus rather than debate.

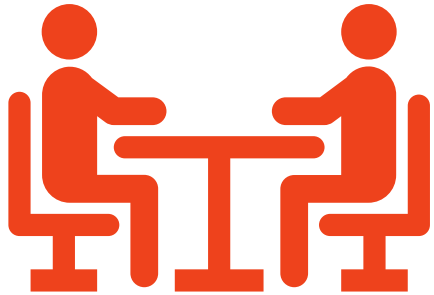
Consensus Based Resolutions

Achieve one recommendation resolution containing specific direction to Council and recommendations for improving development applications or design policy

Meeting Process



How Recommendations are Handled



Typically Staff work with Applicants to address the recommendations of the Commission in advance of Council consideration



Recommendations form part of the Staff report to Council, including an indication of how the application responds to ADRC recommendations



Thank-You

Questions ?

Department:	<u>Council</u>	Policy No.:	<u>COU-004</u>
Sub-department:	<u>All</u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>4 September 2007</u>	Amendment:	<u></u>
Meeting No.:	<u>1187</u>	Meeting No.:	<u></u>

POLICY PURPOSE

To establish a Code of Conduct for the Mayor, Council, Committee Members and Staff of the Village of Pemberton.

REFERENCES

The Community Charter

POLICY

The *Community Charter* sets out the powers given to BC municipalities and also establishes ethical standards for elected officials. The *Charter* focuses almost exclusively on issues related to conflict of interest. The provisions include:

- the recognition of both pecuniary and non-pecuniary conflicts of interest
- the obligation to declare a conflict of interest
- restrictions on participation if in a conflict of interest
- further restrictions on the exercise of influence when a council member is in a conflict of interest
- restrictions on the acceptance of fees, gifts or personal benefits connected with the member's performance of public duties
- obligations with respect to the disclosure of gifts
- obligations with respect to the disclosure of contracts between a council member or a former council member and the municipality
- restrictions on the use of information not available to the general public to further a private interest, and
- procedures for recovering any financial gains resulting from the contravention of the ethical standards.

Building on the provisions of the *Community Charter*, this Code of Conduct establishes further standards for the Mayor, Councilors, Committee members and Staff of the Village of Pemberton related to conflict of interest, confidentiality of information, working relationships and governance. This combination of B.C. law and Village policy is designed to ensure that the Mayor, Councilors, Committee members and Staff of the Village of Pemberton aspire to the highest standards of public service integrity.

Department:	<u>Council</u>	Policy No.:	<u>COU-004</u>
Sub-department:	<u>All</u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>4 September 2007</u>	Amendment:	<u></u>
Meeting No.:	<u>1187</u>	Meeting No.:	<u></u>

In this policy ‘Member’ includes Mayor, Councilors, Committee members and Staff of the Village of Pemberton.

Conflict of Interest

- A Member is in a conflict of interest when the member has a pecuniary or non-pecuniary interest, in a matter which is immediate and distinct from the public interest and could, or could appear to, influence the way in which the member carries out his or her public duties.
- Members must avoid any situation that could cause a reasonably well-informed person to believe that they may have brought bias or partiality to a question before the Village.
- Members will not use their position to secure special privileges, favours, or exemptions for themselves, their business or any other person.
- Members who declare a non-pecuniary interest are subject to the full range of restrictions and exceptions set out in the Community Charter with respect to a Council member with a direct or indirect pecuniary interest.
- Members shall be vigilant in their duty to serve the public interest when faced with lobbying activity. Lobbying is usually defined as direct or indirect efforts to solicit members support and influence the Council’s decision on behalf of another party, business or an organization, often away from public scrutiny.
- Members will not use public resources, staff time or supplies not available to the public for personal reasons.

Confidentiality of Information

- Members will be as transparent as possible with the public concerning the conduct of Village business while respecting the need to protect information that is designated as confidential.
- Confidential information will only be shared with individuals authorized to see it.
- The provisions of the *Freedom of Information and Protection of Privacy Act* will be respected especially with respect to the protection of personal or private business information.
- Members will disclose or discuss details of any person or organization being considered for employment or contract only with those officials directly involved in the selection process.

Department:	<u>Council</u>	Policy No.:	<u>COU-004</u>
Sub-department:	<u>All</u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>4 September 2007</u>	Amendment:	<u></u>
Meeting No.:	<u>1187</u>	Meeting No.:	<u></u>

- Members will discuss *in camera* items only with those involved in the *in camera* discussions or with members designated to be informed.

Working Relationships

- Members will ensure that they comply with the Village’s Harassment Policy.
- Members will not engage in personal comments at any time, in or out of public meetings, which may serve to discredit, abuse or otherwise reflect on the character or motives of other Members.
- Members will not make negative comments to any person about the performance of any staff member, or volunteer of the Village, except during *in camera* discussions or to the Administrator.
- Members will demonstrate a commitment to full and informed consultation with other Council members within the decision making framework.

Governance

- Members will adhere to the Village’s council-manager structure of government, where Council determines the policies and the Administrator conducts the administrative functions of the Village. Members, therefore, will defer to the authority and responsibility of the Administrator in all matters relating to the management of staff or their duties.
- Members will refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves, their business or others.
- Members will respect the cost of human resources and not use those resources for unnecessary, improper or inefficient purposes.
- Members will demonstrate respect for the bylaws by adhering to all Village bylaws and policies, and will never instruct or encourage any individual, organization or business to violate any Village policy or bylaw.
- Members are entitled to present their own views, but in doing so should acknowledge respect for the decision making processes of Council.



Social Media Policy

Department:	<u>Office of the CAO</u>	Policy No.:	<u>PER-004</u>
Sub-department:	<u>All</u>	Created By:	<u>Jill Brooksbank, Communication Coordinator</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>3 March 2015</u>	Amendment:	<u></u>
Meeting No.:	<u>1390</u>	Meeting No.:	<u></u>

POLICY PURPOSE

The purpose of the social media policy is to establish appropriate Staff conduct when interacting with the public through the Village of Pemberton's social media accounts

REFERENCES

Not applicable.

DEFINITIONS

For the purposes of this policy the following definitions apply:

Staff - All individuals employed directly or through contract by the Village of Pemberton.

Social Media - Websites and applications that enable users to create and share content or participate in social networking, including but not limited to the Village website, Facebook and Twitter.

APPROVED USERS

The Village of Pemberton Social Media sites shall be populated by the Communications Coordinator, Chief Administrative Officer, or Emergency Management Coordinator. Should Staff wish to post information on one of the Village's sites, they should consult their Manager or Chief Administrative Officer who will consult with the Communications Coordinator or designate.

MONITORING

1-2 times a day, during regular hours of operation. Monday to Friday, 8:30am to 4:30pm. This shall be prominently displayed on all social media sites.

POSTING

Tone shall be positive and professional. Postings shall be clear, easy to understand, and direct the public to the Village of Pemberton's website (www.pemberton.ca) for further information.

Content, comments or links containing any of the following will not be allowed on Village Social Media sites:

- contain abusive, obscene, indecent or offensive language
- include defamatory, abusive, harassing or hateful remarks or make unproven or unsupported accusations against individuals or organizations
- constitute spam, promote services or products
- invade anyone's privacy or impersonates anyone
- are far off-topic
- are posted without the necessary rights, licences and consents
- encourage conduct that may or would constitute a criminal offence or give rise to civil liability, or that otherwise violates any local, provincial, national or international law or regulation anywhere in the world
- contain long embedded URLs
- contain excessive links or contain code
- identify any publicly-elected representative or candidate regardless of their political affiliation, whether those comments are supportive or critical
- are contrary to the principles of the Canadian Charter of Rights and Freedoms
- Confidential information includes things such as unpublished details about Village software, details of current projects, financial information, research, and trade secrets.

These guidelines will also be posted on all Village of Pemberton social media sites.

RESPONDING TO COMMENTS & INQUIRIES

When an inquiry is posted that is general in nature and deemed useful information to Village of Pemberton residents (for example, Office Hours, where to find Bylaws on website etc.), responses are posted back to the original commenters thread.

Should a resident have a comment/inquiry specific to their property or if it is personal in nature, the response shall request the individual to contact the relevant department with staff contact and phone number.

All initial inquiries shall be responded to within a forty-eight (48) hour period. If an inquiry is technical in nature, the inquiry shall be forwarded to the Department Manager, and the response will be sent back to the Communications Coordinator for posting to ensure the message is appropriate in tone, and is simple, professional and free of grammatical errors.

Should the Village of Pemberton receive a negative post, the Communications Coordinator will determine the appropriate response; if the comment deserves a response or if it should be deleted. If a negative post or comment is found online about the Village, a member of Council or Staff, Staff shall not counter with another negative post. Please consult the Communications Coordinator, Management or Chief Administrative Officer so a proper response can be determined.

Permitted users of social media sites are prohibited from disseminating any private organizational information, or any in-camera items.

In most cases, usual ways of contacting the Village for official correspondence should be encouraged (email, fax, phone).

Should the Communications Coordinator not be able to monitor or respond to Social Media, a designate will be assigned by the Chief Administrative Officer.

STAFF REQUIREMENTS

The Communications Coordinator shall monitor Social Media Sites 1-2 times a day, requiring roughly thirty (30) minutes a day. In Emergency situations, frequent monitoring and responding will be required and will vary depending on type of incident and response required.

PERSONAL USE OF SOCIAL MEDIA

Staff may not use a Village of Pemberton email to set up a personal social media account. In their capacity as private citizens, Village Staff have the same rights of free speech as other citizens; however, they may not represent the Village of Pemberton in their own personal social media activity and all information that runs through the Village of Pemberton email/website/internet systems is subject to Freedom of Information and Protection of Privacy legislation (FIOPPA). In addition, Staff should be aware of what they say about the Village during personal social media use.

Village of Pemberton Staff are expected to conduct themselves professionally both on and off duty. Where a staff member publicly identifies him/herself as having a legal and/or employment relationship with the Village, all materials associated with their page may reflect on the Village of Pemberton and may be subject to FOIPPA. Please be advised that inappropriate comments, photographs, links etc. related to the Village could result in disciplinary action or termination.

Village of Pemberton Staff shall not criticize the Village as their employer, Council, or other co-workers in public and in social media. Staff who have complaints or concerns are encouraged to use internal Village process to address these issues.

During election periods, staff should refrain from following/liking political candidates, as there could be a perception of implied endorsement of the candidate.

VILLAGE OF PEMBERTON AS A 'FOLLOWER'

The Village of Pemberton should be cautious in choosing who to follow via social media. The following pages should not be followed/liked:

- Political candidates/electioneering
- Sites with inappropriate sexual content
- Sites which promote discrimination
- Sites promoting criminal or malicious intent

These concerns should be carefully considered before "following" on Village of Pemberton social media:

- Potential legal liability
- Implied endorsement of content from the followed accounts
- Perceived optics of having the government "watching" private citizen's updates
- Impartiality

The Village of Pemberton prohibits the use of Village owned computer resources for social media, unless directed by Management. Using social media during work hours is prohibited unless otherwise directed by Management.

SETTING UP NEW SOCIAL MEDIA ACCOUNTS

In consultation with the Chief Administrative Officer, the Communications Coordinator will determine which Social Media sites will be utilized for disseminating Village of Pemberton messaging. Only the Chief Administrative Officer or the Communications Coordinator may set up new social media accounts.

All social networking sites shall follow branding standards (use of Village colours and logos as established and facilitated by the Communications Coordinator), clearly indicate they are maintained by the Village of Pemberton and shall have Village contact information prominently displayed. Each site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and/or social network site, and a Terms of Use.

Social media identities, logon ID's and user names may not use Village of Pemberton's name without prior approval from the Chief Administrative Officer or their designate.

REFERRAL TO WWW.PEMBERTON.CA

To ensure consistent and accurate messaging on all municipal matters including information sharing and queries, Staff shall refer to www.pemberton.ca. All official information related to the Village of Pemberton is distributed through the following authorized social media tools, the Village of Pemberton website and eNews and not through third party social media outlets and websites.

COPYRIGHT LAWS

It is critical to show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Village of Pemberton own copyrights and brands. Staff shall not quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

RECORDS

All Village of Pemberton social networking sites shall adhere to applicable provincial, federal and local laws, regulations and policies including all Information Technology, Records Management policies and other applicable Village policies.

The Freedom of Information & Protection of Privacy Act applies to social media content and therefore content must be able to be managed, stored and retrieved to comply with the act.

NON-COMPLIANCE OF THE SOCIAL MEDIA POLICY

- Any breach or violation of this policy or the components contained herein, or any breach of law, will be treated as misconduct regardless if it occurred during work hours or otherwise and whether committed on Village equipment or communication systems or otherwise.
- Any person suspected of breaching this Policy shall be required to cooperate with any investigation.
- Misconduct will be reviewed and investigated and could result in disciplinary action being taken up to and including dismissal from employment, legal action, and/or seeking restitution.
- The Village reserves the right to require the removal of certain posts or content which is deemed by the Village to constitute a breach of this Policy or if it is necessary to ensure compliance with applicable laws.
- Those found in violation of this policy may be subject to disciplinary action, up to and including termination of employment

Bullying, Harassment and Discrimination Policy

Department:	Village of Pemberton	Procedure No.:	
Sub-department:	Office of the CAO	Created By:	Original Unknown
Approved By:	Council	Amended By:	Wendy Olsson
Approved Date:	2001	Amendment:	2

PURPOSE OF POLICY

The Village of Pemberton (the Village) is committed to maintaining a healthy work environment that respects and supports the dignity of all employees. The purpose of this Policy is to outline the procedures for preventing, reporting, investigating and resolving complaints of Bullying, Harassment and Discrimination in the workplace.

This Policy will serve as a replacement to the Harassment Policy adopted and implemented by Village Council in 2001 and subsequently updated in 2008. With the amendments to WorkSafeBC Legislation relating to Bullying and Harassment, it has been deemed necessary to update the Policy and bring forward amendments for Council's approval.

SCOPE

This Policy applies to everyone performing work for the Village and/or interacting with Village Staff for the purpose of work, including Employees, Council Members, Contractors and Volunteers (Employees). This Policy applies to all Village worksites. It also applies at all employment-related functions which occur during or outside working hours.

REFERENCES

- BC Human Rights Code
- Workers Compensation Act (the Act)
- Village of Pemberton Code of Conduct (as amended from time to time)
- Village of Pemberton Social Media Policy (as amended from time to time)

DEFINITIONS

Bullying and Harassment includes any inappropriate conduct or comment, be it verbal or written (including via social media or other electronic means), by a person towards an Employee that the person knew or reasonably ought to have known would cause that Employee to be humiliated or intimidated, or any other form of unwelcome verbal or physical behaviour which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an Employee or group of Employees, and

has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Bullying and Harassment does not include any reasonable action taken by or on behalf of the Village relating to the management and direction of Employees or the place of employment.

Bullying and Harassment includes, but is not limited to, such things as:

- words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- threats or intimidation;
- physical assault; or
- persistent rudeness, bullying, taunting, patronizing behaviour, yelling, spreading malicious rumours, or other conduct which adversely affects working conditions or work performance.

Discrimination means discrimination in employment based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, gender identity or expression, age, or criminal conviction which is unrelated to the person's employment.

POLICY

Bullying, Harassment and Discrimination is unacceptable and will not be tolerated by the Village of Pemberton. Bullying, Harassment and Discrimination, retaliation against any person for reporting said behaviours, or interference in a complaint will be treated seriously, and may result in discipline up to and including dismissal. Management and Employees have the following responsibilities in cooperation with this Policy:

Management must:

- Take steps to prevent where possible, or otherwise minimize, Bullying, Harassment and Discrimination,
- Make all Employees aware of this Policy, the procedures set out herein, the Policy purpose and the steps being taken by the Village to prevent where possible, or otherwise minimize, incidents of Discrimination or Bullying and Harassment,
- Provide training to Employees to help them fulfill their responsibilities under this Policy,
- Ensure all parties responsible for conducting investigations are trained and qualified,
- Maintain the confidentiality of any information received during the course of a complaint or investigation process under this Policy,

- Not engage in retaliation against any individual who files a complaint or participates in an investigation under this Policy,
- Review this Policy and the procedures set out herein on a proactive basis, adding any additional prohibited behaviours as identified and;
- Review this Policy on an annual basis.

Employees must:

- Avoid engaging in any conduct that constitutes Discrimination or Bullying and Harassment;
- Report if Discrimination or Bullying and Harassment is observed or experienced;
- Cooperate with all aspects of the investigation process;
- Maintain the confidentiality of any information received during the course of a complaint or investigation process under this Policy;
- Not engage in retaliation against any individual who files a complaint or participates in an investigation under this Policy, and;
- Apply and comply with this Policy and the procedures set out herein.

PROCEDURE

If you are victim to or witness Bullying, Harassment and/or Discrimination, both informal and formal procedures for resolution exist.

Informal Resolution

An individual who believes that he or she is experiencing or observing Bullying and Harassment or Discrimination in the workplace may:

- If comfortable doing so, inform the other individual that their conduct is unwelcome and contrary to this Policy, and request that they cease the offending behaviour immediately;
- If the conversation does not result in a satisfactory resolution or if the individual does not wish to speak to the other person directly, contact the Chief Administrative Officer (CAO)* for assistance in discussing concerns with the other person;
- Review with the CAO the option of mediation between the two parties by the CAO or other neutral party as designated by the CAO.

* Where the complaint is directed against the CAO, the individual will consult the Mayor for assistance.

The informal complaint resolution process outlined above is not mandatory.

Formal Complaint Resolution

If a complaint is not resolved informally, the individual who believes he or she has experienced Bullying and Harassment or Discrimination (the Complainant) may wish to make a formal complaint.

The Complainant will submit the complaint orally or in writing to the CAO or, where the CAO is named in the complaint, to the Mayor. Unless exceptional circumstances exist, a formal complaint must be brought within six (6) months of the most recent incident alleged to constitute Bullying and Harassment or Discrimination.

All complaints will be taken seriously, and will be dealt with fairly and promptly, using the investigation process set out below in this Policy.

Investigation Process

If the subject matter of a complaint fits within the definition of Bullying and Harassment or Discrimination it will be investigated. Investigations will be unbiased, thorough, complete, and conducted in as expedient a manner as practicable upon receipt of the formal complaint. Where appropriate, the CAO or Mayor can appoint a designate which can be either a member of staff or an external third party to conduct or support the investigation.

For the purposes of the investigation, formal complaints cannot be pursued anonymously; the identity of the Complainant and the nature of the complaint shall be made known to the individual alleged to have engaged in Bullying and Harassment or Discrimination (the Respondent). The Respondent shall be provided the opportunity to explain his or her behaviour and to have such explanations properly considered in the investigation process.

Investigations will involve reviewing all relevant documentation and conducting in-person interviews with the Complainant, the Respondent, and any other applicable witnesses. Statements provided during interviews will be documented.

All documentation considered during, and resulting from, the investigation of a complaint will be treated as strictly confidential for the purposes of any applications made under the *Freedom of Information and Protection of Privacy Act*.

The Investigator will submit a report to the CAO or as appropriate, Council, with conclusions as to whether the evidence supports or does not support the allegations of Bullying and Harassment or Discrimination and, if applicable, recommendations for a remedy or resolution. The report will remain strictly confidential, and the parties will be provided with a summary of the findings in the report by the CAO or their designate.

Remedies

Where a finding of Bullying and Harassment or Discrimination is made following an investigation, the Village will, as soon as is reasonably practicable, take appropriate remedial or disciplinary action against the Employee who violated this Policy. This action may include education and training, modification of policies/procedures, or disciplinary

action up to and including dismissal with just cause. A copy of the complaint and the outcome of the investigation, including any action to be taken, will be filed in the Respondent's personnel file.

Where the investigation results in a finding that the complaint of Bullying and Harassment or Discrimination has not been proven, no record of the complaint shall be kept in the Respondent's personnel file.

The parties to the complaint will be informed of the outcome of the investigation and, where appropriate, the nature of any remedial or disciplinary action.

The Village will keep a written record of investigations as part of their due diligence as an organization. If the complaint was deemed to be unfounded, the investigation will not be referred to in any future complaints against the Respondent. Subject to disclosure which is required by law or is necessary to investigate or resolve a complaint, the Village will make every effort to keep confidential any information pertaining to the complaint.

Malicious Complaints

If a complaint is demonstrated to have been brought for frivolous or malicious purposes with the intent to cause harm, appropriate disciplinary action may be taken against the Complainant. A complaint that is simply unsubstantiated or that has been brought in error, but was made in good faith, is not considered a malicious complaint.

Withdrawal of Complaint

At any time during the investigation, the Complainant may choose to withdraw his or her complaint without penalty so long as the complaint was filed in good faith.

Notwithstanding this right, if in the opinion of the CAO (or their designate), the circumstances warrant the continuation of the complaint process, they may do so unilaterally.

For further clarification surrounding this Policy, please contact your Manager or Supervisor.

Mike Richman
Mayor
Village of Pemberton

Nikki Gilmore
Chief Administrative Officer
Village of Pemberton



I, _____ [*please print your name*], have read and understood the following Village of Pemberton Policies:

- Code of Conduct
- Bullying, Harassment and Discrimination Policy
- Social Media Policy

I am aware that any breach or violation of these policies may result in disciplinary action, up to and including termination of employment.

Commission Member Signature

Date

The personal information you provide on this form is collected to assist in personnel administration pursuant to the applicable legislation.

ADVISORY DESIGN REVIEW COMMISSION

Agenda for the Advisory Design Review Commission Meeting of the Village of Pemberton to be held Thursday May 7, 2020 at 5:30 pm via ZOOM Webinar ID: 858 6848 2639

- | | Page |
|---|------|
| 1. ORIENTATION | |
| 2. CALL TO ORDER | |
| 3. APPROVAL OF AGENDA | |
| 4. APPROVAL OF MINUTES | |
| • Minutes of the ADRC Meeting of November 6, 2019 | |
| 5. MAJOR DEVELOPMENT PERMIT – DP #87 - MOUNTAIN SIDE | |
| Appendix B, Architectural Drawings, is available at the following link: | |
| https://www.pemberton.ca/public/download/files/115303 | |
| 8. NEXT MEETING | |
| 9. ADJOURNMENT | |

VILLAGE OF PEMBERTON
ADVISORY DESIGN REVIEW COMMISSION MEETING MINUTES

Minutes for the Advisory Design Review Commission Meeting of the Village of Pemberton held Wednesday, November 6, 2019 at 6:00 pm, at 7400 Prospect Street.

MEMBERS IN ATTENDANCE: Lisa Ames (Chair)
Jacaranda Kruckewitt (Chamber Representative)
Brian Dorgelo
Annie Oja

ABSENT MEMBERS: Carolyn McBain
Allie Shiell

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Lisa Pedrini, Manager, Development Services
Cameron Chalmers, Planning Consultant
Joanna Rees, Planner
Gwendolyn Kennedy, Building & Planning Clerk

PROJECT REPRESENTATIVES: Gino Ferronato
Peter Chu
Keith Koroluk
Vincent Donegan

GENERAL PUBLIC: 4

1) CALL TO ORDER

At 5:58 p.m. the meeting was called to order.

2) APPROVAL OF THE AGENDA

Moved/Seconded

THAT the agenda be approved as circulated.

CARRIED

3) ADOPTION OF MINUTES

Moved/Seconded

THAT the minutes of the Advisory Design Review Commission Meeting held March 14, 2019, be adopted as circulated.

CARRIED

4) MAJOR DEVELOPMENT PERMIT – DPA116, PROSPECT STREET

Harmony Reach Village (Mixed Use Development) - Wye Lands

Cameron Chalmers, Planning Consultant, provided background on the proposed mixed use development in the Town Centre Commercial (C-1) zone. The property, known as the Wye Lands, is located at the terminus of Prospect, Pioneer and Frontier Streets. The developable portion is bounded by the CN Railway ROW and the Pemberton Creek dyke.

The project concept is now substantially different from when it was first submitted. Many changes directly address concerns raised by the Advisory Design Review Commission at the meeting held on March 14, 2019:

- green space has been rearranged to enhance view corridors;
- solar orientation has been considered for most residential units;
- four colour palettes have been proposed;
- additional architectural detailing has been included;
- elevations have been altered substantially to better reflect the Pemberton lifestyle;
- landscaping generally meets the development permit guidelines.

Mr. Chalmers noted that more detail is needed before confirming if parking requirements are being met through the proposed tandem parking and if not, a variance will be required. He further noted that the buildings are relatively uniform in appearance, there is little variety in materials, and selection of unit types is limited.

Peter Chu, project architect, presented additional information, noting that the focus of recent changes has been to enhance the use of green space to take advantage of view corridors.

Keith Koroluk, project landscape architect, presented an overview of the landscape design and the native plantings selected for hardiness, drought resistance, and conformity with the natural environment. Mr. Koroluk drew the Commission's attention to the enhanced open space at street ends and the central courtyard framed by a low stone wall. Plantings have been selected and open space used to ensure that the development is pedestrian friendly.

Commission members requested clarification on the following design features:

- parking for B units;
- visitor parking;
- vehicle access to mail boxes;
- snow drop area locations;
- size of commercial and residential units;

3

- balconies;
- height and appearance of the stone wall at courtyard;
- street lighting plan;
- irrigation;
- parking for commercial units;
- fencing/landscape separation of backyards;
- accessibility;
- street end turn-arounds.

Moved/Seconded

THAT the Advisory Design Review Commission recommend to Council that the following matters be considered prior to issuance of a development permit for Harmony Reach Village:

1. size and location of snow dump areas;
2. detailed lighting plan;
3. confirmation of in-ground irrigation system;
4. accessibility;
5. consistent resolution of street end turn-arounds.

CARRIED

5) NEW BUSINESS

There was no new business.

6) NEXT MEETING

Commission members agreed to schedule future meetings as needed on the second Thursday of each month.

Development Services Manager Lisa Pedrini reminded Commission members that the annual recruitment process would begin soon and that those members whose terms will expire at the end of 2019 will receive letters advising them of the expiry and offering them the opportunity to apply for another term.

7) ADJOURNMENT

At 7:03 p.m. the meeting was adjourned.

Lisa Ames
Chair

Date: May 7, 2020

To: Advisory Design Review Commission

From: Cameron Chalmers Consulting, Contract Planner
Joanna Rees, Planner

Subject: Major Development Permit Application No.87 – 7360 Crabapple Court
(Mountain Side)

PURPOSE

The Village of Pemberton received a Development Permit application on February 13, 2020 from Greg Coombs on behalf of Coombs Development Corporation to develop a 30-unit multi-family residential townhouse project at 7360 Crabapple Court. The subject property is designated in the Village’s Official Community Plan as Development Permit (DP) Area No. 6: Multi-Family and/or Commercial Development. This DP Area establishes guidelines with respect to the form and character of buildings and landscaping to provide visual and physical cohesiveness and create livable and attractive neighbourhoods. The ADRC is being asked to provide recommendations based on how the Commission feels the submission meets the Guidelines for DP Area No. 6.

SITE DESCRIPTION

The subject lands are legally described as Lot 5, District Lot 203, Lillooet District, Plan KAP72731. The subject lands are municipally referenced as 7360 Crabapple Court and are located to the east of the Arn Canal and west of Arbutus Street as shown in **Appendix A**. The lands are 4,550 square metres (0.455 Hectares/1.12 acres) in area and are presently vacant. Adjacent land uses include multi-family residential, commercial and open space. The site has been pre-loaded in preparation for future construction under Site Alteration Permit (2019-21) issued on November 15, 2019.

1. DESCRIPTION OF THE PROPOSAL

As illustrated in the Architectural Drawings attached as **Appendix B**, the proposal is to develop thirty (30) townhouses, in four (4) multi-family buildings. There will be eleven (11) different floor plans (Type ‘A’ to Type ‘C’ accommodating two (2), three (3) and four (4) bedroom unit designs. The proposal includes a service building for on-site garbage collection. The site offers vehicle circulation with access off Crabapple Court. Living spaces are located on the 2nd and 3rd levels to ensure all habitable space is above the flood construction level. Each unit has two (2) ground level garage parking spaces, orientated away from the public realm. Visitor parking and bicycle parking is offered through-out the site. The site is located close to public amenities, bus routes, and footpaths to encourage walkability and cycling. Green design initiatives include electrical vehicle charging plug-ins, water retention through extensive softscape, light wood frame construction, bicycle parking provided throughout and high walkability to community amenities.

The primary consideration for the DP is for form and character of the buildings and the landscaping:

Description of Form and Character

The applicant has advised that the proposed architectural design of the townhouses is Modern Mountain Farmhouse, and will feature two colour palettes of earthen hues featuring shades of beige, brown and grey. White is used as an accent colour for doors and trim. The proponent has provided a colour and materials board as part of the submission which is attached as **Appendix C**. Painted wood window shutters and window boxes are used to frame windows. Visual variety along the streetscape is provided with multiple unit sizes, and a variety of colour and building façade materials. All dwelling units have entrances from both the adjacent street/pathway and the proposed private road, a front patio, and a rear balcony.

Description of Landscape Approach

The Landscape Plan and Landscape Narrative submitted by the proponent is attached as **Appendix D** and **E**, respectively. The proposed landscaping plan includes a variety of trees, shrubs and grasses from the Village of Pemberton Plant List (2011) considering the four seasons. To address the two (2) metres of elevation gain between Arbutus Street and the units on the west side of the site, terraced retaining walls are proposed. They will be constructed from naturalized stone and be incorporated into the landscaping. Units along the Arn Canal will have private back yards with large pavers inset in the grass and privacy screening between units. The entire site will be irrigated with an automatic irrigation system. LED lighting is proposed throughout the site to illuminate pathways, bike racks and parking locations. A shared picnic area located at the entrance of the site from Crabapple Court will serve as the main entrance to encourage community connections within the development and surrounding community.

The site provides pedestrian connectivity with access points from Arbutus Street, the Arn Canal Trail and Crabapple Court. Buildings 1 and 2 are adjacent to Arbutus Street addressing the public realm, separated by tiered retaining walls; stairs are used to provide pedestrian access. Buildings 3 and 4 are parallel to the Arn Canal Trail and pathways are proposed from each unit to connect to the trail. Additionally, a pathway is proposed between Buildings 3 and 4 to provide pedestrian and cyclist access to the site.

POLICY ANALYSIS

Zoning Bylaw No. 832, 2018

The subject property is zoned Commercial Portage Road (C-3). The following is an assessment of the proposal in the context of the Zoning Bylaw No. 832, 2018 requirements:

- a) Residential Townhouses are a permitted land use in the C-3 zone.
- b) The proposal is below the maximum 1.5 FAR density permitted on the site, and the maximum site coverage of 50%.
- c) The building siting complies with the lot line setback requirements.
- d) The buildings comply with the 10.5 metre maximum height requirements of the zone.

- e) The proposal meets the required minimum parking standard of 68 parking spaces. However, tandem parking in a garage is permitted only in dwelling units with a floor area of less than 110 m². A variance is needed to permit tandem parking proposed for twenty (20) residential units larger than 110m², ranging in area from 123.4m² to 129.8m².

Development Permit Guidelines

The subject property is situated within three Development Permit Areas: No. 1 Environmental Protection, No. 2 Land Constraints, and No. 6 Multi-Family and/or Commercial Development. The DPA No. 1 establishes guidelines for the regulation of development adjacent to watercourses. The DPA No. 2 guidelines are due to the location of the proposed development in the flood plain. The DPA No. 6 guidelines address the form and character of multi-family buildings, and particularly address siting, building form, open spaces, circulation & parking, and streetscape improvements & landscaping. The guidelines can be found in the Village of Pemberton’s Official Community Plan, Section 7.0 – Development Permit Area Guidelines.

The Advisory Design Review Commission shall review the proposal against the guidelines and provide comments on compliance with DPA No. 6.

The following table summarizes Staff’s initial review of the application against the applicable DPA guidelines:

General Development Permit Area - Form and Character Guidelines	
Applicable Guideline	Comments
Objectives	
To provide a unifying and functional framework for quality and effectively integrated multi-family, mixed use (multi-family/commercial) and commercial development; and	The proposal creates a comprehensive multi-family complex integrated into the existing community.
Showcase the area’s natural features, heritage landmarks, open spaces and parks.	The proposal includes a landscaped buffer and pedestrian connections to the Arn Canal Trail.
Guidelines	
a) Siting - Development should recognize and complement the site’s existing conditions, topography, natural vegetation, hydrology, solar exposure, site circulation and view corridors. <ul style="list-style-type: none"> • Design for solar exposure to public and private spaces (summer shade and winter sun) and define and enhance the street edge in the placement and design of buildings and open spaces. 	<p>The buildings are oriented towards the East and West. Common open spaces are generally south-facing with solar access.</p> <p>The site is organized with multiple pedestrian access points from Arbutus Street, Crabapple Court and the Arn Canal.</p> <p>Buildings 1 and 2 are oriented towards Arbutus Street, providing opportunities for</p>

<ul style="list-style-type: none"> • Provide a strong visual and physical relationships to pedestrian walkways and public spaces and provide opportunities for natural surveillance (eyes on the streets and open spaces). • Achieve privacy for residential units through inseting balconies, decks and patios, and screening. • Provide barrier free access. 	<p>natural surveillance. The pedestrian walkway parallel to Arbutus Street create a positive interface with the public realm and contributes to the streetscape.</p> <p>Residential units will have moderate privacy, each with its own porch and balcony. Units in buildings 3 and 4, adjacent to the Arn Canal feature private backyards providing both privacy and natural surveillance.</p>
<p>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.</p> <ul style="list-style-type: none"> • Provide a cohesive design program for the development (i.e., structural, mechanical, lighting and landscaping). • Avoid blank walls which are visible from the street or parks which lack architectural detailing. • Reduce the mass and scale of buildings through design features such as variations in roof form, wall recesses/p rojections, texture/colour, vertical accents, windows, balconies, dormers and façade detailing. • Design buildings to positively address the public realm on street frontages and sidewalks. • Encourage decks, balconies and porches to provide sunny, usable outdoor spaces. • Create interest with the roof structure using architectural features such as chimneys, cupolas, towers and venting. Roof mounted equipment should be concealed from pedestrian viewpoints. • Provide visual variety along streetscapes by varying individual unit designs. • Face main entrances to the street, being clearly visible and directly accessible from the sidewalk. Entrances should reinforce proximity to grade level, particularly avoiding 	<p>The proposal demonstrates a cohesive design.</p> <p>Visual variety along the streetscape is provided with multiple unit sizes, and a variety of colour and building façade materials.</p> <p>The building mass and scale have been reduced with alternating colours and building façade textures. The buildings are articulated with shutters, window plant ledges and variation in roof form.</p> <p>Buildings 1 and 2 positively address Arbutus Street with front porches, a pedestrian walkway, multiple pedestrian access points, landscaping, garages and cars situated at the rear of the building.</p> <p>All units have a front porch and rear balcony.</p> <p>The roof structures is varying within buildings and features architectural features such as chimneys.</p> <p>The buildings have been designed to positively address the public realm and street frontage along Arbutus Street.</p> <p>Garages are oriented to the rear of buildings 1 and 2 to diminish he appearance of garages from the Arbutus Street interface.</p>

<p>multi-storey features. Diminish the appearance of garage doors from public streets.</p> <ul style="list-style-type: none"> • Preference for side by side, up and down or staggered unit configuration to maximize the number of units facing the street. • 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. 	
<p>c) Construction Materials – The building should be sufficiently durable to withstand Pemberton’s varied climate while also exhibiting quality construction and a small town character:</p> <ul style="list-style-type: none"> • Use exterior materials that have been traditionally applied and/or are durable for the area including stone, wood, brick, and glass. • Discourage the use of the following exterior building materials: vinyl siding, plywood, particle board and synthetic materials such as cultured stone. Stucco and tile for large areas should be discouraged. • Use well designed window treatments of articulated wood, stone or metal details. Relective or heavily tinted glass and snap-in muntin bars are not recommended. • 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. • Ensure approval of all playground and park infrastructure by the Canadian Standards Association. • Complement neighbouring roof lines/pitches. Brightly-coloured metal roofs are discouraged. • Anchoring buildings with continuous durable finishing providing a sense of permanence and protection from street level impacts. 	<p>Building materials are generally hearty with the use of fibre cement shingles and siding and painted concrete.</p> <p>The application includes two colour palettes of earthen hues featuring shades of beige, brown and grey. White is used as a brighter accent colour for doors and trim.</p> <p>Roofing materials include laminated fibre glass black shingles.</p> <p>Painted wood window shutters and plant shelving is used to frame windows.</p>

<ul style="list-style-type: none"> • Wood roofing (Class A) will not be permitted under any circumstances as per the Village’s Building Bylaw. • Use muted or natural roof colours where appropriate. 	
<p>d) Streetscape Improvements and Landscaping – The development should provide amenities for residents and visitors, while also adding interest to the street and showcasing local businesses.</p> <ul style="list-style-type: none"> • Incorporate planting consistent with the Village’s standards contained within the Plant List. • Consider four season landscaping for both aesthetics and maintenance reasons. • Appropriately design, protect and select durable landscaping as not to be harmed by snow clearing or other maintenance works (i.e. sweeping). • Prioritize the retention of existing trees and vegetation • Accommodate grading on individual properties, minimizing cut and fills and discourage retaining walls. • Incorporate Low Impact Development Techniques into site, service and landscape planning. • Provide irrigation for all landscaped and open areas. • Incorporate landscaped areas within parking lots to break up large paved areas. The landscaped areas can also be used in the winter for snow storage. 	<p>The landscape plan attached to the DP submission includes an appropriate level of landscaping for ornamentals and open spaces.</p> <p>The following species is currently not on the VOP Landscape Plant List:</p> <ul style="list-style-type: none"> • Taxus cuspidata – Spreading Yew <p>The landscaping considers four seasons.</p> <p>Retaining walls will be constructed from naturalized stone and incorporated into landscaping.</p> <p>Irrigation will be provided for all landscaped and open space areas.</p> <p>Landscaped areas are included adjacent to parking areas.</p>
<p>e) Circulation and Parking - A development’s accommodation of internal and external vehicular circulation, parking and servicing is an important consideration in the functioning and accessibility of the project.</p> <ul style="list-style-type: none"> • Screen or camouflage from public view all exterior services including utility tanks, hydro transformers, gas installations, garbage and recycling containers, preferably with a durable fenced enclosure, landscaping or printed art or images. • Ensure that garbage and recycling receptacles and dumpsters are provided and located within a lockable building (bear proof). • Accommodate efficient snow removal, including designated snow storage and drainage areas for 	<p>The proposal includes residential parking within enclosed garages and visitor parking concentrated at the entrance of the site from Crabapple Court and between buildings.</p> <p>The site offers vehicle circulation with two access points from Crabapple Court.</p> <p>Garbage receptacles are located within a secure building.</p> <p>Additional detail on snow storage and drainage is required.</p>

<p>access roads, loading and parking areas</p> <ul style="list-style-type: none"> Abide by the Village Construction Requirements as not to unsafely or inconveniently disrupt adjacent business operations or pedestrian movements during construction. 	
<p>f) Snow Management – Site and building design shall mitigate the challenges related to freezing temperatures and precipitation. All developments shall manage snow through the site plan design and building form.</p> <ul style="list-style-type: none"> Restrict snow from dumping or being dumped onto adjoining streets, sidewalks and right of ways. Mitigate freeze / thaw cycle impacts including snow shed, roof drip, icicles, ice dams, and water infiltration. Prevent roofs from shedding towards pedestrian walkways, points of entry and loading or parking areas. 	<p>The roofs will utilize strategically placed Snow Clips to facilitate snow management and retention.</p> <p>Additional detail on snow storage and drainage is required.</p>
<p>g) Lighting - Provide a lighting plan for new development. Fixtures on public roads shall be in accordance with Village Lighting Standards, while lighting on private property should be down shielded, as to illuminate only the desired display, pedestrian corridor, sign or building feature. Flashing, blinking or coloured lighting except for festival lighting is not supported.</p>	<p>Lit bollards are used to cast low light on the pathways.</p> <p>Over head lights are utilized at bike rack and parking locations.</p> <p>All lighting is LED.</p>
<p>h) Crime Prevention Through Environmental Design (CPTED) Principles - Development shall comply with the following principles:</p> <ul style="list-style-type: none"> Provide clear border definition of controlled space. Provide clearly marked transitional zones that indicate movement from public to semi-public to semi-private to private spaces. Locate vehicle and pedestrian access points, gathering areas and loitering areas to locations with natural surveillance in order to increase safety and perception of safety of users, and increase risks (deterrent) to offenders. Design and land use should relate to the context of on-site land uses and structures, immediate adjacencies, and the surrounding neighbourhood. Site landscaping should have clear sight lines, prevent concealment, direct users safely, be permeable 	<p>The proposal appears to conform to generally accepted CPTED principles.</p>

<p>and maintain relationships (eyes on street).</p> <ul style="list-style-type: none"> • Re-designate the use of space to provide natural barriers to conflicting activities. • Seek land use mix that promotes natural surveillance. • Overcome distance and isolation through improved communication, break-up large impersonal space, enhance sight lines, provide a range of land uses, and offer legitimate activity generators. • Avoid building designs, public amenities/services and street furniture that create excuses for loitering, nuisance and criminal behaviour. 	
<p>i) Site Alteration– Mitigate the impacts of a new development specifically related to site clearing, preloading and ongoing construction activities, by:</p> <ul style="list-style-type: none"> • landscaping, screening or fencing the site should be provided, if the site works include the removal of an existing vegetated buffer to a public road; • identifying the routing of any pedestrian/sidewalk detours and temporary construction and emergency service access (if applicable also achieve approval from the Ministry of Transportation and Infrastructure); • identifying the location of any construction offices and related parking (preference to locate within existing development, limit use of temporary trailers); • indicating the location of storage areas and type of materials to be stored, as well as garbage/waste/recycling containers. Such storage shall not be attractants to wildlife; and • identify a timeline for the completion of mitigation works outlined above that may include posting security to guarantee the proposed site alteration enhancements prior to the issuance of the Development Permit. 	
Development Permit Area No. 6 Multi-Family and/or Commercial Development	
Applicable Guideline	Comments
Objectives	

<ul style="list-style-type: none"> • Create livable and attractive neighbourhoods. • Provide visual and physical cohesiveness that reflect our small town character. 	
<p>Guidelines</p>	
<p>a) Siting – The site design should minimize direct visual intrusion to surrounding homes. Privacy can be achieved through inseting balconies, decks and patios, screening and/or off-setting windows.</p>	<p>Buildings 3 and 4 have private yard space. Building 1 has two offsets, improving front porch privacy. Additional screening between units is achieved through landscaping.</p>
<p>b) Building Form – The development should break up larger buildings in to smaller units or clusters while ensuring that intensive residential developments reflect the scale and character of the area. Also provide sufficient and secured exterior accessed storage areas for each unit.</p>	<p>Larger buildings are broken up into smaller cluster using changes in surface building materials and colour.</p> <p>Each unit has a garage to provide storage.</p>
<p>c) Open Spaces – The development should be designed to accommodate the appropriate passive and/or recreational activities of the neighbourhood and:</p> <ul style="list-style-type: none"> • Provide private outdoor open space for all units (i.e. patio, porch, deck, balcony, yard, etc.). • Consider fences only if they positive contribute to the attractiveness of the neighbourhood and will be durable over time. 	<p>All units have a private porch and balcony or yard space.</p> <p>Fence styles are open reducing visual barriers creating a separation between public and private/semi-private spaces.</p>
<p>d) Circulation and Parking – The accommodation of internal and external vehicular circulation, parking and servicing is an important 49 consideration in the functioning and accessibility of a development.</p> <ul style="list-style-type: none"> • Situate residential parking areas, garages and driveways as a minor component of the site when viewed from the street. • Fully screen from public view all exterior services including utility installations, garbage and recycling containers, preferably with a durable fenced enclosure and landscaping. 	<p>Garbage and recycling are fully screened within an accessory building.</p> <p>Two vehicle access points from Crabapple Court and residential parking areas are located out of view from the street.</p> <p>Garages and parking areas are situated away from the street view of the site.</p>
<p>e) Streetscape Improvements and Landscaping - The development</p>	<p>See above.</p>

<p>should provide amenities for residents and the surrounding neighbourhood.</p> <ul style="list-style-type: none">• Install landscaping along all property lines, except where there is an access point.• Provide irrigation for all landscaped yards and open areas (excluding areas undisturbed in their natural state).• Utilize landscaping to provide definition for pedestrian corridors and defining private or semi-private spaces.• Accommodate grading on individual properties, minimizing cut and fills and discouraging retaining walls.• Incorporate landscaped areas within parking lots to break up large paved areas. The landscaping can also be used in the winter for snow storage areas.	
--	--

CONCLUSION

In summary, the proposal is generally compliant with the DPA guidelines. It would be appropriate for the ADRC to provide any recommendations to Council it sees fit in the form of a resolution as follows:

THAT the Advisory Design Review Committee recommends that Council support proposed Development Permit No. 87, Coombs Mountain Side Collection, subject to the following recommendations:



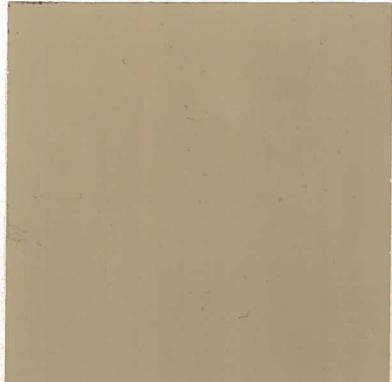
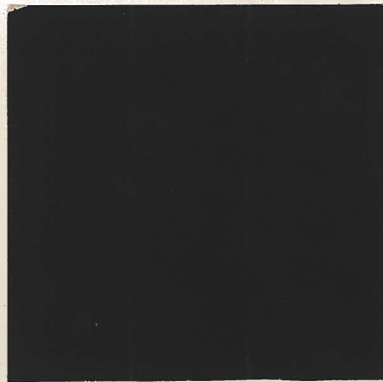
- *{To be added}*



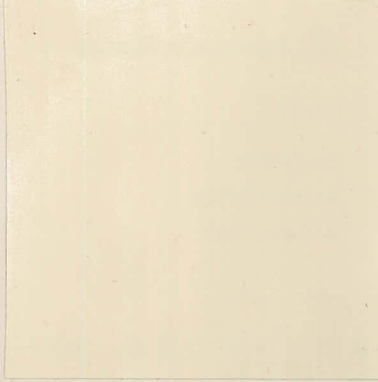
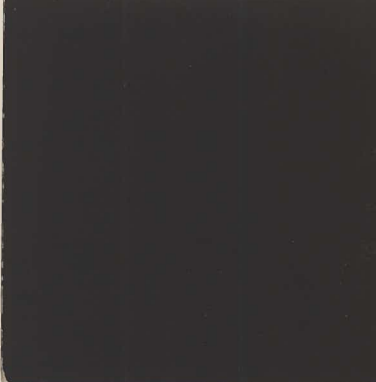
Attachments:

- A. *Location Map*
- B. *Architectural Drawings*
- C. *Colour and Materials Board*
- D. *Landscape Plan*
- E. *Landscape Narrative*

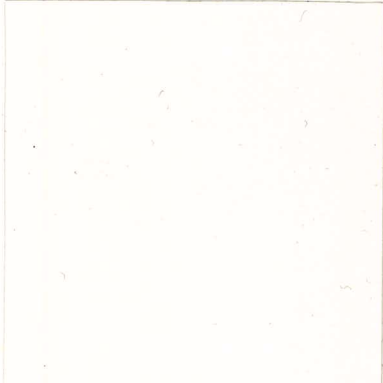


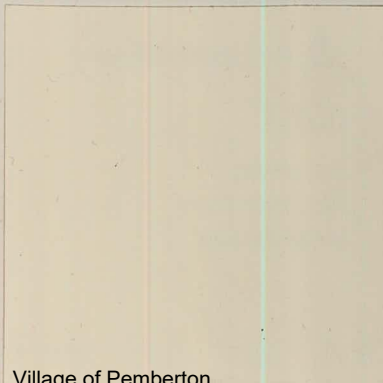
Appendix A: Location Map



COLOUR SCHEME A	FIBRE CEMENT SHINGLES & SIDING	FIBRE CEMENT SHINGLES, SIDING & PAINTED CONCRETE	COLOUR SCHEME B	FIBRE CEMENT SHINGLES, SIDING & PAINTED CONCRETE	FIBRE CEMENT SHINGLES & SIDING
	 JAMES HARDIE COLOUR: NAVAJO BEIGE [7] [8]	 JAMES HARDIE COLOUR: KHAKI BROWN *CONCRETE PAINTED TO MATCH [7] [8] [21]		 JAMES HARDIE COLOUR: NAVAJO BEIGE *CONCRETE PAINTED TO MATCH [7] [8] [21]	 JAMES HARDIE COLOUR: IRON GRAY [7] [8]

TYPICAL EXTERIOR DETAILS	PRIVACY FENCE & PRIVACY SCREEN	PAINTED WOOD SHUTTERS	PAINTED ENTRY DOOR #1	PAINTED ENTRY DOOR #2
	 BENJAMIN MOORE COLOUR: SIMPLY WHITE NUMBER: OC-117 [18] [24]	 BENJAMIN MOORE COLOUR: SIMPLY WHITE NUMBER: OC-117 [6]	 BENJAMIN MOORE COLOUR: SIMPLY WHITE NUMBER: OC-117 [3]	 BENJAMIN MOORE COLOUR: BROWN HORSE NUMBER: 2108-30 [3]

TYPICAL EXTERIOR DETAILS	LAMINATED FIBREGLASS SHINGLES	GUTTERS & DOWNSPOUTS	PAINTED WOOD TRIM, COLUMNS, & WOOD DETAILS	VINYL SOFFIT
	 PABCO COLOUR: ANTIQUE BLACK [1]	 BENJAMIN MOORE COLOUR: SIMPLY WHITE NUMBER: OC-117 [10]	 BENJAMIN MOORE COLOUR: SIMPLY WHITE NUMBER: OC-117 [11] [12] [13] [14] [15] [16] [22] [23]	 KAYCAN COLOUR: WHITE

PAINTED GARAGE DOOR	ALUMINUM GUARDRAIL	LEDGESTONE	VINYL WINDOWS
 BENJAMIN MOORE COLOUR: SIMPLY WHITE NUMBER: OC-117	 COLOUR: FACTORY BLACK	 DUTCH QUALITY COLOUR: WEATHER LEDGE (QUAIL GRAY)	 COLOUR: WHITE

K R I S T I N A J S A L I N
RPP, MCIP, MBCSLA, MBA, BLA, BA

PO BOX 353 ▪ Whistler BC ▪ V0N 1B1 ▪ Cell 604-967-2907 ▪ kristina@kristinasalin.com

Via Email

February 11, 2020

Greg Coombs

Re: Mountainside Collection, Crabapple Court Pemberton Development Permit Application

The Mountain Side Collection development at Crabapple Court will be smartly and simply landscaped, utilizing the Village of Pemberton proposed plant list recommendations, sustainable and current best practices.

The street boulevard is lined with stately, shade producing Red Maples in a boulevard of grass. The property frontage will require a stone stacked retaining wall and the planting scheme along the wall will both soften and enhance the walls features. Utilizing both evergreen and seasonal plantings, the intent is to create seasonal interest and colour while allowing for a predictable and intentional blocks of planting, alternating and contrasting views to the stone wall. The planting scheme will reduce the impact of tiered walls along the frontage of the project and suggest a 'green wall' with trailing roses, spreading yews, azaleas, dogwoods and perennials.

Stairs have been minimized along the frontage and are flanked with similar planting. The second level allows for a continuously arcing pathway that traverses the site from east to west. The arc is illuminated with a series of lit bollards casting low light to the pathways. Overhead lights are utilized at bike rack and parking locations where additional security is required. All lighting is proposed night sky friendly, LED. The pathway, south to north organically flows with a continuous look and feel. The north south pathway is articulated by wood pergolas, typical plant materials and unit paving.

Unit entries will have wooden screens between some units and planting screening to articulate a division between personal and private space without creating a harsh barrier. A mix of low to mid-level grasses and perennials with spots of high level grasses will bound and define spaces without creating a sense of division.

Units along Arn canal enjoy private back yards with larger pavers inset in grass with privacy screening between units. Pathways are crushed granite, matching the upgraded pathways flanking the site and connecting to the Arn Canal trail. Each backyard has a native shade tree (Amur maple). There will be a more formal 'backyard' fence along the rear yards between the canal trail and the development with gates at each walkway entry. The use of a cedar split rail fence will be utilized throughout the site to indicate entry points and divide private from public spaces throughout the development.

The central 'commons area' is intended to invite relaxation and community in a natural setting. The orchard tree area is a passive recreation spot that will allow for gathering and respite from the sun and the circular bench invites conversation as well as the occasional outdoor picnic and barbeque

at the picnic areas. There is a spot reserved for a potential natural play or combination of natural play and art installation, calling local Pemberton artists to take part and create an art feature. Accessible overflow parking spaces are available here at the Community Hall building. Site furnishings are intended to be mountain contemporary, utilizing natural wood, concrete and durable hardware.

Paving pads at each unit are concrete and walkways throughout the project will be edged to create clean lines and intentional boundaries. Drip lines will be 18" of clean river rock, edged to the landscaping and crushed granite pathways will be similarly edged.

The landscape design intent for this development is to enhance the architecture yet downplay the need for retention along the street front. Planting and pathways invite clear direction and suggest safe passage within and throughout the site without encroaching on personal space. Community is encouraged and integration into the community at large is fostered through connection to the Arn Canal trail and surrounding communities. The choice of plant materials is intended to provide seasonal colour, allow for shade and visual interest and although the entire site will be irrigated with an automatic irrigation system, be low maintenance and environmentally sensitive.

Best regards,

A handwritten signature in black ink, appearing to read 'K. Salin', with a long horizontal flourish extending to the right.

Kristina Salin, MBCSLA, MCIP, RPP

KSalin Land Planning