

## ADVISORY DESIGN REVIEW COMMISSION

**Agenda** for the Advisory Design Review Commission Meeting of the Village of Pemberton to be held Thursday February 17, 2022 at 5:00 pm via ZOOM  
Webinar ID: 854 2372 7701

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Page

### 1. CALL TO ORDER

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

### 2. APPROVAL OF AGENDA

**Recommendation:** **THAT** the Agenda be approved as presented.

### 3. ORIENTATION

Digital presentation from Contract Planner, Cameron Chalmers.

### 4. ADOPTION OF MINUTES

a) ADRC Meeting, June 16, 2021

2-4

**Recommendation:** **THAT** the minutes of the ADRC Meeting of June 16, 2021 be approved as presented.

### 5. MINOR DEVELOPMENT PERMIT No. 124 – 7426 and 7432 Prospect Street – Rona

5

Planner II Colin Brown will present a report for a Minor Development Permit for a proposed pass-through structure that will join the existing building at 7426 and 7432 Prospect Street, known as RONA.

### 6. NEW BUSINESS

### 7. NEXT MEETING

a) Adoption of meeting schedule.

**Recommendation:** **THAT** the ADRC schedule a time for meetings to take place as required.

### 8. ADJOURNMENT

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

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**Minutes** for the Advisory Design Review Commission Meeting of the Village of Pemberton held Wednesday June 16, 2021 at 5:30 pm via ZOOM Webinar ID: 894 1192 6987

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**MEMBERS IN ATTENDANCE\*:** Kristina Patterson Salin (Chair)  
Brian Dorgelo  
Jason Mathies  
Lisa Ames

**REGRETS:** Jacaranda Kruckewitt  
Julie van Haeften

**STAFF IN ATTENDANCE\*:** Lisa Pedrini, Manager of Development Services  
Nikki Segovia, Building & Planning Clerk

**PROJECT REPRESENTATIVES\*:** Andrea Scott, Applicant  
Richard David, Applicant

**GENERAL PUBLIC:** 1

***\*ALL COMMISSION MEMBERS, STAFF AND PROJECT REPRESENTATIVES  
ATTENDED ELECTRONICALLY***

***A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC AND  
MEDIA***

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**1. CALL TO ORDER**

At 5:32 p.m. Kristina Patterson Salin called the meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

**2. APPROVAL OF 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 April 15, 2021 be adopted as circulated.

**CARRIED**

### 4. MAJOR DEVELOPMENT PERMIT No. 088 – ‘The Aspect’

Lisa Pedrini, Manager of Development Services, presented a report summarizing the application submitted by Richard David, to permit the development of a new three-storey multi-family apartment building of between 58-61 residential units over structured parking on Portage Road. Lisa noted the applicants intend to develop the building as a purpose-built rental building, which will be a consideration of Council through a separate Housing Agreement Bylaw. She also noted the applicants are seeking a reduction in parking requirements over and above what is permitted by the Zoning Bylaw to make the project feasible. She then opened the floor to Commission members for questions to Staff.

Questions were asked from the Commission members regarding whether common areas on the outside of the property were provided, driveway slopes, drop off zones, snow stops, access from the ground floor balcony for homeowners, what the parameters are for varying a footprint and how affordable housing is determined.

Project representative Andrea Scott then presented the Architectural and Landscape features of the project. She noted a total of 61 units, 3 floors, parking features and shared samples of the materials that are proposed for the building. She shared detailed architectural drawings showing the different aspects of the proposed building and responded to the Commission’s questions.

The Chair opened the floor for additional questions to the applicants from the Commission members. Questions regarding floor heating in the driveway, overhangs of the roofs vs. the decks, access to the garbage shed, garage height, and specific landscaping materials were posed.

Moved/Seconded

**THAT** the Advisory Design Review Commission recommends that Council support the proposed Major Development Permit No. 088 “The Aspect” subject to the following conditions;

- that a frosted material or similar is used on the balconies facing the road so there is no visual clutter visible from the street; and
- that the proposed Japanese Maples fronting the road are replaced with a more suitable tree that provides better shade and privacy.

**CARRIED**

## **5. NEXT MEETING**

Lisa Pedrini reminded the commission to keep the 3<sup>rd</sup> Wednesday of each month open. If required, the next ADRC meeting will be July 21, 2021 at 5:30PM.

## **6. ADJOURNMENT**

At 6:33 p.m. the meeting was adjourned.

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Kristina Patterson Salin  
Chair

**Date:** February 17, 2022  
**To:** Advisory Design Review Commission  
**From:** Colin Brown MCP, Planner II  
**Subject:** Minor Development Permit No. 124 – 7426 and 7432 Prospect Street – Rona

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## **PURPOSE**

The purpose of this report is to provide information on the Minor Development Permit application for a pass-through structure proposed to join the existing buildings at 7426 and 7432 Prospect Street. The Advisory Design Review Commission (ADRC) is being asked to provide recommendations based on the applicable Guidelines for DP Area No. 4 – Downtown Revitalization.

## **SITE DESCRIPTION**

The subject lands include two legal parcels described as:

PARCEL A (KG104610) DISTRICT LOT 203 LILLOOET DISTRICT PLAN 38251  
PID 018-436-749, is located at 7442 Prospect Street

LOT B DISTRICT LOT 210 LILLOOET DISTRICT PLAN EPP3135  
PID 028-276-566, is located at 7426 Prospect Street

The two parcels are shown on the Location Map attached as **Appendix A**. The location of the proposed pass-through structure is highlighted in red. The subject lands are zoned “Commercial, Town Centre (C-1)” in the Village of Pemberton Zoning Bylaw No.832, 2018, and are designated “Downtown” in the Official Community Plan shown respectively in maps attached as **Appendix B and C**. The surrounding land uses are primarily commercial, with AG Gas at the north end of parcel at 7426 Prospect Street. The existing Rona store extends south to the edge of Foughburg Park.

## **DESCRIPTION OF THE PROPOSAL**

The Village of Pemberton received a Minor Development Permit application from Blair Gourlay, President of Pemberton Valley Hardware (Rona), for a proposed pass-through structure that will join the existing building at 7426 and 7432 Prospect Street. The property is designated as a Development Permit (DP) Area for Form and Character in the Village’s Official Community Plan (OCP) under DP Area No. 4 – Downtown Revitalization. Details including site plan, elevation drawings, and rationale are included in the Application Package, attached as **Appendix D**.

The proposed pass through will link the current Rona hardware store with newly leased space in the building located at 7432 Prospect Street. The pass-through will allow customers to access the additional space as one single retail operation. The pass through will be set back with approximately 7.9 metres (26’) from the current storefront on Prospect Street. The new structure

will be suspended from the existing buildings, with cladding on the front and back extending to within a few inches of the ground. The proposed cladding would match the current design and style of the hardware store. The additional floor space is not significant and will not impact the maximum allowable floor space for either lot nor does it impact any required parking resulting from more floor area.

The remainder of the space between the two existing buildings will be improved. Grass and weeds will be removed and replaced with washed gravel crush, allowing for a cleaner space that is easier to maintain. A bike rack is proposed to be located near the sidewalk that will be available to the public.

## **MINOR DEVELOPMENT PERMITS and DELEGATED DECISIONS**

Development Permit Areas (DPA) for Form and Character are intended to provide guidelines and regulations for the built environment and create the best places for the community. General guidelines apply in all Form and Character DPAs, in addition to guidelines specific to each DPA. The properties for this application are located within DPA No. 4 – Downtown Revitalization. General guidelines and those specific to DPA No. 4 are provided as **Appendix E**.

Many of the guidelines are most applicable to new construction and adapting new building to previously undeveloped parcels, or sites that are being completely redeveloped. This proposal adds to existing buildings and therefore, some guidelines are irrelevant for the works being proposed. The key focus in this case is the streetscape and how the proposed addition of a pass-through can improve the experience of the Village Core. The most applicable sections are highlighted below.

### **7.4.1.2 General Form and Character Guidelines**

**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.

**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.

### **h) Crime Prevention Through Environmental Design Principles**

Development shall comply with the following principles:

- 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 and maintain relationships (eyes on street).
- 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.

#### **7.4.2.1 Objectives**

The objectives of DPA#4 – Downtown Revitalization are to:

- Enhance Pemberton’s authentic identity by providing a framework for the character and form of buildings, landscaping, streetscapes and circulation;
- Create a strong sense of arrival to the Pemberton community through natural and built gateway elements;
- Accommodate and integrate infrastructure needs with parking and transit; and
- Showcase and enhance the surrounding natural features, heritage landmarks, open spaces and parks.

#### **7.4.2.2 Guidelines**

**b) Streetscape improvements and landscaping (excerpts)** – These enhancements provide amenities for residents and visitors, adding interest to the street and showcasing local businesses.

- Include streetscape fixtures such as street lighting, benches, planters, garage/recycling receptacles, bike racks, and landscaping features. These
- installations shall be in accordance with Village Streetscape Specifications and be functional, attractive and durable.
- Provide opportunities for sun and shade as well as protection from the elements such as wind, rain and snow.
- Encourage site enhancements such as water features, public art, flags, banners and signs, provided they are consistent with village requirements (i.e. sign bylaw).

As per Development Procedures Bylaw No. 887, 2020, Section 12, Council has delegated the authority to issue Minor Development Permits to the Manager of Development Services, when certain criteria are met. Section 12.2 viii. additions to buildings or structures, where the total interior floor area is increased by 20 m<sup>2</sup> or less, as is the case with this application.

Following consideration of the ADRC, a staff summary will be provided to the Manager of Development Services with a recommendation for a decision.

### **DISCUSSION & COMMENTS**

Currently, the site of the proposed pass-through is a narrow gap between the two existing buildings. The gap forms somewhat of an “alley” and provides pedestrian access to the rear of the lots and the lane that runs behind the properties. When it is not snow-covered, it has often been overgrown with grass and weeds, and littered with debris. This is fairly typical of such “alleys” where there is poor public visibility.

Staff see this application and the proposed pass-through as opportunity to address these issues are provide better public space. With a new structure joining the buildings, the inability to walk through this space will improve the situation somewhat; however, there remains concern in line with the CPTED principles described in the DPA guidelines. The narrow gap will still have limited visibility for passive surveillance and remains a candidate for undesirable activity.

After discussions with staff, the applicant has included improvements to the “alley”, removing the grass in favour of gravel crush that should help avoid the overgrown conditions that currently persist. The addition of a proposed bike rack will activate the space and provide a valuable amenity to this area of downtown, where bikes are often found locked to street trees along

Prospect Street at this location. Regular maintenance of the space will be required to ensure it remains free of debris and that growth of weeds is controlled.

Building materials proposed for the pass-through will match the exterior of the existing Rona store, which should not pose any issues from an aesthetic point of view. There will remain the one blank wall on the other existing building. This would be a good candidate for a mural or another form of public art to enhance the look of this space. A decorative piece would help reduce the risk of graffiti that is typical of “alleys” with limited public visibility.

## CONCLUSION

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

That the Advisory Design Review Committee recommends that the Manager of Development Services support proposed Minor Development Permit No.124, subject to the following recommendations:

- {To be added}



### Attachments:

- A. *Appendix A – Location Map*
- B. *Appendix B – Zoning Map*
- C. *Appendix C – OCP Map, DPA 4 – Downtown Revitalization*
- D. *Appendix D – Application Package*
- E. *Appendix E – OCP, Form and Character DPA Excerpts*

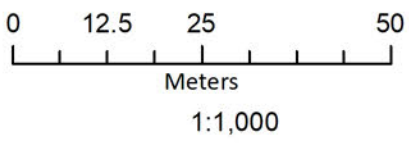
Prepared by:	Colin Brown MCP, Planner II
Manager Approval:	Scott McRae, Manager of Development Services





	Legal Parcels
	DPm124 Subject Area

Edited by Colin Brown Date: 2022-02-10



**Location Map**  
**DPm124 Application**  
**7426 and 7432 Prospect St**







Map C  
Development  
Permit Areas

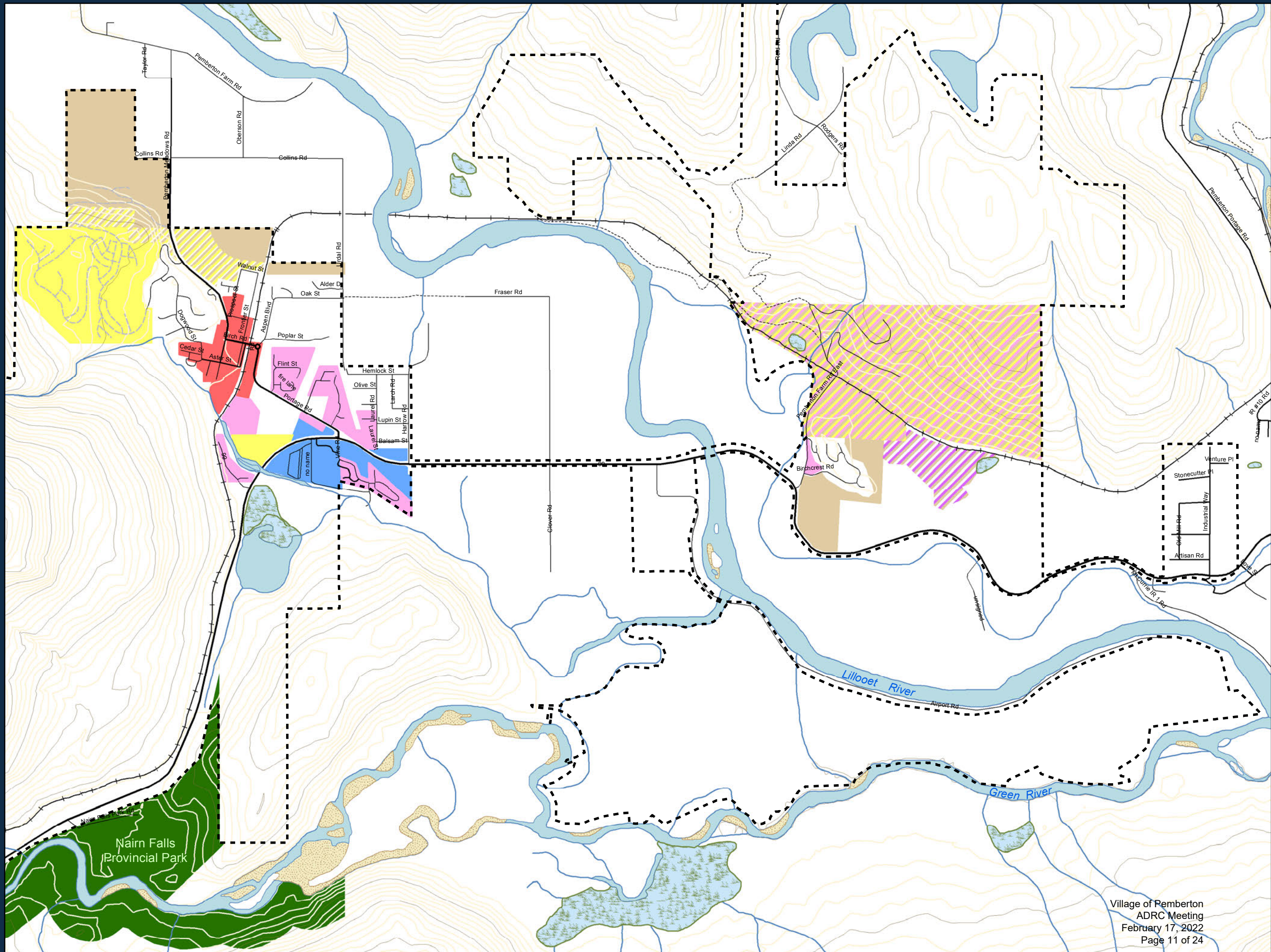
- Legend**
- Village Boundary
  - Provincial Park
  - Development Permit Areas**
  - Enhancement of Agriculture
  - Downtown
  - Intensive Residential
  - Multi-Family/Commercial
  - Gateway
  - Overlap of Residential and Enhancement of Agriculture
  - Overlap of Enhancement of Agriculture, Residential, and Multi-Family/Commercial
  - Overlap of Educational Campus and Enhancement of Agriculture
  - Transportation**
  - Highway
  - Arterial Road
  - Local Road
  - Resource Road
  - Proposed Road
  - Railway
  - Hydrography**
  - Lake/River
  - Wetland
  - Sand/Gravel Bar
  - River/Stream - Definite
  - River/Stream - Indefinite
  - Elevation Contour**
  - Index Contour (100m)
  - Intermediate Contour (20m)



0 0.2 0.4 0.6 0.8 1  
Kilometers

UTM Zone 10 N - NAD83

This map was produced for the  
Village of Pemberton.  
December 2014





**DEVELOPMENT-GENERAL INFORMATION**

- Application:
- OCP Bylaw Amendment &/or Zoning Bylaw Amendment **(Form OR20)**
  - Major Development Permit **(Form DP20)**
  - Minor Development Permit **(Form DPm20)**
  - Development Variance Permit **(Form DVP20)**
  - Temporary Use Permit **(Form TUP20)**
  - Subdivision, Strata Approval/Strata Title Conversion, Lot Consolidation **(Form SUB20)**
  - Antenna System Siting Review **(Form ANT20)**

**All Applications Please include Application Requirements Form (Checklist)**

**SITE**

Civic Address: 7426 Prospect St. Legal Description: \_\_\_\_\_  
Pemberton, B.C. PID: 028-276-566 Lot: B  
 District Lot(DL): 210 Plan: EPP3135

**OWNER(S)**

Owner Name(s): Pemberton Valley Hardware Home: \_\_\_\_\_  
Blair Gourlay - President Work: 604-894-6240  
 Mailing Address: Box 519 Cell: \_\_\_\_\_  
Pemberton, BC V0N 2L0 Email: \_\_\_\_\_

**OWNER(S) AGENT IF APPLICABLE**

Agent's Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

If applicable Please include Owner's Authorization

**X** \_\_\_\_\_ Date Dec 7, 2021  
 Owner Signature

**X** \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized Agent Signature

**COMMENTS:**

Application No \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Revised Oct 04/2013

**APPLICATION REQUIREMENTS FOR A MAJOR DEVELOPMENT PERMIT  
FORM AND CHARACTER OF DEVELOPMENT**

**1. Pre-Application Meeting**

It is strongly recommended that prior to submitting an application for a Major Development Permit, an applicant should meet with the Village of Pemberton's Development Services Department to review application requirements. The intent of the pre-application will be to confirm specific submission requirements for each proposal.

It is important to have the Village identify the information required for the application since any applications deemed incomplete by the Development Services Department will not be accepted and subsequently returned to the applicant.

**2. Submission Checklist**

- Complete Application Form (*Form DP20*)
- Application Fee (*in accordance with Development Procedures Bylaw No. 887, 2020*)
- Certificate of State of Title or of Indefeasible Title (*dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership*)
- Copy of Charges on Title (*i.e. covenants, rights of way, statutory building schemes, etc.*)
- Owners Agent Authorization (*if applicable*)
- NA*  Site Disclosure Statement (as per <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>) *NA for 7426 and for 7432 there should be one on file for their new store currently under construction*

**3. Property Information**

Legal Description:

\_\_\_\_\_

\_\_\_\_\_

PID#: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Property Size\*: \_\_\_\_\_

Current OCP Land Use and Development Permit Area Designation (*Schedules B, C, K and L of the OCP Bylaw*):

\_\_\_\_\_

Current Zoning: \_\_\_\_\_

Existing Use/Development on the Property: \_\_\_\_\_

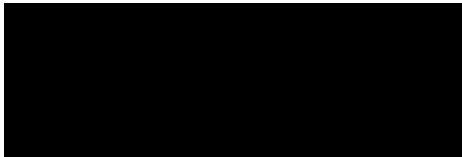
Proposed Use/Development of the Property: \_\_\_\_\_

**APPLICATION FORM FOR A MINOR DEVELOPMENT PERMIT (DPm20)**

I/We hereby make application under the provisions of Part 26 of the *Local Government Act* and the Village's Development Procedure Bylaw No. 887, 2020 for a Minor Development to permit development on lands legally described as:

Lot: B, Plan: EPP 3135, District Lot: 210, LLD.

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**



Registered owner's signature

December 7, 2021

Date

Where the applicant is NOT the REGISTERED OWNER, the application must be signed by the REGISTERED OWNERS designated AGENT and proof thereof must be registered in the office of the Village of

Pemberton. - copy attached - original with Building Permit Application

**FOR OFFICE USE ONLY:**

Application/File No.: \_\_\_\_\_

Application Fee received \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date received: \_\_\_\_\_

\_\_\_\_\_  
Signature of Official

**APPLICATION FORM FOR A MAJOR DEVELOPMENT PERMIT (DP20)**

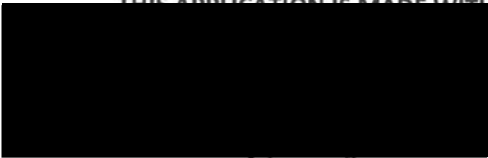
I/We hereby make application under the provisions of Part 26 of the *Local Government Act* and the Village's Development Procedure Bylaw No. 887, 2020 for a Major Development for:

- Form and Character of Development
- Environmental Protection (Riparian Areas)
- Enhancement of Agriculture.

The lands subject of the application are legally described as:

Lot: B, Plan: EPP3135, District Lot: 210, LLD.

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**



Dec 7, 2021

Registered owner's signature

Date

Where the applicant is NOT the REGISTERED OWNER, the application must be signed by the REGISTERED OWNERS designated AGENT and proof thereof must be registered in the office of the Village of Pemberton. - copy of which VOP has with the Building Permit Application

**FOR OFFICE USE ONLY:**

Application/File No.: \_\_\_\_\_

Application Fee received \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date received: \_\_\_\_\_

\_\_\_\_\_  
Signature of Official

December 8, 2021

Village of Pemberton  
7400 Prospect Street  
Pemberton, BC V0N 2L0

Attention: Mr. Colin Brown

Re: PEMBERTON VALLEY HARDWARE – PASS THROUGH

Pemberton Valley Building Centre (Pemberton Valley Hardware) has recently leased the adjoining retail space at 7432 Prospect Street. The pass through is needed to allow customers access to the new retail space and to continue to function as one single retail operation.

Customers will benefit from the convenience the pass through offers and the greater selection of products we will now be able to offer.

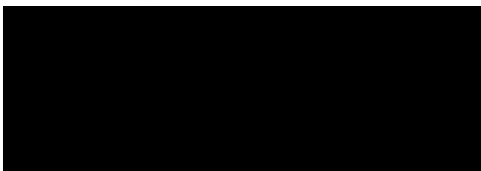
The pass through will be set back about 26 feet from the store front and the siding will match the 7426 store siding. The roof will be a black metal roof with a 6/12 pitch and 1 foot overhangs.

Our building permit application had the top roofline sloping however we are thinking that it may be more aesthetic to have the roof line level to match the ground. The peak of the pass through roof will tie in just below the existing alley overhang of the 7426 Prospect St building. The cladding on the front and back sides will go down to within a few inches of the ground. No footings are required as the pass through will be suspended above the ground.

The pass through has a foot print of 5' wide by 6'9" long which represents only slightly over 0.1% of each properties square footage so the additional coverage increase is miniscule.

The weed and grass in the alley between the two buildings will be replaced with a thin layer of washed gravel crush to provide a clean look and simplify maintenance. Possibly a bike rack on a cement pad will be installed in the alley to both enhance the appearance and provide improved convenience for our customers. An example bike rack design is included in this application that will complement the alley area and provide the opportunity for customers to secure their bikes.

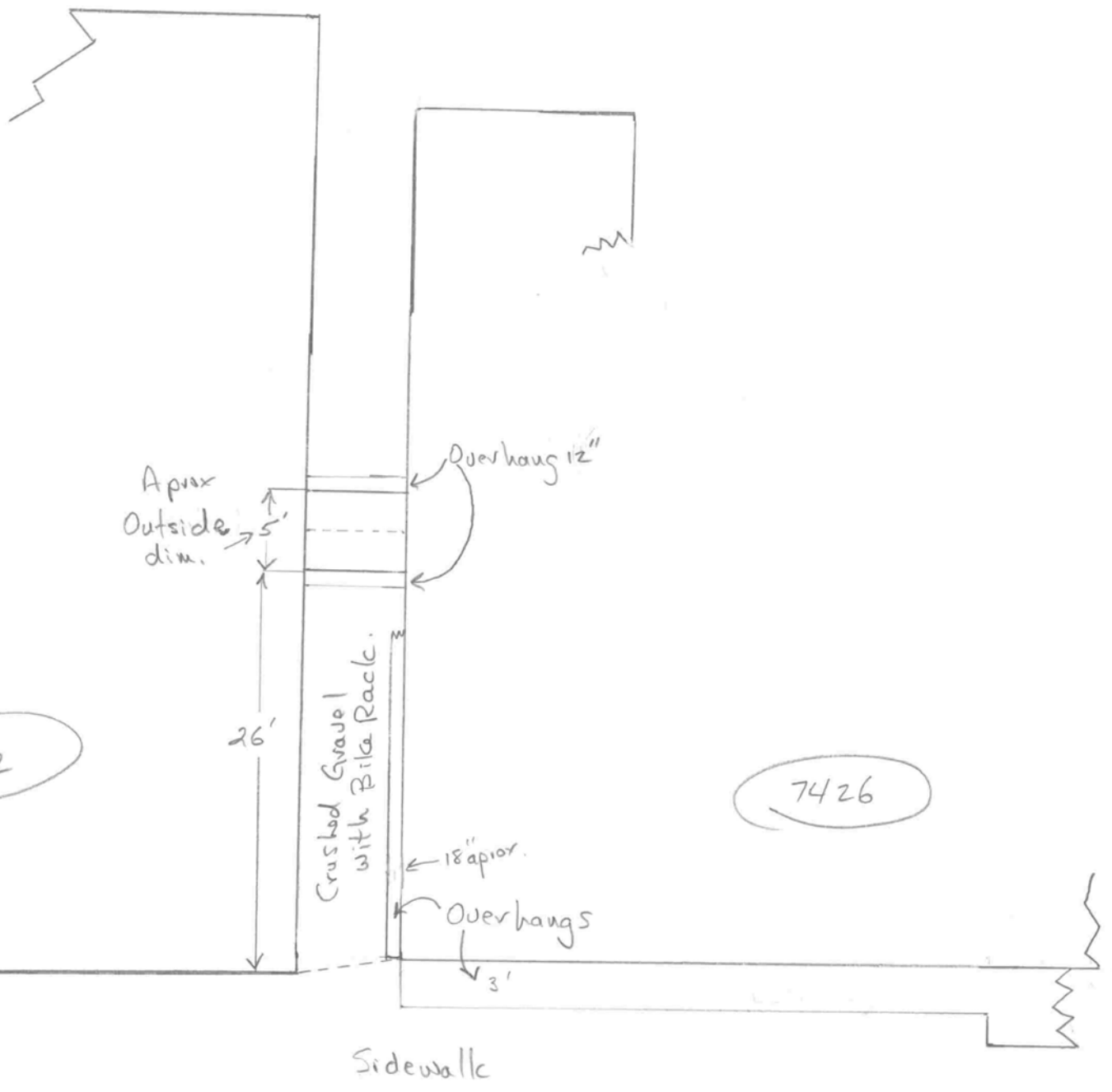
Yours Truly,

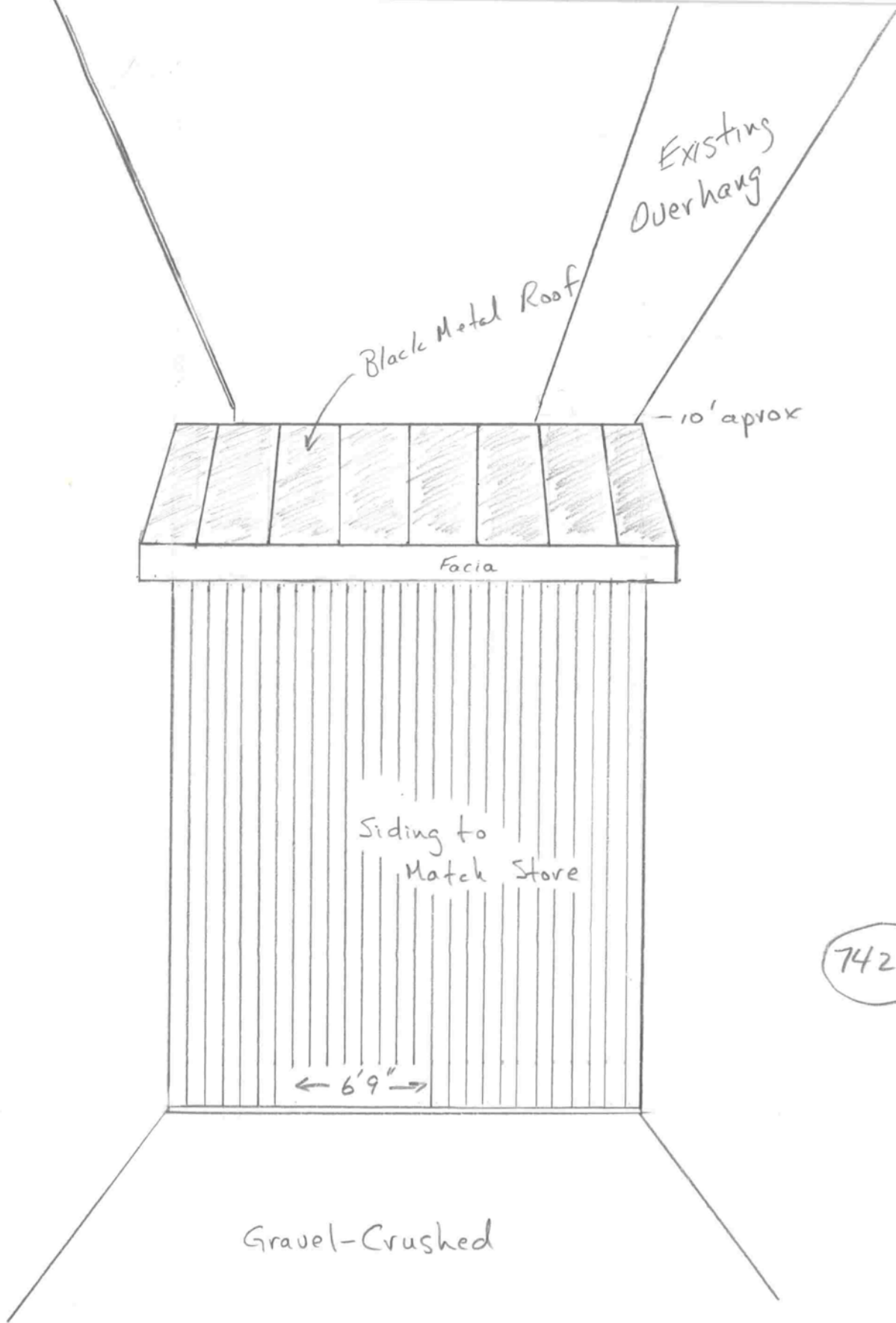


Blair Gourlay  
President – Pemberton Valley Hardware



# Pass Through Plan Location







AA

uline.ca



bike racks vancouver - Google Search

uline Single-Sided Grid Bike Rack - 4 Bike Capacity, Black H-

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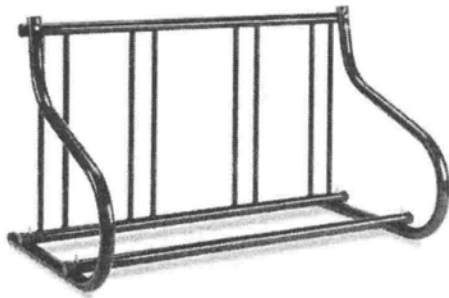
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## Single-Sided Grid Bike Rack - 4 Bike Capacity, Black

[More Images](#)

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For commuter stations, libraries, schools.

- Sturdy 14-gauge construction, attractive powder coating.
- Rust-resistant bike rack.
- Bike rack mounting hardware included.

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MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAP.	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
					1	3+		
H-2890BL	Single-Sided	48 x 31 x 31"	4	48	\$406	\$379	<input checked="" type="checkbox"/> Black ▾	<input type="text" value="1"/> <input type="button" value="ADD"/>

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# 7.0 Development Permit Guidelines

## 7.4 Development Permit Areas for the Form and Character of Development (Development Permit Areas 4,5 & 6)

In accordance with Section 919.1 and 920 of the **Local Government Act**, Development Permits are required for areas which are hereby established and designated on Map C as DPA#4 (Downtown Revitalization), DPA #5 (Intensive Residential), DPA #6 Multi-family and/or Commercial Development, and DPA#7 (Gateway Commercial Development). This plan establishes both general form and character development permit objectives and guidelines that are applicable to each of DP#4, DP#5, DP#6 and DP#7 and then objectives and guidelines specific to each such development permit area.

### 7.4.1 General Form & Character Requirements

The Development Permit includes requirements respecting the form and character of the development.

#### 7.4.1.1 General Form & Character Objectives

- To provide a unifying and functional framework for quality and effectively integrated multi-family, mixed use (multi-family/commercial) and commercial development; and
- Showcase the area's natural features, heritage landmarks, open spaces and parks.

#### 7.4.1.2 General Form & Character Guidelines

The following general guidelines apply to DP#4 (Downtown Revitalization), DP#5 (Intensive Residential), DPA#6 (Multi-family and/or Commercial Development) and DP#7 (Gateway Development) and have incorporated specific directions related to site design, building form, landscaping, snow management, vehicle circulation, parking and servicing:

- a) **Siting** - Development should recognize and complement the site's existing conditions, topography, natural vegetation, hydrology, solar exposure, site circulation and view corridors.
- 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.
  - 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 inset balconies, decks and patios, and screening.
  - Provide barrier free access.



#### *What is a Defensible Zone?*

A defensible zone is a space to protect buildings from approaching wild fire and to reduce the potential for a building fire to spread to the adjacent forest and shall be provided by the builder and maintained by the owner. Defensible zones shall ensure that:

- Annual grasses within 10 meters of buildings should be mowed to 10cm or less.
- Ground litter and downed trees should be removed annually.
- Any over storey trees retained within this zone should be away from the immediate area of the building and should be thinned and pruned to prevent fire from being carried towards the building.
- Remove the live and dead branches to a minimum of 2.5m (8 feet) from the ground.
- Tree cover within this zone should be restricted to low flammable deciduous species.
- Individual trees and shrubs may be kept if the vegetation does not readily transmit fire to the building.

*Source: Village of Pemberton Building Bylaw*



# 7.0 Development Permit Guidelines

**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.

- 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/projections, texture/colour, vertical accents, windows, balconies dormers and facade 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 multi-storey features. Diminish the appearance of garage doors from public streets.
- 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.

**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:

- 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. Reflective 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.
- Wood roofing (Class A) will not be permitted under any circumstances as per the Village's Building Bylaw.
- Use muted or natural roof colours and where appropriate

**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.

- 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 work (sweeping).
- Prioritize the retention of existing trees and vegetation.



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- 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.

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.

- 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 access roads, loading and parking areas.
- Abide by the Village Construction Requirements as not to unsafely or inconveniently disrupt adjacent business operations or pedestrian movements during construction.



**What is Low Impact Development?**  
An ecologically friendly approach to site development and storm water management that aims to mitigate development impacts on land, water and air ([www.lowdevelopmentimpacts.org](http://www.lowdevelopmentimpacts.org))

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.

- 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.

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.

h) **Crime Prevention Through Environmental Design Principles**

Development shall comply with the following principles:

- 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 and maintain relationships (eyes on street).

- 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.

**i) Site Alteration- Mitigate the impacts of a new development specifically related to site clearing, preloading and ongoing construction activities, by:**

- 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.

## 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.

### 7.4.2.1 Objectives

The Village of Pemberton has established DPA#4 - Downtown Revitalization, in an effort to fulfill the following:

- Enhance Pemberton's authentic identity by providing a framework for the character and form of buildings, landscaping, streetscapes and circulation.
- Create a strong sense of arrival to the Pemberton community through natural and built gateway elements.
- Accommodate and integrate infrastructure needs with parking and transit
- Showcase and enhance the surrounding natural features, heritage landmarks, open spaces and parks.

### 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.
- Avoid interior malls.
- Provide a functional roof covering along pedestrian oriented frontages to provide protection from the weather.
- Setback covered walkways from the face of upper stories; or extend partially or fully into the public realm.
- 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.





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- Accommodate as part of the roof fascia and the column design: flat signs; signs on brackets; banners on brackets; and exterior lights (with the appropriate scale and detail).
- Extend rooflines into the public right of way for aesthetics and weather protection, yet ensure it does not in conflict with emergency vehicle or pedestrian access and is secured through an encroachment agreement.

**b) Streetscape improvements and landscaping** - These enhancements provide amenities for residents and visitors, adding interest to the street and showcasing local businesses.

- Include streetscape fixtures such as street lighting, benches, planters, garage/recycling receptacles, bike racks, and landscaping features. These installations shall be in accordance with Village Streetscape Specifications and be functional, attractive and durable.
- Provide sidewalk extensions (“bump outs”) at the intersections of Birch and Frontier Streets, Aster and Frontier Streets, Prospect and Frontier Streets and Birch and Prospect Streets. These spaces should be activated, where appropriate, for landscaping, seating and public art (but not interfere with pedestrian or vehicle movement).
- Provide opportunities for sun and shade as well as protection from the elements such as wind, rain and snow.
- Encourage site enhancements such as water features, public art, flags, banners and signs, provided they are consistent with village requirements (i.e. sign bylaw).
- Permit the installation and maintenance of fixtures (signs, tables, chairs and planters) on public property subject to the encroachment agreement from the Village and/or the Ministry of Transportation.

**c) Circulation and Parking** - A developments accommodation of internal and external vehicular circulation, parking and servicing is an important consideration of the functioning and accessibility of the project.

- Recognize that the primary function of a laneway is to service the accessing businesses. If appropriate, lanes have a secondary opportunity to provide pedestrian linkages, if safety and security issues can be addressed.
- Access service bays, loading docks and garbage/recycling dumpsters from existing laneways and screen utilities from public view. Access should be achievable during all weather conditions.
- Provide on-site parking either accessed from the rear of the development (lane) or underground. Parking is not permitted within the front yard setback, however, the enhancement of on-street parking along the frontage of the building is encouraged.

**d) Signage** - The installation of signs is intended to provide for business identification and safe travel but also contributes to an active and attractive streetscape.

- Provide a comprehensive sign program to ensure that the signs are integrated into and complement the project and the downtown.
- Ensure that signs are in accordance with the Village’s Sign Bylaw. Variances to the Bylaw may be considered by Council.