

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Advisory Design Panel Meeting

May 11, 2022, 2:00 p.m.

Video Conference

Voting Members:	S. Atkinson R. Dafoe D. Dircherl L. Kan* S. Penney K. Holland
Council Liaisons:	Councillor Meachen
Regrets:	A. Hayes M. Krivolutskaya Councillor MacDonald S. Narayan - RCMP CPTED Representative S. Raht
Staff:	D. Parr, Senior Planner II (Chair) A. Dominelli, Development Services Technician
Recording Clerk:	T. McCaw, Committee Clerk II

1. CALL TO ORDER

The meeting was called to order at 2:03 p.m.

2. LATE ITEMS

None.

3. **APPROVAL OF AGENDA**

It was **MOVED** and **SECONDED** THAT the Agenda for the May 11, 2022 Advisory Design Panel be approved.

CARRIED.

4. **ADOPTION OF MINUTES**

4.1 **Adoption of the Minutes**

It was **MOVED** and **SECONDED** THAT the Minutes of the October 13, 2021 Advisory Design Panel Committee meetings be approved.

CARRIED.

4.2 **Adoption of the Minutes**

It was **MOVED** and **SECONDED** THAT the Minutes of the January 12, 2022 Advisory Design Panel Committee meetings be approved.

CARRIED.

5. **NEW BUSINESS**

5.1 **Roundtable of Introductions**

The Committee participated in a roundtable of introductions of Staff and Committee members.

5.2 **Roles & Responsibilities of a Committee Member**

T. McCaw, Committee Clerk II, provided a brief summary of the duties and responsibilities of a City committee member, including a PowerPoint presentation which forms part of the minutes as **Attachment 1**.

Some of the highlights included:

- The review of expectations for members such as preparing for meetings, participating in voting and engaging with fellow members in an honest and respectful manner; and
- It was recommended that everyone reads and reviews the Committee Training manual and Training Videos which can be found at: <https://www.pittmeadows.ca/city-hall/committees/committee-orientation-and-training-resources>.

5.3 Development Permit Application for 19072 Advent Road

A. Dominelli, Development Services Technician, provided a PowerPoint presentation on an application received for an infill residential development permit at 19072 Advent Road forming a part of the minutes as **Attachment 2**.

Committee members participated in a discussion with the following main themes captured:

- The request was made for a comprehensive landscape plan with the planting designs to provide further information and descriptions of the planting on these properties;
- Questions were raised around the site configuration such as visitor parking stalls are located at the end of the dead end street which does not appear to provide enough space for vehicles to turn around without having to drive onto private driveways;
- The question was raised around the reasoning for the preference given to the front of the homes with a larger setback than required giving the backyard less useable private outdoor space;
- The recommendation was made to consider a review and resizing of these lots;
- Concerns were raised around the lack of windows on the front façade aesthetically, architecturally, and the lack of access to natural light,
- Concerns were raised around the privacy for the principal bedrooms and the windows on the east and west sides all facing one another;
- Concerns were raised around the lack of windows on the sides of the homes which would provide natural light for the rooms;
- It was noted that the landscape plan appears to be well thought out and holds appropriate detail;
- The recommendation was made for additional trees to be planted where sod strips have been indicated in the plans on the sides of the homes;

- It was identified that no indication was given to the proximity of trees to pavement in an effort to support and identify the longevity of sidewalks and driveways;
- A recommendation was made to shift the homes forward on each property to allow for a larger outdoor backyard;
- The question was raised whether the basement of these homes will have secondary suites (*Staff confirmed there would not be secondary suites in these homes as the current zoning does not allow for it*);
- Concerns were raised around the lack of available parking in the area with this development; and
- The question was raised whether there would be direct access to the rear of the home from the main floor (*The Applicant responded noting there is a possibility to add stairs from the patio to the rear; however, at this time the only access is through the basement*).

It was **MOVED** and **SECONDED** THAT the Advisory Design Panel:

Request the Development Permit Application for 19072 Advent Road return to the Advisory Design Panel after addressing the recommended changes related to site circulation, privacy, landscaping comments, front façade articulation and access to natural light.

CARRIED.

5.4 Committee Meeting Format

The Committee participated in a formal vote on how they would like to see future Advisory Design Panel meetings held.

Prior to voting, Committee members participated in a discussion with the following main themes captured:

- Concerns were raised around health and safety related to holding in person meetings;
- Support was given to maintain meeting through video conference in an effort for volunteers to save in travel time and the cost of fuel;

- Concerns were raised around the various environmental impacts of meeting in person;
- It was identified that continuing to meet virtually could increase the City's opportunity to attract volunteers expanding the wealth of knowledge of potential volunteers;
- Virtual meetings were supported further identifying the strengths such as no cross talk, increased efficiency while maintaining a high standard of dialogue and discussion amongst members; and
- COVID-19 has taught us new ways to host meetings.

**L. Kan exited the meeting 2:39 p.m.*

It was **MOVED** and **SECONDED** THAT the Advisory Design Panel Committee:

A. Continue to hold all Advisory Design Panel meetings electronically through video conference.

CARRIED.

5.5 Engagement & Priorities Committee Presentation - Committee Representation

D. Parr, Senior Planner II and T. McCaw, Committee Clerk II, provided a brief synopsis of the details and expectations around the June 14, 2022 Engagement & Priorities Committee meeting (EPC).

Committee members participated in a discussion with the following main themes captured:

- The question was raised whether the volunteer was able to provide a presentation to the Engagement and Priorities Committee through video conference.

No recommendations were made and no one volunteered to speak on behalf of the Committee at the June 14th EPC.

6. **ROUNDTABLE**

The Committee participated in a roundtable discussion. There were no motions or recommendations put forward.

7. **ADJOURNMENT**

It was **MOVED** and **SECONDED** that the meeting be adjourned at 2:51 p.m.

CARRIED.

*The next **Advisory Design Panel** meeting is tentatively scheduled for*

June 8, 2022 at 2:00 p.m.

Certified as correct:

Tatiana McCaw, Committee Clerk II

Advisory Design Panel

Welcome!



ADP - Summary

- Longstanding committee, first est. in 1998
- To advise on design and construction of new buildings and other developments within the City
- Advisory body = makes recommendations
- Recommendations forwarded to Council



Committee Members

Responsibilities:

- Prepare for and attend meetings
- Let Chair/Clerk know if you can't attend
- Vote on recommendations put forward by the Committee
- Engage in honest and respectful dialogue at all times
- Follow City policies



Training Materials

pittmeadows.ca/city-hall/committees

You'll find:

- TOR's
- Training manual
- Policies
- Training videos



Privacy Protection

We are each responsible for the protection of personal information.

Only use and disclose personal information for the reason for which it was provided.



Questions?



Development Permit Application for 19072 Advent Rd

Advisory Design Panel



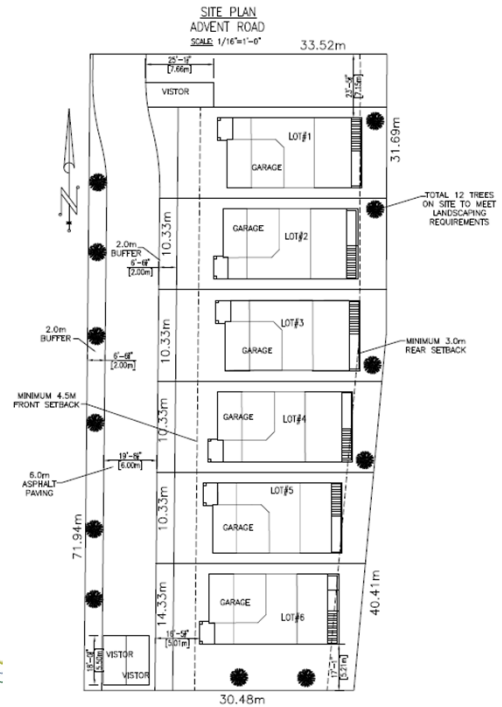
Background

- Rezoning to new Comprehensive Development N zone
- 6 lot bare land strata subdivision
- Development Permit Area No. 11 applies
 - Infill Housing



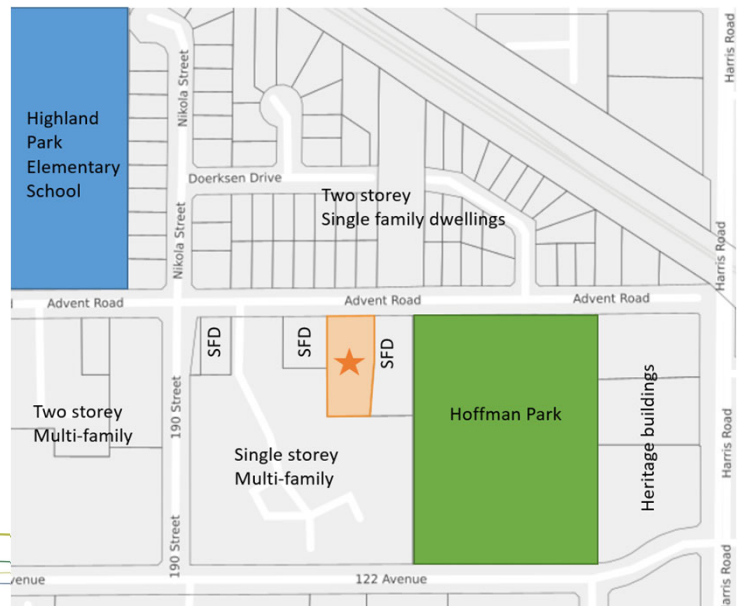
Site Plan

- 2,359 m²/25,392 ft²
- Access from Advent Rd
- 1 ½ storey houses
- Double garages
- 3 visitor parking spaces
- 1,382-1,410 ft²
 - Plus garage and basement



Neighbourhood Character

- Mix of single- and multi-family
- Close to school, park, Harris Rd





Homes to the west

Homes across the street



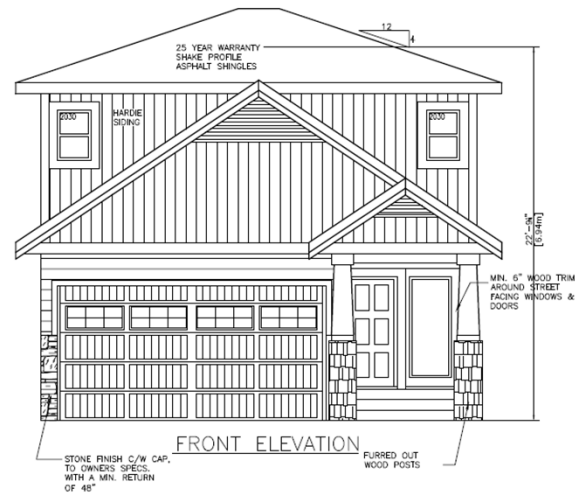
Home to the east



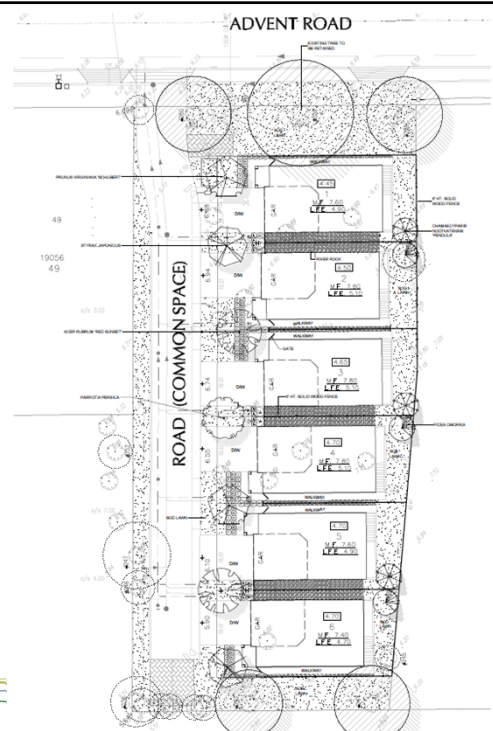
DPA No. 11 Infill Guidelines

- To create opportunities for higher density single-family housing within existing residential neighbourhoods, including small-lot infill, panhandle lots, duplexes and garden suites; and
- Ensure infill housing is compatible with existing residential areas in building massing, style, character, open space and streetscape.





- Remove 12 trees
- Retain 5 trees
- Replant 12 trees



Recommendation: THAT the ADP:

- A. Supports the development permit application for six single family dwellings in a bare land strata subdivision at 19072 Advent Rd, subject to the following comments...; OR
- B. Other.