

***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**

**October 9, 2024, 2:00 PM**

**Video Conference**

Voting Members:        B. Casidy  
                                  M. Malesevich  
                                  S. Neshat-Behzadi  
                                  A. Scott  
                                  M. Wu  
                                  C. White

Non-Voting Members:    Sgt. T. Todd – RCMP

Regrets:                    L. Kan

Council Liaisons:        Councillor Manion (Alternate)  
                                  Councillor Meachen

Guests:                    Applicant 1 – 19516 Hammond Road

Staff:                        D. Parr, Sr. Planner II (Chair)  
                                  J. Jagpal, Development Services Technician

Recording Clerk:        T. McCaw, Administrative Services Supervisor

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**1.     CALL TO ORDER**

D. Parr, Senior Planner II, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᓴᓴ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 2:02 PM.

## 2. LATE ITEMS

There was general consent amongst the committee to move item 5.2 of the Agenda to item 5.1 when discussing today's agenda.

## 3. APPROVAL OF AGENDA

There was general consent amongst the committee to approve the October 9, 2024 Advisory Design Panel agenda as amended.

## 4. ADOPTION OF MINUTES

There was general consent amongst the Panel to approve the minutes from the June 19, 2024 Advisory Design Panel meeting as circulated.

*\*A. Scott joined the meeting at 2:02 pm.*

## 5. NEW BUSINESS

### 5.1 **Small Scale Multi-Unit Housing (SSMUH)**

Dana Parr, Planner II, provided an update regarding the new provincial legislation Homes for People Action Plan requesting feedback from the panel regarding the newly adopted Development Permit Area guidelines for Small Scale Multi-Unit Housing (SSMUH) forming a part of the minutes as **Attachment 1**.

The Committee participated in a discussion with the following main themes noted:

- The recommendation was made to consider children safety specifically when considering driveways and vehicles backing up into traffic;
- Suggestions for site adaptation and building resilience against climate disasters supporting environmental adaptability was addressed;
- A comment was made to add into item 9.7.4 item "m" suggesting the addition of sufficient warning signs for drivers to consider children's safety at all times and especially during backing up the vehicle;
- The recommendation was made for the SSMUH guidelines to include requirements from professionals such as Landscape Architects in order to have improved landscape plans for properties without long term issues for homeowners; and

- A comment was made noting the guidelines were clear, concise, and useful.

## 5.2 Development Permit for 19516 Hammond Road

J. Jagpal, Development Services Technician, provided a presentation for feedback from the Panel on a new Development Permit Application for 19516 Hammond Rd (PID: 010-486-950) detailing plans for four townhouses with one basement suite forming a part of the minutes as **Attachment 2**.

The Committee participated in a discussion with the following main themes noted:

- The recommendation was made for considerations to be made around ways to increase the tree canopies for this site and development;
- A question was raised around how many units this parcel was zoned for (Staff confirmed the property was zone R-6);
- Questions were raised around the proposed plans showing exterior doors and windows leading into a lower basement which included plumbing in the living room making the assumption these two units could transition into suites in the future;
- Clarification questions were asked regarding the front elevations requesting clarity on cladding materials (Applicant 1 confirmed that the front of the home would be cladded in hardy board);
- The request was made for confirmation of the size of the rear patios as there was a discrepancy in the site plans attached (The Applicant confirmed that the images on page five were correct dimensions of the patio size);
- Comments were made supporting the 2nd floor design plans as well as the front elevation;
- A suggestion was made to consider adding a fence to the edge of the lower deck to the lower suite access in order to create a more personal space (Applicant 1 confirmed that this had been considered but removed in order to maintain access to the middle units and the bike storage);

- Frontage site layout was discussed as this design identifies a large front driveway facilitating six parking spots. The suggestion was made for a reduction in onsite parking, a review of the design layout;
- Comments were made around concerns with the large trees in the corner of the property and the deteriorating retaining wall in the rear of the property;
- A recommendation was made for the Applicant to hire a Landscape Architect to provide a professional landscape plan and an Arborist to provide support on current trees on the site design;
- A suggestion was made regarding the lawn sumps at the rear of the property recommending trench drains to collect run off for suites two and three;
- A comment was made for more inviting contemporary styles of architecture to be considered in the design and providing protection and support for safety of migrating birds making building fenestration more visible for birds;
- The suggestion was made for the addition of a small roof overhang to support the secondary street address signs;
- The request was made for more details to be provided on the proposed fencing including the type of material, height, and length for the site;
- Privacy options in hedging between rear suites was recommended;
- A recommendation to expand the window wells in the suites at the rear and provide more patio space for the units further recommending reducing the width of the stairs to the upper unit to provide more natural light into the lower suites;
- A recommendation was made to increase the height of the building in order to bring up the secondary suite to create brighter more livable spaces;
- The comment was made that the SSMUH conflicts with the desire of more tree canopies in municipalities;
- Concerns were raised that shared driveways are difficult to access and navigate, especially for larger vehicles;

- Suggestion for the developer to consider creating two driveway let downs to mitigate any safety concerns relating to blind spots and consider adding landscape down centre of the driveway between the middle units to achieve curb appeal (The Applicant was in support of these revisions and recommendations); and
- Concern that angled parking is especially hazardous to the users of the adjacent bike lane on Hammond Road.

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

- A. Refer the Development Permit Application for 19516 Hammond Rd (PID: 010-486-950) to the developer to revise the application inclusive of the comments and suggestions made by the ADP during the October 9, 2024 meeting; and
- B. Request that Staff present the revised application to the ADP for comments and consideration.

**CARRIED.**

### **5.3 Guide to Small-Scale Multi-Unit Housing**

*This item was discussed under item 5.1*

### **5.4 2025 Committee Calendar**

D. Parr, Planner II, provided update on the 2025 Committee Calendar as attached in today's agenda.

*There were no further discussions or comments made by the Committee on this topic.*

## **6. ROUNDTABLE**

The Advisory Design Panel participated in a roundtable discussion, no motions or recommendations were put forward.

## **7. ADJOURNMENT**

The meeting was adjourned at 3:17 PM.

The next ***Advisory Design Panel*** Meeting is tentatively scheduled for ***November 13, 2024 at 2:00 PM.***

**Certified as correct:**

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Tatiana McCaw,

Administrative Services Supervisor

DRAFT

# New Development Permit Area Guidelines for Small-Scale Multi- Unit Housing

Advisory Design Panel  
October 9, 2024



## Development Permit Area Guidelines (DPAs)

- *Local Government Act (LGA)* permits Council to create Development Permit Areas & Guidelines
- DPAs contain objectives and guidelines to guide the form and character of development
- Council can issue, or refuse to issue a permit based compliance with the guidelines
- DPs may not be denied based on use or density



# Homes for People Action Plan - Bill 44, Small-Scale, Multi-Unit Housing (SSMUH)

- November 30, 2023, *Bill 44*, Small Scale Multi-Unit Housing, received Royal Assent
- Requires pre-zoning to allow up to 3, 4 or 6 units dependent on lot size, and proximity to transit stop



# Official Community Plan (OCP)

- Development Permit Area No. 9: Ground Oriented Residential
- Form and character for intensive residential development
- To foster housing and landscape designs compatible with “small-town” character of existing neighbourhoods





## DPA #9 Updates: Expanding Requirements

Requirements have been amended by adding housing forms to align with SSMUH:

- apartment (up to 6 units)
- multi-plexes



## OCP Amendments: Exemptions

Exemptions expanded to include:

- garden suites
- additions up to 90 m<sup>2</sup> for new units
- construction or addition to a single-family dwelling, where there is one single-family dwelling on a lot
- placement of a mobile home



## DPA #9 Updates: Enhanced Guidelines

- Reorganizing by topic area
- Updating guidelines to minimize impacts from:
  - driveways
  - parking areas
  - garage doors
- Enhancing landscaping guidelines
- New guidelines for:
  - garbage & recycling facilities
  - mechanical equipment



# Development Permit Application for 19516 Hammond Road

Advisory Design Panel, October 9, 2024



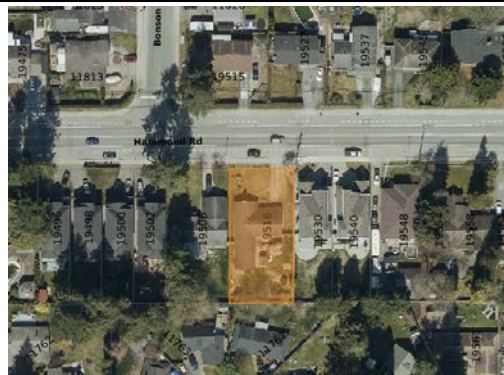
## 19516 Hammond Rd

- Property Size:  
1,011.80 m<sup>2</sup> (10,891  
ft<sup>2</sup>)
- OCP: Residential-  
Low
- Zoning: R-6 (Urban  
Residential 6)



# Neighbourhood Character

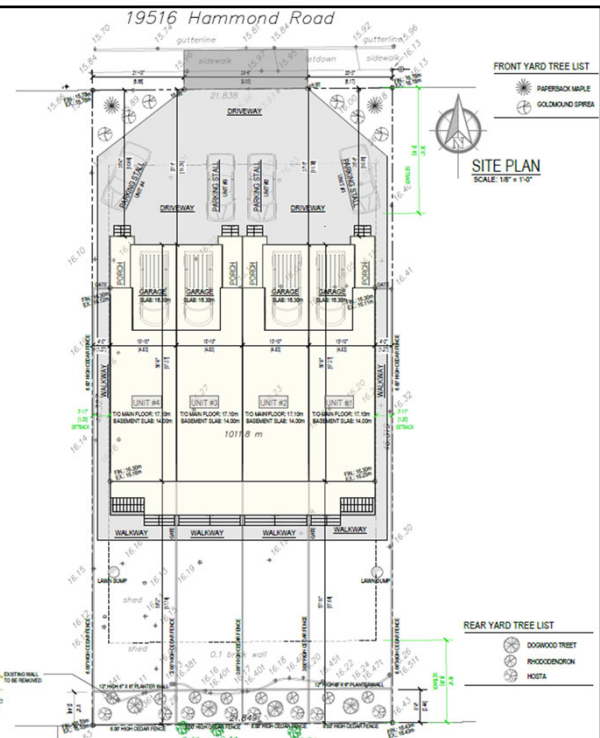
- Single family residential properties to the east, west and south.
- Hammond Rd is an arterial Rd
  - Cycling route
  - Frequent transit network
- Walkable to schools and parks





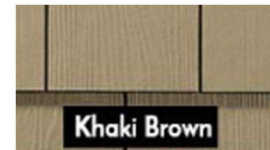
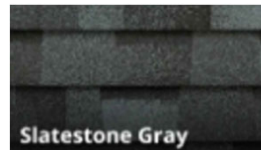
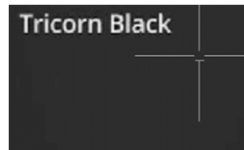
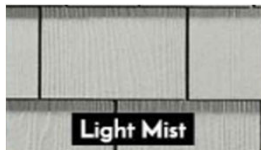
# Proposal

- Four townhouse units with one basement suite
- 3 levels
- 3-bedrooms plus den
- 2095 ft<sup>2</sup>
- 691 ft<sup>2</sup> basements
- Single-car garage



## MATERIALS/COLOURS

ITEM	COLOUR
ASPHALT SHINGLE ROOF	SLATESTONE GREY
TRIM	SHERWIN WILLIAMS TRICORN BLACK SW6258
GUTTERS /DOWNPIPES	SOLID BLACK
HARDIE SHAKES	KHAKI BROWN
HARDIE BOARD	LIGHT MIST
FRONT DOOR	SHERWIN WILLIAMS TRICORN BLACK SW6258
GARAGE DOOR	SHERWIN WILLIAMS TRICORN BLACK SW6258
METAL FLASHING	SOLID BLACK
GUARDS/RAILING	SOLID BLACK



## Development Permit Area No. 9 Ground-Oriented Residential

- Objectives:

- Provide a diversity of housing types through sensitive residential infill development
- Increase land use efficiency, enabling a compact and complete community
- Ensure compatibility of housing forms with the "small-town" character of existing neighborhoods
- Promote high-quality design in ground-oriented residential areas
- Respect the existing scale of development within the community



## DPA Guideline Compliance

- Landscaping

- 9.7.2 a. ii. Emphasis of front entryways and pedestrian access, in order to create a pedestrian oriented streetscape through front yard landscaping and tree planting
- 9.7.2 a. iv.) Integration of landscaping within driveway areas to soften impacts of front yard parking and hardscape environment
- 9.7.4 b) Natural hedge landscaping between homes, which could replace standard fencing
- 9.7.4 c) Create a greener, more inviting interface between buildings and streets



# DPA Guideline Compliance Cont.

- Storage

- 9.7.5 a) Provide dedicated, secure spaces for adult-sized bicycles
- 9.6.6 a) Provide space for garbage, recycling, and compost bins with convenient access for residents
- 9.6.6 b) Location and design of the space should allow for ease of access so that residents are able to move the bins out on collection days.



# Recommendation

## THAT ADP:

- A. Supports the application for Development Permit No. 2024-003 at 19516 Hammond Road, subject to the following comments, and recommends that the applicant address the comments to the satisfaction of the Planning and Development Department before Council considers the application, OR;
- B. Other

