

**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**

**December 10, 2025, 2:00 PM**

**Video Conference**

Voting Members: M. Malesevich  
A. Scott  
C. White  
M. Wu

Non Voting Member: S/Sgt. Luca\*

Council Liaison: Councillor Manion (Alternate)  
Councillor Meachen

Regrets: B. Casidy  
L. Kan  
Z. Mahdiar

Staff: C. O'Byrne, Manager of Planning (Chair)  
J. Jagpal, Development Services Technician

Recording Clerk: T. McCaw, Administrative Services Supervisor

---

### **1. CALL TO ORDER**

C. O'Byrne, Manager of Planning, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᓴᓴ (Katzie) First Nation who have been stewards of this land since time immemorial.

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

### **2. LATE ITEMS**

None.

### 3. **APPROVAL OF AGENDA**

By unanimous consent, the agenda of the December 10, 2025 meeting of the Advisory Design Panel was approved.

### 4. **ADOPTION OF MINUTES**

By unanimous consent, the minutes of the following meetings were approved:

- September 10, 2025 Advisory Design Panel Meeting
- October 8, 2025 Advisory Design Panel Meeting

### 5. **NEW BUSINESS**

#### 5.1 **Development Permit Application for 19049 Mitchell Road**

C. O'Byrne, Manager of Planning, presented an overview of a development permit application for 19049 Mitchell Rd., following previous review by the Advisory Design Panel (ADP) at the September 10, 2025 meeting.

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

- Members were generally in support of the revised drawings;
- Suggestions were made regarding moving the pad-mounted transformer [PMT] as it is encroaching on the foot path, restricting full access to the walkway (*the Applicant suggested widening the foot path around the PMT as an alternative*);
- Comments were made about the changes to locations of the parking garages which has resulted in the creation of a hidden alcove and may be a Crime Prevention Through Environmental Design [CPTED] issue (*the Applicant indicated they could narrow the front porches of the outer units to eliminate the hidden alcove*);
- A suggestion was made to move the front doors out to the end of the units to align with the garages (*the Applicant suggested there was not enough space between the garages and the side setbacks to enclose the approach to the front doors of the outer units*);
- A recommendation was made to move the trees in the backyards that are sitting along the fence lines, suggesting the developer pick one side of the fence and ensure enough growing space;

- A comment was made noting that the exterior parking spots were deeper than required and could be shortened to allow for a wider foot path in order to reduce the PMT encroachment;
- Suggestions were made to change the paths along the side of the property to a permeable material other than grass; and
- Discussions were held around tree selection with a Panel member suggesting the use of a paper bark maple for both trees in the front of the property to create a balanced appearance.

## 5.2 Development Permit Application for 19430 119B Avenue

J. Jagpal, Development Services Technician presented an overview of a development permit application for 19430 119B Avenue.

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

- Comments were made to review the landscape plans in the rear to consolidate the hardscape areas to accommodate tables and chairs for seating;
- A suggestion was made to review the species of trees identified in the rear of the property (i.e., consider smaller tree species) to avoid impacts to neighbouring trees and consolidate the landscape spaces in the rear to ensure there is sufficient growing space;
- A question was raised around a gravel strip between the sod areas between units two (2) and three (3) (*the Applicant confirmed there would be pavers between units two (2) and three (3)*);
- A question was raised about the sod in the front of the property near the driveway and if there was a retaining wall (*the Applicant confirmed there would be no retaining wall separating the driveway and the grass in the front of the property, but they could consider a visual indicator for drivers backing out of the garage*);
- A comment was made about the location of the street light with the recommendation to have it moved to eliminate a dangerous turning pattern further suggesting a turning radius study for the site (*the Applicant noted they were asked to not move the streetlight but can revisit*);

- A suggestion was made to change the sod in the front of the property to landscaping that is resistant to chafer beetle;
- Suggestions were made to add softscaping to the right of the steps for units four (4) and one (1) and to enlarge the garden spaces in the front of the property between the two driveway aprons;
- A recommendation was made for the addition of edge constraints in the front of the property, between the grass and the pavers, to prevent degradation of the pavers;
- A suggestion was made to add side gates on the west and east sides of the property to control access to the backyards;
- Site elevations and variations between the front and rear elevations were discussed; and
- Questions were asked around the functional space designed in the basement (*Applicant noted the basement did not have a full kitchen and could be used as a recreational area for children or an in-law suite*).

*\*S/Sgt. Luca joined the meeting at 2:50 PM*

**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 2:55 PM.

The next **Advisory Design Panel** meeting is tentatively scheduled for **January 21, 2026** at **2:00 PM.**

**Certified as correct:**

---

Tatiana McCaw,

Administrative Services Supervisor