

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 held on Wednesday, October 13, 2021 at 2:00 p.m. via video conference.

PRESENT:

Voting Members:

R. Dafoe
A. Hayes
E. Hirota
K. Holland
L. Kan
M. Krivolutskava
S. Penny
S. Raht

Council Liaisons:

Councillor MacDonald
Councillor Meachen

Staff:

K. Barchard, Corporate Officer
A. Berry, Director of Planning and Development
(Chair)
A. Dominelli, Development Services Technician

Guests:

Applicant 1 – 19089 Advent Road

Regrets:

B. Berkner, RCMP

Recording Clerk:

T. McCaw, Committee Clerk II

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the October 13, 2021 Advisory Design Panel Meeting be approved.

CARRIED.

4. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** THAT the January 13, 2021 and the March 3, 2021 Minutes of the Advisory Design Panel be approved.

CARRIED.

5. NEW BUSINESS

(1) Introduction of All Committee Members

Staff and Committee members participated in a roundtable of introductions.

(2) Roles and Responsibilities of a Committee Member

K. Barchard, Corporate Officer, provided a brief summary of the duties and responsibilities of a City committee member, including a PowerPoint presentation which forms part of the original minutes as **Attachment 1**. Some of the highlights included:

- 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>.

(3) 19089 Advent Road (FILE: 3060-20-2021-06)

A. Dominelli, Development Services Technician, presented a development permit application for a six lot, single-family residential infill subdivision at 19089 Advent Road. The PowerPoint presentation forms part of the original minutes as **Attachment 2**.

The committee participated in a roundtable discussion with the following main themes notes:

- Support was given to the location of the proposed homes and walkability to local schools and businesses;
- Importance of the preservation of the Japanese Heritage Building;
- Request for further details around how the existing heritage building will tie into the proposed development in addition to the recommendation to have the renderings added to the streetscape in addition to the inclusion of the daycare plans into the application;
- Concerns were raised around the minimal distance between each home being 12 feet;
- It was recommended to preserve greenspace for children of the daycare facility (*Staff clarified that the play area for the daycare will be in the front of the building*);
- Staff indicated since the Japanese heritage building was not originally protected and held no heritage designation, the City wanted to ensure its protection and did so as a condition of rezoning of the lot;
- It was recommended to review the designs of the homes to better suit the form and character of the surrounding established homes;
- It was recommended the developer plant trees in another location in the City in the event the developer is unable to successfully plant the required number of replacement trees on site;
- Discussions were held around cedar hedges qualifying as appropriate replacement trees (*the Applicant commented about various site challenges stating the cedar hedging was to be planted on the smaller lots to provide further privacy and sound barrier from the daycare*);
- It was recommended additional trees be planted at the daycare for shading and promotion of outdoor play; and
- It was recommended that a professional Landscape Architect review the drawings and provide a detailed planting and landscape plan with soil specifications and a soil report for all imported material.

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

A. Request the Development Permit Application for the six lot infill subdivision at 19089 Advent Road return to the Panel upon completion of the following recommendations:

- A registered Landscape Architect prepare a professional landscape plan;
- Revisions made to the architectural and design elements;
- Review of the siting of the buildings on the property;
- Review of the form and character of the buildings for consideration; and
- Review of the site context.

CARRIED.

(4) **2022 Committee Calendar**

A. Berry, Director of Planning & Development, verbally presented the draft 2022 Committee calendar.

6. ROUND TABLE

The Committee engaged in a round table discussion. There were no motions or recommendations put forward.

7. ADJOURNMENT

The meeting was adjourned at 3:16 p.m.

*The next meeting for the **Advisory Design Panel** is tentatively set for
Wednesday, **November 10, 2021** at 2:00 p.m.*

Certified Correct:

Tatiana McCaw
Committee Clerk II