

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**Meeting of the Advisory Design Panel
Held at City Hall, 141 West 14th Street, North Vancouver, B.C.
in Conference Room A on Wednesday, March 18, 2009**

MINUTES

Present:	K. Hanvey G. Carlson S. Golden A. Hii T. Cailes K. Kristensen K. Terriss Councillor Trentadue
Staff:	G. Venczel, Development Planner C. Perry, Development Services J. Hnachuk, Auxiliary Clerk S. Smith, Planner 1
Guests:	L. Pucci, Owner P. Pucci S. Ruthen, Designer P. Jurasek, P.Eng.
Absent:	P. Winterburn-Chilton R. Spencer

A quorum being present, the Development Planner took the chair and called the meeting to order at 5:40 p.m.

1. Welcome New Members

The Development Planner welcomed new Panel members Gordon Carlson – Construction Rep, Shira Golden – Landscape Architect.

2. Overview of Meeting Process

G. Penway provided an overview of the Panel's role and procedures, and conflict of interest. The Work Program is in the process of being finalized for the Development Department.

3. Election of Chair and Vice Chair

The meeting proceeded to the election of Chair and Vice Chair for the period February 2009 to January 31 2009. The Panel agreed to election by a show of hands.

Nominations for the position of Chair were requested. Kevin Harvey was nominated for the position of Chair and accepted the nomination.

No other nominations being received, Kevin Harvey was elected Chair by acclamation.

Nominations were then requested for the position of Vice Chair. Augustine Hii was nominated for the position of Vice Chair and accepted the nomination. Karen Kristensen was nominated for Vice Chair and declined the nomination.

No other nominations being received, Augustine Hii was elected Vice Chair by acclamation.

Kevin Harvey took the Chair and called the meeting to order at 6:08 p.m.

4. Minutes of Meeting of the Advisory Design Panel held January 21, 2009

It was regularly moved and seconded

THAT the minutes of the meeting of the Advisory Design Panel held January 21, 2009 be adopted.

Unanimously Carried

5. Business Arising

Library Development – Following up on the query of why the ADP did not have the opportunity to comment on the final design of the Library project, it was noted the project was not required to appear before the Panel. However, for the benefit of staff and the Panel, it did appear before the ADP on one occasion for review of the design. The development was a Building Permit application and the area was already zoned for a possible library development. It was also noted that the City received a federal government grant to pursue a green approach and install the solar hot water panels on top of the new library.

6. Staff Update

- **263-269 East 5th Street** – 9 residential units to be developed on two lots. Received final adoption at the February 16th meeting.
- **Acquisition of the Coach House** – turned down by Council.
- **Central Lonsdale Planning Study: Direction for Next Steps** – The Report to Council was received and filed.

7. Sustainability Checklist

G. Venczel, Development Planner, provided a PowerPoint Presentation on the draft revisions to the Sustainability Checklist.

The Sustainable Development Guidelines is a handout provided in the Development Packages. Revisions to the guidelines are in the process of being drafted and will be used by staff and advisory bodies to evaluate development applications. The evaluations would

form part of the Report to Council. Council would assess sustainability merits based on the evaluations.

Highlights of the presentation included:

- Intended as a communication tool and positive messaging
- Would like to provide flexibility and choice
- Not expecting everything on the checklist be done
- Emphasis on urban design & pedestrian environment, highlighting natural features
- The CNV Transportation Plan is about multi-modal mobility
- Vibrant commercial pedestrian streetscapes
- Safety measures (including lighting plan)
- Balance in land use designations, both for jobs and housing types
- Housing Diversity and Affordability, including rental housing & designs around children
- Mixed Use and Economic Development
- Storage in private developments for electric scooters, and plug-in capabilities
- Site Design
- Water Efficiency
- Energy conservation, eg. reuse/recycle/reduce and alternative sources
- Building Materials – environmentally friendly materials
- Indoor Air Quality
- Green Certification (not required)

G. Venczel asked members for direction on the building design/environmental components.

Questions and comments from the Panel included but were not limited to:

- What diligence will there be within the entire process to satisfy compliance with measures put in place? Is there a follow up?
- What is the end goal of the Sustainability Checklist?
- The City of Port Coquitlam has a checklist for developers.

K. Hanvey left at 6:39 pm and returned at 6:41 pm.

- The checklist is a mixture of yes/no questions and paragraph answers.
- If it is an educational piece, keep it general.
- Would be a good idea to include examples.
- There could be different checklists for the APC and ADP.
- This is a broad document, impossible to evaluate on a project by project basis. The ADP could review environmental sustainability, but items such as economic and social aspects would be for the APC's review.
- It is not clear if it is intended for 4+ units, and strictly for residential developments.
- A glossary could be helpful, ie. adaptable housing.

The Chair will review the checklist more thoroughly and provide comments by email to the Development Planner. As well, all Panel members were asked to email any comments they may have to the Development Planner.

Comments of the Presenter and Staff:

- The City would like the guidelines in order to get more sustainable developments.
- If a project is of a larger nature, sustainable measures could be covenanted.

- Not looking to create a score card.
- It would be difficult to rate aspects such as economic and social sustainability.
- How would you like the environmental aspects to appear?
- Thought the APC would review the sustainability assessments.
- The checklist would be for 4+ units, including commercial and mixed use developments. There will be items that are not going to apply to every project.
- There would be an abbreviated checklist for three units or less.

It was regularly moved and seconded

THAT the Advisory Design Panel has reviewed the presentation on the Sustainability Checklist and commends staff for the initiative and the intent behind this piece of work. Further, the ADP recommends that staff continues to research and develop this tool so that it can be implemented and that the goals of the sustainability checklist can be realized.

Also, the ADP recommends that a checklist of items that fall within the purview of the ADP, be developed in more detail eg. sense of place, entry and mobility.

Unanimously Carried

G. Penway left the meeting at 7:10pm.

8. Ottawa Gardens Heritage Conservation Area and Design Guidelines

The Chair read the resolution from the Advisory Planning Commission dated March 11, 2009.

Suzanne Smith, Planner 1, provided a Powerpoint Presentation on the background of the Ottawa Gardens Heritage Conservation Area Guidelines.

A moratorium was introduced on certain types of developments in the area in 2004. The moratorium was revised to the 200 Block of West 6th St. A study began in 2006 to review development issues that led to the moratorium to better address issues such as heritage protection, building heights and sensitive redevelopment. An open house took place, followed by an advisory body review, and then was referred to a Policy Committee, which took place in February 2007.

Key issues included design, density, view impacts, heritage protection, neighbourhood character, lot sizes and rear yard developments. Design issues included massing of buildings, roof orientations, roof pitches, rhythm of the street, and buildings that block views due to the slope on the south side of 5th Street.

Recommendations from the planning study were reviewed. For the 200 & 300 block of West 6th St and 500 block Mahon Ave, it was recommended that the heritage conservation area be extended to include St. Edmunds Church and school, introduce a heritage conservation area with voluntary property designations, retain 0.6 FSR above ground, limit building heights to 30 ft, no lot consolidations allowed and limit lots to a maximum of two units.

G. Venczel left the meeting at 7:20 pm and returned at 7:25 pm.

Councillor Trentadue left the meeting and 7:26 pm and returned at 7:30 pm.

Questions from the Panel included but were not limited to:

- How will the Ottawa Gardens boulevard be affected?

Presenter's comments:

- It is a 70 ft. wide boulevard, identified as a Park. There is no plan to upgrade it in the Parks perspective. It is part of the Parks system and part of a quadrangle of parks that form part of the Green Necklace.

S. Smith continued with the presentation of the guidelines. There are 32 lots in the 200 block of West 5th Street, with an eclectic mix of high level architectural styles. The guidelines will apply to all properties in the Conservation Area and any alterations to homes within this area will require a Heritage Alteration Permit, with some exceptions. The guidelines include items such as maintaining that high level architecture and avoiding fake heritage style buildings, roof forms and siding, materials and a colour palette. More images and sketches will be added. Some of the guidelines were adapted from the "Standards and Guidelines for the Conservation of Historic Places in Canada". The zoning will not change from the RT-1 standards and setbacks.

Comments from the Panel included but were not limited to:

- Some clauses in the recommended materials could allow for hardi-plank.
- How much will these guidelines be put into effect, based on the existing building stock and likelihood of refurbishments?

Presenter's comments:

- The City is in the process of determining what materials will be mandatory for heritage vs. non-heritage buildings. Additions and renovations will require a Heritage Alteration Permit.
- In the last five years, there were two vacant lots that now each have a duplex. Could see a couple older bungalows changing as well as older, non-heritage stock changing over.

It was regularly moved and seconded

THAT the Advisory Design Panel has reviewed the presentation on the Ottawa Gardens Heritage Conservation Area and Design Guidelines and feel that it is a great tool for encouraging the neighbourhood to appreciate what is special about Ottawa Gardens. The ADP recommends including additional graphic materials and a sample colour palette to further support the intent of the guidelines.

Further, the guidelines should make clear that above all else, they are intended to support design excellence and should not prejudiciously support one architectural style or idiom above any other.

Unanimously Carried

G. Venczel and K. Hanvey left the meeting at 8:00 pm.

K. Hanvey returned to the meeting at 8:05 pm, then left the meeting with A. Hii and K. Terriss at 8:05 pm.

G. Venczel, K. Hanvey, A. Hii and K. Terriss returned to the meeting at 8:15 pm.

9. 328 East 14th Street – OCP Amendment & Rezoning

The Chair read the resolution from the Advisory Planning Commission dated January 14, 2009.

The Development Planner provided the context for the project. There is a 1.0 FSR surrounding the lot. The applicant is asking for an OCP Amendment of 0.75 FSR. The project is a duplex stratification, with two unauthorized rental suites they would like to legalize, and increase the density.

Shean Ruthen, Designer, reviewed the proposal. The building structure will be retained. The most substantial part of the renovation is the roof. Many elements will be picked up from the neighbourhood. The garage will also be renovated and will match the roof of the house. Upgrades to the envelope include Energuide 80. Hydronic heating is being considered. There will be two gas fireplaces in all four suites. A parking relaxation has been given for two cars.

Materials include stone on the first storey and hardi-plank. Each of the four units will have their own private landscaped areas, including landscaped lighting. Each unit will have its own entrance at the front; for the side entrances to the top units, they will have a gate with a trellis and mailbox.

Questions from the Panel included but were not limited to:

- Will the interior be demolished?
- There may be a discrepancy with Plan A2. The Plan is unclear at the entry to the rear units.
- The side entrance and door needed clarification.
- How much bigger is the new roof from the old roof? Will there be more stormwater?
- Are the walkways and pavers permeable?
- Are there any significant trees on the property?
- How far alongside the building is the entrance to the upstairs' suite?
- The garbage and recycling needed clarification.
- How do you get from the garage area to the first floor suite?

Comments from the Panel included but were not limited to:

- Encouraged by the rental units.
- The 10% ramp grade would be steep for someone carrying something.
- The small area allocated for plants is also for stormwater. Plants may not survive.
- It will be shady under the trellis. Cedar hedges will get large and have to be heavily pruned. The patio area will be shady.
- The garage door should open outwards to maximize space inside the garage.
- Side yards are narrow and long.
- Suggest removing the planting strip to widen the walkway for easier accessibility.
- Little gates and little landscaped spaces make the area tight and narrow.
- Suggest re-looking at the entrance to the rear of the units.
- Suggest the front elevation have more articulation, eg. enlarging the window.
- Suggest re-visiting materials used for the front fence.
- Walking from the back garage to the front is a concern and will likely be dark.
- Suggest the open parking space have decorative paving to enhance the area.
- From the elevation, the trim board piece on the columns looks visually thin, because of the colour contrast.

It was noted the Panel has made comments on a four-unit structure that already exists. The applicant was complimented on how successful they have tried to achieve their plan and were congratulated for increasing the rental accommodation in North Vancouver.

Applicant's comments:

- All setbacks have been met and a more uniform streetfront elevation was created because there is a split.
- The front one-third portion of the house will be demolished. The rear two-thirds of the house will remain.
- There will be a gate at the front that would be in character with the side entry door, a trellis, and a sidewalk that follows to the upstairs' entry door.
- Permeable pavers were not considered as the walkway is narrow.
- There are no significant trees on the property. The applicant is adding three trees on the public property in front.
- The entrance to the upstairs suite is half way along the side of the building.
- Each suite will have a designated patio space. The front patios relate to the ground suites. The upper suites have the larger patios at the rear of the property. Gates are three feet high.
- The garbage and recycling will be on both sides of the garage. They will be enclosed with masonry block 3'-8" high with a gate, and will not be visible.
- The majority of the building will be reused. Hoping to reuse the roof material in the new construction.
- The front fence is existing. The aluminum railing is a metal mesh. The vertical bars will replicate that of the trellises.
- The glass on the balconies will be frosted, the detail will tie in with the trellises.
- There will be lighting on the posts at front, lighting at the main suite entry at the swing gate as well as at all the main doors.
- The pavement will be different from the rest, so you can visually see the main entry.
- The side walkway is narrow, but the greenery should make it more pleasant.
- The cedar hedge will be maintained and will provide a good shelter.

It was regularly moved and seconded

THAT the Advisory Design Panel has reviewed the OCP Amendment & Rezoning application for 328 East 14th Street and thanks the applicant for their submission and although supporting the site development concept feels the following concerns have not been adequately resolved:

- **The upper units' side entrances**
- **Circulation and access through the side yard**
- **Further refinement of the façades**
- **Further development of the ramp slope, making it more user friendly**
- **Review of the colour palette (less high contrast) to ensure a good fit in the neighbourhood**

Unanimously Carried

C. Perry left the meeting at 9:10 pm.

10.

Other Business

The Panel received the report on the Post-Occupancy Evaluation Survey in their package and felt a presentation is not needed at this time.

The Chair reminded the Panel of the Volunteer Appreciation Reception taking place on Monday, March 30, 2009.

Design Awards - a meeting was scheduled for April 15th, 4:30 - 5:30 pm in Conference A with K. Kristensen, P. Winterburn and K. Hanvey. If Panel members have any thoughts to add, they were asked to email the Chair.

There being no further business, the meeting adjourned at 9:20 p.m.

The next regular meeting of the Advisory Design Panel will be held on Wednesday, April 15, 2009.

Chair

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