

CITY OF PARKSVILLE
ADVISORY DESIGN PANEL

AGENDA

Date: January 14, 2010

Time: 2:00 PM

Place: PCTC, The Forum

- 1. Adoption of Minutes:**
Minutes of November 12, 2009.
- 4. Confirmation of 2010 Meeting Dates**
See attachment.
- 5. Presentation Guidelines Discussion**
See attachment.
- 6. Public Art / Design Panel Role Discussion**
- 7. Adjournment:**

FEBRUARY 11, 2010
PCTC, THE FORUM

CITY OF PARKSVILLE
ADVISORY DESIGN PANEL

MINUTES OF MEETING

Date: November 12, 2009
Time: 2:00 pm
Place: PCTC, The Forum
Chair: M. LaFoy

Members Present:

<u> X </u>	M. LaFoy	<u> X </u>	L. Taylor
<u> </u>	R. Galdames	<u> X </u>	L. Locke

Others:

N. Gray, Planner, City of Parksville
D. Gogela, CitySpaces Consulting Ltd.
J. Newell, CitySpaces Consulting Ltd.
B. Forth, CitySpaces Consulting Ltd.
R. Hill, Riptide Adventure Golf Ltd.

1. Call to Order:

The meeting was called to order at 2:05pm by the Chair.

2. Adoption of Minutes:

Moved by L. Locke Seconded by M. LaFoy

That the minutes of the meeting of May 14, 2009 and July 9, 2009 be approved.

To be noted that L. Taylor is a member of the Lions, without any financial interest.

3. Development Permit Application (Lions Affordable Housing-205 Jensen Avenue East)

Legal: Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565

Applicant: CitySpaces Consulting Ltd.

Owner: Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231)

Planning File:3060-09-06

Presented by J. Newell, Architect and CitySpaces Consulting Ltd.

This is a 33 unit residence with a common area on the ground floor. It is a mix of adult and senior citizens - through BC Housing.

It is in a C3 zone and surrounded by a 2 storey building and single family dwellings.

- Context Described. Airphoto.
- Existing building to be relocated.
- Photo inventory provided.
- Project data described.
- 1.9 metres in height variance requested.
- 10 of 22 required spaces to be provided.
- 33 residential units.
- 1 amenity unit.
- CRU's.
- Jensen is main frontage.
- 0.75 – 1 metres elevation change.
- Stairs and ramps provide to accessible standard.
- Buffer and screening provided.
- Utilities and garbage recycle to be off lane.
- Mobility scooter storage
- 400 – 500 sq. ft. commercial units.
- Large covered outdoor decks/each unit.
- Pitched roof with drop wells for mechanical equipment.
- canopy over sidewalk.
- Existing street trees.
- Signage (separate permit)
- Materials
 - fiber cement
 - cedar trim & fascia
- Split seam metal roofing.
- Aluminum store front glazing
- Vinyl windows for upper floors.
- Cedar board fence and screening.
- Hydro kiosk, enclosure – cedar.
- Galvanized aluminum/rusty nail colour (see materials board)
- Grading is to ensure accessibility to the site.
- Parking is under the building.
- Street elevations shown for Weld/Jensen.

Presentation by B. Forth, Landscape Architect,

- Specialty permeable paving
 - To indicate entries at level entry.
 - Unit paving – dark border.
- Corresponds with street paving standards of City sidewalks.
- Street Trees in barrels.
- Heavy screening along Northern property line.
- Vines across trellis/enclosures.
- Permeable paving along parking aisle.
- Rain garden bio swale
 - river rock
 - native plantings
- Infiltration – filtration

Panel Discussion:

- Q. *What is the proposed development across the street? What are heights across the street?*
- Staff. *Close to this proposal.*
- Q. *What is the necessity for a 4 storey?*
- A. *1.9 metre variance in height. Height is from average grade on a sloping site. Pitched roof was important to blend with adjacencies, but creates height issue. Building is not out of scale.*
- A. *There is streetscape fronting Jensen and 6 feet on Weld Street*
- Comment. *Very competent drawings. Consider a regressive 4th floor?*
- Q. *Context has been described well. Proceed with Variance. Do you have a profile of who will live here?*
- *not form and character**
- Disabled persons that scooters are their primary transportation.*
- Q. *What is the exterior lighting?*
- A. *Shielded lighting for parking. No light pollution beyond property. Fully shielded down lights. Cut-off.*
- Q. *What caliper are replacement trees?*
- A. *7 cm caliper.*
- Q. *Where is roof run-off directed to?*
- A. *Possibly underground storage.*
- Q. *Is parking secured?*
- A. *No, parking is primarily for business owners. Housing is for manager and visitors.*
- Comment. *It is a 'wee bit' harsh.*
- Q. *Consider stepping back top floor?*
- A. *We had considered a lounge at the top corner. This is a minimum size for a 1 bedroom suite.*
- Q. *Could you consider flipping the stairwell?*
- A. *One of the issues on the ground floor is the ground with the retail unit is the prime unit.*
- Comment. *Still not sure that parking is adequate.*
- A. *Parking is for retail only. D. Gogela.*

Benefits to the Community

Issues: Parking
 Corner articulation
 Height?

Recommendation: Moved by L. Locke Seconded by L. Taylor

THAT Council accept the design proposal which includes a requested variance to reduce the parking requirement by 12 stalls and a variance to increase the maximum building height from 11 metres to 12.9 metres to accommodate a fourth floor, as presented at the Advisory Design Panel meeting, on November 12, 2009 for Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565. **CARRIED**

4. **Development Permit Application (1000 Resort Drive)**

Legal: Lot A, District Lot 123, Nanoose District, Plan VIP75416

Applicant: Riptide Adventure Golf Ltd.

Owner: Riptide Lagoon Adventure Golf Ltd., Inc. No. 438383

Planning File: 3060-09-07

A presentation and description by R. Hill, Riptide Adventure Golf Ltd., Owner.

Panel Discussion:

- Form and character in line with what is there already.
- Site plan described.
- ½ acre to be developed.
- Building storage is for kart storage.
- Ticket collection booth described.
- Lighting – down lit to match existing.
- Stamped concrete walkways and patios.
- Level concrete track surface.

Q. Is there a cedar fence?

Q. How about trees?

A. 2 removals, on may be retained near track surface.

Recommendation:

THAT Council accept the design proposal as presented based on drawings and presentations provided at the Advisory Design Panel meeting on November 12, 2009 for Lot A, District Lot 123, Nanoose District, Plan VIP75416. **CARRIED**

5. **Adjournment:** Moved by L. Taylor Seconded by L. Locke

Moved by R. Galdames Seconded by L. Locke

M. LaFoy will be away in February and March, 2010.

L. Locke will be away in April and May, 2009.

L. Taylor will be away in March, 2009.

There being no further business, the meeting adjourned at 3:30pm.

Moved by L. Locke Seconded by L. Taylor

M. LaFoy
Chair

NG/dd

<p>CITY OF PARKSVILLE</p> <p>ADVISORY DESIGN PANEL</p>
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2010 MEETING SCHEDULE

Our regular meetings are scheduled for the second Thursday of each month. All meetings will be held in the Parksville Civic and Technology Forum, 100 Jensen Avenue East. If you are unable to attend a regular meeting please provide sufficient time for rescheduling.

Regular Meeting Dates for 2010:

January 14, 2010	@ 2:00 – 4:00 PM
February 11, 2010	@ 2:00 – 4:00 PM
April 8, 2010	@ 2:00 – 4:00PM
May 13, 2010	@ 2:00 – 4:00PM
June 10, 2010	@ 2:00 – 4:00PM
July 8, 2010	@ 2:00 – 4:00PM
August 12, 2010	@ 2:00 – 4:00PM
September 9, 2010	@ 2:00 – 4:00PM
October 14, 2010	@ 2:00 – 4:00PM
December 9, 2010	@ 2:00 – 4:00PM

'DRAFT' - Guidelines for Presentations to the Parksville Advisory Design Panel

Introduction:

The purpose of the Advisory Design Panel (ADP) Panel is to ensure that the future form and character of Development Permit Areas within the City of Parksville, is in keeping with the intent and requirements set out in the Official Community Plan.

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Presentations will be referred to the Advisory Design Panel through the City of Parksville's Community Planning Department. Consideration of each matter assigned to the panel by Council shall result in a formal motion in which a recommendation to Council is made.

Presentations to the ADP should be concise and legible in their description of the proposed project. The following presentation materials and deliverables should be provided to assist panel members in understanding the project rationale, design and intent, major plan elements "that shape the resulting form and character of the proposal."

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1. Project Analysis (Verbal / Graphic Presentation)

- a. Describe in detail the design process undertaken to arrive at the current proposal.
- b. Describe what site analysis has been conducted, and how those findings have affected the design concept.
- c. ***Presentation Board - Site Analysis plans may be necessary depending on the complexities of the project opportunities and constraints.***

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2. Site Context (Verbal / Graphic Presentation)

- a. Describe surrounding land uses and existing architectural form and character of the area
- a. Describe existing views and sightlines to and from the project site.
- b. Illustrate the existing patterns of pedestrian and vehicular circulation on and adjacent to the project site.
- c. ***Presentation Board - Site Context plans may be necessary to illustrate contextual relationships between the proposed project and surrounding community.***

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3. Design Intent and Rationale (Verbal Presentation)

- a. Provide a brief synopsis of the vision and goals of the project as they relate to the overall architectural concept.
- b. Discuss the intended site programming in relation to proposed interior and exterior uses.
- c. Illustrate the relationship of the proposed built form and character to that of the surrounding area.

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- d. Describe how the proposal meets or exceeds the requirements of the Official Community Plan and Development Permit Area Guidelines.
- e. **Verbal Presentation – Digital presentations can be accommodated. Use of the overhead projector or other media devices may be provided upon request. Please make the appropriate arrangements ahead of the meeting date.**

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4. Site Plan Drawings should include:

- a. Size and layout of buildings and structures.
- b. Size and layout of proposed open spaces.
- c. Size and layout of units.
- d. Size and layout of signage features.
- e. Existing and proposed topography, including areas of steep slopes and slope retention. The preliminary grading plan should include grades at all hard surfaces, building corners, finished floor elevation of buildings, elevations at the base of existing trees, landform lines in landscaped areas and elevations adjacent to all property lines.
- f. Site inventory including masses of existing vegetation, structures, roads, utilities etc.
- g. Extent of soft and hard landscaping.
- h. Site Lighting type and location

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5. Building Architecture Design Drawings:

- a. Massing studies for larger projects should be provided.
- b. Form and Character of proposed architecture should be described.
- c. Site elevations in general, should be illustrative renderings to include: building material descriptions, façade features and articulation, window colour palette, existing and proposed site grading, sustainability features, interior / exterior relationships, landscaping, parking, location of underground services, location of above ground utilities (transformers, light poles, pump stations).
- d. Site cross sections / elevations should extend from property line to property line. In many cases, cross sections should describe and illustrate the relationship between the site, streetscape interface, and neighboring properties.
- e. **Perspective Renderings - should be from eye level from vantage points that one would encounter from the surrounding streets and parks.**
- f. **Larger projects will be expected to provide 3 dimensional graphic depictions of the proposed development.**

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6. Landscape Architecture Design Drawings:

- a. Preliminary landscape site plan (if not already included on the overall site plan drawing) showing dedicated open space and recreation areas, streetscape features, shade and shelter elements, hard surface materials, colour palette, sustainability features, surface drainage, form lines for

- proposed grading, outdoor structures, parking layout, internal roadway layout, walkways, complete planting plan and irrigation strategy.
- b. Preliminary landscape elevations (if not already included on the overall site elevations) to include items listed above.
 - c. Vegetation management plans and photo boards may be helpful to the ADP.
 - d. Perspective Renderings - should be from eye level from vantage points that one would encounter from the surrounding streets and parks.

Typical Advisory Design Panel Deliverables:

- Verbal Presentation
- Site analysis Drawing(s)
- Site Context Drawing(s)
- Design Intent (1 page summary)
- Proposed Site Plan Drawing(s)
- Site Cross-Sections / Elevation Drawing(s)
- Colour and Materials Board
- Site Perspective Renderings (from eye level)
- Vegetation Management Plan
- 3 Dimensional Graphic Depictions (larger projects)