

CITY OF PARKSVILLE
ADVISORY DESIGN PANEL

MINUTES OF MEETING

Date: September 9, 2010
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
<u> X </u>	D. Firouzli		

Others:

B. Russell, Manager of Current Planning

One member of the public attended.

1. Call to Order:

The meeting was called to order at 2:09 pm by the Chair.

2. Presentation:

Orientation presentation 'Advisory Design Panel 2010' by B. Russell, Manager of Current Planning.

Presentation reviewed the following topics:

- Terms of Reference for the Advisory Design Panel;
- Conduct of Panel meetings;
- Role of Panel;
- Conduct of Panel members;
- The task at hand;
- What is a Development Permit (refresher on the role and limits of development permits);
- Review of the various types of Development Permit Areas;
- Information about new development permit area authority to promote energy conservation, water conservation and promote the reduction of greenhouse gas emissions;
- 'Form and Character' guidelines opportunities and limits in shaping design;

- 'Revitalization' guidelines opportunities and more specific ability to shape design;
- Limitation of development permits in general;
- Considerations;
- Expectations;
- Operational Considerations;
- The review of applications;
- The meeting of the Panel;
- What the applicants presentation should include;
- Design rationale;
- City context;
- Neighbourhood context;
- Site context;
- Site planning;
- Streetscape;
- Landscaping;
- Building design.

Full details are provided in the attached presentation forming part of the meeting minutes.

2. Discussion:

During the Staff presentation to the Advisory Design Panel the following key discussions occurred:

- Discussion about institutional uses and their exemption under legislation;
- Panel suggestion that the City, along with other municipalities of the Union of British Columbia Municipalities, champion changes to the legislation to facilitate development permit areas for institutional uses;
- Due to the increasing complexity of applications the Panel indicated that it would like to receive application packages prior to meetings. Staff indicated that this could be facilitated;
- Panel indicated that it may be beneficial to reinstate a Council liaison person in order for Council to get a better feel for application deliberations.

3. Recommendation:

None.

4. Adoption of Minutes:

Moved by L. Locke

Seconded by L. Taylor

That the minutes of the meeting of July 29, 2010 be amended as noted by the Advisory Design Panel and brought forward for consideration for adoption at the next meeting.

5. New Business:

None.

6. Adjournment:

Moved by L. Taylor

Seconded by L. Locke

There being no further business, the meeting adjourned at 3:40 pm.

M. Lafoy
Chair

BR/dd

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