

CITY OF PARKSVILLE  
ADVISORY DESIGN PANEL

AGENDA

Date: October 28, 2010  
Time: 2:00 PM  
Place: PCTC, The Forum

- 1. Call to Order
  
- 2. Adoption of Minutes  
Minutes of July 29, 2010 and September 9, 2010
  
- 3. Development Permit Amendment and Development Variance Permit (160 Jensen Avenue West)  
Legal: Lot A, District Lot 14, Nanoose District, Plan EPP7534  
Owner: City of Parksville  
Applicant: Parksville Volunteer Fire Department
  
- 4. Adjournment:

NEXT REGULARLY SCHEDULED MEETING  
DECEMBER 9, 2010  
PCTC, THE FORUM

CITY OF PARKSVILLE ADVISORY DESIGN PANEL
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MINUTES OF MEETING

Date: July 29, 2010  
Time: 2:00 pm  
Place: Parksville Community & Conference Centre,  
Garry Oaks Room - 132 Jensen Avenue East  
Chair: M. Lafoy

Members Present:

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

Others:

B. Russell, Manager of Current Planning  
M. Baillie, MAIBC, AIA - Landmark Architecture Ltd.  
M. Fenton, MAIBC - Landmark Architecture Ltd.

One member of the public attended.

1. Call to Order:

The meeting was called to order at 2:08 pm by the Chair.

2. Development Review of Parksville Family Place (499 Island Highway West)

Legal: Lots 7 and 10, District Lot 70 and 106, Nanoose District, except Plan 5440, VIP52582, Plan 2867

Applicant: Monica Baillie, MAIBC, AIA - Landmark Architecture Ltd.

Owner: School District No. 69 (Qualicum)

Planning File: 3060-10-01

### **Applicant Presentation:**

A presentation by M. Baillie described the above-mentioned proposal to the Advisory Design Panel as follows:

A courtesy presentation to the Advisory Design Panel is intended to make the project a better fit with the neighbourhood.

[Staff explained that the institutional use is not subject to a development permit under legislation, but the architect representing the School District project had agreed to voluntarily present the proposal to the Advisory Design Panel to gain an understanding of the local architectural vernacular and achieve a better fit with the neighbourhood.]

The project has been 10 years in the making between the three organizations involved. The three organizations are School District No. 69 (Qualicum), the Vancouver Island Health Authority (VIHA) and the Ministry of Children and Family Development.

Two years ago a business plan was established to enable them to setup shop.

The site will provide a number of services such as baby immunization, youth clinic and space for adult oriented learning. Configuring the space for the three tenants has been ongoing and some internal changes are still underway.

The target date for the building is December, 2011.

The green nature of the project is intended to put the 'park' back in Parksville. It will provide a green space along the highway. The building is a (Leadership in Energy and Environmental Design (LEED) proposal.

The property is zoned P-1. The current site is unsafe for pedestrians as there are no internal sidewalks or pedestrian paths.

The existing buildings have an industrial warehouse look about them.

[A description of the current layout was provided with reference to a site plan]

Access on Bay Street is proposed to be right-in/right-out.

We can't control the traffic and have suggested that the City may wish to put in a traffic light.

A single driveway exit exists at Willow Road.

It is our understanding that there is a need for the Temple Street extension. The proposed layout does not preclude this, but it would impact the available parking on the site.

There will be 17 staff members that are based out of the site but don't work from the site and are mostly in the field.

There will be 26 VIHA staff members, mostly internal, but some in the field.

There will be 45 Provincial staff, in the field a lot.

Lots of the clients can't afford vehicles and we therefore suspect that more parking is being provided than will actually get used.

Transit map shows the bus service is available in the area.

[Bike route and pedestrian path through the site indicated]

The old administration building is to remain. The forestry building and shed are to be removed.

The site is well treed and will be retaining as much vegetation as possible. We will be retaining the old administration building. There are many existing trees, a small crushed gravel path and it has a southern exposure.

Three previous designs were developed for the project. At one point a tudor style design was being considered. A modern design with underground parking was also looked at. The underground parking was axed due to cost. The current design is a big farmhouse look to fit in with the adjacent residential neighbourhood.

We now have the whole site to develop, but have no funding. We have gone with Option F, the big house look.

The existing steel building will be retained. We are looking at a possible green wall [trellises with vines] to enhance the industrial look of the steel building.

We are looking to combine the look of Granville Island with a rural farmhouse look.

We have a restrictive budget.

The site does have carpool parking and is wheelchair accessible.

There is a clinic on the west side of the building. The bottom floor will be primarily meeting rooms and small offices to meet with clientele. The upstairs portion of the building will be an open floor plan of various offices. Access to the second floor will be provided by stairs and an elevator.

[Elevation shown again]

For the small building, we are looking at a green screen, possibly vine on chain link. The entrance would be through the green screen in a fanciful form.

It will be a big, rural house look with a trendy Granville Island influence. Feature materials will be hardie panel and asphalt shingle. We are trying to break-up the massing with dormers.

#### **Panel Discussion:**

Comment. Not a simple undertaking, critical with regard to the neighbourhood. Why not deal with the traffic problem now, all in one stage? Unsure with the architectural direction to make industrial feel primarily residential and it seems to be a retro approach.

I'm concerned with the siting of the building. Given the need for parking it may be untimely to preclude the Temple Street extension.

Traffic in the area seems to be an issue with the potential for a lot of neighbourhood impact.

There is not a lot of time to provide comment to review such a significant project. The existing buildings appear to be all in one location.

Q. What is the current traffic pattern? What are we looking at in the number of persons on the site?

A. There are currently 25 persons on site, plus a maintenance department. Approximately 100 Staff are anticipated, although many will be mostly off site.

Q. Substantial changes with regard to the traffic are needed at Bay Street and the Island Highway. Given that the School District does not feel it is possible to solve what they perceived as Parksville's traffic problem, how is this going to work?

A. Program times at Parksville Family Place are not at the same time as main traffic flows. They can still access Temple Street to Finholm Street in the future, but it does take out the main parking lot. It is a big chunk of the site (25 - 30%) and does devalue it considerably.

Q. Good access is important. Is there an opportunity for a land exchange?

A. A land exchange is not on the table, but the layout does not rule out this opportunity in the future.

Q. The old building appears to be impacting the layout?

A. It is LEED project aiming for gold. Adaptive reuse is part of the equation.

Q. There is a residential character to the building, but the scale appears to be totally different. The main face of the building on the residential side appears monolithic. It is better on the side facing the highway.

A. Good point, we can look at it in future revisions.

Comment: Site appears to be over paved maybe even to the extreme.

Q. Traffic would chop off the site and will have to use landscaping. How is security and lighting being addressed?

A. They have been addressed. It is an open site; like a school yard. However, the site is prewired for security cameras in case vandalism is more of a problem than has been anticipated. Some parts of the site, like the playground area, are fenced. Someone would have to climb over it.

Q. Is a garbage and recycling enclosure provided?

- A. We are looking at it.
- A. There is a berm along the northern parking area that screens the parking areas. We are also looking to incorporate bio-swales into the project. We have a landscape architect who will look at 'greening up' the landscaping, particularly along Bay Street. Along the east boundary there are some low lying areas that need to be addressed. We are looking into the capture of water from the roof.
- Q. Massing of the asphalt areas seems extensive. Is there any possibility of pervious surfaces such as gravel being included?
- A. We are looking at unit pavers and maybe paving only the driveway aisles. We may be looking at gravel portions or some other form of pervious surface to reduce the impact of surface parking area.
- LEED requires us to design according to dark sky principles. There are two lamp posts at most under consideration. No lighting will be directed towards the nearby residences. Most of the lighting will be attached to the building.
- Q. Won't it be black in the winter?
- A. Lots of high up street lighting, plus the site will be used mostly during the day (it is not a typical land use).
- Q. Access to the building is just at the north side?
- A. No, the main access is at the north and there are also other accesses to the building. There are multiple accesses, particularly on the west side of the building. Multiple accesses to the building are important. Some clients may be from broken homes where it is desirable to have different parties use different building accesses.
- Q. Are there any covered walkways? Given the coastal climate and its penchant for precipitation, young mothers with children may be exposed to the elements getting from the parking area to the main entrances.
- A. There are trade-offs. We had included covered walkways there before.
- Q. There are three storeys?
- A. No, two storeys.
- We had a covered walkway but it was removed due to cost. There are heavy cost constraints for this project. We had to cut it out to make it financially viable. One point of clarification, it should be noted that full overhangs surround the building.
- Comment: The amount of asphalt is a bit much. It appears to be a huge volume.
- A. We would like to reduce the size of the parking stalls.

- Comment: We have a lot of pick-up trucks here and larger vehicles in general. Wouldn't it be better to lose 1 or 2 surplus parking spaces rather than change the dimensions from existing City standards?
- A. During the preliminary designs it was clear that Staff all wanted to be able to bring cars to work. LEED provides bonus points for the elimination of 25% required parking. 86 spaces are provided, more than is anticipated to be required for the proposed use. We will be providing incentives for Staff to carpool.
- Q. Any underground parking?
- A. All surface parking.
- Q. Any of the parking covered?
- A. Too expensive and not enough of a grade change to utilize under the building.
- Comment: The Bay Avenue facade is quite harsh. There is very little articulation compared to the south side of the building.
- A. I would support revisiting the facade.
- Q. Has the City asked for any kind of traffic study, given the constraints in the area?
- A. The School District has declined. The City asked.
- Q. Is the entrance to the parking area lining up with Temple?
- A. The entry driveway is lining up with Temple Street alignment.
- Q. The other side does not appear to line-up all that great at the alignment of this driveway?
- A. We will look at the other driveway alignment and make sure it avoids shining headlights.
- Q. What is the timing on the project?
- A. Construction drawings will be ready in the fall. We are looking to submit mid to late November and tender in January.
- Q. Have you looked at moving the building towards the highway?
- A. We did look at it; however, highway noise is a consideration for the tenants.
- Q. It appears to be an untenable situation with the project having so many constraints.
- A. The LEED program is a numbers game and will not necessarily lead to great form and character. There is circulation and traffic issues to address, matching the facade treatment with the existing building, development cost charges, etc.

- A. With LEED we are endeavouring to be a better public citizen. It will be much more energy efficient. Also, it will not be increasing any storm water load. In fact, it will be less than before the development. We will be switching to low volume plumbing fixtures. We have addressed a lot given the parameters that we have been given.

There are walkways throughout the site. We will look at the massing of the parking, additional overhangs and the articulations of the northern facade. We are looking to using yellow brick pavers (ties in with Munchkin Land daycare).

The plant list is focused on native planning. Some of the hedging needs upgrading.

There is one hint of contamination from the previous use of the site that we have to address. There is an underground paint tank that was used on the site.

**2. Duly Noted Comments:**

The Advisory Design Panel provided the following duly noted comments on the application as follows:

- Traffic issues in the area should be considered;
- Massing and articulation of the north facade should be enhanced, south elevation is better;
- The extent of hard paved surfaces should be revisited to break up the visual mass and reduce the impervious surfaces;
- Driveways should be reconsidered to better align with cross-streets and to avoid headlight issues.

**3. Recommendation:**

Recommendations to Council were not provided. Development Permit application has not been made. Concerns remain that due to lack of statutory requirements, institutional proponents are not required to pursue the development permit processes. This is unacceptable if the objective is a designed community.

**4. Adoption of Minutes:**

Moved by L. Locke

Seconded by L. Taylor

**That** the minutes of the meeting of July 8, 2010 be approved.



**5. New Business:**

The role of the Advisory Design Panel was discussed as it relates to comments on form and character and the extent of those comments. The Advisory Design Panel asked, given the complexity of recent applications, if in advance of the meeting plans could be distributed with the agenda package. The proposed consideration of an additional panel member was also discussed. The Advisory Design Panel indicated concern that the level of detail may be beyond their scope in the review process. Staff and the Advisory Design Panel agreed to setup an orientation meeting to go over the role of the Panel and address the issues raised in more detail.

**6. Adjournment:**

Moved by L. Locke

Seconded by L. Taylor

There being no further business, the meeting adjourned at 4:00 pm.

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M. Lafoy  
Chair

BR/dd

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CITY OF PARKSVILLE ADVISORY DESIGN PANEL
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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.

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M. Lafoy  
Chair

BR/dd

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# Advisory Design Panel 2010



City of  
**Parkville**  
Department of Community Planning

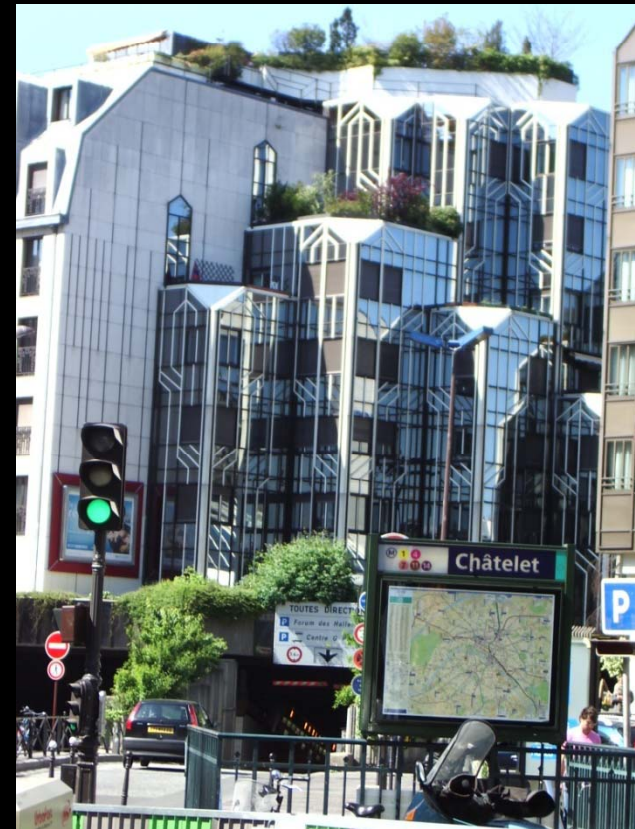
- *“The Physician can bury his mistakes, but the architect can only advise his client to plant vines – so they should go as far as possible from home to build their first buildings.*

» Frank Lloyd Wright



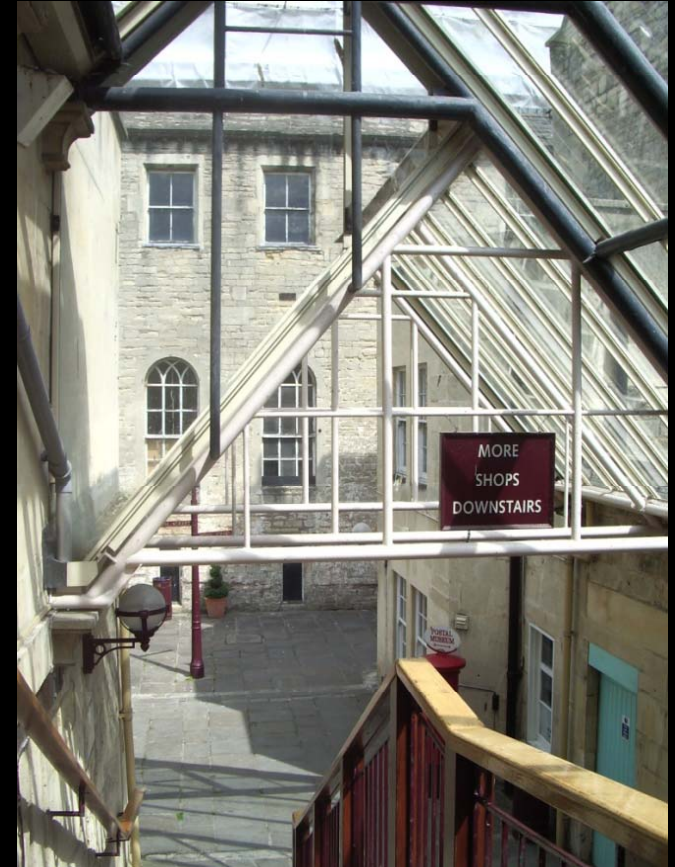
# Terms of Reference

- Establishes the Panel
  - Provides Composition & Appointment
  - Referral Matters
  - Term of Appointment
  - Procedures



# Conduct of Meetings

- 3 members form a quorum.
- Meetings set on a monthly basis or more frequent as required.
- Robert's Rules of Order govern the conduct of the meetings.
- Minutes are taken by City Staff and are available to the public.
- Meetings conducted in accordance with the *Community Charter*, the *Council Procedure Bylaw* and the *Agenda Procedures Policy*.





## Role



- The purpose of the Advisory Design Panel is to consider design matters and report its findings and opinions to Council in accordance with the Terms of Reference.
- Provide impartial, professional advice on development proposals that affect the physical environment of the City.
- Assist the City in the formulation of design policy and criteria.

## Conduct of Members

- Make recommendations based on the best interests of the community-at-large.
- Have due regard for applicable statutes, the bylaws and policies of the City, and their respective professional associations.
- Members shall conduct themselves and declare any conflicts of interest in accordance with the Meeting Procedures Bylaw and the *Community Charter*. ...

## Conduct of Members (continued)

- Members shall not speak on behalf of the Panel or represent themselves as having any authority beyond that delegated by Council.
- Any member who fails to attend 3 consecutive meetings, except for reasons of illness, shall cease to be a member and the appointment shall be terminated.

# The Task

- in summary -

- Review Development Permit Applications
  - Hear architects presentation
  - Evaluate design
    - ‘Largely’ within the context of the development permit guidelines
  - Provide recommendation to Council



City of  
**Parksville**  
Department of Community Planning

# So what is a Development Permit?

- It is a permit
- Allows for the alteration of land and/or the construction of buildings in accordance with established guidelines.
- Provides design guidance only.



# Development Permit Areas

Established under Section 920  
of the *Local Government Act*

- Natural environment
- Hazardous condition
- Protection of farming
- **Revitalization** of commercial area
- **Form and Character** of commercial, multi-family residential development or intensive residential development

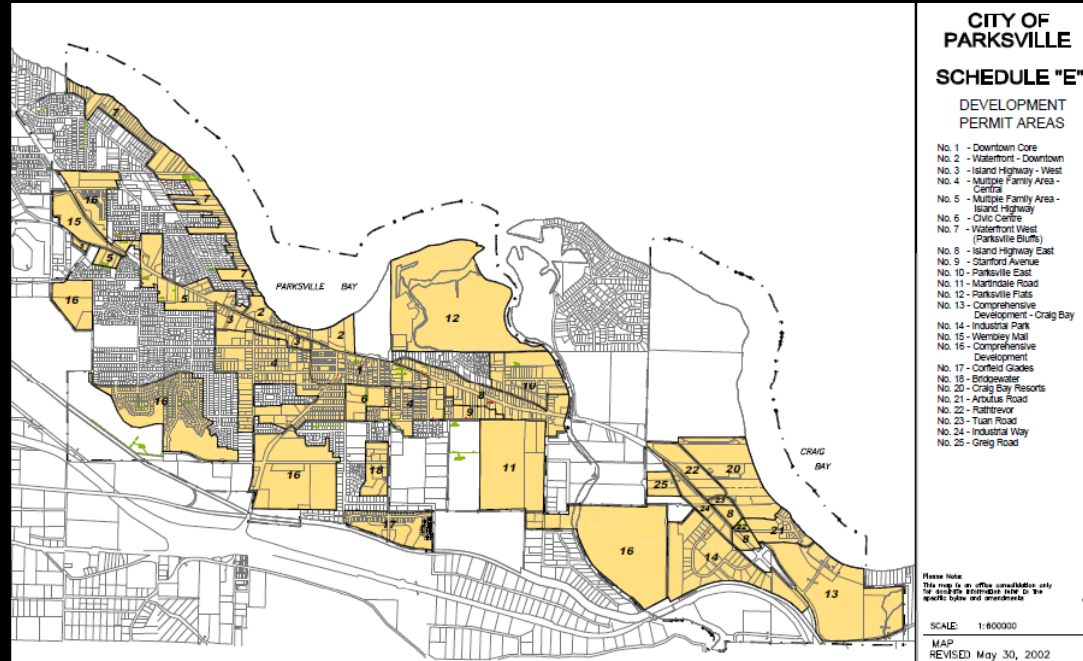


## **NEW Development Permit Area Guideline authority**

- promote energy conservation;
- promote water conservation;
- promote the reduction of greenhouse gas emissions.

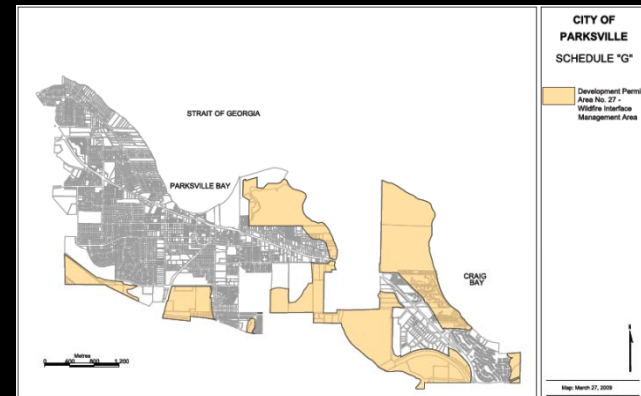
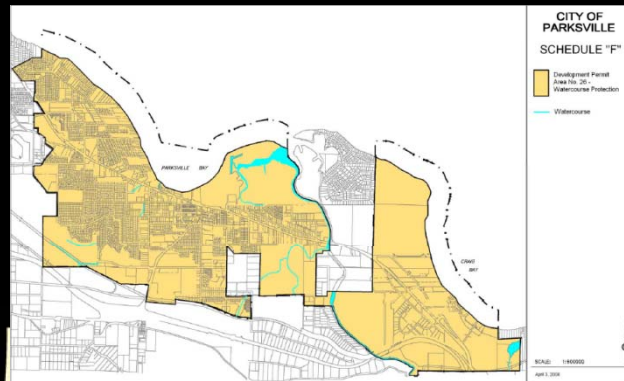
[Will likely see these incorporated into the new Official Community Plan]

# Development Permit Area Maps



## Natural Environment

## Hazardous Condition





# Typical Form and Character Guidelines

- **5.2.3. Development Permit Area No. 3 - ISLAND HIGHWAY – WEST**

Guidelines:

- i) Off-street parking should be concealed within the structure(s) or screened from view from the street.
- ii) Landscaped pedestrian walkways should be provided to and from buildings and parking areas.
- iii) Landscaping, to be furnished with an underground irrigation system, should be used to screen off-street parking and service areas and generally enhance the appearance of the development.
- iv) Sloped roofs should be used to harmonize with surrounding residential areas.
- v) Stepped or alternating massing should be used wherever possible in order to break up the volume of buildings and avoid a box-like appearance.

- vi) Exterior finishes and colours that are appropriate for the natural heritage of the area should be employed.
- vii) Buildings should generally be designed to respect surrounding uses, particularly with regard to noise and privacy.
- viii) Significant existing views (i.e. of Parksville Bay or of forested areas) should be preserved and enhanced where possible.
- ix) Where present, significant stands of trees should be preserved and incorporated into the design of the development.

What a difference guidelines can make!



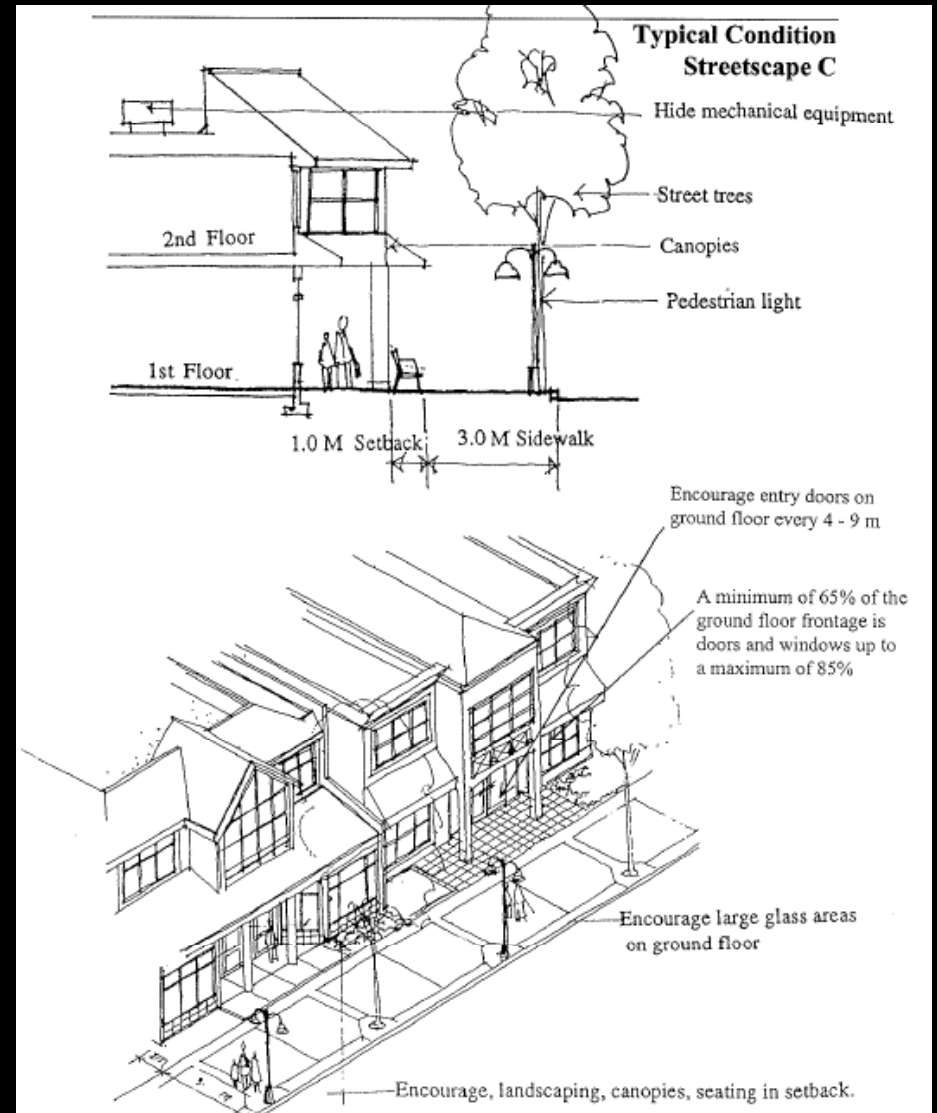
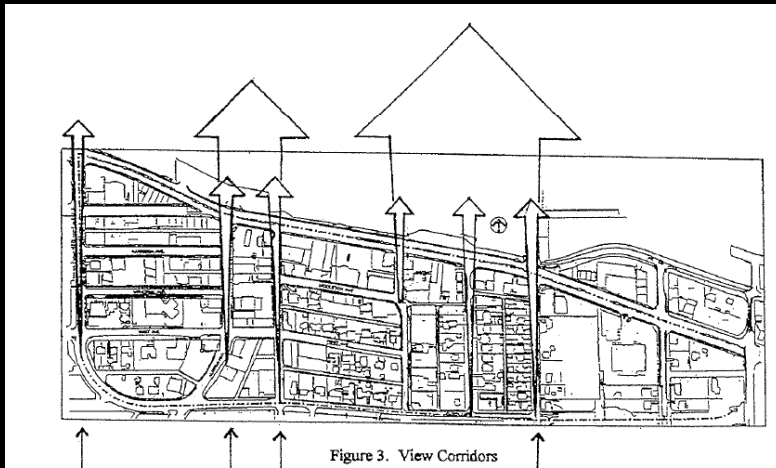
# What a difference guidelines can make!



Would you like fries... I mean guidelines with that?

# Specific Guidelines

Downtown Master Plan (is an example)



## Limitation

- Only Council can issue or deny a Development Permit
- If guidelines are met permit must be issued
- If guidelines are not met applicant must be told what changes are required to meet guidelines for acceptance



# Other Limitations

- Guideline based (must hang hat on guidelines)
- Pre-Building Permit process
- Revitalization
  - a development permit may include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures.
- Form and Character
  - a development permit may include requirements respecting the character of the development but only in relation to the general character of the development and not to particulars of the landscaping or of the exterior design and finish of buildings and other structures.

## Further Considerations

- ADP is “advisory only”
- ADP comment must be reconciled with other department comments
- Meetings are public
- Decisions are made exclusively by Council



# Expectations

- Familiarity with guidelines
- Familiarity with the site (site visits)
- Provide recommendations to Council





# Operational Considerations

- When to meet
- Tabling Items
- Checklist
- Role of Council liaison as communication link
- Secretary



# The Review

- Will be early in the application process
  - email notification of agenda
  - advance plan viewing
- Is oriented to Building Exterior and landscaping
- Scale of projects will vary
- May be for small downtown façade improvement projects to 200 unit multifamily developments
- Is intended to prompt the applicant to undertake revisions (if necessary)

# The meeting



- applicant will be present
- they will be given topic areas to focus on
- 1 – 2 presentations per meeting
- depending on scope of the project & changes 'required' 2 meetings may be necessary for a project
- time for presentations could be limited
- ultimately a recommendation to Council is necessary

## Presentation by Applicant to include:

- Design rationale
- Neighbourhood context
- Site planning
- Building design
- Site context
- Streetscape
- Landscaping
- Materials and colour



# Design Rationale Project Analysis



# City Context



- Effect on views
- Contribution to the public realm



## Neighbourhood Context



- Overall relationship in character and massing to the surrounding area
- Impact on adjacent buildings and streets
- Impact on / compatibility with neighbouring land use
- Effects on quality of life issues, such as privacy and safety
- Pedestrian and Vehicular systems

# Site Context

- Effect of shadows
- Overlook & privacy issues
- Daylight & view blockages
- Compatibility of design and materials
- Contribution to area character
- Proposed lot grading, drainage and soil retention





# Site Planning

- Effectiveness of building siting & open spaces
- Parking access & provision
- Cross-sections or topographic information for sloping sites
- Inventory of site features, including plants and vegetation to be retained
- Preliminary grading info
- Extent of soft & hard landscaping
- Location of service entrances [garbage collection, emergency vehicle access]



## Streetscape

- Effectiveness of building/streets interface and transition
- Quality of space created; contribution to street
- Provision of rain/wind protection
- Hard and soft landscaping
- Frequency of building access

# Landscaping

- General appropriateness of form & variety
- Preservation of existing vegetation, trees, and site features
- Location, size, & environment of play/seating areas
- Specifications of growing medium
- Complete planting list
- Irrigation strategy



# Building Design



- Building character
- Building massing and overall articulation
- Appropriateness of form and use
- Roof forms and function (screening of service items)
- Façade articulation and fenestration

# Building Design



- Quality and detail of finishes
- Definition of building entry
- Interior to exterior relationship
- Unit identity
- Safety, security, and defensible spaces
- Consideration of Crime Prevention Through Environmental Design (CPTED)
- Appropriateness of signage

# The End

