

**VILLAGE OF PEMBERTON
ADVISORY DESIGN REVIEW COMMISSION MINUTES**

Minutes for the Advisory Design Review Commission of the Village of Pemberton held August 10, 2016 at 5:00pm at 7400 Prospect Street.

ADRC MEMBER IN ATTENDANCE:

Caroline McBain
Nicole Brink
Bob Adams
Mark Mendonca

ADRC MEMBER REGRETS:

Danielle Ellaway
Sarah Allen

STAFF IN ATTENDANCE:

Tim Harris –Manager of Operations & Development Services
Lisa Pedrini-Village Planner

1) CALL TO ORDER

At 5:35pm the meeting was called to order.

2) MINUTES

Moved/Seconded

THAT the minutes of the ADRC Meeting of May 17, 2016 be approved as circulated.

CARRIED

**3) DEVELOPMENT PERMIT: DPA007-CRONIN PROPERTY(Form and Character)
7414 Pioneer Street**

Application Representatives:

Pete Cronin-Owner

The Village Planner gave an overview:

- The land is zoned C-1 (Downtown) & is designated as Development Permit Area No. 4 – Downtown Revitalization.
- Single Residential Dwelling use is not an outright permitted use in the C-1 Zone.
- The existing residential use is considered legal non-conforming.
- The intent of this application is to obtain a DP to develop a new building that would combine commercial & residential use with a business professional office on the main floor and a single residential suite above.
- It has been challenging to make the application meet the requirements of the C-1 zoning due to the residential character of Pioneer Street.
- The OCP guidelines for Downtown Revitalization do not mesh well with the character of this small tucked away street.

- Typically, a property within C-1 zoning seeking a DP for Form & Character contributes to off-site improvements (i.e. sidewalks, street lights etc.) but due to the home being located on a small cul de sac street which is more like a lane in size (since the width of the road does not meet MMCD standards for road width, improvement long term is unlikely).
- It seems fitting to have homebased business in the area.
- The owner wants to retain the character but at the same time run a business onsite.
- The application is to consider the Form & Character of the design and the landscaping of the proposed development.
- Three (3) out of the six (6) trees onsite would need to be removed to accommodate the development.
- The site would require five (5) parking spaces as shown on the Memo to the ADRC. As per the Village Zoning Bylaw, the parking requirement = 2 for single family dwelling/1.1 parking for business & professional office/1.25 for the residential suite. The owner would have to apply for a variance should he wish to request a reduction in the parking requirements. However, applying does not necessarily mean that the reduction would be granted. Parking variance are often requested but historically seldom granted.

- The Planner suggested the Commission walk over to Pioneer Street for a brief site visit. Members and staff left the meeting room for approximately 10 minutes.

Upon their return, the Commission members discussed the details of the application.

- The owner gave an overview of the design. The owner commented that the parking requirements seemed high and that he would prefer not removing some trees to provide additional parking but he would be prepared to meet the zoning parking requirement.
- The owner advised of his intent is to use the cedar lumber from the cut trees.

It was Moved/Seconded

THAT the ADRC recommends that the current design of the development not be accepted by the Village due to a number of design details missing, and recommends that the applicant resubmit a revised finalized design that labels and details:

- North Arrows on all Site Plans
- Elevations on all four sides (including window types, sizes and locations)
- Dimensions of parking spaces
- Larger Overhangs (staircase and pathway/weather protection)
- Snow dumping areas
- How the south end of the building will be serviced/maintained
- Pathway from the parking area/residential home to the professional office entry
- Plantings proposed as part of the Landscape Plan

CARRIED

**4) DEVELOPMENT PERMIT: DPminor#102 – Revised Landscaping Plan
Mount Currie Mobile Home Park/7470 Hwy 99**

Application Representatives:

None present

The Village Planner gave an overview of the application:

- The original application was submitted to the Village in the spring of 2015 proposing changes to the landscaping on the highway frontage.
- The application was at the time presented to the ADRC as an electronic referral. It was not supported as presented as the landscaping proposal to remove the mature cedar trees (currently unmaintained) included the sparse addition of low laying landscaping.
- Village staff recommended that the applicant contact staff to work together on a more cohesive landscaping plan.
- BCT Fencing Ltd. is acting as the agent to submit a revised plan.
- It is believed that the intent is to provide more visibility to the C4 Service Commercial business area (Silvhorn Automotive).
- The revised plan proposes the removal of the overgrown cedar trees, and the addition of a split-rail fence with some lower lying plantings and Dogwood Trees.
- The Plan does not include irrigation (Irrigation is a requirement of the Development Permit Area No. 7 – Gateway Development).
- The Official Community Plan landscaping guidelines for the Gateway DP area was listed:
 - The Development should be landscaped as to provide an attractive entry from Highway 99 and other public roads, specifically:
 - Incorporate landscaped areas within parking lots to break up large paved areas. The landscaping can also be used in the winter for snow storage areas.
 - Provide a landscaped buffer between land uses
 - Limit the use of fencing when not visible to public streets. Chain link fencing is not recommended.
 - Provide irrigation for all landscaped yards and open areas (excluding areas undisturbed in their natural state).

The commission members discussed the current proposal:

- All agree that the existing overgrown cedar trees are not attractive. However, some of the trees further down could be improved with significant trimming and enhanced with additional plantings. It was noted that the height of many existing trees is not supported by BC Hydro.
- This current proposal proposes to significantly improve the existing landscaping onsite.
- However, the deciduous trees would not provide coverage all year long. The type of tree proposed (Dogwood) also requires high maintenance.
- There was some concern that improving the entrance brings a street view to what is mostly the parking area of the business.
- It may be more attractive to include mixed clusters of trees rather than individual trees evenly spaced.

- The Commission also felt that using evergreens in the landscaped screen as a buffer would be a better option
- The recommended height of evergreens would be a minimum height of 3 to 4 meters.
- The split fence was not unanimously favoured by the Commission. It was felt that the fencing did not adequately buffer the land uses.
- The types of planting proposed would require irrigation and a lot of maintenance to ensure the natural grass in the general vicinity does not overtake them. Whose responsibility is it and who currently takes care of it?
- A berm would enhance the proposed plantings in front of the fence to define them as flower beds.
- A small amount of fencing combined with flower beds at the right turn entrance would be a nice feature.
- The Commission reiterated that the purpose of the landscaped buffer is not about hiding the trailer park, but rather creating an attractive entrance that screens the commercial use and the large gravel parking area.
- Maintenance of landscaping is very important, so if irrigation is not proposed, alternatively, the Village might consider retaining a bond for a year's time to ensure the viability of the trees.

It was Moved/Seconded:

THAT the ADRC supports the property owner's intention to make improvements to the entrance;

AND THAT the ADRC recommends that the property owner choose a hardy evergreen in order to ensure continuity with the existing cedar hedging (which if regularly maintained is capable of being quite attractive) and to create a year-round landscaped buffer between the Highway and the C-4 Zone;

AND THAT the applicant considers using a small portion of split rail fencing and berms to create an attractive landscaped feature at the right hand corner of the entrance using the proposed plantings.

AND THAT in lieu of the installation of an irrigation system, the applicant provide a one year bond for the survival of the landscaped materials (plantings and trees) and that the Village include a condition in the DP that the landscaping has to be maintained.

CARRIED

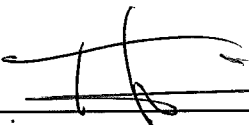
5) NEW BUSINESS

It was requested that the Village Staff contact the Pemberton Hotel to follow up on the conditions of their Minor Development Permit approval as discussed at the May 2016 ADRC meeting, in regards to the windows/signage improvements. More specifically, the installation of shutters on the rest of the windows & removal of the older liquor store sign.

- 6) **NEXT MEETING**
TBA (as needed)

- 7) **ADJOURNMENT**
At 7:30 p.m. the meeting was adjourned.

This is a true and correct copy of a meeting of the Advisory Design Review Commission of the Village of Pemberton, held August 10, 2016.



Chair *Tracy Napier*
