

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

Minutes for the Advisory Design Review Commission of the Village of Pemberton held May 23, 2017 at 5:00pm at 7400 Prospect Street.

MEMBER IN ATTENDANCE: Caroline McBain
Nicole Brink
Tracy Napier
Saad Hassan
Bob Adams
Julie Kelly (Chamber Representative-Alternate)

STAFF IN ATTENDANCE: Lisa Pedrini-Village Planner
Suzanne Belanger-Operations & Development Services
Coordinator

PROJECT REPRESENTATIVES: New Leaf Contracting (Agent: Brian Jansen)

GENERAL PUBLIC: 0

1) CALL TO ORDER

At 5:10pm the meeting was called to order.

2) MINUTES

Moved/Seconded

THAT the minutes of the ADRC Meeting of April 04, 2017 be approved as circulated.

CARRIED

3) MINORDEVELOPMENT PERMIT: DPm008-7433 Frontier Street

Fish & Rice-Sushi & Beyond

The Village Planner provided a brief overview of the project regarding the proposed improvements:

- The Village has worked with the business owner and agent to facilitate the application for a minor development permit.
- The exterior changes proposed triggered the permit requirement as per our Official Community Plan (OCP) & Development Procedure Bylaw No. 725, 2013.
- As per the Development Procedure Bylaw, Council has delegated the authority to issue a Minor Development Permit to the Manager of Development Services.
- The improvements are inspired by Japanese design with strong emphasis on horizontal & vertical lines which includes:
 - Addition of fascia board; and
 - Vertical cedar rails
- The lower portion with stone work will remain

- One of the entrance doors will remain closed as per the previous tenancy and will be covered with the vertical rails.

The Commission members discussed the application:

- Some concerns were expressed with a small portion of the stone works which is isolated and discontinued by the door which will remain in closed. It was suggested that the doorway area could house a small planter or other similar feature to soften the transition area.
- This type of improvement is encouraged and it is unfortunate that a more cohesive plan for the building overall is not proposed. However, the commission members realized that this may not be possible as it may not be supported by the building owner(s) or the other tenancy holders.
- The commission members do not want to create any additional challenges to this type of improvements to encourage small businesses.

It was Moved/Seconded

THAT the Advisory Design Review Commission recommend that the Manger of Development Services support the application as proposed.:

CARRIED

4) SIGN BYLAW UPDATE

Lisa Pedrini provided an update on the Sign Bylaw which is currently under development at the same time as the Zoning Bylaw. Both bylaws are outdated and require to be updated to meet some of the needs of nowadays best business practices.

The Commissions Members will have the opportunity to view the draft bylaw this fall for their comments prior to the community open house.

5) NEW BUSINESS

The Development Services Department was advised by the Village Corporate Officer that the Commission can approve minutes by electronic means when a long period of time would lapse between meetings.

It was Moved/Seconded

THAT the Advisory Design Review Commission support that the minutes of Advisory Design Review Commission be approved by electronic means when the attending members all respond in favor of the minutes as presented.

CARRIED

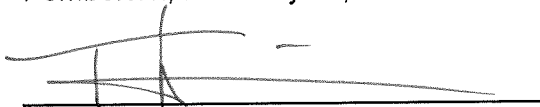
6) NEXT MEETING

TBA

7) ADJOURNMENT

At 5:45pm 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 May 23, 2017



Chair