

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

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**Minutes** for the Advisory Design Review Commission of the Village of Pemberton held September 27, 2017 at 5:00pm at 7400 Prospect Street.

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**MEMBER IN ATTENDANCE:** Caroline McBain  
Tracy Napier (Chair)  
Saad Hassan  
Bob Adams  
Woody Bishop (Chamber Representative)

**ABSENT:** Nicole Brink

**STAFF IN ATTENDANCE:** Lisa Pedrini-Village Planner  
Tim Harris-Manager of Operations & Development Services  
James Klukas- Village Planning Consultant  
Suzanne Belanger-Operations & Development Services  
Coordinator

**PROJECT REPRESENTATIVES:** Andrea Scott-Lovick & Scott Architect Ltd  
Stephen Duke-Pemberton Landing GPLTD  
Trevor Cinnamon- Pemberton Landing GP LTD  
Graham Haywood-SLRD Project & Research Coordinator

**GENERAL PUBLIC:** 0

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**1) CALL TO ORDER**

At 5:40pm the meeting was called to order.

**2) MINUTES**

It was noted that the Minutes of the ADRC meeting of May 23, 2017 were approved by electronic circulation last May.

**3) REVISED MAJOR DEVELOPMENT PERMIT: DPA008-Crestline Development  
1422, 1426, 1430 Portage Road**

A first application was reviewed by the Village's Advisory Design Review Commission at the April 4, 2017 meeting where the Committee requested that additional information to be submitted.

The Village Planning Consultant provided a brief overview of the revised proposal as received on August 25, 2017:

The revised application provided the following details:  
(for full revised submission details please refer to the Memo to the ADRC)

<i>Passive Certification</i>	The developer will be seeking full Passive House Certification, however the outcome is still unknown
<i>Shadow Study</i>	No shadow study was conducted due to the increase

	between the two buildings from 6m to 8m.
<i>Traffic Study</i>	The Ministry of Transportation and Infrastructure (MoTI) has indicated that a traffic study is not necessary for this site.
<i>Fire Department Concerns</i>	A fire safety review and independent fire protection analysis would need to be completed prior to the issuance of a building permit. It will be reviewed at a staff level by the Chief Building Officer and the Village Building Inspector to make sure the fire prevention plan meets the BC Building Code requirements.
<i>Loading &amp; Moving Concerns</i>	New loading/pull-out area is proposed along Portage using the MoTI right of way. The ministry will consider the proposed setback variance subject to support from the Village. The pull-out will not be designated as a bus stop due to conflict between users.
<i>Garbage Collection</i>	Garbage room was relocated and offers a larger space to meet the development's refuse and recycling needs.
<i>Storage</i>	35 storage units are proposed, one (1) per unit
<i>Bike Parking Strategy</i>	A bike room was added to the parking garage and bike rack to the upper area
<i>Snow Storage</i>	A snow storage area is designated on the western edge of the site. There was no snow shed analysis completed.
<i>Revised Landscape Plan</i>	The revised plan has removed the bear attractant material (huckleberries) and has refined the plant list to meet the Village's preferred species. No landscaping at the rear due to a variance setback request of 3m. The front landscaping elevation may warrant some terracing due to the change of elevation.
<i>Lighting Scheme</i>	Low level bollard will be installed following the review from a professional electrical consultant at the building permit stage.

Furthermore the consultant gave an overview of the compliance with the Village Zoning Bylaw:

<b>C-3 Zone</b>	<b>Required</b>	<b>1<sup>st</sup> Proposed</b>	<b>Revision</b>	<b>Variance</b>
Min. Front Setback	4.5m (from nearest point of building)	4.34m (main building face)	3.65m (main bldg.) 2.3m (architectural feature - columns)	-0.85m (main building face) -2.2 m (architectural feature)
Min. Rear Setback	4.5m	4.34m	3m	-1.5m
Min. Side Setback	3.0m	2.76m 3.0 m	same	-0.24m
Maximum Height	10.5m	11.3m	11.3m	+0.8m
Lot Coverage	40%	43.8%*	same	+3.8%

\* Due the passive house design

The Commission members discussed the application at length:

- All members thanked the applicant for providing revisions as requested.
- All members agreed that new & affordable housing is much needed in the community.
- All members agreed that the overall building form is attractive.
- Concerns were voiced over the trade-off to accommodate the revisions, more specifically:
  - The high number of variances requested & the increase in front and rear lot yard setback variances
  - The sun/shade exposure and the lack of a shadow study
  - Potential traffic/congestion due to the number of cars that would be leaving the development in the morning given its high density on to an already busy primary road which could worsen as development continues rapidly in the area.
  - The massing on the site overall, especially the frontage especially by the garbage doors which creates a 9' wall at the sidewalk edge.
  - The lack of a rear access to assist with firefighting.
  - The small courtyards at the rear with 6' high fencing
  - Concerns over the requested rear yard variances negatively impacting any future development for the property at the rear.

It was Moved/Seconded

**THAT** the Advisory Design Review Commission recommends to Council that Council do not support the application as presented.

**CARRIED** **OPPOSED: One member**

Discussion regarding the project resumed which prompted the following recommendation:

It was Moved/Seconded

**THAT** the previous recommendation be rescinded and;

**THAT** the Advisory Design Review Commission recommends to Council that Council do not support the application as presented based on concern with:

- The multiple number of variances requested
- The massing of the development which in their opinion does not reflect the scale & character of the area.

**CARRIED** **OPPOSED: One member**

The Village Consultant James Klukas and the Applicant Representatives left the meeting at 7:35pm.

- 4) **MAJOR DEVELOPMENT PERMIT APPLICATION-DPA009 SLRD OFFICE**  
1350 Aster Street

Graham Haywood (Applicant Representative) joined the meeting.

Lisa Pedrini, Village Senior Planner, provided an overview of the application:

- The application is to expand and renovate the SLRD office. The property is jointly owned by the Village (72%) & the Squamish Lillooet Regional District (28%)
- Additional land at the rear of the existing building was recently acquired from BC Rail Properties to accommodate the expansion.
- The expansion is as follow:
  - Upper floor expansion of the south east side
  - Lobby reception are on the west side
  - New permanent storage at grade below the new upper floor
- The subject property is split zoned P-1 (Public) and C-1 (Town Centre Commercial) and the proposed development meets the intent of both zones with the exception of:
  - The Parking Design Criteria which requires hard surfacing. The applicant wishes to maintain the current asphalt and gravel therefore they are requesting a variance from Section 509 (a) (i) of Zoning Bylaw No. 466, 2001.-

The Commission members discussed the application:

- The proposal is consistent with the form & character of the existing building.
- There is no concern over the gravel parking area due to its secluded/private location.

It was Moved/Seconded

**THAT** the Advisory Design Review Commission recommend to Council to support the SLRD Major Development Permit application to facilitate an expansion to the offices at 1350 Aster Street as presented, including support for the parking variance request.

**CARRIED**

The SLRD Applicant Representative left the meeting.

## 5) **REVIEW OF DRAFT SIGN BYLAW**

The Village Planner gave an overview of the Draft Sign Bylaw:

- The current bylaw is 22 years old (adopted in 1995) and even though it still serves the Village well, but the standards/products/practices have changed.
- A consultant has been contracted to develop the new Sign Bylaw and his review including conducting a gap analysis to compare the current bylaw against various pieces of Legislation and the current Village of Pemberton Official Community Plan.
- The draft bylaw will be presented to the Community at an open house in November of this year.
- The main aspects of the review will be focused on:
  - Reformatting
  - Revise and update the definitions)

- Expand the permitted uses (i.e. sandwich board, mural signs etc.)
- Outlining the various requirements:
  - Specific sign regulations
  - Sign construction and maintenance
  - Compliance with BC Building Code
  - Fees
- Define the signs that do not require permits and the prohibited signs.
- Divide the Village into 5 zones (i.e. Residential, Commercial, Industrial & Airport, Comprehensive Development Areas, Agricultural)

It was Moved/Seconded

**THAT** the Advisory Design Review Commission supports the Draft Sign Bylaw as presented.

**CARRIED**

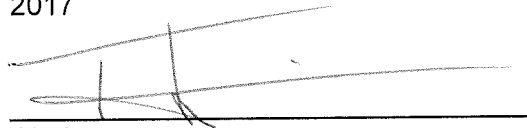
**6) NEXT MEETING**

The next meeting will be Wednesday October 11th, 2017 at 5:30pm.

**7) ADJOURNMENT**

At 8:30pm 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 September 27, 2017



Chair

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