

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
DESIGN REVIEW COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
THURSDAY, FEBRUARY 18, 2021**

Members Present:

Voting Members: A. Matis; R. Ellaway; E. Fiss; J. Mahoney; H. Nesbitt; R. Amenyogbe
Non-Voting Members: P. Lambur

Members Absent: D. Harrison, J. McDougall, B. Phillips

Non-Voting Members Absent: Councillor M. Wong

Staff Present: L. Berg, Senior Community Planner and Staff Liaison; C. Miller, Senior Planner; T. Kwok, Planning Technician; and N. Allard, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 4:42 p.m.

It was Moved and Seconded:

THAT WHEREAS the February 5, 2021 Order of the Provincial Health Officer on Gatherings and Events ("order") prohibiting members of the public from attending committee meetings in-person until the order is rescinded or replaced;

WHEREAS the District of West Vancouver is required to prohibit in-person attendance at committee meetings pursuant to the order; and

WHEREAS the District of West Vancouver has enabled public participation at committee meetings via electronic means to ensure openness, transparency, accessibility and accountability, including via the use of live streaming (video and audio) for public viewing, and electronic communication facilities (video-conferencing software) for public participation;

THEREFORE BE IT RESOLVED THAT the February 18, 2021 Design Review Committee meeting be held without in-person public attendance.

CARRIED

2. ELECTIONS

2.1 Chair

P. Lambur (Councillor Liaison) called for nominations for the position of Chair to the Design Review Committee for the year 2021.

It was Moved and Seconded:

THAT D. Harrison be appointed as Chair for 2021 subject to his acceptance.

CARRIED

2.2 Vice-Chair

P. Lambur called for nominations for the position of Vice-Chair to the Design Review Committee for the year 2021.

It was Moved and Seconded:

THAT R. Amenyogbe be elected Vice-Chair of The Design Review Committee for 2021.

CARRIED

R. Amenyogbe assumed the Chair for the February 18, 2021 meeting.

3. APPROVAL OF FEBRUARY 18, 2021 AGENDA

It was Moved and Seconded:

THAT the February 18, 2021, Design Review Committee meeting agenda be approved as circulated.

CARRIED

4. ADOPTION OF NOVEMBER 19, 2020 MINUTES

It was Moved and Seconded:

THAT the November 19, 2021, Design Review Committee meeting minutes be adopted as circulated.

CARRIED

5. APPOINTMENT OF HEAD

Appointment of Head pursuant to *The Freedom of Information and Protection of Privacy Act*.

It was Moved and Seconded:

THAT pursuant to section 77 of *The Freedom of Information and Protection of Privacy Act*, The Design Review Committee designate the Corporate Officer of the Corporation of The District of West Vancouver as the Head for the purposes of the Act.

CARRIED

6. MEETING PROCEDURES

L. Berg (Senior Community Planner) outlined the meeting procedures.

7. REFERRALS FOR CONSIDERATION

7.1 HORSESHOE BAY LOCAL AREA PLAN

Background and Project Presentation: C. Miller (Senior Planner) introduced the proposal and provided an overview of the proposed plan including: the process to date, an overview of Phase 4 Draft Plan (current stage), and specific issues relevant to the plan moving forward. The presentation outlined:

- Plan is on fourth and final stage of a four-phased process; the first phase began in 2019.
- Provided a diagrammatic context representation of the subject area including the Horseshoe Bay street layout and waterfront.
- Described key aspects of Horseshoe Bay that make it unique: being the start of the Sea-to-Sky Highway, context of BC Ferry Terminal, and connecting point for access to Vancouver and Gulf Islands, strong sense of neighbourhood, existing commercial area, and the waterfront area (basin).
- First step was creation of an advisory roundtable consisting of 15 members which contributed to each phase of the future directions of the plan.
- Roughly 300 households presently exist in HSB area; tendency to have one third to one half of public involved in the planning process from HSB.
- Provided overview of stages of plan:
 - *Phase 1: Created a vision and principles as a framework. Definition of 'neighbourhood' seen as critical. Vision: "In 2041, Horseshoe Bay will thrive as a charming and livable seaside community and a vibrant and welcoming destination village".*
 - *Phase 2: Identified options for creating neighbourhood and commercial village.*
 - *Phase 3: Build a foundation based on previous phases.*
- Public response indicated 54% were in support, 28% had modifications that they'd like to see, and 18% did not support the plan.
- Based on above phases, the draft plan was created.
- Clear distinction of lots accessed from HSB side versus lots accessed through Madrona Crescent. A 20-metre plus difference in grade creates a distinct delineation.
- First objective of developing a draft plan was to define village and neighbourhood from a guideline approach.
- Referred to Area Map showing village designation north of Douglas Street and neighbourhood designation to the south of Douglas. Both designations extend west to Nelson Avenue and east to Keith Road.
- Basic parameters for neighbourhood area include infill, mix of detached multiplex, and row housing that are street-fronting in presentation.
- Village area defined as *Heart of the LAP*. It is designated as a mixed-use zone in alignment with existing development of area. This area to consist of village townhouses created to encourage live/work transition, residential multiplex/row houses, infill, commercial/retail, park space, apartments, Ferry Terminal.
- North –South linear types of mixed-use bordering against larger scale infrastructure such as Ferry Terminal, Highway 99 and Sewell's Landing; challenge of how to connect the larger existing elements into village plan.
- Potential new forms of building in Village Heart:
 - Village Townhouse: multifamily, 1.2 FAR, 2 – 3 storeys with inclusion of live-work and/or lock off suites, 1.4 FAR, 3 – 4 storeys.
 - Village Heart: commercial with multifamily above, 1.75 – 2.0 FAR, 3 – 4 storeys.
 - Bay Street: commercial and/or multifamily, 1.2 FAR, 2 – 3 storeys with option for inclusion of commercial at street level, 1.5 – 1.7 FAR, 3 – 4

storeys. Connects Sewell's Landing with village. Row house would be base of Bay Street area.

- Nelson Avenue Apartment: multifamily, 0.6 – 0.7 FAR, 2 – 3 storeys or where limited to rental 1.2 – 1.4 FAR, 5 – 6 storeys. Allow for rental tenures including strata versions of row houses.
- Keith Road: minimum 0.50 FAR commercial and multifamily, 2.25 – 2.5 FAR, 4 – 5 storeys. Keith Road area is the mixed-use piece of land located across from BC Ferries; potential opportunity for greater retail and amenities.
- Expansion of housing diversity with intention to provide different building forms, limit lot consolidation, and to allow smaller forms in higher designations.
- Provide both owner and rental opportunities, secondary suites, live/work units, and an area-wide neighbourhood and site-specific village.
- Development of a vibrant and well-loved village, incorporating local business variety, narrow frontages, preserving retail and restaurants near ground floor, offices proposed on 2nd floors.
- Demand for visitor accommodation options.
- Designing for form and character using natural features and incorporating aspects of HSB's distinct topography and rhythm of frontages, articulation, and choice of building materials.
- Challenge of how to meet public expectations and maintain quality in alignment of future development while not taking too heavy of approach so as to limit responses for development.
- Public realm wanting to see natural landscaping and substantial materials.
- The importance of neighbourliness and how it can contribute to overall vision of HSB Plan.
- Incorporating a sense of celebration of the special character HSB.
- Diversity of building forms including missing middle units; presently, majority of housing is detached single-family dwellings and mid-rise. Desire to increase diversity of middle housing options (e.g. duplex, townhouse, row house, multiplex).
- Incremental development and different applicants are crucial in creating diversity.
- Challenge to ensure that the development does not produce 'cookie cutter' development.
- Focus on how regulations can shape market and align with community preferences.
- In terms of building restrictions, limiting consolidation of lots and creating incentives that will facilitate homeowners to come forward with projects that match public interests.
- Preparing neighbourhood bylaws for these developments and designations to encourage diversity.
- Reducing vehicle impact is noteworthy in HSB, including laneways, roads, and lots.
- Public realm focus: providing access to Tye Point as a destination point, completing the grid, enhancing connections to trails such as Trans-Canada Trail and the Spirit Trail.
- Rights of Way - how may be best used to enhance the vision of this Plan.

- Creating a sense of place – based on grid and layout, history, and points of access there is an opportunity to play on the *sense of arrival*. Major approaches in this are Keith Road and Royal Avenue.
- Recognize that this place has great identity and already has a place-making appeal, not looking to change it but rather support it.

Committee Questions:

The Committee went on to question the presenters, with staff responses in *italics*:

- In terms of plan use designations, in the infill area can you clarify that you can have more than one principal unit per lot and that there could be more than one single-family dwelling; each could have secondary suites/separate buildings that could have strata independently? *Yes.*
- In row house/townhouse area, will there be a policy developed towards orphaned lots? Are you going to come up with guidelines around cross access agreements for parking, etc.? *Yes, intent is where the more restrictive lot consolidation limit would further align with where surface parking would be possible. It is recognized that there are particular areas where this would entail fully utilizing the lanes and there maybe difficulty in this, example: on Argyle Avenue where there are large, deep lots with no lane access. Would like to see easement conditions so that not the full frontage would be used for parking.*
- What is the Committee's role in commenting on Draft LAP while public is being asked to input their comments by February 26th, and will this Committee be revisiting a revised draft plan after hearing the public comment? *Anticipate after the comment period closes, staff will proceed with going through all comments received and reconciling them into a draft to be brought forward for Council. The role of this Committee is to provide a different vantage point that is valuable to the Plan. Expect that there will not be a return to review the draft by this Committee after hearing public comments, but a return could be accommodated if requested.*
- Has there been any indication from BC Ferry Corporation as to when they are planning renovations to the Terminal, the extent of renovations, and the impact it will have on this Plan? *Renovations of the Ferry Terminal are anticipated, however BC Ferries are in control of their own projects outside of plan framework. Based on last public rendering, it was shown that the terminal building would be larger but setback on east sider towards the highway. The hope is that any terminal upgrade would contribute to Plan. Construction of the Terminal will be subject to zoning when application brought forward and would have to go through permitting. At present a timeline has not been provided by BC Ferries.*
- Is there any consideration to pedestrian crossings, though-ways, and pathways specifically in townhouse/row house and middle-housing neighbourhood between commercial front and residential area? *Within the village there is language towards pedestrian movement. An early rendition of this is at The Galleries crossway. Right now all pedestrian traffic is diverted across from Keith Road in the laneway between Bruce Street. A focus will be to create pathways for pedestrians.*

- In the transitional zone between Bayfront and the Neighbourhood Area, has there been and consideration towards flexibility for a hybrid live/work and small scale commercial to filter into this zone? *The village townhouse designation looks to effectively allow neighbourhood row-house format but also live/work above. An important component of the Plan is to recognize that there is a limit on demand for commercial space and to offer spaces which can be flexible for live/work scenarios.*
- When looking at the type of densification, what is being thought of in terms of adequate provision for outdoor space for people to enjoy without it being transferred over to the public realm? *Recognize that intensification brings demand. Within the residential zones, there is opportunity and which allows in terms of lot coverage and parking. Building Form does change but site intensity can be maintained. While duplexes are subjected to development permitting, single-family dwellings are not – this is a building form where there are no control measures. Looking at maximizing control of landscaping through development permits, placing emphasis on maximizing landscaping where possible, and encouraging public realm to incorporate landscaping requirements.*
- In 3-D diagram, it appeared as though there was a relatively high-density that did not match the FAR of buildings. Is the intent to have a high-density area with some parking/yard spaces associated? *Yes, will revisit this aspect as they were created in previous phase. Will work towards ensuring that these aspects align in future plan.*
- Why was the year 2041 set for the Plan Vision to be achieved? *Came about from the Official Community Plan and the intention was to set a target year to keep the plan in focus. The plan is to grow in incremental stages and from a planning perspective this year is relatively close. It is intended that the Plan will still be developing in 2041.*
- A part of what of what makes this plan unique is the diversity. Will there be any legislation set in place to encourage diversity and variety amongst the commercial ventures? *The LAP and Design Guidelines are the best attempt to respond to community direction and provide a framework to encourage a variety of small scale retail but they are limited in these regards. The LAP can not legislate what types of business are established. The market will also affect the types of businesses.*

Committee Comments:

The Committee went on to provide comments on the presentation, including:

- By providing a vision to be accomplished by a certain date, such as 2045, you capture a vision and identify what you want to accomplish. This way things will fall into place.
- You have a good background, and an elaborate history but I do not see a celebration or theme of culture within the Plan. Maybe there could be a focus on First Nations Culture, native landscaping, park space. If intent is to make Horseshoe Bay a destination there should be something to celebrate.
Staff comment: Staff have reached out to local First Nations regarding the Draft Plan. Aspects such as public art and culture have been considered and

we are working out how to best incorporate these elements within the village to create a sense of place.

- Signage is important in drawing people into the village. Suggestion to work with other parties such as BC Hydro and BC Ferries in terms of traffic movement and signage.
- It could be effective to encourage designers to consider certain types of wildlife impacts, for example bird-strikes.
- Requirements for articulation can often be in opposition to energy efficiency requirements so that there is thermal bridging. Understood that there is a need for balance and diversity at the right pedestrian scale, but less prescription is always better. Leaving door open to simple building forms doesn't mean bad or ugly. Staff comment: *Staff is reviewing. Council has been a leader in moving forward with Energy Efficiency Requirements.*
- Housing diversity well displayed, but need to create the capacity for a few hundred units (200 – 300 anticipated); this would be over capacity for Horseshoe Bay.
- Neighbourhood and village approach is important. It would be great to see opportunities for special projects such as community care, group homes, senior supportive housing considered within this Plan.
- Important to include visitor accommodations of various types within building forms such as hotels, Bed and Breakfasts, etc.
- In terms of park system there is talk about optimizing these area but it seems as though a loss of park space would occur with anticipated housing. Think it important not to lose park space as only Tantalus and Douglas Parks are presently existing. Coming up with implementation plan on how to pay for park space will be required.
- 3-D flyover showing existing conditions is a wonderful tool; would be good to see this area represented in this format over course of 1 – 5 years.
- In terms of goals and objectives, this Plan does a good job at achieving the key principles. Often cookie cutter housing is created as prescription increases, and therefore innovation evaporates. Important to incorporate some flexibility within guidelines so that the high-quality/diverse designs can be maintained.
- Having covenants in place to encourage the use of high-quality materials will enhance the richness of area.
- The above applies also to structural materials, not solely exterior materials.

The Committee thanked staff for the presentation and the opportunity to provide feedback on the draft plan.

8. OTHER ITEMS

There were no other reports/items.

9. PUBLIC QUESTIONS

There were no questions.

10. MEETINGS

10.1 2021 Meeting Schedule

It was Moved and Seconded:

THAT the February 18, 2021 Design Review Committee meeting schedule be adopted.

CARRIED

10.2 Next Meeting

The next meeting is scheduled for March 11, 2021.

11. ADJOURNMENT

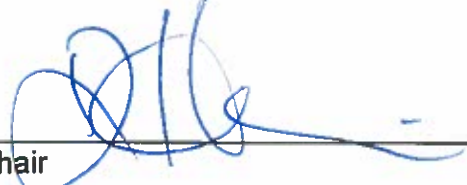
It was Moved and Seconded:


THAT the February 18, 2021 Design Review Committee Meeting be adjourned.

CARRIED

The meeting adjourned at 6:18 p.m.

Certified Correct:


Chair


Staff Liaison