

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
DESIGN REVIEW COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
THURSDAY, SEPTEMBER 21, 2023**

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Committee Members: E. Fiss (Chair), M. Avini, R. Ellaway, A. Hatch, S. Khosravi, and D. Tyacke; attended the meeting via electronic communication facilities. Absent: J. Leger, N. Waissbluth, L. Xu; Councillors S. Snider and N. Gambioli.

Staff: L. Berg, Senior Community Planner (Staff Representative); E. Wilhelm, Senior Community Planner; M. Roberts, Assistant Planner; E. Syvokas, Community Planner; and N. Allard, Administrative Assistant (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 4:36 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the September 21, 2023 Design Review Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the July 20, 2023 Design Review Committee meeting minutes be adopted as circulated.

CARRIED

**4. INTRODUCTION**

- a. Introductory presentation by staff.
- b. Applicant presentation.
- c. Clarification questions to applicant by the DRC.
- d. Roundtable discussion and comments.
- e. Recommendations and vote.

## 5. APPLICATIONS FOR CONSIDERATION

### Applications Referred to the Design Review Committee for Consideration:

#### 5.1 Address: 6340 & 6344 Douglas Street (Resubmission)

**Background:** E. Syvokas, Community Planner, introduced the proposal and spoke relative to its context, including:

- Development permit application originally considered by Design Review Committee on May 18, 2023 and revisions have been made to address staff and committee comments.
- Subject site comprised of 2 lots in Horseshoe Bay neighbourhood; 1,136 square metres; Zoned RG3; duplex dwellings located to the north and west of site; BC Ferry Building to the east in right-of-way; right-of-way south, Great West Trail travels to the east and south of the site; Big Leaf Maple on boulevard to be retained.
- Design Review Committee requested for resubmission to address the following concerns:
  - Overall form and character including proposed materials and colours, roof forms, and trellis treatment;
  - Site design and landscaping, including proposed planting, usability of outdoor spaces, preservation of the Big Leaf Maple on boulevard, increasing permeability of the site including drainage;
  - Design as relates to daylight throughout units;
  - The locations of the pad-mounted transformer and garbage and recycling collection area; and
  - Request for more information on parking and vehicle access, permeability of driveway, coordination of plans and to clarify service agreements for sidewalk and boulevard.
- Revised proposal includes:
  - Site planning, building and landscape changes that are better aligned with Horseshoe Bay character;
  - Driveway lowered to be closer to street level to align with neighbouring building grades;
  - Pad mounted transformer moved to a less prominent location on the east side of the site with vegetative screening surrounding;
  - Variation in setbacks introduced for Building 'A' to improve unit identity and provide usable private outdoor space for the unit adjacent to the pad mounted transformer;
  - Distance between Building 'A' & 'B' increased to increase light and add privacy;
  - Private mailboxes replaced with community mailbox;
  - Garbage and recycling staging areas for each unit were replaced with a centralized garbage and recycling staging area off the lane;

- Confirmation was provided from the project arborist that the Big Leaf Maple on the boulevard can be retained with the proposed sidewalk and boulevard design;
- A turning radius plan was provided to demonstrate that parking and vehicular access is maneuverable;
- Design, materials, and colour scheme of the project revised to fit with the character of Horseshoe Bay and provide better unit identification;
- Revisions made to massing to add more differentiation between units, more light and privacy to upper floor bedrooms, and to reduce building heights;
- The usability of the private outdoor spaces was increased by limiting paving and stairs, eliminating guardrails and lowering units; and
- Wood frame gates added to identify pedestrian entrances from the Public Realm.

**Project Presentation:** M. Zolghadr, Architect, provided a presentation on the proposal including:

- The proposal is in the location designated in the Official Community Plan for rowhouses.
- Revised plan has kept original concept while attempting to address all concerns of committee; site grading, massing and material colours were key changes.
- A bike access that connects site to Horseshoe Bay has been included in the site design.
- Public transportation close by; assumption that car use will be minimal due to access of bike route and public transportation.
- Key Points for change on site plan:
  - Site design in connection with neighbours
  - Storm water catchment
  - Garbage collection
  - Relocation of pad mounted transformer
  - Separate mailboxes vs. a common mailbox
  - Increased privacy for upper stories
- Current proposal responds to site grading and context, siting of Building 'A' in relation to Building 'B' was revised; driveway lowered to be closer to street level to be better aligned with grade of neighbouring buildings.
- All garages are accessed from the courtyard; courtyard widened to be used by residents.
- Building 'B' is higher to respect privacy on upper floors.
- Buildings with direct access from lane no longer have stairs or guardrails.
- Site coverage is 43% which is less than the maximum permitted.
- Site permeability regulations in the zoning bylaw do not address row houses; this site has 3,008 square feet of permeability.

- Separation between Building 'A' and 'B' has been increased by amending massing and setbacks; daylight to courtyard is improved.
- With the amendments to the site grading, privacy of the units in both buildings has been increased.
- Connectivity has been better presented in site plan.
- Architectural characteristic amendments: various gable details included, mix of horizontal and vertical board and batten, contemporary design, flower boxes, sloping roofs with, heritage colors that provide harmony, materials include a variety of durable detailing, low sloped roofs on upper levels, and window detailing.
- Identity of units created through variation in design, colour and rooflines; individual pathways to each unit supported by a wooden gate; diversity in roof lines and shapes; vertical and recessed forms that distinguish units from one another.
- Bright colors to contrast units, softness added in wooden doors and flower boxes.
- Limiting exposure of upper levels by sloped roofs forms.
- Trellis at east side has been revised by adjusting elevation and extending trellis.
- A context plan showing the BC Ferry Building, hedge to the east neighbouring site, and the end units in relation to neighbourhood have been provided.
- Consultant has provided a report showing vehicular accessibility of site.
- Grades have been shown on the plans.

**Project Presentation:** C. Kavolinas, Landscape Architect, provided a presentation on the proposal including:

- Addition of gates and a hedge have replaced the wooden fence.
- New plan shows increased usability of flat grass areas with foundation plantings.
- All water now proposed to drain away from the buildings by way of swales.
- Trellis planting of Boston Ivy; trees planted in yards where possible.
- Permeable pavers in driveway can be used for holding of various events.

**Committee Questions:**

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

- Is the paving in courtyard all permeable? *Yes.*
- I presume the turning radius plan included in the package is acceptable? *The proposal complies with the minimum zoning bylaw requirements for parking stalls and drive aisles. The turning radius plan demonstrates that the proposed garages can be accessed.*

**Committee Comments:**

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

- Better proposal than previous; relation of grade to street much better as well as usable private outdoor space; appreciate stepping facades; I like the individual expressions of units but needs work on the roof lines as they do not match the design; gable on east unit does not have bracing that matches other units.
- Great job on amendments; on the east and west elevations the two different materials should be differentiated by addition of windows or use of detailing to transition between materials; I like the addition of color to the units as it matches character of Horseshoe Bay; the shower in the bathrooms appear small, suggest adjusting; last roof line needs bracing.
- Design does not yet match Horseshoe Bay character due to the white color used; colour pallet looks busy; suggest decreasing large panels to align with Horseshoe Bay character; roof lines could be made less complex.
- Commendable job on addressing items noted in previous submission; materials appear appropriate; understand the reasoning behind the incorporation of the white colour; landscaping appears usable and defined; roof lines appear too complicated - suggest simplifying. Overall, I support this project.

Having reviewed the application for 6340 & 6344 Douglas Street (Resubmission) and heard the presentation provided by the Applicant:

It was Moved and Seconded:

THAT the Design Review Committee support the 6340 & 6344 Douglas Street (Resubmission) application subject to the following further design development to consider:

- Suggest reviewing roof line and gable end details;
- Explore the cladding materiality and colour pallet; and
- Differentiate between different surfaces and avoid having different materials on the same planes on the end elevations.

CARRIED

## 5.2 Address: 2229 Folkstone Way (Resubmission)

**Background:** M. Roberts, Assistant Planner, introduced the proposal and spoke relative to its context, including:

- Initially reviewed by Design Review Committee on June 15, 2023; subject site located on Folkestone Way; site is 5,570 square metres; Panorama Village Development surrounding site as well as single family dwellings.
- Items to address include:
  - Breaking down of bulk; avoiding large blank walls;
  - Provide material pallet and landscape package;
  - Improve design development of the corner of site;
  - Reduce the amount of paving and use more permeable materials;
  - Reduce number of parking stalls and add pedestrian friendly pavers;
  - Create integration of building with grade;
  - Revisit parking spaces; add vegetation to screen; and
  - Add an outdoor amenity spaces.

- Highlights include: removal of parking stalls – now 46, green space amenity areas created, pavers added to cross walks and parking area, landscaping to corner site, improved signage, and planting islands in parking area.

**Project Presentation:** P. Mallen, Architect, provided a presentation on the proposal including:

- This proposal's design rationale aimed at responding to Committee comments, aligning with Official Community Plan and addressing issues of massing, building height and design.
- Site is at entrance to Panorama Village: series of mid-rise buildings along steep hill; this site has a large drop in elevation therefore, responding to grade changes and massing must be dealt with for this project.
- Intention to provide access by using the existing entrance off Skilift and Folkestone so as not to disrupt the existing road network, including pedestrian walkways.
- Landscape patterns are intentioned to nestle within existing environment; existing trees and ground cover created a landscape screen that add privacy to site, including the corner.
- Response to Committee was to work with residential and commercial aspects; intent to situate residential units on the west side of site.
- Restaurant has been brought closer to the parking area to provide residential units with better privacy.
- Issue of long blank walls addressed by breaking of restaurant into smaller bays; materials include timber and structural elements with glass and cladding on east side of building. Wall at parkade well below grade.
- Townhomes have been placed further west on site, away from public realm to create more privacy; residential building divided into two masses with some interruption; rhythm broken by a different bay at both levels and providing variety in colours.
- Material palette has been identified and all selections are congruent with OCP and residential area; use of natural tones and materials; townhomes use pedal system (wood grain system); real wood used for highlights and trellises; salmon house will have a more commercial feel with wood and slats used to disguise back of house areas, natural wood for soffit with mass timber and gray stucco that face public realm.
- A landscape package has been provided in this proposal.
- The site corner has been addressed by incorporating elements of building into the landscaping; corner signage to tie-in with modern look.
- Reduced amount of asphalt and pavement around the residential area on the northwest of site; reduced number of parking stalls by four spaces; addition of vegetated islands in parking area to soften appearance of pavement; manoeuvrability issues have been addressed; permeable paving on all parking stalls in residential parking area to make more visually pleasing.

- Consulted with a traffic engineer; advised not to reduce the number of parking stalls to less than what is proposed (46) to not place stress on the street network and parking along Skilift road.
- Entrance ways revised to create more privacy.
- Outdoor amenity spaces have been addressed by creating larger lawn areas along corners for residential use.

**Project Presentation:** M. Vaughn, Landscape Architect, provided a presentation on the proposal including:

- Use of pavers to enhance wayfinding; ground pavers differentiate commercial space from residential areas; wellness walkway standards used for sidewalks for access to all buildings and all areas on-grade and for the border surrounding the site; creates richness in pavers that was lacking from previous proposal.
- Planting within interior of site will be primarily perennials: lavender, astrals, yellow azalea and roses for colour; intent of planting to screen from public and commercial spaces.
- North side of site will be comprised of native planting.
- Some trees will be removed and replaced with spruce and ferns due to their location on site.
- Hedges to be planted around transformers and needle grass around entrance way to provide screening.

**Committee Questions:**

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

- Was there consideration of bringing vertical fin system onto the residential component of project? *Wanted to make the buildings similar but not the same; fins are great but expensive and wanted use only to differentiate commercial building.*
- Is there is a long south elevation showing relation of buildings in relation to western townhouses? *Not currently. Are they the same elevations or do they differ? They are different and this will be an improvement to the neighbouring sites.*

**Committee Comments:**

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

- Preferred flat roof line; not sure if variation is necessary; overall I like the design; would like to see more trees along the residential buildings so that cars are not the first thing viewed by residence and to make less commercial; lawn areas could be used for dog runs; handy-cap parking should be closer to restaurant. *Yes, there is one right near the restaurant.*
- Overall grade improvements are much better; the commercial building is hidden by landscaping; I believe items from past meeting have been addressed.

- Don't think changes are aligned with what Committee asked for; portion in between frames of residential units needs to be improved; want to see more articulation to ensure joints sit nicely on south elevation; preferred simple material as opposed to gray material with flashing; appearance is busy; north elevation appears as an office and not a residence; suggest incorporating more articulation on north side; amenity space needs to be worked on, perhaps sitting area, barbecue area, etc.; paving in front of townhouses is not sufficient and asphalt should be replaced by pavers; parking could be reconsidered to add more separation from parking and façade on north side; perhaps angle parking stalls so they do not face townhouses; addition of terraces on restaurant could be added on the south side; I do not support this project as is.
- The corner of the site being used for garbage and transformer has not been addressed; more development of the corner entry sign could be worked on to make corner area appear special for residence and to the public as they leave and enter the site as this is the first area that people will see.
- Residential area appears as an industrial park; a bit more attention to landscaping to screen against parking area would benefit this project.
- Perhaps landscaping islands could be moved to create screening from entrance doors and parking area.
- Accessible access is from the side and not front entrance; would prefer all people could enter from same point. *East side entrance allowed for accessibility; address in this manner due to grade of site which posed a challenge; tried to provide accessible parking at all areas of site.*

Having reviewed the application for 2229 Folkestone Way (Resubmission) and heard the presentation provided by the Applicant:

It was Moved and Seconded:

THAT the Design Review Committee support the 2229 Folkestone Way (Resubmission) application subject to the following further design development to consider:

- Suggest design development of landscape on the north side of townhouse area and parking area to improve privacy for the townhouses.
- Design development to coordinate articulation between the north and south elevations and roof lines.
- Design development to the entry site corner to provide signage that has more residential neighbourhood character.
- Revisit the materials of the front frames and façade for townhouse developments so they are more harmonized.
- Study adding more balconies to the north side elevation for townhouses.
- Suggest having paver stones continue in front of townhouses as it presently is asphalt.

CARRIED

S. Khosravi-Kermani left the meeting at 6:32 p.m. and did not return.



### 5.3 Address: 4430, 4450 & 4460 Woodcrest Road and 4504 Woodgreen Drive (Resubmission)

**Background:** E. Wilhelm, Senior Community Planner, introduced the proposal and spoke relative to its context, including:

- This is a resubmission for this proposal; site located in Upper Caulfeild.
- Bike and pedestrian areas and amenities including shopping, school and parks; surrounded by roadway and Upper Levels Highway on south.
- Comprised of four lots with an area of 1.27 acres; three single family dwellings presently on western lots; eastern lot is a District owned lot that would need to be sold to developer.
- Majority of site flat with higher elevation towards north end site; elevation creates a physical separation from neighbours; large evergreen trees on periphery of site.
- Original 37-unit townhouses proposal was reviewed at July 20, 2023 Design Review Committee Meeting whereby Committee provided items to address including. Changes to this proposal include:
  - Proposal no longer includes central townhouse building;
  - Improved circulation and access to parkade;
  - Retains more trees along periphery of site;
  - Improved design package provides more detail for review; and
  - Sidewalk has been reduced in width adjacent to Woodgreen Drive and Woodcrest Road.

**Project Presentation:** D. Siegrist, Architect, provided a presentation on the proposal including:

- Retention of the eastern trees along Woodcrest Drive to the north of site were addressed by decreasing the width of the sidewalk along the Drive to allow for tree retention.
- Confirmed the amount of soil volume for proposed landscaping.
- Cross sections displayed to provide more detail to Committee.
- Higher quality of building materials used in new proposal.
- Townhouses were on higher part of site along north; introduced a walkway along south; parking along lower part of southern site; there has been discussion about how to treat courtyard area.
- Ample dimension around courtyard that shares access to the parkways and parking; decided to remove the centre townhouse building and rearrange townhouse layout to create outdoor amenity space; repurposing of paths and play spaces to create a natural space with a vertical connection.
- Landscape plan has increased green space and light circulation throughout site; south walkway has not changed in location; have repurposed walkway to make it curvy with more seating areas and trees.
- Trees have been retained on the north.

**Project Presentation:** M. Patterson, Landscape Architect, provided a presentation on the proposal including:

- Site plan has changed with removal of building; new proposal allows for more planting and soil volume for trees.
- Confirmed that 22 trees along Woodcrest and Woodgreen are to be retained; 74 newly planted trees will be added to site.
- Visible connectivity to site addressed by redesigning courtyard to appear as a 'stroll through the woods'; integration of benches for seating, outdoor amenity space and play area, units designed with generous patios that provide a safe feeling of community throughout development; trying to keep edge planters lower with articulating of landscaping in mid-plaza area.
- Play area to look like wood forest structure.
- Soil volumes displayed on plan; trying to keep volume low at edges and built up where trees will be planted; grade differential with a 2-foot differential; additional 200 metres of soil volume; gradual slope so that run off will not be excessive.

D. Siegrist continued with the presentation including:

- Addition of central stairs that serves access from courtyard area in response to better access for residents on the north side of site; elevators and exit stairs in amenity building incorporated; overall circulation increased throughout site.
- Improved access from parking to individual units has been addressed by incorporation of stairways for direct access from parking area to units.
- Atrium spaces have been increased on the front of building to allow for better light and livability and to address concerns of lighting; entrances aligned towards south; garden entry access provided.
- Reallocated the bedrooms and created dens; more windows have been added to units; overall better livability; shadow studies have been included in proposal package.
- Trees along south side of site are significant therefore, lighting is subject to shading by trees.
- Materiality concerns regarding vinyl being used; Sagiwall siding is product being used and is more durable than hardy-board; offers appearance of wood and sustainability; we decided on it due to multiple factors including supply.

#### **Committee Questions:**

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

- For units with den space there is no upper clear storey. Is that correct? *Building code does allow for den spaces and seeing them more often; has lack of light but it is being marketed as a 2 – bedroom flex units.*

#### **Committee Comments:**

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

- Exterior design is nice and good explanation on siding; appreciate higher-quality material; concerned about livability of units; window spaces are limited; overall I do not support.
- Overall like the project; good job pulling landscaping together; play structure is creative.
- Terrific job particularly with landscaping; site lines for vehicle access must be clear as Woodgreen Drive is a busy road and the main road to Caulfeild and Westridge Avenue; access to and from site must be considered especially towards north.
- Appreciate improvements to landscaping and sidewalk.
- Significant improvements have been made; no units were lost rather they were tucked into lower part of site; support project but suggest adding wall space to back study dens to provide daylight; trees on south side can be beneficial during hot days so appreciate the shade created by trees along south; support the sustainable siding.

Having reviewed the application for 4430, 4450 & 4460 Woodcrest Road and 4504 Woodgreen Drive (Resubmission) and heard the presentation provided by the Applicant:

It was Moved and Seconded:

THAT the Design Review Committee support the 4430, 4450 & 4460 Woodcrest Road and 4504 Woodgreen Drive (Resubmission) application subject to the following further design development to consider:

- Design development to improve livability of units to provide direct daylight to all interior spaces that could be used as a bedroom.
- Confirm commitment to retain boulevard trees as proposed along the north side of site.

CARRIED

S. Khosravi-Kermani absent at the vote

## **6. PUBLIC QUESTIONS**

There were no questions.

## **7. NEXT MEETING**

Staff confirmed that the next Design Review Committee meeting is scheduled for October 19, 2023 at 4:30 p.m. via electronic communication facilities.

## **8. ADJOURNMENT**

It was Moved and Seconded:

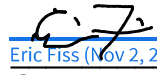
THAT the September 21, 2023 Design Review Committee meeting be adjourned.

CARRIED

S. Khosravi-Kermani absent at the vote

The meeting adjourned at 7:22 p.m.

Certified Correct:



Eric Fiss (Nov 2, 2023 15:56 PDT)

Chair



Lisa Berg (Nov 2, 2023 15:59 PDT)

Staff Representative