

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
PLANNING COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, MAY 28, 2025**

Committee Members: R. Hollingsworth (Chair), L. Burger, D. Hawreluk, S. Nicholls, M. Vaughan, H. Wood, C. Yao, and Councillor Thompson attended the meeting in the Raven Room, Municipal Hall. Absent: R. Brown and D. Milliken.

Staff: J. Bailey, Director, Planning, Development & Environment Services (Staff Representative); M. McGuire, Senior Manager, Current Planning & Urban Design; E. Syvokas, Community Planner; and J. Kuzmich, Planning Technician (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 4:01 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the May 28, 2025 Planning Committee meeting agenda be approved as circulated.

CARRIED

Members Vaughan and Wood were absent at the vote

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the April 23, 2025 Planning Committee meeting minutes be adopted as circulated.

CARRIED

Members Vaughan and Wood were absent at the vote

H. Wood entered the meeting at 4:02 p.m. M. Vaughan entered the meeting at 4:06 p.m.

REPORTS / ITEMS

4. Lower Caulfeild Heritage Conservation Area Policy and Guidelines Review

E. Syvokas provided a presentation to the Committee on the Lower Caulfeild Heritage Conservation Area (LCHCA) policy, guidelines, and Lower Caulfeild Heritage Alteration Permit process, and responded to Committee questions.

J. Clay (President, North Shore Heritage Preservation Society) spoke to the practicality and implementation of the current guidelines and desire to see more prescriptive guidelines.

The Committee discussed ideas on improving the guidelines and permitting process, including:

- basing design and landscaping parameters on existing development and natural site features and/or through a review from a heritage consultant;
- adding guidelines to clarify what design and landscaping choices should not be considered (i.e. dos and don'ts); and
- improving implementation through more prescriptive guidelines while noting in guidelines when variances may be considered to provide clearer direction for applicants.

The Committee debated the weight of neighbour preference versus community-wide considerations in the context of building design and siting, landscaping, and streetscapes.

Members debated the merit of prescribing an architectural style to the LCHCA or allowing design flexibility.

Members discussed the previous work of the disbanded Lower Caulfeild Advisory Committee and Heritage Advisory Committee.

The Committee inquired regarding the difference between the District's heritage register and the purpose of a Heritage Conservation Area.

It was Moved and Seconded:

THAT the Planning Committee recommends that Council direct staff to consider the following improvements for the Lower Caulfeild Heritage Conservation Area Guidelines and Procedures:

- provide more clarity for when zoning variances can or cannot be entertained (for example to improve and/or maintain streetscape character, improve the fit of the house for the site, avoid natural rock outcrops or mature trees and vegetation, improving privacy, and maintaining views for neighbouring properties);
- update and strengthen the guidelines to:
 - consider adding more prescriptive architectural and character guidance based on further heritage and character review of the area by a heritage consultant;
 - coordinate the guidelines with other relevant bylaws and guidelines including identification of any conflicts with District requirements (i.e. Wildfire and Coach House Development Permit Area guidelines and the Tree Bylaw);
 - add photos and images to provide better clarity on potential "dos" and "don'ts"; and

- more clearly describe and/or add more “teeth” to certain guidelines (for example tree planting requirements, etc.);
- provide more clarity for permit exemption criteria;
- consider procedural improvements to require a “Character Defining Elements Inventory” for each application to be submitted by a heritage consultant; and
- consider procedural improvements to expedite zoning variance consideration where criteria is met.

CARRIED

5. PUBLIC QUESTIONS

There were no questions.

6. NEXT MEETING

Staff confirmed that the next Planning Committee meeting is scheduled for June 25, 2025 at 4 p.m. and held in-person in the Raven Room, Municipal Hall.

7. ADJOURNMENT

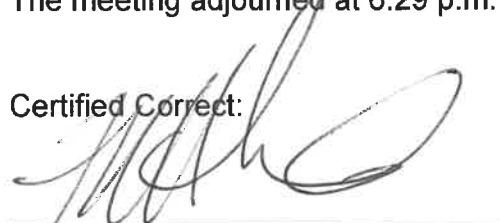
It was Moved and Seconded:

THAT the May 28, 2025 Planning Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:29 p.m.

Certified Correct:



Chair



Committee Clerk