

NEW WESTMINSTER DESIGN PANEL

Tuesday, October 25, 2016 3:00 p.m.
Council Chamber

MINUTES

MEMBERS PRESENT:

Meredith Mitchell	- Chair, BC Society of Landscape Architects
Donald Andrew	- AIBC Representative
Rodney Maas	- Architectural Institute of BC
David Roppel	- Vice Chair, Development Industry Representative (UDI)

REGRETS:

Maranatha Coulas	- Architectural Institute of BC
Robert Duke	- AIBC Representative
Maria Fish	- BC Society of Landscape Architects

GUESTS:

Mr. Hossein Amanat	- Amanat Architect
Mr. Derik Giner	- Amanat Architect

STAFF:

Carolyn Armanini	- Planning Analyst
Rupinder Basi	- Senior Development Planner
Nick Hardy	- Planning Assistant
Janet Zazubek	- Planning Analyst
Lauren Blake	- Committee Clerk

The meeting was called to order at 3:07 p.m.

1.0 ADDITIONS TO AGENDA

1.1 NWDP Housekeeping

Rupinder Basi, Senior Development Planner, and Nick Hardy, Planning Assistant, provided an on-table PowerPoint presentation regarding housekeeping items.

With respect to the start time of meetings, the majority of Panel members preferred to maintain the 3:00 p.m. start time. In addition, it was suggested that the Panel's membership could be expanded, or include alternative members in order to assist with quorum.

The Panel discussed the proposed New Westminster Design Panel Design Review submission requirements, and noted the following suggestions:

- Any 11 x 17 packages received should be legible;
- Packages could include a list of items that should have been received as part of the package;
- Item 3 could be clarified to indicate that projects requiring an Architectural Institute of British Columbia (AIBC) member must require that an AIBC member present the project to the Panel;
- Item 4 should read “Landscape plans, prepared by a BCSLA representative”;
- Street elevations for a block in both directions away from the building could be provided;
- Item 6 could include the option of providing a rotatable 3-D image instead of a scale model of the finished project; however, for larger projects, Planners could recommend that the applicant provide a scale model; and,
- Missed drawings that were not provided as part of the package could be provided on-table, if they are a reasonable size. The Panel should be advised if on-table items are expected.

2.0 ADOPTION OF MINUTES

2.1 Adoption of the minutes of September 27, 2016

Procedural note: Item 2.1 was addressed prior to Item 1.1.

MOVED and SECONDED

THAT September 27, 2016 New Westminster Design Panel minutes be amended as follows:

- *To reflect that David Roppel exited the meeting following Item 4.3;*
- *That the spelling of Meredith Mitchell’s name be corrected on page 5; and,*

THAT the minutes be adopted as amended.

CARRIED.

All members of the Panel present voted in favour of the motion.

3.0 REPORTS AND INFORMATION

3.1 Proposed New Sign Bylaw

Janet Zazubek, Planning Analyst, summarized the report dated October 18, 2016 regarding a proposed new sign bylaw. Ms. Zazubek advised that staff and applicants have identified that improvements are needed to the Sign Bylaw to make the bylaw more user-friendly, including: reduce the number of sign variances; encourage alternatives to sandwich board and banner signs; and address third party signage. Staff has responded to feedback from stakeholders and advice from a consultant with proposed changes that balance the needs of business and the community. An updated Sign Bylaw has been prepared to meet these objectives.

In response to questions from the Panel, Ms. Zazubek advised that engineering plans are required for all signs, except for window decals. It was also noted that realtor signs are included in the temporary signage category.

Discussion ensued, and the Panel noted the following suggestions:

- The Planning Department could provide a list of requirements for signs;
- Fabric hoarding signs could be permitted for development sites. A maintenance plan could be included as part of a written agreement;
- The size requirements for realtor signs could be reviewed, as the proposed size seems too small;
- The permitted size for free standing signs could be larger;
- There could be separate size requirements for residential development signs; and,
- Additional images could be included in the new bylaw to help applicants better understand the bylaw.

4.0 DESIGN REVIEWS

4.1 628 and 638 Columbia Street

SDP00209
DVP00617

Carolyn Armanini, Planning Analyst, summarized the report dated October 18, 2016, regarding Special Development Permit and Development Variance Permit applications that have been received to allow development of a temporary one storey sales centre at 638 and 628 Columbia Street. The applicant proposes developing a building to be used as a sales centre for the mixed use development site to the south at 600-720 Quayside Drive (former Larco site). The Development

Variance Permit (DVP) would allow for the temporary building to be built across the interior property lines of the two sites, and would include a condition for a covenant to be registered on title for removal of the building after 4 years. Variances for reduced length of rain shelters and signage are also being requested.

In response to questions from the Panel, Ms. Armanini provided the following information:

- The glazing would be clear glass;
- Hardie panels would be used on the exterior, with as small of joints as possible;
- Details regarding the handicapped parking have not yet been finalized; and,
- An eight foot fence would be implemented along Columbia Street, and the fence may contain graphics.

Discussion ensued, and the Panel noted the following suggestions:

- An additional door could be added, or the existing door could be relocated;
- The proposed handicapped parking does not seem to be the best solution;
- The overhang should assist with glare into other buildings;
- Crime Prevention Through Environmental Design (CPTED) concerns were expressed regarding the area underneath the hoarding. It was suggested that hoarding could be implemented in panels, or with view holes so that security may be able to see beneath. It was also suggested that a temporary motion light could be implemented to indicate movement in the area; and,
- The planting along Front Street could be moved in to provide space for City benches in the proposed “pop-up park”.

MOVED and SECONDED

THAT the Panel support the Special Development Permit and Development Variance Permit regarding 628 and 638 Columbia Street.

CARRIED.

All members of the Panel present voted in favour of the motion.

5.0 NEW BUSINESS

There were no items.

6.0 UNFINISHED BUSINESS

There were no items.

7.0 CORRESPONDENCE

There were no items.

8.0 NEXT MEETING

8.1 Tuesday November 22nd, 2016 in Council Chamber

9.0 ADJOURNMENT

ON MOTION, the meeting was adjourned at 4:06 p.m.

Certified Correct,

Meredith Mitchell
Chair

Lauren Blake
Committee Clerk