

New Westminster Design Panel

Tuesday, February 22, 2022, 3:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

| | Pages |
|---|--------------|
| 1. <u>CALL TO ORDER AND LAND ACKNOWLEDGEMENT</u> | |
| The Chair will open the meeting and provide a land acknowledgement. | |
| 2. <u>CHANGES TO THE AGENDA</u> | |
| Addition or deletion of items. | |
| 3. <u>REPORTS AND PRESENTATIONS</u> | |
| 3.1. Legislative Services Committee Orientation | 3 |
| a. Oaths of Office | |
| b. Election of Chair and Alternate Chair | |
| 3.2. Planning Committee Orientation | 24 |
| 4. <u>ADOPTION OF MINUTES FROM PREVIOUS MEETINGS</u> | |
| 4.1. Minutes of January 11, 2022 | 36 |
| 5. <u>STANDING REPORTS AND UPDATES</u> | |
| Regular and ongoing reports from staff or members for information and discussion. | |
| 6. <u>NEW BUSINESS</u> | |
| Items added to the agenda at the beginning of the meeting. | |
| 7. <u>END OF MEETING</u> | |

8. UPCOMING MEETINGS

Remaining scheduled meetings for the year, which take place at 3:00 p.m.
unless otherwise noted:

- March 22
- April 26
- May 24
- June 28
- July 26
- August 23
- September 13
- October 25
- November 23
- December 13



Committee Orientation

New Westminster Design Panel



NEW WESTMINSTER

Introductions to NWDP

Legislative Services:

- Katie Stobbart, Committee Clerk

Senior Planning Staff:

- Emilie Adin, Director of Climate Action, Planning and Development
- Jackie Teed, Senior Manager of Climate Action, Planning and Development
- Mike Watson, Acting Supervisor of Development

**A rotating panel of development planners attend and present depending on the projects being reviewed by the panel.*

Committee Members:

- Winston Chong
- Bryce Gauthier
- Brad Howard
- Caroline Inglis
- Narjes Miri
- Stanis Smith
- Micole Wu



Orientation Overview

What will be covered?



- Role of Advisory Committees
- Orientation Package Overview
- Attendance and Quorum
- Meeting Conduct
- City Policies and Freedom of Information
- Oaths of Office
- Election of Alternate Chair

Orientation Package

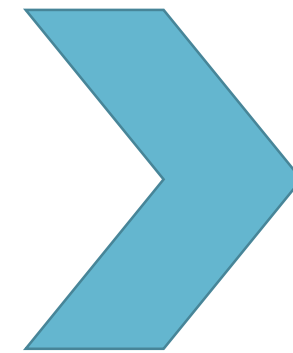
Contents:

- Committee Terms of Reference
 - *Defines the purpose and structures of the committee*
- Committee Advisory Policy
 - *Guides the creation and management of advisory committees*
- Rules of Conduct
 - *Prescribes roles, responsibilities, and procedures*
- Respectful Workplace and Human Rights Policy
 - *Guides how we treat each other*
- Social Media Policy
 - *Provides a framework for communication on social media*
- Committee Meeting Schedule (also available on City website)
 - *Advises when our meetings take place*
- Freedom of Information (FOI) Permission Form
 - *Permits (or not) the City to contact you*



What is the Role of an Advisory Committee?

Advisory Committees are
created by Council
to provide information
and advice to Council
on issues of interest
to the public.



This assists Council in its
decision-making process!

Advisory Committees are not autonomous.

This means Council must approve a Committee
to discuss issues outside of their mandate.

Attendance is Key

You are expected to attend regularly scheduled meetings.

To make sure we have quorum*, let us know **whether or not** you will attend.

Without quorum, the Committee can't hold an official meeting or pass recommendations.

* *Quorum is the majority of appointed members.*



If you can't attend meetings anymore, please discuss it with the Chair or staff liaison.

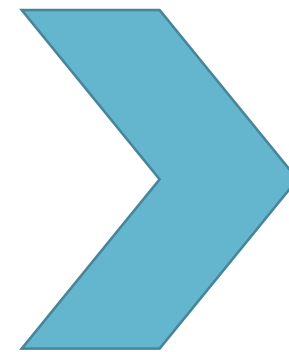
If you miss three consecutive meetings, Council may, without further notice, remove you from the committee.

Please submit resignations via email to the staff liaison and committees@newwestcity.ca

Working with Staff

Remember:

The commitment of staff resources and time is the responsibility of Council.



Requests to have staff conduct work outside their work plan must be brought to Council for approval.

Committee work is just one part of staff's work plan, and staff may work on multiple committees.

Please be respectful of staff time. 😊



Meeting Documents

Agendas

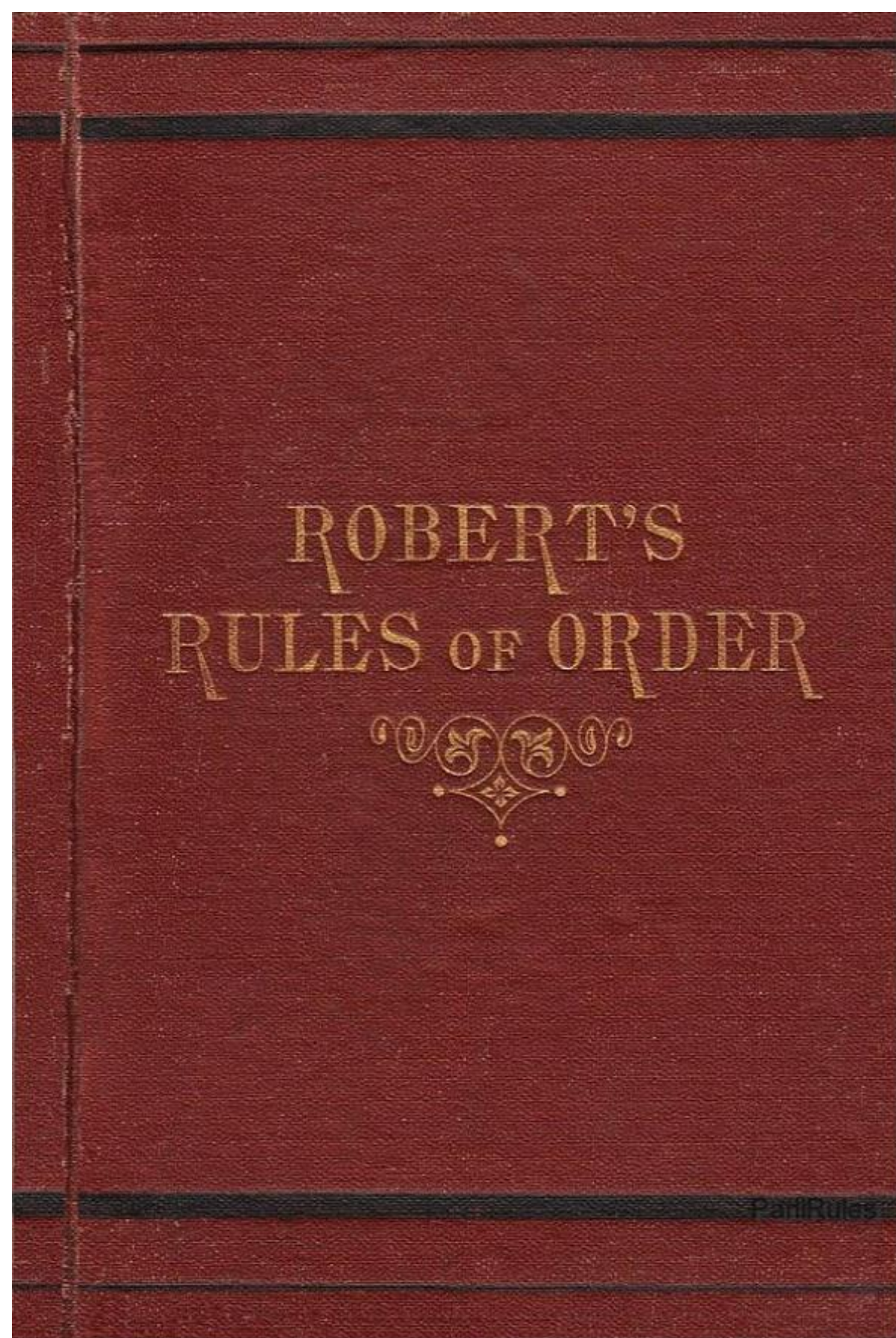
- Sent one week in advance of the meeting
- Read in advance so you can come prepared
- Additions at the beginning of the meeting

Minutes

- Not verbatim, are meant to summarize the discussion
- Read and let us know if you see errors or omissions
- Posted to the website after they are adopted



Rules of Order and Meeting Conduct



You do not have to know all of Robert's Rules of Order to participate in the meeting.

In the next few slides, we will cover:

- Conflicts of Interest
- Motions
- Voting

If you *want* to learn more about Robert's Rules, there are many resources online and at the library!

Conflicts of Interest

A Conflict of Interest must be declared if you believe you have a direct or indirect interest in an item, and you must leave the room.

Examples of Conflicts of Interest:

- You live within 100 metres of a proposed development;
- A family member or member is involved;
- You would receive monetary benefit;
- You're involved in an organization under discussion.

When in doubt,
discuss
and declare!

Discussion

During discussion of an agenda item, the Chair will maintain a speaker's list.

Raise your hand to have your name added to the list.

Committee discussion is meant to be inclusive, not a back-and-forth between members.



Please bring common courtesy to discussion: wait your turn to speak, use respectful language, etc.

What is a Motion?

A motion is how a Committee makes a decision.

A Committee member must **MOVE** (or introduce) a motion for consideration.



A motion must be **SECONDED** to proceed with discussion of the motion.

A seconder does not need to agree with the motion that is being moved; they are simply agreeing to debate the motion.

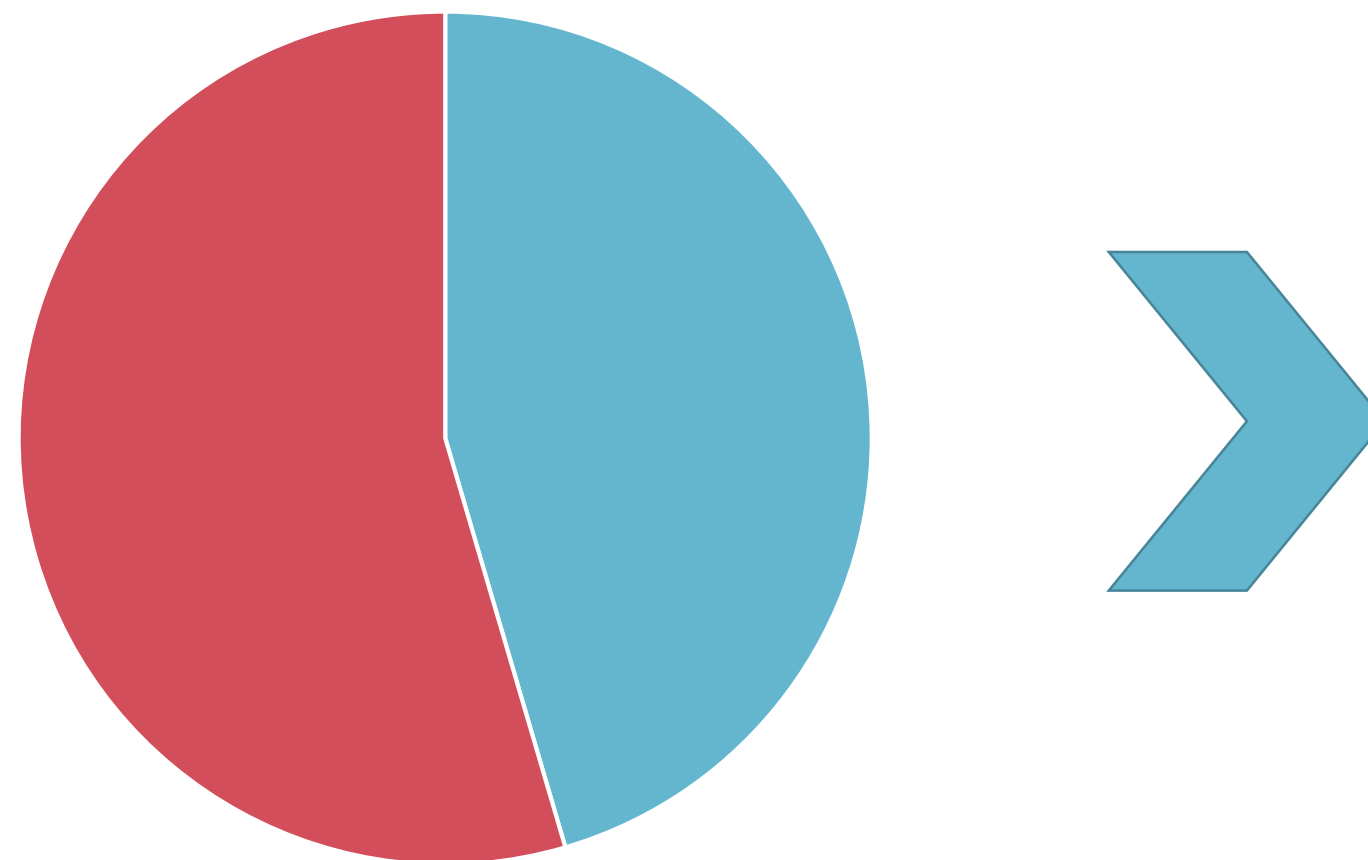
A seconder may still vote in opposition to the motion.



Voting – in Favour

“Call the question”

The Chair will put the motion to a vote.



To be carried, a motion must have 50% +1 of voting Committee members.

Committee members cannot abstain during a vote.

If a member does not clearly indicate how they vote, the vote will be noted in favour of the motion.

Voting – in Opposition

Those voting in opposition must clearly raise their hand, or verbally indicate they are voting in opposition.

A tie vote is considered a lost (defeated) vote.

Members who vote in opposition to a motion will have their names recorded in the minutes.



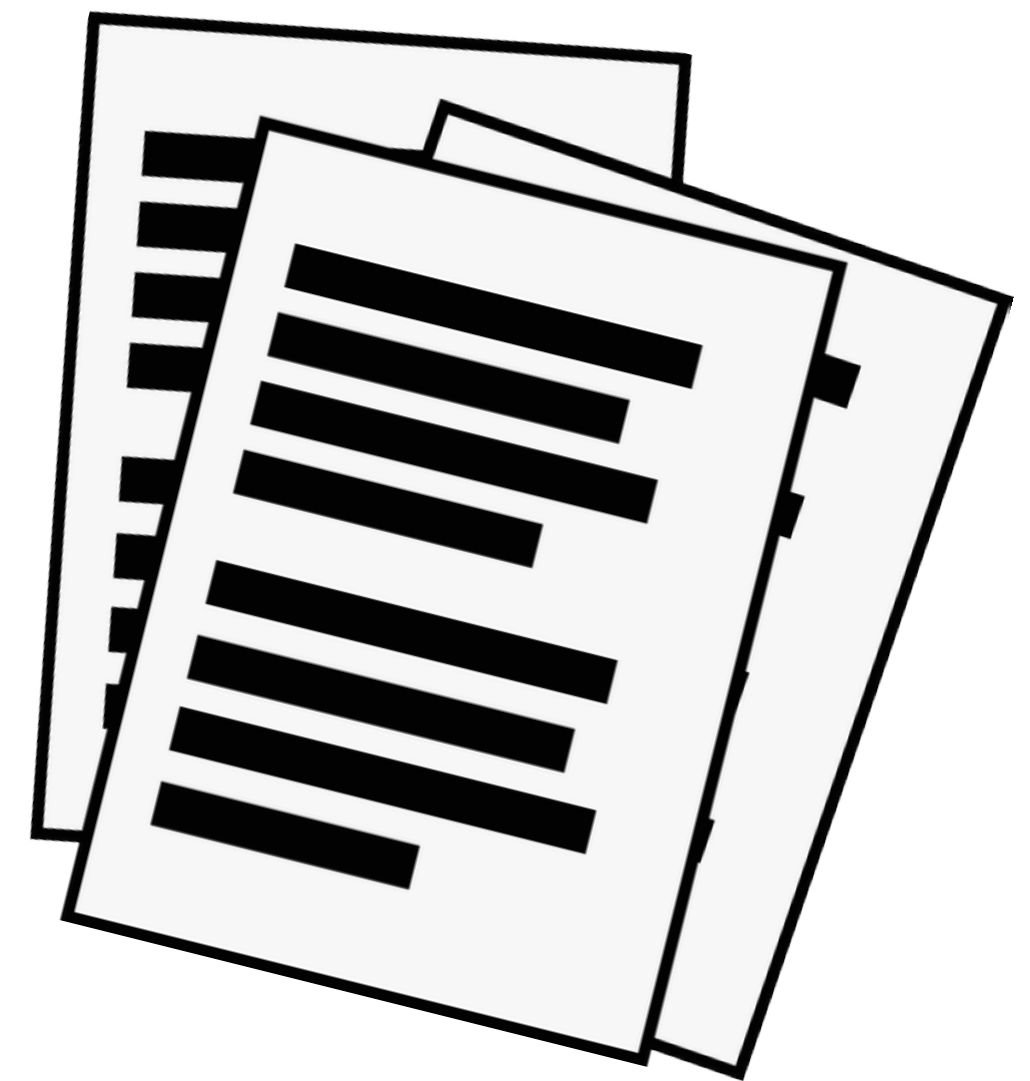
How does Council receive the motion?

Any committee motion that is passed and requires action or an expenditure of funds must be submitted to Council through a Committee report.

Committee reports include staff comments on the Committee recommendation.

Staff may or may not support the Committee recommendation.

Council may or may not pass a Committee recommendation, or may pass an amended Committee recommendation.



Respectful Workplace and Human Rights Policy

All persons associated with the City of New Westminster have a responsibility to ensure the City's working environment is free from disrespectful behaviour.

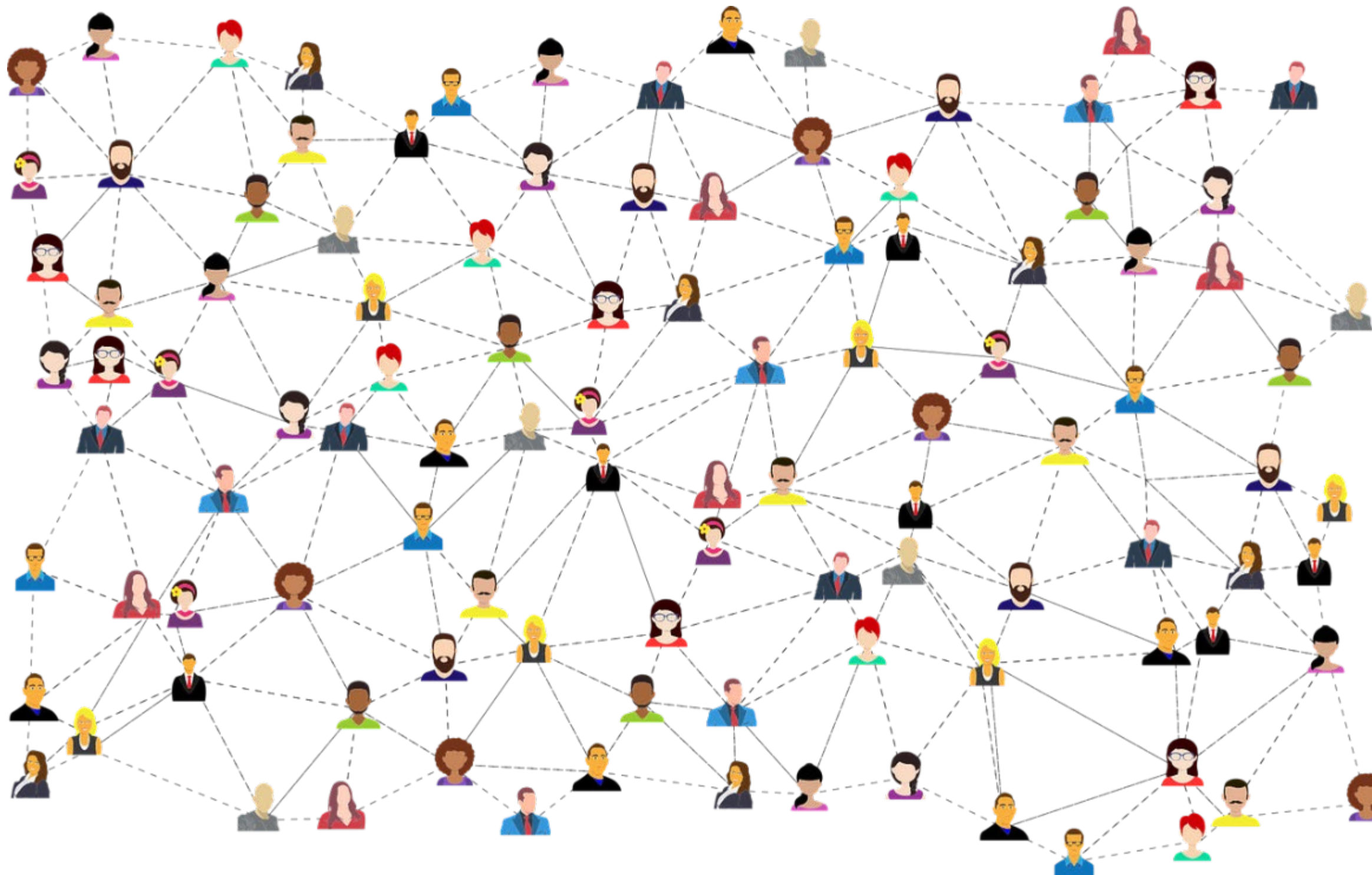
Disrespectful behaviour toward Council, staff, and other Committee members is not tolerated.



Social Media Policy

As a member of this Committee, you represent the City and the Committee.

Be careful of your social media posts and activity, especially when referencing the City.



FOI Permission Form

Your personal information is collected under the
Freedom of Information and Protection of Privacy Act.

Staff cannot share Committee members' contact
information with other Committee members.



It is not mandatory that Committee members indicate yes on the form.
However, please tick a box and return the form!

Oaths of Office

THAT I do solemnly affirm that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office to which I have been appointed for the City of New Westminster, and that I have not received and will not receive any payment or reward or promise of either, for the exercise of any partiality or other undue execution of my duties.

Chairs and Alternate Chairs

The Panel will elect a Chair and an Alternate Chair at the first meeting of each term.

The Alternate Chair will serve as the Chair if the Chair is unable to attend a meeting.

Legislative Services will hold a training session for Chairs and Alternate Chairs on **April 5, 2022**.



Additional Questions?

Questions and comments can be submitted to the Legislative Services Department.

Email: committees@newwestcity.ca

Phone: 604-527-4523

Legislative Services will hold two Committee Orientation refreshers on June 7 and June 9, 2022.





NWDP Orientation 2022

Presented by Mike Watson, Acting Supervisor of Development Planning
Climate Action, Planning and Development



NEW WESTMINSTER

Presentation Agenda

1. Role and Focus of NWDP Review
2. Development Review Process
3. Meeting Format
4. Key City Policies to Consider
5. Staff Roles

Role of Panel

The NWDP is an Advisory Board to Council. It makes a motion for Council to consider in their review of a application.

The NWDP:

- Provides feedback on Development Permit, Heritage Revitalization Agreement, Rezoning applications.
- Reviews applications regarding commercial, multi-unit residential, institutional and industrial land uses.
- May also review design guidelines during Master Planning or Official Community Plan amendments.

Other Committees:

- Advisory Planning Commission
- Affordable Housing & Child Care
- Community Heritage Commission
- Environment & Climate
- Facilities, Infrastructure & Public Realm
- Sustainable Transportation

Focus of Review

The NWDP reviews development applications regarding guidelines in the Official Community Plan and/or specific development permit areas. These include, but are not limited to:

1. Neighbourhood Context
2. Site context / site planning
3. Building form and massing
4. Architectural style, materials and details
5. Landscaping
6. Public Realm / Streetscape
7. Sustainability

Development Review Process (Simplified)

1. **Staff Assessment:** interdepartmental review in relation to City bylaws, policies and best practices
2. **Referral to LUPC and/or Preliminary Report to Council:** advancement to next step in process depends on adherence to above considerations
3. **Public Engagement:** including Applicant-led & City-led engagement and presentation to Residents' Association
4. **City Committees Review:** New Westminster Design Panel (NWDP), and other committees for specific areas of interest / expertise
5. **APC Review & Recommendation:** advancement to the next step in process depends upon APC providing a formal recommendation, which requires quorum
6. **Council Consideration:** Formal consideration of application

The applicant is expected to make adjustments to their proposal based on input from the public, staff and City committees prior to Council Consideration.

Meeting Format

City Planner Overview (5 min.)

- Application description, policy context, merits of the proposal, any issues

Applicant Professional (AIBC/BCSLA) Presentation (10 - 15 min.)

- Presentation of overall architectural and landscape design

NWDP Review

- NWDP members ask the Planner or applicant professionals questions.
- NWDP members makes comments regarding the proposed architectural and landscape design.
- If the NWDP is satisfied with the proposed project's design, it can make a recommendation regarding the application.
Some items can be identified to be addressed with staff.
- A second presentation to the NWDP may be requested by staff or the NWDP if the application needs further design review.

The focus of the second meeting is the applicant's response to the comments from the first meeting.

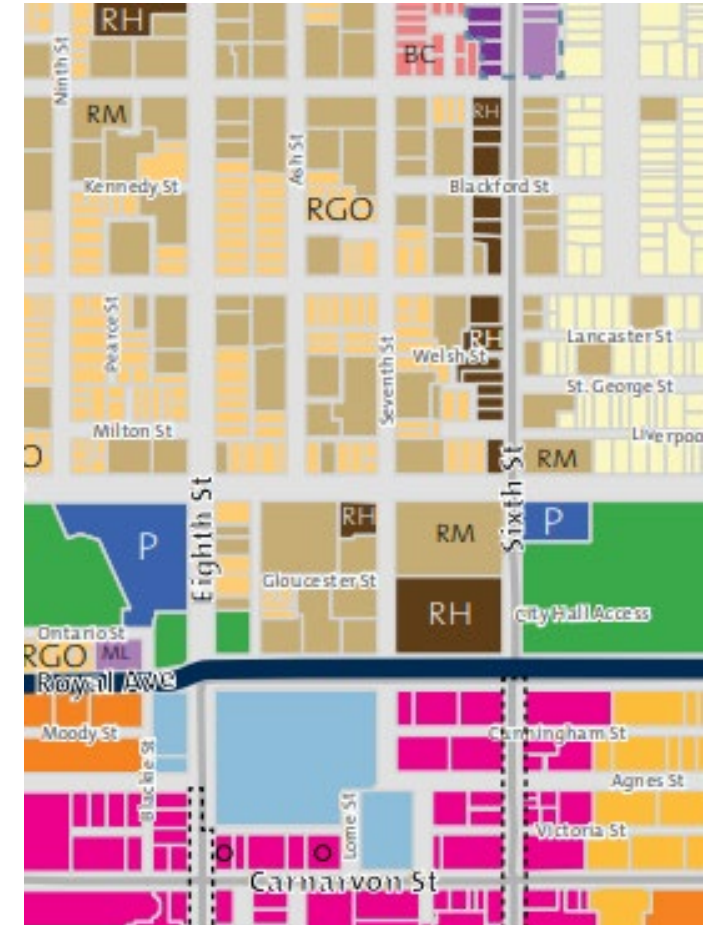
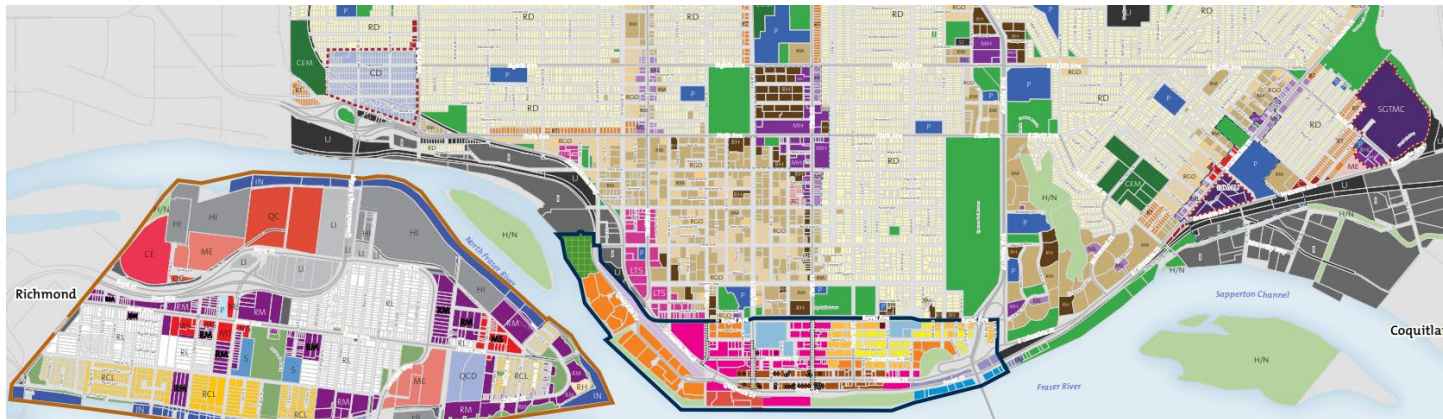
Staff reports include a section called *Considerations for the Panel*, where comments from the NWDP regarding specific areas of the design are requested.

The NWDPs comments on these points are key to informing the next stages of the review process.

Key City Policies

Official Community Plan (2017)

- Provides the land use designations for sites.
- Outlines the issues, goals, policies and priorities for a range of issues affecting the growth and livability of New Westminster.
- Includes plans for Queensborough and the Downtown.



Key City Policies

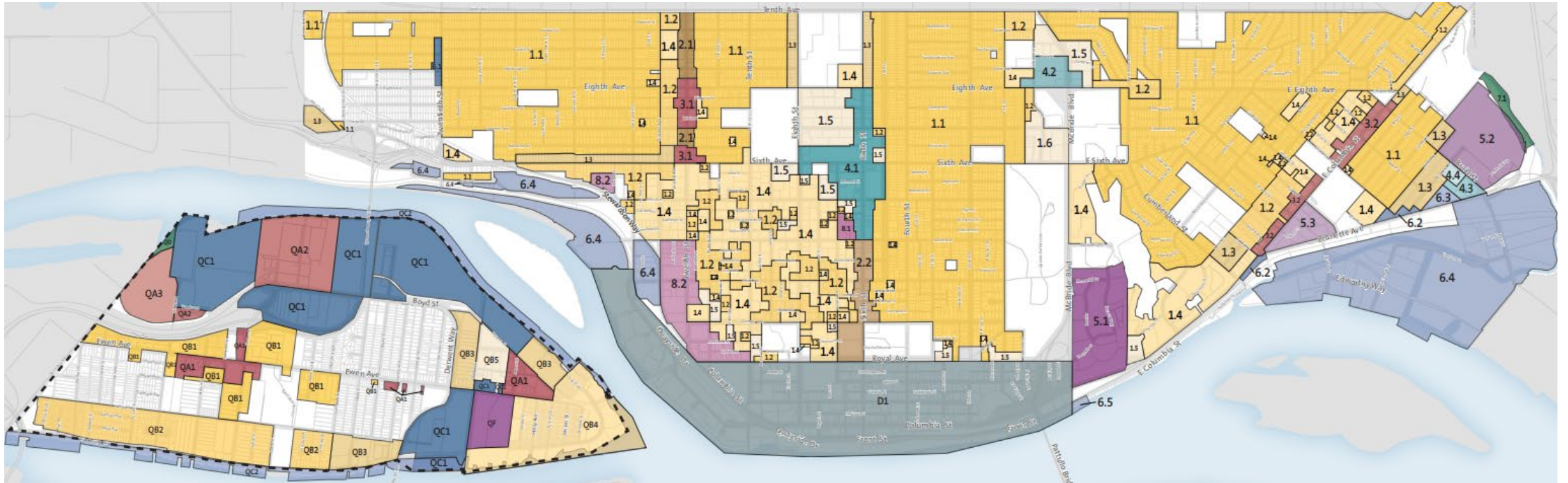
Official Community Plan: Public Realm & Urban Design Objectives

1. **Identity** – Create public spaces as places with authentic character and identity.
2. **Diversity** – Provide a mix of public spaces to support varied uses. Maintain the diversity and uniqueness of neighbourhoods and meet the needs of current and future populations.
3. **Community** – Ensure public spaces engage the local community and contribute to community health and well-being.
4. **Sustainability** – Consider best management practices for all development. Design a public realm that increases environmental, material, financial and social sustainability.
5. **Interfaces** – Provide a mix of building types that accommodate diverse uses and whose forms relate to surrounding streets, riverfronts and public spaces, attracting residents and visitors.
6. **Accessibility** – Incorporate universal accessibility design into the public realm to allow barrier-free access.
7. **Connectivity** – Ensure permeability with safe links within neighbourhoods and to surrounding areas for all modes of transport.

Key City Policies

Development Permit Areas are implemented through the Official Community Plan and correspond to the three key planning areas:

- Downtown
- Queensborough
- Mainland



Key City Policies

Development Permit Areas contain design guidelines, which focus on:

1. Character
2. Massing and setbacks
3. Views and shadows
4. Building entrances and facades
5. Materials
6. Trees, landscaping and open space.

1.5 HIGH RISE RESIDENTIAL INTRODUCTION

INTRODUCTION

The High Rise Residential area, identified as Development Permit Area 1.5 [See Map 1.5], is designated in order to provide an opportunity for well-designed high rises within residential neighbourhoods.

High Rise Residential forms are an important component of New Westminster's housing stock. These buildings are typically clustered around mixed-use nodes that provide amenities and services for the residents that live in the area. The other high rises in this area are often located in walking distance to a variety of community, service and commercial amenities.

This area will continue to include high rise residential towers, but may also include townhouses, rowhouses, stacked townhouses and low rise apartments. The Development Permit Area encourages new buildings to be designed so they are well integrated with surrounding lower density development. New buildings would also be expected to enhance the public realm by including ground oriented housing units in the base of the building. Towers should be well-placed on the site relative to the surrounding context and relative to any neighbouring towers.

This area is designated as a Development Permit Area with the following purposes:

- establishment of objectives for the form and character of multi-family residential development,
- protection of the natural environment, its ecosystems and biological diversity (as outlined in the Justification section of this schedule), and
- establishment of objectives to promote energy conservation (as outlined in the Justification section of this schedule).

Applications to develop properties located within this Development Permit Area for commercial uses, in accordance with existing commercial zoning, must instead comply with the guidelines included in the Eighth Avenue and McBride Boulevard Mixed Use Nodes Development Permit Area.

When appropriate, this area will also include small scale commercial, such as a corner store. Applications to develop properties located within this Development Permit Area that will include small scale commercial, should consider the relevant guidelines included in the Commercial Corridor or Mixed Use Nodes Development Permit Areas.



Ground floor units along the streets and walkways create a more animated pedestrian realm, Source: MCMP Architects

Additional Policies

Climate Emergency – 7 Bold Steps (2019)

Crime Prevention Through Environmental Design (1999)

Downtown Building and Public Realm Design Guidelines and Master Plan (2016)

Electric Vehicle Charging

Family Friendly Housing Policy (2016)

Integrated Stormwater Management Plan (2018)

Master Transportation Policy (2015)

Queen's Park Heritage Conservation Area (2017)

Queensborough Eastern Neighbourhood Node Master Plan (2016)

Standards and Guidelines for the Conservation of Historic Places in Canada (2010)

Urban Forest Management Strategy (2016)

Staff Roles

Development & Heritage Planners

Katie Stobbart

604-515-3813

kstobbart@newwestcity.ca

Introduces applications, policy context and land use considerations, and answers questions on the applications.

Primary contact between City and NWDP members

Takes minutes, provides procedural support in meetings, and ensures quorum.

Coordinates the agenda and website posting.

NEW WESTMINSTER DESIGN PANEL
MINUTES

Tuesday, January 11, 2022, 3:00 p.m.
Meeting held electronically and open to public attendance
Council Chamber, City Hall

MEMBERS PRESENT

| | |
|-----------------|--|
| Bryce Gauthier | BC Society of Landscape Architects (BCSLA) Representative |
| Brad Howard | Urban Development Institute (UDI) Representative |
| Caroline Inglis | Architectural Institute of BC (AIBC) Representative |
| Micole Wu | BC Society of Landscape Architects (BCSLA) Representative |

ABSENT

| | |
|-----------------|---|
| Taichi Azegami | Architectural Institute of BC (AIBC) Representative |
| Achim Charisius | Architectural Institute of BC (AIBC) Representative |
| Narjes Miri | Architectural Institute of BC (AIBC) Representative |

GUESTS

| | |
|-------------------|-----------------------|
| Patricia Campbell | PMG Landscape |
| Rob Ciccozzi | Ciccozzi Architecture |
| Thomas Grimwood | Grimwood Architecture |
| Daryl Oishi | PMG Landscape |
| Kyle Shury | Platform Properties |
| Lion Urrego | Ciccozzi Architecture |
| Aidan Walsh | Ciccozzi Architecture |
| Richard Wittstock | Domus Homes |

STAFF

| | |
|-------------------|----------------------|
| Athena Von Hausen | Planner |
| Wendee Lang | Planning Analyst |
| Nicole Ludwig | Assistant City Clerk |
| Katie Stobbart | Committee Clerk |

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Bryce Gauthier, BC Society of Landscape Architects (BCSLA) Representative, opened the meeting at 3:26 p.m. and recognized with respect that New Westminster is on the unceded and unsundered land of the Halkomelem-speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. CHANGES TO THE AGENDA

MOVED AND SECONDED

THAT the agenda of the January 11, 2022 New Westminster Design Panel meeting be adopted with the addition of Correspondence before Reports and Presentations.

Carried.

All members present voted in favour of the motion.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 Minutes of the April 27, 2021 NWDP Meeting

MOVED AND SECONDED

THAT the minutes of the April 27, 2021 New Westminster Design Panel meeting be adopted as circulated.

Carried.

All members present voted in favour of the motion.

Procedural Note: The Panel took a five-minute recess, returning to the meeting at 3:35 p.m.

4. CORRESPONDENCE

One piece of correspondence from Kal Bains was received for information.

5. REPORTS AND PRESENTATIONS

5.1 300 Duncan Street

Athena Von Hausen, Planner, reviewed the January 11, 2022 staff report regarding a proposed Development Permit and Development Variance Permit at 300 Duncan Street to allow for 147 Townhouse units to be

constructed with a variance to the building separation requirements of the RT-3A zone, and a total of 15 commercial retail units located at-grade along Mercer Street as required by the CD-64 zone.

Richard Wittstock, Domus Homes, provided a presentation entitled “Queensborough Eastern Neighbourhood Node – 300 Duncan Street”. Patricia Campbell, PMG Landscape, provided an overview of the landscape portion of the project.

In response to questions from the Panel, Mr. Wittstock and Ms. Von Hausen provided the following information:

- Individual steps or stoops were considered along Duncan Road, but ultimately it was determined that it would have a negative impact on front yards;
- The overall green amenity space is about double what is required—the requirement is 10% of the gross residential area;
- The intent is for the pathway and play area to be used and maintained by the strata, not the public. Whether it needs fencing is still to be determined;
- All the pavement in the roadway is comprised of pavers; and
- The neighbouring property at 335 Blackley Street still needs to go through the rezoning process, but staff will consider its connections to this site.

In response to staff questions, the Panel provided the following comments:

- Panel members liked the street activation, particularly along Mercer Street;
- Consider more landscaping on the concrete curve;
- The development is successful in responding to the pedestrian scale, especially considering the issue with the flooding;
- The amount of much-needed, family-oriented housing this project provides will be of great benefit to the Queensborough community;
- Privacy has been addressed at the Blackley Street property line, but for the Mercer Street property line it seems less resolved;
- The commercial units on Mercer Street need to be as easily accessible to customers as possible (at grade, no steps);
- The applicant has done well to balance building separation with the permitted density;

- Would like to see more variety in colour among the homes in this development, and perhaps a subtle use of complementary colour in specific locations, to enhance the character of the homes;
- Advised caution with using vinyl siding so it does not look like the dominant material, hardie recommended instead;
- Mariner theme not communicated in current design;
- Pedestrian entrance mid-block to the site from Blackley Street could have more prominence;
- Provide information on how the units interface with the Stanley Street greenway;
- The space between buildings 24 and 25 do not appear to be very useable—ensure outdoor spaces are functional and not an afterthought;
- More thought into the privacy and separation between the site and 342 Mercer Street needs to be considered;
- Transition along Duncan Street needs to be better integrated with tiered planters/hedging. Provide sections through this area of the site for review; and
- Hydro substation could be relocated to improve access from east side of the site.

The Panel provided the following additional comments about the proposal:

- Panel members like the connection that meanders through the site;
- Suggest considering all-ages play or recreation areas, not just for younger children;
- A landscape buffer along Duncan and adjacent to the public sidewalk, as well as along the retail frontage, would help reduce the visual impact of the retaining wall there;
- There are two play areas—it would be good to see other pocket parks through this development;
- There is only one entry to the play area between buildings eight and nine, so it is not very visible—suggest adding another entry to the east side;
- Suggest extending the hatching along the six-foot fence that encloses the adjacent property on the northeast corner to screen the fence;
- It might be worthwhile to consider removing a few townhouse units strategically to have a better green arterial system / more useable green spaces and improve site porosity;

- Would like to see more street trees;
- The triangles on either end could be more active spaces with enhanced programming. For example there could be room on the commercial side for benches or a food truck, places where people could sit and enjoy a coffee; and
- Would like to see more consideration of how people would access the street from the internal area.

MOVED AND SECONDED

That the NWDP consider a motion of support requesting revisions to the project, in particular working with staff to address concerns related to the quantity and character of the shared and public amenity space on the site.

Carried.

All members present voted in favour of the motion.

5.2 337 and 339 Keary Street – Rezoning Application and Development Permit for 9-unit Infill Townhouse Development

Procedural Note: Bryce Gauthier, BC Society of Landscape Architects (BCSLA) Representative, declared a conflict of interest and was not present for the discussion on this item. Caroline Inglis, Architectural Institute of BC (AIBC) Representative, assumed the role of Chair during his absence.

Procedural Note: There was no quorum for the discussion on this item.

Wendee Lang, Planning Analyst, reviewed the January 11, 2022 staff report and provided a presentation regarding a proposed rezoning application and Development Permit for a nine-unit infill Townhouse development.

Thomas Grimwood, Grimwood Architecture, provided a presentation entitled Keary Townhomes. Mr. Gauthier presented on the landscape portion but was not present for the ensuing discussion.

In response to questions from the Panel, Mr. Grimwood and Mr. Gauthier provided the following information:

- Tree number four will be retained;

- Artificial turf will likely be used in the dog relief area, with a drain; and
- A child with mobility issues should be able to access the playground. By keeping the slope under 5% it will also be wheelchair accessible.

The Panel provided the following comments in discussion about the proposal:

- The city needs more of these kinds of housing projects—good architecture and materials, and a great family-oriented development within five minutes of the Skytrain and all one's daily needs;
- Natural wood and brick are good quality materials, and the hardy board is a good complement to these. Recommend having an envelope consultant on board to ensure the materials are applied durably;
- Would prefer to have a lounge space as opposed to a dog relief area;
- Appreciate the effort to protect as many trees as possible, making it part of the design of the project;
- At the front, the turf area goes right to the edge of the building—recommend another row of planting or shrubs;
- The location of the agriculture plot could be reconsidered for an area with more sun, and/or use shade-tolerant plants;
- Would like to see the wood material brought through in other aspects of the design like landscaping or architectural features;
- Consider adding a third colour to soften the gradient between the two different colours of paving stones; and
- Make sure there is a barrier-free path in the corner where the fire pit is located.

The Committee expressed its general support for the project to proceed.

Procedural Note: Mr. Gauthier returned following the discussion to Chair the remainder of the meeting.

6. **STANDING REPORTS AND UPDATES**

There were no items.

7. **NEW BUSINESS**

There were no items.

Doc #2003341

8. END OF MEETING

ON MOTION, the meeting was adjourned at 5:42 p.m.

9. UPCOMING MEETINGS

The remaining scheduled meetings for 2022, which take place at 3:00 p.m. unless otherwise noted, are as follows:

- February 22
- March 28
- April 25
- May 30
- June 27
- August 29
- September 19
- November 28
- December 12

Certified Correct,

Bryce Gauthier
Chair

Katie Stobbart
Committee Clerk