

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
DESIGN REVIEW COMMITTEE MEETING MINUTES
MUNICIPAL HALL COUNCIL CHAMBER
THURSDAY, SEPTEMBER 19, 2019**

Committee Members: F. Ducote; J. Levine; J. McDougall; L. McKenna; A. Matis; B. Phillips; and Councillors B. Soprovich and S. Thompson. Absent: A. van Hoek; B. Nelson; and D. Harrison.

Staff: E. Wilhelm, Staff Liaison; and M. Bermingham, Committee Clerk.

As the Chair was not in attendance F. Ducote assumed the Chair.

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

2. APPROVAL OF AGENDA

The Committee amended the agenda to add to Item 6 an item regarding Duplex Guidelines.

It was Moved and Seconded:

THAT the September 19, 2019, Design Review Committee Meeting agenda be amended by adding to Item 6 Other Items an item regarding "Duplex guidelines"; AND THAT the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the June 20, 2019, Design Review Committee Meeting minutes be adopted as circulated.

CARRIED

4. INTRODUCTION

The Chair outlined the meeting procedure.

5. APPLICATIONS FOR CONSIDERATION

5.1 1286 DUCHESS AVENUE, DUPLEX WITH SECONDARY SUITE

Background:

E. Wilhelm (Senior Community Planner) provided background on the previous presentation, site context, revisions to be presented and the items for the Committee to address.

Project Presentation:

The owner of the project spoke to the Committee.

M. Shalaby (Omnia Home Design) addressed the changes to the design, including:

- Changes to articulate building and improved design to allow more light into the basement suite. Eliminated two parking spaces to increase size of parking area and livability to back yard.
- Added larger windows to basement to allow more light, removed one bathroom in basement to provide an open space living area
- Provided more open landscape space for play area.
- Change entrance façade and added more windows at face.
- Garage roof changed to gable roof. New sun deck.
- Added metal retaining wall to reflect the light inside basement.

Committee Questions:

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

- The front yard is it grass or permeable? *Grass.*
- Does the number of onsite parking spaces satisfy the zoning requirements? *Zoning Bylaw requires six spaces for a duplex with suite but it is common practice to pursue a variance due to site's proximity to amenities.*
- Drawings are different to landscape plan, only landscape plan shows front yard as grass. *Front yard will be same as landscape plan with grass and additional plants identified in landscape plan.*
- What changes have you made to improve liveability of lower level units on outside space? *Removed second bathroom and area pushed back 2 feet.*
- Does the stairs meet code? *Yes, have not changed the size just moved back and made area bigger.*
- The theatre room in front of basement is that accessible from basement and unit above? *It is for upper unit, the door would be there and have to be a fire rated door but it is not part of secondary suite and it would be insulated to mitigate noise.*

Committee Comments:

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

Landscape drawing

- Reiterate importance when planting that you follow the landscape plan. Concerned with depth of the space for basement units and darkness, because of depth, and question liveability of basement unit spaces. The access along side of units, worry grate will be a tripping hazard and should consider overhead lighting.
- Basement plans on A3 are backwards and needs to be flipped 180% so oriented same as main floor plan. There are inconsistencies raised in landscape plan, need to see location of light wells so can see how much room can walk by. Stairs at front shown on A4 are not show on landscape plan cannot determine how you can walk from main entrance to suite.
- Concern with access to secondary suite, increasing the size of sunken area helps to provide feeling of space but you could go further. There is a big blank

wall; consider having a high window to bring light into party wall. Recommend eliminating grill as it blocks light.

- There are inconsistencies and conflicts between the site plan and the landscape plan, plans need clarification on dimensions, further work required on drawing set. Elimination of parking stalls acceptable. Increasing the lower patio by 2 ft. does not appear to make a significant difference to entrance to lower suite and more work needs to happen, recommend looking at entrances to enlarge further. More work can be done to increasing daylight to lower floor by increasing window sizes to bring in light. Roof shapes acceptable. Difficult to determine what grading is, the renderings have many inconsistencies, and need to make sure graphics read consistently.
- Acknowledge effort to make improvements but echo comments already raised. Reinforce that challenging as a Committee to make comments when there are fundamental conflicts when presenting. Light well significant issue that needs to be resolved, access to suite and light are fundamental and discourage from using a grate. Some improvements but not gone far enough with dimensional issues, opportunity to have closer look at format of construction and pay close attention to what buildings are built in area for opportunity to create a high quality product that could create a premium in terms of return in rental for suite.

Having reviewed the application and heard the presentation provided by the applicant:

It was Moved and Seconded:

THAT the Design Review Committee SUPPORT the Duplex with Secondary Suites at 1286 Duchess Avenue subject to further review by staff of the following items:

- provide a clear, legible and coordinated site plan and landscape plan, which clearly indicate all pathways, permeable and paved areas, landscaping and pertinent dimensions;
- provide clear and legible floor plans and sections of the building so staff can determine heights within the space and floor plan dimensions;
- provide a detailed plan of the access into the lower suites and to enlarge and redesign the access into the lower suite in order to improving liveability;
- investigate potential options to increase daylight into the secondary suite on the basement level; and
- clarify the existing and finished grades on the site.

CARRIED

OTHER ITEMS

6. DUPLEX GUIDELINES

The Committee discussed concerns with duplexes and in particular, the un-livability of secondary suites located in basements and the lack of architectural merit.

E. Wilhelm (Senior Community Planner) advised that the Committee would review any changes to policy, zoning or design guidelines. Staff are looking at streamlining the approval process while still maintaining strong integrity of design. The current design guidelines are lacking and staff are working on strengthening with better images and wording to make it clear for staff and applicants to improve process overall.

The Committee asked that staff bring back as a workshop, giving a range of options, before staff finalize the guidelines and provide the direction the consultants were given.

PUBLIC QUESTIONS

7. There were no questions.

NEXT MEETING

8. The next meeting is scheduled for October 17, 2019

ADJOURNMENT


9. It was Moved and Seconded:

THAT the September 19, 2019, Design Review Committee Meeting be adjourned.

CARRIED

The meeting adjourned at 5:45 p.m.

Certified Correct:



Chair



Committee Clerk