

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
NEIGHBOURHOOD CHARACTER WORKING GROUP MEETING NOTES
MAIN FLOOR CONFERENCE ROOM NORTH, MUNICIPAL HALL
WEDNESDAY, FEBRUARY 5, 2020**

Working Group Members: L. Fourie, N. Smeal, Councillor P. Lambur, P. Ulveland. R. Brink, S. Chunick, S. Nicholls, T. Dodd, and T. Malapanis. Absent: H. Locke
Staff: C. Miller, Senior Planner and M. Bermingham, Planning Technician.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA #40

The Neighbourhood Character Working Group approved the February 5, 2020, agenda as circulated.

3. APPROVAL OF MEETING NOTES #39

The Neighbourhood Character Working Group approved the January 22, 2019, meeting notes as circulated.

REPORTS / ITEMS

4. Public Correspondence

No item of correspondence received between January 22 and February 5, 2020.

5. Update: Duplex & Coach House Guidelines

Chair provided an update on draft duplex and coach house guidelines, the Chair highlighted that the duplex and coach house guidelines parallels and reinforces general working group solutions, with items such as streamlining approval, and within existing zones. The Manager of Current Planning and Urban Design will present at the next meeting enabling a more in-depth discussion to take place on this subject.

6. Update: Meeting with Director of Planning and Mayor Booth.

Chair and Co. Chair provided an update on a meeting held with the Director of Planning and Mayor Booth regarding the draft solutions and moving forward. Key items of discussion were policies that reflect intent, providing diversity of homes and smaller houses on smaller lots, secondary suites, providing a more efficient and streamlined process as well as consideration of legislative implications (e.g. Local Government Act) and best practices regarding neighbour / public interface.

7. Industry Input Meetings

The working group determined the below requirements and actions for the upcoming industry meetings:

- notes taken on a flip chart as well as by member attendees
- chair to provide an introductory presentation
- conversation to ensue and directed by participants
- break out tables are not required
- materials required flipcharts, easels, pens, printed copies of draft solutions document, sign-in sheet, sharpies, and nametags.

8. Heritage Fayre Attendance

Neighbourhood Character working group confirmed attendance the upcoming Heritage Fayre on Saturday, February 22, 2020.

9. Next Steps

The below agenda items were determined for the next meeting:

- Presentation: Duplex and Coach House Guidelines
- Review: Industry Input

10. Other Business

No item of other business brought forward.

PUBLIC QUESTIONS

11. PUBLIC QUESTIONS AND COMMENTS

Items of public comments brought forward included densification v's preservation, relativity of affordable housing, an invitation to heritage fayre, environmental considerations and site flooding as well as the importance of landscaping on sites and boulevards.

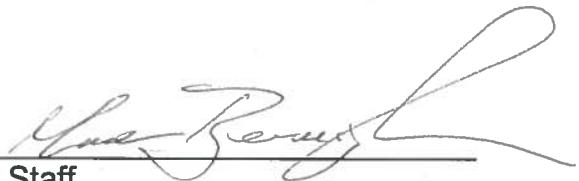
12. ADJOURNMENT

The Chair adjourned the February 5, 2020, Neighbourhood Character Working Group meeting at 6 p.m.

Certified Correct:



Chair



Staff

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
NEIGHBOURHOOD CHARACTER WORKING GROUP MEETING NOTES
MAIN FLOOR CONFERENCE ROOM NORTH, MUNICIPAL HALL
WEDNESDAY, JANUARY 22, 2020**

Working Group Members: L. Fourie, N. Smeal, Councillor P. Lambur, P. Ulveland. R. Brink, S. Chunick, S. Nicholls, T. Dodd, and T. Malapanis. Absent: H. Locke
Staff: C. Miller, Senior Planner and M. Bermingham, Planning Technician.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA #39

The Neighbourhood Character Working Group approved the January 22, 2020, agenda as circulated.

3. APPROVAL OF MEETING NOTES #38

The Neighbourhood Character Working Group approved the January 8, 2019, meeting notes as circulated.

REPORTS / ITEMS

4. Public Correspondence

One item of correspondence received between January 8 – 22, 2020 referring to the erosion of neighbourhood character in Altamont due to upgrading of street lamps and burying of hydro poles.

5. Draft Recommendations Status Update

Staff provided a brief update on the status of the draft solutions document that the Neighbourhood Character Working Group requested delivery to other members of staff for review.

- Various District Departments received the draft solutions document for review including; building, current planning, and land development, comments received included:
 - recognition of the time and commitment the working group have pursued;
 - appreciation of the multifaceted and cross disciplinary scope of the presented draft solutions;
 - positive feedback on the array of 80 solutions provided; and

- respective departmental staff will provide additional feedback upon further review of draft solutions.

6. Heritage Advisory Committee Meeting Debrief

The Chair and Vice-Chair provided an update of attendance (on behalf of the Neighbourhood Character Working Group) at the Heritage Advisory Committee meeting on January 21, 2020, to present the draft solutions document.

Discussions with the Heritage Advisory Committee included incorporating a component of Neighbourhood Character into Heritage Revitalisation Agreements, including the meaning of the term diversity and the possibility of paraphrasing this term (e.g. options etc.).

7. 2020 Work Plan

Staff confirmed the below times and dates for upcoming meetings, industry input and community engagement.

Industry Input

Feb 6	8 – 10am	Raven Room	Architects / Landscape Architects
Feb 11	8 – 10am	Raven Room	Builders / Realtors
Feb 12	5:30 – 7:30pm	Raven Room	Architects / Landscape Architects
Feb 13	5:30 – 7:30pm	Raven Room	Builders / Realtors

Meetings

Feb 12	2:30 – 4:30pm	Cedar Room	Community Engagement Committee
Feb 20	4:30pm	Council Chambers	Design Review Committee

Community Engagement

March / April Dates TBD

8. Next Steps

The below agenda items were determined for the next meeting:

- Industry input presentation run through
- Attendance at Heritage Fayre, February 22

9. Other Business

One item of other business brought forward: response from Mayor Booth regarding the draft solutions document. The Chair will circulate for the working groups review.

PUBLIC QUESTIONS

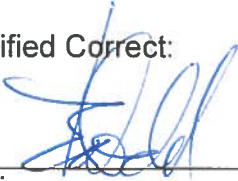
10. PUBLIC QUESTIONS AND COMMENTS

Items of public comments brought forward included an invitation to heritage fayre, retain tree canopy on private lots, importance of landscaping on sites and boulevards.

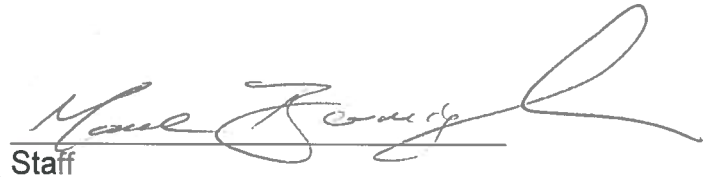
11. ADJOURNMENT

The Chair adjourned the January 22, 2020, Neighbourhood Character Working Group meeting at 4:30 p.m.

Certified Correct:



Chair



Staff

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
NEIGHBOURHOOD CHARACTER WORKING GROUP MEETING NOTES
MAIN FLOOR CONFERENCE ROOM NORTH, MUNICIPAL HALL
WEDNESDAY, JANUARY 8, 2020**

Working Group Members: L. Fourie, N. Smeal, Councillor P. Lambur, P. Ulveland. R. Brink, S. Chunick, S. Nicholls, T. Dodd, and T. Malapanis. Absent: H. Locke
Staff: C. Miller, Senior Planner and M. Bermingham, Planning Technician.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA #38

The Neighbourhood Character Working Group approved the January 8, 2020, agenda as circulated.

3. APPROVAL OF MEETING NOTES #37

The Neighbourhood Character Working Group approved the December 11, 2019, meeting notes as circulated.

REPORTS / ITEMS

4. Public Correspondence

No items of public correspondence received between December 11, 2019 and January 8, 2020.

5. Draft Recommendations Status Update

Staff provided a brief update on the status of the draft solutions document that the Neighbourhood Character Working Group requested delivery to other members of staff for review.

- As requested, draft solutions document provided to various District Departments including; building, current planning, and land development.
- Staff will report back once received.

6. Next Steps

The working group discussed next steps and work plan for 2020. In order to gain community input and industry feedback on draft solutions (to date) the working group determined the below timeline and action items;

2020:

Community engagement and industry input

February	Meetings (x4)	Architects / Designers Realtors / Builders Community Organisations Staff
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March	Community Engagement (x2)	Public Input
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Present draft solutions to various committees

January 21	Heritage Advisory Committee (HAC)
February 20	Design Review Committee (DRC)

Present Phase 2 Work plan

February 12	Community Engagement Committee (CEC)
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Finalize recommendations to Council

April 30	Recommendations to Council
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Staff Action Items:

- Agenda confirmation for HAC, DRC, and CEC
- Book meeting rooms for February and March consultation
- Confirm Board of Variance suitability
- Provide list of industry stakeholders

Communications Plan:

- Online Comment Form
- Website Updates and North Shore News ad

Meeting Format:

- Community Consultation meetings (x2)
Gleneagles Community Centre and Municipal Hall
- Presentation from Chair
- 5 Breakout tables dedicated to each issue

7. Other Business

No items of other business brought forward.

PUBLIC QUESTIONS


8. PUBLIC QUESTIONS AND COMMENTS

No items of public questions or comments brought forward.

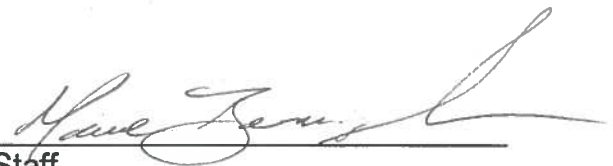
9. ADJOURNMENT

The Chair adjourned the January 8, 2020, Neighbourhood Character Working Group meeting at 6 p.m.

Certified Correct:



Chair



Staff

