



**MINUTES**  
**OAK BAY ADVISORY DESIGN PANEL**  
**TUESDAY, MAY 2, 2017 AT 8:45 AM**  
**COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE**

---

**MEMBERS PRESENT**

Kim Milburn  
John Armitage  
James Kerr

David Wilkinson  
Councillor Tom Croft

**MEMBERS ABSENT**

Will King

**STAFF PRESENT**

Deborah Jensen, Manager of Planning  
Graeme Buffett, Planning Technician

Krista Mitchell, Building and Planning Clerk

**1. Call to Order**

The meeting was called to order at 8:45 am.

**2. Adoption of Minutes from April 4, 2017**

It was moved and seconded that the Minutes from April 4, 2017 be adopted as amended.  
The motion was carried.  
None opposed.

**3. Approval of Agenda and Late Items**

The agenda was approved as presented with the addition of item 6(a).

**4. Old Business**

- a) ADP00062 – 3165 Midland Road – Uplands Siting and Design  
To permit construction of a single family home.

T. Martin, applicant, and H. Donais, owner, presented the revised proposal. Some of the comments were:

- Significant reduction of square footage as upper storey has been removed.
- The post and beam styled contemporary home fits in better with the neighbourhood.
- The façade has been pulled forward while still minimizing the removal of trees, tree retention remains unchanged from the previous submission.
- Using a natural colour scheme with organic material finishes and a wave form roof.
- Stone at front door and on back elevation to wrap the fireplace.

***Panel Comments***

Panel members inquired about the post and beam design and revised material palette.

T. Martin, applicant, noted the design will incorporate a waveform roof with six exposed fir beams running through the house with a cantilever roof structure. He also advised

materials will include cedar siding, fir beams, wood soffits, a two ply torch on roof with a granular finish in a charcoal colour.

Panel members stated the revised design is improved, but cautioned that key details are not yet fully resolved, noting:

- The roof should overhang the exposed fir beams, as exposed fir beams do not age well and tend to turn black over time.
- Consider having upper beam visible both inside and outside for smoother transition.
- Need to determine how roof will be vented, and consider using green roof.
- Improve cornering of the siding.
- Darkness of the exterior palette with suggested lightness in the soffit area.
- Top triangular windows are awkward, consider vertical muntins to create forest feel.
- Unresolved details such as the use of concrete versus stucco on the base of the building and the deck edge detail.
- Pergola elements unresolved as to how it is supported and how it will weather.
- Better resolve use of stone at the front of the house or not use stone at all.
- Tighten up drawing package with more detailed drawings.

T. Martin, applicant, commented that the revised design would include the bottom of the building finished in cast concrete, not ICF.

Panel members noted there were too many details still unresolved, however the form and character is supportable.

It was moved and seconded to recommend that Council approve ADP00062.

The motion failed.

It was moved and seconded that ADP00062 be tabled to a subsequent meeting of the Advisory Design Panel.

The motion was carried.

K. Milburn opposed.

## 5. New Business

None

## 6. Information Items

### a. Frequently Asked Questions

Panel members discussed creating a list of frequently asked questions to be given to applicants when meeting with staff so as to improve efficiency of the review, and suggested updating the Uplands brochure. They also suggested imposing up to a \$10,000 fine for applicants who do not follow Council approved design, which would also help cover staff costs.

D. Jensen noted that a sustainability checklist is being prepared and dark sky principles could be incorporated into that document.

D. Jensen noted the Allan Cassidy awards are upcoming and the Design Panel will start planning for those awards at the next meeting.

**7. Next Meeting**

The next regular meeting of the Advisory Design Panel is scheduled for Tuesday, June 6, 2017.

**8. Adjournment**

The meeting adjourned at 10:40 am.