



**MINUTES**  
**OAK BAY ADVISORY DESIGN PANEL**  
**TUESDAY, OCTOBER 3, 2017 AT 8:45 AM**  
**COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE**

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**MEMBERS PRESENT**

John Armitage  
James Kerr  
Kim Milburn

David Wilkinson  
Councillor Tom Croft

**MEMBERS ABSENT**

Will King

**STAFF PRESENT**

Deborah Jensen, Acting Director of Building and Planning  
Graeme Buffett, Planning Technician  
Krista Mitchell, Building and Planning Clerk

**1. Call to Order**

The meeting was called to order at 8:49 am.

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

It was moved and seconded that the Minutes from July 4, 2017 be adopted.

The motion was carried.

None opposed.

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

The agenda was approved as presented.

**4. New Business**

- a) DVP00068 / ADP00073 – 3245 Beach Drive – Uplands Siting and Design  
To permit an addition to an accessory building.

M. Whitney, applicant, and B. MacMillan, owner, presented the proposal. Some of the comments were:

- Proposed addition to the east side of the existing garage for tool / garden storage.
- A side yard setback variance is being requested, and southerly neighbour most affected by the variance has written a letter of support.
- Exterior finishing will match the house, with lap siding and trim / soffit details.
- Replace the existing slate roof to synthetic slate, as the current roof is in poor shape.
- Overall landscaping will remain unchanged.
- Large birch tree will be protected during construction.

**Panel Comments**

Panel members identified the following exterior items as requiring additional attention:

- Consider using both lap siding and painted brick veneer on the garage as it is more consistent with the house.
- Articulation for the addition is needed; shift and wrap the corners, then change materials; the 3" setback for corner wrapping is too low and should be increased.
- The relationship between the house windows and the proposed windows for the accessory building is lacking.
- Provide a sample of synthetic slate roof material, consider brick veneer, white paint.
- Stronger variance rationale needed with respect to impact on the birch tree.
- Overall form of continuing the roof line good, but need to blend more with the house.
- The applicant should explore other possible design layouts to confirm that the proposed design is the best choice, along with full information on that side of the house, landscaping plan, provide more photographs and contextual information.
- Provide photos of the back of house, show how it relates to the new end of garage.

It was moved and seconded that DVP00068 / ADP00073 be tabled to a subsequent meeting of the Advisory Design Panel.

The motion was carried.  
None opposed.

- b) ADP00074 – 2475 Lansdowne Road – Uplands Siting and Design  
To permit renovations to an existing single family home.

M. Whitney, A.Grewal, applicants, and N. Banks, designer presented the renovation proposal. Some of the comments were:

- Reducing overall footprint by removing deck area on the east side of the property and creating a simpler, direct access to the rear yard.
- Removing and relocating a set of exterior stairs, adding a box bay window.
- Exterior changes include window replacement to match the original, restoration of design elements such as exposed rafters tails and window shutter details.
- All detail changes are faithful to the original plans, including restrained black and white accents on the existing torpedo dash stucco, slightly larger front window, and relocation of a few windows at the rear.

**Panel Comments**

Panel members confirmed that only some windows are being replaced, and that new painted wood windows will be double hung with leaded divided lights. They also noted the low key restoration was appealing and well thought out, specifying details including shutter details, rafter tail restoration, and new front roof extension.

N. Banks, designer, confirmed the stucco infill panels at the rear stairs could be changed to a wood slab treatment, which would be more sympathetic to the overall design.

Panel members recommended the applicant to be mindful of dark sky principles.

### Advisory Design Panel Assessment Checklist

#### Siting of Buildings

1. Maintenance of residential park setting	Achieved
2. Setbacks	Reduced
3. Relationship of character / massing to image of the area	Well handled
4. Impact on scale and rhythm of development	Appropriate
5. Relationship to adjacent buildings	Excellent
6. Effect of shadow on neighbouring properties	N/A
7. Overlook and privacy issues	N/A
8. Transition between private and public space	Little change
9. Accessory buildings	No change

#### Design of Buildings

1. General massing, proportion and overall articulation of building in relation to established housing	Excellent
2. Roofscape	Improved and well handled
3. Flashing	Good
4. Lighting	No comment
5. Garages and outbuildings	No change

#### Landscaping

1. Fencing and screening	No change
2. Preservation of significant healthy trees and plant material	No change
3. Native Plants, New Trees and Vegetation	No change
4. Play and recreation areas	Little change and acceptable
5. Hard landscaping	Good; most existing to remain
6. Parking and driveways	No change

It was moved and seconded to recommend that Council approve ADP00074.

The motion carried.  
None opposed.

- c) ADP00075 – 3200 Uplands Road – Uplands Siting and Design  
To permit an addition to an existing single family home.

J. Grieves and M. Griffin, applicants, presented the renovation proposal. Some of the comments were:

- Eliminating an existing carport to expand the kitchen area, adding a box bay window and French doors, and attaching the detached garage to the principal building.
- Materials and finishes will match the existing work, including cedar roofing.
- Proposed modifications will stay with the character of the home built in 1957.
- The front elevation to include a cupola that will house a large ventilation system to avoid a mechanical extraction system on the roof.
- Lighting will be discreet down lights, with no new landscape lighting.
- The colour palette is to be understated with the stucco being the lighter colour of the two submitted colours.

#### Panel Comments

Panel members commented the proposed cupola does not reflect the calmness of the home, suggesting a less ornamental design, or a vented gabled structure.

J. Grieves, applicant, advised the cupola could be modified to a more subdued design, confirmed that exposed aggregate pavers will be precast, and advised a drafting error for the garage roof line will be corrected.

### Advisory Design Panel Assessment Checklist

#### Siting of Buildings

1. Maintenance of residential park setting	Achieved
2. Setbacks	No issues
3. Relationship of character / massing to image of the area	Well handled
4. Impact on scale and rhythm of development	Good
5. Relationship to adjacent buildings	Good
6. Effect of shadow on neighbouring properties	No concerns
7. Overlook and privacy issues	No concerns
8. Transition between private and public space	Well handled
9. Accessory buildings	Garage link well handled

#### Design of Buildings

1. General massing, proportion and overall articulation of building in relation to established housing	Well handled
2. Roofscape	See panel comments re: cupola
3. Flashing	Good
4. Lighting	Good
5. Garages and outbuildings	Well integrated garage

#### Landscaping

1. Fencing and screening	No change
2. Preservation of significant healthy trees and plant material	No change
3. Native Plants, New Trees and Vegetation	No change
4. Play and recreation areas	No change
5. Hard landscaping	No change
6. Parking and driveways	No change

It was moved and seconded to recommend that Council approve ADP00075.

The motion carried.

None opposed.

D. Jensen arrived at 10:19 am.

#### d) Heritage Conservation Area Working Group

The Chair commented that W. King had expressed an interest in being the ADP representative on the working group.

A Panel member indicated concern for the process, with the fear that the working group will focus on the next five to ten years, and not look long term; and that a heritage conservation area will contribute to making the community more and more unaffordable and Council needs to consider the general population.

Councillor T. Croft noted the City of Victoria has 13 heritage conservation areas across the city, and Council would like to explore a designation for this area.

Panel members discussed a community in Greece that had undergone a similar situation, which resulted in some difficulties with restrictions, large building construction, and negative effects for protecting heritage buildings.

T Croft departed at 10:47 am.

## 5. 2017 Allan Cassidy Awards

### a) Nominations

G. Buffett advised no nominations have been submitted, that ads had been placed in the newspaper and on the District website, and that a newspaper article may prompt some nominations from the community.

### b) Selection Process

D. Jensen noted the shortlist of properties, will be brought forward to the next regular ADP meeting for final selection.

## 6. Information Items

D. Jensen will advise of expiring ADP terms at the next regular meeting.

## 7. Next Meeting

The next regular meeting of the Advisory Design Panel is scheduled for Tuesday, November 7, 2017.

## 8. Adjournment

The meeting adjourned at 11:05 am.