



MINUTES
OAK BAY ADVISORY DESIGN PANEL
TUESDAY, MAY 3, 2016 AT 8:45 AM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Lynn Gordon-Finlay, Chair
John Armitage
James Kerr

Andrea Nemeth
David Wilkinson
Councillor Tom Croft

MEMBERS ABSENT

None

STAFF PRESENT

Roy Thomassen , Director of Building and Planning
Krista Mitchell, Building/Planning Clerk

1. Call to Order

The meeting was called to order at 8:47 am.

2. Adoption of Minutes

The minutes of April 5, 2016 were carried over for adoption at the June 7, 2016 meeting.

3. Approval of Agenda and Late Items

The agenda was approved as presented, with the addition of the following item:

5 (a) Advisory Design Panel Procedures

4. Presentations

None.

5. Information Items

The Chair clarified the meeting procedures for the Advisory Design Panel.

6. New Business

- a. ADP00044 – 3235 Midland Road – Uplands Siting and Design
To permit construction of a single family dwelling.

M. Murgatroyd, applicant, presented the proposal to enclose a portion of a rear deck.
Some of the comments were:

- Enclose the porch within existing roof line to expand the current eating / dining area.
- Proposed renovation is not visible from the street or neighbouring properties.

Panel Comments

Panel members questioned if the exterior lighting and deck will be changed.

The applicant confirmed that the exterior lighting will remain the same and there are no changes to the deck itself.

Advisory Design Panel Assessment Checklist

Siting of Buildings

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

Design of Buildings

1. General massing, proportion and overall articulation of building in relation to established housing	No change/No impact
2. Roofscape (eg./Soffits, Fascias, Flashing)	No change/No impact
3. Flashing	No change/No impact
4. Lighting	No change/No impact
5. Garages and Outbuildings	No change/No impact

Landscaping

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

It was moved and seconded to recommend that Council approve ADP00044.

The motion was carried.

None opposed.

b. ADP00046 – 3605 Cadboro Bay Road – Uplands Siting and Design

To permit renovations to an existing single family home.

R. Collins and K. Koshman, applicants, presented a proposal for a modified design from that previously approved by the Advisory Design Panel. Some of the comments were:

- The owners want to develop the crawlspace into a recreation room. This will involve a new window and window well on the front elevation of the house.
- Include living area below the existing and new deck area at the rear of the house. Access would be from the interior of the house, and from a sunken exterior stairwell.
- Change the previously designed concrete balusters to wrought iron. The new railing will mimic the original style as this will be visible in the front elevation.
- Most changes are at the rear of the home and do not affect any of the neighbours.
- Not requesting any further variances than were previously approved.

Panel Comments

A Panel member commented on the proposed railing, noting they would like to see the guard rail preserved, or some piece of original railing, or maintain what railing is there now.

R. Thomassen confirmed the original railing was not code compliant, but if left in place would be accepted.

The applicants confirmed the railing detail will remain the same, but proposing a different design. A guard rail will be eliminated on the sunken patio as there will be plantings along the outside.

A Panel member noted the applicant should give attention to exterior lighting and dark sky principles.

Advisory Design Panel Assessment Checklist

Siting of Buildings

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

Design of Buildings

1. General massing, proportion and overall articulation of building in relation to established housing	No affect
2. Roofscape (eg/Soffits, Fascias, Flashing)	N/A
3. Flashing	N/A
4. Lighting	To be considered as soffit lighting casting onto patios
5. Garages and Outbuildings	No affect

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 ADP00046.

The motion was carried.

None opposed.

7. Next Meeting

The next regular meeting of the Advisory Design Panel is Tuesday, June 7, 2016.

8. Adjournment

The meeting adjourned at 9:10 am.