

**MINUTES**  
**ADVISORY DESIGN PANEL MEETING**  
Saanich Municipal Hall, Committee Room No. 2  
September 11, 2019 at 3:00 pm

Chair: Keith Davidoff

Present: Jerry Blake, Illarion Gallant, Cory Lee, Doran Musgrove and Erica Sangster

Regrets: Robert McLeod

Staff: Chuck Bell, Planner; and Susan Nickerson, Senior Committee Clerk

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**CALL TO ORDER**

The Chair to the Advisory Design Panel called the meeting to order at 3:00 p.m.

**ADOPTION OF MINUTES**

**MOVED BY Erica Sangster and Seconded by Jerry Blake: “That the Revised Minutes of the Advisory Design Panel meeting held on May 22, 2019 be adopted as circulated.”**

**CARRIED**

**MOVED BY Doran Musgrove and Seconded by Keith Davidoff: “That the Minutes of the Advisory Design Panel meeting held on August 14, 2019 be adopted as circulated.”**

**CARRIED**

**ATTENDANCE**

The Chair noted that attendance is very important and requested that Panel Members advise the Secretary of their availability to attend meetings as soon as possible to help avoid having to cancel meetings at the last minute. The Secretary advised that five Panel Members are required for a quorum.

If only four members confirm attendance, the Secretary will advise confirmed attendees and request that they advise the Secretary immediately if anything changes and they are no longer able to attend.

If only three Panel Members confirm attendance staff will consider, on a case by case basis, if the application should go forward or be rescheduled to a future date.

If fewer than three Panel Members are available to attend, the meeting will be canceled and the application(s) will be postponed to the next meeting.

**CASE #2019/09 – 3281 Cedar Hill Road**

**Application by Large and Co. (Kim Colpman) to rezone from RS-6 (single family dwelling) zone to RT-FC (attached housing four corners) Zone to construct four units (two single family dwellings and one duplex).**

**Legal Description:** Lot A Section 35 Victoria District Plan 20136

**Planning File:** DPR00737; REZ00624

**Planner:** Gina Lyons, Planner

**Comments from the Planner:**

- The proposal is to rezone from RS-6 (Single Family) Zone to RT-FC (Attached Housing Four Corners) Zone and construct four dwelling units. Two two-storey single family houses fronting on Cedar Hill Road and a one-storey duplex spanning the rear of the lot.
- The Official Community Plan supports townhouse and duplex developments in the area.
- A perimeter retaining wall is proposed to level the naturally sloping lot.
- The District's Engineering department has confirmed that leveling the lot is not a requirement for servicing.
- The perimeter retaining and fencing at its highest will be over 2.6 m above the existing grade of the neighbourhood to the south and complies with existing bylaws.
- Staff have recommended to the applicant that they consider reducing the height of the retaining wall to create a more neighbourly interface.
- Staff are seeking advice from the Panel on the proposed site planning, massing and proposed interface with the adjacent neighbours.

**Comments from applicant / owner / applicant representative(s):**

Kim Colpman, Director of Property Development, Large and Co., Taylor Simpson-Bisson, AJB Home Design Ltd., and Bev Winjack, Principal, LADR Landscape Architects attended to present design and landscape plans and answer questions from the panel.

- The lot is currently a grass field with no protected trees.
- The location is close to recreation, transit and schools.
- The intention is to provide attainable family housing including ground-level units.
- Each of the two-storey houses are 1,436 square feet and the duplex units are 1,300 square feet.
- Neighbours were consulted by knocking on doors as well as a community meeting.
- As a result of neighbour concern about the view, the duplex was changed from a two-storey to a one-storey. Currently, there are very few rancher style homes being built.
- The duplex units feature three bedrooms, an ensuite bathroom, walk-in closet, spacious living area and garden space.
- The single family houses are three bedrooms, have similar features as the duplex units, bonus rooms and ground access from a carport. Carports are not drive through and due to lack of space to turn around, vehicles will have to back out onto the street.
- The exterior finish throughout the project is light and dark Hardie board with darker used toward the rear to appear as though it is receding.
- There are two parking spots for each home.
- Neighbouring homes currently have retaining walls. The project will replace the existing ones and in some cases, increase the height.
- Stormwater management plans include permeable driveway and sidewalk areas, rain gardens and plantings.
- Nine new trees, including four along Cedar Hill Road, will be planted on the site plus over 200 shrubs and perennials.

The applicant responded to various questions from the Panel regarding the height of and treatments for the retaining walls, slope of lot, landscape, natural interior lighting, and accessibility.

**Comments from the Panel:**

- Leveling of the lot takes away from the neighbourhood esthetics. Embracing the natural topography should be considered.
- Due to the increased density, there is minimal room on the lot for plantings. The increased density and level of landscaping is appreciated.
- Softening the look of the duplex from the street would be appreciated. Boxwood trees or something taller would be appropriate.
- There is no space at the front of the duplex for a sense of threshold between the parking and living space.
- The duplex sits tight to the property line and fills the entire back of the lot.
- Adding windows and skylights to increase the amount of natural light in the units should be considered from a livability point of view.
- The neighbourhood is very appropriate and desirable for persons requiring wheelchairs. Strong consideration should be given to making the duplex accessible.
- Carports are appropriate in this climate.
- A panel member requested that the applicant return to panel to present the revised design.

**MOTION:**

**MOVED by Doran Musgrove and Seconded by Jerry Blake: “That it be recommended that the design to construct four units (two single family dwellings and one duplex) at 3281 Cedar Hill Road be approved in principle subject to the following:**

- 1. Consideration be given to make the duplex units accessible;**
- 2. Providing softscape in front of the duplex; and**
- 3. Increasing the natural light in the dwelling units by adding windows and skylights.”**

**CARRIED**

Discussion ensued amongst the Panel Members about the scope of the Advisory Design Panel. The Secretary will send committee members the Terms of Reference.

The meeting adjourned at 4:15 pm.

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**CHAIR**

I hereby certify these Minutes are accurate.

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**COMMITTEE SECRETARY**