

**MINUTES**  
**ADVISORY DESIGN PANEL**  
Via MS Teams  
Wednesday, October 11, 2023

Chair: Greg Gillespie

Present: Stephen Deglow; Andy Guiry; Will Krzymowski; Jacy Lee; C.J Rupp; Kimberly Simpson

Regrets: Brad Forth

Guests: Erica Sangster, Devon Miller, Michelle Cloghesy, Evan Peterson

Staff: Sarah DeMederios, Senior Planning Technician; Eric Joyal, Planner; Gina Lyons, Senior Planner; Rebecca Newlove, Manager of Sustainability; Alison Whyte, Senior Planning Technician; Kirsten Brazier, Committee Clerk

---

**CALL TO ORDER**

The Chair called the meeting to order at 2:01 p.m.

**DESIGN GUIDELINE UPDATES**

The Manager of Sustainability introduced the consultant team including Devin Miller, Erica Sangster and Michele Cloghesy who presented the Saanich Design Guidelines Updates (PowerPoint on file) and answered questions from the Panel as follows:

- Council recently released the new strategic plan and the DPA Guidelines are well aligned with the plan.
- The goal was to create an updated document that was easy to use that supports good design in Saanich by aligning with the Official Community Plan (OCP).
- Much of the content of this update is unchanged from the previous version.
- The document could be regularly updated to align with future Council policies and bylaws and to support housing targets.

The following comments were noted from the committee:

- The intent behind the approach to provide standardized form and character standards is not meant to provide a design that fits all neighborhoods. It is up to the applicant to create a design that is a good fit.
- Universal design as a key fundamental principle is important and could be highlighted in the document.
- The document highlights safety, security and privacy for the public. This content can be found in the (CEPTED) livability guidelines that have been formed to help address privacy.
- Adding a definition of livability in the glossary would be helpful.
- The document will assist in the job that the Development Permit has in evaluating these projects.
- Including a hierarchy of principles in the document would be helpful.
- How outdoor amenity space is defined and showcased for the smaller projects could be

more detailed in the document. Additional images would be helpful.

- Consider revising the section on page 23 regarding the urban canopy and visual access to business signage when at full growth.
- The document contains detail and specificity around certain items while others are quite vague. Guiding principles should be firmed up. Some areas are very prescriptive. Consider how thinking is prioritized and the desired outcomes. What we do not want to compromise on should be clearly defined.
- Universal Accessibility is not clearly articulated. How we are building a community that is accessible for all abilities and users need to be better defined in the document. The imagery used does not show accessible spaces.
- Images that demonstrate accessibility (wheelchairs, adaptive devices) should be included.
- Further consideration could be given as to how the document will get project applicants to submit good designs.
- Reflect on if the guidelines have gone far enough to set out Saanich's climate resiliency expectations.
- The urban design aspects of the document could be more specific. The design and architecture aspects could be more principled and vaguer.
- Systems of order should be clear to help organize the diversity of elements and discourage monotony.
- Many of these comments on architectural details and features (page 26) are in direct conflict with the energy section after page 30. The imagery currently in use could be reconsidered.
- The discussion of climate could be expanded to touch on climate resiliency.
- The imagery used throughout the document could be more visionary.
- Guidance on a hierarchy of order would be appreciated.
- The document needs to resolve conflicts with the energy section.
- Further integration with other policies (Active Transportation, Urban Forest, Environmental Policy Framework), livability, housing targets and safety principles should be considered.
- The section on bicycles was overly prescriptive and is quite lengthy when compared to other areas (e.g., shared amenities).

Staff noted:

- The Land Use Planning documents will be supplemented by these DPA Guidelines.
- When further information is received from the Province these design guidelines would be reevaluated against the new legislation.
- Staff would welcome receiving any additional feedback or copies of the document containing comments by email.

**MOVED by J. Lee and Seconded by S. Deglow: "That staff and the consultant review the feedback and respond where possible."**

**CARRIED**

The meeting adjourned at 4:32 p.m.

---

**CHAIR, Greg Gillespie**

I hereby certify these Minutes are accurate.

---

**COMMITTEE SECRETARY**