

MINUTES
ADVISORY DESIGN PANEL
Held virtually via MS Teams
770 Vernon Avenue
September 03, 2025 at 1:00 PM

ROLL CALL

In Attendance: Matthew Jarvis (Chair), Brian Fraser, Jacy Lee and Sean Partlow
Guests: Keith Alexander Tetlow (KILO Architecture Inc.)
Regrets: Greg Gillespie, Chris Gower, Kimberly Simpson, Xeniya Vins
Staff: Eric Joyal, Planner, Current Planning; Preet Chaggar, Senior Committee Clerk

Due to a lack of quorum, no motions were passed.

COMMITTEE BUSINESS ITEMS

54 CREASE AVENUE

Applicant: Rob Sharples Contracting (Rob Sharples)

Project Description: Development Permit Amendment to amend DPR97-0003 for renovations to an existing building for Budget Rent-a-Car under existing M-1 (Industrial) Zoning. No variances are required.

Planning File: DPA01091

Planner: Eric Joyal

Planning provided an overview of the proposal, followed by a presentation from the applicants.

The applicant noted the following in response to questions from the Panel:

- Lots 6 and 7 are part of the renovation scope and referenced existing building permit drawings.
- There may be flexibility to adjust stall locations without losing parking capacity.
- Existing office area and sections of concrete block walls will be demolished and insulation will be added behind previously uninsulated concrete block walls.
- The renovations will include a new waiting/reception area, display space, two offices (including a secure key office), and a general manager's office on the lower level. The upper level will feature an open office with flexible desk space, two enclosed offices, and a conference room with glazing.
- Additional features include storage areas, a new washroom for mechanics, and open spaces for vehicle-related storage.
- Existing second-level offices had very low ceilings (7–7.5 ft) and were impractical. Roof trusses will be removed, and the space will be expanded and reconfigured to meet operational needs.
- The parking lot is currently laid out with standard-size stalls but is not intended for public use. Vehicles are parked and retrieved by staff, and may be arranged informally, including in unmarked parking spots or in more compact configurations.
- Noted the existing lock block wall backdrop could benefit from softening with greenery.
- Recognized the owners have some reluctance toward planting due to maintenance concerns, but expressed support for adding landscaping if recommended.

The following was noted during Panel discussion:

- The proposed building is a practical, straightforward, and functional design that makes effective use of the existing footprint.
- Landscaping is necessary to soften the industrial appearance, improve livability for nearby residents, and enhance the streetscape near the transit station and pedestrian areas.

- Greenery should be strategically placed along edges, walls, and the back retaining wall to soften the appearance. Planting opportunities include the back of the block wall, the eastern side of the lot, and potentially along property fences if parking stalls are compacted.
- Introducing small strips of greenery in these areas could soften concrete walls and enhance the overall aesthetics of the parking and storage areas.
- Minor adjustments to the parking layout may allow for narrow planting zones without reducing the number of stalls, and incorporating greenery in these locations is recommended.
- Low-maintenance planting, such as columnar trees with minimal ground treatment and river rock, is recommended to provide effective screening while keeping upkeep simple.

Consensus by present Panel members: “That it be recommended that the design for renovations to existing building for Budget Rent-a-Car under existing M-1 (Industrial) Zoning at 54 Crease Avenue be approved subject to considerations of:

- Introduction of landscaping, including trees and plantings, along the rear property line with an emphasis on softening the area.
- Confirmation that Saanich street trees and boulevard treatments will continue to be maintained by the District of Saanich”

ADJOURNMENT

The meeting adjourned at 1:44 p.m.

CHAIR

I hereby certify these Minutes are accurate.

SENIOR COMMITTEE CLERK