

# Agenda

**Town of Gibsons**

Advisory Design Panel

**April 7, 2021 at 11:00am**

Held Electronically as per Ministerial Order M192





# Advisory Design Panel

## AGENDA OF

April 7, 2021

Held Electronically, 11:00am

As per Ministerial Order M192

*We acknowledge that we are fortunate to be able to gather on the  
unceded territory of the Skwxwú7mesh Nation.*

### 1. CALL TO ORDER

### 2. APPROVAL OF THE AGENDA

#### RECOMMENDTION

THAT the Advisory Design Panel agenda of Wednesday, April 7, 2021 be adopted.

### 3. NEW BUSINESS

3.1 Welcome and Introductions

3.2 Orientation

Page(s)  
3 - 9

3.3 Election of Chair for 2021

3.4 1028 Gibsons Way - DP-2021-03

Page(s)  
11 - 32

The Advisory Design Panel is requested to provide comments on the proposed form and character for a new car dealership.

3.5 594 Shaw Rd - DP-2021-05

Page(s)  
33 - 50

The Advisory Design Panel is requested to provide comments on the proposed form and character of a studio to garden suite conversion.

### 4. ADJOURNMENT



## **TOWN OF GIBSONS**

### **Bylaw No. 1288, 2021**

A Bylaw to establish an Advisory Design Panel in the Town of Gibsons

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**NOW THEREFORE** the Council of the Town of Gibsons in open meeting assembled enacts as follows:

#### **1. CITATION**

- 1.1 This Bylaw may be cited as the “Town of Gibsons Advisory Design Panel Bylaw No. 1288, 2021.”

#### **2. ESTABLISHMENT OF ADVISORY DESIGN PANEL**

- 2.1 An Advisory Design Panel is established to advise Council upon:
- 2.1.1 The design quality of development applications (including but not limited to form and character Development Permits, Zoning Amendments, and OCP Amendments) referred to it from the Planning and Development Services Department and/or Council and to make recommendations to Council on the approval process.

#### **3. PURPOSE AND SCOPE**

- 3.1 The Design Panel provides a community and quality design perspective on the development application review process and advises Council on the approval process.
- 3.2 The Design Panel considers the following:
- 3.2.1 Development Permit Area guidelines outlined in the Official Community Plan;
- 3.2.2 General principles of good design and practicality of implementing the design improvements as may be suggested by the Design Panel.
- 3.2.3 New buildings and structures harmonize with neighbouring development;
- 3.2.4 The building design is of high quality and contributes to the improvement of the public realm;
- 3.2.5 Ample pedestrian orientation and circulation in commercial and multi-family development;
- 3.2.6 Integration of economic health, social equity, land use, sustainability, and environmental stewardship into the development;
- 3.2.7 Due regard for public safety and accessibility;

3.2.8 The intended function of the project, and the existing and future context within which the project is located; and

3.2.9 Compliance with other relevant Town bylaws (such as the Tree Preservation Bylaw);

#### **4. COMPOSITION**

4.1 The Advisory Design Planning is comprised of six (6) regular members. The Advisory Design Panel shall consist of:

4.1.1 Two (2) architects (members of the Architectural Institute of British Columbia);

4.1.2 One (1) landscape architect (member of the British Columbia Society of Landscape architects) or landscape specialist from a related background;

4.1.3 Three (3) residents and/or property owners of the Town of Gibsons with a combination of backgrounds in:

engineering, urban planning, accessibility, community heritage, real estate, industry, construction, affordable housing, building design, arboriculture, crime prevention, and other fields of specific interest to development form and character.

4.2 Whenever possible, and where professional qualifications identified in section 4.1 are equal, positions on the Design Panel are to be filled by residents and/or property owners of the Town of Gibsons.

#### **5. APPOINTMENT AND MEMBERSHIP**

5.1 Council shall appoint all members to the Design Panel.

5.2 Council shall appoint one member as Chair of the Design Panel, and one member as Vice-Chair of the Design Panel.

5.3 The members appointed by Council shall hold office at the pleasure of Council for a two year term commencing January 1st in the year they are appointed and terminating two (2) years later on December 31st, except the initial appointees, three (3) of whom shall hold office from the date of appointment until the 31st of December 2021 and three (3) of whom shall hold office from the date of appointment until the 31st of December 2022.

5.4 Notwithstanding Section 5.3, all members shall continue to hold office until their successors are appointed. In the event of a vacancy occurring in the membership of the Advisory Design Panel, Council shall appoint a person to fill such vacancy for the unexpired term of office of the member being replaced.

- 5.5 Advisory Design Panel members can be removed by a resolution of Council.
- 5.6 No member of the Advisory Design Panel shall serve for more than three (3) consecutive terms.
- 5.7 As a condition of appointment, each member shall acknowledge in writing his or her obligations under this bylaw, the bylaws of the Town, and all applicable provisions of the Community Charter and Local Government Act, including but not limited to the conflict of interest requirements contained in Part 4 of the Community Charter.
- 5.8 All members appointed to the Panel shall serve without remuneration.

## **6. LIAISONS**

- 6.1 The following representatives will participate as liaisons and as non-voting members on the Design Panel:
  - 6.1.1 A member of Council (or designate);
  - 6.1.2 The Director of Planning (or designate);
  - 6.1.3 The Director of Infrastructure Services (or designate);
- 6.2 The role of the staff liaisons include:
  - 6.2.1 Providing information and professional advice;
  - 6.2.2 Serving as one of the communication channels to and from Council.
- 6.3 The role of the Council liaison includes:
  - 6.3.1 Bringing such matters to the Design Panel's attention as is appropriate for it to consider in support of Town of Gibsons' Council direction;
  - 6.3.2 Serving as one of the communication channels to and from Council.

## **7. VOTING**

- 7.1 All matters before any meeting of the Advisory Design Panel shall be decided by a majority of the voting members present.
- 7.2 All appointed members of the Advisory Design Panel may vote on all questions. In the event of an equality of votes, the question shall be decided in the negative. Any member of the Advisory Design Panel who abstains from voting shall be deemed to have voted in the affirmative.

## **8. ELECTION OF CHAIRPERSON**

- 8.1 Council shall appoint a Chairperson from among the Advisory Design Panel members at the beginning of each calendar year who shall preside at all meetings for the balance of the year.
- 8.2 If the Chairperson fails to attend any meeting of the Advisory Design Panel, the appointed members present shall elect one of their number to be Acting Chairperson and the member so elected shall preside at the meeting.
- 8.3 If the Chairperson ceases to be a member of the Advisory Design Panel, Council shall appoint a new Chairperson from among the Advisory Design Panel members who shall preside at all meetings for the balance of the year.
- 8.4 Chairpersonship is limited to a maximum of two years, unless an extension is recommended by the appointed members and approved by Council.

## **9. QUORUM**

- 9.1 The quorum for the Design Panel is four (4) of the voting members appointed under section 3 (Composition).
- 9.2 If a quorum is not present within fifteen (15) minutes of the time fixed for a meeting, the Chairperson shall record the names of the members present and the Chairperson shall call another meeting.

## **10. MEETINGS AND ATTENDANCE**

- 10.1 Meetings shall be conducted according to the *Community Charter*, the Town of Gibsons Procedure Bylaw and in accordance with Roberts Rules of Order.
- 10.2 The Design Panel shall meet as often as determined by the Director of Planning, in the Council Chambers or another designated meeting space as decided by the Design Panel.
- 10.3 Meetings shall generally be held once a month and not more than twice a month, as determined by the Director of Planning.
- 10.5 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Advisory Design Panel shall be those governing the proceedings of Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 10.6 The Chairperson shall preside at all meetings of the Advisory Design Panel, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debate.
- 10.7 No act or proceeding of the Advisory Design Panel is valid unless it is authorized by resolution at a meeting.

- 10.8 Any appointed member of the Advisory Design Panel who is absent from five (5) consecutive regular meetings, without leave or valid reason satisfactory to the Advisory Design Panel, shall be deemed to have resigned.
- 10.9 If the Advisory Design Panel is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for amendment, or permit is entitled to attend meetings of the Advisory Design Panel and be heard.
- 10.10 The Planning Department shall contact an applicant for a bylaw amendment or a permit, prior to the meeting of the Advisory Design Panel at which the bylaw amendment or the permit is to be considered, to advise the applicant of his or her entitlement to appear before the Advisory Design Panel. The Planning Department will forward the information to the applicant and the applicant will contact the Chairperson.
- 10.11 Presentations to the Design Panel shall not exceed ten (10) minutes, with the possibility that a motion can be made to extend the presentation as required.

## **11. MINUTES**

- 11.1 The Director of Corporate Services shall supply a Recording Secretary for the Advisory Design Panel who shall be responsible for the preparation of the agendas and minutes of the meetings.
- 11.2 Minutes shall be taken in accordance with the Council Procedure Bylaw and shall also include:
  - 11.2.1 Record of all motions and voting decisions of the Advisory Design Panel members;
  - 11.2.2 An overview of the primary factors considered by the Advisory Design Panel in making a decision.
  - 11.2.3 Summary of dissenting opinions, if any.
- 11.3 Minutes of the Advisory Design Panel shall be signed by the Chairperson or Acting-Chairperson presiding at the meeting.
- 11.4 Minutes shall be made available to all members of the Advisory Design Panel, Council, and the public.

## **12. ANNUAL BUDGET**

- 12.1 All items of revenue and expenditure relating to the activities of the Advisory Design Panel shall be included in the annual budget.
- 12.2 No expenditure shall be made by the Advisory Design Panel that is not provided for in the annual budget of the Town of Gibsons or the annual budget as amended.

- 12.3 All monies received by the Advisory Design Panel shall be paid into the hands of the Financial Officer of the Town of Gibsons for deposit to the credit of the Town in a general fund bank account.
- 12.4 Accounts for authorized expenditures of the Advisory Design Panel shall be paid by the Financial Officer of the Town of Gibsons in the same manner as other accounts.

### **13. CONFLICT OF INTEREST**

- 13.1 If a Advisory Design Panel member attending a meeting of the Advisory Design Panel considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the Advisory Design Panel member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
- 13.2 After making the declaration in accordance with Section 13.1, the Advisory Design Panel member
  - 13.2.1 must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter,
  - 13.2.2 must immediately leave the meeting or that part of the meeting during which the matter is under consideration, and
  - 13.2.3 must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 13.3 When the Advisory Design Panel member's declaration is made under Section 13.1
  - 13.3.1 the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and the times of the member's departure from the meeting room, and if applicable, the member's return, and
  - 13.3.2 the person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

### **14. AUTHORITY**

- 14.1 The Design Panel has no decision-making authority.
- 14.2 The Design Panel has no delegated authority from Council.
- 14.3 The Design Panel is reminded that it cannot direct staff or take any action contrary to existing Council policies and directives.

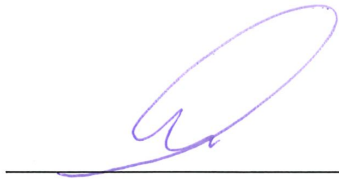
*Town of Gibsons Advisory Design Panel Bylaw No. 1288, 2021*

**READ A FIRST TIME** this the 19th day of January, 2021

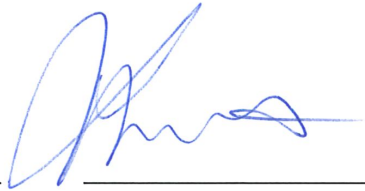
**READ A SECOND TIME** this the 19th day of January, 2021

**READ A THIRD TIME** this the 19th day of January, 2021

**ADOPTED THIS** the 2nd day of February, 2021

A stylized, cursive signature in blue ink, likely belonging to William Beamish.

William Beamish, Mayor

A stylized, cursive signature in blue ink, likely belonging to Lindsey Grist.

Lindsey Grist, Corporate Officer







# STAFF REPORT

**TO:** Advisory Design Panel

**MEETING DATE:** April 7, 2021

**FROM:** Katie Thomas  
Planner 1

**FILE NO:** 3220-GibsonsWay-1028

**SUBJECT:** Development Permit (Form and Character) for 1028 Gibsons Way

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## RECOMMENDATIONS

**THAT the report titled Development Permit (Form and Character) for 1028 Gibsons Way be received;**

**AND THAT the proposal for Development Permit DP-2021-03 for 1028-1042 Gibsons Way aligns with the majority of the Development Permit area guidelines.**

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## BACKGROUND / PURPOSE

The Town of Gibsons has received an application for Development Permit for a new car dealership at the site of Haley Dodge – 1028-1042 Gibsons Way, enclosed as Attachment A, the subject property is shown in figure 1.

The property is currently 3 lots and will be consolidated prior to Building Permit. The proposed consolidated lot will be split zoned Upper Gibsons Commercial (C-1) and Automobile Commercial 3 (C-3). The Official Community Plan designates the property in Development Permit Area 3 (DPA3) Upper Gibsons Commercial Area. Form and Character guidelines apply to all buildings and structures within a DPA and are evaluated with consideration to the intended use and project scope and context.

The purpose of this report is to review the proposed building design in relation to the Development Permit Area 3 guidelines and obtain comments from the Advisory Design Panel (ADP).



Figure 1: Location of subject property

## DISCUSSION

### *Role of staff, ADP and Council in Form and Character Development Permit Area decisions*

Staff usually meet with an applicant at least once prior to application submission to explain the planning process, Development Permit guidelines, fees and timelines. Once an application for form and character is received, staff will assess the proposal and refer the application to the Building Official, Infrastructure Services, Gibsons Fire Department, Squamish Nation and the ADP for comments prior to Council's consideration of a decision.

Staff prepare a report evaluating the proposal against the Form and Character guidelines and make a recommendation to the ADP for consideration.

The ADP will review the proposal along side the Development Permit guidelines and provide comments as to whether the proposal fits with the guidelines, or if revisions should be made. The recommendations from the ADP will be used to prepare a staff recommendation to Council. Should the ADP provide several proposed changes, staff may take these back to the applicant in order for the application to be revised prior to taking the application to Council for consideration.

When presenting the application to Council, staff will provide a report, application materials, referral comments, and minutes from the ADP as well as a staff recommendation.

Council's role is to decide whether the application meets the design guidelines outlined in the Official Community Plan's Development Permit Area and provide authorization for issuance.

### *Proposal*

The applicant proposes to consolidate the 3 existing lots, shown in figure 2, into one parcel. Lot D (1042 Gibsons Way) is zoned C-1 while Lots 52 and B (1028 Gibsons Way) are zoned C-3. The applicant proposes to demolish the 2 existing buildings and replace them with one large building which will serve as a dealership and service centre for vehicles. Due to the differing zones, there is a difference between front setbacks along Gibsons Way. The front of lots 52 and B will become an outdoor sales centre, with new vehicles parked here for sale, as shown in figure 3. A rendering of the proposed building is shown in figure 4.



Figure 2: Survey of the existing buildings and the composition of the lots

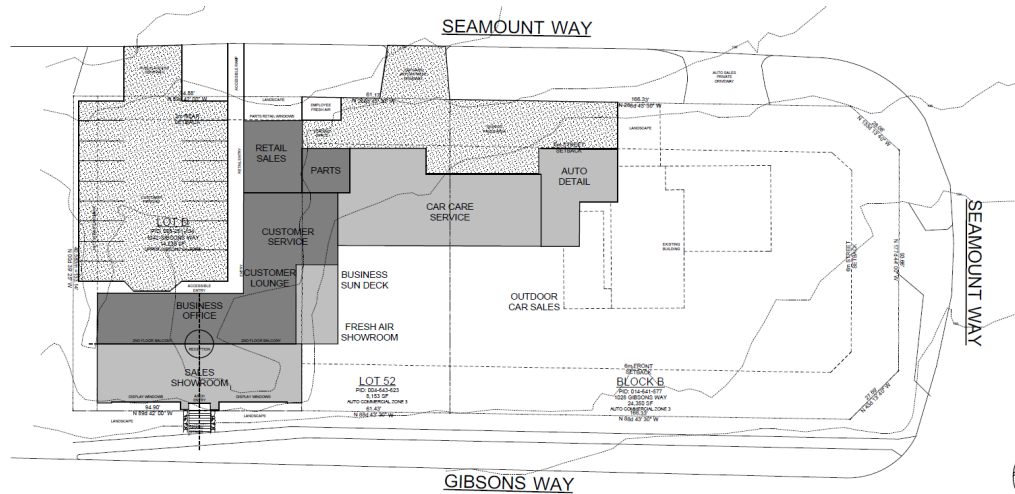


Figure 3: Proposed Site Plan



Figure 4: Rendering of the new proposed dealership

#### Development Permit Area Guidelines

The objective of DPA 3 is to improve the commercial area and enhance the appearance of private developments for the benefits of visitors, residents and businesses.

Staff have reviewed the application, enclosed as Attachment A, with DPA 3 guidelines. Table 1 summarizes the DPA 3 guidelines, provides staff comments and determines whether the proposal meets the design guidelines

DPA 3 Guidelines	Staff Comments
<b>General Form and Character of Development</b>	
Siting of buildings near the front of a parcel with the building's front face and main access facing the street	<b>Yes</b> – the showroom has been located along the front property line of 1042 Gibsons Way. Figure 2, shows that the front property lines of 1042 are located closer to the paved road than 1028 and neighbouring lot 52
Parking at the rear or side of buildings rather than the front.	<b>No</b> – there is a large expanse of parking area at the front of the building
Significant landscaping adjacent to public roadways and integrated within the site, use of both architectural and landscape features to provide a "gateway" or distinct entrance.	<b>Yes</b> - the landscaping improves the existing condition of the site, and creates an attractive frontage to the vehicle centric property.
The form and character should support and enhance the small town character.	<b>Input required</b> - Staff suggest that the landscaping helps to add personality to the property and create a more unique site.
West Coast design features should be included in the design.	<b>Input required</b> -it is Staff opinion that the form and character is generic and lacks west coast design features along the frontage
The use of natural colours is encouraged, and the use of a variety of complementary colours as accents is also encouraged to promote visual interest.	<b>Yes</b> - The corporate greys and silver colours are used, the wood-type elements break up the massing to promote some visual interest
Design lighting to minimize light spill, glare and sky glow by using non-glare full cutoff fixtures.	<b>Yes</b> - Down lights are proposed minimizing light spill
<b>Building Form, Scale and Massing</b>	
Varied building forms will be encouraged. Long, single story buildings should incorporate elements that add vertical definition such as sloped roofs or façade treatments such as fascia or awnings.	<b>Yes</b> - The building is modulated with 2 heights and added roof modulation, the windows, garage doors and different siding to add vertical definition
Large areas of blank wall are not acceptable on a face with a pedestrian or residential area orientation. Smart Plan – Page 107	<b>Yes</b> – no blank walls are proposed
Wall lines should be off-set and modulated along the building elevation to create visual interest along the building section	<b>Yes</b> – the building steps back dramatically

<b>DPA 3 Guidelines</b>	<b>Staff Comments</b>
Pitching and stepping down of rooflines should be incorporated to vary height in the roofscapes of buildings.	<b>Yes</b> – The building steps down on the west side
General modification of standardized corporate franchise building designs or features may be required in the event of conflict with these design guidelines.	<b>Yes</b> - The landscaping plan helps to detract from the standardized corporate design
<b>Siting of Building and Structures</b>	
Buildings should be sited with the entrance to the buildings facing the street (Gibsons Way, North Road or the access road) to encourage creation of an interest and access for pedestrians. Buildings on corner sites should have façade interest facing both streets.	<b>Yes</b> - The pedestrian entrance is located along Gibsons Way, the entrance is emphasized with steps from the Gibsons Way sidewalk and the corporate “archway”. Accessible access is located at the rear, next to the parking .
Parking should occur at the rear or side of buildings rather than the front and shall be buffered from view by significant landscape islands.	<b>Input required</b> – Parking for the sales centre and service is located at the rear of the building. The frontage is predominately outdoor vehicle sales
The buildings or structures should be used to reinforce the definition of street corners.	<b>No</b> -the building is situated along the west side of the property, with the east portion of the lot open for outdoor car sales.
Natural landscape which includes significant tree stands should be retained and incorporated into site development plans when feasible.	<b>n/a</b> -There are no significant trees on the property. The landscaping plan is to be updated to the latest plan.
<b>Pedestrian Environment</b>	
Buildings and structures should be pedestrian oriented at the ground level. This can be achieved by: <ul style="list-style-type: none"> <li>• an emphasis on the fenestration (the arrangement and positioning of windows)</li> <li>• inclusion of weather protection along outside pedestrian routes through the use of awnings, arcades and canopies</li> <li>• weather protection must be integral with the building form, and the materials and colors used should be consistent with the façade</li> </ul>	<b>Input required</b> –the sales centre along the Gibsons Way frontage provides an active frontage with large windows. The proposal looks to provide an awning over the rear pedestrian entrance, which will likely be the most active entry to the building.

DPA 3 Guidelines	Staff Comments
A minimum 3.0 metre planted edge between the sidewalk and the building or parking edge should be established	<b>Yes</b> – a landscaped buffer is proposed between the sidewalk and lots 52 and C – the updated landscape plan will include the frontage along lot B.
<b>Landscaping</b>	
A detailed professional landscaping plan shall be provided.	<b>To be updated-</b> An extensive landscape plan was submitted with the original proposal, the landscape plan is required to be updated to incorporate the new design. This will be a condition of the issuance of the DP.
Emphasis on major road edges is required through a combination of “street trees” and lower plantings.	<b>Yes-</b> the landscaping plan emphasizes each of the three street frontages.
Native plant materials are preferred, and shall include a mix of coniferous and deciduous species.	<b>Yes</b> – native plantings have been selected.
<b>Parking</b>	
Parking should not visually dominate a development. Parking areas should be integrated into developments by such means as incorporating significant landscaping, coordination of outdoor elements and linking of buildings with parking by distinctively paved walkways.	<p><b>Improves existing condition</b> - Parking currently dominates the property and the boulevard along Seamount Way currently as the lot isn't designed in a way to provide the amount of parking required. As this is an automobile sales and servicing centre, staff suggest that some leeway is required when assessing the proposal with this particular guideline.</p> <p>The landscaping will prevent the parking of vehicles on the boulevard on both Seamount Way frontages. This will clean up the site, and provide better visibility for pedestrian and vehicles passing by.</p>
Parking lots should be paved and shall include landscaped areas within the lot. No more than 10 parking stalls in a row should be allowed without a landscaping break.	<b>No-</b> Staff suggest this should be a condition in the DP for the visitor parking.
Low, dense screening of street fronting stalls is required. This can be achieved through the use of landscape materials, or, a combination of landscape features such as arbors or trellises which run the length of the parking area.	<p><b>Improves existing</b> – the landscape plan improves upon the existing grassed slope with the inclusion of boulders and low shrubs.</p> <p>There is no screening proposed along the Gibsons Way frontage as the property owner wants to be able to display the vehicles for passersby.</p>

<b>DPA 3 Guidelines</b>	<b>Staff Comments</b>
Support service facilities and structures such as loading bays, refuse containers, storage areas, and utility services should be located and screened with walls, fencing, hedging, planting, other screening materials or a combination of these materials to minimize visibility from public areas.	<b>Yes</b> – all driveways are located at the rear from Seamount way. The property will have 3 driveways to serve three distinct areas of the property – sales, service and car display.  The site plan does not show the refuse area.
<b>Signage</b>	
All signs should be architecturally coordinated with the overall design of buildings and landscaping and may require modification of corporate or franchise design elements	<b>Yes</b> – wall signs proposed
Freestanding signs should reflect a West Coast character by using elements of wood and / or stone.	<b>n/a</b> – existing freestanding sign to remain
Changeable illuminated copy signs shall not be permitted on properties in Development Permit Area No. 3,	No changeable illuminated copy signs proposed

**REFERRAL COMMENTS**

The application was referred to the following agencies for comment on February 2, 2021. The referral was resent March 24, 2021 following an update to the proposal and the inclusion of an additional lot.

- Squamish Nation
- Gibsons and District Volunteer Fire Department
- Town of Gibsons Infrastructure Services
- Town of Gibsons Building Department

Comments received are shown in table 2 below.

<b>Referral Agency</b>	<b>Comment</b>
<b>Town of Gibsons Building Department</b>	No concerns
<b>Town of Gibsons Infrastructure Services Department</b>	Infrastructure Services provided comments on the frontage works required and servicing. IS state that driveways are to be at least 50m apart and therefore the driveway may need to be reconfigured to meet the Subdivision and Development Bylaw.
<b>Gibsons and District Volunteer Fire Department</b>	Comments provides included Building Code requirements and approval is recommended
Squamish Nation	No response

**NEXT STEPS**

Following the Advisory Design Panel's review, the recommendation from the Advisory Design panel will be forwarded to Council for consideration in its decision on whether to issue the Development Permit. Should Council authorize issuance of the Development Permit, the applicant may then proceed with a Building Permit application.

**CONCLUSION**

Staff note that several of the guidelines are not applicable to this particular land use, due in part to the fact that the Official Community Plan does not envision automobile sales along the Gibsons Way street frontage. When referencing the Upper Gibsons Commercial area, the OCP states the following:

*Support the redevelopment of automotive and industrial uses on Gibsons Way to more compatible commercial and retail uses.*

*Over time, it is anticipated that this area will redevelop with a stronger retail orientation, with less emphasis on service and automotive uses.*

The current zoning permits the automobile use and therefore staff note that some compromises may be required to allow the car dealership while taking the design guidelines into consideration.

Staff conclude that the proposed new building and extensive landscaping improves the existing site considerably and provides a stronger pedestrian experience, however, there is a compromise to the lack of definition at the Gibsons Way/Seamount Way corner.

The redevelopment of the site has an opportunity to create a gateway to the Town's industrial area, along Seamount/Industrial and Venture Way.

Staff recommend authorization of Development Permit DP-2021-03 subject to:

- receipt of an updated landscape plan to include Lot D
- submission of an updated site plan showing the reconfiguration of driveways to meet Town of Gibsons Subdivision and Development Bylaw 1175.

**Attachments**

- Attachment A – Application Proposal
- Attachment B – Landscape Plan (Original Proposal)

Respectfully Submitted,



Katie Thomas  
Planner I

<b>Reviewed by:</b> Lesley-Anne Staats, Director of Planning	<b>X</b>
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GIBSONS WAY STREET IMAGE

SUNSHINE

1

# HALEY DODGE

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

Scott Davis Design

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com



SOUTH AERIAL IMAGE

Building Form

2

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

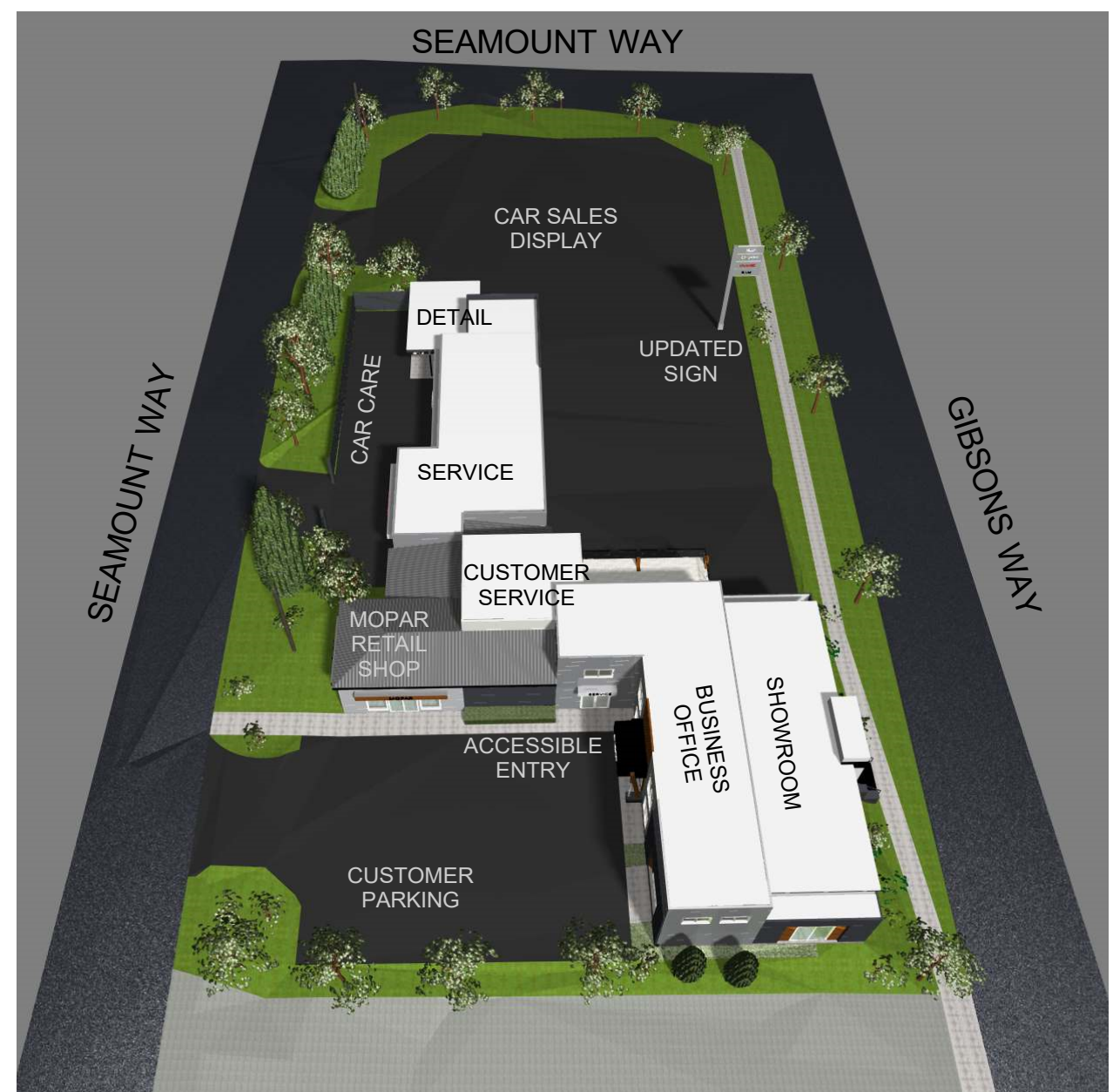
**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com





EAST AERIAL IMAGE



WEST AERIAL IMAGE

Building Form

3

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com





NORTH AERIAL IMAGE

Building Form

4

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com





GIBSONS WAY GRAND STAIR ENTRY IMAGE

Front Character

5

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com



SUN DECK IMAGE

Innovative Design

6

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com





FRESH AIR SHOWROOM IMAGE

West Coast

7

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com





SEAMOUNT WAY STOREFRONT IMAGE

Commercial Design

8

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
sdavisarch@gmail.com





SEAMOUNT WAY CAR CARE IMAGE

Modulated Forms

9

**HALEY DODGE**

1028 Gibsons Way, Gibsons, BC

Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**

174 Grandview Heights Rd.  
Gibsons, BC V0N1V3  
604.886.6890 Cell / 808.220.9482  
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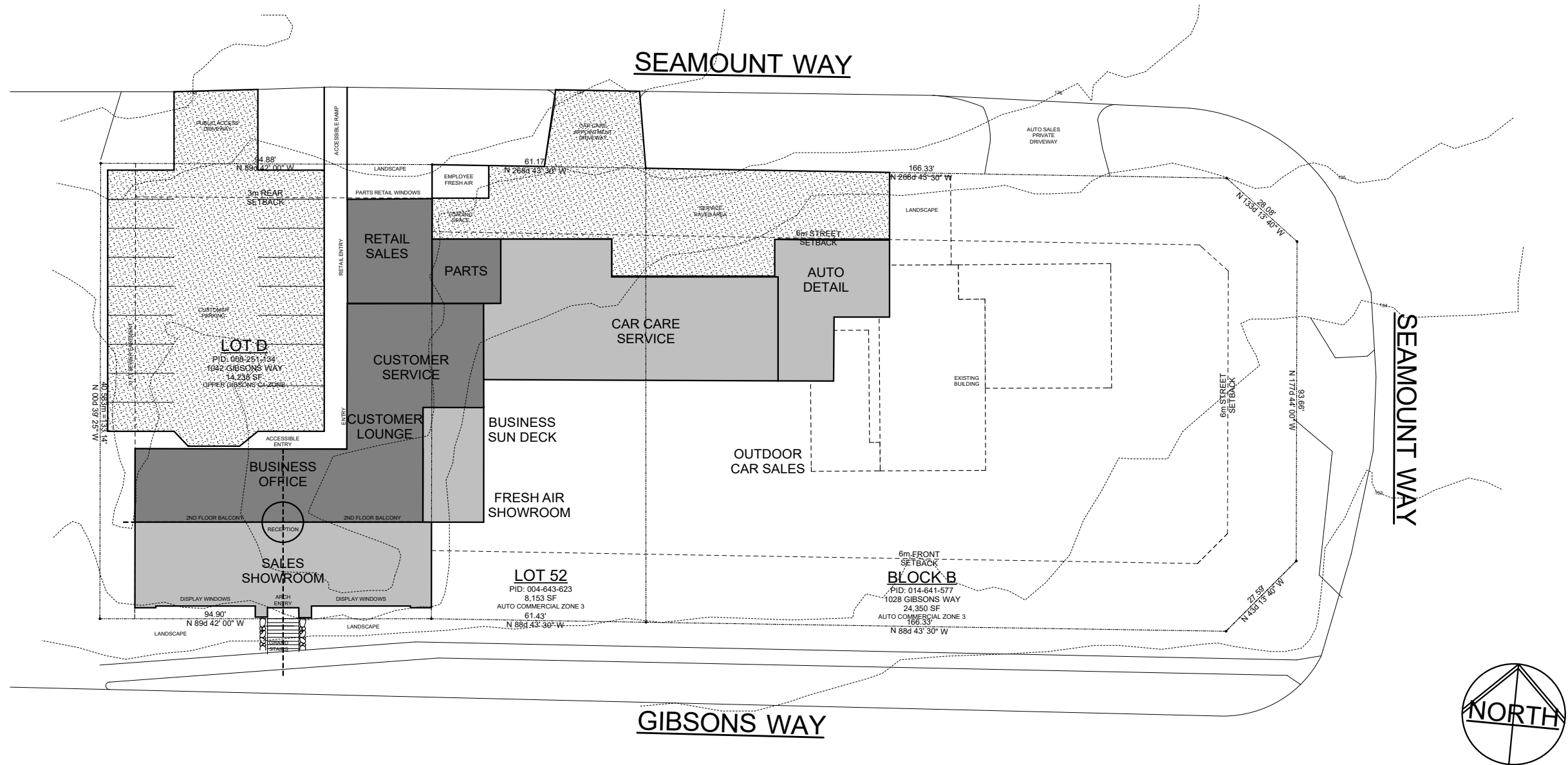
HEALTHY WORK ENVIRONMENT

Work Safe  
**10**

**HALEY DODGE**  
1028 Gibsons Way, Gibsons, BC  
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1

Site Plan

1:369.23

Site Development

11

HALEY DODGE

1028 Gibsons Way, Gibsons, BC

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GIBSONS WAY STREET IMAGE

SUNSET  
12

**HALEY DODGE**  
1028 Gibsons Way, Gibsons, BC  
Consolidated Business Model - MARCH 18 2021

**Scott Davis Design**  
174 Grandview Heights Rd.  
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**PLANT NOTES:**  
PLANTS: PLANT SIZES SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. PLANT AND CONTAINER SIZES ARE MINIMUM ACCEPTED SIZES. PLANT MATERIAL WILL BE MADE AVAILABLE TO DESIGNER FOR OPTIONAL REVIEW AT SOURCE OF SUPPLY. SUBSTITUTIONS MADE WITH APPROVAL OF LANDSCAPE DESIGNER. UNAPPROVED SUBSTITUTIONS WILL NOT BE ACCEPTED. ALL LANDSCAPE MATERIAL AND WORKMANSHIP AS PER THE BCNA AND CANADIAN LANDSCAPE STANDARDS.  
SOIL: ALL SOIL TYPES AND DEPTHS AS PER THE BCNA STANDARD AND APPROVED BY THE DESIGNER. SUITABLE BARK MULCH TO BE APPLIED TO PLANTED AREAS WHERE POSSIBLE TO A DEPTH OF 50mm MINIMUM.  
MAINTENANCE: A MAINTENANCE SCHEDULE SHALL BE ESTABLISHED TO: MEET THE ONE-YEAR GUARANTEE PERIOD; MEET LOCAL LEGISLATION AND REQUIREMENTS; SET NECESSARY FIELD REVIEWS; SET A REGULAR MAINTENANCE PLAN FOR THE BCNA DESIGNATION OF LEVEL 1: "WELL-GROOMED."

#### Existing Trees

##### To Be Removed:

X	T1	30in. DBM CON
X	T2	23in. DBM CON
X	T3	23in. DBM CON
X	T4	32in. DBM CON

##### To Be Retained:

T	T x 4	CON
---	-------	-----



## periplum

garden design and construction

1506 Henderson Avenue Roberts Creek BC V0N 2W2

604-989-1201

#### Project:

#### HALEY DODGE

Legal Address: Street Address:

1028 Gibsons Way Gibsons BC

Lot Size:

Site Area: 40,870.0 sf - 3,797 m2

Structures:

Driveway / Parking: 27,312.0 sf - 2,537.0 m2 (Approx.)

Landscaped Area: 13,112.0 sf - 1,218.0 m2 (Approx.)

Date: Start: Feb 2 2021

Plan : 2 Planting Plan 1 Site Plan

Scale: 1/16" = 1'

2 Planting Plan

Drawn by: LP

Date Drawn: Feb 28 2021

#### Plant Schedule

##### Gibsons Way

Key	Botanical	Common	Quantity	Size/ Remarks
<b>Feature</b>				
Trees:	Quercus palustris 'Green Pillar'	Green Pillar Pin Oak	5	6cm b&b
Bvd:	Rosa meidiland 'Sevillana'	Sevillana rose	95	#2
<b>Group A:</b>				
Th	Thuja 'Golden Globe'	Golden globe cedar	TBD	#3
Pm	Pinus mugo 'Pumilo'	Dwarf mugo pine	#3	#3
Ic	Ilex crenata compacta	Japanese holly		
<b>Group B:</b>				
Php	Phormium 'Pink Stripe'	New Zealand flax	TBD	#3
Sp	Spiraea 'Goldmound'	Goldmound spiraea	#2	#2
Os	Osmanthus hetero. variegatus	Variegated holly osmanthus		
<b>Group C:</b>				
Phy	Phormium 'Yellow wave'	New Zealand flax	TBD	#3
Rf	Rosa 'Fairy'	Fairy rose	#2	#2
Hs	Hebe sutherlandii	Sutherland hebe	#2	#2
<b>Infill</b>				
<b>Group D:</b>				
Ar	Arctostaphylos uva-ursi 'Massachusetts'	Massachusetts Kinnikinnick	TBD	#1
Pe	Perovskia atriplicifolia	Russian sage	#1	#1
Ab	Abies balsamea 'Nana'	Dwarf balsam fir	#1	#1
Phj	Phormium 'Jack Spratt'	New Zealand flax	#1	#1
Jp	Juniperus procumbens	Dwarf Juniper	#1	#1



#### Plant Schedule

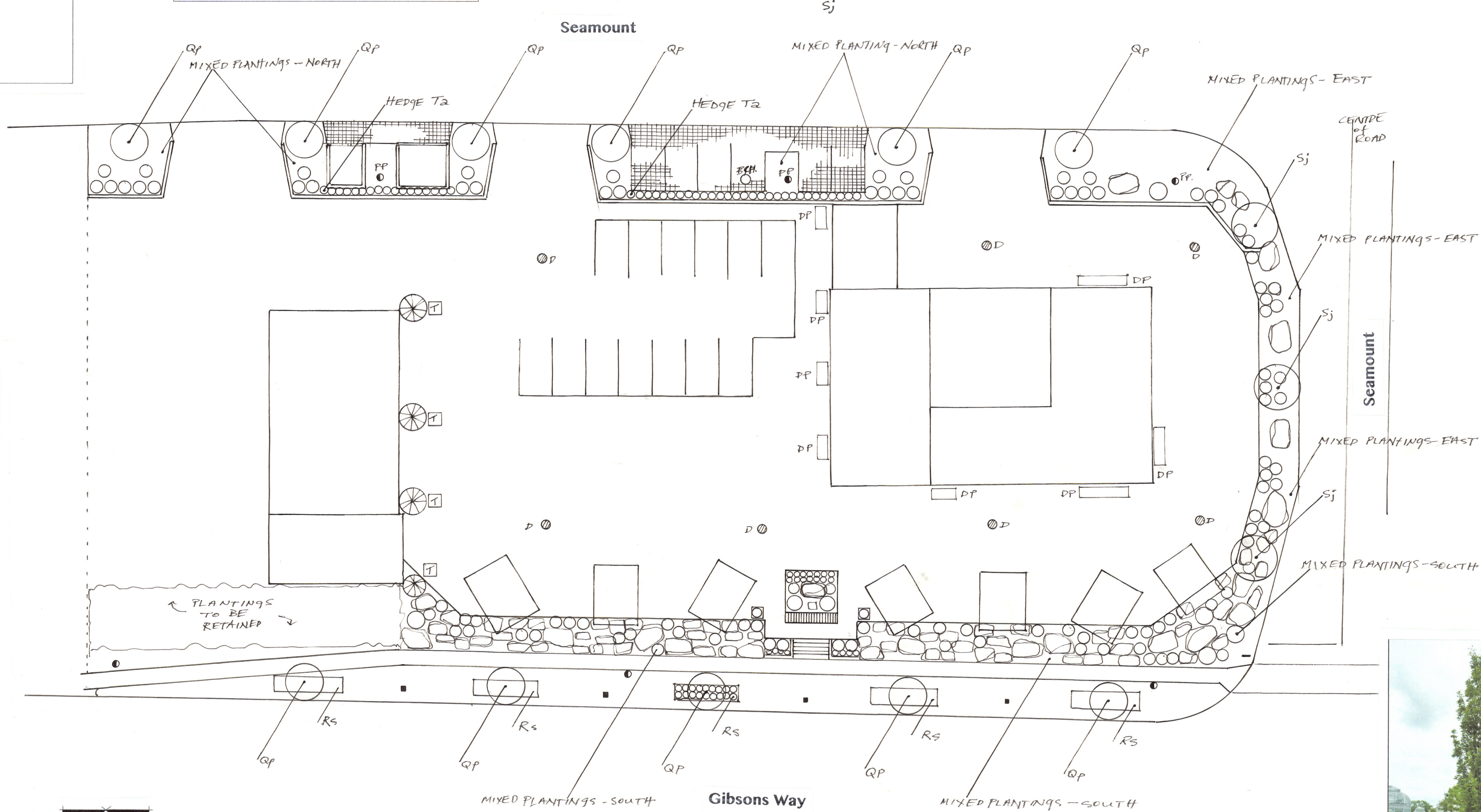
##### Seamount- East

Key	Botanical	Common	Quantity	Size/ Remarks
<b>Feature</b>				
Trees:	Styrax japonica	Japanese snowbell	3	6cm b&b
<b>Group E:</b>				
He	Hemerocallis 'Happy Returns'	Daylily -Happy Returns	TBD	#1
Ge	Geranium 'Blokovo'	Hardy geranium -Blokovo	#1	#1
Dr	Dryopteris erythrosora	Autumn fern	#2	#2
<b>Group F:</b>				
Rf	Rosa 'Fairy'	Fairy rose	TBD	#2
Ic	Ilex crenata compacta	Japanese holly	#3	#3
Th	Thuja 'Golden Globe'	Golden globe cedar		
<b>Infill</b>				
<b>Group G:</b>				
Ar	Arctostaphylos uva-ursi 'Massachusetts'	Massachusetts Kinnikinnick	TBD	#1
Pe	Perovskia atriplicifolia	Russian sage	#2	#2
Ps	Pinus strobus 'Horsford Dwarf'	White pine -Horsford dwarf	#2	#2
Phj	Phormium 'Jack Spratt'	New Zealand flax	#1	#1
Jp	Juniperus procumbens	Dwarf Juniper	#1	#1

#### Plant Schedule

##### Seamount- North

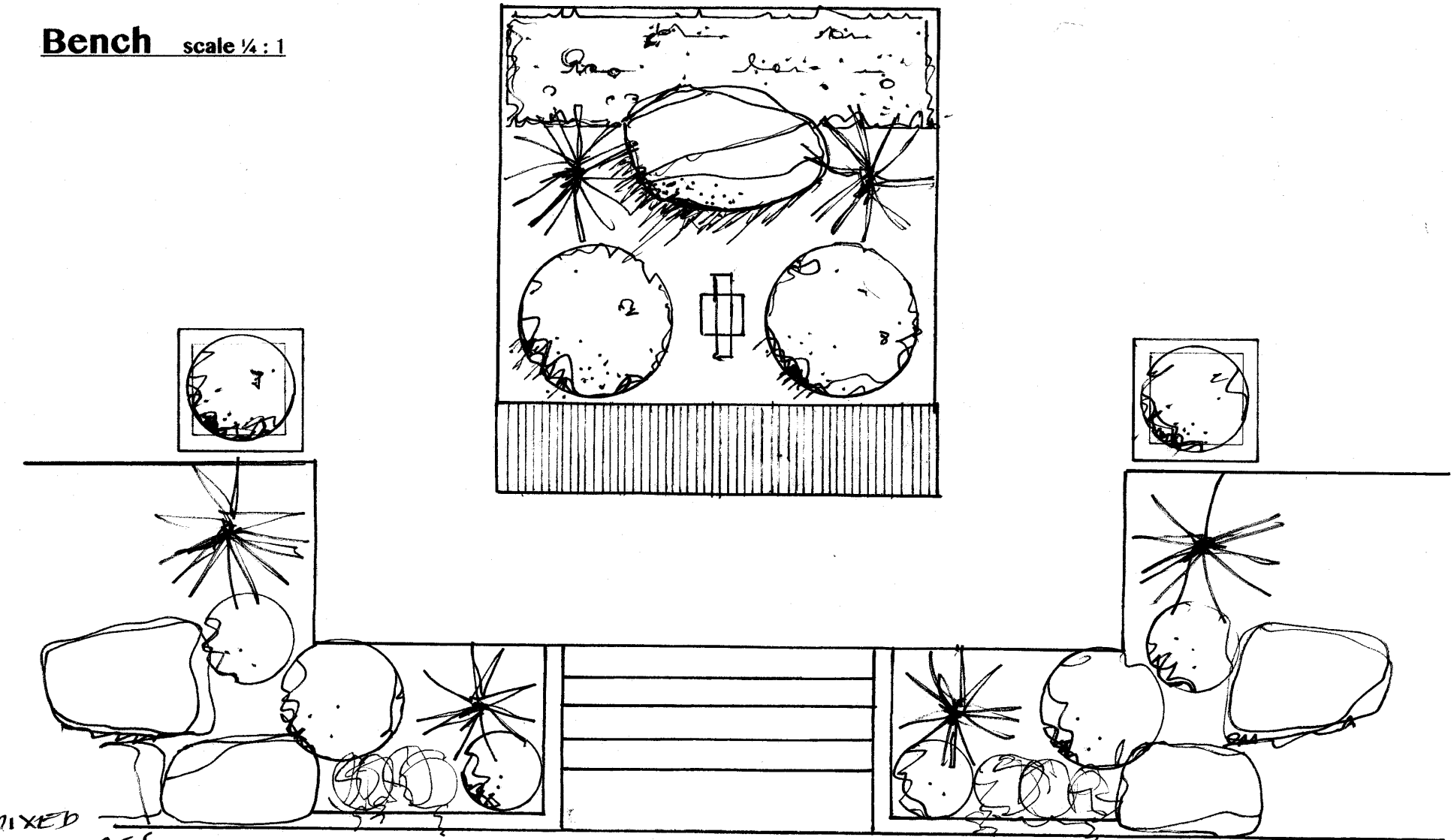
Key	Botanical	Common	Quantity	Size/ Remarks
<b>Feature</b>				
Trees:	Quercus palustris 'Green Pillar'	Green Pillar Pin Oak	6	6cm b&b
<b>Hedge:</b>				
Ta	Taxus baccata fastigiata	Fastigiata Irish yew	58	3' b&b
<b>Group H:</b>				
Th	Thuja 'Golden Globe'	Golden globe cedar	TBD	#3
Ic	Ilex crenata compacta	Japanese holly	#3	#3
Rf	Rosa 'Fairy'	Fairy rose	#2	#2
<b>Infill</b>				
<b>Group I:</b>				
Ar	Arctostaphylos uva-ursi 'Massachusetts'	Massachusetts Kinnikinnick	TBD	#1
Ab	Abies balsamea 'Nana'	Dwarf balsam fir	#1	#1
Phj	Phormium 'Jack Spratt'	New Zealand flax	#1	#1
Jp	Juniperus procumbens	Dwarf Juniper	#1	#1



QP



**Bench** scale ¼ : 1



## Seamount

<b>Site Key</b>	
<b>PL</b>	<b>PROPERTY LINE</b>
<b>PP</b>	<b>POWER POLE</b>
<b>LS</b>	<b>LIGHT STANDARD</b>
<b>D</b>	<b>DRAIN</b>
<b>DP</b>	<b>DECORATIVE PLANTER</b>
<b>X</b>	<b>TREE TO BE REMOVED</b>
<b>T</b>	<b>TREE TO BE RETAINED</b>
<b>RW</b>	<b>RETAINING WALL</b>
<b>Qp</b>	<b>QUERCUS PALUSTRIS 'GREEN PILLAR'</b>
<b>Sj</b>	<b>STYRAX JAPONICA</b>

## periplum

**garden design and construction**  
1506 Henderson Avenue Roberts Creek BC V0N 2W2  
604-989-1201

**Project:****HALEY DODGE**

Legal Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

1028 Gibsons Way Gibsons BC

**Lot Size:**

**Site Area: 40,870.0 sf – 3,797 m<sup>2</sup>**

**Structures:**

**Driveway / Parking:** 27,312.0 sf - 2,537.0 m<sup>2</sup> (Approx.)

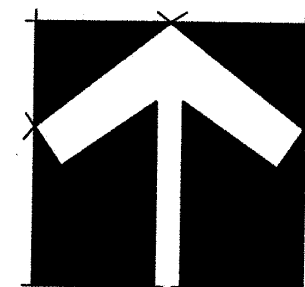
**Landscaped Area:** 13,112.0 sf – 1,218.0 m2 (Approx.)

Date: Start: Feb 2 2021

<b>Plan : 1 Site Plan</b>	<b>1 Site Plan</b>
---------------------------	--------------------

Scale: 1/16" = 1' 2 Planting Plan

Drawn by: LP      Date Drawn: Feb 28, 2021



## Gibsons Way



# STAFF REPORT

**TO:** Advisory Design Panel

**MEETING DATE:** April 7, 2021

**FROM:** Kirsten Rawkins  
Planner 1

**FILE NO:** 3220-Shaw-594

**SUBJECT:** Development Permit for form and character of a studio-to-garden suite conversion at 594 Shaw Road

---

## RECOMMENDATIONS

**THAT** the report titled Development Permit for form and character of a studio-to-garden suite conversion at 594 Shaw Road be received;

**AND THAT** Council issue Development Permit DP-2021-05 for the existing site and construction, subject to approval of Board of Variance order BOV-2021-01.

---

## BACKGROUND / PURPOSE

The Town of Gibsons has received a form and character Development Permit application from the homeowner at 594 Shaw to convert an existing accessory studio for use as a Garden Suite.

All Garden Suite development in the Town of Gibsons requires a Development Permit to ensure that the form and character of new suites is well fit with the neighbourhood and community context, and that the suite will contribute quality housing.

As an introductory application for the new Design Panel, this application is unusual in that the proposed site and building condition are existing, with no changes to the exterior character or landscape proposed.

In this context, the purpose of this report is to share details of the proposal and staff's review of the existing building and landscape in relation to the form and character guidelines for Garden Suites (found within Development Permit Area No. 8 on page 139 of the Official Community Plan), and to obtain a recommendation from the Design Panel to Council on whether to issue the permit for the development as proposed, or whether changes should be required.

Plans are attached as Attachment A.

## Proposal Context

The existing accessory building is located at the southeast corner of the large residential lot and was originally developed and used as a garage and workshop. Recently, the applicant's husband was diagnosed and became severely affected with ALS. To provide a comfortable space where he could be safely cared for as he lost mobility, the community and the Town worked with the homeowners to convert the garage into an accessible studio space with a bathroom, new larger windows, new front door and fresh trim and siding. Sadly, at the beginning of February, the resident passed away of his illness. In his absence, the applicant wishes to rent the newly renovated living space as a garden suite to provide supplemental income for the family.

## Property Location

The subject property, at 594 Shaw Road, is located at the southeast corner of the intersection of Poplar Lane and Shaw Road, as shown on the map in in Figure 1. The property is located within the Town's Garden Suites Areas.



Figure 1 - Property Location

The small (55m<sup>2</sup>/ 587 ft<sup>2</sup>), single storey building is sited 'kitty-corner' to the principal dwelling at the southeast corner of the large lot at 594 Shaw Road. The arial photo in figure 2 shows the existing accessory building located in the southeast corner of the lot, adjacent the rear porch and carport of the principal dwelling.





Figure 2 - Aerial image of the lot at 594 Shaw Road (2018)

## DISCUSSION

### Zoning

Staff have reviewed of the proposal in relation to the Zoning Bylaw and find that the existing building conforms with the zoning requirements for garden suite with the exception that the accessory dwelling is located closer than the minimum 5m setback distance required from the principal dwelling. To address this nonconformance, an application is under review by the Board of Variance to relax the setback between the home and garden suite. A summary of the zoning review is provided in Table 1, below.

Table 1 - Zoning Bylaw Review

	BYLAW	PROPOSED	MET?
Within Garden Suites Area	-	Yes	Y
Front Setback (Shaw)	7.5 m	> 30 m	Y
Rear Setback (east)	1.5 m	2.7 m	Y
North Side Setback	1.5 m	14 m	Y
South Side Setback	1.5 m	1.9 m	Y
Setback from Principal Dwelling	5 m	4.2 m	BOV
Height	6 m	< 4 m	Y
Lot Cover	45 %	30 %	Y
Parking	3	3 (+)	Y
Total Floor Area Maximum	90 m <sup>2</sup>	50 m <sup>2</sup>	Y

### Form and Character Review

Garden Suites fall under Development Area Number 8 (DPA8) for intensive residential development. Applicants wanting to build a Garden Suite must apply for a Development Permit before applying for a Building Permit. The intent of the Development Permit Area is to ensure that intensive residential development fits with the character of the Town and its neighbourhoods, and to provide residents with high quality, livable forms of housing and high-quality affordable housing options.

Siting of the building is well suited for use as suite, with access to outdoor space and parking, privacy from the principal dwelling due to 'kitty-corner' location, and privacy to and from neighbouring given its low height and screening by existing fences dividing the properties. The suite is quaint and fits discretely within the existing structure of the site and neighbourhood, and is very well screened, as seen from the property's frontage on Shaw Road, by mature trees and shrubs and by its location at the rear of the large, landscaped property. A large new front window and new front door, trim and siding provide a fresh and welcoming finish for a new resident.

The following review reflects the existing building and mature landscape of the lot, including recent renovations to upgrade the accessory building as a living space. Table 2 summarizes staff's evaluation of the proposal in relation to the DPA 8 guidelines.

Table 2 - Form and Character Review

DPA 8 Guidelines	Staff Comments	Met?
<i>General Form and Character</i>		
Development should fit with the small town character of Gibsons by demonstrating architecture, landscape design and site design that respects the surrounding context.	<i>The small, existing garage has been a part of the neighbourhood fabric for decades and is well integrated with the site and neighbourhood in design.</i>	Y
Local and natural building materials such as timber and stone are preferred. The use of vinyl siding is discouraged.	<i>Fresh vinyl siding is existing.</i>	N
The use of natural colours is encouraged, and the use of a variety of complementary colours as accents is also encouraged to promote visual interest.	<i>White siding is complemented with warm grey trim. Staff finds the limited palette appropriate to the small size of the dwelling.</i>	Y
Vary materials and/or colours to distinguish individual dwelling units on the property	<i>Proposed materials and colours are harmonious with but distinct from the existing home, which is cream coloured with soft green trim.</i>	Y
Reflect an environmentally friendly ("green") image through the design and exterior features of the development. This may be achieved in such ways as: <ul style="list-style-type: none"> <li>buildings and driveways should be sited to retain existing trees, vegetation, and other important natural features where possible</li> <li>incorporation of visible "green" landscaping features such as rain gardens and infiltration trenches</li> </ul>	<ul style="list-style-type: none"> <li><i>The modest building size and use of an existing building reduces the ecological footprint of the construction and provides ongoing energy efficiency.</i></li> <li><i>Significant mature landscaping is retained; no new hardscape proposed.</i></li> </ul>	Y

<ul style="list-style-type: none"> <li>incorporation of visible “green” building features and materials such as skylights, rain barrels, local wood and stone, green walls and roofs, rain gardens, solar panels, recycled exterior materials, exterior elements for window shading</li> <li>incorporation of permeable pavement or wheel strips for parking spaces to reduce the visual and environmental impact of driveways</li> </ul>		
Design lighting to minimize light spill, glare and sky glow by using non-glare full cutoff fixtures.	<i>A single exterior porch ceiling light is sheltered by the roof and alcove of the building walls, lighting the entrance without causing upward or outward light spill.</i>	Y
<b>Building Massing and Street Rhythm</b>		
To achieve harmonious integration with surroundings, Garden Suites should be sensitive to scale, mass and form of adjacent buildings.	<i>The 550 ft<sup>2</sup>, one storey building is quaint and discretely integrated within the lot.</i>	Y
Garden Suites should be smaller than and complement the scale, mass, built form and character of the principal dwelling unit as well as the neighbourhood.	<i>As above; significantly smaller than the principal dwelling</i>	Y
Roof ridges should be orientated roughly in the same direction as the slope allowing for overlook and views from uphill properties should be taken into consideration.	<i>Pitched roof; the lot is level. No view impacts.</i>	Y
<b>Relationship to the Lane (Street)</b>		
Garden Suites positioned at the rear of the property should have a clear and obvious approach from the street or lane.	<i>Clear approach from street provided via shared driveway from Shaw Road</i>	Y
Provide a clearly identifiable door to the street or lane and public open space.	<i>Front porch located at front of suite. Alcove provides clear definition of entrance from driveway approach.</i>	Y
<b>Relationship Between Buildings</b>		
Garden Suites should be screened from the principle building to create privacy between the two buildings.	<i>No landscape screening is provided between the home and garden suite, though the staggered siting of the two buildings provides natural privacy and yard orientation.</i>	Y/N
Windows and balconies should be placed to reduce overlook.	<i>As above, orientation of windows is to the front and side yards; fencing screens window views to and from neighbours.</i>	Y
<b>Solar Orientation</b>		
Building orientation and massing should ensure that a majority of primary living space receives direct sunlight and therefore is positioned to face towards the South, East or West.	<i>All living areas except for the bathroom have windows, and the largest take advantage of maximum exposure to the south and west.</i>	Y
Garden Suites should be positioned and scaled to minimize the impact of shadows on adjacent developed properties.	<i>No shadow impacts due to low roof height.</i>	Y

<i>Parking and Access</i>		
All buildings should be sited to provide for safe fire access to all dwellings on site from the front yard of the lot.	<i>Suite has direct emergency access via driveway from front access on Shaw Road.</i>	Y
Parking should not dominate the proposed Garden Suite.	<i>Parking width is the minimum required and bordered by trees and greenspace of the front yard.</i>	Y
If the parking space for the Garden Suite is not enclosed in the building, permeable pavement or wheel strips should be used, to minimize additional impermeable surfaces.	<i>Uses existing paved parking area.</i>	N
<i>Screening and Landscaping</i>		
Retain the existing landscaping to the extent possible, especially where it can function as a buffer between adjacent properties.	<i>All landscaping retained.</i>	Y
A usable private open space should be provided for the Garden Suite, either at grade or on a balcony. If on a balcony, this open space should be no less than 5ft deep and no less than 50 ft <sup>2</sup> . If at grade, the open space should be no less than 100 ft <sup>2</sup> .	<i>The garden Suite shares open backyard space with the principal dwelling and has a small additional (8ft deep) private rear yard space between the suite and rear fence, accessed by a back door to the suite.</i>	Y
Vehicle access should be screened from the view of neighbouring properties.	<i>Parking is screened from neighbours by the building, existing wood fence and landscaping.</i>	Y
A landscaping plan is required showing how the site is landscaped and screened with the goal of ensuring privacy for the Garden Suite and adjacent properties.	<i>Images show existing fence and mature trees.</i>	Y
<i>Other</i>		
The location of extra garbage and recycling should be taken into consideration and should be sited away from the primary entrance of both the principal building and the Garden Suite, and should be screened from public views.	<i>A garden shed located in the carport provides a location for secured garbage and recyclable storage.</i>	Y

Staff find that the existing building and landscape, despite not designed originally as a garden suite, significantly address the garden suite design guidelines, with twenty (20) of the twenty-three (23) applicable DPA guidelines substantially addressed.

A letter was provided in support of the application by the neighbour located directly east of the property at 873 Poplar Lane. The letter is enclosed with this report as Attachment C.

#### REFERRAL COMMENTS

Referrals were sent to the Gibsons and District Volunteer Fire Department and to the Town's Infrastructure Services and Building Departments. The following comments were received.

Referral Agency	Comment
Town of Gibsons Building Department	<i>No concerns</i>
Town of Gibsons Infrastructure Services Department	<i>Culvert &amp; servicing upgrades to be required</i>
Gibsons and District Volunteer Fire Department	<i>Interests unaffected</i>

## NEXT STEPS

Following the Advisory Design Panel's review, the recommendation from the Advisory Design panel will be forwarded to Council for consideration in its decision on whether to issue the Development Permit. Should Council authorize issuance of the Development Permit and should the Board of Variance order be issued to reduce the building separation required by the Zoning Bylaw, the applicant may then proceed with completing any remaining requirements of a Building Permit to convert the space into a dwelling.

## STRATEGIC PLAN IMPLICATIONS

Support for this proposal would advance the following objectives of the Town's 2019-2022 Strategic Plan:

- Planning for sustainable growth
  - plan for growth in a manner that reflects finite resources;
  - value the unique character of the Town and its neighbourhoods;
  - create accessible spaces;
- Advocate for and facilitate a range of housing types

## RECOMMENDATIONS / ALTERNATIVES

Staff recommendations are on page 1 of this report.

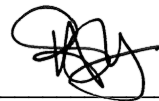
**Attachments**

- Attachment A – Application Package
- Attachment B – Draft Permit
- Attachment C – Neighbour Letter

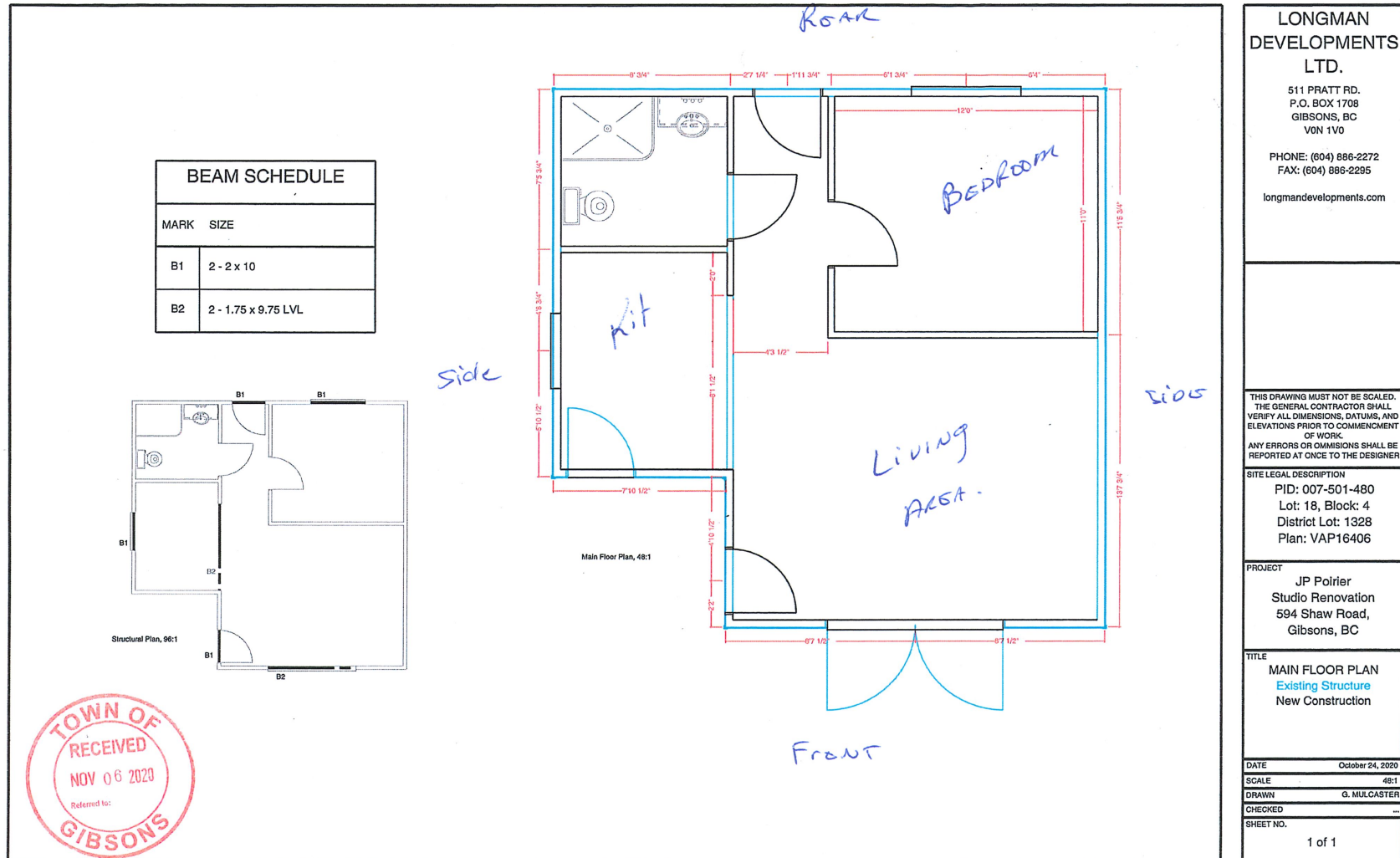
Respectfully Submitted,

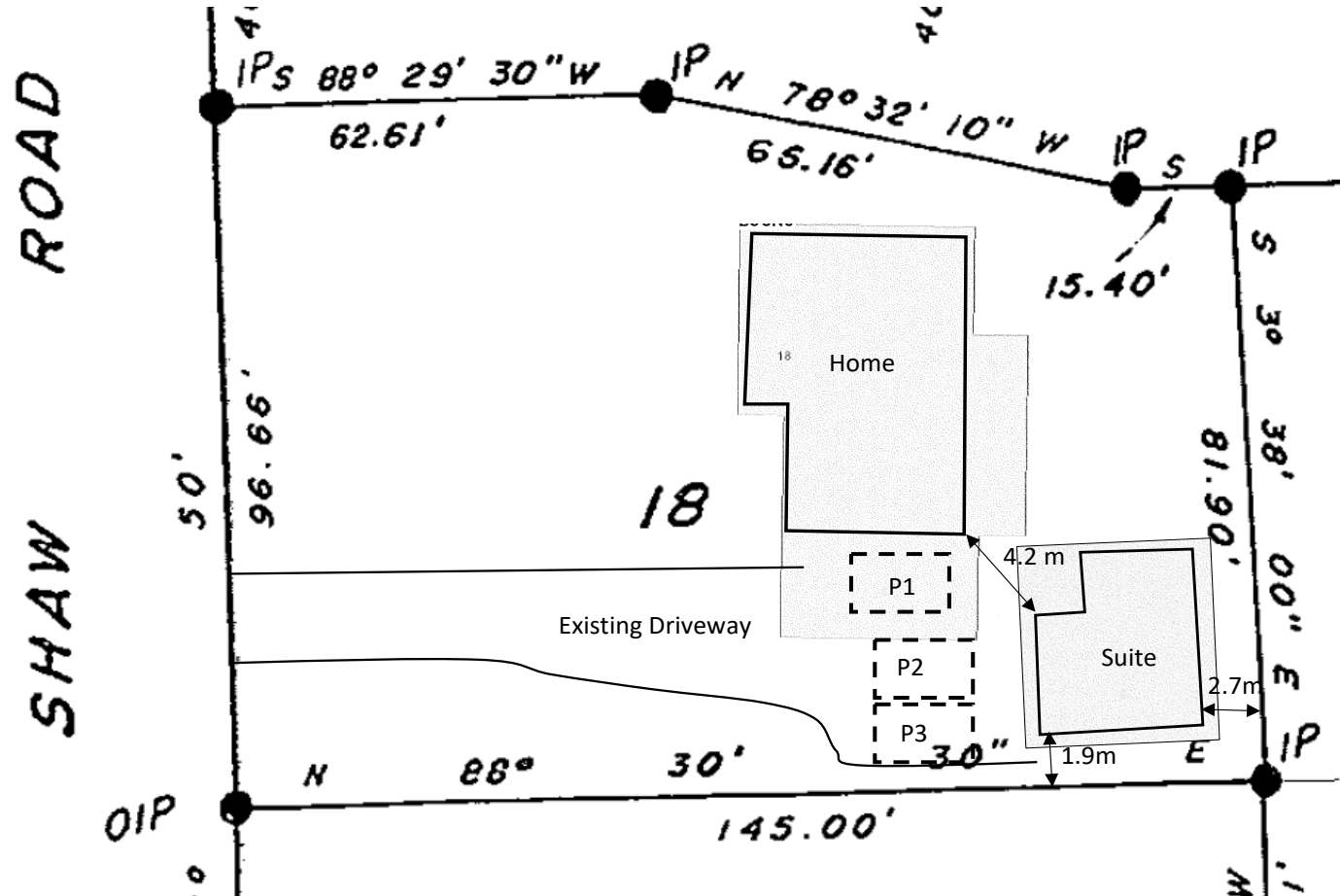


Kirsten Rawkins, BSc-GRS (Hons.), MLA  
Planner I



Lesley-Anne Staats, MCIP, RPP  
Director of Planning





Site Plan 594 Shaw Road

Existing Home and Garage to Suite Conversion

March 3, 2021



**594 Shaw Road Landscape and Garden Suite Images:**  
Garden Suite Form and Character Development Permit Application



Property in summer – Shows garage building, screened with existing mature trees and landscaping from road. The image shows the garage prior to replacement of garage door with front window, and replacement of the ivy-covered chain link fence with a white wood railed fence.



Existing house as seen from Shaw Road in winter, with suite visible at right. New front wall and window has replaced the garage door and front siding will be finished in white with grey trim as shown in following images



West-facing view Facing into front yard and Shaw Road.





Main entry alcove with new front door and new siding in progress (northwest corner of suite). Photo taken from temporary accessibility ramp to main dwelling, to be removed.



East side view with secondary exit door and new siding in progress. Fences on east and south property lines screen view of suite from neighbours. Clutter is related to building in progress under existing building permit.



## DEVELOPMENT PERMIT

FILE NO: DP- 2021-05

TO: **Nicole Poirier**

ADDRESS: **594 Shaw Road  
Gibsons, B.C. V0N 1V8  
(Permittee)**

- 1) This Development Permit is issued subject to compliance with all of the Bylaws of the Town of Gibsons applicable thereto, except those specifically varied or supplemented by this Permit.
- 2) The Development Permit applies to those "lands" within the Town of Gibsons described below:  
  
**Parcel Identifier: 007-501-480**  
  
**Legal Description: LOT 18 BLOCK 4 DISTRICT LOT 1328 PLAN 16406**  
  
**Civic Address: 594 Shaw Road, Gibsons**
- 3) The lands are within Development Permit Area No. 8 for form and character of a Garden Suite.
- 4) The "lands" described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part thereof.
- 5) The building form and character is required to conform to the following plans:
  - *Development Plans titled: 594 Shaw Garden Suite Landscape and Garden Suite Images, dated March 5, 2021*
- 7) This Development Permit applies to the form and character on the site. For details shown in off-site areas the plans may be subject to change following the provisions of a Servicing Agreement.
- 8) Minor changes to the aforesaid drawings that do not affect the intent of this Development Permit or the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Director of Planning.
- 9) If the Permittee does not commence the development permitted by this Permit within twenty four months of the date of this Permit, this Permit shall lapse.
- 10) This Permit is NOT a Building Permit.
- 11) As a condition of the issuance of the Building Permit, Council requires that the Permittee provide security for the value of **\$ XX,XXX** to ensure that the on-site landscaping component of the development is carried out in accordance with the terms and conditions set out in this permit.

- (a) The condition of the posting of the security is that, should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of this Development Permit within the time provided, the Town may carry out the development or any part of it by its servants, agents or contractors and deduct from the security all costs of so doing, it being understood that the surplus, if any, shall be paid over to the Permittee.
- (b) If on the other hand, the Permittee carries out the landscaping component of the development permitted by this Development Permit within the time set out herein, the security shall be returned to the Permittee.
- (c) Prior to issuance of a Building Permit, the Permittee is to file with the Town an irrevocable Letter of Credit or Certified Cheque as security for the installation of hard and soft landscaping in accordance with approved plans, such Letter of Credit to be submitted to the Town at the time of the Building Permit application.
- (d) The Permittee shall complete the landscaping works required by this permit within six (6) months of issuance of the Building Permit.
- (e) If the landscaping is not approved within this six (6) month period, the Town has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Town or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.
- (f) Upon completion of the landscaping, a holdback of 10% of the original security, plus any deficiencies, will be retained for a 1-year period, to be returned upon written final approval from the Landscape Architect.
- (g) The following standards for landscaping are set:
  - (i) All landscaping works and planters and planting materials shall be provided in accordance with the landscaping as specified on the Site Plan and Landscaping Plan which forms part of this Permit.
  - (ii) All planting materials that have not survived within one year of planting shall be replaced at the expense of the Permittee.

AUTHORIZING RESOLUTION PASSED BY COUNCIL

THIS THE XX DAY OF <month>, 2021.

ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
Bill Beamish, Mayor

\_\_\_\_\_  
Rebecca Anderson, Corporate Officer

**Kirsten Rawkins**

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**From:** Jenn Hollett [REDACTED]  
**Sent:** Monday, March 15, 2021 12:26 PM  
**To:** Kirsten Rawkins; planning@givsons.ca  
**Subject:** Re: Nicole Poirier, 594 Shaw Road

KIRSTEN RAWKINS, Planner  
Planning and Development Services  
Town of Gibsons  
[604-886-2274](tel:604-886-2274)

RE: Board of Variance Application re [594 Shaw Road](#)

I reside at [REDACTED], and am one of the nearest neighbours to the property at [594 Shaw Road](#). I am writing this letter to voice my support for the proposed renovations which my neighbour, Nicole Poirier, is planning for her property at [594 Shaw Road](#). I have seen the proposed plans for the conversion of the garage to a "mortgage helper" suite on the property. I see no reason why this proposed project should not proceed.

Yours truly,  
Jennifer D Hollett  
[REDACTED]

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