

**DISTRICT OF SEHELDT  
MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING  
Community Meeting Room  
1st Floor, 5797 Cowrie St., Sechelt  
and  
Via Zoom Online Meeting Platform  
Tuesday, July 2, 2024  
6:00 pm**

**PRESENT**            **Commissioners** Sharif Senbel (Chair), Scott Hanna, Randy Knill, Sheena Macdonald, Archie Maclean, Bill McCreery, Darryl Brin, and Javier Siu

**REGRETS**         **Commissioners** Joanne Van Ginkel and Ken King

**STAFF**             Director of Planning and Development A. Allen, Senior Development Planner T. Baker, Recording Secretary, M. Sugars

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**1.     CALL TO ORDER**

The Chair called the Advisory Planning Commission (APC) Meeting to order at 6:00 pm.

**2.     ADOPTION OF AGENDA**

**Recommendation No. 1 – Agenda**

**Moved/Seconded**

That the agenda be amended to include item 5.2 (Role of the Advisory Planning Commission); and

That the agenda be adopted as amended.

**CARRIED**

It was noted that commissioners would like to discuss the recently released Governance Audit executive summary at the next meeting.

**3. ADOPTION OF MINUTES**

**3.1 Minutes of the May 7, 2024 Advisory Planning Commission Meeting**

**Recommendation No. 2 – Minutes of the May 7, 2024 Advisory Planning Commission Meeting**

**Moved/Seconded**

That the minutes of May 7, 2024 Advisory Planning Commission meeting be amended to clarify that bikes stored outside may be *unsecured*, not *unsafe*; and

That the minutes be adopted as amended.

**CARRIED**

**4. INTRODUCTION TO AGENDA ITEMS**

The Director of Planning and Development introduced the District's new Senior Development Planner, and explained the applicants were in attendance to provide a brief presentation and answer any questions the commission may have.

**5. BUSINESS ITEMS AND REPORTS**

**5.1 Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

The Senior Development Planner provided a brief presentation of the development application.

The applicant provided a presentation and noted the following:

- The overall goal is to improve the façade, create a secured retail space, and provide tenant improvements.
- There have been ongoing incidents of theft and illegal activity, including a large several hundred-pound planter.
- There have been unsafe conditions in the back employee and the tenant entrances.
- They are keeping all natural wood features as-is.
- The proposed back wall will be moved back to be in line with adjacent buildings.

The proposed outdoor sales area is on top of the existing stormwater system with pavers.

The applicant clarified the following commission enquiries:

- The slope of the canopies is not being changed.
- Is the proposed 'white' is not reflective, and more warm and beige.

- The owner of the building owns other businesses in the area and employs a landscaping company to maintain their landscaping. The same company would be responsible for the proposed plantings. Irrigation will be needed in the first few years to establish the plantings, and drip irrigation may be used in the future.
- The rendering showing parking stall widths as 2.2m is in error. The applicant confirmed the drawings will be updated to reflect the proper size.
- Electric vehicle (EV) charging stations are not required as the proposal is not a new build. However, the commission may request them.
- Some buildings in the surrounding area have similar colour pallets, but none are currently the same.
- The rooftop deck is not currently existing, but the building below to support it is.

The commission noted the following comments:

- Physical paint swatches of paint would have been helpful.
- Many members support the paint and plant choices.
- The proposed back wall should be painted on both sides.
- The proposed design is more modern than surrounding buildings.
- Some members are supportive of the proposed over-height wall.
- A different material could be used on the over-height portion of the wall to break up the massing.
- The back entrance is the only tenant access.
- Two planters are proposed for the front of the building.
- Members hope the large concrete area at the front of the building will be utilized.
- Anchors could be used to secure the planters.
- Electrical pole is not shown on the rendering.
- Electrical services should be protected.
- Proper elevations are not shown on the renderings.
- Virginia creeper is a good choice to cover the proposed wall.
- The cedar columnar trees may pose a fire risk.
- The design of this building may set a precedent.
- Motion lights could act as a deterrent for unwanted traffic.
- Future EV chargers should be considered.
- Supported colour pallets for the area as a whole should be revisited.
- An element tying the proposed design to the existing surrounding designs could be included.
- Raked joints could be used on the proposed back wall.
- The stairs to the tenant entrance appear short.
- The configuration may require revision at the building permit stage.

**Recommendation No. 3 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC recommend the applicant consider using more fire resistant and drought tolerant plants in place of the proposed columnar cedar trees.

**CARRIED**

**Recommendation No. 4 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC recommend the applicant include 240-volt service into the proposed back wall for future EV charging use.

**CARRIED**

**Recommendation No. 5 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC recommend the applicant conduct a Crime Prevention through Environmental Design (CPTED) review, and include motion sensor lighting along the back portion of the building, if needed.

**CARRIED**

**Recommendation No. 6 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC recommend the use of raked joints in the proposed concrete masonry wall.

**CARRIED**

**Recommendation No. 7 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC encourage the applicant to reconsider the pedestrian experience on the transitional space in front of their building.

**CARRIED**

**Recommendation No. 8 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC recommend staff work with the applicant to refine the colours if needed.

**CARRIED**

**Recommendation No. 9 – Development Permit for 5519 and 5517 Wharf Avenue (Coastal Living)**

**Moved/Seconded**

The APC recommend that the applicant confer with the neighbour to the north regarding the colour of the block wall facing their side.

**CARRIED**

**5.2 Role of the Advisory Planning Commission**

Commissioners and the Director of Planning and Development noted the following:

- Some commissioners expressed that the draft minutes should be sent to all members prior to the publishing of the agenda.
- All APC minutes go to Council for adoption.
- Members of this Council do not frequently attend APC.
- APC members could attend a Council meeting as a delegation to discuss their role.
- APC recommendations are included in future staff reports for the developments.
- There are common themes within the recommendations of past APC meetings.
- Staff may explore drafting recommendations in advance for APC considering in order to streamline meetings.
- Bylaws may be amended based on consistent APC recommendations (EV charging for example)

- If the APC decides to appear in front of Council, staff could have some input prepared.
- Developments can be delayed for a number of reasons
- Planning provides direction to applicant on what they expect to see in an application package.
- APC members would like to see a list of changes that have occurred between staff and the applicant before it comes before APC.
- Some members feel processes aren't clear.
- Some members feel it is unclear at what stage a development should come before APC.
- New members would benefit from an introduction package and orientation.
- There is a lack of clarity on why some projects have not come before APC.

## **7. ADJOURNMENT**

The Advisory Planning Commission meeting of July 2, 2024 was adjourned at 7:56 pm.

Certified Correct:

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Sharif Senbel, Chair

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Kerianne Poulsen, Corporate Officer