

AGENDA
ADVISORY DESIGN PANEL
Held virtually via MS Teams
March 1, 2023 at 3 p.m.

Due to Saanich's Communicable Disease Plan this meeting will be held virtually and can be viewed/heard via MS Teams. Please note that MS Teams callers are identified by their phone number which can be viewed on screen by all attendees at the meeting.

1. CALL TO ORDER

2. ADOPTION OF MINUTES (attachments)

- December 21, 2022
- January 4, 2023

3. DESIGN GUIDELINES UPDATES

- Presentation by Rebecca Newlove, Manager of Sustainability

***Adjournment ***

Next Scheduled Meeting: Wednesday March 15, 2023 at 3 p.m.

Note: Please confirm your attendance to Megan MacDonald at Megan.MacDonald@Saanich.ca

MINUTES
ADVISORY DESIGN PANEL
Via MS Teams
Wednesday December 21, 2022

Chair: Greg Gillespie

Present: Jacy Lee; Illarion Gallant

Regrets: Andy Guiry; Brad Forth;

Guests: Nick Kardum of Backyard Bungalows (applicant); Fiona Prince and Ron Heron (owners)

Staff: Sarah de Medeiros, Senior Planning Technician; Megan MacDonald, Senior Committee Clerk

CALL TO ORDER

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

ADOPTION OF MINUTES

Due to a lack of quorum the minutes could not be adopted.

4407 WILKINSON ROAD

Application by Backyard Bungalows

This application is to construct a new garden suite on a large lot

Legal Description: Lot 2, Section 97, Lake District, Plan 45719
Planning File: DPR00987, GDN00987
Planning Staff: Sarah de Medeiros, Senior Planning Technician

Comments from the Planner:

- The lot is considered a large lot at 1320 square feet; it is a panhandle lot zoned RS8.
- A garden suite on a large lot can be up to 93m² of gross floor area, up to two storeys.
- There are storm and sewer right of ways on the north and rear lot lines.
- Setback requirements have been exceeded with the proposed location.

Comments from the applicant:

- The garden suite was designed to minimize the privacy impact on adjacent homes.
- All items comply with Saanich requirements, no variances are required.
- Windows in the suite are built high so they do not look into neighbours yards.
- Trees will be planted along the south side of the garden suite to improve privacy.
- Existing trees and shrubs will be protected and maintained for screening.
- Hard/imperious surfaces have been minimized. Grass will grow between the pavers in the pathway to the suite. This will reduce environmental impacts.
- There are currently four parking spaces for the home, existing spaces will be designated to the garden suite. No additional parking spaces are being added.

- A charging station for an electric vehicle will be installed on the side of the garage.
- Hardieboard lap siding and asphalt shingle roof reinforce the residential character of the garden suite; it will fit into the neighbourhood character.
- The size and placement of garden suite windows minimize overlook and are sensitive to neighbours privacy. The east side has a clerestory window and a frosted bathroom window. The south side has two clerestory windows. The north side has 1 window and a door on the first floor and 3 windows on the second floor.
- Second storey windows facing adjacent properties and the space between the garden suite and the principal building are designed to promote privacy and reduce overlook.
- The garden suite is more than 13 m (42') away from the north property line.
- Illuminated pathway is kept to a minimum necessary for pedestrian safety and visibility.
- Recessed pot lights in the building soffits limits light spilling into adjacent properties.
- On the second storey, the upper floor area is integrated into the roof form.
- Grass through pavers, cedar box planters with trellis, and existing vegetation will provide privacy and define separation between garden suite and main house and neighbours.
- Proposed pathway and amenity space is permeable and blends well with the landscape.
- Secure covered bicycle parking is located under an overhang off the south suite wall.
- Garbage, compost, and recycling containers will be located next to the bicycle storage.
- The design, layout, location, roof form, amenity space, landscaping, parking, access meet and/or exceed the Garden Suite Guidelines for building and site design.
- Consideration has been given to ensure this garden suite fits well into the area.

In response to questions and comments from the Panel, it was noted:

- There will be a paver area for seating off the suite. The yard will be shared with the primary/main house. More privacy would be preferred as both parties likely would not want to use the space at the same time. Separation would allow for concurrent use.
- The proposed pathway would be beside the existing patio space used by the main house. A garden trellis, a raised planter and plants allow for separation of this area from the path. More visual separation such as lattice or a fence would be preferred.
- The exterior of the suite is harsh and monolithic. There is a practical and relatively inexpensive opportunity to deal with the second story with a broken roof line.
- Blue/grayish colors used on the exterior are not esthetically pleasing. Different colors or a white trim around the windows/doors would be preferred.
- The layout of the loft upstairs is nice, however the bathroom upstairs is more of a powder room. Given the space available, it would be preferable to have a shower there.
- When residents or visitors are walking down the pathway to the suite the bike area will be the first impression as it is clearly visible. This is not esthetically pleasing and reduces security. Screening or a barrier should be installed to reduce the visual impact.
- The suite design looks more like a large shed than a residential home.
- Storage space under the stairs is appreciated.
- The location of the windows is limited by the location of the stairs.

A motion could not be made, however the following consensus was reached by the members present: "That it be recommended that the application to construct a garden suite at 4407 Wilkinson Road be approved subject to the following considerations:

- a) Bike screening;
- b) Separation of the external living spaces;
- c) Improved color variations;
- d) Reconfiguration of the roofline to minimize the monolithic feel;
- e) A shower stall for the upstairs bathroom."

The meeting adjourned at 4:01 p.m.

CHAIR, Greg Gillespie

I hereby certify these Minutes are accurate.

COMMITTEE SECRETARY

MINUTES
ADVISORY DESIGN PANEL
Via MS Teams
Wednesday January 4, 2023

A/Chair: Andy Guiry

Present: Jacy Lee; Illarion Gallant; Brad Forth; Nicholas Standeven

Regrets: Greg Gillespie, Janine Wigmore

Guests: JC Scott (Applicant); Tory Stevens(Owner)

Staff: Sarah de Medeiros, Senior Planning Technician; Megan MacDonald, Senior Committee Clerk

CALL TO ORDER

The Senior Committee Clerk called the meeting to order at 3:00 p.m.

NOMINATION OF ACTING CHAIR

Andy Guiry was nominated as Acting Chair for this meeting.

ADOPTION OF MINUTES

MOVED by J. Lee and Seconded by I. Gallant "That the Minutes of the Advisory Design Panel meeting dated December 7, 2022 be adopted."

CARRIED

3921 SCOLTON ROAD

Application by JC Scott Design Associates Inc.
This application is to construct a new garden suite on a large lot

Legal Description: LOT 4, BLOCK 6, SECTION 44, VICTORIA DISTRICT, PLAN 1518
Planning File: DPR00902, GDN00902
Planning Staff: Sarah de Medeiros, Senior Planning Technician

Comments from the Planner:

- Application is to convert an existing accessory building into a garden suite.
- The existing building was approved and completed in 2001 as a detached studio/storage building.
- Zoned RS10, area of 1085 square meters. Falls within the Garden Suite Large Lot regulations.
- Application requests two variances:
 1. The application does not meet the 3-meter rear and interior side yard setbacks. Rear yard setback is 1.6 meters, and the side interior yard is 1.9 meters.
 2. The proposed suite is just over the regulations of 93.63 square meters.

- Staff are looking for feedback on the panel on design (massing and privacy) and reducing the impacts on the adjacent properties due to the reduced setbacks. There are four properties that are adjacent to this property.

Comments from applicant:

- Sustainability has been the guiding principle for this conversion.
- The current building is in good shape.
- It has in-floor concrete heating, the slab would be difficult to move to comply with setbacks for a garden suite and would likely need to be replaced.
- Client is wanting to maintain her food garden.
- The client would move from the main house (to be occupied by her family) into the suite.
- The loft design will allow for the client to move her belongings to the suite. The client has a large library that she wished to store in the loft.
- The neighbours have given their full support for the design.
- A request for leniency on size would be appreciated.

In response to questions from the Panel, it was noted:

- Garden suite is well suited to the area.
- Privacy shrubs are appreciated.
- The designer noted that the front yard of the accessory building has an existing trellis that provides privacy to the windows. The exiting deck is 4 feet above the existing walkway.
- The deck serves to create privacy from the house.

**** Member B. Forth arrived at 3:19 pm****

- Parking for the suite will be in the driveway. One small electric car will be parked outside by the charger.
- Panel members appreciate the textures of structure and form in the design.
- Adaptive reuse of the existing structure is important.
- Saanich has asked for the size of the driveway to be reduced.
- It is costly to reduce the size of the driveway and it currently is over the size allowed.
- The functional requirements are well done (Electric vehicle charger, logical gate locations, screening between main and new dwelling).
- Bicycle storage is a stand-alone structure. This was done to reduce the square footage.
- Roofline relates to the line of the main structure. Rationale of the raised storage area was appreciated.
- There is no bathtub as the space can be used elsewhere.
- The use of the existing foundations required the use of the girder truss method to hold up two roofs of different heights.
- The neighbours have a large buffer of trees. The existing fence is high.
- The exit from the structure would come out onto cement pavers to the garden gate.
- The neighbouring houses are far away.
- Concern was noted over the setbacks; however, these are compliant based on the existing accessory building structure.
- The entrance to the hobby room is through the bedroom rather than from the outside; this was located here to accommodate a piano in the main area. The hobby room is intended for owners use only as a plant room. It is not meant to be used as a second bedroom. A future owner could move the door in future if needed.

- The entry was made smaller so that the plans are within the size guideline. The owner does not intend to ask for a variance for additional square footage.
- The bay window is to showcase the garden space around the garden suite and bring in natural light. The windows will make the suite seem larger.
- The existing pathway and garden area is enclosed by the path and trellis. Moving the door to walk straight down the fence and straight into the door is not effective as existing kitchen/bathroom would need to be moved.
- As soon as you open the gate and go into the back yard you can see the door.
- The loft area would be a new addition. The kitchenette, bath and plumbing are already in the locations indicated on the plans from the current structure.
- The design has kept the height of the loft as low as possible to be able to comfortably stand in it.

MOVED by J. Lee and Seconded by N. Standeven “That it be recommended that the application to construct a new garden suite with variances at 3921 Scolton Rd. be approved as presented.”

CARRIED

The meeting adjourned at 3:48 p.m.

CHAIR, Andy Guiry

I hereby certify these Minutes are accurate.

COMMITTEE SECRETARY