City of Chilliwack
DESIGN REVIEW ADVISORY COMMITTEE
MINUTES OF MEETING
TUESDAY, JUNE 10, 2025 – 3:00 pm
COTTONWOOD ROOM

Council Members:
Councillor Chris Kloot, Chair

Design Review Advisory Committee:
Daryl Moniz, CADREB Representative
Quintin van Dyk, Design
Scott Pelletier, Planning
Scott Watson, BCSLA Representative
Tyler Jones, AIBC Representative

City Staff:
Erin Leary, Manager of Development Planning
Reuben Koole, Manager of Long Range Planning
Stacy Johnson, Senior Planner – Development Planning
Madelaine Peters, Senior Planner – Long Range Planning
Jennifer Trithardt-Tufts, Recording Secretary

Regrets:
Councillor Bud Mercer, Vice-Chair
Carmen Peters, Community Member
Chris Klaassen, Development
Jennifer Perigo, Community Member
Michelle McNaughton, Community Member

Guests:
Leighton Ginther, Urban Systems, Consultant

1. CALL TO ORDER

Councillor Kloot was Chair, called the meeting to order at 3:01 pm and provided territorial acknowledgement.

2. ADOPTION OF AGENDA

Moved / Seconded) (That the agenda for the Design Review Advisory Committee meeting of Tuesday, *Jun. 10, 2025, be adopted as circulated.*

Carried unanimously

3. ADOPTION OF MINUTES

Moved / Seconded) (That the minutes for the Design Review Advisory Committee meeting of Tuesday, Apr. 15, 2025, be adopted as circulated.

Carried unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

Ryan Hoxie, Precision Building Design Associates Ltd., was present.

1. DP001883 – 9119 Broadway Street

The Manager of Development Planning provided a presentation regarding this application for the form and character of a small-scale multi-unit housing development within DPA 6 (Infill).

Discussion ensued regarding the orientation of the building and ways to build an interesting façade through colour and texture Questions arose regarding the option to re-orient the building to include at least one front facing unit along Broadway which will require a redesign of the site and potential setback variances. Staff explained that Council has given delegated authority to grant specific variances to setbacks to the Director of Planning.

Discussion ensued regarding the parking and landscaping aspects of this application and the impact of the false garages Comment was made regarding limited parking on the street and potential concern for increasing parking demand within the neighbourhood. The committee discussed the options to reduce on site paving as well as expressed concern for vehicle maneuvering within the property.

Moved / Seconded) (That the Design Review Advisory Committee reviewed DP001883 and requested the application be referred to staff in order for the applicant to improve the site layout and orientation to achieve Design Guideline goals by:

- reorienting the townhouse complex to include a minimum of 1 street-facing unit, with a defined entrance feature and pedestrian access to the sidewalk;
- relocating the strata road and unenclosed parking along either the north or south property line to screen the vehicle use areas from view;
- widening the at grade storage areas to 4.6m and converting them into garages for each unit, thereby accommodating a single-car parking stall within the structure and reducing the number of unenclosed parking spaces required, and,
- including a different colour scheme for each unit, in accordance with the CPTED recommendation.

Carried unanimously

Ryan Hoxie, Precision Building Design Associates Ltd , left at 3:15 pm

5. DELEGATION / PRESENTATION

The committee received for information a presentation from Reuben Koole, Manager of Long Range Planning, related to the following agenda item:

1. Draft Heritage Conservation Area

A project summary was presented which described a Heritage Conservation Area as a distinct area with special heritage value and/or character, identified for long-term heritage conservation purposes in an Official Community Plan. This project has been informed by four key documents, including the 1991 Heritage Interest Inventory, 2010 Downtown Plan, 2022 Heritage Strategic Action Plan, and the 2024 Heritage Interest Inventory update The design guidelines developed through this project establish standards to guide the form and character of new development.

The final version of the Mountain View HCA design guidelines promote conservation and evolution through new development as well as maintain heritage assets and accommodating growth. The design guidelines apply a general design rather than imposing a single style, and are formatted the same as the City's development permit design guidelines. Properties are placed into four categories that determine what guidelines apply and in what circumstances: Heritage Protected, Heritage Interest, Contributory Property, Other Property.

Next steps:

- Committee presentations – May to June 2025
- Bylaw consideration - June to July 2025

Leighton Ginther, Urban Systems, was present virtually.

2. Draft Design Guidelines

A project summary was presented which described the final Form and Character Design Guidelines. This finished product will be turned into bylaw for Council's consideration at the next regular Council meeting.

The overall goal of this project is to establish clear form and character guidelines to simplify the development process and create more predictable outcomes. This project focuses on residential, commercial, industrial and mixed-use development. Improving the language and graphics has modernized and enhanced usability of the guidelines and reflects the City's goals in a realistic way while providing enough flexibility for creativity and innovation.

There are many key implementation factors that will affect applicants moving forward. Applicants will no longer require a CPTED report for every application, although CPTED reports may still be requested or required on a case by case basis. A second key factor is that screening of utilities are now incorporated in both the guidelines and the zoning bylaw. A third key factor is that non-combustible cladding is now required in the design guidelines. And a fourth key factor is that irrigation is required where necessary, with drought tolerant plants where irrigation is not used.

The design guidelines feature a few exemptions including murals and industrial developments. Murals will be exempt from the development permit process, but applicants who propose a mural will follow the public art policy process. Development permits for industrial in Cattermole and along the Fraser River will also be exempt

These design guidelines will be reviewed regularly and incorporate suggestions from DRAC to inform future updates based on committee discussion. Staff also recommend using a 6-month transition period to allow flexibility with development projects that are in-stream. Finally, at the 1-year mark of using the new guidelines, if the application processing is going well there could be an opportunity for further delegation of permit issuance to staff.

A question arose regarding developers submitting applications to build in excess of FCL. Staff explained that the current zoning bylaw parkade height is limited to 3-meters. The zoning bylaw will no longer have a height maximum, but will introduce a reduced setback for parkades that do not exceed flood construction level (FCL). Removing the 3-meter height restriction can allow more flexibility on-site and deal with the parkade appearance of it through the design guidelines. The design guidelines then use a 2m parkade height to determine what design treatments to apply along a building frontage, with direct residential connections required when the parkade is below 2m.

Discussion ensued regarding the 6-month grace period and whether it is a long enough time for applicants to move forward with their projects. Staff explained that there may be outliers that could require longer than 6 months, but staff will consider when the applications was submitted, and their complexity, when determining the transition approach.

A question arose regarding the 140 statements being turned into 7 guidelines and whether staff will rely more on the applicant to provide a letter of intent demonstrating how their application conforms to the guidelines or if staff will use their discretion. Staff clarified that the implementation goal is to give staff the flexibility to interpret if a project meets the design guideline intent. Staff also explained that applications will be reviewed as a group to support consistent interpretation of the new guidelines in the interim The 1-year review will be an opportunity analyze how the implementation is going and adjust accordingly.

Moved /) That the Design Review Advisory Committee supports in principle the final form and
Seconded (character design guidelines as presented.

Carried Unanimously

Moved /) That the Design Review Advisory Committee recommends using a 6-month transition
Seconded (period to implement the new guidelines for in-stream development permit applications.

Carried Unanimously

6. INFORMATION

7. NEXT MEETING

The next meeting is scheduled for Tuesday, July 8, 2025 at 3:00 pm in the Dogwood Room.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:03 pm.



Councillor Chris Kloot, Chair