



**University Endowment Lands  
MINUTES for the  
ADVISORY DESIGN PANEL MEETING  
Tuesday, January 12, 2016**

A meeting of the UEL Advisory Design Panel was held on **Tuesday, January 12<sup>th</sup> at 4:00pm** in the UEL Public Works meeting room, located in the UEL Public Works Yard at 5495 Chancellor Boulevard, Vancouver, BC.

**Professional Members Present:**

Hanako Amaya, Landscape Architect  
John Keen, Architect  
Donna Rodman, Landscape Architect  
Eric Stine, Architect

**Area Neighbourhood Panellists Present:**

Dave Forsyth, Area A  
Jaymie Glasmann Ho, Area B  
Pauline Nocente, Area B  
Stuart Smith, Area A

**UEL Staff Present**

Jonn Braman, Manager  
Natalie Coburn, Planning Technician  
Misa Lee, Deputy Manager

**1.0 Call to Order**

Eric Stine called the meeting to order at 4:15pm.

**2.0 Introduction of ADP Members and UEL Staff**

ADP panel members and UEL staff were introduced.

**3.0 Adoption of the Agenda**

Moved, Seconded and Carried

That the agenda for the Advisory Design Panel meeting of January 12<sup>th</sup>, 2016 be amended by inserting item 4.1 Recent Application Decisions.

**4.0 Adoption of the Minutes**

Moved, Seconded and Carried

That the minutes of the Advisory Design Panel Meeting held August 11<sup>th</sup>, 2015 be approved as presented.

#### **4.1 Recent Application Decisions**

Natalie Coburn, Planning Technician, informed the panel of the statuses on the following applications:

1512 Western Crescent - Applicants have withdrawn the application

5840 Newton Wynd - Applicants appealed the Manager's decision to reject the application as revised. The Assistant Deputy Minister held the appeal hearing and ruled to reverse the Manager's decision. The Development Permit is to be approved with conditions. It is currently in process.

#### **5.0 Proposed UEL Works and Services Bylaw**

A draft of the proposed UEL Works and Services Bylaw 2016 was forwarded to all ADP members, including representatives from each Area on December 18, 2015 along with the rationale for the new bylaw. A request was made for comment from panel members on or before the January meeting of the panel.

UEL staff received comments from Donna Rodman on December 30, 2015. Her comments are attached to these minutes as Appendix A.

#### **5.1 Overview by UEL Staff**

Jonn Braman, Manager, explained the process of adopting a new bylaw in accordance the UEL Act (Act), the UEL Official Community Plan (OCP) and the UEL Land Use, Building, and Community Administration Bylaw (Bylaw). The Bylaw, Section 8, requires referral of proposed bylaws to the Community Advisory Council (CAC) and the ADP. Mr. Braman informed the ADP that the proposed bylaw had also been referred to the CAC and will be subject to discussion at their regular meeting on January 18, 2016. The Act stipulates the process for referring the bylaw to the community at large at a later stage.

The Works and Services Bylaw will establish procedures and standards for works completed in the public domain within the UEL and will update fees for the installation of those works. Mr. Braman highlighted the various parts of the proposed bylaw and its attached schedules.

Within the body of the bylaw, the process for subdivision applications in conjunction with the Approving Officer in the Ministry of Transportation and Infrastructure (MOTI) will be formalized. The Master Municipal Construction Documents (MMCD), which provide construction standards for municipal infrastructure, will be incorporated in the bylaw.

Schedule A is intended to provide a Fee Schedule that will replace fees in the existing Bylaw. This Schedule was provided to the CAC and ADP in a blank format as it is under internal review. The proposed fees Schedule will be presented to the CAC and ADP at a later date.

Schedule B is the supplementary standards for sanitary, storm and water mains and roads unique to UEL that differ from the MMCD standards.

Schedule C is the supplementary standards for boulevard trees and landscaping within the public rights-of-way.

Schedule D and E are standard forms for servicing agreements and statutory rights-of-way.

## 5.2 Questions and Comments from ADP Members

Panel member asked if the bylaw will be automatically updated whenever the MMCD standards are amended. The reply is no, the Province cannot have a lower jurisdiction amending its regulations.

The following comments regarding landscaping standards in Schedule C were provided:

- Use the term "Landscape Architect" instead of "Landscape Professional";
- Use the British Columbia Society of Landscape Architects (BCSLA) standards instead of the Canadian Standards for Nursery Stock. The BCSLA standards deal with local conditions and native species.
- Increase the number of plants on the plant lists with additional native species (such as other maple and cherry trees). A limited plant list reduces the amount of biodiversity of the street trees which may lead to an increase in the spread of disease.
- Review the updated drought tolerant plant list on the BCSLA website and consider incorporating a broader list of species.

The Panel Members also discussed:

- The possibility of public consultation with adjacent property owners when new boulevard trees are planted. There was consultation done in the past on Allison Road. [This is outside the scope of the proposed bylaw.]
- Maintenance after the warranty period. Typically Landscape Architects will state terms for maintenance and warranty in their notes on the drawings. The MMCD has warranty information as well.
- The security for servicing agreements. The security amount is based on a percentage of the construction costs. The cut off amount of \$25,000 for single family developments was determined by past developments that involved more complex work.
- Some of the terms and definitions in the bylaw. The terms "Engineering Designer" and "Design Engineer" in Schedule B are not defined or consistent with other parts of the bylaw. The term "Air Space Parcel" is defined but not used in the bylaw. The term "Highway" was clarified as the public right-of-way from property line to property line and typically used in legal documents.
- The inclusion of environmental requirements such as erosion sediment control and protection of storm drains during construction.
- Consider provisions for accessibility that are not captured in current professional guidelines, but may need to be updated at a later date.

In general, the panel members support the development of this bylaw, subject to reflection on the issues raised by the panel members. The community representatives

acknowledged that the scope of the bylaw was beyond many of their expertise, but that they supported the concept, subject to review of the fees schedule at a later date.

Separate Issue:

Neighbourhood Representatives thanked the Professional Members whose terms are ending this month for their time and service.

## 6.0 Meeting Adjournment

The meeting was adjourned at 5:34pm.



---

Eric Stine, Chair  
Advisory Design Panel

David Eaton



---

John Keen, Secretary  
Advisory Design Panel

Nancy Paul