

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**  
**DESIGN REVIEW COMMITTEE**

**Minutes of the West Vancouver Design Review Committee meeting held at  
4:30 p.m. on January 21, 2010 in the Municipal Hall Council Chamber,  
West Vancouver, B.C.**

**Members Present:**

Voting Members: Donal O'Callaghan (Chair); Erik Lees (Vice-Chair); Alexandra Bennett; Tom Bunting; Stuart Hood; Jennifer Marshall; Michael Richardson.

Non-Voting Members: Councillor Michael Evison.

**Members Absent:** Karl Ray; Duane Siegrist.

**Staff Present:**

Staff Liaisons: Colette Parsons, Community Planner – Urban Design; Geri Boyle, Manager of Planning; James Allan, Community Planner; Recording Secretary, Mandy Emery, Permits and Inspections.

The meeting was called to order at 4:34 p.m.

**2. ELECTIONS**

**a. Chair**

Councillor Michael Evison called for nominations for the position of Chair to the Design Review Committee for the year 2010.

It was Moved and Seconded:

THAT Donal O'Callaghan be appointed as Chair to the Design Review Committee for 2010.

**CARRIED**

**b. Vice-Chair**

Councillor Michael Evison called for nominations for the position of Vice-Chair to the Design Review Committee for the year 2010.

It was Moved and Seconded:

THAT Erik Lees shall be appointed as Vice-Chair to the Design Review Committee for 2010.

**CARRIED**

**3. CONFIRMATION OF AGENDA**

It was Moved and Seconded:

THAT the agenda the January 21, 2010 Meeting be confirmed as circulated.

**CARRIED**

**4. ADOPTION OF NOVEMBER 19 MINUTES**

It was Moved and Seconded:

THAT the minutes of the Design Review Committee held November 19, 2009 be adopted.

**CARRIED**

**5. OTHER ITEMS:**

**5.1 APPOINTMENT OF HEAD PURSUANT TO FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

It was Moved and Seconded:

THAT pursuant to section 77 of the Freedom of Information and Protection of Privacy Act, the Design Review Committee designates the Municipal Clerk of The Corporation of the District of West Vancouver as the Head for the purposes of the Act.

**CARRIED**

**6. APPLICATIONS FOR CONSIDERATION:**

**6.1 REVIEW OF CURRENT CELL TOWER/ANTENNAE POLICY**

Geri Boyle reviewed the current West Vancouver Policy on cellular service and installation applications. The District is proposing to update the policy to reflect changes in the cellular industry.

Since the initial installations of cellular towers in the 1990's there have been very few new applications for towers or antennae installations. The CRTC, in the Fall of 2009, approved additional licences for new cellular companies. The District anticipates an increase in the potential applications for cellular installations. The review of the existing policy is timely and warranted.

The policy adopted in 1997 was designed as a protocol for dealing with the proposals in West Vancouver and included the following:

- Permits requirements.
- Conformance to Zoning Bylaw for siting and height.
- Design Review Committee review of aesthetic design, placement and landscape.
- Public notification of residents within 100 metres.
- Signage notifying the public of location and warning of exposure.

Geri Boyle explained the Federal and Local Government protocol. In 2008 the Government released a Radio Communication Broadcasting Antenna circular dealing with procedures in which the Federal Government issue permits and consultation is not a requirement to proceed with installation. If disputed the local authority and local residents can write to the local minister.

The Committee was questioned if cellular antennae should come to the DRC or with the appropriate criteria for protocol staff can deal with these items.

At this point the Committee agreed to review Item 6.2 and return to the policy subsequently.

## **6.2 REVIEW OF CELL ANTENNAE APPLICATION FOR 6645 NELSON AVENUE (LIBBY LODGE) IN HORSESHOE BAY**

Geri Boyle distributed photographs of the partly installed antennae on Libby Lodge. The application came to the Committee as the result of a Stop Work order and subsequent application for a Building Permit.

Irv Hildebrand, Real Estate Representative for Global Live, started the presentation. Proposal is for:

- 3 panel antennae to be placed on side walls of penthouse. There may be a request for more at a future date. The antennae are broadcasting antenna to send signal out and receive response back.
- Proposal includes electronic boxes and external chase (cable tray) that runs up the back side of building, all work will be placed to code and engineer's specs and painted to match building colour.

The Committee questioned the presenter on the proposed antennae including:

- visibility of cable tray;
- co-location with other carriers and potential visual impact;
- safety concerns for residents and requirement for warning signs;
- rationale for choosing this location and need for additional antennae in West Vancouver;

- possibility of locating cable tray inside building; and
- need for notification of residents and neighbours.

The Committee went on to provide comments on the proposal with input from Staff and the Council Representative.

It was Moved and Seconded:

THAT the Design Review Committee recommends SUPPORT of the Global Live Cell Antennae Application for 6645 Nelson Avenue (Libby Lodge); SUBJECT TO further review by Staff of the following items:

1. notification needs to be provided to residents of the building and within 100 metres;
2. consideration needs to be given to addressing the visual impact of the cable tray.

**CARRIED**

**6.1 REVIEW OF CURRENT CELL TOWER/ANTENNAE POLICY CONTINUED**

The Committee resumed discussion on the policy with discourse on the long term effects of cellular equipment and requirement for notification of neighbours.

It was Moved and Seconded:

THAT the Design Review Committee has reviewed the current Policy related to cellular equipment installations and provides the following recommendations:

Under introduction to policy add “The District protocol is that all equipment be discretely placed and coordinated with the building or structure to which it is attached. Co-location is encouraged where appropriate”.

- Point 3 – add “Future applications to show context on all sides of the buildings, up close and far away impacts, with the use of photo simulation”.
- Point 4 – point 4 of the old policy is important and should be retained.
- Point 5 - after “installation proposals” add – “scope of notification to be at discretion of staff, greater notification would apply to proposed tower applications”.
- Point 6 – staff to review signage requirements.

AND THAT the review of cellular towers/antennae by Design Review Committee would be at the discretion of staff; FURTHER THAT staff needs to create a cellular antennae inventory and mapping.

**CARRIED**

**7. REPORTS/REFERRALS.**

No reports received.

**CARRIED**

**8. PUBLIC QUESTION PERIOD**

(Regarding process and/or Disposition only)

No Questions Presented.

**9. NEXT MEETING**

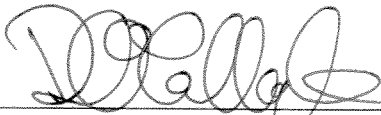
The February 11 meeting is cancelled; the next regular meeting of the Design Review Committee is scheduled for Thursday, March 18, 2010.

**10. ADJOURNMENT.**

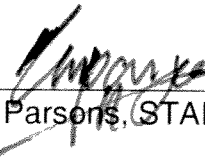
It was Moved and Seconded:

THAT the Design Review Committee meeting be adjourned. The meeting adjourned at 6:35 p.m.

**CARRIED**



Donal O'Callaghan, CHAIR



Colette Parsons, STAFF LIAISON