

**BOWEN ISLAND MUNICIPALITY  
BYLAW NO. 175, 2006**

**A BYLAW TO PROVIDE FOR THE ESTABLISHMENT AND  
REGULATION OF AN ADVISORY DESIGN PANEL**

WHEREAS the Community Charter authorizes Council to establish Advisory bodies;

WHEREAS the Bowen Island Municipality deems it expedient to appoint an Advisory Design Panel;

NOW THEREFORE the Bowen Island Municipal Council, in open meeting assembled hereby enacts as follows:

1. This Bylaw may be cited for all purposes as the "Bowen Island Municipality Advisory Design Panel Establishment Bylaw No. 175, 2006."
2. "Bowen Island Advisory Design Panel Bylaw No. 33, 1984" is hereby repealed.
3. There is hereby established a Panel who shall be named the "Bowen Island Municipality Advisory Design Panel."
4. Composition of Panel and Terms of Service:
  - a) The Panel shall consist of five (5) to eight (8) members, who must be either full time residents or property owners of Bowen Island and have appropriate design qualifications. These qualifications include, but are not limited to: architects, landscape architects, engineers, members of the development industry and persons knowledgeable in community affairs.
  - b) One member of council may be nominated to act as a non-voting member and liaison.
  - c) Panel members shall be appointed by Council, upon recommendation of the Municipal Planner.
  - d) The members of an Advisory Design Panel must serve without remuneration.
  - e) Panel members serve for a term of two (2) years after which they may be reappointed for additional terms. Appointments to fill vacancies shall be made for the remainder of the term.

- f) A Council member, employee or officer of the local government, or an approving officer, is not eligible to be a member of an advisory design panel, but may attend at a meeting of the Panel in a resource capacity.
- g) The Council may by majority vote of all Council members, remove any member of the Panel from their appointment at any time.

5. Holding of Meetings:

- a) The Panel shall, at its first meeting in each year, elect from amongst its members a chairperson to hold office for that year or until a successor is chosen.
- b) Meetings will be held at such intervals as may be necessary to prevent undue delay to applicants; provided however, where there is no business to transact a meeting shall not be necessary.
- c) A majority of members of the Panel shall constitute a quorum. If a quorum is not present within thirty minutes after the time fixed for a meeting, the Chair shall record the names of the members present and the Panel shall stand adjourned until the next regular meeting.
- d) In the case where a member of the Panel has a development application that is to be reviewed by the Panel, this member shall be eligible to present their application to the Panel but can not be present for or involved in the decision making process or recommendation of the Panel.

6. Role of the Advisory Design Panel

- a) The Advisory Design Panel shall consider and make recommendations with respect to the design, environmental compatibility and finishing materials including colour of the exterior and all new or proposed renovations or additions and with respect to siting and landscaping of all plans submitted for consideration in:
  - i. Village Revitalization Development Permit Area
  - ii. Village Periphery Development Permit Area
  - iii. Any other major development with significant community-wide impacts, as directed by Council.

The recommendations of the Advisory Design Panel are for the issuer of the permit, and are meant to assist the issuer of the permit in determining whether the stipulations of the Development Permit Area have been met.

- b) In carrying out its responsibilities pursuant to the By-Law, and without affecting the generality thereof, the Panel shall give consideration to:
- i. Design guidelines as may be adopted by Council;
  - ii. The character of the proposed development in relation to its surroundings;
  - iii. Siting of the building and total site development, including landscaping
  - iv. Quality of building construction;
  - v. Building design in relation to human needs, including entrances, size, location, view, privacy and noise;
  - vi. Signs, outdoor lighting
- c) The Panel shall exercise discretion as to the quality and quantity of detail required depending upon the use, scale and impact of the development.

Information to be submitted to the Design Panel for consideration:

- i. Applicant's Name
- ii. Location
- iii. Site Area
- iv. Total Floor Space
- v. Height of Building
- vi. Setbacks
- vii. Site Plan
- viii. Elevations, including identification of materials and colours
- ix. Landscape Plan (existing and proposed)
- x. Location of adjoining buildings and uses
- xi. parking access and layout

Presentations may include:

- Models
- Colour Perspectives
- Photographs
- Building Materials

READ A FIRST TIME this 27<sup>th</sup> day of February, 2006.

READ A SECOND TIME this 27<sup>th</sup> day of February, 2006.

READ A THIRD TIME this 27<sup>th</sup> day of February, 2006.

RECONSIDERED AND FINALLY ADOPTED this 13<sup>th</sup> day of March, 2006.

(Original signed)  
\_\_\_\_\_  
Bob Turner  
Mayor

(Original signed)  
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Isabell Hadford  
Clerk

Certified to be a true and correct copy of  
“Bowen Island Municipality Advisory Design  
Panel Bylaw No. 175, 2006” adopted by the  
Council Bowen Island Municipality this 13<sup>th</sup>  
day of March, 2006.

(Original signed)  
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Isabell Hadford  
Clerk