CITY OF VICTORIA
ADVISORY DESIGN PANEL MEETING MINUTES
SEPTEMBER 24, 2025, 12:00 P.M. (NOON)
ONLINE MEETING VIA MICROSOFT TEAMS

The City of Victoria is located on the homelands of the Songhees Nation and Xwsepsum Nation

PANEL MEMBERS PRESENT:	Nicholas Standeven (Chair); Tamara Bonnemaison; Julie Brown; Priscilla Samuel; and Kavita Srinivasan
ABSENT:	Joseph Gowid; Mark Hornell; Marc Showers; Kristina Zalite**;** and Katie McEvoy (HAPL-ADP Cross-Appointee)
STAFF PRESENT:	Miko Betanzo – Senior Planner, Urban Design Caner Oktem – Senior Planner, Urban Design Chloe Tunis – Senior Planner Alicia Ferguson – Recording Secretary
APPLICANT ATTENDEES:	**Development Permit with Variances Application No. 00285 for 2931 & 2937 Shelbourne Street** Matthew Gustavson (Gustavson Capital Corporation); Jesse Nguyen (Jesse Nguyen Architecture)

1. Call to Order

The Chair called the meeting to order at 12:04 p.m.

2. Approval of Agenda

The September 24, 2025 Advisory Design Panel Meeting Agenda was approved as circulated.

CARRIED UNANIMOUSLY

3. Applications

A) Development Permit with Variances Application No. 00285 for 2931 & 2937 Shelbourne Street

Chloe Tunis, Senior Planner, provided an overview of the application, noting that the updated policy framework has not yet been approved; therefore, only minimal changes have been made to the previous staff report. Staff are seeking feedback from the Panel on the following key aspects of the proposal:

- Site planning and street relationship.
- Setbacks, site coverage and open space, landscaping and useable outdoor areas.

- Any other aspects of the proposal on which the ADP chooses to comment.

Matthew Gustavson, Gustavson Capital Corporation, and Jesse Nguyen, Jesse Nguyen Architecture, presented the proposal for a 9-unit, three-storey townhouse development in a galley-style configuration.

Panel members asked the following questions of clarification:

- Drive aisle location (south of galley with backyard on north); was flipping this layout considered to improve backyard usability?
    - Yes, initially considered. One adjacent property is a single-family lot, and the other is a townhouse development. Concerns were raised about noise and traffic impacts, leading to the decision to place the drive aisle on the south side.
    - Additionally, the presence of a large boulevard tree and servicing constraints influenced the final layout.
- Fencing on the western side facing the street; was a more transparent material considered to improve connectivity? Fence height appears slightly higher than standard.
    - More permeable fencing was not explored. The design intent was to make the pedestrian entrance more prominent, based on planning feedback.
    - The fencing was kept consistent with the perimeter treatment but could be reconsidered.
- Access to play area/open space: Is there side yard access?
    - Access to the shared play area is through the garage door.
- Visitor parking layout: If the stalls are full, must vehicles back out to the street?
    - Yes.
- Are there fences between individual units?
    - Yes, low picket-style fencing is proposed to define individual yards.
    - The play area includes line painting for multi-use sports activities.
- Utility space: What is the purpose of the utility area?
    - Primarily for electrical components, with some mechanical equipment included.

The public portion of the meeting closed at 12:42pm.

Panel members discussed the following:

- Whether design changes could improve the galley-style configuration, noting the current layout as too tight and lacking usable open space.
- Concerns regarding the efficiency of the site plan, the lack of landscape and play areas, and the need for better integration with the street frontage.

Moved By: T. Bonnemaison
Seconded By: J. Brown

That the Advisory Design Panel recommend to Council that Development Permit with Variances Application No. 000285 for 2931 & 2937 Shelbourne Street be approved with the following changes:

- Adjustments to the front yard landscape and lowering the fencing to create more of a Shelbourne facing frontage.
- Shifting the opening to the utility space to the strata lane.
- Considering materiality of the fencing.
- Confirm exiting from visitor parking space does not require reversing out fully onto the street.
- Improve the access to and useability of the open driveway space and/or include more useable open space on the site.
- Further defining pedestrian areas within the driveway area through surface materiality and other design features.
- Provide meaningful and effective rainwater management approaches.

CARRIED UNANIMOUSLY

4. Adjournment

The September 24, 2025, Advisory Design Panel meeting was adjourned at 12:52 p.m.