

**DISTRICT OF NORTH VANCOUVER
COMMITTEE OF THE WHOLE**

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Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 5:09 p.m. on Tuesday, July 22, 2014 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Hicks
Councillor M. Little (5:17 pm)
Councillor D. MacKay-Dunn
Councillor A. Nixon

Absent: Councillor R. Bassam
Councillor L. Muri

Staff: Mr. B. Bydwell, Acting Chief Administrative Officer
Mr. J. Gordon, Manager – Administrative Services
Ms. S. Haid, Manager – Sustainable Community Development
Ms. S. Dal Santo, Section Manager – Planning Policy
Ms. L. Brick, Confidential Council Clerk
Mr. P. Chapman, Social Planner
Mr. R. Taylor, Planner
Mr. D. Veres, Planner

Also in

Attendance: Ms. Margot Long, PWL Landscape Consultant
Mr. Jason Wegman, PWL Landscape Consultants

1. ADOPTION OF THE AGENDA

1.1. July 22, 2014 Committee of the Whole Agenda

MOVED by Councillor NIXON

SECONDED by Councillor MACKAY-DUNN

THAT the agenda for the July 22, 2014 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

CARRIED

2. ADOPTION OF MINUTES

2.1. June 16, 2014 Committee of the Whole

MOVED by Councillor HICKS

SECONDED by Councillor MACKAY-DUNN

THAT the minutes of the June 16, 2014 Committee of the Whole meeting be adopted.

CARRIED

2.2. June 17, 2014 Committee of the Whole

MOVED by Councillor HICKS
SECONDED by Councillor MACKAY-DUNN

THAT the minutes of the June 17, 2014 Committee of the Whole meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. Coach Housing – Results of Community Engagement and Next Steps

File No. 13.6480.30/003.000

Mr. Phil Chapman, Social Planner, provided an overview on the gradual entry program for coach houses in the District of North Vancouver.

The gradual entry program includes:

- Redefining the definition of secondary suite to include a coach house;
- Approval through the Development Variance Permit process;
- Establishment of minimum lot size, maximum coach house size and not increasing the overall permitted density in single family zones;
- Coach houses are capped at a maximum size of 968 sq ft.;
- Coach houses are not intended to be strata property, only for rental stock;
- Design considerations include maximum height and size;
- Good neighbour and environmental provisions; and,
- Neighbourhood consultation process.

Councillor LITTLE arrived at this point in the proceedings.

Mr. Chapman reviewed the public consultation process noting that the responses to the survey supported that the District consider coach housing as a housing option. It was noted that there was a strong interest from residents who wished to move forward with building coach houses.

Respondents who were in support of the policy noted that the policy may:

- Increase diversity and offer comparative affordability;
- Allow people to stay in their neighbourhood; and,
- Offer options for downsizing.

Concerns raised by respondents to the survey included:

- Too much residential growth;
- Insufficient parking both on site and on the street;
- Lack of sufficient infrastructure to support development; and,
- A loss of privacy.

Staff advised that these concerns will be addressed through the “How to Guide” for the development of coach houses and that a monitoring program will be implemented. Staff noted that a two year gradual approach will help to address any situations as they arise.

Council Discussion

Council inquired how staff intends to deal with the portions of the building below grade when

calculating the maximum square footage of a coach house; staff noted that they have considered basement space and will address this concern in the “How to Guide”. Staff noted that there is discussion to allow a crawl space for storage, but not a full basement.

Staff advised that the number of eligible properties in the District, on which coach houses can be built, is estimated at:

- 2500 lots which are 50 feet or wider and serviced on a lane;
- 1500 lots which are 50 feet or wider and are on a corner lot; and,
- 3500 lots which are 10,000 square feet or larger.

Staff confirmed that the District of West Vancouver has recently adopted a similar Coach House Policy.

Council inquired if home based businesses would be allowed at properties which also have a secondary suite or coach house; staff advised that they will review each application on a case by case basis based on the outward impact of the business on the community.

Staff noted that this process will be a Development Variance Process and there will be a requirement in the process for engagement with neighbours at the beginning of the process and staff are creating a “How to Guide” as a companion for the Policy.

Staff advised that the gradual entry program is envisioned to run for two years as the processes is developed, after which time there will be consideration to moving to a staff approval system.

In response to a query regarding the building of secondary suites on properties which have coach houses, staff advised that enforcement will be on a complaint basis.

Council discussed the use of prefabricated coach houses, staff noted that any prefabricated housing must meet the building code and they must be in keeping with the design guidelines.

Public Input:

A member of the public inquired about the need to notify neighbours and the radius for such notification, staff advised that the Development Permit Process requires notification of neighbours. It was noted that there is no notification requirement for secondary suite applications.

In response to a query from a member of the public staff advised that the next steps include drafting an amendment to the Zoning Bylaw and moving forward to a public hearing in the fall.

Staff advised that neighbour comments will be considered in the final decision but will not be the only factor in the approval process.

Discussion ensued regarding how the final size of a coach house is determined; staff noted that this is a mathematical calculation which takes into account the existing square footage on the property. It was noted that a survey may be required.

MOVED by Councillor HICKS SECONDED by Councillor NIXON

THAT the Committee of the Whole recommends to Council:

THAT the July 9, 2014 joint report of the Section Manager – Policy Planning and Social Planner entitled Coach Housing – Results of Community Engagement and Next Steps be received for information;

AND THAT staff be directed to prepare, for Council's consideration, the Zoning Bylaw amendment and other implementation tools as may be needed to enable a gradual entry approach to coach houses in the District.

CARRIED

The meeting recessed at 6:08 pm and reconvened at 6:12 pm.

3.2. Lower Capilano Design Guidelines

File No.

Presentation: Susan Haid, Manager – Sustainable Community Development, Ross Taylor, Community Planner, and PWL Landscape Consultants

Ms. Susan Haid, Manager – Sustainable Community Development, spoke regarding the Lower Capilano Village Centre Concept Plan which will create a livable design and a network of parks in the Lower Capilano Village Centre.

Staff noted that the new public spaces in the area will include three new parks, three new plazas, gathering spaces, and half a kilometre of trails connecting the area.

Ms. Margot Long and Mr. Jason Wegman, PWL Landscape Consultants, reviewed the design principles for the Lower Capilano area.

The following points were highlighted:

- The crossroads plaza will have soft and hard landscaping;
- The roads within the development will become important outdoor spaces;
- The village plaza is a central gathering place and should be able to accommodate a variety of uses;
- There is a lot of similarity and form with the various street plans in the area;
- Green spaces with lawn and trees and on roads which can be closed down for community uses; and,
- Social spaces bridging across the community to provide an inclusive space for the neighbourhood.

Mr. Jason Wegman spoke regarding the water and planting features in the Village Centre and how they will impact the neighbourhood and the feeling of the spaces. It was noted that this is a design direction, not a detailed design plan, but the concept design could be implemented and practical aspects can be added to the Plan.

Council Discussion:

Concern was expressed regarding the cost of pavement treatments and high end streetscape finishing; Mr. Wegman noted that costs in the public realm are considered in the plan and by stretching the park space uses it will decrease costs.

Concern was expressed regarding the accessibility of the public spaces, it was noted that consideration during the planning process was given to accessibility issues and input was received from a member of the Advisory Committee on Disability Issues.

The sidewalk materials proposed are a mix of regular concrete and aggregate, there is consideration to use special concrete unit pavers in the woonerf area which can be moved to provide access to the utilities under the street.

Discussion ensued regarding the finishing treatment on the woonerf street, it was noted that community amenity contributions will be used to pay for the finishing of the plaza.

MOVED by Councillor LITTLE

SECONDED by Councillor MACKAY-DUNN

THAT the Committee of the Whole recommends to Council:

THAT staff be directed to complete the community consultation program and finalize the public realm guidelines for Council consideration in the fall of 2014.

CARRIED

4. PUBLIC INPUT

A member of the public spoke in support of the public process and commented that there had been input regarding accessibility to the site.

Mr. Doug Curran noted that the area will become a community hub and encouraged that the streetscape finishing reflect the importance of the area.

5. RISE AND REPORT

MOVED by Councillor NIXON

SECONDED by Councillor MACKAY-DUNN

THAT the July 22, 2014 Committee of the Whole rise and report.

CARRIED
(6:58 pm)

Mayor

Municipal Clerk