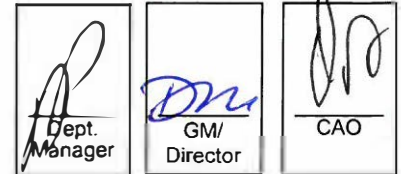


AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>October 7, 2019</u>
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

September 27, 2019
File: 13.6480.30/003.000.000

AUTHOR: Nicole Foth, Community Planner

SUBJECT: Introduction of Bylaw Amendments for a Revised Coach House Program

RECOMMENDATION

THAT "District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8359, 2019 (Amendment 37)" is given FIRST Reading;

AND THAT "District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)" is given FIRST Reading;

AND THAT "Fees & Charges Bylaw 6481, 1992 Amendment Bylaw 8362, 2019 (Amendment 61)" is given FIRST, SECOND and THIRD Reading;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8361, 2019 (Amendment 41)" is given FIRST, SECOND and THIRD Reading;

AND THAT in accordance with Section 477 of the *Local Government Act*, Council has considered Bylaw 8359 in conjunction with its Financial Plan and applicable Waste Management Plans;

AND THAT, in relation to Bylaw 8397, additional consultation pursuant to Section 475 and Section 476 of the *Local Government Act*, is not required beyond that already undertaken;

AND THAT the revised Non-Statutory Public Consultation Policy for Development Applications as attached to the September 27, 2019 report of the Community Planner entitled Introduction of Bylaw Amendments for a Revised Coach House Program is approved subject to bylaw adoption;

AND THAT Bylaw 8359 and Bylaw 8360 are referred to a Public Hearing.

REASON FOR REPORT

At the July 9th, 2018, Regular Meeting of Council, Council directed staff to proceed with public engagement on a revised approach to coach houses in the District. Council further

directed that, following public engagement, staff bring bylaw amendments regarding coach houses to Council for introduction and First Reading.

This report introduces a revised Coach House Program and amending bylaws for Council's consideration. The revised program proposes a simplified coach house applications and approvals process. Implementation of the program would require amendments to 4 bylaws:

- Official Community Plan Bylaw 7900 (Amending Bylaw 8359);
- Zoning Bylaw 3210 (Amending Bylaw 8360);
- Fees and Charges Bylaw 6481 (Amending Bylaw 8362); and
- Bylaw Notice Enforcement Bylaw 7458 (Amending Bylaw 8361).

SUMMARY

The revised Coach House Program proposes the following key elements:

1. A simplified approval process for lots with open lane access and a minimum width of 15m (49.2 ft.) that entails:
 - A building permit only for one-storey coach houses; and
 - A Development Permit (DP), with authority delegated to staff, for two-storey coach houses;
 - The continued use of the Development Variance Permit (DVP) process so that Council may consider other lots for coach houses on a case-by-case basis.
2. The introduction of a new Accessory Coach House Form and Character Development Permit Area in the Official Community Plan (OCP) to promote neighbourly design of two-storey coach houses; and
3. The introduction of Zoning Bylaw definitions, conditions of use, and related regulations for the location and size of coach houses, as well as to allow for reasonable incentives for energy efficient construction.

BACKGROUND

To date, Council has approved 17 coach houses through the Development Variance Permit process. This is an average of approximately four per year since Council endorsed the gradual entry coach house program in November 2014. Coach houses are market rental units that form a part of the District's Housing Continuum (**Attachment 1**). Coach houses may suit diverse demographics and potentially meet the housing demands of various ages, incomes, and housing preferences. This may include seniors looking to downsize, inter-generational and extended families, or young couples looking for ground-oriented homes.

At the July 9th, 2018, Regular Meeting of Council, Council directed staff to engage the public on the proposed approach to simplifying the coach house application and approvals process, and then to bring bylaw amendments for Council's consideration.

EXISTING POLICY

Official Community Plan

The District's Official Community Plan contains the following objectives:

- increase housing choices across the full continuum of housing needs;
- provide more options to suit different residents' ages, needs and incomes; and
- provide more alternatives to home ownership (i.e. rental).

The OCP also identifies the opportunity for a greater diversity of housing choices in existing residential neighbourhoods through sensitive residential infill such as coach houses. The *Detached Residential* OCP land use designation includes provision for secondary rental units such as coach houses or secondary suites.

Coach House Program

The District currently regulates coach house development through the issuance of Development Variance Permits (DVP) that vary the location of a secondary suite. The *Coach House How-To Guide*, available on DNV.org, contains development guidelines and outlines the application and approval process. Final approval of a DVP rests with Council.

The DVP approach was selected as it would provide Council with the opportunity to review all applications for coach houses, a new housing option in the municipality. This approach has facilitated the intended oversight and gradual entry of coach houses in the District, although at a lower rate than the rate of 5 to 25 applications per year that was initially anticipated.

PUBLIC INPUT

In fall 2018, staff held engagement events for the public, and local builders and designers, to seek input on the proposed simplified approach to the coach house program. Approximately 135 people attended three pop-up events that were held across the District (Seymour, Lynn Valley, and Edgemont) in October 2018. There were 142 online survey respondents. See **Attachment 2** for a complete summary of the public engagement process.

Overall, the majority of survey respondents indicated:

- Support for the simplified application process (i.e. the ability to apply directly for a building permit for a one-storey coach house on a lot with open lane access and a width of 15m);
- Support for a Coach House Development Permit to allow for second storey design review;
- Support for adjacent neighbour notification and input; and
- Support for enabling coach house development through:
 - additional floor space for energy efficient construction;
 - additional floor space on lots where coach houses are built;
 - allowing full basements that could be used for living space; and
 - reducing parking requirements from 3 to 2 spaces where the lot is close to the Frequent Transit Network (FTN).

Many respondents also indicated that:

- Coach houses should also be allowed on lots without open lane access through the simplified approach (i.e. apply directly for building permit);
- Neighbour input on a coach house application should be limited; and
- Other forms of housing should be considered in single-family neighbourhoods such as a house with both a suite and a coach house, duplexes, triplexes, and fourplexes.

At the builders' and designers' stakeholder meeting, participants supported a broader coach house program that would expand lot eligibility, and reduce requirements.

ANALYSIS

Current Program

The current, gradual entry coach house program is generally structured as follows:

- All coach house applications require a Development Variance Permit;
- A coach house is eligible on a single family lot that:
 - has a minimum width of 15m (50 ft.) and either has an open lane or is a corner lot; or
 - is greater than 929m² (10,000 sq. ft.) in size (does not require an open lane).

Proposed Approach

The aim of the revised Coach House Program is to increase the uptake of coach houses while continuing to effectively integrate new coach house development with the surrounding neighbourhood. The revised program also seeks to expand the diversity of housing options and the number of rental units in the District, as envisioned in the OCP.

Based on a review of coach house applications submitted since 2014, the following observations can be made:

- One-storey coach houses, and lots with open lane access, generally tended to be more supportable from neighbours' perspectives; and
- Council expressed support for two-storey coach houses, but also expressed some concern about privacy and overlook.

To respond to these concerns, and to reflect public feedback, the revised Coach House Program proposes to:

- Allow one-storey coach houses on lots with an open lane and a minimum width of 15 m (49.2 ft.) to be considered through building permit only;
- Require two-storey coach houses on lots with an open lane and a minimum width of 15 m (49.2 ft.) to go through a new Development Permit (staff-delegated) process that incorporates:
 - a guideline-based design review on second storey aspects such as massing location and window orientation; and
 - notification to abutting neighbours;
- Continue to use the *Coach House How-To Guide*'s lot eligibility criteria, through Council's consideration of a DVP, for coach houses on lots without lane access that are:
 - greater than 929m² (10,000 sq. ft.);
 - corner lots with a minimum width of 15m; and to include
 - double-fronting lots with a minimum width of 15m;
- Introduce Zoning Bylaw definitions, conditions of use and related regulations to ensure coach houses are appropriately located and sized, and to allow for modest incentives to energy efficient construction.

Proposed Bylaw Amendments

To implement the revised Coach House Program, amendments to four bylaws would be required, along with a change to the Non-Statutory Public Consultation For Development Applications Policy.

Official Community Plan Bylaw 7900 Amendment (**Attachment 3** and red-line version in **Attachment 4**)

The *Local Government Act*, subsection 488.1(e), permits an Official Community Plan to designate Development Permit Areas (DPAs) for a number of stated purposes, including the “establishment of objectives for the form and character of intensive residential development”. This provides statutory authority to establish a Development Permit Area for coach houses, and the ability to define them as a form of intensive residential development. This section of the Act was created to assist local governments to manage sensitive infill opportunities.

The proposed OCP Bylaw amendment contains a new Accessory Coach House Form and Character Development Permit Area (“Coach House DPA”) in Schedule B of the OCP. The Coach House DPA guidelines would apply to two-storey coach houses to review aspects such as window orientation and massing in order to minimize overlook and impact on neighbouring lots. It is proposed that the Coach House DP be a staff-delegated permit to allow for a more streamlined application process. The application of the Coach House DP is an administrative process to ensure neighbour notification for two-storey coach houses, and the application of Council’s approved guidelines.

Zoning Bylaw 3210, Rezoning Bylaw 1382 (**Attachment 5** and red-line version in **Attachment 6**)

The proposed Zoning Bylaw amendments introduce a new definition of coach house as an accessory use to single-family residential uses. A number of conditions of use are proposed in the Zoning Bylaw that include:

- Coach house must be located within the Urban Containment Boundary and within single-family residential zones;
- Only one coach house permitted per lot;
- Coach house not permitted where there is a secondary suite on the same property; and
- Owner of the single-family lot must reside in either the coach house or the principal dwelling unit.

The proposed Zoning Bylaw amendments also establish the size, shape, and siting regulations for new coach house development. The regulations are generally based on the District’s existing *Coach House How-To Guide*, and reflect input from public engagement. Some key regulations include:

- Located on a lot with open lane access;
- Lot width of at least 15m (49.2 ft.);
- Maximum size of 90m² (968 sq. ft.);
- 6.1m (20 ft.) separation between coach house and principal house;
- Coach house must be sited to the rear of the principal house;
- Second storey area limited to 50-60% of the first floor (depending on roof slope); and
- Modest accommodations for energy efficiency.

The proposed zoning regulations include incentivizing coach house applications that meet Step 4 or Step 5 of the Energy Step Code. To account for thicker walls and thicker roof

construction associated with energy efficient buildings, the incentives for Step 4 and Step 5 are:

- Minor floor space exemptions of 2.8m² to 8.4m² (30 to 90 sq. ft.); and
- Minor height increases of 0.15m to 0.3m (0.5 to 1 ft.).

Several aspects of the revised Coach House Program were surveyed as part of the public engagement, and supported broadly by respondents. However, the following aspects are not being recommended at this time:

- Additional 0.05 floor space ratio up to 37m² (400 sq. ft.) for a lot that builds a coach house: Council is currently having discussions about single-family residential standards and regulations, and additional floor space may be considered as part of those discussions;
- Basements in coach houses: the District is currently studying the location and impacts of groundwater and infiltration. The results of this study may inform the potential for basements in coach houses;
- Parking reductions (i.e. from three to two spaces) for lots with coach houses near the Frequent Transit Network. Staff have heard concerns around the potential impact of parking that could occur on neighbourhood streets, and parking reductions are not supported at this time. This may be considered in the future, such as when FTN service expands, and as part of a site specific proposal through a DVP.

The proposed Zoning Bylaw amendments also include corresponding ticketing regulations and housekeeping amendments to re-number sections.

In summary, if the proposed Zoning Bylaw amendments are adopted by Council, an applicant would be able to apply directly for a building permit to build a one-storey coach house that complies with the regulations on a minimum 15m lot. Applications for two-storey coach houses would require an Accessory Coach House Form and Character Development Permit (in addition to a building permit). Requests for variances to allow coach houses on lots without lane access may still be submitted, providing Council will the ability to consider each application on a case-by-case basis through the DVP process.

Fees and Charges Bylaw 6481 (Attachment 7)

The Fees and Charges Bylaw establishes fees for development applications. The proposed amendment adds fees for an Accessory Coach House Form and Character Development Permit. The recommended fee of \$670.00 and a \$36.00 profiling fee is equivalent to the Development Variance Permit fees (for 3 variances or fewer) that are levied for coach houses in the existing coach house program. All coach house applications would be charged the same fees whether applying through the Development Permit or the Development Variance Permit process.

Bylaw Notice Enforcement Bylaw 7458 (Attachment 8)

The Bylaw Notice Enforcement Bylaw contains fines for unauthorized land uses. The amendment adds coach house fines, which mirror the existing secondary suite violation fine rates as both are accessory dwelling units. The proposed amendments also include housekeeping amendments to re-number sections.

Draft Revised Non-Statutory Public Consultation For Development Applications Policy
(Attachment 9)

Should Council approve the bylaw amendments, a change to the Non-Statutory Public Consultation For Development Applications Policy would be required to include notification for coach house applications for an Accessory Coach House Form and Character Development Permit. The draft revised policy is included as an attachment for Council's review at this time.

The draft policy proposes to include notification to abutting neighbours when an Accessory Coach House Form and Character DP application is received. Neighbours would be able to provide comment to staff on the application. Approval of the DP would rest solely on the fulfilment of the DP design guidelines and zoning regulations.

Timing/Approval Process

If the proposed bylaw amendments to the Zoning Bylaw and OCP receive First Reading, a Public Hearing would be scheduled. Should the amendments be approved by Council, the *Coach House How-To Guide* would be updated to reflect any program changes.

Concurrence

The recommendations of this report have been reviewed by Building, Bylaws, Development Planning, Legal, and Transportation. The District of North Vancouver Rezoning Bylaw 8360 affects land lying within 800m of a controlled access intersection and therefore approval by the Provincial Ministry of Transportation and Infrastructure will be required after third reading of the bylaw and prior to bylaw adoption.

Financial Impacts

Application fees from a new Accessory Coach House Form and Character Development Permit, and tax revenues as a result of coach house development, will help offset costs associated with the administration of application review.

Social Policy Implications

Coach houses provide opportunities for greater housing diversity, enable residents to age-in-place on their property or in their neighbourhood, or provide housing for family members. Coach houses have the potential to enable young families or young adults to live in single-family neighbourhoods in a detached dwelling that might otherwise be unaffordable. Coach houses provide a unique housing option that is different than apartments, townhouses, and larger single-family homes.

Environmental Impact

Coach houses can enable the efficient use of existing developed land and infrastructure in existing neighbourhoods throughout the District. Coach house development must adhere to environmental Development Permit Area regulations.

Conclusion

The proposed revised Coach House Program aims to increase the diversity of housing choices in the District to fit the needs of a diverse population, including a mix of ages and incomes. The District has had a gradual entry program for coach houses and has approved

an average of four per year since the program began in 2014. The revised program outlined in this report aims to simplify the application and approvals process with the focus on lots with open lanes. It also seeks to ensure that coach houses, which provide at-grade, detached housing, fit within the character of established single-family neighbourhoods.

Options

1. That Council give first reading to bylaws 8359 and 8360, and three readings to bylaws 8362 and 8361 (staff recommendation).

Or

2. That Council take no further action on coach house bylaws.

Respectfully submitted,



Nicole Foth, MCIP, RPP
Community Planner

Attachment 1: District's Housing Continuum

Attachment 2: Coach House Public Engagement Summary

Attachment 3: District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8359

Attachment 4: Red-line version of OCP Amendment Bylaw 8359

Attachment 5: District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)

Attachment 6: Red-line version of Zoning Bylaw amendments (Rezoning Bylaw 1382)

Attachment 7: District of North Vancouver Fees & Charges Bylaw 6481, 1992 Amendment Bylaw 8362

Attachment 8: District of North Vancouver Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8361

Attachment 9: Proposed amendments to District of North Vancouver Non-Statutory Public Consultation For Development Applications Policy

REVIEWED WITH:		
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<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications
<input checked="" type="checkbox"/> Development Engineering		<input type="checkbox"/> Finance
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<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS
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District of North Vancouver's Housing Continuum



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Coach House

PUBLIC ENGAGEMENT SUMMARY



OCTOBER 2018



EXECUTIVE SUMMARY

This report summarizes the input that we heard during the public engagement on the proposed approach to coach houses held in September - October 2018. The District is considering changes to the coach house program, and Council directed staff to carry out public engagement to gather input on the proposed approach.

LOT ELIGIBILITY & APPLICATION PROCESS

	LOT ELIGIBILITY CRITERIA	APPLICATION PROCESS
PROPOSED SIMPLIFIED PROCESS	<ul style="list-style-type: none"> ✓ Lot width minimum 49.2 ft. (15 m); Open lane access; Lot area minimum 5,000 sq. ft. (464.5 m²); and Within the Urban Containment Boundary. 	 One-Storey Coach Houses <ul style="list-style-type: none"> • Building Permit
		 Two-Storey Coach Houses <ul style="list-style-type: none"> • Development Permit (DP) issued by staff • Building Permit
EXISTING PROCESS (WILL CONTINUE)	<ul style="list-style-type: none"> ✓ Lot width minimum 50 ft (~15 m) and is a corner lot <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ✓ Lot area minimum 10,000 sq. ft. (929 m²) without lane access 	<ul style="list-style-type: none"> • All coach house applications must go through the Development Variance Permit (DVP) process, which is decided by Council on a case-by-case basis.

OPPORTUNITIES FOR INPUT

There were three opportunities to gather input:

- Approximately 135 people stopped by three pop-up information events;
- 142 online survey responses; and
- 7 participants at the designers and builders stakeholder meeting.

WHAT WE HEARD

In the online survey we heard the following responses to the questions, and common themes* from the comments:

- support for the proposed approach, and to expand the lot eligibility beyond the proposed approach;
- support for a Coach House Development Permit for second storey design review;
- support for an adjacent neighbour notification and input process, with a limit on the influence of neighbour input;
- support to enable coach house development with:
 - additional floor space for energy efficient construction;
 - basements for living space;
 - slightly increased total allowable floor space on lots with coach houses; and
 - reduce parking requirements from three to two spaces close to the Frequent Transit Network.
- interest in other forms of housing in single-family neighbourhoods, namely a house with a suite and a coach house, and duplexes.

Overall, stakeholder meeting participants supported a broader-reaching coach house program by expanding lot eligibility, and reducing requirements in the applications and approvals processes (no neighbour input).

*themes with 20+ responses



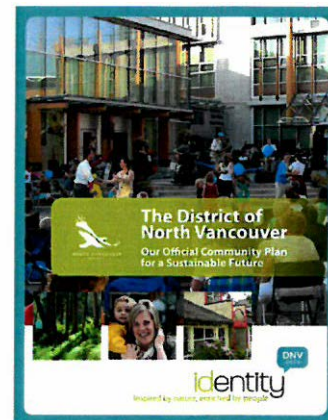
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1.0 CONTEXT

The District's Official Community Plan (OCP) encourages diversity of housing choices across the full spectrum of housing needs. The Detached Residential land use designation in the OCP includes provision for secondary suites or coach houses in single-family residential areas.

The District began its coach house program in 2014 when Council endorsed a "gradual entry" process to consider coach house applications on a case-by-case basis through the Development Variance Permit process. As of October 2018, 14 coach houses have been approved by Council.



*District of North Vancouver's
Official Community Plan*

Council expressed concern about the low number of coach house applications received at the June 19, 2017 Council Workshop. As a result, the District is considering to simplify the process, with a general focus on lots that have open lane access. Council directed staff to seek public input on the proposed approach to coach houses at the July 9, 2018 Regular Council Meeting.

This report summarizes the results of the public engagement, held in fall 2018, on changes considered to the coach house program. The report will be shared with Council for their consideration.

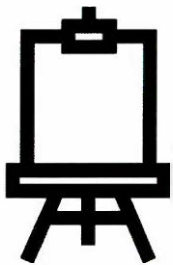
2.0 PROCESS

The planning process includes three phases, as shown below.

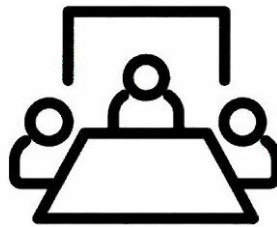


3.0 OPPORTUNITIES FOR INPUT

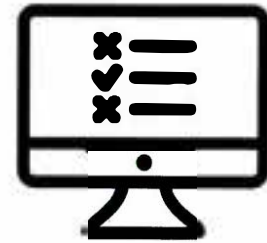
In the second phase of this process, we asked the general public and stakeholders who are involved in designing and building coach houses to provide feedback on the proposed changes to the coach house program. We used three different methods to gather input and feedback:



**Pop-Up
Information
Events**

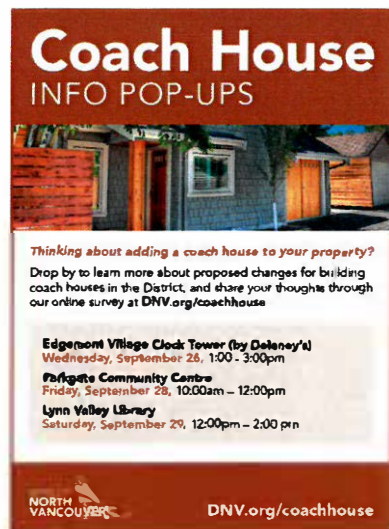


**Coach House Designers
& Builders Stakeholder
Meeting**



**Online Public
Survey**

Public engagement can occur across a range of participation levels, from informing to empowering. Different levels of engagement are appropriate at different times and for different projects. The goal for this phase of engagement on the coach house program was to obtain feedback on alternatives to the current program, which corresponds to the 'Consult' level on the *International Association for Public Participation's* (IAP2) Spectrum of Public Participation. This means that we will keep you informed, and listen to and acknowledge your concerns and aspirations in developing final solutions, and we will report back to you on how your input influenced the decision.



North Shore News Advertisement

3.1 COMMUNICATION

We used several methods of communicating the opportunities for input, including:

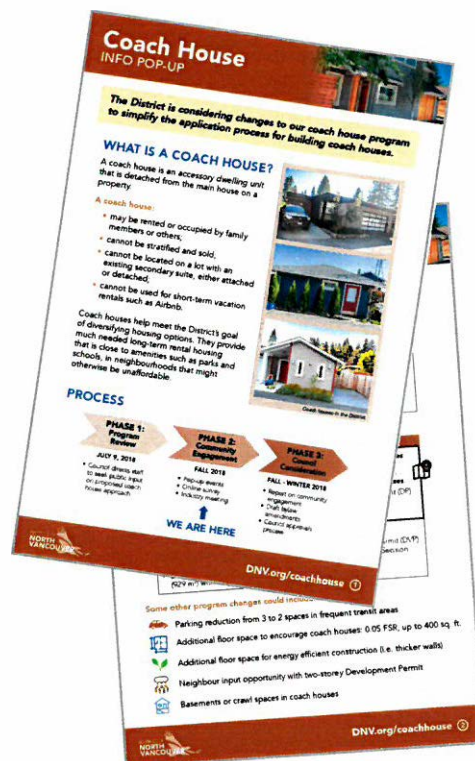
- North Shore News advertisements (Wednesday, September 19, Friday, September 21, and Wednesday, September 26, 2018);
- The District's website (DNV.org);
- Social media posts (DNV Facebook, Twitter, and LinkedIn, and School District 44 Facebook and Twitter);
- Paid social media ads (DNV Facebook); and
- The stakeholder meeting was promoted on DNV.org between September 19-28, 2018, and email invitations were sent to current and previous District coach house applicants and several coach house and laneway house designers and builders in the region.

3.2 POP-UP INFORMATION EVENTS

Pop-up events are informal drop-by events where staff are available to answer questions and share information. Pop-up events are held in public places to invite interest from people passing by, as well as people who came for the event.

Approximately 135 people stopped by the three pop-up events that were held across the District.

At the pop-up events, there were display boards with information on the proposed changes to the coach house program, information hand-outs, and staff available to answer questions. Staff encouraged attendees to share their input through the online survey.



Display information at the pop-up events

Coach House Pop-up Events

WHEN	WHERE	WHY	ATTENDEES
Wednesday, September 26, 2018, 1- 3 pm	Edgemont Clocktower near Delany's	This was an early dismissal day for public schools, and we aimed to increase the opportunity for people walking through the village at this time.	Approx. 35 people
Friday, September 28, 2018, 10 - noon	Parkgate Community Recreation Centre	This was during a North Shore Culture Days event at this location.	Approx. 40 people
Saturday, September 29, 2018, noon - 2 pm	Lynn Valley Library	This was before a North Shore Culture Days event at this location.	Approx. 60 people

The display boards from the pop-up events were placed in the District Hall atrium from October 1 to October 12, 2018, and available to the public visiting District Hall during business hours.



Coach house pop-up event at Parkgate Community Recreation Centre

**Approximately
135 people
were engaged
by the three
pop-up events.**

3.3 ONLINE SURVEY

The online survey asked for input on the proposed changes to the coach house program. It was open for three weeks on the District website, DNV.org/coachhouse, from September 20, 2018 to October 14, 2018. In total, 142 responses were received.



3.4 COACH HOUSE DESIGNERS & BUILDERS STAKEHOLDER MEETING

We held a stakeholder meeting for coach house designers and builders to hear their input on the proposed changes to the program. There were seven attendees at the meeting held on October 3, 2018 at the District Hall.



Coach house pop-up event at Lynn Valley Library



4.0 WHAT WE HEARD

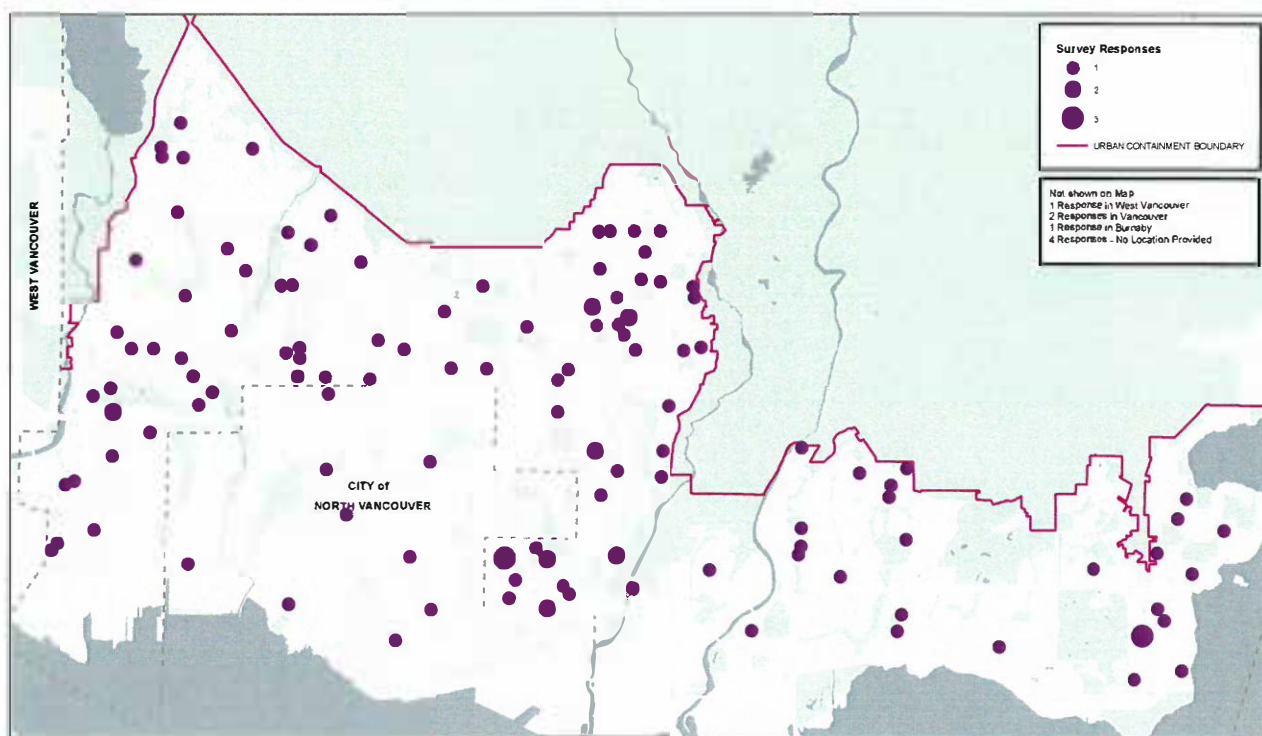
4.1 ONLINE SURVEY

There were 142 respondents to the online survey. The number of responses to each question may vary because respondents may not have chosen to answer every question.

Survey responses were received from across the District as shown in **Figure 2**. The majority of respondents identified as homeowners and residents of the District (77%, 110 of 142).

A minority of respondents (9%, 13 of 142) were located outside of the District based on postal codes provided by respondents, including the City of North Vancouver (9), West Vancouver (1), Vancouver (2), and Burnaby (1). Over half of respondents from outside of the District indicated they are interested in living in or returning to the District (62%, 8 of 13). Four respondents did not provide postal codes.

Figure 2: Location of coach house survey responses based on postal codes provided by respondents.



Survey questions were accompanied by background information to provide the context for the question. The background information for each question is summarized in this report, and accompanies each set of related questions.

4.1.1 Demographics

Respondents provided some information about who they are (**Figure 3**) and their age range (**Figure 4**). The majority identified as homeowners, while the largest age group to respond was the 41-55 age range.

Figure 3: Status of survey respondents.

Total responses: 147
(some respondents selected more than one response)

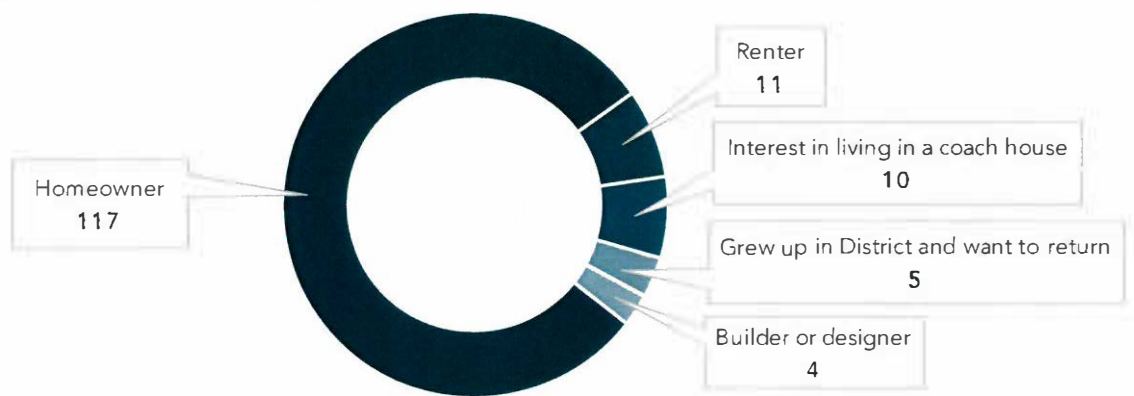
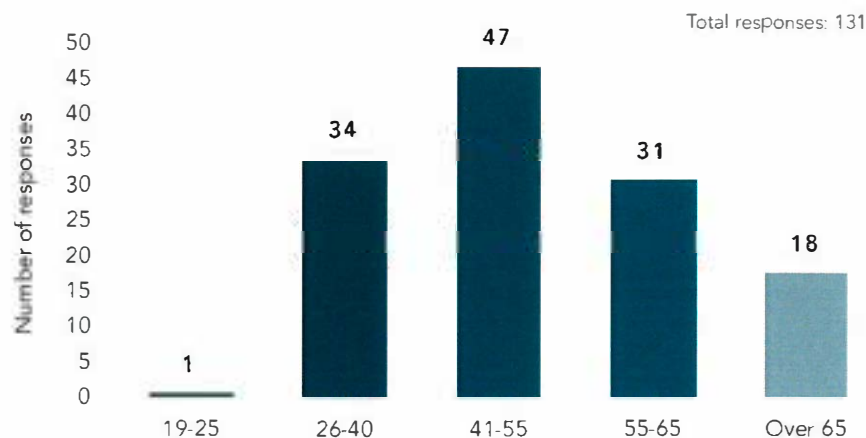


Figure 4: Age distribution of survey respondents.



4.1.2 ONE-STOREY COACH HOUSES

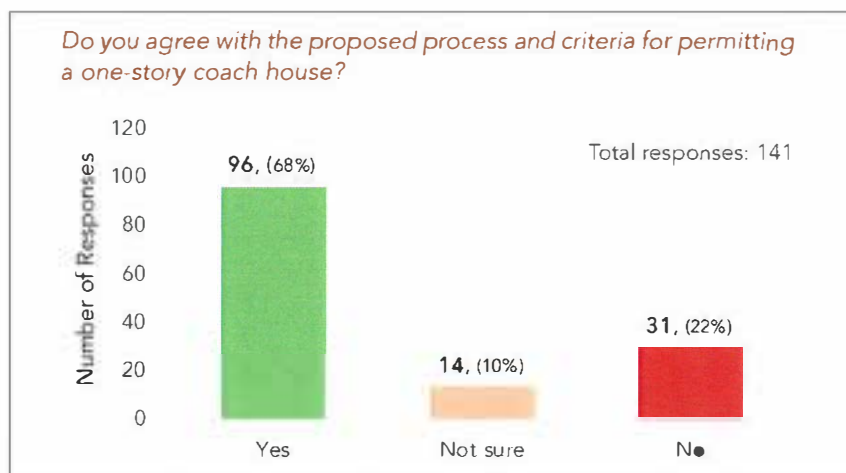
BACKGROUND

Under the proposed new process, homeowners wishing to build a one-storey coach house would skip the existing Development Variance Permit process (a case-by-case decision by Council), and apply directly for a Building Permit. To qualify to apply directly for a Building Permit, a lot would need to meet all of these criteria:

- Open lane access;
- Lot width minimum 49.2 ft. (15 m);
- Lot area minimum 5,000 sq. ft. (464.5 m²);
- Within the Urban Containment Boundary.

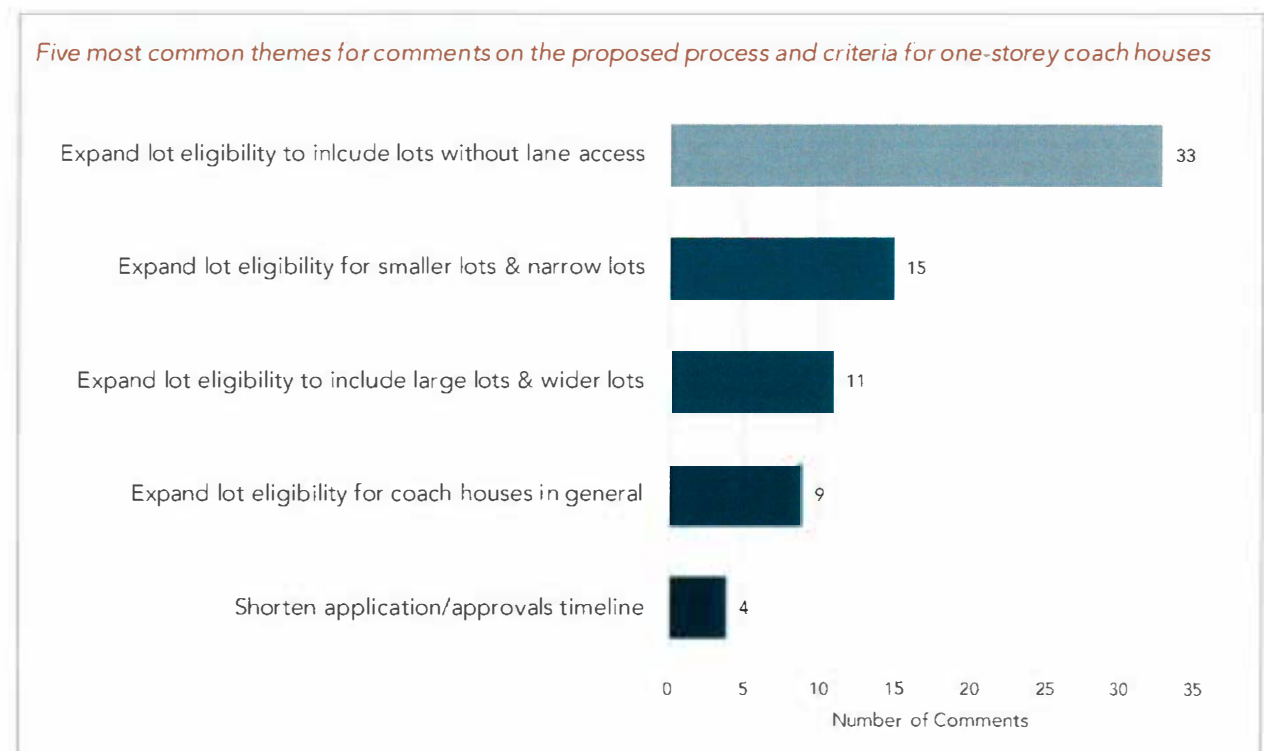
Q1. Do you agree with the proposed process and criteria for permitting a one-story coach house?

The majority of respondents agreed with the proposed process and criteria (68%, 96 of 141).



Q2. Do you have any comments on the proposed process or criteria?

In total, 103 comments were received for this question. The five most common themes were:



Some comments showed that respondents were under the impression that the proposed approach would remove other lot types that are currently eligible for the Development Variance Permit process, namely corner lots and large lots. To clarify, the proposed approach would allow the currently eligible corner lots and large lots to continue under the existing Development Variance Permit process.

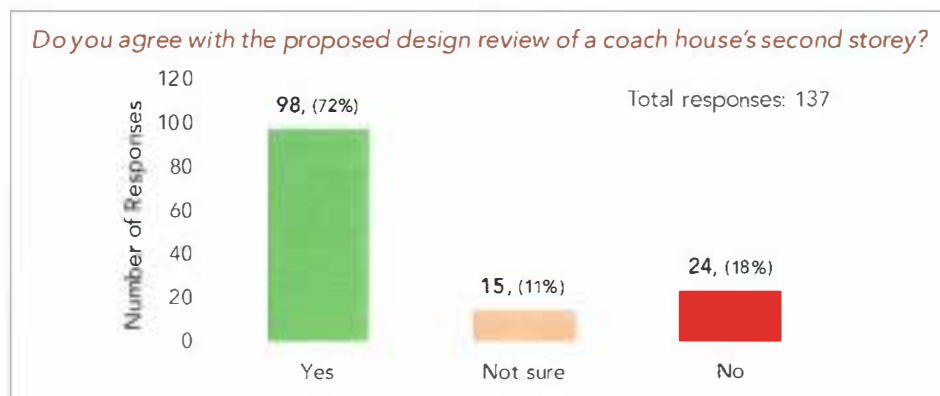
4.1.3 TWO-STOREY COACH HOUSES

BACKGROUND

We heard some concerns about loss of privacy and overlook from the second storey of a coach house. One tool we can use to review design of the upper storey is a Coach House Development Permit.

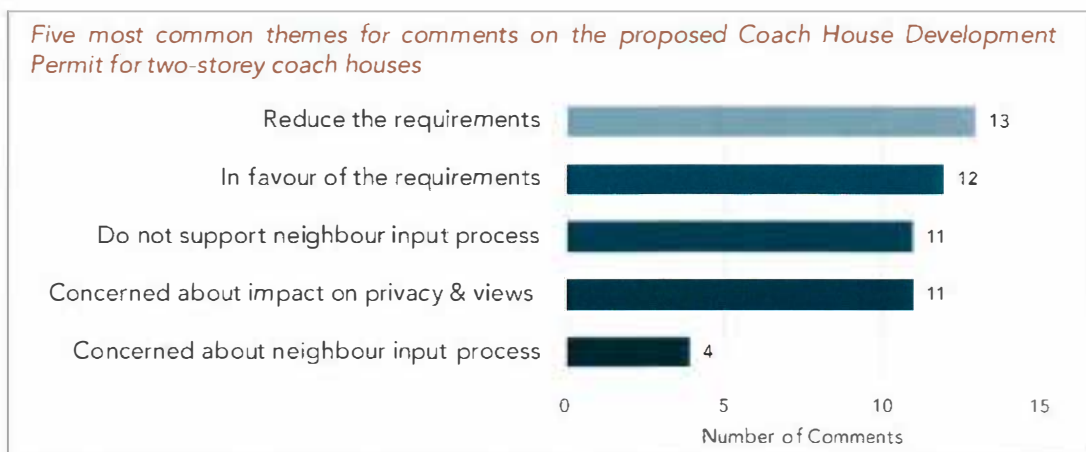
Q3. Do you agree with the proposed design review of a coach house's second storey?

The majority of respondents agreed with the proposed design review process (72%, 98 of 137).



Q4. Do you have any comments on our proposed Coach House Development Permit for two-storey coach houses?

In total, 66 comments were received for this question. The five most common themes were:



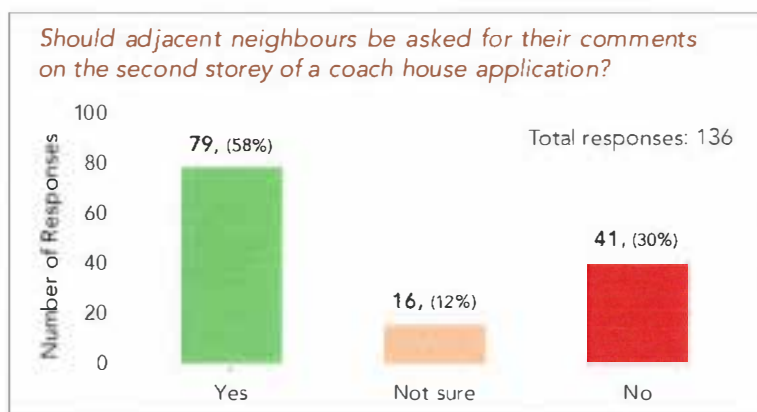
NEIGHBOUR INPUT ON TWO-STOREY COACH HOUSES

BACKGROUND

Through a Coach House Development Permit, we could also require that adjacent neighbours be notified of a two-storey coach house application, and given opportunity to comment on design. Staff would consider the input that could result in small design changes that are in line with the Coach House Development Permit guidelines.

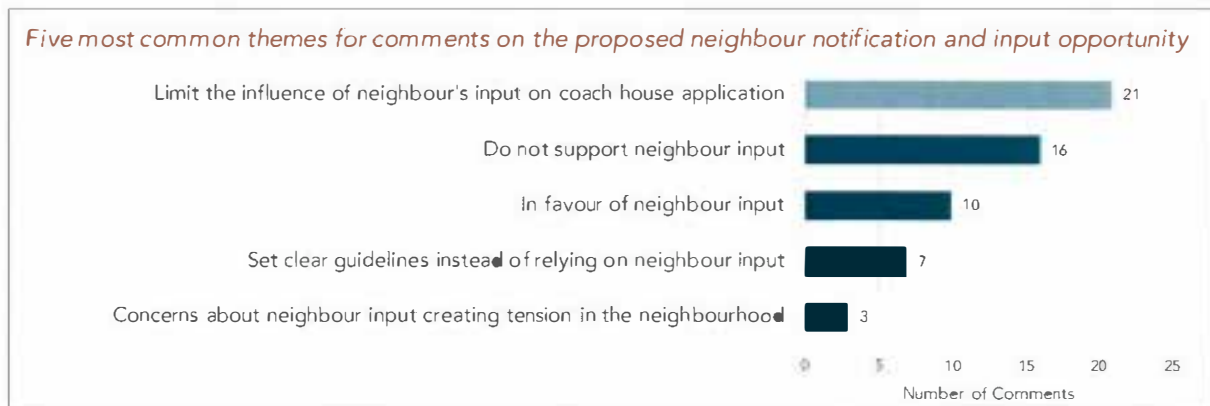
Q5. Should adjacent neighbours be asked for their comments on the second storey of a coach house application?

The majority of respondents agreed that adjacent neighbours be asked for their comments (58%, 79 of 136).



Q6. Do you have any comments on the proposed neighbour notification and input opportunity?

In total, 59 comments were received for this question. The five most common themes were:



4.1.5 ENABLING COACH HOUSE DEVELOPMENT

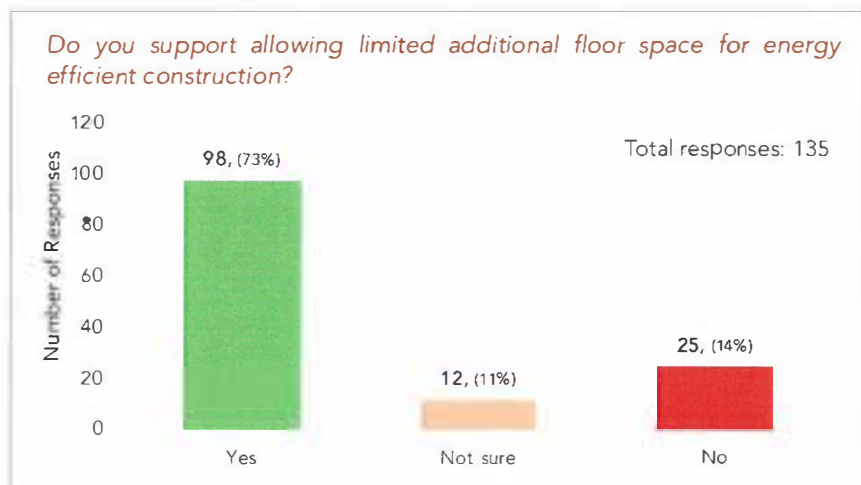
BACKGROUND

To encourage coach house development, we are considering a variety of approaches that will make coach houses more flexible and functional.

- Allowing some additional floor space to make up for loss of usable space as a result of energy efficient construction
- Allowing basements for living or crawlspaces for storage (currently not permitted in coach houses)
- Allowing some additional floor space on lots that build coach houses (+0.05 FSR, up to 400 sq. ft.)
- Reducing onsite parking requirements from 3 spaces to 2 spaces for lots within 400m (about a five minute walk) of the frequent transit network

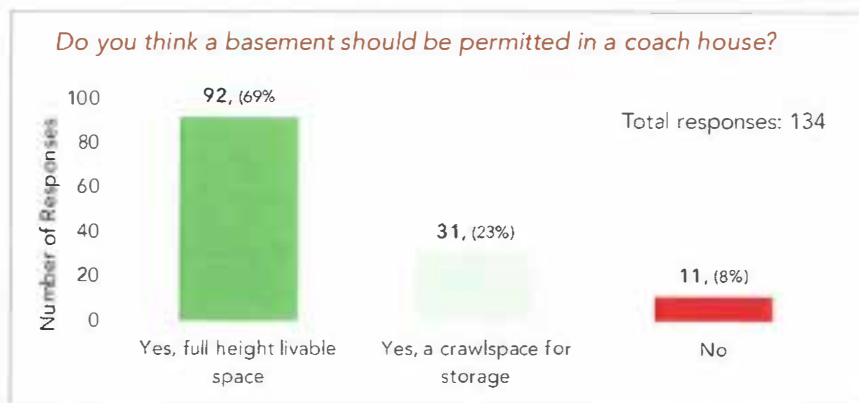
Q7. Do you support allowing limited additional floor space for energy efficient construction?

The majority of respondents agreed we should allow limited additional floorspace for coach houses that are built to be more energy efficient (73%, 98 of 135).



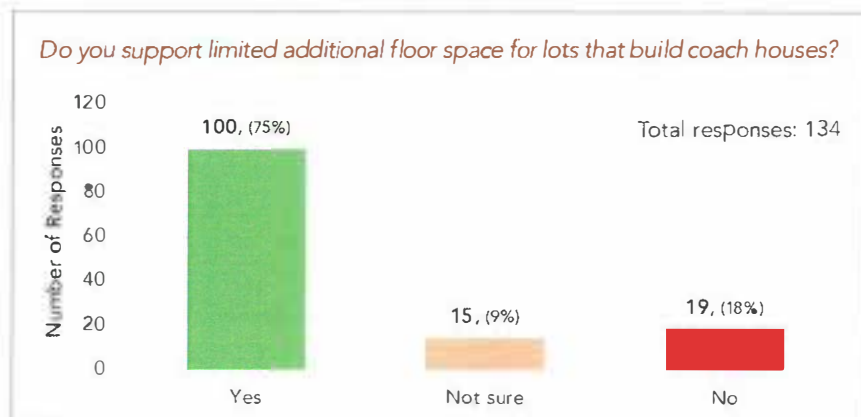
Q8. Do you think a basement should be permitted in a coach house?

The majority of respondents agreed that full height basements that could be used as living space should be permitted (69%, 92 of 134). Some respondents agreed with allowing crawlspaces for storage (23%, 31 of 134). Respondents could only choose one answer.



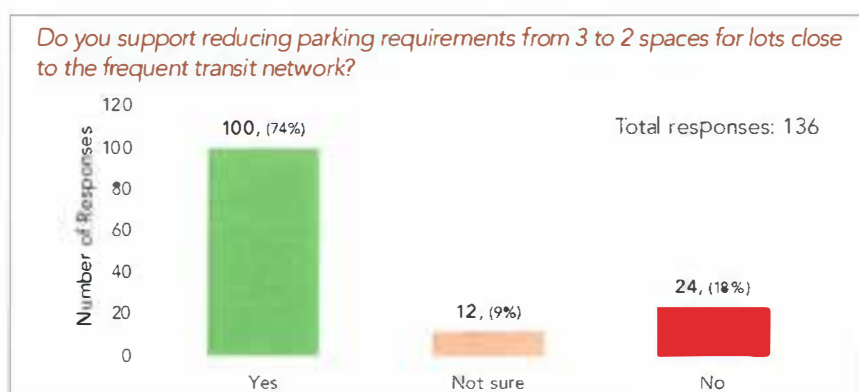
Q9. Do you support limited additional floor space for lots that build coach houses?

The majority of respondents agreed with allowing limited additional floor space for lots that build coach houses (75%, 100 of 134).



Q10. Do you support reducing parking requirements from 3 to 2 spaces for lots close to the frequent transit network?

The majority of respondents agreed with reducing parking requirements for lots close to the frequent transit network (74%, 100 of 136).



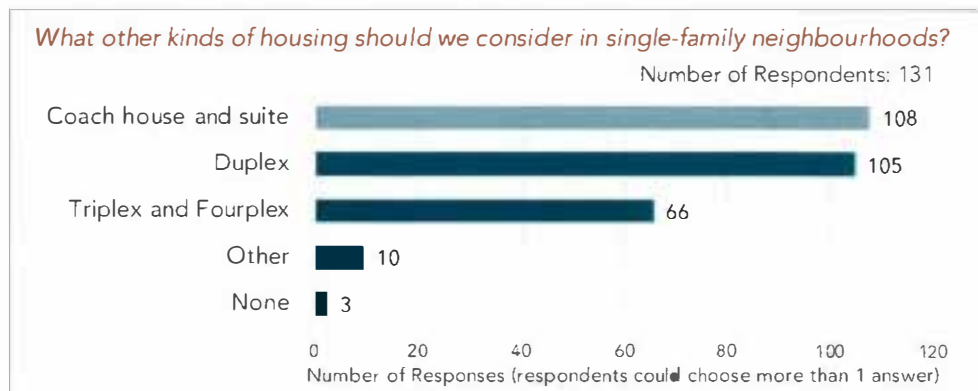
4.1.6 CONCLUDING THOUGHTS

BACKGROUND

Coach houses are just one of several ways to diversify our housing mix while maintaining the character of single-family neighbourhoods. We have heard the need for less expensive housing options in the District, and more flexible housing types.

Q11. What other kinds of housing should we consider in single-family neighbourhoods?

The majority of respondents indicated interest in houses with coach houses and secondary suites (82%, 108 of 131), and duplexes (80%, 105 of 131). Half of the respondents were interested in triplexes and fourplexes (50%, 66 of 131).

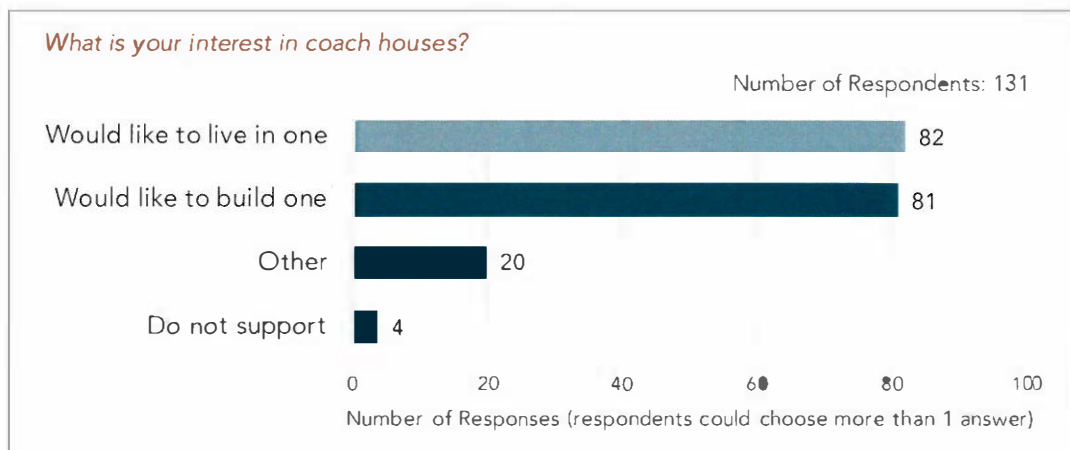


Other – respondents that provided other comments suggested these housing forms in single-family neighbourhoods (in no particular order):

- Small Lot Infill Areas;
- Mixed-use zoning;
- Multi-storey on transit routes;
- Bare land strata lots;
- Compact, denser homes with strata or subdivision;
- Duplexes with lock-off suites or secondary suites
- Townhouses;
- Rowhouses and townhouses near schools, community centres and public institutions;
- Semi-detached homes;
- Suites above garages;
- Condominium towers;
- Tiny houses; and
- Recreational vehicles.

Q12. What is your interest in coach houses?

The majority of respondents indicated they would like to live in a coach house (63%, 82 of 131), and build a coach house (62%, 81 of 131).

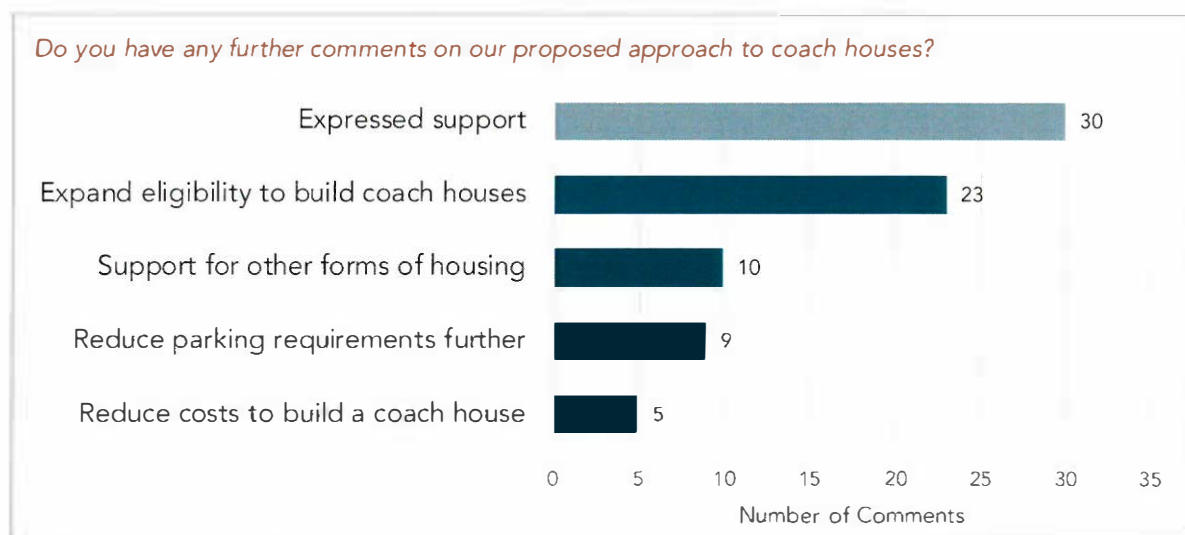


Other – respondents that provided other comments generally mentioned the following themes (in no particular order):

- Support housing diversity;
- Support densifying the District;
- Concerned about housing affordability;
- Are considering building a coach house now or in the future;
- Are involved in the industry;
- Desire for loved ones to age in place;
- Concerned about managing growth; and
- Feel the current requirements are sufficient.

Q13. Do you have any further comments on our proposed approach to coach houses?

In total, 83 comments were received for this question. The five most common themes are shown below.



Emails

In addition to the survey, three emails with additional input were received during the time that the online survey was open. The input provided includes the following themes:

- Expand lot eligibility criteria to include 33 foot wide lots;
- Develop a staff-level approval process to open the existing “closed” lane right-of-ways in order to increase the number of eligible lots;
- Support for one-storey Building Permit and two-storey Development Permit approach; and
- Shorten timelines, and limit influence of neighbour input on approval.

4.2 COACH HOUSE DESIGNERS & BUILDERS STAKEHOLDER MEETING

There were seven participants at the stakeholder meeting. The meeting consisted of a short presentation by staff, facilitated discussion, and written feedback from participants.

Overall, the participants supported the steps toward simplifying the application and approvals process, however they also suggested to expand the lot eligibility criteria. The input is summarized by theme in the table below.

Summary Table of Coach House Designers and Builders Stakeholder Meeting Input

TOPIC	COMMENTS
Feedback on current program	<ul style="list-style-type: none">• Current program very restrictive (lot eligibility and Development Variance Permit process)• Suggest to have a goal for a number of coach houses• Consider a bolder proposal to expand program
Lot eligibility	<ul style="list-style-type: none">• Expand the lot eligibility criteria to include more lots, or all lots• Include lots without lane access• Clarify eligibility of double-fronting lots• Include 10,000 sq. ft. lots to apply directly for a Building Permit• Remove minimum lot size criteria
Proposed one-storey coach house process	<ul style="list-style-type: none">• Support for the simplified approach for one-storey coach houses (apply directly to Building Permit)
Proposed Development Permit (DP) for two-storey coach houses	<ul style="list-style-type: none">• Suggest a simplified Development Permit process• Suggest a combined Development Permit-Building Permit process• Suggest allowing two-storey coach houses to apply directly for a Building Permit
Adjacent neighbour notification for two-storey coach houses	<ul style="list-style-type: none">• Do not support• Suggest that privacy/overlook concerns can be addressed through design guidelines and setbacks instead• Caution that neighbour involvement adds costs, time, uncertainty, may contribute to negative neighbour relationships

Summary Table of Coach House Designers and Builders Stakeholder Meeting Input (*continued*)

TOPIC	COMMENTS
Additional floor space for energy efficiency	<ul style="list-style-type: none"> • Support • Need to exclude thicker walls (8-12% depending on level of efficiency) and thicker roofs (18 inches)
Additional floor space	<ul style="list-style-type: none"> • Support • Consider allowing enough floor space to build a coach house that is not tied to the main house size • Consider allowing larger 'family sized' (1400 sq. ft.) units on large lots
Basements	<ul style="list-style-type: none"> • Some expressed support for crawl spaces for storage purposes, some for full height basements • Crawlspace comments: good location for utilities, but hard to use/access • Exempt basement area if want to encourage
Parking reduction	<ul style="list-style-type: none"> • Providing 3 parking spaces is challenging for coach house design • Support for 2 parking spaces near Frequent Transit Areas, as well as everywhere • Some expressed support for 1 parking space for lots with lane access and if parking allowed on street
Design	<ul style="list-style-type: none"> • Note that 8 ft. setback for two-storey units is challenging • Consider siting coach house to mostly shade own lot • Consider reducing setback between main house and one-storey coach house to enable development
Process	<ul style="list-style-type: none"> • A simpler process would encourage applications, and cost the homeowner less • Consider a site meeting to discuss issues with staff

The Corporation of the District of North Vancouver**Bylaw 8359**

A bylaw to amend District of North Vancouver Official Community Plan Bylaw 7900,
2011

The Council for The Corporation of the District of North Vancouver enacts as follows:

Citation

1. This bylaw may be cited as "District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8359, 2019 (Amendment 37)".

Amendments

2. District of North Vancouver Official Community Plan Bylaw 7900, 2011 is amended as follows:

- a) Schedule B: Table of Contents by adding, after "Part 6: Energy and Water Conservation and Greenhouse Gas Emission Reduction Development Permit Area", "Part 7: Form and Character of Accessory Coach House Development".

- b) Schedule B: Introduction:

- i. By removing, following "6. Form and Character DPA", "and".
- ii. By replacing, following "7. Energy and Water Conservation and GHG Emission Reduction DPA", the period with "; and".
- iii. By adding, following "7. Energy and Water Conservation and GHG Emission Reduction DPA", "8. Accessory Coach House Form and Character DPA."
- iv. By removing, in the paragraph beginning with "Finally, Part Six", "Finally,".
- v. By adding, after the paragraph beginning with "Part Six", the following:

Part Seven deals with the *Accessory Coach House Form and Character DPA*. It provides the context and objectives for this DPA and provides exemptions and guidelines in relation to the built form of a two-storey accessory coach house. A Development Approval Information Area is designated at the end of Part Seven.

- c) Schedule B: Development Permit Areas: Part 1: Designation, Requirement for a Development Permit and Delegation, Section A: Designation of Development

Permit Areas by adding the following after Sub-section 7. Energy and Water Conservation and Reduction of Greenhouse Gas Emissions:

8. Form and Character of Accessory Coach House Development

Pursuant to subsection 488.1(e) of the *Local Government Act*, all lands within the Urban Containment Boundary that are zoned for single-family residential uses in the *Zoning Bylaw* are collectively designated as the development permit area for the form and character of intensive (*coach house*) residential development (the "*Accessory Coach House Form and Character DPA*").

- d) Schedule B: Development Permit Areas: Part 1: Designation, Requirement for a Development Permit and Delegation, Section B: Requirement for a Development Permit: by deleting "Under certain conditions, as set out in Parts 3, 4, 5 and 6 of this *document*, *development* may be exempted from the requirement to obtain a development permit." and replacing with "Under certain conditions, as set out in Parts 3, 4, 5, 6 and 7 of this *document*, *development* may be exempted from the requirement to obtain a development permit."
- e) Schedule B: Development Permit Areas: Part 1: Designation, Requirement for a Development Permit and Delegation, Section C: Delegation of Authority to Issue Development Permits: Sub-section 1 by deleting "*Slope Hazard DPA*; and *Energy and Water Conservation and GHG Emission Reduction DPA*;" and replacing with "*Slope Hazard DPA*; *Energy and Water Conservation and GHG Emission Reduction DPA*; and *Accessory Coach House Form and Character DPA*;"
- f) Schedule B: Development Permit Areas: Part 2: Definitions by adding after the definition of "accessory" and before the definition of "active floodplain":

"Accessory Coach House Form and Character DPA" means the development permit area designated in Part One section A.8 of this *document*;

- g) Schedule B: Development Permit Areas: Part 2: Definitions by adding after the definition of "buffer" or "buffer area" and before the definition of "Council":

"coach house" means an accessory dwelling unit that is detached from the principle dwelling unit on a lot in a zone that permits single-family residential use.

- h) Schedule B: Development Permit Areas by adding, after "Part 6: Energy and Water Conservation and Greenhouse Gas Emission Reduction Development Permit Area", "Part 7: Form and Character of Accessory Coach House Development" as per Schedule A attached to and forming part of this bylaw.

READ a first time by a majority of all Council members.

PUBLIC HEARING held

READ a second time by a majority of all Council members.

READ a third time by a majority of all Council members.

ADOPTED by a majority of all Council members.

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8359

Part 7: Form and Character of Accessory Coach House Development

Guidelines for Accessory Coach Housing

Context

The intent of this development permit area is to guide the form and character of a two-storey detached accessory *coach house development*, as a form of intensive residential *development* on properties with single-family residential use. Further, this development permit area guides the relationship to the surrounding neighbourhood, public realm, and the principal residence to achieve the vision, goals and strategic directions as articulated in the Official Community Plan. The *District* aspires to have neighbourhoods that offer a range of housing choices, and a high quality built environment that reflects the beautiful setting of the North Shore.

Objectives

The *Accessory Coach House Form and Character DPA* and corresponding Development Approval Information Area are established to address the following objectives:

Housing Diversity – Striving to introduce more diverse housing forms while being respectful of and reflecting the detached residential neighbourhood character. Coach housing expands choices for extended families, aging-in-place, and serve as a possible mortgage helper.

Good Neighbour – Promoting neighbourly two-storey *coach house development* that respects privacy and sunlight access, and reduces overlook. Coach housing should be designed to minimize impacts on adjacent properties, particularly with respect to overlook from two-storey *coach house development*.

Exemptions

An Accessory Coach House Form and Character development permit is not required in the following circumstances:

1. One-storey *coach house* buildings;
2. Interior alterations or renovations to existing *coach house* buildings; or
3. Minor exterior renovations to existing *coach house* buildings that do not significantly alter the building form and character of the *coach house*.

If unsure, property owners may submit a written description of a proposed *development* activity and District staff will advise in writing whether the *development* is exempt from the requirement for a development permit.

Discussion

These guidelines apply to accessory *coach house development* applications that are two storeys in height and on lots with single-family residential use. This form of intensive residential *development* may only be considered as an accessory use to the principal residence on the property.

The purpose of the guidelines is to ensure that the design of a two-storey *coach house* considers the privacy of abutting properties and reduces overlook, while balancing access to natural light and livability of the *coach house*.

The design of a two-storey *coach house* should be sensitive to *development* on adjacent properties and seek to achieve the following:

- minimize overlook on adjacent properties;
- promote privacy for neighbours, as well as for *coach house* occupants;
- complement the detached residential neighbourhood character; and
- be subordinate in overall size to the principal residence on the property.

Guidelines

The following guidelines apply to the design of a two-storey *coach house*:

1. Building and Architectural Form

- 1.1 Floor space: To reduce the impression of building massing, floor space on the second storey should be no more than 50% of the floor area beneath it (including garages and carports) for a *coach house* with a roof pitch of less than 3:12, or no more than 60% for a roof pitch of 3:12 or greater (see Figure 108).

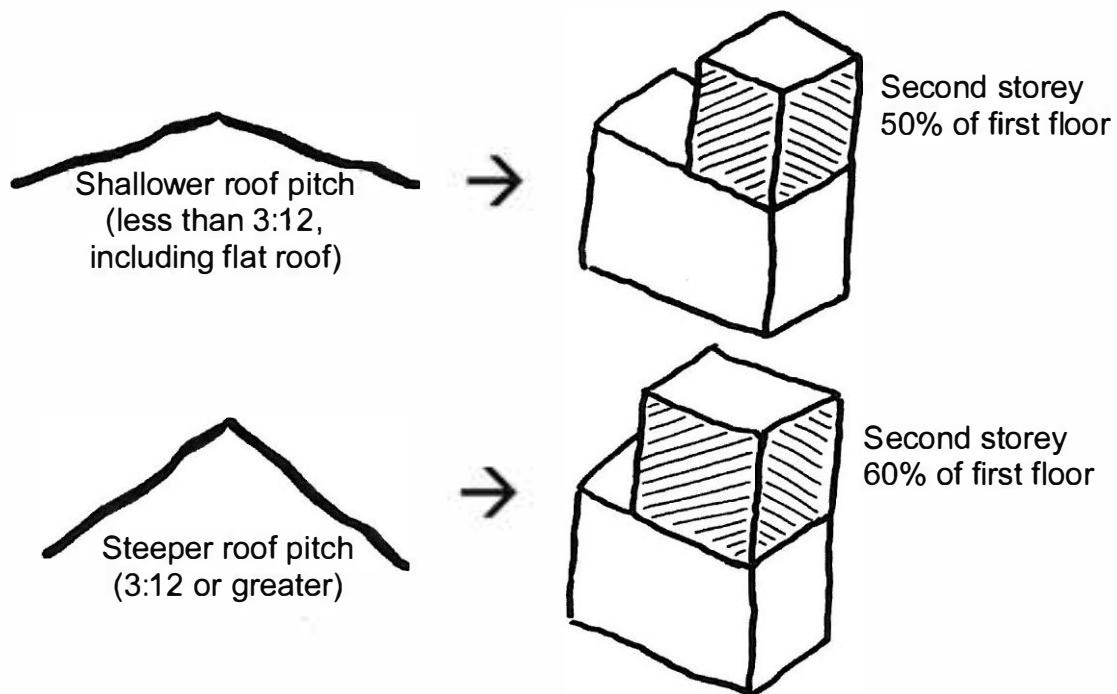


Figure 108

- 1.2 Building massing: Second storey massing should be oriented toward the lane, the centre of the lot, and/or the flanking street for corner lots. Massing should avoid being oriented toward lot line(s) shared with an adjacent property.
- 1.3 Building massing on sloped property: In order to respond to topography, a *coach house* on sloped property with an angle greater than 10 degrees (18%) should avoid orienting the second storey massing toward the downslope side where adjacent property is single-family residential (see Figure 109).

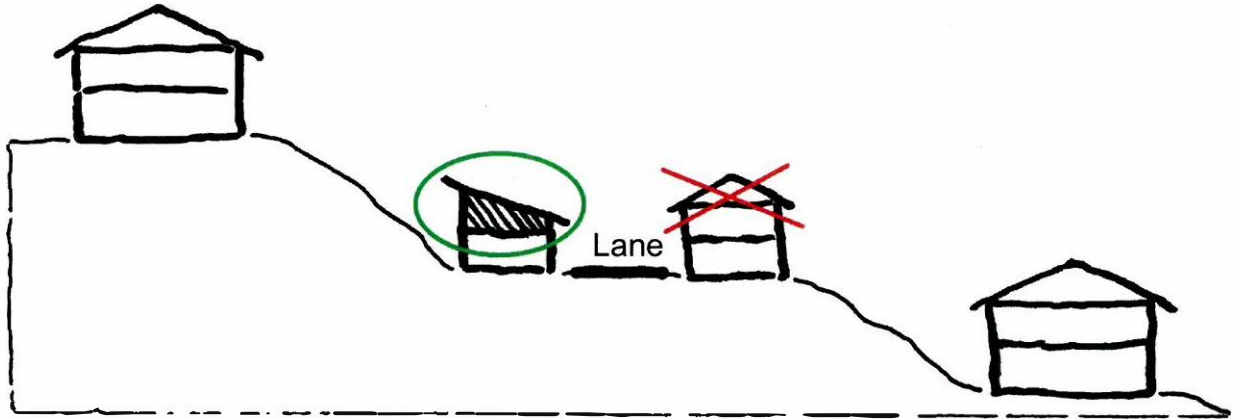


Figure 109

- 1.4 Integrated form: The second storey should be integrated into the roof form, such as with the use of dormers, in order to diminish the apparent height and massing of the *coach house* (see Figure 110). Flat roofs may require a lower building height and should be designed to reduce the massing of a two-storey building.

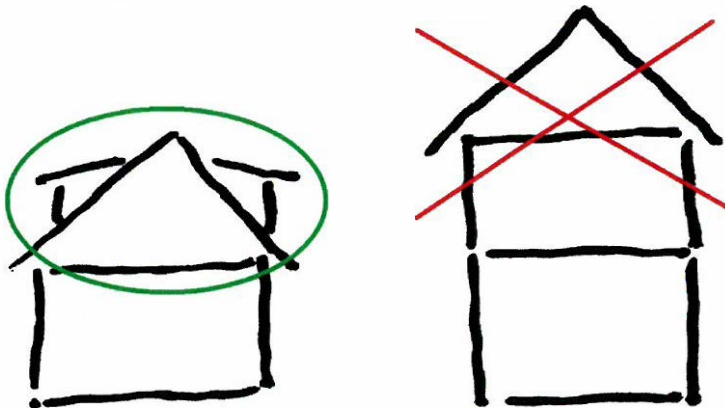


Figure 110

- 1.5 Dormers: Dormers should be positioned and proportioned to be smaller than and secondary to the primary roof form. Dormers should be set back a minimum of 0.6 m / 2 ft. from the wall below (see Figure 111). Dormer wall width on an elevation should not exceed 50% of the width of the first storey.

Dormer roofs should be sloped and the slope should be shallower than the primary roof. Dormers must include windows, may not extend above a roof ridgeline, and may not project beyond the wall below.

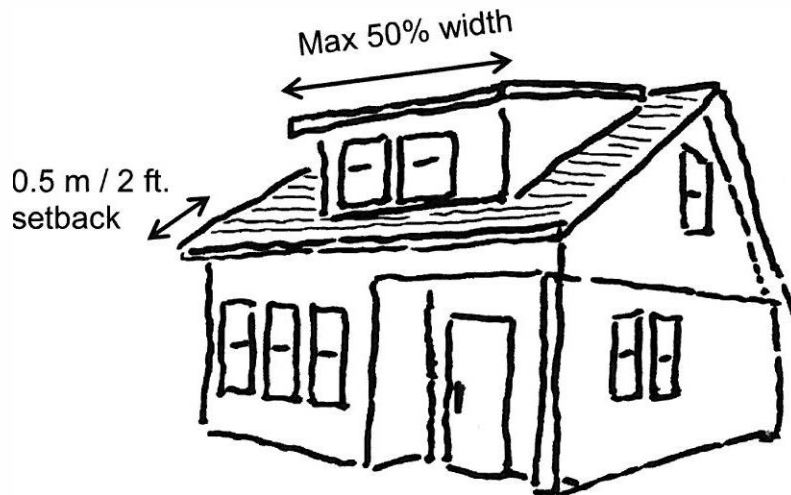


Figure 111

- 1.6 Height and massing: Second storey height and massing should include architectural treatments such as the use of trim, colour accents, secondary roof elements, building recesses, and stepped building form to reduce the appearance of bulk from adjacent single-family residential yards.

2. Privacy and Overlook

- 2.1 Windows: Size and placement of second storey windows should be oriented to reduce the potential for overlook into neighbouring properties, including potential overlook due to topography.

Examples of window types that assist in reducing the potential for overlook include skylights, translucent eye-level windows, clerestory windows (sills above 1.75 m / 5.75 ft.), and floor level windows (top of the window no higher than 0.3 m / 1 ft. above floor level) (see Figure 112). Clear, eye-level second storey windows may face the lane, or the flanking street on a corner lot, or both; other locations may be considered if the windows are facing adjacent property that is not single-family residential.

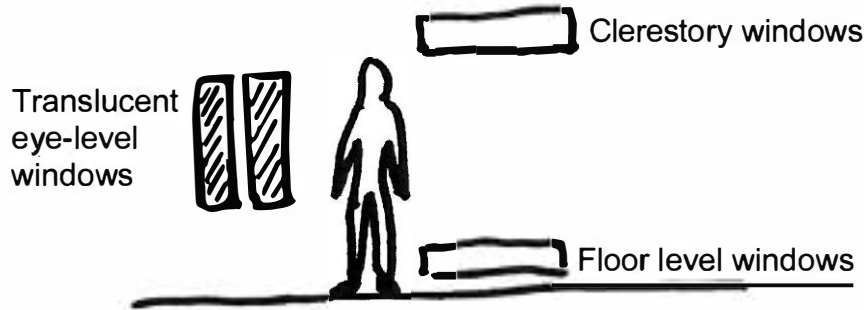


Figure 112

- 2.2 Decks: In order to reduce potential overlook, second storey decks should be recessed into the building and should not project beyond the wall below (see Figure 113). Second storey decks should primarily face the lane, or flanking street of a corner lot; other locations may be considered if the deck faces an adjacent property that is not single-family residential. Second storey decks should not be enclosed (except by railing) nor covered. Second storey decks should not exceed 7.43 m² / 80 sq. ft. in area, and shall be set back a minimum of 0.6 m / 2 ft. from the wall below. Roof top decks are not permitted.

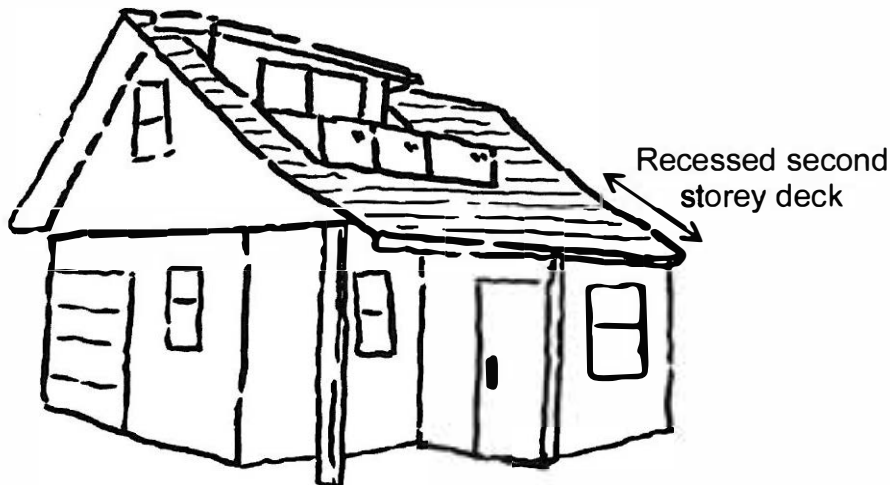


Figure 113

- 2.3 Natural light: Windows and balconies should be positioned to provide opportunities for natural light, while avoiding overlook into adjacent properties.

Development Approval Information Area

Land within the *Accessory Coach House Form and Character DPA* is also designated as a Development Approval Information Area in accordance with Section 484 of the *Local Government Act*. Applicants for form and character of accessory coach house development permits may be required by the *District* to provide, at the applicant's

expense, information in order to demonstrate compliance with the form and character of accessory coach house guidelines.

Any such information deemed by the *District* to be necessary for the purposes of determining requirements to be addressed in a development permit shall be identified and conveyed to the applicant during the development application process.

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Introduction

This Schedule B establishes seven Development Permit Areas (DPAs):

1. Protection of the Natural Environment DPA;
2. Streamside Protection DPA;
3. Wildfire Hazard DPA;
4. Creek Hazard DPA;
5. Slope Hazard DPA;
6. Form and Character DPA; **and**
7. Energy and Water Conservation and GHG Emission Reduction DPA; **and**
8. **Accessory Coach House Form and Character DPA.**

Part One of this Schedule B designates the areas that are subject to the above DPAs, and delegates the issuance of some development permits to the *District's* General Manager, Planning, Properties and Permits.

Part Two of this Schedule B contains definitions.

Part Three deals with the *Protection of the Natural Environment DPA* and the *Streamside Protection DPA*. It provides the context and objectives for these DPAs and provides exemptions and guidelines applicable to each. Corresponding Development Approval Information Areas are designated at the end of Part Three.

Part Four deals with the *Wildfire Hazard DPA*, the *Creek Hazard DPA* and the *Slope Hazard DPA*. It provides the context and objectives for these DPAs and provides exemptions and guidelines applicable to each. Requirements in relation to hazard assessment reports to be prepared by *qualified professionals* are then provided. A Development Approval Information Area is designated at the end of Part Four.

Part Five deals with the *Form and Character DPA*. It provides the context and objectives for this DPA and provides exemptions and guidelines in relation to different types of built form. A Development Approval Information Area is designated at the end of Part Five.

Finally, Part Six deals with the *Energy and Water Conservation and GHG Emission Reduction DPA*. It provides the context and objectives for this DPA and provides applicable exemptions and guidelines. A Development Approval Information Area is designated at the end of Part Six.

Part Seven deals with the *Accessory Coach House Form and Character DPA*. It provides the context and objectives for this DPA and provides exemptions and guidelines in relation to the built form of a two-storey accessory *coach house*. A Development Approval Information Area is designated at the end of Part Seven.

5. Protection of Development from Slope Hazards

Pursuant to section 919.1(b) of the *Local Government Act*, all:

- a) *potential slope hazard areas*;
- b) parcels that are located wholly or partially within any *potential slope hazard areas*;
- c) parcels upon which there is located a *steep slope* are collectively designated as the slope hazards development permit area (the “*Slope Hazard DPA*”); and
- d) parcels that intersect or touch any red line (the 20 metre reference line) adjacent to a *potential slope hazard area* shown on Map 2.3

are collectively designated as the slope hazard development permit area (the “*Slope Hazard DPA*”).

6. Form and Character of Commercial, Industrial and Multi-Family Development

Pursuant to subsections 919.1(d), 919.1(c) and 919.1(f) of the *Local Government Act*, all lands coloured red on Map 3.1 and all lands zoned for commercial, industrial or multi-family residential uses in the *Zoning Bylaw*, are collectively designated as the development permit area for form and character of commercial, industrial and multi-family *development* (the “*Form and Character DPA*”).

7. Energy and Water Conservation and Reduction of Greenhouse Gas Emissions

Pursuant to subsections 919.1(h), (i) and (j) of the *Local Government Act*, all lands coloured purple on Map 4.1 and all lands zoned in the *Zoning Bylaw*:

- a) for commercial, industrial/employment, multi-family and institutional purposes; and
- b) zoned Comprehensive Development and containing commercial, employment, multi-family or institutional land uses

are collectively designated as the development permit area for energy and water conservation and greenhouse gas emission reduction development permit area (the “*Energy and Water Conservation and GHG Emission Reduction DPA*”).

8. Form and Character of Accessory Coach House Development

Pursuant to subsection 488.1(e) of the *Local Government Act*, all lands within the Urban Containment Boundary that are zoned for single-family residential uses in the *Zoning Bylaw*, are collectively designated as the development permit area for form and character of intensive (*coach house*) residential *development* (the “*Accessory Coach House Form and Character DPA*”).

B. Requirement for a Development Permit

All *development* and all subdivisions (other than a subdivision of a new building under the British Columbia *Strata Property Act*) within a designated development permit area shall require a development permit unless exempted in accordance with the provisions of this *document*. Development permits issued may include any *development* conditions permitted by the *Local Government Act*, as appropriate to the development permit area and *development* in question.

The requirements and guidelines in this *document* supplement regulations in other *District* development control bylaws - they do not replace them. Issuance of a development permit does not absolve an applicant from compliance with any other *District* bylaw and the requirements and guidelines in this *document* should be read in conjunction with the balance of this *Official Community Plan*, the *Zoning Bylaw*, *Building Regulation Bylaw* and the *Development Servicing Bylaw* in particular.

A development variance may either relax or increase a bylaw requirement if doing so results in an improved form of *development* on a particular parcel of land. It must be noted however, that development permits may not alter the permitted land use or density as specified in the *Zoning Bylaw*, as this is not permitted under the *Local Government Act*.

Under certain conditions, as set out in Parts 3, 4, 5, ~~and 6, and 7~~ of this *document*, *development* may be exempted from the requirement to obtain a development permit. If unsure, property owners may submit a description of a proposed *development* activity with appropriate supporting information, and *District* staff will advise in writing whether the *development* is exempt from the requirement ~~for~~ a development permit.

An *exemption* from the requirement to obtain a development permit in connection with one development permit area shall not act as an *exemption* in connection with another development permit area. Also, an *exemption* from the requirement to obtain a development permit under the *Protection of the Natural Environment DPA* or under the *Streamside Protection DPA* shall not act as an *exemption* in connection with a requirement to obtain an environmental permit in accordance with the provisions of *Environmental Protection and Preservation Bylaw No. 6515*, as amended.

The *District* may impose in a development permit, any condition permitted by law in order to ensure compliance with the guidelines set out in this *document*.

When assessing a development permit application and determining what conditions, if any, should be imposed in a development permit, the applicable guidelines in this *document* should be followed. Alternative methods or materials may be considered where they provide equivalent or better performance and fulfill the objectives of the applicable guidelines. Staff should require that sufficient evidence or proof be submitted to substantiate any claims that may be used regarding use of the alternative method or material.

Where a parcel is designated as more than one type of development permit area, a single development permit may be issued, provided that the guidelines for all applicable development permit areas are addressed in the development permit.

C. Delegation of Authority to Issue Development Permits

In accordance with Section 920 of the *Local Government Act*, the *Council* hereby delegates to the *director* the powers of the *Council* to:

1. issue development permits with or without conditions in connection with the *Protection of the Natural Environment DPA*; *Streamside Protection DPA*; *Wildfire Hazard DPA*; *Creek Hazard DPA*; *Slope Hazard DPA*; **and** *Energy and Water Conservation and GHG Emission Reduction DPA*; **and** *Accessory Coach House Form and Character DPA*;
2. issue *minor development permits* with or without conditions in connection with the *Form and Character DPA*; *and*
3. provide any approval, acceptance or consent, form any opinion or determination, or require, provide or accept any reports, information or other items in connection with the foregoing as required or permitted in this *document*,

all in accordance with the applicable guidelines set out in this *document*, provided that:

1. the development permit does not involve any variances of the *Zoning Bylaw*;
2. in the case of a streamside protection development permit, the development permit does not involve parcels that are greater than 0.5 hectares in size located on or adjacent to the Capilano River, Lynn Creek or Seymour River, or located on or adjacent to Mackay Creek at any point south of Marine Drive;
3. the *director* may refer any DPA application to Council for decision, and in that event the provisions of this section related to reconsideration do not apply to the application.
4. the *director* may, in accordance with the applicable guidelines herein, require the applicant to provide security to be applied by the *District* to the cost of:
 - a) providing landscaping, including vegetation and trees provided to preserve, protect, restore or enhance riparian areas, that the permit requires to be provided;
 - b) correcting an unsafe condition that has resulted as a consequence of the contravention of a condition in the permit; and
 - c) correcting damage to the environment that has resulted as a consequence of the contravention of a condition in the permit;

In this *document*, the following terms have the meanings assigned to them below:

“accessory” means accessory as defined in the *Zoning Bylaw*;

“Accessory Coach House Form and Character DPA” means the development permit area designated in Part One section A.8 of this *document*;

“active floodplain” means an area of land that supports floodplain plant species and is:

1. adjacent to a *stream* that may be subject to temporary, frequent or seasonal inundation, or
2. within a boundary that is indicated by the *high water mark*;

“APEGBC” means the Association of Professional Engineers and Geoscientists of British Columbia or any replacement or successor professional association;

“buffer” or **“buffer area”** means an area that remains undeveloped in order to protect slope stability or to provide a setback from a natural hazard;

“coach house” means an accessory dwelling unit that is detached from the principle dwelling unit on a lot in a zone that permits single-family residential use;

“Council” means the Council of the *District*;

“Creek Hazard DPA” means the development permit area designated in Part One section A.4 of this *document*;

“debris flood” means a flood of water that carries an unusually large amount of sediment and/or wood debris, and that is often triggered by a *landslide* dam outbreak;

“debris flow” means a fast moving, liquefied and channelized *landslide* of mixed and unconsolidated water and debris that may occur during unusually wet weather on a steep mountain creek with abundant debris sources;

“defensible space” means the area around a structure where *fuel* and vegetation should be managed to reduce the *risk* of structure fires spreading to the forest or vice versa and to provide safe working space for fire fighters;

“designated flood” generally means an event that has a 1 in 200 chance of occurring in any given year, based on a frequency analysis of unregulated historic flood records or by regional analysis in cases of inadequate stream flow data available. In some cases, a designated flood can be the *flood of record* (for example, when an event greater than the 1 in 200 year event has occurred in recent history);



Photos courtesy of the Lynn Canyon Ecology Centre



PART 7 | Form and Character of Accessory Coach House Development

Context

The intent of this development permit area is to guide the form and character of a two-storey detached accessory *coach house development*, as a form of intensive residential *development* on properties with single-family residential use. Further, this development permit area guides the relationship to the surrounding neighbourhood, public realm, and the principal residence to achieve the vision, goals and strategic directions as articulated in the Official Community Plan. The *District* aspires to have neighbourhoods that offer a range of housing choices, and a high quality built environment that reflects the beautiful setting of the North Shore.

Objectives

The *Accessory Coach House Form and Character DPA* and corresponding Development Approval Information Area are established to address the following objectives:

HOUSING DIVERSITY – Striving to introduce more diverse housing forms while being respectful of and reflecting the detached residential neighbourhood character. Coach housing expands choices for extended families, aging-in-place, and serve as a possible mortgage helper.

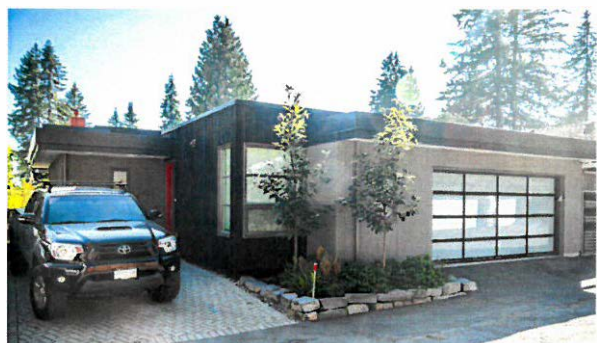
GOOD NEIGHBOUR – Promoting neighbourly two-storey *coach house development* that respects privacy and sunlight access, and reduces overlook. Coach housing should be designed to minimize impacts on adjacent properties, particularly with respect to overlook from two-storey *coach house development*.

Exemptions

An Accessory Coach House Form and Character development permit is not required in the following circumstances:

1. One-storey *coach house* buildings;
2. Interior alterations or renovations to existing *coach house* buildings; or
3. Minor exterior renovations to existing *coach house* buildings that do not significantly alter the building form and character of the *coach house*.

If unsure, property owners may submit a written description of a proposed *development* activity and District staff will advise in writing whether the *development* is exempt from the requirement for a development permit.



One-storey coach houses in the District of North Vancouver (right and left).

Discussion

These guidelines apply to accessory *coach house development* applications that are two storeys in height and on lots with single-family residential use. This form of intensive residential *development* may only be considered as an accessory use to the principal residence on the property.

The purpose of the guidelines is to ensure that the design of a two-storey *coach house* considers the privacy of abutting properties and reduces overlook, while balancing access to natural light and livability of the *coach house*.

The design of two-storey *coach houses* should be sensitive to *development* on adjacent properties and seek to achieve the following:

- minimize overlook on adjacent properties;
- promote privacy for neighbours, as well as for *coach house* occupants;
- complement the detached residential neighbourhood character; and
- be subordinate in overall size to the principal residence on the property.

Guidelines

The following guidelines apply to the design of a two-storey *coach house*:

1. Buildings and Architectural Form

1.1: Floor space: To reduce the impression of building massing, floor space on the second storey should be no more than 50% of the floor area beneath it (including garages and carports) for a *coach house* with a roof pitch of less than 3:12, or no more than 60% for a roof pitch of 3:12 or greater (see Figure 108).

1.2: Building massing: Second storey massing should be oriented toward the lane, the centre of the lot, and/or the flanking street for corner lots. Massing should avoid being oriented toward lot line(s) shared with an adjacent property.

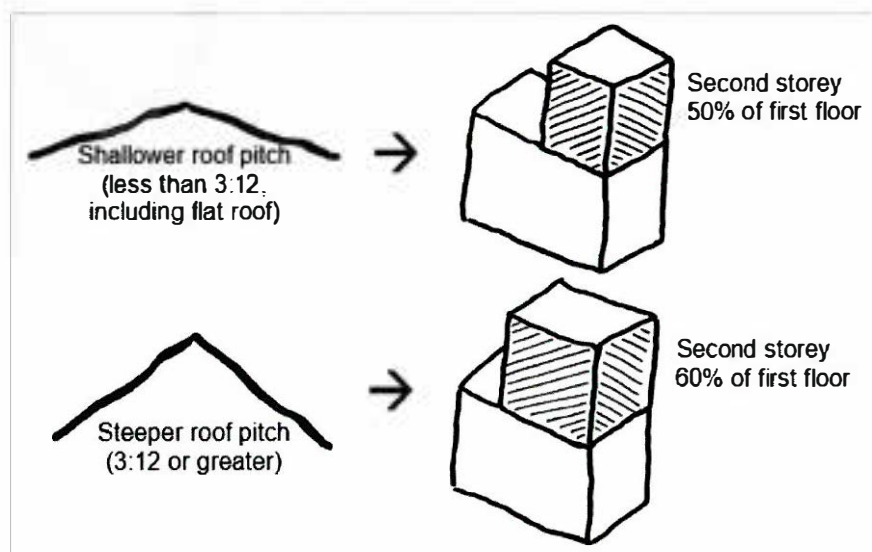


Figure 108

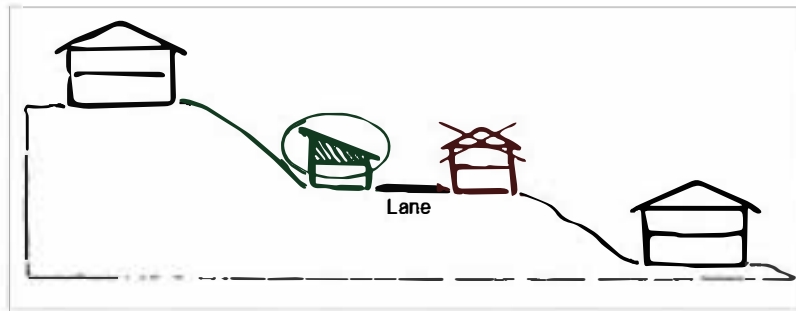


Figure 109

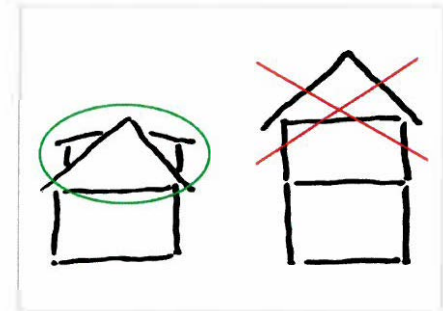


Figure 110

1.3: Building massing on sloped property: In order to respond to topography, a *coach house* on a sloped property with an angle greater than 10 degrees (18%) should avoid orienting the second storey massing toward the downslope side where adjacent property is single-family residential (see Figure 109).

1.4: Integrated form: The second storey should be integrated into the roof form, such as with the use of dormers, in order to diminish the apparent height and massing of the *coach house* (see Figure 110). Flat roofs may require a lower building height and should be designed to reduce the massing of a two-storey building.

1.5: Dormers: Dormers should be positioned and proportioned to be smaller than and secondary to the primary roof form. Dormers should be set back a minimum of 0.6 m / 2 ft. from the wall below (see Figure 111). Dormer wall width on an elevation should not exceed 50% of the width of the first storey. Dormer roofs should be sloped and the slope should be shallower than the primary roof. Dormers must include windows, may not extend above a roof ridgeline, and may not project beyond the wall below.

1.6: Height and massing: Second storey height and massing should include architectural treatments such as the use of trim, colour accents, secondary roof elements, building recesses, and stepped building form to reduce the appearance of bulk from adjacent single-family residential yards.

2. Privacy and Overlook

2.1: Windows: Size and placement of second storey windows should be oriented to reduce the potential for overlook into neighbouring properties, including potential overlook due to topography.

Examples of window types that assist in reducing the potential for overlook include skylights, translucent eye-level windows, clerestory windows (sills above 1.75 m / 5.75 ft.), and floor level windows (top of the window no

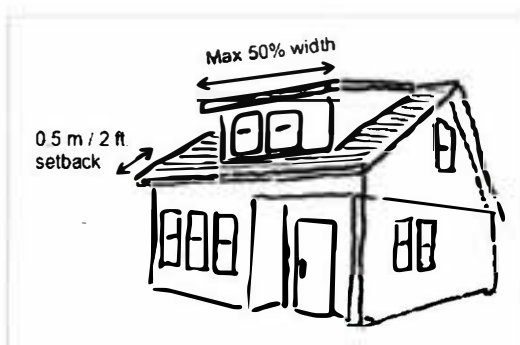


Figure 111

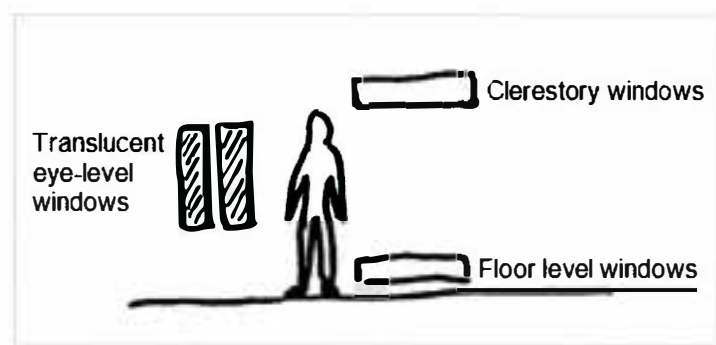


Figure 112

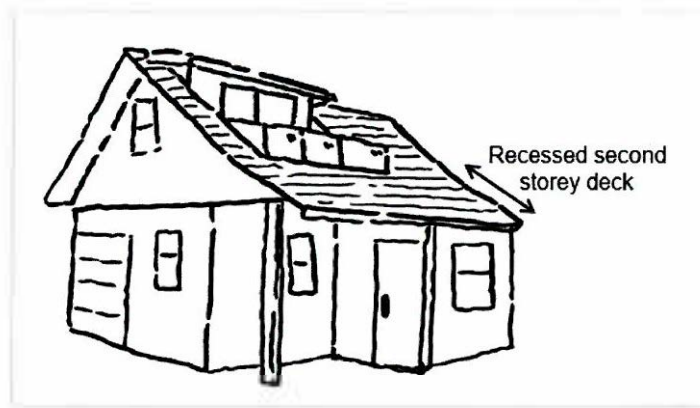


Figure 113

higher than 0.3 m / 1 ft. above floor level) (see Figure 112). Clear, eye-level second storey windows may face the lane, or the flanking street on a corner lot, or both; other locations may be considered if the windows are facing adjacent property that is not single-family residential.

2.2: Decks: In order to reduce potential overlook, second storey decks should be recessed into the building and should not project beyond the wall below (see Figure 113). Second storey decks should primarily face the lane, or flanking street of a corner lot; other locations may be considered if the deck faces an adjacent property that is not single-family residential. Second storey decks should not be enclosed (except by railing) nor covered. Second storey decks should not exceed 7.43 m² / 80 sq. ft. in area, and shall be set back a minimum of 0.6 m / 2 ft. from the wall below. Roof top decks are not permitted.

2.3: Natural light: Windows and balconies should be positioned to provide opportunities for natural light, while avoiding overlook into adjacent properties.

Development Approval Information Area

Land within the *Accessory Coach House Form and Character DPA* is also designated as a Development Approval Information Area in accordance with Section 484 of the *Local Government Act*. Applicants for form and character of accessory *coach house* development permits may be required by the *District* to provide, at the applicant's expense, information in order to demonstrate compliance with the form and character of accessory *coach house* guidelines.

Any such information deemed by the *District* to be necessary for the purposes of determining requirements to be addressed in a development permit shall be identified and conveyed to the applicant during the development application process.

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The Corporation of the District of North Vancouver**Bylaw 8360**

A bylaw to amend District of North Vancouver Bylaw 3210, 1965

The Council for The Corporation of the District of North Vancouver enacts as follows:

Citation

1. This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)".

Amendments

2. District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

- a) In Part 2 Interpretation,

- i. Adding the following definitions in alphabetical order among the existing definitions:

"coach house" means an accessory dwelling unit that is detached from a single-family residential building on a lot in a zone that permits a single-family residential building;

- ii. Within the definition for "secondary suite" replacing "accessory dwelling unit" with "accessory dwelling unit that is attached to a single-family residential building".
 - iii. Within the definition for "veranda" replacing "single family residential building" with "single family residential building or coach house".

- b) In Part 4 General Regulations, Section 410(1)(e) replacing the two occurrences of "accessory buildings containing secondary suites" with "coach houses".

- c) In Part 5 Residential Zone Regulations:

- i. Re-numbering Section 501.1(b)(ii) "home occupations" to Section 501.1(b)(i).
 - ii. Section 501.1(b)(iii), after subsection b) adding "c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;", and renumbering the subsequent subsections.
 - iii. Section 501.1(b)(iv), after the semicolon removing "and,"

- iv. Section 501.1(b)(v), removing the period and replacing it with “; and,”
- v. Section 501.1(b) after subsection (v), adding the following:
 - (vi) coach houses subject to the following conditions:
 - a) coach houses are not permitted outside the Urban Containment Boundary as per the District of North Vancouver’s Official Community Plan, as may be amended from time to time;
 - b) coach houses are not permitted in any zone other than single-family residential zones;
 - c) coach houses are subject to the size, shape and siting regulations in Section 502.5;
 - d) only one coach house is permitted on a single-family residential lot;
 - e) a coach house is not permitted if there is a secondary suite on a single-family residential lot;
 - f) the owner of a single-family residential lot must be a resident of either the coach house or the principal residential dwelling unit; and
 - g) a single-family residential building containing more than one boarder or lodger may not have a coach house on that lot.

- d) In Part 5 Residential Zone Regulations, adding the following after 502.4:

502.5 Coach house regulations: regulations in Table 502.5 apply to any lot upon which a coach house is located. In the event of a conflict between any regulation in Table 502.5 and any other regulation in this Bylaw, the regulation in Table 502.5 shall apply:

Element	Regulation
Lot Width	15m (49.2 ft.) minimum
Lane Access	Lot must have vehicular access from a street classified as a lane where the lane is open to vehicle travel.
Coach House Siting	Must be sited to the rear of a principal dwelling.
Coach House Setbacks	
a) rear	1.2m (4 ft.) minimum
b) side	1.2m (4 ft.) minimum

c) flanking street	3.1m (10 ft.) minimum
d) separation between principal building and coach house, including attached structures more than 0.91m (3 ft.) above grade	6.1m (20 ft.) minimum
e) Ocean Natural Boundary Line	7.62m (25 ft.) minimum
Required Rear Yard Coverage	No maximum
Coach House Floor Space Ratio Exemptions	The following exemptions apply (exemptions for principal dwellings do not apply to coach houses):
a) Energy efficient construction <ul style="list-style-type: none"> - Step 4 of the Energy Step Code - Step 5 of the Energy Step Code 	2.8m ² (30 sq.ft.) maximum 8.4m ² (90 sq.ft.) maximum
b) Veranda	4.6m ² (50 sq.ft.) maximum
c) Miscellaneous	Floor area under sloped ceilings, not exceeding a floor to ceiling height of 1.2m (4 ft.).
Maximum Coach House Size	90m ² (968 sq.ft.) maximum excluding exemptions
Coach House Second Storey Floor Area	Cannot exceed the following percentage of the total floor area of the largest storey below, including attached parking structure:
a) roof slope of less than 3 in 12	50%
b) roof slope of 3 in 12 or greater	60%
Coach House Height	
a) one-storey building <ul style="list-style-type: none"> - roof slope of less than 3 in 12 	Measured from top of slab 3.7m (12 ft.) maximum

<ul style="list-style-type: none"> - roof slope of 3 in 12 or greater <p>b) two-storey building</p> <ul style="list-style-type: none"> - roof slope of less than 3 in 12 - roof slope of 3 in 12 or greater <p>c) Energy Step Code</p> <ul style="list-style-type: none"> - Step 4 of the Energy Step Code - Step 5 of the Energy Step Code 	<p>4.5m (15 ft.) maximum</p> <p>Measured using building height base line</p> <p>6.7m (22 ft.) maximum</p> <p>7.6m (25 ft.) maximum</p> <p>Additional 0.15m (0.5 ft.) in height</p> <p>Additional 0.3m (1 ft.) in height</p> <p>Energy Step Code height bonus is not cumulative.</p>
Coach House Living Room	Except in the case of a coach house that is a studio, a coach house must have at least one living room, that is not a bedroom, that is at least 16.7m ² (180 sq.ft.), with either the room length or width at least 2.1m (7 ft.). This living room may contain a combined kitchen, living, and dining area.
Coach House Bedroom Size	If the coach house has at least one bedroom (not a studio unit), at least one bedroom must have a minimum area of 8.4m ² (90 sq.ft.), with either the room length or width at least 2.1m (7 ft.).
Pedestrian Access	<p>A minimum 0.9m (3 ft.) wide pedestrian walkway must be provided to the coach house entrance from:</p> <ul style="list-style-type: none"> a) the side lot line on a flanking street of a corner lot, or b) the front lot line of a lot that is not a corner lot.
Coach House Private Outdoor Patio, Deck or Veranda Space	At least one patio, deck or veranda must have a minimum area of 4.5m ² (48 sq.ft.) with one dimension at least 1.8m (6 ft.).
Coach House Basement	Not permitted
Coach House Rooftop Deck	Not permitted

Parking	
a) Enclosed stall	Not more than 1 parking stall may be fully-enclosed within a coach house structure.
b) Location on corner lot	Where there is an adjacent flanking street, parking stalls must be located adjacent to the interior side lot line.

Table 502.5

e) In Part 10 Off-Street Parking Space and Loading Space Regulations, Section 1001 Required Off-Street Parking Spaces,

i. Removing the following row:

2. Single family residential building with suite	3 per building (Bylaw 6922)
--	-----------------------------

and replacing with the following row:

2. Single family residential lot with a secondary suite or a coach house	1 space in addition to the Base Rate.
--	---------------------------------------

f) Part 12 Enforcement, Section 1207 Ticketing,

i. Removing the following after "More than One Secondary Suite":

Secondary Suite Exceed Floor Area	501.1(a)(iii)(c)	\$200.00
Secondary Suite Not Owner Occupied	501.1(a)(iii)(c)	\$200.00
Un-permitted Secondary Suite	501.1(a)(iii)(d)	\$200.00
Un-permitted Boarder/Lodger	501.1(a)(iii)(d)	\$200.00

and replacing with the following:

Un-permitted Secondary Suite with Coach House	501.1(b)(iii)c)	\$200.00
Secondary Suite Not Owner Occupied	501.1(a)(iii)(d)	\$200.00
Un-permitted Boarder/Lodger	501.1(a)(iii)(e)	\$200.00
Un-permitted Secondary Suite	502.3	\$200.00
Secondary Suite Exceed Floor Area	502.4	\$200.00

ii. Adding the following after "Secondary Suite Exceed Floor Area":

Coach House outside Urban Containment Boundary	501.1(b)(vi)a)	\$200.00
Coach House in Un-permitted Zone	501.1(b)(vi)b)	\$200.00
More than one Coach House	501.1(b)(vi)d)	\$200.00
Un-permitted Coach House with Secondary Suite	501.1(b)(vi)e)	\$200.00
Owner Not Residing in Coach House or Principal Residential Dwelling Unit	501.1(b)(vi)f)	\$200.00
Un-permitted Boarder/Lodger	501.1(b)(vi)g)	\$200.00
Un-permitted Coach House	502.5	\$200.00

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of "Bylaw 8360" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

REZONING BYLAW 1382 (BYLAW 8360)**RED-LINE VERSION****PART 2 INTERPRETATION**

"coach house" means an accessory dwelling unit that is detached from a single-family residential building on a lot in a zone that permits a single-family residential building;

"secondary suite" means an accessory dwelling unit that is attached to a single-family residential building on a lot in a zone that permits a single-family residential building;

"veranda" for a single family residential building or coach house means a one storey high roofed portico, gallery or porch adjoining an exterior wall or walls of a building and open at all other sides with the exception of necessary structural support columns and a guard or rail not exceeding a height of 1.1m (3.5 ft.) and with a floor not higher than the lowest above-grade building floor on the side of the building to which it is attached;

PART 4 GENERAL REGULATIONS**410 Floor Space Ratio Exemptions**

The following are excluded from floor space ratio calculations:

(1) For single family residential buildings, exclude:

(e) except in the RSK and RSE zones, accessory buildings, other than parking structures and ~~coach houses accessory buildings containing secondary suites~~, not exceeding 25m² (269 sq.ft.). In the RSE zone, accessory buildings, other than parking structures and ~~coach houses accessory buildings containing secondary suites~~, not exceeding 19.5m² (210 sq.ft.); and

(Bylaws 7006, 7042, 7190, 8036)

PART 5 RESIDENTIAL ZONE REGULATIONS**501 Uses in Single-Family Residential Zones (RS)**

All uses of land, buildings and structures in RS Zones are prohibited except

501.1 (a) Principal Use:

(i) One single-family residential building

501.1 (b) Accessory Uses:

~~(ii)~~(i) home occupations;

- (ii) accommodation of not more than two boarders or lodgers in a single-family residential building;
- (iii) secondary suites subject to the following regulations:
 - a) secondary suites are permitted only in single-family residential zones;
 - b) only one secondary suite is permitted on a single-family residential lot;
 - c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;
 - ~~e~~)d) the owner of a single-family residential building containing a secondary suite shall be a resident of either the secondary suite or the principal residential dwelling unit; and
 - ~~d~~)e) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- (iv) bed and breakfast business subject to the regulations contained in Section 405A; ~~and~~;
- (v) buildings and structures accessory to Subsection 501.1(a); ~~and~~;
- (vi) coach houses subject to the following conditions:
 - a) coach houses are not permitted outside the Urban Containment Boundary as per the District of North Vancouver's Official Community Plan, as may be amended from time to time;
 - b) coach houses are not permitted in any zone other than single-family residential zones;
 - c) coach houses are subject to the size, shape and siting regulations in Section 502.5;
 - d) only one coach house is permitted on a single-family residential lot;
 - e) a coach house is not permitted if there is a secondary suite on a single-family residential lot;
 - f) the owner of a single-family residential lot must be a resident of either the coach house or the principal residential dwelling unit; and
 - g) a single-family residential building containing more than one boarder or lodger may not have a coach house on that lot.

502 Size, Shape and Siting of Residential Buildings and Accessory Buildings and Structures in Single-Family Residential Zones (RS)

502.1 Notwithstanding the height provisions in subsection 502.2.a, single-family residential buildings located within a neighbourhood listed and delineated in Schedule "A" attached hereto, shall only be added onto, altered or replaced if the addition, alteration or replacement building does not exceed the maximum building height or maximum eave height of the single-family residential building lawfully existing immediately prior to the date of application for any permit authorizing that addition, alteration or demolition and reconstruction.

502.3 Location of Secondary Suites: secondary suites must be located within the single-family residential building.

502.4 Size of secondary suite: a secondary suite shall not exceed in total area the lesser of 90m² (968 sq.ft.) or 40% of the residential floor space of the principal single-family residential building.

502.5 Coach house regulations: regulations in Table 502.5 apply to any lot upon which a coach house is located. In the event of a conflict between any regulation in Table 502.5 and any other regulation in this Bylaw, the regulation in Table 502.5 shall apply:

Element	Regulation
Lot Width	15m (49.2 ft.) minimum
Lane Access	Lot must have vehicular access from a street classified as a lane where the lane is open to vehicle travel.
Coach House Siting	Must be sited to the rear of a principal dwelling.
Coach House Setbacks	
a) rear	1.2m (4 ft.) minimum
b) side	1.2m (4 ft.) minimum
c) flanking street	3.1m (10 ft.) minimum
d) separation between principal building and coach house, including attached structures more than 0.91m (3 ft.) above grade	6.1m (20 ft.) minimum
e) Ocean Natural Boundary Line	7.62m (25 ft.) minimum

Required Rear Yard Coverage	No maximum
Coach House Floor Space Ratio Exemptions	The following exemptions apply (exemptions for principal dwellings do not apply to coach houses):
<ul style="list-style-type: none"> a) Energy efficient construction <ul style="list-style-type: none"> - Step 4 of the Energy Step Code - Step 5 of the Energy Step Code b) Veranda c) Miscellaneous 	<p>2.8m² (30 sq.ft.) maximum</p> <p>8.4m² (90 sq.ft.) maximum</p> <p>4.6m² (50 sq.ft.) maximum</p> <p>Floor area under sloped ceilings, not exceeding a floor to ceiling height of 1.2m (4 ft.):</p>
Maximum Coach House Size	90m ² (968 sq.ft.) maximum excluding exemptions
Coach House Second Storey Floor Area	Cannot exceed the following percentage of the total floor area of the largest storey below, including attached parking structure:
<ul style="list-style-type: none"> a) roof slope of less than 3 in 12 b) roof slope of 3 in 12 or greater 	<p>50%</p> <p>60%</p>
Coach House Height	
<ul style="list-style-type: none"> a) one-storey building <ul style="list-style-type: none"> a) roof slope of less than 3 in 12 b) roof slope of 3 in 12 or greater b) two-storey building <ul style="list-style-type: none"> a) roof slope of less than 3 in 12 b) roof slope of 3 in 12 or greater 	<p>Measured from top of slab</p> <p>3.7m (12 ft.) maximum</p> <p>4.5m (15 ft.) maximum</p> <p>Measured using building height base line</p> <p>6.7m (22 ft.) maximum</p> <p>7.6m (25 ft.) maximum</p>

<p>c) Energy Step Code</p> <ul style="list-style-type: none"> • Step 4 of the Energy Step Code • Step 5 of the Energy Step Code 	<p>Additional 0.15m (0.5 ft.) in height</p> <p>Additional 0.3m (1 ft.) in height</p> <p>Energy Step Code height bonus is not cumulative.</p>
Coach House Living Room	Except in the case of a coach house that is a studio, a coach house must have at least one living room, that is not a bedroom, that is at least 16.7m ² (180 sq.ft.), with either the room length or width at least 2.1m (7 ft.). This living room may contain a combined kitchen, living, and dining area.
Coach House Bedroom Size	If the coach house has at least one bedroom (not a studio unit), at least one bedroom must have a minimum area of 8.4m ² (90 sq.ft.), with either the room length or width at least 2.1m (7 ft.).
Pedestrian Access	<p>A minimum 0.9m (3 ft.) wide pedestrian walkway must be provided to the coach house entrance from:</p> <ul style="list-style-type: none"> a) the side lot line on a flanking street of a corner lot, or b) the front lot line of a lot that is not a corner lot.
Coach House Private Outdoor Patio, Deck or Veranda Space	At least one patio, deck or veranda must have a minimum area of 4.5m ² (48 sq.ft.) with one dimension at least 1.8m (6 ft.).
Coach House Basement	Not permitted
Coach House Rooftop Deck	Not permitted
<p>Parking</p> <ul style="list-style-type: none"> a) Enclosed stall 	Not more than 1 parking stall may be fully-enclosed within a coach house structure.

b) Location on corner lot	Where there is an adjacent flanking street, parking stalls must be located adjacent to the interior side lot line.
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Table 502.5

PART 10 OFF-STREET PARKING SPACE AND LOADING SPACE REGULATIONS

1001 Required Off-Street Parking Spaces

The base rate noted for each use category in the table below shall apply to all uses in that category unless they are specifically identified with a different parking rate.

USE	PARKING REQUIREMENTS
Residential (5)	
1. Base Rate	2 per dwelling unit
2. Single family residential building with suite 2. Single family residential lot with a secondary suite or a coach house	3 per building (Bylaw 6922) 1 space in addition to the Base Rate.

PART 12 ENFORCEMENT

1207 Ticketing

Designated Expressions	Section	Fine
Un-permitted Secondary Suite with Coach House	501.1(b)(iii)c)	\$200.00
Secondary Suite Not Owner Occupied	501.1(a)(iii)(e) 501.1(a)(iii)(d)	\$200.00
Un-permitted Boarder/Lodger	501.1(a)(iii)(d) 501.1(a)(iii)(e)	\$200.00
Un-permitted Secondary Suite	501.1(a)(iii)(d) 502.3	\$200.00
Secondary Suite Exceed Floor Area	501.1(a)(iii)(e) 502.4	\$200.00
Coach House outside Urban Containment Boundary	501.1(b)(vi)a)	\$200.00
Coach House in Un-permitted Zone	501.1(b)(vi)b)	\$200.00
More than one Coach House	501.1(b)(vi)d)	\$200.00
Un-permitted Coach House with Secondary Suite	501.1(b)(vi)e)	\$200.00

Owner Not Residing in Coach House or Principal Residential Dwelling Unit	501.1(b)(vi)f)	\$200.00
Un-permitted Boarder/Lodger	501.1(b)(vi)g)	\$200.00
Un-permitted Coach House	502.5	\$200.00

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The Corporation of the District of North Vancouver**Bylaw 8362**

A bylaw to amend Fees and Charges Bylaw 6481, 1992

The Council for The Corporation of The District of North Vancouver enacts the following:

Citation

1. This bylaw may be cited as "Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8362, 2019 (Amendment 61)".

Amendments

2. Fees and Charges Bylaw 6481, 1992 is amended as follows:

Schedule B Development and Permitting Fees, subsection Development Permit – Major is amended by inserting after the row "Multi family – base fee plus" and before the row "Environmental or Hazardous Conditions:" the following rows:

Form and character of accessory coach house:	\$670.00	
Profiling Fee	\$36.00	
Total	\$706.00	

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

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The Corporation of the District of North Vancouver

Bylaw 8361

A bylaw to amend Bylaw Notice Enforcement Bylaw 7458, 2004

The Council for The Corporation of The District of North Vancouver enacts the following:

Citation

1. This bylaw may be cited as "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8361, 2018 (Amendment 41)".

Amendments

2. Bylaw Notice Enforcement Bylaw 7458, 2014 is amended as follows:

a) Under the heading "Zoning Bylaw 3210, 1965",

- i. Between the rows "501.1(b)(iii)b) More than One Secondary Suite" and "501.1(b)(iii)c) Secondary Suite Not Owner Occupied" adding the following:

501.1(b)(iii)c)	Un-permitted Secondary Suite with Coach House	200	150	300	NO	N/A
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- ii. Renumbering the row "501.1(b)(iii)c) Secondary Suite Not Owner Occupied" to "501.1(b)(iii)d)";
- iii. Renumbering the row "501.1(b)(iii)d) Un-permitted Boarder/Lodger" to "501.1(b)(iii)e)";
- iv. Adding the following after the row "502.4 Secondary Suite Exceed Floor Area":

501.1(b)(vi)a)	Coach House outside Urban Containment Boundary	200	150	300	NO	N/A
501.1(b)(vi)b)	Coach House in Un-permitted Zone	200	150	300	NO	N/A
501.1(b)(vi)d)	More than one Coach House	200	150	300	NO	N/A
501.1(b)(vi)e)	Un-permitted Coach House with Secondary Suite	200	150	300	NO	N/A
501.1(b)(vi)f)	Owner Not Residing in Coach House or Principal Residential Dwelling Unit	200	150	300	NO	N/A
501.1(b)(vi)g)	Un-permitted Boarder/Lodger	200	150	300	NO	N/A

502.5	Un-permitted Coach House	200	150	300	NO	N/A
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READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk



CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Development - Applications	3060
Title:	NON-STATUTORY PUBLIC CONSULTATION FOR DEVELOPMENT APPLICATIONS	2

POLICY

It is the policy of the District to:

- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, development permits, development variance permits, and liquor license applications to notify the public of development applications and solicit feedback prior to the proposal being considered by Council,
- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, and certain development permits to hold one or more public information meetings prior to the proposal being considered by Council,
- provide notice of public information meetings in accordance with this policy, and
- provide Council with an information report prior to the holding of a public information meeting.

REASON FOR POLICY

1. To establish early dialogue with the community and identify specific issues of concern.
2. To expand the opportunities for public consultation.
3. To ensure that factual information is conveyed to the community.
4. To enable staff and Council to gauge public opinion on a particular application.
5. To inform Council of development applications in process.

PROCEDURE

The following table summarizes the recommended public notification:

Development Proposal	¹ Notification Delivery Area	Sign
Official Community Plan & Zoning Bylaw Amendment		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Major Development Permit for Commercial, Industrial & Multi-Family Form and Character		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Other Permit and Approvals		
Development Variance Permit	Abutting land	No
Development Permit for Accessory Coach House Form and Character	Abutting land	No
Liquor Licence (requiring a resolution)	100 m	Yes

¹ The notification delivery area includes the lands subject to the bylaw alteration, permit or approval.

The above table does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration, permit or approval. In such cases, newspaper notice will be sufficient.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	July 10, 2017	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	

DRAFT