

# AGENDA

## *COMMITTEE OF THE WHOLE*

**Tuesday, July 22, 2014**

**5:00 p.m.**

**Committee Room, Municipal Hall**

**355 West Queens Road,**

**North Vancouver, BC**

**Council Members:**

Mayor Richard Walton

Councillor Roger Bassam

Councillor Robin Hicks

Councillor Mike Little

Councillor Doug MacKay-Dunn

Councillor Lisa Muri

Councillor Alan Nixon



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## COMMITTEE OF THE WHOLE

5:00 p.m.  
Tuesday, July 22, 2014  
Committee Room, Municipal Hall,  
355 West Queens Road, North Vancouver

### AGENDA

#### 1. ADOPTION OF THE AGENDA

##### 1.1. July 22, 2014 Committee of the Whole Agenda

*Recommendation:*

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

#### 2. ADOPTION OF MINUTES

##### 2.1. June 16, 2014 Committee of the Whole

p. 7-9

*Recommendation:*

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

##### 2.2. June 17, 2014 Committee of the Whole

p. 11-13

*Recommendation:*

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

#### 3. REPORTS FROM COUNCIL OR STAFF

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

p. 17-38

File No. 13.6480.30/003.000

*Recommendation:*

THAT the Committee of the Whole recommends Council:

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

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

**3.2. Lower Capilano Design Guidelines**

File No.

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

**4. PUBLIC INPUT**

(maximum of ten minutes total)

**5. RISE AND REPORT**

*Recommendation:*

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

## MINUTES

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

Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 7:09 p.m. on Monday, June 16, 2014 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor R. Bassam (7:10 pm)  
Councillor R. Hicks  
Councillor M. Little  
Councillor D. MacKay-Dunn  
Councillor L. Muri  
Councillor A. Nixon

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. B. Bydwell, General Manager – Planning, Properties, & Permits  
Mr. S. Ono, Acting General Manager – Engineering, Parks, & Facilities  
Mr. J. Gordon, Manager – Administrative Services  
Ms. S. Haid, Manager – Sustainable Community Development  
Mr. P. Chapman, Social Planner  
Mr. D. Veres, Planner  
Ms. S. Berardo, Confidential Council Clerk

**1. ADOPTION OF THE AGENDA**

**1.1. June 16, 2014 Committee of the Whole Agenda**

**Moved by Councillor LITTLE**

**Seconded by Councillor MURI**

THAT the agenda for the June 16, 2014 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

**CARRIED**

**2. ADOPTION OF MINUTES**

**2.1. April 8, 2014 Committee of the Whole**

**Moved by Councillor LITTLE**

**Seconded by Councillor MURI**

THAT the minutes of the April 8, 2014 Committee of the Whole meeting be adopted.

**CARRIED**

**3. REPORTS FROM COUNCIL OR STAFF**

**3.1. Lower Capilano Village Centre – Housing Options for the  
Peripheral Area**

File No. 13.6480.30/002.004

Ms. Susan Haid, Manager – Sustainable Community Development, provided an update on the draft housing policy for the peripheral area surrounding the future Lower Capilano Village Centre core. Ms. Haid advised that the intent of this policy is to enable a range of low density housing options such as duplex, triplex, townhouse, and low-rise apartments on key sites to provide more diverse types of housing and to create a sensitive transition of building from the core of the future Village Centre to the surrounding residential neighbourhood. The draft policy reflects significant community input during the Official Community Plan and implementation planning processes and responds to existing and future community housing needs.

Councillor LITTLE left the meeting at 7:27 pm and returned at 7:54 pm.

Ms. Haid noted that design of any new multi-family housing in the peripheral area will require special design measures to provide a sensitive transition to single family areas, reflect the unique character of the areas and relate to the Village Centre core. The District's multi-family design guidelines apply. In addition, good neighbour measures will be implemented. These involve consultation with neighbours during the design phase, a buffer area (wide setbacks and two storey heights or less) to single family homes and encouraging retention, and, where possible, salvage of significant vegetation.

The next steps are to complete the current consultation, refine the draft housing policy based on the community and Committee of the Whole's feedback, and then to forward the proposed policy to Council for final consideration.

Council discussion:

- Commented that the District is completely rebuilding the community;
- Commented that the proposed development will allow residents to age in their community;
- Expressed concern with management of this development;
- Questioned how the District will manage applications coming forward;
- Stated that there are too many projects;
- Noted the importance of continued public engagement;
- Commented on the need of good traffic management policies;
- Expressed concern regarding the phasing of this development; and,
- Requested staff to report back on development management and phasing strategies.

Ms. Haid advised Council that all applications in the Peripheral Area are subject to rezoning and OCP amendment process which includes public consultation. Site specific rezoning will give Council the ability to control the pace of redevelopment.

Public Input:

Doug Curran:

- Expressed concern that the community has false information and expectations;



- Commented that this is an opportunity to renew aging homes and enhance the neighbourhood; and,
- Commented on the importance of being able to age in the community.

Corrie Kost:

- Expressed concern with management problems; and,
- Suggested the District track the actual uplift in property values over time.

**Moved by Councillor NIXON**

**Seconded by Councillor LITTLE**

THAT the Committee of the Whole recommend to Council:

THAT staff prepare the proposed housing policy for the Lower Capilano Village Centre peripheral area for Council's consideration.

**CARRIED**

#### **4. RISE AND REPORT**

**Moved by Councillor LITTLE**

**Seconded by Councillor NIXON**

THAT the June 16, 2014 Committee of the Whole rise and report.

**CARRIED**  
(8:29 pm)

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Mayor

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Municipal Clerk

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

Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 5:35 p.m. on Tuesday, June 17, 2014 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor D. MacKay-Dunn  
Councillor L. Muri  
Councillor A. Nixon

**Absent:** Councillor R. Bassam  
Councillor M. Little

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. S. Ono, Acting General Manager – Engineering, Parks & Facilities  
Mr. J. Gordon, Manager – Administrative Services  
Ms. L. Brick, Confidential Council Clerk  
Mr. S. Rooney, Project Engineer

**Also in**

**Attendance:** Mr. Goran Oljaca, Engineering and Construction Division Manager, Water Services Department, Metro Vancouver  
Mr. Hein Steunenbergh, Senior Project Engineer, Metro Vancouver  
Ms. Vanessa Anthony, Consultation and Community Relations Coordinator  
Liquid Waste and Water Services Departments, Metro Vancouver

**1. ADOPTION OF THE AGENDA**

**1.1. June 17, 2014 Committee of the Whole Agenda**

**MOVED by Councillor MACKAY-DUNN**

**SECONDED by Councillor NIXON**

THAT the agenda for the June 17, 2014 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

**CARRIED**

**2. ADOPTION OF MINUTES**

**2.1. May 12, 2014 Committee of the Whole**

**MOVED by Councillor MACKAY-DUNN**

**SECONDED by Councillor HICKS**

THAT the minutes of the May 12, 2014 Committee of the Whole meeting be adopted.

**CARRIED**

**3. REPORTS FROM COUNCIL OR STAFF**

### **3.1. Metro Vancouver Capilano Watermain No. 9**

File No.

Presentation: Mr. Goran Oljaca, Engineering and Construction Division Manager, Water Services Department, Metro Vancouver

Mr. Goran Oljaca, Engineering and Construction Division Manager, Water Services Department, Metro Vancouver, provided an overview of the Capilano Watermain No. 9 installation on Capilano Road.

Mr. Oljaca presented two revised options for the project:

#### Option 1

- Nine month installation time;
- One installation crew beginning in September 2015;
- Minimal system risk;
- Compatible with traffic management strategy;
- Timeline based on six day work week (Mon-Sat);
- Low local traffic impacts; and,
- Would require a work stoppage in May to ensure water security throughout the summer months.

#### Option 2

- Seven and a half month installation time;
- Two installation fronts which would shorten installation time by 6 weeks;
- Minimal system risk;
- Requires adjustments to the traffic management strategy;
- Time line based on six day work week (Mon-Sat); and,
- High local traffic impacts.

Mr. Oljaca advised that it will take 13 weeks to demolish and construct the cross valve chamber on Edgemont Boulevard.

Council discussed the conflict of road closures and detours with construction projects in and around Edgemont Village and school drop off and pick up times.

Discussion ensued regarding the Option 2 construction schedule. It was noted that work on Capilano Road could commence mid-September 2015 and be completed late January 2016; work on Edgemont Boulevard could begin late January 2016 and be completed by the end of April 2016 while the restoration work on Capilano Road would also be completed during this time period.

Council advised that traffic flow is critical to the community and want to ensure that there is some limited access to Capilano Road during the installation period. Mr. Oljaca advised that Capilano Road would be closed during construction hours; however, one lane could be opened during non-construction hours. In the upper section of the project the pipeline is on the east side of the road and it may be safe to have a southbound lane open. When crews are working on the bottom

section of the pipeline the work is being done on the west side of the road and it could be possible to have one north bound lane open.

It was noted that the preferred detour route is via Montroyal Boulevard, Highland Boulevard, and Ridgewood Drive to Capilano Road; this is also the preferred option of Coast Mountain Bus Company.

Discussion ensued regarding the challenges of replacing the watermain within the boundaries of Capilano Regional Park. Council requested that Metro Vancouver prepare a communications piece outlining the challenges of installing the watermain through Capilano Regional Park, the reasoning for installing the watermain on Capilano Road, and a clear outline of the construction impacts and timelines on the neighbourhood. Metro Vancouver confirmed that they are working with designers to show what the installation impact would look like in the Regional Park.

In response to a query about the cost difference between the two options, Mr. Oljaca advised that Option 2 would be more costly; however, the final cost has not yet been determined.

Council discussed the impacts on the immediate neighbourhood; staff confirmed that the noise generated would be from cutting pavement, trucks driving, back up beacons, and equipment digging. It was noted that one pipe would be installed per day and the property access restriction issues may be limited to a short period when construction is happening immediately outside of a residence.

Council requested that staff report back in September with a detailed presentation outlining the final details of the project.

**4. PUBLIC INPUT**

Nil

**5. RISE AND REPORT**

**MOVED by Councillor MURI**

**SECONDED by Councillor MACKAY-DUNN**

THAT the June 17, 2014 Committee of the Whole rise and report.

**CARRIED**  
(6:56 pm)

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Mayor

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Municipal Clerk

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## REPORTS

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Workshop (open to public)	Date: <u>July 22/2014</u>

	3.1	
Dept. Manager	GM/ Director	CAO

## The District of North Vancouver

### REPORT TO COUNCIL COMMITTEE OF THE WHOLE

July 9, 2014  
File: 13.6480.30/003.000

**AUTHOR:** Phil Chapman, Social Planner  
Sarah Dal Santo, Section Manager Policy Planning

**SUBJECT: Coach Housing - Results of Community Engagement and Next Steps**

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**RECOMMENDATION:**

THAT the Committee of the Whole recommends Council:

- i. Receive this report for information; and
- ii. Direct staff to prepare, for Council's consideration, the Zoning Bylaw amendment and other implementation tools as may be needed to enable a gradual entry approach to coach houses in the District.

**REASON FOR REPORT:**

To report on the results of recent community engagement on the proposed gradual entry approach to coach houses in the District and to seek approval of next steps towards implementation.

**SUMMARY:**

Community feedback from open house events, library displays and the online survey demonstrates growing community interest and strong support for consideration of Coach Houses in the District. The proposed gradual entry approach to enable coach houses in the District would provide more diverse housing opportunities in a small number of locations while maintaining neighbourhood character. Staff recommends proceeding with the preparation of the Zoning Bylaw amendment and the Coach House "How to Guide" necessary to guide implementation of the proposed gradual entry approach to coach housing in the District.

**EXISTING POLICY:**

The detached residential land use designation in the Official Community Plan (Bylaw 7900, 2011), enables provision of a secondary suite or coach house with the principle dwelling. Increasing housing choices across the full spectrum of needs is a key OCP Housing objective. In addition, Policy 7.1.2 directs staff to “Undertake Neighbourhood Infill plans and/or Housing Action Plans where appropriate to: (c) develop criteria and identify suitable areas to support detached accessory dwellings (such as coach houses, backyard cottages and laneway housing).”

The Zoning Bylaw currently allows secondary suites, but does not permit coach house forms of development in the single family zones. Property owners interested in having a coach house are currently limited to a potentially expensive, lengthy and uncertain process of seeking an individual rezoning for their property in the absence of a supporting implementation policy.

**BACKGROUND:**

District staff introduced the proposed gradual entry approach to coach houses and the supporting Coach House Discussion Paper (which can be found on our website at <http://identity.dnv.org/upload/pcdocsdocuments/23hnf01.pdf>) to Council at the Committee of the Whole meeting on November 13, 2013. At a subsequent Council meeting in January 6, 2014 Council approved the following recommendations:

That Council:

- i. Receive the Coach House Discussion Paper for information; and
- ii. Direct staff to consult on the preferred approach to coach houses and report back to Council on the consultation and potential implementation.

With assistance from Corporate Communications and the OCP Implementation Committee, staff developed and carried out an effective engagement strategy on the proposed approach to coach houses and is now ready to report on the results of this effort.

The City of North Vancouver (CNV) has had a detailed process for reviewing coach house applications since 2010 when staff prepared detailed guidelines and development standards and Council approved necessary Zoning bylaw amendment to enable a graduated, two-tier approach to coach house development. CNV and other local government experience with coach housing policy, design and implementation provides useful insight that will inform the development of our coach house policy and “How to Guide.”

The District of West Vancouver recently (June 16) held a public hearing on coach houses and their Council is anticipated to consider final approval of OCP and Zoning Bylaw amendments to enable coach houses on July 21, 2014.

**ANALYSIS:**

In March and early April of 2014 District staff co-hosted with West Vancouver staff a series of meetings with coach house designers and builders and with planners from other local



municipalities where coach housing is already permitted. District staff also gave presentations to the Advisory Design Panel and the Advisory Committee on Disabilities Issues on proposed directions for considering coach housing in the District.

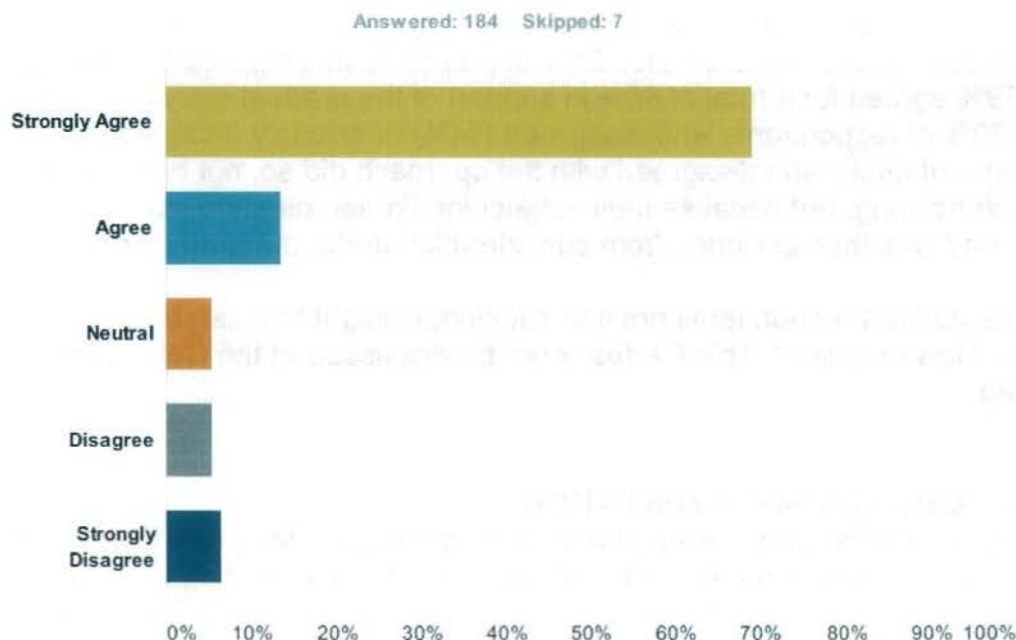
In May and early June of 2014, District staff hosted a series of engagement events to gather community input on the proposed approach to coach houses in the District. Events were held at locations throughout the District as follows:

Highlands United Church – Thursday May 22 and Saturday May 24  
Parkgate Community Centre – Thursday May 29 and Saturday May 31  
Lynn Valley Days, Lynn Valley Park – Saturday May 31  
Brooksbank Elementary School – Thursday June 5  
Blueridge Days, Blueridge Elementary School – Sunday June 8

In addition, coach housing materials (including a brochure and frequently asked questions as per Attachments 1 and 2) and feedback forms have been on display in the District Hall, at our three libraries (Lynn Valley, Edgemont and Parkgate) and on our District website over the past month. Approximately 240 people attended the five events hosted throughout the District. In addition, it is estimated that over 2,500 people passed by and engaged in varying levels with coach house displays at the libraries. Further, an estimated 6155 people would have seen the coach house display when they came to the District Hall to pay their taxes. In total approximately 192 feedback forms were received. A complete summary of responses is attached (Attachment 3) and will be outlined in full at the Committee of the Whole meeting.

Overarching questions and responses can be summarized as follows:

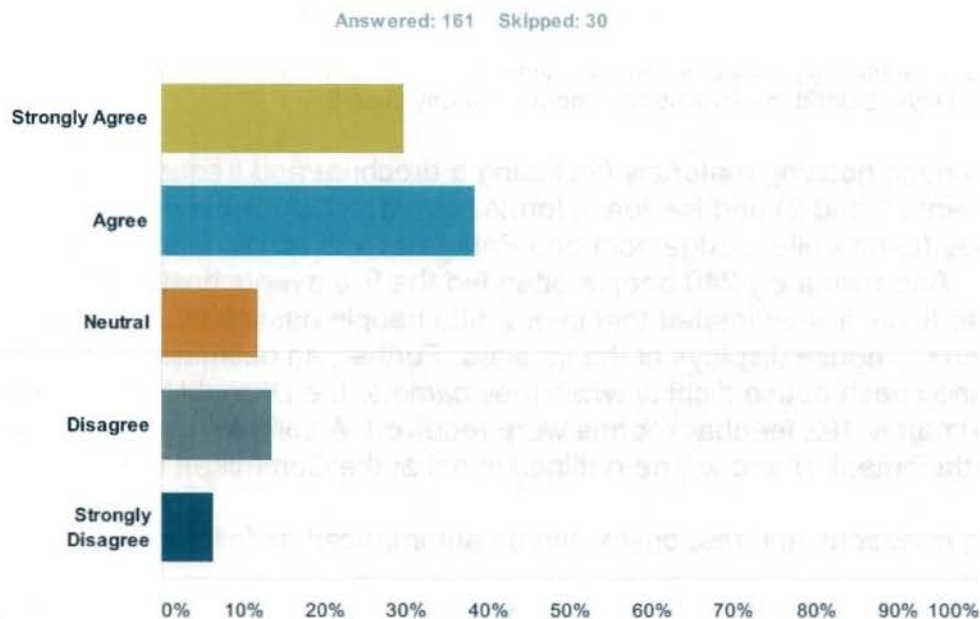
**Do you think Coach Houses should be considered to provide additional housing options in the District?**



Based on the feedback received, there was strong general support for consideration of Coach Houses as a means to provide additional housing options in the District.

69% of respondents indicated that they strongly agree and 14% indicated that they agree (total of 83% in agreement) that coach housing should be considered as a housing option. By contrast, only 5% of respondents indicated that they disagree and 7% strongly disagree (total of 12% in disagreement) with this statement.

**Do you generally support the proposed gradual entry approach to Coach Houses in the District?**



In general there was also strong support for consideration of the proposed gradual entry approach to coach houses in the District. 30% of respondents indicated that they strongly agreed and 39% agreed for a total of 69% in support of the gradual entry approach. This compares to 20% of respondents who disagreed (14%) or strongly disagree (6%) with this approach. Some of those who disagreed with the approach did so, not because they opposed coach housing, but because their subject lot did not meet the minimum qualifications and was thus excluded from consideration under the gradual entry program.

Written comments from respondents provide additional insight that can be used to inform the Coach House "How to Guide". This feedback will be discussed at the Committee of the Whole meeting.

**NEXT STEPS TOWARDS IMPLEMENTATION:**

Encouraged by the overall positive support for consideration of the proposed gradual entry approach to coach houses in the District, staff recommends proceeding with the development of policy and supporting materials necessary to implement the proposed approach. These steps include developing a Zoning Bylaw amendment to modify the definition of "secondary suite" to include provision of a detached accessory suite, and




development of a Coach House "How to Guide" that details the pre-screening and application review process as well as the development and design criteria in inform and guide proposed coach house development.

The proposed Zoning Bylaw amendment would enable secondary suites to be located either within the principal dwelling or elsewhere on the lot provided that the accessory dwelling can be built within the permitted floor space of the zone. Approval would be contingent upon obtaining a Development Variance Permit (DVP) to vary the location of the secondary suite.

**CONCLUSION:**

Strong and growing general support for coach houses in the District, coupled with North Shore wide interest, suggest that it is timely to consider opportunities for this alternative form of housing in the District. This report recommends that staff prepare, for Council's consideration, the Zoning Bylaw amendment and supporting implementation materials needed to implement the gradual entry approach for coach houses in the District.

Respectfully submitted,

  
Sarah Dal Santo,  
Section Manager Policy Planning

and

  
Phil Chapman,  
Social Planner

**Attachments:**

1. Exploring Coach Houses in the District Brochure
2. Exploring Coach Houses in the District – Frequently Asked Questions
3. Coach House Feedback/Survey Form results

REVIEWED WITH:		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks & Environment _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> Recreation Com. _____
<input type="checkbox"/> Economic Development _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Human resources _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____





# EXPLORING COACH HOUSES IN THE DISTRICT

What do you think?

**We want to hear from  
you on the potential  
of Coach Houses in  
the District.**

## What is a Coach House?

Sometimes called laneway housing, backyard cottages, and granny flats, Coach Houses are detached secondary suites that are usually built in the rear-yard on a single-family residential lot. Coach Houses are smaller than the main house and usually incorporate similar design features. Coach Houses are typically rental dwellings and may not be sold separately from the main house or placed under strata title.

## Potential Role for Coach Houses in the District

Our housing needs change as we move through life and our economic circumstances evolve. Coach Houses can provide residents with more diverse and appropriate housing options at various stages in life. Low rental vacancy rates, large single family lots, high land values, and an aging population in single family homes are just a few of the factors in our municipality that support offering Coach Housing within single family lot neighbourhoods. Coach Houses could fill a very specific housing need in our community, while fitting well with the character of our existing neighbourhoods.

## Community Interest in Coach Houses

During the Official Community Plan public consultation process, residents expressed significant interest in finding a range of appropriate infill housing options, including Coach Houses, for our single family lot neighbourhoods. Coach Houses are of particular interest to empty-nesters, seniors wishing to downsize within their existing neighbourhood, young couples looking for a starter home and intergenerational families.

In light of the growing community interest, District staff prepared a preliminary discussion paper exploring the potential for Coach Houses and presented it to Council and members of the community in December, 2013. This paper (<http://identity.dnv.org/article.asp?c=1152>) provides background information on Coach Houses and recommends a controlled gradual-entry Coach House program, for consideration by the community and Council. It also provides development criteria to help identify properties that may be eligible to host Coach Houses.





### Anticipated Uptake of Coach Houses through "Gradual Entry" Approach

It is anticipated that the proposed gradual entry approach for considering Coach Houses in the District will generate between five and twenty-five applications per year. If supported, the program will be monitored and reviewed after two years to enable adjustments to meet community needs.



Screening and landscaping

## Potential Benefits of Coach Houses

### Benefits to the community

- Can maintain or enhance neighbourhood character through building design (building height, materials, finish, landscaping etc.) that matches the main house.
- Can increase the stock of ground oriented rental housing and help ease low vacancy rates.
- Can provide greater housing diversity within existing neighbourhoods leading to a more efficient use of existing land, infrastructure and community services.



### Benefits to Coach House property owners and residents

- Enables residents, who may want to remain in their existing neighbourhood as they age, to live in a Coach House on their existing property or provides a separate living space for a caregiver.
- Can enable young families or young adults to live in single-family neighbourhoods that might otherwise be unaffordable.
- Gives young couples, seniors and renters an additional housing option beyond apartments, townhouses and larger single-family homes.
- Can act as a mortgage-helper, providing property owners with a source of income.



Example of a 1-storey Coach House



Coach House on a sloped lot



Complementing existing character and providing one additional on-site parking



## Proposed Gradual Entry Approach

The proposed approach towards receiving approval for a Coach House in the District will involve ensuring that the Coach House can satisfy a number of development and design criteria, conducting neighbourhood consultation and consideration of a development variance permit by Council. These criteria and steps are outlined below.

The applicant should consult with neighbours at an early stage. The District will notify adjacent neighbours of the application and invite them to comment on the proposed Coach House development.



### 1 Pre-screening and Site Eligibility

The first step of the process will be to determine if a proposed lot satisfies all the following property requirements:

1. The lot size must be greater than 10,000 square feet (929m<sup>2</sup>) in size  
OR  
Be a minimum of 50 feet (15m) in width provided that the lot (i) has access to an open lane or (ii) is a corner lot.
2. There is available or unrealized density under the existing zoning to enable Coach House development, such that the combined density of the principal dwelling and the Coach House is not to exceed the maximum allowable density for that zone. In addition the Coach House is not to exceed 968 square feet (maximum area permitted for a secondary suite).
3. There is no existing secondary suite attached, or detached from the principal dwelling.

### 2 Application Process Including Design Requirements and Neighbourhood Consultation

If the site suitability criteria can be satisfied, then a development variance permit (DVP) application can be initiated.

Coach House applications must meet the following design requirements:

- Building height – 15 feet (4.75m) for 1-storey or 22 feet (6.4m) for 1.5 – storey Coach House.
- Building separation – 20 feet (6.1m) between the principal dwelling and the Coach House.
- Parking – the lot allows space for one additional parking stall for the Coach House residents.
- Rear and side yard setbacks – 5 feet between the Coach House and property lines.

The Coach House design will also need to demonstrate:

- Integration with existing neighbourhood character – through design, form, finish etc.
- Protection of privacy of adjacent dwellings and yard space – through window placement, landscaping, screening etc.
- Green building design and sustainable rainwater management;
- Compliance with Development Permit Area regulations (protecting streamside and environmental features, managing flood hazards, etc.)

Details on these design criteria will be outlined and illustrated in a practical “How-to Guide”. While the applicant is encouraged to seek feedback from neighbours at an early stage, the District will also notify adjacent property owners of the Coach House application and invite comments which will be considered in reviewing the application.

### 3 Council Consideration

The final step of the proposed DVP process will be to seek approval from District Council. Following a technical review by staff and consideration of the neighbourhood consultation results, staff will report to Council with recommendations to either approve or deny the permit for the Coach House.





## Community Feedback on the Proposed Coach House Approach

Staff are seeking feedback on the proposed approach for Coach Housing as outlined in this brochure. Community members are invited to attend their choice of open house (same material presented at each event) and to provide feedback on the proposed approach. All information including the feedback form is available at each event as well as online at <http://identity.dnv.org>. The information collected will be used to refine the Coach House approach before being presented to Council for consideration.

**All feedback is to be provided by June 30th, 2014.**

### Information Sessions on the proposed approach for Coach Houses

The District is currently hosting a series of open houses to gather feedback from residents. Please join us at one of these events!

- |               |   |
|---------------|---|
| <b>May 22</b> | <b>Highlands United Church</b> [Multi-purpose Room (basement)]<br>3255 Edgemont Blvd, North Vancouver<br>6 – 9 pm with a presentation at 7:15 pm  |
| <b>May 24</b> | <b>Highlands United Church</b> [Multi-purpose Room (basement)]<br>3255 Edgemont Blvd, North Vancouver<br>10 am – 2 pm with a presentation at noon |
| <b>May 29</b> | <b>Parkgate Community Centre</b> (Multi-purpose Room)<br>3625 Banff Court, North Vancouver<br>6 – 9 pm with a presentation at 7:15 pm             |
| <b>May 31</b> | <b>Parkgate Community Centre</b> (Multi-purpose Room)<br>3625 Banff Court, North Vancouver<br>10 am – 2 pm with a presentation at noon            |
| <b>May 31</b> | <b>Lynn Valley Days</b> , Lynn Valley Park<br>3590 Mountain Highway, North Vancouver<br>11 am – 3 pm  |
| <b>June 5</b> | <b>Brooksbank Elementary School</b> (Gym)<br>980 E 13th St, North Vancouver<br>6 – 9 pm with a presentation at 7:15 pm                            |



### Contact Information

For more information on Coach Houses in the District, see our website at <http://identity.dnv.org> or contact: District Planner **Phil Chapman**

E: [chapmanp@dnv.org](mailto:chapmanp@dnv.org)

T: 604-990-2373

M: 355 West Queens Road, North Vancouver, BC, V7N 4N5



## Exploring Coach Houses in the District - Frequently Asked Questions



1. **Can a secondary suite and a Coach House exist on the same property?**

No. A property owner will have the option of either a secondary suite OR a Coach House, but not both.

2. **Can the Coach House be sold as a separate strata lot?**

No. Coach Houses are intended to be rental housing and may not be stratified.

3. **Can both the principal dwelling and the Coach House be rented?**

No. The property owner must live in either the principal dwelling or the Coach House.

4. **How much does a Coach House cost?**

The estimated cost of a building a Coach House, including District fees and charges, is between \$250 – 300 per sq. ft. or more depending on site specific constraints (such as topography, lot configuration, location of existing utilities and servicing etc.) as well as the type of finish and appliances.

5. **What opportunity will there be for neighbours to provide feedback on a Coach House proposal?**

As part of the District's development variance permit, neighbours will be notified of the proposal and provided an opportunity to submit comments on the Coach House application. This input will be considered by Council in deciding whether to approve or deny the application. Applicants are also encouraged to notify their neighbours and gauge community support early in the development application process.

6. **How will parking and traffic be managed to avoid neighbourhood impacts?**

Each Coach House application will be required to provide one additional on-site parking space for use by Coach House residents. Under the proposed approach, the District anticipates a very small number of Coach House applications (approximately between 5 and 25 per year), and as such no noticeable increase in neighbourhood traffic is expected.

7. **How will Coach Houses be designed to respect the privacy of adjacent lots?**

Respecting privacy is an important design element that any Coach House application will be required to address. The District will outline specific criteria in a *How-to Guide* to ensure that all new Coach House proposals are sensitively designed to fit appropriately into their context and to avoid issues of overlook. For this reason, the District is proposing a maximum height of 22 ft for a 1.5-storey Coach House. Careful placement of windows and landscaping will also be reviewed. Applicants must also consult with neighbours on Coach House proposals and community feedback is considered as part of Council's decision-making.

## Exploring Coach Houses in the District - Frequently Asked Questions

**8. How will Coach Houses fit within the character of my neighbourhood?**

Low numbers of Coach House applications are anticipated and should result in little noticeable change in single family neighbourhoods. In some cases Coach Houses will offer an attractive alternative to building a very large single family home that may be out of character with surrounding homes. Detailed design criteria and neighbourhood consultation will guide Coach House design to maintain or enhance neighbourhood character.

**9. What size of Coach Houses may be considered by the District?**

Under the gradual entry approach, Coach House proposals are anticipated to range in size from around 550 square feet up to a maximum of 968 square feet. Lot configuration, available density, site access, servicing, available parking and other considerations will influence the potential size of a Coach House. The 968 square feet maximum reflects the maximum size for a secondary suite that is permitted in the British Columbia Building Code.

**10. Does having a Coach Houses affect property taxes?**

The British Columbia Assessment Authority is responsible for determining the value of your property for tax purposes. Property taxes are divided into two parts – the value of the land and the value of the improvements. Coach Houses increase the value of the improvements on the property and therefore may result in an increase in taxes for this part of the assessment.

**11. Can a property owner convert their detached garage into a Coach House if it has access to a lane?**

Converting an existing parking structure into a Coach House without District approval is considered illegal. Consideration of this conversion would need to be through the development approvals process to ensure that the lot has available density, parking and meets setback and other design and building criteria.

**12. How soon could an interested applicant apply for Coach House development?**

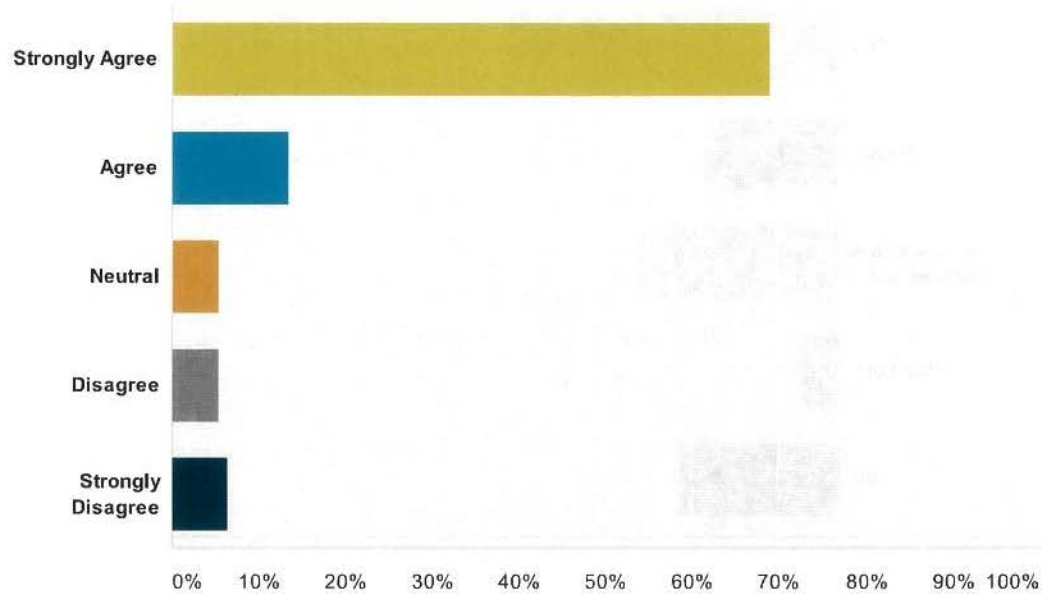
There are still several steps before the District can begin to receive Coach House applications. Public consultation is an important step currently underway. Community feedback will be reported back to Council and used to refine the proposed gradual entry approach to Coach Houses in the District. Subject to community and Council support, a *How-to Guide* detailing design requirements and a minor amendment to the Zoning Bylaw would be prepared later in 2014 in order to facilitate and guide consideration of applications.



## DNV Proposed Approach to Coach Houses - Feedback Form

### Q1 1. Do you think Coach Houses should be considered to provide additional housing options in the District?

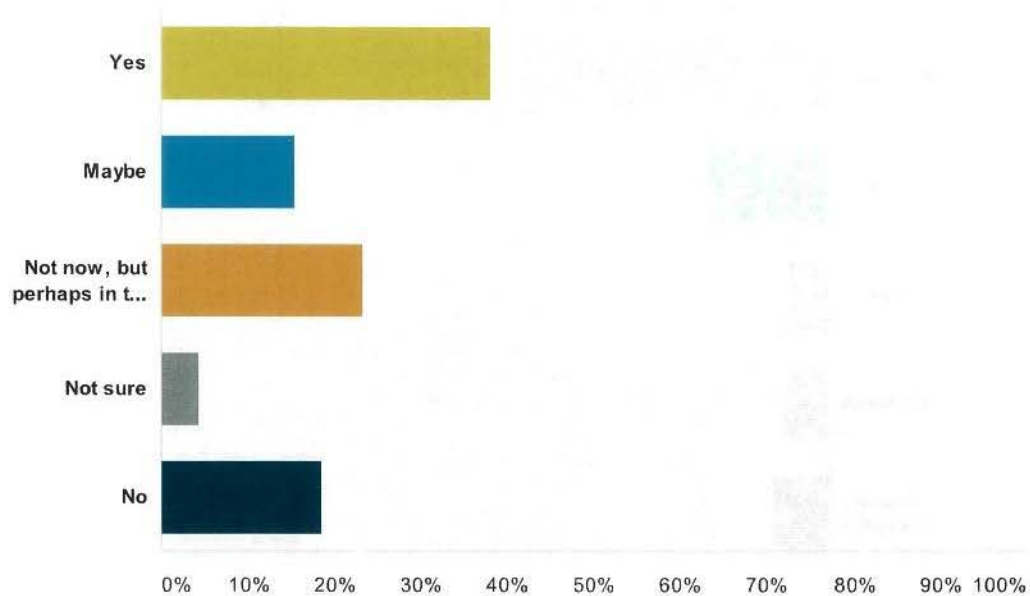
Answered: 184 Skipped: 7



Answer Choices	Responses	
Strongly Agree	69.02%	127
Agree	13.59%	25
Neutral	5.43%	10
Disagree	5.43%	10
Strongly Disagree	6.52%	12
<b>Total</b>		<b>184</b>

**Q2 2. If you answered yes to the previous question, are you interested in building a Coach House?**

Answered: 162 Skipped: 29



Answer Choices	Responses	
Yes	38.27%	62
Maybe	15.43%	25
Not now, but perhaps in the future	23.46%	38
Not sure	4.32%	7
No	18.52%	30
<b>Total</b>		<b>162</b>

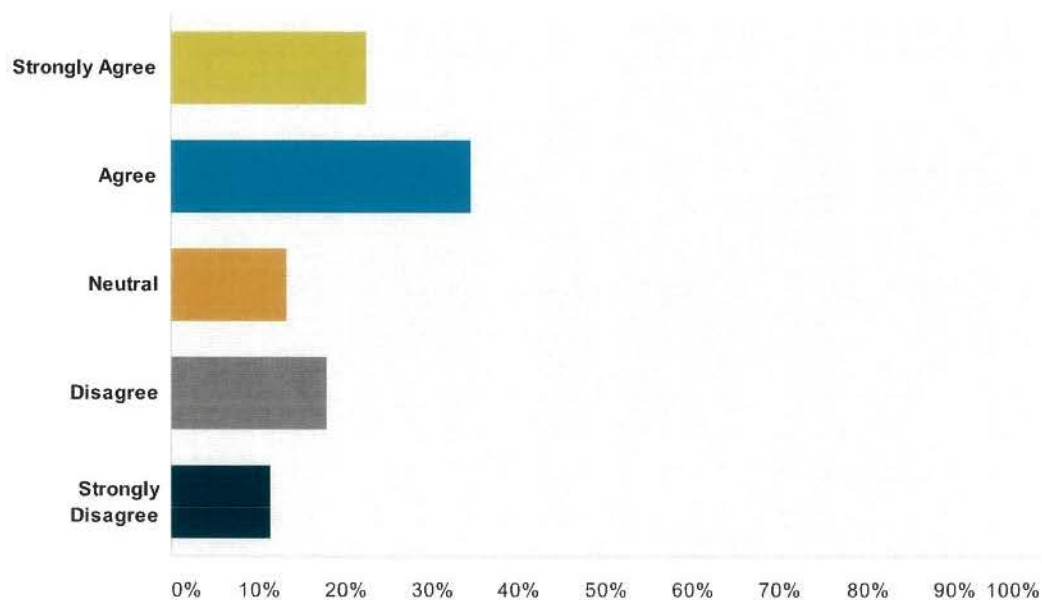
**Q3 Do you agree with the following proposed pre-screening and site eligibility criteria?**

**a. The lot size must be greater than 10,000 square feet (929m<sup>2</sup>) in area OR be a minimum of 50 feet (15m) in width provided that the lot (i) has access to an open lane or (ii) is a corner lot.**

**b. There is available or unrealized density under the existing zoning to enable Coach House development, such that the combined density of the principal dwelling and the Coach House is not to exceed the maximum allowable density for that zone. In addition the Coach House is not to exceed 968 square feet (maximum area permitted for a secondary suite).**

**c. There is no existing secondary suite attached or detached from the principal dwelling.**

Answered: 173 Skipped: 18



Answer Choices	Responses	
Strongly Agree	22.54%	39
Agree	34.68%	60
Neutral	13.29%	23
Disagree	17.92%	31

# DNV Proposed Approach to Coach Houses - Feedback Form

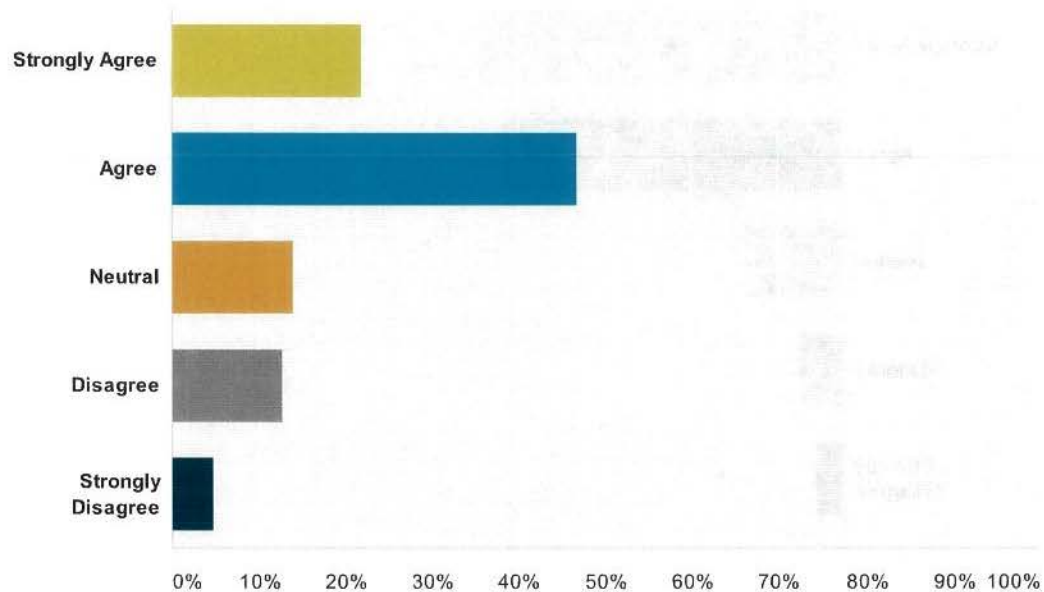
Strongly Disagree	11.56%	20
<b>Total</b>		<b>173</b>

## DNV Proposed Approach to Coach Houses - Feedback Form

**Q4 1. Do you agree with the following proposed design requirements?**

- a. Building height limited to 15 feet (4.75m) for 1-storey or 22 feet (6.4m) for 1.5 –storey Coach House.**
- b. Building separation to be a minimum of 20 feet (6.1m) between the principal dwelling and the Coach House.**
- c. Addition of one parking stall for the Coach House residents (for a total of 3 on-site parking spaces).**
- d. Rear and side yard setbacks to be no less than 5 feet from the Coach House.**

Answered: 165 Skipped: 26

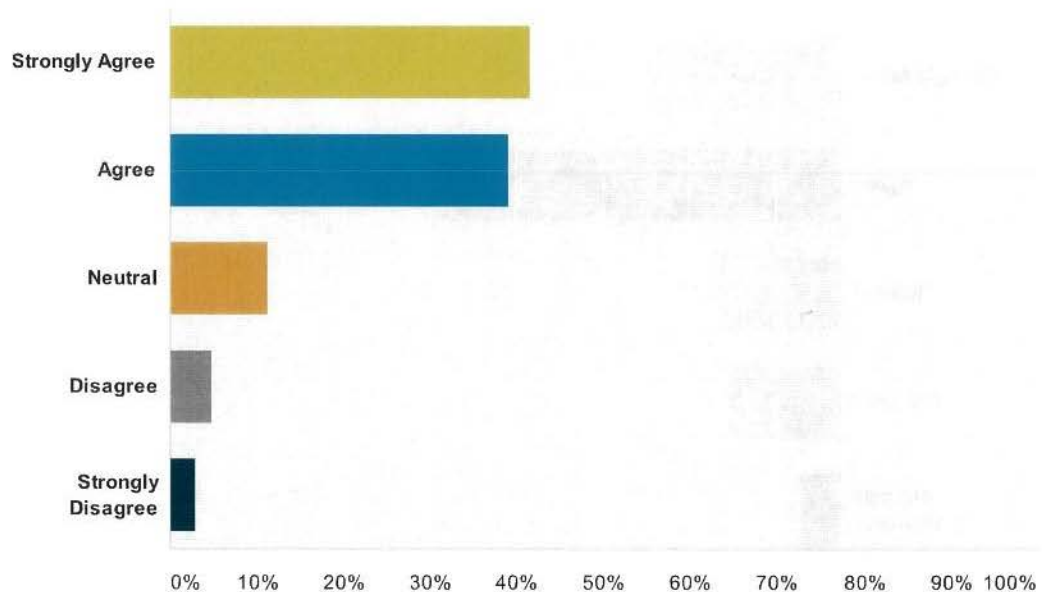


Answer Choices	Responses	
Strongly Agree	21.82%	36
Agree	46.67%	77
Neutral	13.94%	23
Disagree	12.73%	21
Strongly Disagree	4.85%	8
<b>Total</b>		<b>165</b>



**Q5 2. Do you agree with the following proposed good neighbour and environmental provisions? Coach houses applications are required to demonstrate:**  
**a. Integration with existing neighbourhood character; b. Protection of privacy of adjacent dwellings and yard space (e.g. through window placement, landscaping, screening etc.); c. Green building design and sustainable rainwater management; and d. Compliance with Development Permit Area regulations.**

Answered: 168 Skipped: 23

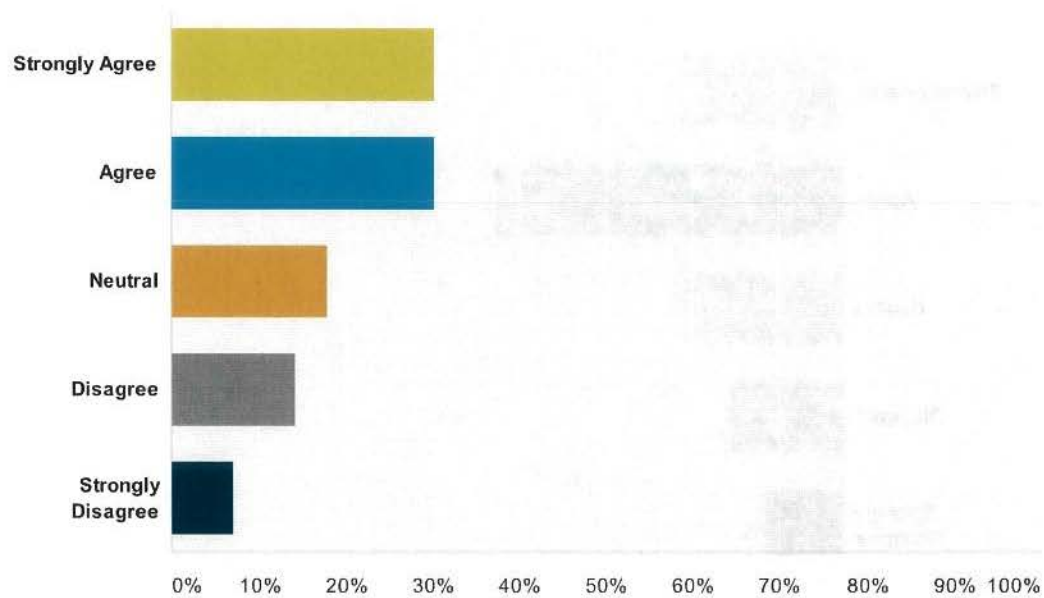


Answer Choices	Responses	
Strongly Agree	41.67%	70
Agree	39.29%	66
Neutral	11.31%	19
Disagree	4.76%	8
Strongly Disagree	2.98%	5
<b>Total</b>		<b>168</b>

**Q6 3. Do you agree with the following proposed neighbourhood consultation requirements?**

- The applicant should consult with neighbours prior to applying.
- The District will notify adjacent neighbours of the application and invite them to comment on the proposed Coach House development.
- District Staff to report to Council on the neighbourhood input as part of the application review and decision-making process.

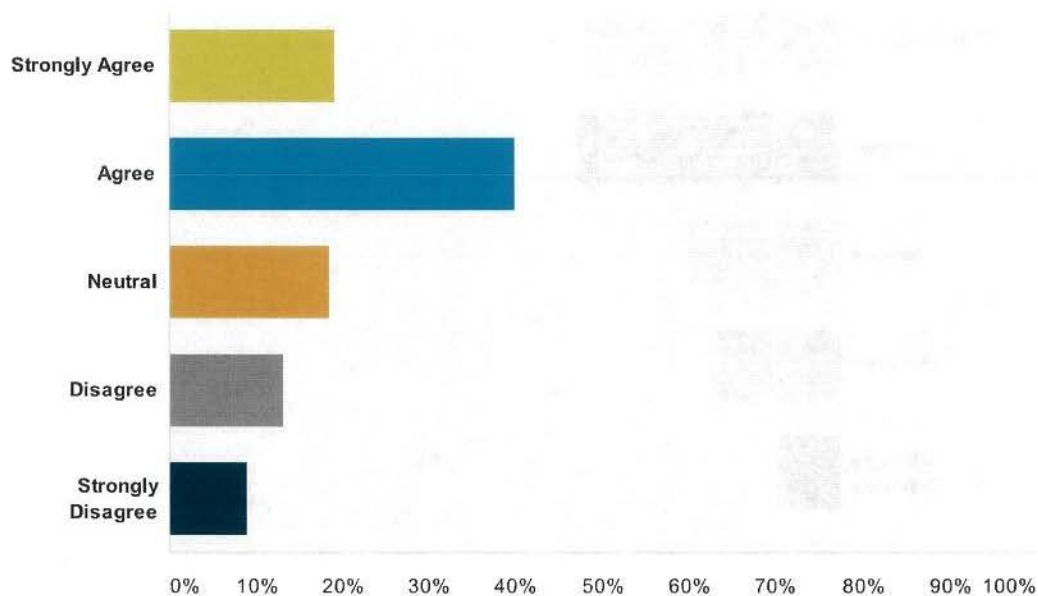
Answered: 168 Skipped: 23



Answer Choices	Responses	
Strongly Agree	30.36%	51
Agree	30.36%	51
Neutral	17.86%	30
Disagree	14.29%	24
Strongly Disagree	7.14%	12
<b>Total</b>		<b>168</b>

**Q7 1. Do you agree with the following proposed decision making and approval process for considering Coach House applications? • Following a technical review by staff and consideration of the neighbourhood consultation results, staff will report to Council with recommendations to either approve or deny the permit for the Coach House. The final step of the proposed Coach House application process will be for District Council to consider the application.**

Answered: 167 Skipped: 24

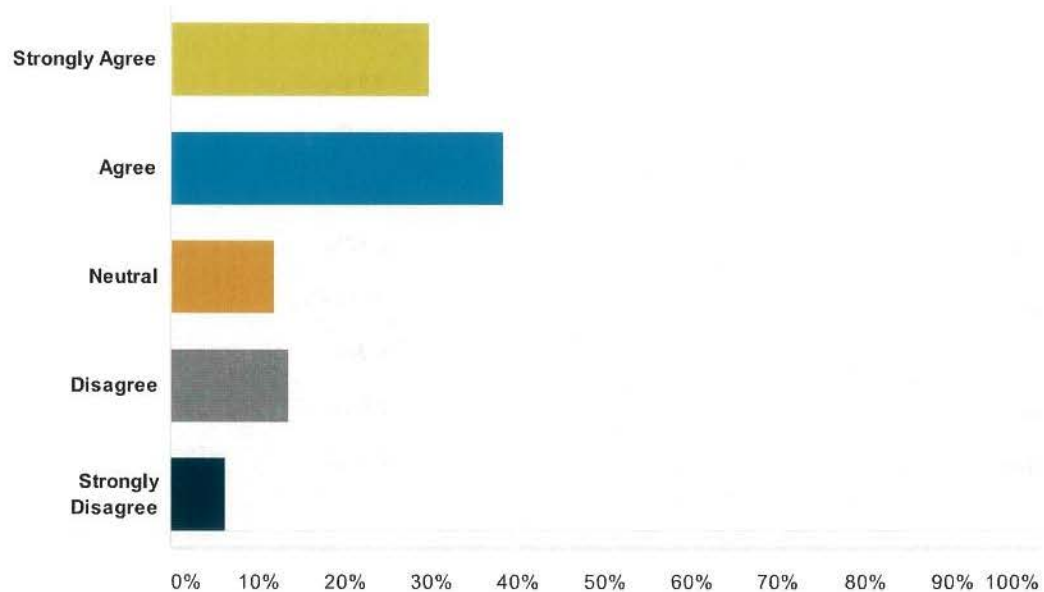


Answer Choices	Responses	
Strongly Agree	19.16%	32
Agree	40.12%	67
Neutral	18.56%	31
Disagree	13.17%	22
Strongly Disagree	8.98%	15
<b>Total</b>		<b>167</b>

## DNV Proposed Approach to Coach Houses - Feedback Form

### Q8 Do you generally support the proposed gradual entry approach to Coach Houses in the District?

Answered: 161 Skipped: 30



Answer Choices	Responses	
Strongly Agree	29.81%	48
Agree	38.51%	62
Neutral	11.80%	19
Disagree	13.66%	22
Strongly Disagree	6.21%	10
<b>Total</b>		<b>161</b>

## Q9 Please provide your full postal code.

Answered: 161 Skipped: 30

Answer Choices	Responses	
Name:	0.00%	0
Company:	0.00%	0
Address 1:	0.00%	0
Address 2:	0.00%	0
City/Town:	0.00%	0
State/Province:	0.00%	0
ZIP/Postal Code:	100.00%	161
Country:	0.00%	0
Email Address:	0.00%	0
Phone Number:	0.00%	0

DNV Proposed Approach to Coach Houses - Feedback Form

**Q10 In order to be entered into the draw to win one of two 1-month North Vancouver Recreation Fitness Memberships, please enter your email address below:**

Answered: 91 Skipped: 100

### **Lower Capilano Design Guidelines**

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

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