

AGENDA ADDENDUM

REGULAR MEETING OF COUNCIL

Monday, November 17, 2014

7:00 p.m.

Council Chamber, 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



NORTH VANCOUVER
DISTRICT

www.dnv.org

THIS PAGE LEFT BLANK INTENTIONALLY

REGULAR MEETING OF COUNCIL

7:00 p.m.
Monday, November 17, 2014
Council Chamber, Municipal Hall
355 West Queens Road, North Vancouver

AGENDA ADDENDUM

THE FOLLOWING LATE ITEMS ARE ADDED TO THE PUBLISHED AGENDA

3. PROCLAMATIONS

3.2 Buy Local Week – December 1-7, 2014

9. REPORTS FROM COUNCIL OR STAFF

9.2 Bylaws 8041, 8042, 8043, 8084: Mixed Use Development
2035 Fullerton Avenue (Larco)
File No. 08.3060.20/017.10

Materials to be circulated on table.

9.3 Bylaw 8036: Coach Houses
File No. 13.6480.20/003.000

Recommendation:

THAT the District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036) is ADOPTED.

THAT the Coach House Program be reviewed in 18 months and staff report back to Council with their findings.

THIS PAGE LEFT BLANK INTENTIONALLY

PROCLAMATIONS

THIS PAGE LEFT BLANK INTENTIONALLY



PROCLAMATION

“Buy Local Week”

December 1 – 7, 2014

- WHEREAS:** LOCO BC, in partnership with the North Vancouver Chamber of Commerce, presents Buy Local Week to celebrate and bring awareness to the economic, social and environmental impact of supporting local businesses; and
- WHEREAS:** Bringing consumer awareness to the purchasing power of buying locally shifts consumer spending towards locally made goods and services, and can improve sustainability by reducing the transportation of goods that can affect climate change; and
- WHEREAS:** Buying from local businesses keeps money and jobs in the community and gives our communities character while creating unique goods and services. Purchasing from businesses that strive to source locally produced goods and services with which to run their businesses further supports a thriving local economy; and
- WHEREAS:** Bringing together locally owned businesses to discuss challenges and share solutions creates community and a supportive network for socially responsible, environmentally sustainable businesses in North Vancouver.
- WHEREAS:** During the week of December 1st to 7th we honour the efforts of North Vancouver businesses and the citizens who purchase from them.
- NOW THEREFORE:** I, Richard Walton, Mayor of the District of North Vancouver, do hereby proclaim December 1 – 7, 2014 as “Buy Local Week” in the District of North Vancouver.

Richard Walton
MAYOR

Dated at North Vancouver, BC
this 17th day of November 2014

THIS PAGE LEFT BLANK INTENTIONALLY

REPORTS


THIS PAGE LEFT BLANK INTENTIONALLY

**Bylaws 8041, 8042, 8043, 8084: Mixed Use Development
2035 Fullerton Avenue (Larco)**

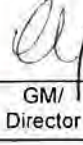
Materials to be circulated on table.

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 17, 2014 A.P.</u>
<input type="checkbox"/> Workshop (open to public)	Date: _____



Dept.
Manager



GM/
Director



CAO

The District of North Vancouver REPORT TO COUNCIL

Date: November 12, 2014

File: 13.6480.20/003.000

AUTHOR: Linda Brick, Deputy Municipal Clerk

SUBJECT: **Bylaw 8036: Coach Houses**

RECOMMENDATION:

THAT the District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036) is ADOPTED.

THAT the Coach House Program be reviewed in 18 months and staff report back to Council with their findings.

BACKGROUND:

Bylaw 8036 received First Reading on October 6, 2014. A Public Hearing was held and closed on October 28, 2014. The bylaw then received Second and Third Readings on November 3, 2014.

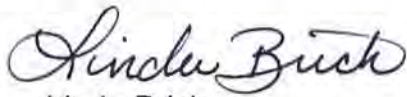
Pursuant to section 52(3)(a) of the *Transportation Act*, Bylaw 8036 received approval from the Ministry of Transportation and Infrastructure on November 12, 2014.

During debate at Third Reading, Council directed that, should the bylaw be adopted, the Coach House program be reviewed by staff and report back to Council with their findings. Accordingly, a subsequent recommendation is included directing staff to review the program in 18 months and report back to Council. Bylaw 8036 is now ready to be considered for adoption by Council.

Options:

1. Adopt the bylaw;
2. Abandon the bylaw at Third Reading; or
3. Rescind Third Reading and debate possible amendments to the bylaw.

Respectfully submitted,



Linda Brick
Deputy Municipal Clerk

Attachments:

- The District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036)
- Public Hearing Minutes – October 28, 2014
- Report to Council – dated September 23, 2014

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

The Corporation of the District of North Vancouver

Bylaw 8036

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

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

1. Citation

This bylaw may be cited as "The District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036)".

2. Amendments

The following amendments are made to the District of North Vancouver Zoning Bylaw 3210, 1965:

- a) Part 2, Interpretation, is amended by deleting the definition of "secondary suite" and replacing it with a new definition of "secondary suite" as follows:

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

- b) Part 4, General Regulations, is amended by deleting subsection 410 (1)(e) in its entirety and replacing it with a new subsection 410 (1)(e) as follows:

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

- c) Section 4B172, "Uses", of Comprehensive Development Zone 34 is amended by:

- i) deleting subsection (1)(b) in its entirety and replacing it with a new subsection (1)(b) as follows:

"(b) accommodation of not more than two boarders or lodgers in a single-family residential building;"

- ii) deleting subsection (1)(c)(i) in its entirety and replacing it with a new subsection (1)(c)(i) as follows:

"(i) only one secondary suite is permitted on a single-family residential lot;"

- iii) deleting subsection (1)(c)(ii);
 - iv) deleting subsection (1)(c)(iv) in its entirety and replacing it with a new subsection (1)(c)(iv) as follows:
 - “(iv) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;”
 - v) and renumbering subsection(1)(c) accordingly.
- d) Section 4B173, “Size, Shape and Siting Regulations”, of Comprehensive Development Zone 34 is amended by inserting the following new subsections:
- “(3) Location of Secondary Suites: secondary suites must be located within the single family residential building.
 - “(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.”
- e) Section 501, “Uses in Single-Family Residential Zones (RS)”, is deleted in its entirety and replaced with a new Section 501, “Uses in Single-Family Residential Zones (RS)”, as follows:

“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

(b) Accessory Uses:

- (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) 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) 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).”
- f) Section 502, “Size, Shape and Siting of Residential Buildings and Accessory Buildings and Structures in Single-Family Residential Zones (RS)”, is amended by inserting the new Subsections 502.3 and 502.4 as follows:
- “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.”
- g) Section 551, “Uses in Multi-family Residential Zones (RM)”, is amended by:
- i) deleting subsection 551.2(a)(ii)(1) in its entirety and replacing it with a new subsection 551.2(a)(ii)(1) as follows:
 - “(1) accommodation of not more than two boarders or lodgers in a single-family residential building;”
 - ii) deleting subsection 551.2(a)(ii)(2)(a) in its entirety and replacing it with a new subsection 551.2(a)(ii)(2)(a) as follows:
 - “(a) only one secondary suite is permitted on a single-family residential lot;”
 - iii) deleting subsection 551.2(a)(ii)(2)(b);
 - iv) deleting subsection 551.2(a)(ii)(2)(d) in its entirety and replacing it with a new subsection 551.2(a)(ii)(2)(d) as follows:
 - “(d) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;”

- v) and renumbering subsection 551.2(a)(ii)(2) accordingly.
- h) Section 552, "Size, Shape and Siting of Residential Buildings in the RM1, RM2 and RM5 Zones", is amended by inserting the new Subsections 552.3 and 552.4 as follows:

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

552.4 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."

READ a first time October 6, 2014

PUBLIC HEARING held October 28, 2014

READ a second time November 3, 2014

READ a third time November 3, 2014

Certified a true copy of Bylaw 8036 as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on November 12, 2014.

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

**DISTRICT OF NORTH VANCOUVER
PUBLIC HEARING**

REPORT of the Public Hearing held in the Council Chambers of the Municipal Hall, 355 West Queens Road, North Vancouver, B.C. on Tuesday, October 28, 2014 commencing at 7:00 p.m.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor R. Hicks
Councillor M. Little
Councillor D. MacKay-Dunn (7:01)
Councillor L. Muri
Councillor A. Nixon

Staff: Mr. B. Bydwell, General Manager – Planning, Properties, & Permits
Mr. J. Gordon, Municipal Clerk
Ms. L. Brick, Deputy Municipal Clerk
Mr. P. Chapman, Social Planner
Mr. D. Veres, Community Planner
Ms. S. Vukelic, Confidential Council Clerk

The District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036)

Purpose of Bylaw:

The purpose of Bylaw 8036 is to amend the District's Zoning Bylaw to enable coach housing in zones that permit single family residential buildings.

1. OPENING BY THE MAYOR

Mayor Walton welcomed everyone and advised that the purpose of the Public Hearing was to receive input from the community and staff on the proposed bylaw as outlined in the Notice of Public Hearing.

Mayor Walton reviewed the rules to be followed at the hearing.

It was noted that:

This public hearing is being convened pursuant to Section 890 of the Local Government Act.

All persons who believe that their interest in property is affected by the proposed bylaws will be afforded a reasonable opportunity to be heard and to present written submissions.

The Chair, will be working within the following rules established by Council:

- Please use the established speakers list. At the end of the speakers list, the Chair may call on speakers from the audience;
- You will have 5 minutes to address Council for a first time. Begin your remarks to Council by stating your name and address;

- After everyone who wishes to speak has spoken once, speakers will then be allowed one additional five minute presentation;
- Any additional presentations will only be allowed at the discretion of the Chair; and,
- All members of the audience are asked to refrain from applause or other expressions of emotion. Council wishes to hear everyone's views in an open and impartial forum.

Mayor Walton then added some additional comments about public hearings:

- Council is here to listen to the public, not to debate the merits of the bylaws;
- The Clerk has a binder containing documents and submissions related to this bylaw which Council has received and which you are welcome to review;
- Everyone at the Hearing will be provided an opportunity to speak. If necessary, we will continue the Hearing on a second night; and,
- At the conclusion of the public input Council may request further information from staff which may or may not require an extension of the hearing; or Council may close the hearing after which Council should not receive further new information from the public.

Staff advised that this Public Hearing is being streamed live over the internet and recorded in accordance with the Freedom of information and Protection of Privacy Act.

2. INTRODUCTION OF BYLAW BY CLERK

Ms. Linda Brick, Deputy Municipal Clerk, introduced Bylaw 8036 and advised that the purpose of the proposed bylaw is to amend the District's Zoning Bylaw to enable coach housing in zones that permit single family residential buildings.

3. PRESENTATION BY STAFF

Presentation: Mr. Daren Veres, Community Planner

Mr. Daren Veres, Community Planner, provided an overview of the proposal which would enable the implementation of a Coach House policy.

Mr. Veres advised that:

- Staff conducted a District wide consultation process with residents, and building and planning professionals;
- Staff propose a gradual entry approach to the Coach House process;
- Coach Houses are treated as secondary suites;
- Gradual entry approach would follow the Development Variance Permit process in which Council would retain approval authority;
- Staff have developed a "Coach House How to Guide" which outlines eligibility criteria and explains the gradual entry approach for applicants; and,
- The program will be monitored, reviewed, and adjusted accordingly.

Mr. Veres mentioned that the proposed bylaw would amend the following sections in the Zoning Bylaw:

- Amend secondary suites definition;
- Clarify accessory building exemptions;
- Allow secondary suites to be detached; and,
- Allow home occupations in addition to secondary suites.

4. REPRESENTATIONS FROM THE PUBLIC

- 4.1 **Mr. Paul Irani, 1100 Block Handsworth Road:** **IN FAVOUR**
- Spoke in support of the proposed bylaw; and,
 - Opined that the proposed bylaw would improve the quality of his family's life.
- 4.2 **Mr. Joe Schliessler, 3300 Block Gaspé Place:** **IN FAVOUR**
- Spoke in support of the proposed bylaw;
 - Commented that the bylaw is a great alternative to multi-unit houses; and,
 - Noted that the bylaw supports affordable housing options in the District.
- 4.3 **Mr. David Watt, 400 Block St. James Road:** **COMMENTING**
- Expressed concerns with the proposed bylaw; and,
 - Stated support for coach houses in general but not the proposed bylaw.
- 4.4 **Mr. Ian Hargreaves, 1600 Block Roxbury Place:** **IN FAVOUR**
- Spoke in support of the proposed bylaw;
 - Expressed concern with the proposed application process; and,
 - Commented that the criteria should be clarified.
- 4.5 **Ms. Sue McMordie Block, 1500 Block Coleman Street:** **IN FAVOUR**
- Spoke in support of the proposed bylaw; and,
 - Commented that coach houses allow for multi-generational families to stay and live together on the North Shore.
- 4.6 **Ms. Chris Trendell, 1500 Block Coleman Street:** **IN FAVOUR**
- Spoke in support of the proposed bylaw.
- 4.7 **Mr. Chris Wilson, 1100 Block W 20th Street:** **IN FAVOUR**
- Spoke in support of the bylaw;
 - Expressed concern with the process and the additional costs associated;
 - Expressed gratitude to District staff for their help in the process; and,
 - Commented that this bylaw provides respectable living options for people.
- 4.8 **Mr. Blake Startup, 600 Block of Beachview:** **IN FAVOUR**
- Spoke in support of the proposed bylaw; and,
 - Expressed concern with the application process.
- 4.9 **Ms. Kelsey Smart, 200 Block East 27th:** **IN FAVOUR**
- Spoke in support of the proposed bylaw;
 - Commented on the profitability for owners in the District;
 - Expressed concern with the application process; and,
 - Queried if the minimum lot width provided in the hand out is absolute.

Councillor BASSAM left the meeting at 7:38 pm and returned at 7:39 pm.

- 4.10 **Mr. John Smart, 1100 Block Clements Avenue:** **IN FAVOUR**
- Spoke in support of the proposed bylaw;
 - Noted that the bylaw allows residents to generate revenue; and,

- Expressed concern with the application process.

Staff responded to questions from Council.

In response to a query from Council, staff advised that a small pilot program was considered; however, staff could not determine a small area to carry out a meaningful test program.

Staff advised that residents are not always required to have additional parking stalls for home occupations. Staff clarified that the current bylaw allows owners to have two home occupations on one property and it does not preclude a secondary suite home occupation.

Council queried the reasoning for neighbourhood consent. Staff advised that the proposed guidelines are a gradual entry approach and that this is a pilot project which can be adapted to fit the needs of neighbourhoods.

In response to a Council query staff advised that a house with a secondary suite would have to have the secondary suite removed before a coach house application would be reviewed. It was noted that there is no procedure in place for dismantling of a secondary suite after the coach house has been built. Staff mentioned that enforcement would take place on a complaint basis.

In response to a query from Council staff advised that the proposed bylaw will require a second and third reading by Council and approval from the Ministry of Transportation and Infrastructure prior to adoption.

Councillor HICKS left the meeting at 7:51 pm and returned at 7:51 pm.

In response to a Council query staff advised that there are approximately 4000 lots on the North Shore that were eligible but approximately 2700 lots qualify for a Coach House based on specific criteria.

In response to a Council query staff advised that an applicant that has maximized their floor space ratio can apply to rezone the property.

In response to a Council query staff advised that identifying neighbourhood issues would be taken into consideration in the early stages of the process.

Council clarified with staff that that the 968 sq.ft maximum for coach houses was determined by applying the secondary suites zoning regulation calculations.

Mayor Walton returned to the speakers list.

- 4.11 Ms. Lisa Nicholas, 700 Block 10th Street: COMMENTING**
- Queried if coach houses are allowed to have basement suites.
- 4.12 Mr. Gary Hawthorn, 2800 Block Thorncliff Drive: COMMENTING**
- Expressed concerns with the proposed bylaw;
 - Noted that the "How to Guide" is uninformative with too many guidelines; and,
 - Stated support for the concept of coach houses in general.

- 4.13 Mr. Corrie Kost, 2800 Block Colwood Drive: COMMENTING**
- Stated his support of the neighbourhood approval process; and,
 - Expressed concerns with an increasing amount of secondary suites if this bylaw is approved.

Staff responded to questions from Council.

In response to a Council query staff clarified that an owner could build a suite over an existing detached garage, but it would need to comply with the size requirements outlined in the Coach House "How to Guide" and fit within the available density on the lot.

In response to a Council query staff advised that owners can have a below grade crawl space under a coach house for storage. Basements are not permitted.

Staff confirmed that the minimum lot width for an application for a coach house must be 50 feet wide and the property must be adjacent to a lane or be a corner lot. Staff explained that all measurements noted in the guide are just guidelines.

Council clarified that a coach house that has a 1200 sq. ft. overall building size includes:

- A maximum of one enclosed stall that is a maximum of 232 sq.ft.; and,
- A Coach House above that is 968 sq. ft.

Staff advised that there are currently 13 municipalities which allow coach houses. Staff advised that the City of Vancouver allows lots with a coach house to be stratified but not in single family areas.

Staff confirmed that green building features are encouraged but are not a requirement for new development.

Mayor Walton asked if anyone wished to speak for a second time.

- 4.14 Mr. Dave Watt, 400 Block St. James Road: SPEAKING A SECOND TIME**
- Expressed concern with land title issues.
- 4.15 Mr. Paul Irani, 1170 Block Handsworth Road: SPEAKING A SECOND TIME**
- Expressed concern with the neighbourhood consultation aspect of the application process.
- 4.16 Mr. Ian Hargreaves, 1600 Block Roxbury Place: SPEAKING A SECOND TIME**
- Expressed concern with the lack of clarity in the bylaw.
- 4.17 Ms. Kelsey Smart, 200 Block East 27th: SPEAKING A SECOND TIME**
- Commented that below grade construction will encourage owners to have illegal secondary suites; and,
 - Noted that the proposed bylaw will protect the standard of living for renters.
- 4.18 Mr. Gary Hawthorn, 2800 Block Thorncliff Drive: SPEAKING A SECOND TIME**
- Commented that the neighbourhood input should be extended to a 75 meter radius; and,
 - Queried if FONVCA would be informed of coach house applications.

- 4.19 Mr. Corrie Kost, 2800 Block Colwood Drive: SPEAKING A SECOND TIME**
- Expressed his concern with the Public Hearing notification.

Mayor Walton asked if anyone wished to speak a third time.

- 4.20 Mr. Corrie Kost, 2800 Block Colwood Drive: SPEAKING A THIRDTIME**
- Expressed concern with the proposed bylaw;
 - Noted that the proposed bylaw will result in a loss of single family homes on the North Shore;
 - Stated that a single structure will create less greenhouse gasses than two individual houses; and,
 - Opined that secondary suites are more preferable.

- 4.21 Mr. Corrie Kost, 2800 Block, Colwood Drive: SPEAKING A FOURTH TIME**
- Commented that the criteria should be clarified;
 - Expressed concerns with parking; and,
 - Expressed concerns with the guideline process.

- 4.22 Mr. Corrie Kost, 2800 Block Colwood Drive: SPEAKING A FIFTH TIME**
- Requested that Council receive consent of the electors before adopting; and,
 - Expressed concerns with the vagueness of the proposed bylaw.

Mayor Walton asked if there were any other speakers.

5. QUESTIONS FROM COUNCIL

There were no further questions.

6. COUNCIL RESOLUTION

MOVED by Councillor BASSAM

SECONDED by Councillor NIXON

THAT the October 28, 2014 Public Hearing be closed;

AND THAT "The District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036)" be returned to Council for further consideration.

CARRIED
(8:55 p.m.)

CERTIFIED CORRECT:


for Confidential Council Clerk

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>OCT 6.14</u>
<input type="checkbox"/> Workshop (open to public)	Date: _____



 Dept.
 Manager



 GM/
 Director



 CAO

The District of North Vancouver REPORT TO COUNCIL

September 23, 2014.
 File: 13.6480.30/003.000

AUTHOR: Phil Chapman – Social Planner
 Darren Veres – Community Planner
 Kevin Zhang – Planning Assistant

SUBJECT: Coach Houses – Zoning Bylaw Amendments

RECOMMENDATION:

THAT Bylaw 8036, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to enable implementation of coach house policy, is given FIRST reading;

AND THAT Bylaw 8036 is referred to Public Hearing.

REASON FOR REPORT:

To obtain Council's authorization to proceed to Public Hearing with text amendments to the Zoning Bylaw to enable coach housing in single family zones. The draft Coach House "How To Guide" is provided to Council for information.

SUMMARY:

On September 8, 2014 Council directed staff to proceed with the development of Zoning Bylaw amendments and supporting materials needed to implement the proposed "gradual entry" approach to coach houses in the District. Zoning Amendment Bylaw 8036 is now ready for Council's consideration of first reading and referral to public hearing.

EXISTING POLICY:

The District's Official Community Plan (OCP) encourages a variety 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. Policy 7.1.2 directs staff to undertake Neighbourhood Infill plans and/or Housing Action Plans where appropriate to develop criteria and identify suitable areas to support detached accessory dwellings (such as coach houses).

The Zoning Bylaw currently allows secondary suites, but does not permit coach house forms of development in single family zones. Property owners interested in having a coach house

are required to rezone their property. This is a potentially expensive, lengthy and uncertain process.

BACKGROUND:

District staff first introduced the proposed gradual entry approach to coach houses to Council at the Committee of the Whole meeting on November 13, 2013. Following an update on the results of a successful community engagement program held in the spring of 2014, Council directed staff to proceed with the development of Zoning Bylaw amendments and supporting materials necessary to implement the proposed "gradual entry" approach to permit coach houses in the District.

Learning from Coach House Experiences Across the Region

Ten Metro Vancouver municipalities now have coach house programs. In each case the development considerations and approval mechanisms vary according to the housing goals and desired outcomes of those municipalities.

The City of North Vancouver (CNV) has had a two-tier approach to coach house development since 2010. Staff have authority to approve applications for coach houses under 800 square feet while Council retains approval authority for larger unit applications (1000 square feet maximum). To date approximately 40 coach houses have been built or are under application.

The District of West Vancouver Council approved bylaws permitting coach housing on July 21st, 2014. Staff are currently working to finalize this program and expects to be ready to accept applications by November 2014.

District staff has built on the experience of the CNV and other municipalities with coach housing policy, design and implementation to inform the development of our coach house Zoning Amendment Bylaw and "How To Guide".

DISCUSSION:

Proposed Zoning Bylaw Amendments

Text amendments to the Zoning Bylaw to enable the approval of coach house development through the DVP process are presented as Zoning Amendment Bylaw 8036 (see Attachments 1 and 2). In particular, highlights of Amending Bylaw 8036 include the following changes:

In summary, these amendments allow the Development Variance Permit process to be used to vary the location of the secondary suites from within the principal dwelling to an accessory building elsewhere on the lot. Secondary suite location will be processed as a variance similar to variances for height, siting, etc.

Pre-Application

Prior to making a coach house application the applicant will need to:

- obtain a copy of the "How To Guide" to ensure key development and design elements are included in the proposed application,
- determine the amount of square footage available for construction of the coach house, and
- discuss the coach house proposal with adjacent neighbours.

Development Variance Permit Process

While the proposed zoning bylaw amendments will enable coach houses to be considered as a secondary suite in single family zones, approval will be contingent on obtaining a Development Variance Permit (DVP) to vary the location of the suite on the lot. Applications that have demonstrated support from adjacent neighbours will be brought forward for Council consideration.

At the DVP Application stage, the Building Plan Checker will review the submission to identify the types of variances needed. Planning staff will notify neighbouring residents that a DVP application for a coach house has been received. Staff will prepare a report with recommendations for Council. Final approval of the DVP will be determined by Council.

Coach House "How To Guide"

To support implementation of coach houses through the Zoning Bylaw amendment and the development variance process staff have prepared a draft coach house "How To Guide" (see Attachment 3). This document guides prospective coach house builders through a process to self-assess the eligibility of their property, and provides a detailed set of development performance criteria to guide the review and evaluation of coach house DVP applications. This approach facilitates the controlled and gradual entry to coach housing in the District while providing an opportunity for monitoring, review and adjustment as needed after a period of implementation.

Key development and design criteria for coach houses include the following:

- Restricting coach houses to lots 10,000 sq. ft. or bigger, OR lots 50 feet or wider provided that they are on a lane, OR corner lots 50 feet or wider without a lane.
- Limiting coach house size to the amount of space that could otherwise be added to the existing house as a new addition to a maximum of what is already permitted under the existing zoning.
- Restricting the size of the coach house to the same size as permitted for a secondary suite (maximum 90m²/968 sq.ft.).
- Allowing either a secondary suite or a coach house, but not both.
- Prohibiting coach houses from being strata-titled.
- Requiring an additional parking space in a non-tandem configuration on the property

- Provision of development and design criteria to protect neighbourhood character and the privacy of neighbours

The draft coach house "How To Guide" is provided as Attachment 2.

Timing/Approval Process:

Should Council give 1st reading to Bylaw 8036 then a public hearing will be scheduled.

Public Input:

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 nine other local municipalities where coach housing is already permitted.

Subsequently in May and early June of 2014, District staff organized a series of open houses and public events at various locations throughout the District to gather community input on the proposed coach house approach. Approximately 240 people attended the first five events hosted throughout the District. An estimated 2,500 people passed by and had the opportunity to comment on coach house displays at the District libraries. Further, an estimated 6,000 people would have viewed the coach house display in the District Hall at tax time.

In total 192 feedback forms were received. Results of the community engagement showed that 85% of survey respondents *Strongly Agreed or Agreed*, "That Coach Houses should be considered to provide additional housing options in the District".

Concurrence:

The proposed Zoning Bylaw amendments and the draft "Coach House How To Guide" were reviewed by interdepartmental staff from Development Planning, Building Services, Environment, Legal Services and Engineering.

Financial Impacts:

Any increase in development permit fees and tax revenues as a result of coach house development is expected to be very modest as the anticipated uptake for coach houses through the gradual entry program is only 5 to 25 applications per year.

Liability/Risk:

The proposed Zoning Bylaw amendment does not expose the District to any particular risk or liability.

Social Policy Implications:

Coach housing will provide opportunities for greater housing diversity; enable residents to age-in-place on their property; enable young families or young adults to live in single-family neighbourhoods that might otherwise be unaffordable; and provide young couples, seniors and renters an additional housing option beyond apartments, townhouses and larger single-family homes.

Environmental Impact:

Coach house development will lead to a more efficient use of existing land and infrastructure in existing neighbourhoods throughout the District. New developments would need to adhere to relevant Development Permit Area regulations.

Conclusion:

Given the strong community support for coach housing in the District and as coach houses support housing policies in the OCP and provide alternative housing choices for District residents, staff recommends that Council approve first reading and referral of Zoning Amendment Bylaw 8036 to public hearing.

Respectfully submitted,



Phil Chapman
Social Planner



Darren Veres
Community Planner



Kevin Zhang
Planning Assistant

- Attachment 1: Zoning Amendment Bylaw No. 8036 (2014)
- Attachment 2: Track Changes of Proposed Amendments to Zoning Bylaw
- Attachment 3: Draft "Coach House How to Guide"

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: _____

The Corporation of the District of North Vancouver

Bylaw 8036

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

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

1. Citation

This bylaw may be cited as "The District of North Vancouver Rezoning Bylaw 1305 (Bylaw 8036)".

2. Amendments

The following amendments are made to the District of North Vancouver Zoning Bylaw 3210, 1965:

- a) Part 2, Interpretation, is amended by deleting the definition of "secondary suite" and replacing it with a new definition of "secondary suite" as follows:

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

- b) Part 4, General Regulations, is amended by deleting subsection 410 (1)(e) in its entirety and replacing it with a new subsection 410 (1)(e) as follows:

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

- c) Section 4B172, "Uses", of Comprehensive Development Zone 34 is amended by:

- i) deleting subsection (1)(b) in its entirety and replacing it with a new subsection (1)(b) as follows:

"(b) accommodation of not more than two boarders or lodgers in a single-family residential building;"

- ii) deleting subsection (1)(c)(i) in its entirety and replacing it with a new subsection (1)(c)(i) as follows:

"(i) only one secondary suite is permitted on a single-family residential lot;"

- iii) deleting subsection (1)(c)(ii);
 - iv) deleting subsection (1)(c)(iv) in its entirety and replacing it with a new subsection (1)(c)(iv) as follows:
 - “(iv) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;”
 - v) and renumbering subsection(1)(c) accordingly.
- d) Section 4B173, “Size, Shape and Siting Regulations”, of Comprehensive Development Zone 34 is amended by inserting the following new subsections:
- “(3) Location of Secondary Suites: secondary suites must be located within the single family residential building.
 - (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.”
- e) Section 501, “Uses in Single-Family Residential Zones (RS)”, is deleted in its entirety and replaced with a new Section 501, “Uses in Single-Family Residential Zones (RS)”, as follows:

“501 Uses in Single-Family Residential Zones (RS)”

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

501.1 (a) Principle Use:

- (i) One single family residential building

(b) Accessory Uses:

- (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) 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) 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)."
- f) Section 502, "Size, Shape and Siting of Residential Buildings and Accessory Buildings and Structures in Single-Family Residential Zones (RS)", is amended by inserting the new Subsections 502.3 and 502.4 as follows:
- "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 "
- g) Section 551, "Uses in Multi-family Residential Zones (RM)", is amended by:
- i) deleting subsection 551.2(a)(ii)(1) in its entirety and replacing it with a new subsection 551.2(a)(ii)(1) as follows:
 - "(1) accommodation of not more than two boarders or lodgers in a single-family residential building;"
 - ii) deleting subsection 551.2(a)(ii)(2)(a) in its entirety and replacing it with a new subsection 551.2(a)(ii)(2)(a) as follows:
 - "(a) only one secondary suite is permitted on a single-family residential lot;"
 - iii) deleting subsection 551.2(a)(ii)(2)(b);
 - iv) deleting subsection 551.2(a)(ii)(2)(d) in its entirety and replacing it with a new subsection 551.2(a)(ii)(2)(d) as follows:
 - "(d) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;"

v) and renumbering subsection 551.2(a)(ii)(2) accordingly.

h) Section 552, "Size, Shape and Siting of Residential Buildings in the RM1, RM2 and RM5 Zones", is amended by inserting the new Subsections 552.3 and 552.4 as follows:

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

552.4 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 "

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of Bylaw 8036 as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Attachment 2: Track Changes of Proposed Amendments to Zoning Bylaw

Subsection	Proposed Amendments to the Zoning Bylaw Text	Existing Zoning Bylaw Text and Proposed Deletions
Part 2 "Interpretation"		
	"secondary suite" means an accessory dwelling unit on a lot in a zone that permits a single family residential building;	"secondary suite" means a designated area within a single family residential building, only in a single family residential zone, that is comprised of one or more habitable rooms and contains or provides for only one cooking facility;
Part 4 "General Regulations"		
410 (1)(e)	(e) except in the RSK and RSE zones, accessory buildings, other than parking structures and accessory buildings containing secondary suites, not exceeding 25m ² (269 sq.ft.). In the RSE zone, accessory buildings, other than parking structures and accessory buildings containing secondary suites, not exceeding 19.5m ² (210 sq.ft.); and	(e) except in the RSK and RSE zones, accessory buildings, other than parking structures, not exceeding 25 m ² (269 sq.ft.). In the RSE zone, accessory buildings, other than parking structures, not exceeding 19.5 m ² (210 sq.ft.); and
4B172 "Uses" (Comprehensive Development Zone 34)		
(1)(b)	(b) accommodation of not more than two boarders or lodgers in a single-family residential building;	(b) accommodation of not more than two boarders or lodgers in single-family residential buildings which do not contain a secondary suite;
(1)(c)(i)	(i) only one secondary suite is permitted on a single-family residential lot;	(i) only one secondary suite is permitted in a single family residential building;
(1)(c)(ii)		ii) 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.
(1)(c)(iv)	(iv) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;	(iv) a single-family residential building containing one or more boarders or lodgers or in which there is a licenced home occupation; may not have a secondary suite;

Subsection	Proposed Amendments to the Zoning Bylaw Text	Existing Zoning Bylaw Text and Proposed Deletions
4B173 "Size, Shape and Siting Regulations" (Comprehensive Development Zone 34)		
	<p>(3) Location of Secondary Suites: secondary suites must be located within the single family residential building.</p> <p>(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.</p>	
501 "Uses in Single Family Residential Zones (RS)"		
	<p>501.1(a) Principle Use:</p> <ul style="list-style-type: none"> (i) One single family residential building <p>(b) Accessory Uses:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> 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) 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) 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). 	<p>501.1 the use of such land for a purpose related to a use of buildings and structures permitted in these zones;</p> <p>501.2 the use of such buildings and structures as</p> <ul style="list-style-type: none"> (a) one single-family residential building per lot, which may contain one or more of the following uses: <ul style="list-style-type: none"> (i) home occupations; (ii) accommodation of not more than two boarders or lodgers in single family residential buildings which do not contain a secondary suite; (iii) secondary suites subject to the following regulations: <ul style="list-style-type: none"> a) secondary suites are permitted only in single-family residential zones; b) only one secondary suite is permitted in a single family residential building; c) 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 single family residential building in which it is located; 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 e) a single-family residential building containing one or more boarders or lodgers or in which there is a licenced home occupation, may not have a secondary suite; (iv) bed and breakfast business subject to the regulations contained in Section 405A. (b) buildings and structures accessory to (a).

Subsection	Proposed Amendments to the Zoning Bylaw Text	Existing Zoning Bylaw Text and Proposed Deletions
502 "Size, Shape and Siting of Residential Buildings and Accessory Buildings and Structures in Single-Family Residential Zones (RS)"		
	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 90m ² (968 sq.ft.) or 40% of the residential floor space of the principal single-family residential building.	
551 "Uses in Multi-family Residential Zones (RM)"		
551.2(a)(ii)(1)	1) accommodation of not more than two boarders or lodgers in a single-family residential building;	1) accommodation of not more than two boarders or lodgers in single-family residential buildings which do not contain a secondary suite;
551.2(a)(ii)(2)(a)	a) only one secondary suite is permitted on a single-family residential lot;	a) only one secondary suite is permitted in a single family residential building;
551.2(a)(ii)(2)(b)		b) 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.
551.2(a)(ii)(2)(d)	d) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;	d) a single-family residential building containing one or more boarders or lodgers or in which there is a licensed home occupation may not have a secondary suite;
552 "Size, Shape and Siting of Residential Buildings in RM1, RM 2 and RM5 Zones"		
	552.3 Location of Secondary Suites: secondary suites must be located within the single family residential building. 552.4 Size of secondary suite: a secondary suite shall not exceed in total area the lesser of 90m ² (968 sq.ft.) or 40% of the residential floor space of the principal single-family residential building.	

THIS PAGE LEFT BLANK INTENTIONALLY



COACH HOUSING HOW TO GUIDE

DISTRICT OF NORTH VANCOUVER



New Housing Options for Changing Community Needs

identity 





COACH HOUSE HOW TO GUIDE

TABLE OF CONTENTS

Introduction

What is a Coach House
Need for Coach Houses
Gradual Entry Approach
This How to Guide

1 Step by Step Approach

Step 1 Site Eligibility
Cost Consideration
Step 2 Pre Application Stage
Step 3 Development Application and
Approval Process
Step 4 Building Permit and Next Steps

2 Coach House Design and Development Criteria

Detailed Criteria

- 2.1 Location on Lot
- 2.2 Setbacks
- 2.3 Maximum Size
- 2.4 Maximum Building Coverage
- 2.5 Maximum Building Height
- 2.6 Roof Design
- 2.7 Parking and Driveways
- 2.8 Identity, Access and Privacy
- 2.9 Architectural Style
- 2.10 Green Building Design
- 2.11 Outdoor Space
- 2.12 Landscaping
- 2.13 Accessibility / Adaptability
- 2.14 Servicing
- 2.15 Waste and Recycling
- 2.16 Tenancy

3 Potential Coach House Siting Scenarios

4 Frequently Asked Questions

5 Important Contacts and Resources

COACH HOUSE

How to Guide

INTRODUCTION



What is a Coach House?

Coach houses are compact homes, usually built in the rear-yard of a single-family residential lot, that are smaller than the principal dwelling and incorporate sensitive design features that complement and enhance neighbourhood character. Sometimes called “laneway housing”, “backyard cottages”, “carriage homes” or “garden suites”, coach houses help to increase the diversity of rental housing choices in single family neighbourhoods. Within the District of North Vancouver context, coach houses are detached secondary suites that may not be sold separately from the main house or placed under strata title.

Need for Coach Houses

Coach housing benefits a diverse group of residents including seniors looking to downsize, inter-generational and extended families, young couples looking for a starter home, and renters looking for above-ground and liveable detached rental housing. While coach houses are not inexpensive to build, they can provide more affordable detached, ground-oriented housing options as well as provide a source of rental income. Coach houses form part of the spectrum of available housing choices and they encourage a diverse mix of ages and incomes that contribute to community health and vitality. Land use designations and housing policies in the District’s Official Community Plan encourage consideration of coach houses. At the same time, current market and other forces including low rental vacancy rates, high land values, large single family lots, and a growing population of seniors have sparked increased interest in this form of housing for some residents.

Gradual Entry Approach

The District is taking a controlled and gradual entry into coach house development. This approach enables the small scale introduction of coach houses within the District while providing an opportunity for monitoring, review and adjustment, as needed, after several years of implementation. Under this approach, coach house applicants need to: satisfy a number of site eligibility requirements and development criteria, engage with and gather feedback from adjacent neighbours, and obtain a development variance permit (DVP). District staff will process inquiries and review development applications while final approval of the DVP rests with District Council.



Potential role for Coach Houses as part of the range of housing choices and needs in the District



How to Guide Overview

This Coach House How to Guide offers homeowners, designers and builders step-by-step assistance with: assessing site eligibility and evaluating potential costs for coach house development; understanding the development permit application process; and applying the coach house development and design criteria to ensure best management practices in building design. This document is organized as follows:

1 Step by Step Approach

Step 1: Site Eligibility and Cost Considerations – Provides measures to self-assess lot eligibility for coach housing as well as potential costs involved in coach house development.

Step 2: The Pre-application Stage – Outlines informal, pre-application procedures to begin early conversations with staff and adjacent neighbours about potential coach house development.

Step 3: The Application and Approvals Process – Outlines the steps involved in the Development Variance Permit application process including neighbourhood notification.

Step 4: Building Permit and Next Steps – Refers to the building permit stage and next steps

2 Coach House Development and Design Criteria – Provides an illustrated guide to detailed development and design criteria that must be integrated into coach house design.

3 Coach House Design/Siting Scenarios – Provides a sample of development scenarios that meet the coach house development criteria.

4 Frequently Asked Questions

5 Coach House Resources – Offers additional resources for designing and building coach houses, and relevant contacts.

1 STEP-BY-STEP APPROACH



STEP 1

Site Eligibility and Cost Consideration

Two key factors prospective applicants should consider before proceeding with a coach house project are site eligibility and cost.

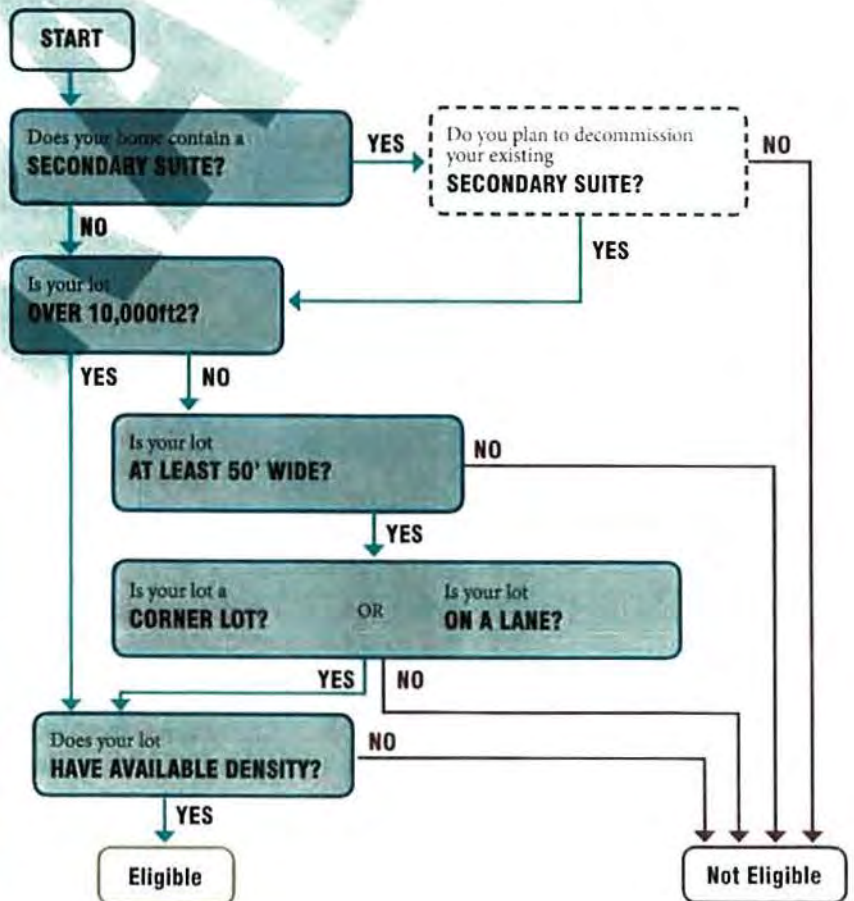
Site Eligibility

The “gradual entry approach” establishes minimum lot requirements in order to ensure there is adequate space on the lot for a coach house and parking without affecting the neighbouring properties.

To be eligible for a coach house, the lot must satisfy all the following property requirements:

1. The lot size must be greater than 929m² (10,000 square feet) in size OR be a minimum of 15m (50 feet) in width provided that the lot:
 - has access to an open lane or
 - 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.
3. There is no existing secondary suite attached, or detached from the principal dwelling.

Site eligibility requirements are outlined in the following diagram:





Cost Consideration

Development application fees, servicing and construction costs can drive up the cost of coach house development. Potential applicants need to be aware of the costs associated with coach house development up front before pursuing an application. For example, an application that involves multiple variances, a building permit and environmental permits, if necessary, can range from \$2,900 to \$3,200. Site servicing costs, which can include installing new connections to the water, sanitary, storm, hydro, and gas networks are estimated to range between \$12,000 and \$30,000 (or more) depending on upgrading requirements, location of existing services and connection points, soil conditions and topography. Typical cost of construction for coach houses, including both hard and soft costs of permits, building plans, landscaping and construction, can vary between \$250 and \$300 per square foot depending on the types of materials and the peculiarities of the property involved. The following chart demonstrates the typical costs involved in building a coach house:

Development Variance Permits	\$ 620 - \$905 ¹
Building Permit ²	\$ 2,270
Estimated Total District Fees and Charges	\$ 2,910 - \$ 3,175

Site Servicing Costs	
Water ³	\$ 5,400
Sanitary ⁴	\$ 1,945
Storm ⁵	Variable
Hydro ⁶	\$ 5,000 - 15,000
Gas ⁷	\$ 25 and up

Estimated Total Site Servicing Cost	\$ 12,370 - \$ 22,370 or more
--	--------------------------------------

Estimated Total Construction Cost	Construction Cost at \$ 250 - \$ 300 per sqft \$ 229,630 - \$ 268,030
--	---

Estimated Total Cost (at maximum allowable size)	\$ 244,900 - \$ 293,300
---	--------------------------------

Notes:

1. Varies based on number of variances needed
2. May also include environmental permits
3. Varies depending on upgrading requirements
4. Varies based on existing services (includes \$ 273 inspection fee)
5. Varies based on existing services
6. Varies based on location and whether lines are underground
7. \$25 connection fee applies on streets that have an existing gas main and where the cost to connect is \$1,535 or less (Fortis BC charges only \$25 for the first \$1,535 in construction costs). Additional fees apply where connection costs exceed \$1,535, or on streets without gas mains.



STEP 2 Pre-application Stage

1. **Planning Counter Inquiry:** Applicants are advised to discuss their coach house proposal with a development planner in the Community Planning department.
2. **Consult with Adjacent Neighbours:** Applicants are advised to discuss their coach house proposal with adjacent neighbours to identify potential concerns regarding privacy, sunlight, etc.
3. **Building Plans:** Applicants must obtain a copy of the building plans for their main house so that available density can be determined. Confirmation of plans by a survey might be required and if plans are unavailable, a land surveyor must be contracted to produce new building plans.
4. **Coach House Development Criteria:** The coach house proposal must be designed according to the good neighbour development criteria outlined in the Coach House Design and Development Criteria section at the end of this document.
5. **Plan Review:** Prior to making a Development Variance Process application, an applicant must make an appointment to have the plans checked by a Plans Reviewer in the Building Department.



STEP 3

Development Variance Application Permit and Approval Process

Once an applicant has determined that their lot is eligible for a coach house, they can proceed with a Development Variance Permit (DVP) application. A DVP is required because it enables the secondary suite to be located within an accessory building. It also enables District staff to work with applicants to ensure the proposal fits well within its context, is sensitive to the neighbouring properties and provides an opportunity for neighbours to comment on coach house applications.

All coach house applications will be evaluated using zoning regulations of the single family zone in which that the property is located (see the District of North Vancouver Zoning Bylaw).

The DVP approval process for coach houses is outlined below. This process takes approximately 14 weeks to complete, although this may vary depending upon the complexity of the application and whether the applicant is required to supply additional information or make changes to the application.

DVP Application

1. **Applicant submits application** for a Development Variance Permit (DVP) (see Development Variance Permit Information Brochure for more details).
2. The Building Department **Plan Checker reviews the application** to confirm the extent of variances required. Variances may include increases to building coverage, maximum permitted accessory building size, and height. It is recommended that applicants avoid unnecessary variances and design coach houses as close to the accessory building regulations to minimize the number and size of variances.
3. Community Planning will send a **notice to adjacent residents** advising



them that a development variance permit application for a coach house has been submitted. The same notice will be sent to the nearest Community Association for review and comment to the District within 14 days;

4. Applicant may be required to **revise the plans or provide additional information** to respond to staff or community concerns.
5. **A staff report to Council** is prepared by the Community Planning Department which outlines the coach house proposal and includes comments received from staff departments, neighbours, and the Community Association. The staff report also makes a recommendation on the application.
6. **Notices** are sent by the Clerk's Office **to the adjacent neighbours** and community associations advising them when Council will consider the development variance permit. The notice will include:
 - A copy of the **staff report**;
 - Reduced plans with **required variances highlighted**;
 - A brief description of how and when individuals can provide feedback.

Approval Process

Following notification and neighbour response, Council will consider both how the application complies with the Coach House Design and Development Criteria and how it addresses neighbourhood feedback. Council may approve the development variance permit, defer the item for further discussion or reject it.

STEP 4 Building Permit and Next Steps

Following issuance of a development variance permit, the applicant is required to obtain a building permit prior to commencement of construction. Applicants should be advised that compliance with the British Columbia Building Code 2012 is mandatory at the building permit stage. Engineering approval for site services will be required.



2 COACH HOUSE DESIGN AND DEVELOPMENT CRITERIA

Secondary suites are permitted in all single family residential neighbourhoods. Under certain conditions, as discussed in this guide, the location of the secondary suit may be varied to create a “coach house”. These variances are expected to take place on an incremental basis over many years. Development and design criteria in this How to Guide provide direction to respect and respond to the scale and character of neighbouring properties and the principal dwelling on the subject lot. They also provide a framework against which all coach house applications will be evaluated before issuance of a DVP.

Coach house general guiding principles:

- Provide a livable, above grade alternative form of rental housing in single family zones
- Be smaller than the principal dwelling
- Employ sensitive design features to respect neighbouring properties and to complement and enhance neighbourhood character
- Respect the natural environment and existing significant trees and landscape features
- Exhibit high quality design and green building practices that improve energy efficiency and reduce building-generated greenhouse gas emissions
- Enhance and improve the frontage to the adjacent laneway
- Provide sufficient useable onsite parking

Detailed Criteria

2.1 Location on the Lot

Coach house location is sensitive to site context, natural features on the property and existing development on adjacent properties.

- A. The coach house should generally be located in the rear yard except:

- on double fronting lots;
 - to address unique site conditions including the size, shape, and slope of the lot;
 - to address natural features such as significant trees, ecosystems and the District of North Vancouver Natural Hazard and Environmental Protection Development Permit Areas.
- B. The coach house should be sensitive to existing development on adjacent properties to minimize overlooking and shadowing.
- C. The coach house location should be directly accessible from a street or lane.

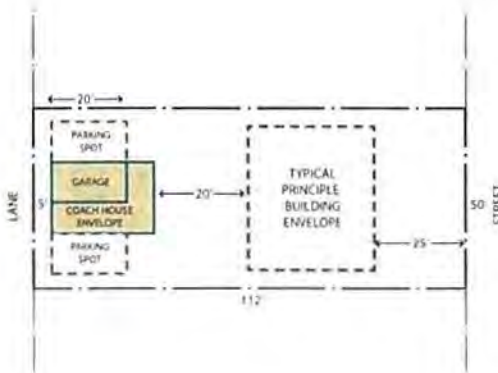


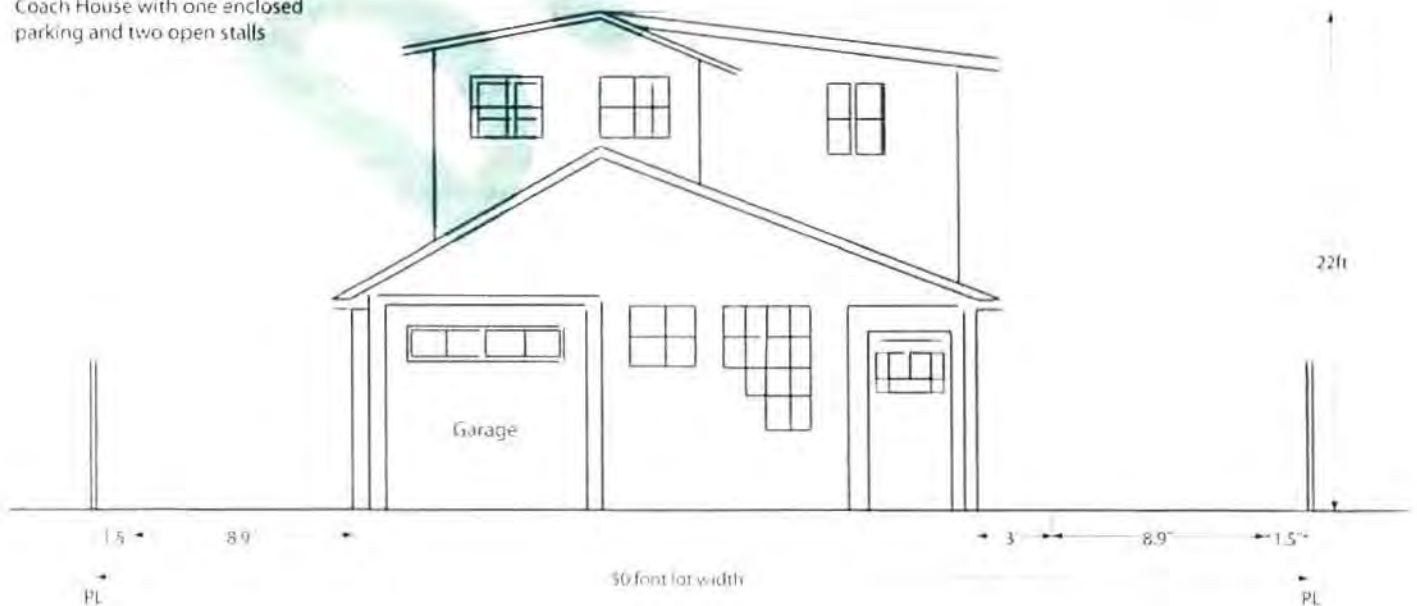
Fig. 2.0: Typical Coach house siting and setbacks ex. 50' x 120' lot with coach house in rear

2.2 Setbacks

Setbacks provide livability for coach house tenants, harmony with adjacent properties and the greater neighbourhood, and minimize the impact of new development (See Fig. 3.0).

- A. For one storey coach houses, there should be a minimum setback of 1.22m (4 ft.) between the coach house and the side lot lines and for two storey coach houses, there should be a minimum setback of 2.44m (8 ft.) between the coach and the side lot lines;
- B. There should be a minimum building separation of 6.07m (20 ft.) between the coach house and the principal house including porches and balconies;
- C. There must be a minimum setback of 1.52m (5 ft.) between the accessory coach house and the rear lot line;
- D. On corner lots, there should be a minimum setback of 3.05m (10 ft.) from the flanking street;
- E. For two storey coach houses, the upper storey building face fronting a lane or rear lot line should be set back minimum of 3.0m (10 ft.) from the rear property line;
- F. Bay windows of up to 0.46m (1.5 ft.) are allow to project into setback area, but can be no wider than 1.83m (6 ft.) in width.

Fig. 2.1: Example of a two-storey Coach House with one enclosed parking and two open stalls



2.3 Maximum Size

The maximum permitted coach house size ensures there is adequate living space for tenants and protects character of the neighbourhood.

- A. The coach house unit size is limited by the maximum floor space permitted in the Single-Family Residential Zone in which it is located less the amount of floor space of existing dwelling unit;
- B. The maximum floor space for a coach house, according to lot size, is:

Lot Size	Max Coach house size
557.4 – 650.3m ² (6000 – 7000 sq. ft.)	68.37m ² + 21.56m ² garage (736 sq. ft. + 232 sq. ft. garage)
650.3 – 743.2m ² (7000 – 8000 sq. ft.)	80.64m ² + 21.56m ² garage (868 sq. ft. + 232 sq. ft. garage)
743.2m ² (8000 sq. ft.) and greater	90m ² + 21.56m ² garage (968 sq. ft. + 232 sq. ft. garage)

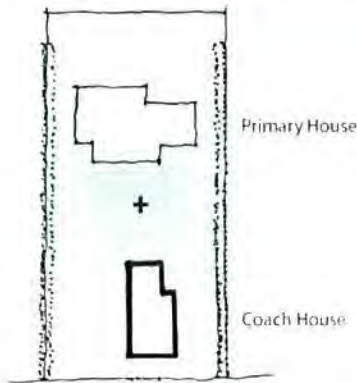


Fig. 2.2 Coach house position on lot



Fig. 2.3: 15 foot one storey coach house

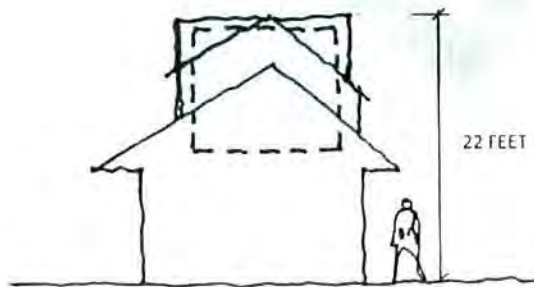


Fig. 2.4: 22 foot two storey coach house

- C. In the case of rooms having ceilings greater than 3.66m (12 ft.) above the level of the floor below, that area above 3.66m (12 ft.) shall be counted as if it were an additional floor level for the purpose of determining the total floor area of a building to be included in the calculation of floor space ratio;
- D. Crawlspace under 1.22m (4 ft.) and areas under sloped ceilings up to 1.22m (4 ft.) in height are not counted as floor space;
- E. Porches and verandas of up to 4.6m² (50 sq. ft.) are not counted as floor space (additional floor space must be available within overall FSR of the property);
- F. Basements are not permitted.

2.4 Maximum Building Coverage

Maximum building coverage ensures that coach house designs maximize open space on the lot and reduce storm water runoff.

The total combined lot coverage for all buildings on the property should not exceed a maximum of 40%.

Note that the floor space ratio of the principal house and lot coverage may limit the potential size of the accessory coach house.

2.5 Maximum Building Height

The maximum height provision provides for living space on the second floor of the coach house building and minimizes overlooking of the adjacent properties.

- A. A one storey coach house should not exceed a maximum height of 4.57m (15 ft) measured from the building height base line to the topmost part of the building; (See fig. 2.3)
- B. A two storey coach house should not exceed a maximum height of 6.71m (22 ft.) measured from the building height base line to the topmost part of the building; (See fig. 2.4)
- C. The upper storey is limited to 60% of the total floor area beneath it (including garages and carports) (See fig. 2.5).

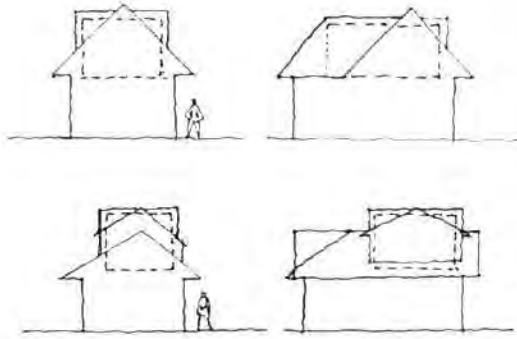


Fig. 2.5: Example of coach house with nested second floor

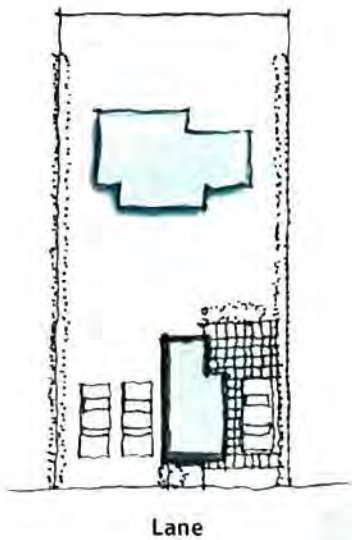


Fig. 2.6: Dedicated coach house parking separate from parking for principal dwelling

2.6 Roof Design

The roof design should diminish the apparent height and massing of the coach house, harmonize with the roof of principal dwelling and provide opportunities for natural light.

- A. Roof designs should be respectful and sympathetic to the roof of the principal dwelling on the lot;
- B. Floor space on the second storey (no more than 60% of the floor beneath it) should be contained within the massing of a sloped roof (see fig. 2.4);
- C. Flat roofs may require a lower height and should be designed to mitigate the appearance of a two storey building;
- D. Dormers and secondary roof components should be positioned and proportioned to remain secondary to the primary roof form (see fig. 2.5);
- E. Dormers on the upper storey should remain small in order to maintain building a roof proportions.

2.7 Parking and Driveways

Parking and driveway provisions ensure there is adequate and useable onsite parking and minimize storm water runoff.

Required Parking stalls

- A. Three onsite parking spaces are required (two for the principal dwelling and one for the exclusive use of the coach house unit) and are encouraged in open stalls and in a non-tandem configuration;
- B. A maximum of one enclosed stall in the coach house building is permitted up to a maximum size of 21.6m² (232 sq. ft.).

Parking Access and Location

- A. Parking must be provided in the rear yard of the lot with direct access from an open lane, where one exists (See fig. 2.6) (Streets and Traffic Bylaw);
- B. Where there is no lane, parking access from the street must be via a shared driveway with the principle dwelling;
- C. Where the lot is on a corner and is not served by a lane, direct vehicle access should be by a driveway from the lowest classification of street;
- D. A 0.46m (1.5 ft) landscaped setback is typically required adjacent the side



Fig. 2.7: Example of a two Story Coach House

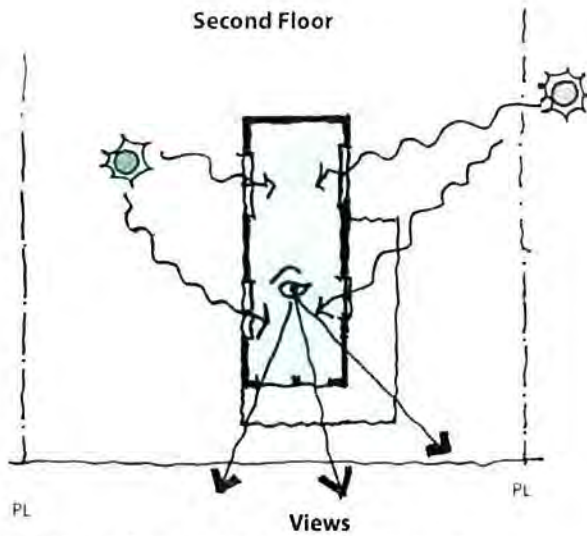


Fig. 2.8: Second floor views to lane and solar exposure

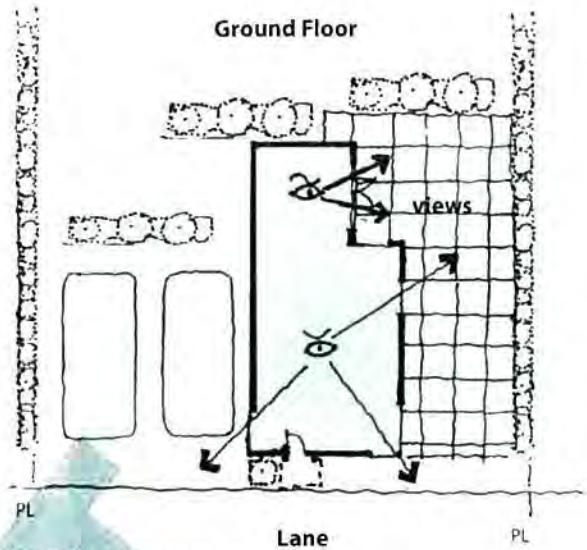


Fig. 2.9: First floor views to private space



Fig. 2.10: Primary entrances oriented to street / lane



Fig. 2.11: Views and Solar exposure



Fig. 2.12: Outdoor private space

property line for unenclosed parking spaces. Non-invasive species of ground cover or grass should be considered.

2.8 Identity, Access and Privacy

To create a relationship to the street and to maximize surveillance of the public realm, the coach house should have good visibility and be easily accessible from a street or lane.

- A. The primary entrance should be oriented to a street or lane whenever possible and provide a generous amount of window openings to encourage a visual connection between the coach house unit and the street (see fig. 2.10);
- B. All entrances should be designed to provide weather protection and can include such features as recessed entries, front porches and verandas (see fig. 2.12);
- C. Secondary entrances should not be dominant, but should be easily accessible and convenient to access via adjacent parking areas;
- D. A minimum 1.0 metre (3.28 feet) clear pathway for emergency access must be provided from the sidewalk or roadway located at the front of the property and the rear lane, where they exist to the front door of the coach house.

To minimize overlooking and to protect the privacy of the coach house tenants, the size and placement of windows should be sensitive to adjacent neighbours and topography.

- A. The coach house orientation, and sizing and placement of windows should be sensitive to adjacent properties and topography (see fig. 2.9);
- B. Upper level windows facing side-yards and gardens should be limited to and/or designed to increase privacy and reduce overlook of neighbouring properties. The use of skylights, clerestory windows, or obscured glazing should also be considered (see fig. 2.8).

2.9 Architectural style

The design of the coach house should be respectful of and complementary in quality and character of detail to the principal dwelling.

2.10 Green Building Features

To foster the conservation and efficient use of energy and to reduce building generated greenhouse gas emissions, coach house designs are encouraged



to incorporate green building features as outlined in the District of North Vancouver's Green Building Policy.

2.11 Outdoor Space

This provision aims to ensure adequate usable outdoor living space for coach house tenants.

- A. Usable private outdoor space that is separate and distinct from the principal dwelling should be provided at grade to allow for outdoor seating. The minimum dimensions should be 1.8 m x 2.5 m with a minimum area of 4.5 m² (48 sq. ft.);
- B. Balconies and decks on the second floor will only be considered where the impact to adjacent properties is minimized.

2.12 Landscaping

Coach house landscape design should consider retaining mature vegetation and include new landscaping to maximize privacy, protect ecosystems, and reduce storm water run-off.

- A. Existing significant trees, vegetation and natural features should be protected and incorporated into the coach house development through innovative design and siting in accordance with District's Development Permit Areas and other environmental regulations;
- B. Landscaping is encouraged along the rear lot line facing the lane;
- C. Outdoor living areas should be defined and screened for privacy with hard and soft landscaping, architectural elements such as trellises and, where appropriate, changes in grade;
- D. External mechanical equipment and utility meters should be located on a side or back wall of the coach house, and any visual or noise impacts on adjacent properties should be avoided where possible.

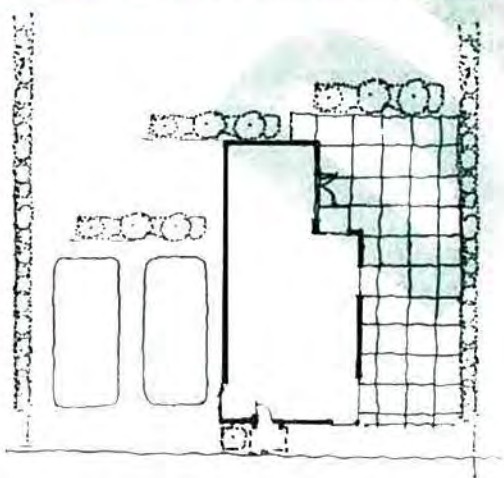


Fig. 3.13: Landscaping maximizes privacy

Designs for driveways, patios and parking stalls should minimize storm water run-off through the use of permeable paving materials that enable rainwater runoff to infiltrate into the ground. Rainwater runoff from roofs and other hard surface areas should be retained in rain gardens, bio-swales, or rock pits to facilitate natural rainwater filtration.



2.13 Accessibility/Adaptability

One storey coach house units are encouraged to follow the District of North Vancouver's Adaptable Design Guidelines to provide flexibility to enable aging in place and to make units more adaptable to the current and/or future needs of residents.

2.14 Servicing

Servicing and off-site improvements will be determined through the District of North Vancouver Development Servicing Bylaw No. 7388, 2005, the District of North Vancouver Waterworks Regulation Bylaw No. 2279, 1958, and the District of North Vancouver Sewer Bylaw No. 6656.

- A. Only one connection for sanitary, storm and water services will be permitted per lot;
- B. A water meter may be required;
- C. A new sanitary and storm inspection chamber is required on the property if one does not already exist;
- D. Site conditions may require additional works to conform to the District of North Vancouver Development Servicing Bylaw No. 7388, 2005;
- E. Off-site improvements might be required.

2.15 Waste and Recycling

- A. All garbage and recycling cans should be screened and secured within an enclosed and wildlife resistant structure;
- B. Garbage and recycling cans may be integrated into the design of the coach house building with no internal access up to maximum of 2.3m² (25 sq. ft.) and will not be counted towards floor space (additional floor space must be available within overall FSR of the property);
- C. A single location per lot for the pickup of garbage and recycling cans for principal house and coach house should be designated.

2.16 Tenancy

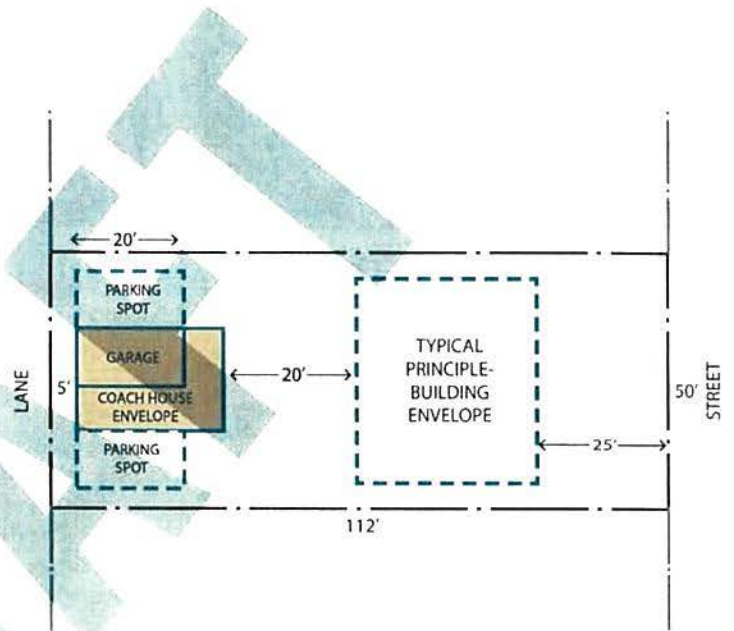
- A. The registered owner of the lot must occupy, as his/her principal place of residence, either the principal dwelling unit or the coach house unit;
- B. The coach house cannot be strata-titled.

3

POTENTIAL COACH HOUSE SITING SCENARIOS

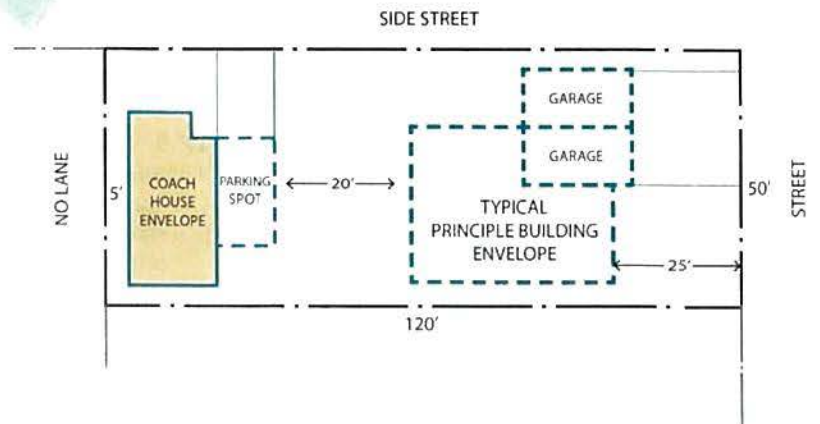
50' x 112' Lot

- access from lane
- two open parking stalls
- one enclosed parking stall
- open stalls straddle CH



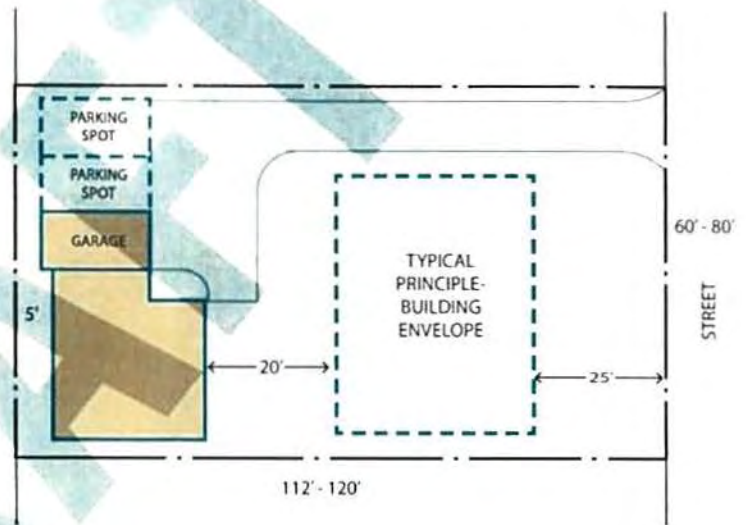
50' x 120' Lot

- two enclosed parking stalls in garage attached to principal dwelling unit
- one open parking stall with access from flanking street



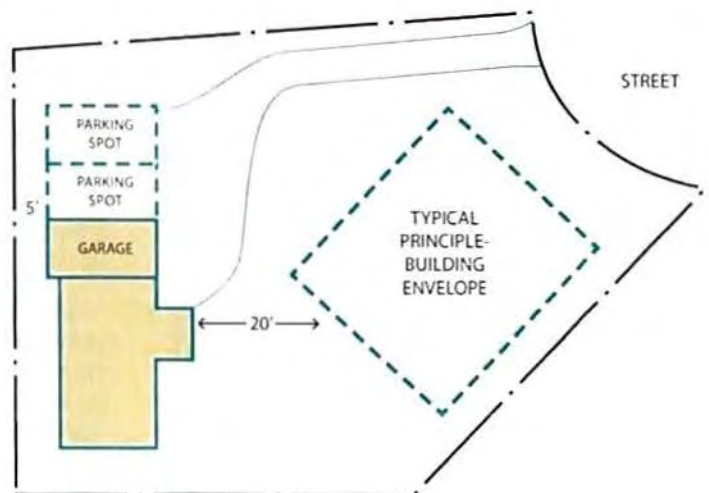
Large Lot - No Lane

- access from street at front of the lot via shared driveway
- one enclosed parking spot in CH
- two open stalls in rear of yard



Large Lot / No Lane/ Cul-de-sac Entrance

- access from street at front of the lot via shared driveway
- one enclosed parking spot in CH
- two open stalls in rear of yard



4

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. 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 address any issues raised early in the development application process.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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.

5

IMPORTANT CONTACTS AND RESOURCES

6.1 Contacts

Planning Enquiries OCP, subdivisions, rezoning, variances, etc.	604-990-2387
Permits Enquiry Line Building permits, plumbing, electrical, gas permits, comfort letters, secondary suites, etc.	604-990-2480
Plans Review and Enquiries Plans submissions by appointment only. Enquiries on zoning, setbacks and other related questions during the day only.	604-990-2480
Engineering Service Request	604-990-2450
Tree Permits	604-990-2311
BC Hydro To apply for electrical service for your coach house contact BC Hydro:	1-877-520-1355
Fortis	1-800-474-6886

6.2 DNV Resources

Development Variance Permit Information Brochure

www.dnv.org/upload/pcdocsdocuments/vk9301!.pdf

The District of North Vancouver Zoning Bylaw 1965, Bylaw 3210

www.dnv.org/upload/documents/bylaws/3210.pdf

District of North Vancouver Development Servicing Bylaw No. 7388, 2005

www.dnv.org/upload/documents/bylaws/7388-2.pdf

District of North Vancouver Waterworks Regulation Bylaw No. 2279, 1958

www.dnv.org/upload/documents/bylaws/2279.pdf

District of North Vancouver Sewer Bylaw No. 6656

www.dnv.org/upload/documents/bylaws/6656-2.pdf

District of North Vancouver's Green Building Policy

www.dnv.org/article.asp?a=5222&c=1022

District of North Vancouver's Adaptable Design Guidelines

www.dnv.org/upload/pcdocsdocuments/6y3@01!.pdf

6.3 Professional Organizations

GREATER VANCOUVER HOME BUILDERS' ASSOCIATION

<http://www.gvhba.org>

ASSOCIATION OF BRITISH COLUMBIA CERTIFIED LAND SURVEYORS

<http://www.abcls.ca>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

http://www.aibc.ca/pub_resources/aibc_outreach/ask_arch_faq.html

BC SOCIETY OF LANDSCAPE ARCHITECTS

<http://www.bcsla.org/consulting/roster.asp>

INTERNATIONAL SOCIETY OF ARBORICULTURE

<http://www.isa-arbor.com/home.aspx>



District of North Vancouver
355 West Queens Road
North Vancouver
V7N 4N5



THIS PAGE LEFT BLANK INTENTIONALLY