

AGENDA INFORMATION

☒ Regular Meeting

Date: October 16, 2023

☐ Other:

Date: _____

Dept.
Manager

VGM/
Director

CAO

The District of North Vancouver REPORT TO COUNCIL

September 28, 2023
File: 13.6440.20/006.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: **Bylaw 8525: Proposed Changes to Secondary Suite Regulations**

RECOMMENDATION:

THAT "District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)" is given SECOND and THIRD Readings.

BACKGROUND:

Bylaw 8525 received First Reading on June 5, 2023 and a Public Hearing was held and closed on September 26, 2023.

The Bylaw is now ready to be considered for Second and Third Readings by Council.

Options:

1. Give Second and Third Readings to the Bylaw;
2. Give no further Readings and abandon the Bylaw at First Reading; or,
3. Debate possible amendments to the Bylaw at Second Reading and return Bylaw 8525 to a new Public Hearing if required.

Respectfully submitted,



James Gordon
Deputy Municipal Clerk

Attachments:

1. Bylaw 8525
2. Public Meeting Report
3. Staff report dated May 23, 2023

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		
<input type="checkbox"/> Review and Compliance	_____	<input type="checkbox"/> Planning	_____		
<input type="checkbox"/> Climate and Biodiversity	_____				

The Corporation of the District of North Vancouver

Bylaw 8525

A bylaw to amend 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 “District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)”.

2. Amendments

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

a) In Part 2 Interpretation:

- i. Deleting the definition “secondary suite” and replacing it with the following:

“secondary suite” means a non-stratified, accessory dwelling unit contained within a single-family residential building which contains only one principal dwelling unit;

b) In Part 4B Comprehensive Development Zone Regulations:

- i. Deleting Section 4B88-3(c) and replacing it with the following:

“(c) secondary suites subject to the following regulations:

- i. secondary suites are permitted only in single-family zones;
- ii. only one secondary suite dwelling unit is permitted on a single-family lot;
- iii. the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
- iv. a single-family residential building containing more than one boarder or lodger may not have a secondary suite;

- v. the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose; and
 - vi. the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity;"
- ii. Deleting Section 4B88-4(b) and replacing it with the following:
- "(b) Size of Secondary Suites:
- i. subject to Subsection 4B88-4(b)(ii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 4B88-4(b):
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 4B88-5; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 4B88-5; and
 - ii. despite Subsection 4B88-4(b)(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 4B88-4(b)(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."
- iii. Deleting Section 4B172(4)(c) and replacing it with the following:
- "(c) secondary suites subject to the following regulations:
- i. secondary suites are permitted only in single-family zones;
 - ii. only one secondary suite dwelling unit is permitted on a single-family lot;
 - iii. the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;

- iv. a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- v. the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose; and
- vi. the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity;"

iv. Deleting Section 4B173(4) and replacing it with the following:

"(4) Size of Secondary Suites:

- i. subject to Subsection 4B173(4)(ii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 4B173(4):
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 4B173(1)(d); and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 4B173(1)(d); and
- ii. despite Subsection 4B173(4)(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 4B173(4)(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."

c) In Part 5 Residential Zone Regulations,

i. Deleting section 501.1(b)(iii) and replacing it with the following:

"iii. secondary suites subject to the following regulations:

- a) secondary suites are permitted only in single-family residential zones;

- b) only one secondary suite dwelling unit is permitted on a single-family residential lot;
- c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;
- d) the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit; and
- e) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- f) the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose; and
- g) the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity;"

ii. Deleting Section 502.4 and replacing it with the following:

"502.4 Size of Secondary Suites:

- i. subject to Subsection 502.4(ii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 502.4:
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 410; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 410; and
- ii. despite Subsection 502.4(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 502.4(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."

iii. Deleting Section 551.2(a)(ii)2) and replacing it with the following:

“2) secondary suites subject to the following regulations:

- a) only one secondary suite dwelling unit is permitted on a single-family residential lot;
- b) the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
- c) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- d) the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose; and
- e) the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity;”

iv. Deleting Section 552.4 and replacing it with the following:

“552.4 Size of Secondary Suites:

- i. subject to Subsection 552.4(ii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 552.4:
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 410; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 410; and
- ii. despite Subsection 552.4(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 552.4(i) is less than 90m² (969 sq.ft.) then the

maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.).”

READ a first time June 5th, 2023

PUBLIC HEARING held September 26th, 2023

READ a second time

READ a third time

Certified a true copy of “Rezoning Bylaw 1412 (Bylaw 8525)” as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

**DISTRICT OF NORTH VANCOUVER
PUBLIC HEARING**

**Coach Houses and Secondary Suites
Amendments to the Zoning Bylaw**

REPORT of the Public Hearing held on Tuesday, September 26, 2023 commencing at 7:02 p.m. in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor Mike Little
Councillor Jordan Back
Councillor Betty Forbes (via Zoom)
Councillor Jim Hanson (via Zoom)
Councillor Herman Mah
Councillor Lisa Muri (via Zoom)
Councillor Catherine Pope

Staff: James Gordon, Manager – Administrative Services
Ryan Gilmore, Community Planner
Brienne Labute, Community Planner
Jessica Lee, Community Planner
Jason Smith, Community Planner
Cheryl Archer, Confidential Council Clerk
Kaitlin Hebron, Confidential Council Clerk
Chris Reynolds, Committee Clerk

1. OPENING BY THE MAYOR

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

He further noted that this Public Hearing is being convened pursuant to Section 464 of the *Local Government Act*. Members of Council, staff, and the public are participating in person and via Zoom.

Mayor Little stated that:

- Council will use the established speakers list. At the end of the speakers list, the Chair may call on speakers from the audience;
- Each speaker will have five minutes to address Council for a first time and should begin remarks to Council by stating their name;
- 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;
- Please do not repeat information from your previous presentations and ensure your comments remain focused on the bylaws under consideration this evening;

- If a written submission has been provided, there is no need to read it as it will have already been seen by Council. It can be summarized, ensuring that the comments are pertaining to the bylaws under consideration at this hearing;
- All members of the audience are asked to be respectful of one another as diverse opinions are expressed. Council wishes to hear everyone's views in an open and impartial forum;
- Council is here to listen to the public, not to debate the merits of the bylaws;
- Council may ask clarifying questions;
- The Municipal Clerk has a binder containing documents and submissions related to the bylaws, which Council has received and which members of the public are welcome to review, available in the Council Chamber and online at DNV.org/agenda.
- Everyone at the hearing will be provided an opportunity to speak. If necessary, the hearing will continue on a second night;
- 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; and,
- The Public Hearing is being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*; and,

2. INTRODUCTION OF BYLAWS BY CLERK

Mr. James Gordon, Municipal Clerk, introduced the proposed bylaws, stating that Bylaw 8525 proposes to amend the Zoning Bylaw to update the definition of "secondary suite"; add clarifying language to Section 4B88-3(c) regarding the residency of the owner within a single-family residential building, accessory use of the secondary suite, and legal designation of the principal dwelling unit and secondary suite; and revise the size requirements for secondary suites. Bylaw 8615 proposes to amend the Zoning Bylaw to allow a secondary suite and coach house on the same property in single-family zones except within Town and Village Centres and update the off-street parking requirements for single-family homes with a secondary suite or a coach house, and a secondary suite and a coach house. Bylaw 8635 proposes to amend the Zoning Bylaw to change the permitted roof height of coach houses.

3. PRESENTATION BY STAFF

Jessica Lee, Community Planner, provided an overview of the proposal regarding secondary suites. Ms. Lee advised that:

- Secondary suites are an important component of the District's rental housing stock;
- There are more than 6,500 secondary suites in single-family Zones, as well as some comprehensive development and multifamily Zones;
- Approximately 205 new secondary suites are constructed in the District per year;
- Under current regulations, secondary suites may be a maximum of 90 square metres or 40 percent of the single-family home, approximately the size of a two-bedroom unit;
- Council has directed staff to review the District's secondary suite program in recent years;
- The Official Community Plan (OCP) contains direction to increase the maximum permitted size of secondary suites;
- The OCP Action Plan identifies the need to increase housing diversity and encourage more rental housing in single-family neighbourhoods;

- In 2019, the Provincial Government revised the *BC Building Code* to remove size restrictions for secondary suites;
- Prior to this revision, the *BC Building Code* prevented municipalities from expanding secondary suite size regulations;
- In Spring 2022, the District conducted public engagement on housing options for single-family neighbourhoods;
- Feedback from participants indicated strong support for increasing the maximum size of secondary suites to accommodate families and provide flexibility to homeowners;
- Feedback also indicated support for implementing a minimum floor area for secondary suites to improve liveability;
- A summary of the feedback received is available in the Public Hearing materials;
- Bylaw 8525 regarding secondary suite size received First Reading on June 5, 2023;
- At First Reading, Council passed a resolution to remove references in the bylaw to minimum secondary suite size and exterior entrance requirements;
- The bylaw under consideration includes increasing the maximum size of secondary suites to the lesser of 130 square metres or 49 percent of the building's floor area and housekeeping amendments to update the definition of secondary suite and clarify language within some Zones;
- The proposed amendments would provide flexibility to homeowners and create additional rental stock; and,
- The answer to a question raised by Council regarding District fees for secondary suites has been provided in the Public Hearing materials.

Ryan Gilmore, Community Planner, provided an overview of the proposal regarding coach houses. Mr. Gilmore advised that:

- The District has several policies that support the creation and expansion of sensitive infill housing options such as coach houses, including the OCP, which notes opportunities to introduce housing options that respect and enhance neighbourhood character, and the OCP Action Plan;
- The District has taken a gradual approach to coach houses, which have been permitted since 2014;
- When first permitted, coach houses required a Development Variance Permit (DVP), which varied the location of a secondary suite on a lot, and all applications were considered by Council on a case-by-case basis;
- After several years of the coach house program, there were still few coach houses in the District;
- Council directed staff to create a simplified application and approvals process, which was approved by Council in 2020 after a public engagement process;
- One-storey coach houses on lots at least 15 metres (or 49 ft.) wide that have either open lane access or that are corner lots on a local street are eligible for the simplified building permit-only process, with other coach houses requiring a Council-approved DVP;
- Current regulations do not permit a coach house and secondary suite on the same lot;
- Since the introduction of the coach house program in 2014, 37 coach houses have been approved in the District;
- Of these, 18 were approved prior to the simplified building permit-only process and 19 following the introduction of the simplified process in 2020;
- Approximately half of the coach houses approved since 2020 have required a DVP;
- The most common variances approved were for lot access; height, to allow a second storey, and lot coverage;

- Eleven variances have been approved for building height, approximately 30 percent of all coach houses approvals;
- During Spring 2022 public engagement, feedback included strong support for allowing both secondary suites and coach houses on the same lot as well as support for this to be allowed in all residential neighbourhoods in the District;
- Feedback also indicated support for both one- and two-storey coach houses;
- Bylaw 8615, which proposes to allow a secondary suite on the same lot as a coach house, except within the four priority growth centres where higher density is intended, received First Reading on July 24, 2023;
- Proposed amendments also include changes to the off-street parking regulations to require one additional space where the lot includes both a secondary suite and coach house to strike a balance between reducing barriers to coach house development and impacts to on-street parking;
- Bylaw 8635, which proposes to increase the maximum permitted height of eligible coach houses, also received First Reading on July 24, 2023;
- If Bylaw 8635 is adopted, this would allow coach houses up to 6.7 metres in height on lots with open lane access or on corner lots on local streets to proceed via the streamlined building permit-only process;
- Coach house applications for other lot types would still require a Council-approved DVP; and,
- If the proposed bylaw amendments are adopted, staff will update the District's Coach House Guide to include mitigation of privacy impacts related to higher coach house buildings.

4. REPRESENTATIONS FROM THE PUBLIC

4.1. Robert Armstrong:

- Advised that his daughter owns property in the District and would like to build a coach house;
- Noted that the proposal does not include an increase in floor space ratio (FSR), which impacts the capacity to build a coach house;
- Stated this will encourage owners to build secondary suites below ground level as a basement more than four feet above ground level counts as part of the maximum FSR for the property;
- Noted that homes with existing basements above four feet will not have additional room within the maximum FSR to build a coach house;
- Noted that the City of Vancouver has different limits; and,
- Expressed support for increasing the allowable FSR for coach houses.

4.2. Erik Jensen:

- Advised he is a District resident and a builder;
- Stated that the proposed changes will not be effective without an increase to the maximum allowable FSR;
- Stated he disagrees with the requirement for properties to have open lane access or be on a corner to qualify for the building permit-only coach house application process as long as there is sufficient parking;
- Questioned the reason for the provision regarding boarders and lodgers;
- Recommended increasing allowable roof heights to accommodate additional dwelling units;

- Opined that the District's stormwater management requirements are a barrier and that tanking basements is not effective or affordable;
- Recommended that the District consult with the Homebuilders Association of Vancouver (HAVAN) regarding this proposal;
- Expressed support for increasing the size of secondary suites;
- Noted that floor area may be calculated to the outside of the foundation wall, which results in the loss of approximately one foot of floor space around the perimeter of the building where this is the case;
- Cautioned Council to consider the potential unintended consequences of the proposal; and,
- Stated that the District has staffing difficulties in the Planning Department and recommended that processes not be complicated.

4.3. Paul Arman:

- Queried if the proposal is in conjunction with provincial housing initiatives; and,
- Queried whether an increase to FSR is being considered.

Mayor Little advised that the Province has not provided details on multi-family housing initiatives.

Mayor Little advised that an application for a DVP may be submitted for proposals that do not conform to the Zoning Bylaw and that some coach house application types have been delegated to staff.

4.4. Sebastian Spoke:

- Expressed support for increasing the maximum FSR for coach houses to improve housing affordability; and,
- Noted that it is difficult for young families to find liveable housing with sufficient space.

4.5. Al Sutton:

- Expressed concern regarding the parking impacts of allowing a coach house and secondary suite on the same property;
- Stated he is not opposed to the proposal;
- Noted that he drives and parks frequently in all areas of the and it appears that off-street parking is not being used on properties with coach houses; and,
- Commented on parking issues in areas with higher density, such as in the Lonsdale area of the City of North Vancouver.

4.6. Sid Mirhashemy:

- Expressed confusion regarding the proposed changes;
- Complained about property taxes; and,
- Spoke in support of allowing the subdivision of large lots or allowing higher density housing forms such as duplexes.

4.7. Robert Tap:

- Queried if the changes to the bylaw would comply with or apply to areas with neighbourhood-specific Zoning;
- Expressed support for coach houses;
- Noted that the variance between the eave heights on neighbouring properties are included in the some Neighbourhood Zones; and,
- Noted that a coach house on a sloped lot may have a significant difference between eave heights on the neighbouring property.

Staff advised that coach house regulations would apply to all Zones and that there may be fewer eligible properties in areas that do not have lanes. Staff noted that the intention of the proposal is that all residential areas of the District would have equal allowable coach house heights.

4.8. Hooman Keyhan:

- Requested details on the projected timeline of the proposed bylaw changes.

4.9. John Hamilton:

- Advised he is a Blueridge resident;
- Expressed support for the proposed bylaw changes;
- Stated he would have liked the changes to go further;
- Opined the proposal will not increase the available housing stock;
- Expressed disappointment that the proposal will not increase the number of eligible properties;
- Noted that the City of Vancouver allows two homes on one lot in most neighbourhoods; and,
- Commented on changes that may be coming forward from the Province.

4.10. Spencer Tuttle:

- Expressed concern regarding the impact of the proposal on street parking;
- Recommended requiring two parking spots for additional housing units; and,
- Expressed concern that the proposed changes will have a negative impact on the composition of neighbourhoods.

4.11. Janin Al:

- Advised that she is a resident near an elementary school; and,
- Advised that she has a tenant in a secondary suite and would like to build a coach house to provide housing for other young families who could benefit by living in proximity to the school.

4.12. Jordan Levine:

- Advised that he is a District resident;
- Spoke in the support of the proposed bylaw changes as they will reduce barriers to increasing available housing stock;
- Suggested making additional changes to further reduce barriers;
- Acknowledged the process is ongoing;
- Recommended monitoring parking impacts; and,
- Commented on the housing crisis.

4.13. Erik Jensen, SPEAKING FOR A SECOND TIME:

- Stated that applying for a DVP is a long process that is uncertain, stressful, and expensive;
- Expressed concern that the proposed bylaw changes may have unintended consequences;
- Recommended referring the bylaws back to staff to increase the allowable FSR; and,
- Noted that parking provisions are important.

4.14. Robert Armstrong, SPEAKING FOR A SECOND TIME:

- Questioned why an increase to allowable FSR was not included in the proposal;
- Stated that allowable FSR is lower in the District than in the City of North Vancouver or the City of Vancouver;
- Opined that it is impossible to build a coach house on a property that has an existing above-ground basement; and,
- Opined that builders will be forced to locate basements underground.

4.15. Angel Gonzalez:

- Commented on the DVP process, noting that there is uncertainty for the applicant;
- Advised that he would like to construct a coach house on his property and has not been able to do so;
- Encouraged Council to increase the allowable FSR on properties to accommodate coach houses; and,
- Stated he is in favour of the bylaws and that they do not go far enough.

4.16. Dana Christie:

- Commented on parking issues in the Riverside Drive area;
- Encouraged Council to consider the parking impacts of the proposal.
- Commented on the high price of rental housing, noting there are basement suites renting for over \$3,000;
- Questioned whether the proposal would result in an increase in small units or family housing;
- Suggesting allowing greater height while respecting the privacy of neighbouring properties; and,
- Asked if incentives could be offered to property owners to offer units at below-market rents.

4.17. Janin Al, SPEAKING FOR A SECOND TIME:

- Stated that the proposal is a positive step;
- Opined that more is needed; and,
- Noted that what she would like to build on her property is not currently permitted under the Zoning Bylaw, despite having available space.

4.18. Avneet, City of North Vancouver Resident:

- Commented on the cost and time required for applications to the Board of Variance.

4.19. Sebastian Spoke, SPEAKING FOR A SECOND TIME:

- Stated that the impact of the proposed amendments are limited, noting that fourteen percent of single-family homes in the District would qualify;
- Recommended increasing the allowable FSR to accommodate coach houses;
- Commented on the housing crisis and housing affordability.

4.20. Erik Jensen SPEAKING FOR A SECOND TIME:

- Queried how many of the fourteen percent of eligible properties in the District have sufficient remaining FSR to allow the construction of a coach house.

4.21. Sid Mirhashemy SPEAKING FOR A SECOND TIME:

- Requested clarification of what makes a property eligible to have a coach house;
- Opined that fewer than the fourteen percent of District single-family properties stated by staff will be eligible;
- Recommended increasing the allowable FSR to accommodate coach houses; and,
- Commented on traffic and new development in Lion Gate Village.

4.22. Brian Rhys:

- Requested information on maximum coach house size and whether a larger coach house would be permitted on a large lot with available FSR.

4.23. District Resident:

- Advised that he is an architect, urban designer and builder;
- Advised that he will require a variance for his coach house application;
- Noted that sloped properties will still require variances;
- Expressed support for continuing to require Council approval for two-storey coach houses and stated that they should not be delegated to staff;
- Stated that a move to smaller houses is necessary for the environment and municipal infrastructure;
- Noted that FSR can be divided between different parts of a property; and,
- Expressed support for allowing a secondary suite on the same lot as a coach house as this would add more legal suites to the available housing stock.

4.24. Paul Armand:

- Expressed support for allowing a secondary suite on the same lot as a coach house as this would increase available housing and be a benefit to the community; and,
- Noted that he cannot currently offer the suite in his home for rent as he has a coach house.

4.25. Angel Gonzalez: SPEAKING FOR A SECOND TIME

- Commented on the potential opportunity for economic benefits to homeowners; and,
- Noted that housing with more space is needed for large families.

5. QUESTIONS FROM COUNCIL

In response to a question from Council, staff advised that an increase to allowable FSR has not been proposed at this point. Staff further advised that FSR and lot coverage increases could be proposed in a future phase and staff will report back to Council.

In response to a question from Council, staff advised that the possibility of removing driveways to accommodate coach houses is being reviewed by the Engineering Department and that this is currently possible with a DVP.

In response to a question from Council, staff advised that the Homebuilders Association of Vancouver was included in the stakeholder outreach that took place in Spring 2022.

In response to a question from Council, staff advised that an estimated 2,700 lots currently qualify for coach houses in the District and that future phases may increase the number of eligible lots.

In response to a question from Council, staff advised that a Councillor has provided information on a new grant program from the Provincial government for owners to build new secondary suites or coach houses rented at below market rates.

6. COUNCIL RESOLUTION

MOVED by Councillor BACK
SECONDED by Mayor LITTLE

THAT the September 26, 2023 Public Hearing is closed;

AND THAT "District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)" is returned to Council for further consideration;

AND THAT "District of North Vancouver Rezoning Bylaw 1424 (Bylaw 8615)" is returned to Council for further consideration;

AND THAT "District of North Vancouver Rezoning Bylaw 1427 (Bylaw 8635)" is returned to Council for further consideration.

CARRIED
(8:28 p.m.)




CERTIFIED CORRECT:



Confidential Council Clerk

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: June 5, 2023
<input type="checkbox"/> Other:	Date: _____

 Dept Manager	 GM/ Director	 CAO
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The District of North Vancouver REPORT TO COUNCIL

May 23, 2023
File: 13.6440.20/006.000

AUTHOR: Jessica Lee, Community Planner

SUBJECT: Proposed Changes to Secondary Suite Regulations

RECOMMENDATION:

THAT "District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)" is given FIRST Reading;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8531, 2021 (Amendment 64)" is given FIRST Reading;

AND THAT Bylaw 8525 is referred to a Public Hearing;

AND THAT Council policy "Secondary Suites and Family Residential Units (FRU's)" is rescinded.

REASON FOR REPORT:

The purpose of this report is to propose amendments to the Zoning Bylaw regarding the size of secondary suites in single family homes. The report also proposes rescinding the Secondary Suites and Family Residential Units (FRU's) Policy, which is outdated.

SUMMARY:

Secondary suites are an essential form of rental housing in the District of North Vancouver. In 2019, the BC Building Code was updated to eliminate maximum secondary suite size requirements and to permit secondary suites in more ground-oriented housing types. Public engagement was undertaken in spring 2022 on opportunities to increase housing diversity in single family neighbourhoods. The engagement results showed strong support for permitting larger secondary suites and introducing minimum size requirements. This report proposes the following:

- Increase the maximum secondary suite size to the lesser of 130 m² (1,399 ft²) or 49% of the net floor area of a single family home;
- Introduce a minimum secondary suite size of 25 m² (269 ft²);
- Introduce requirements for the placement and design of a secondary suite's exterior entrance;
- Amend the definition of "secondary suite" to clarify that it is an accessory use and cannot be stratified;

- Amend the Zoning Bylaw and Bylaw Notice Enforcement Bylaw to update enforcement fines related to new secondary suites which are non-compliant with regulations; and
- Rescind the existing Secondary Suites and Family Residential Units (FRU's) Policy as it no longer reflects the District's bylaw enforcement procedures.

BACKGROUND:

Secondary suites are permitted in all single family residential zones and three comprehensive development zones (CD14, CD34, and CD88) where single family homes are permitted. Single family homes with secondary suites are also permitted in two multi-family residential zones (RM1 and RM2). These zones are located throughout the District, with the highest concentration in the Grousewoods neighbourhood.

In 2019, the BC Building Code was revised to provide local governments with greater opportunities for the creation of affordable housing options. The revisions included:

- Eliminating the prescribed maximum size for secondary suites which was the lesser of 90 m² (969 ft²) or 40% of the building's total residential floor area (i.e., gross floor area); and
- Permitting the construction of secondary suites in more types of ground-oriented housing, such as duplexes and townhouses (previously only permitted in single family).

These recent changes to the BC Building Code enable the District to amend its secondary suite regulations, which currently reflect the previous provincial regulations. The BC Building Code continues to prohibit secondary suites from being stratified or otherwise subdivided from other dwelling units on a property.

At the [Regular Meeting of Council on May 9, 2022](#)¹, Council directed staff to proceed with public engagement opportunities to increase housing diversity in single family neighbourhoods with a focus on three housing topics: secondary suites, infill housing, and short-term rental regulations. Key findings regarding secondary suite size included:

- Support for creating suites that are larger than 90 m² (969 ft²), which is the current maximum floor area restriction;
- General agreement that 130 m² (1,399 ft²) would be an appropriate maximum floor area;
- Interest in permitting suites that occupy up to 49% of the single family home;
- General agreement that there should be a minimum floor area for suites; and
- Support for a minimum floor area of between 30 m² (323 ft²) and 50 m² (538 ft²).

A comprehensive analysis of what was heard about secondary suites, including potential regulatory changes and barriers to building suites, is provided in **Attachment 1**. The engagement results were presented to Council at the [Council Workshop on February 13, 2023](#)². Council indicated support for staff to proceed with proposed Zoning Bylaw amendments to increase the maximum secondary suite size and introduce a minimum secondary suite size.

¹ <http://app.dnv.org/OpenDocument/Default.aspx?docNum=5652151>

² <http://app.dnv.org/OpenDocument/Default.aspx?docNum=5916357>

On April 3, 2023, the Province of BC released its housing action plan “Homes for People”. Certain actions in the plan aim to make it easier and more affordable for people to rent out secondary suites, such as:

- Legally allow secondary suites in every community across the province; and
- A three-year pilot program that offers forgivable loans for homeowners to build and rent secondary suites at below market rates.

The District has permitted secondary suites in all single family zones since 1997. More details on the pilot incentives program are expected from the Province later in 2023. Additional information will be provided to Council when it becomes available.

EXISTING POLICY AND DIRECTIONS:

Official Community Plan (2011)

Goal 2: Encourage and enable a diverse mix of housing types and tenure and affordability to accommodate the lifestyles and needs of people at all stages of life.

Policy 7.2.1: Explore increasing the maximum permitted size of secondary suites.

Policy 7.2.2: Consider permitting secondary suites or lock-off units within townhouses, row houses and apartments.

OCP Action Plan (2021)

Priority Action 5: Increase housing diversity to support a range of incomes, household types, and accessibility needs within and close to Town and Village Centres.

Supporting Action 12: Consider opportunities to increase housing diversity beyond the Town and Village Centres.

Rental, Social and Affordable Housing Task Force Final Report (2021)

Goal 2, Recommendation 18: Explore incentives to encourage the registration of secondary suites to gain more accurate data on the number of people renting secondary suites, which represent the largest stock of rentals.

Secondary Suites and Family Residential Units (FRU's) Policy (1987, last amended 2001)

The policy was approved by Council in 1987 and amended in 1995 and 2001 in response to the introduction of secondary suites in the District's single family neighbourhoods. It outlines the bylaw enforcement procedures with regard to illegal secondary suites in single family homes, including submission of complaints and scope of inspections by District staff.

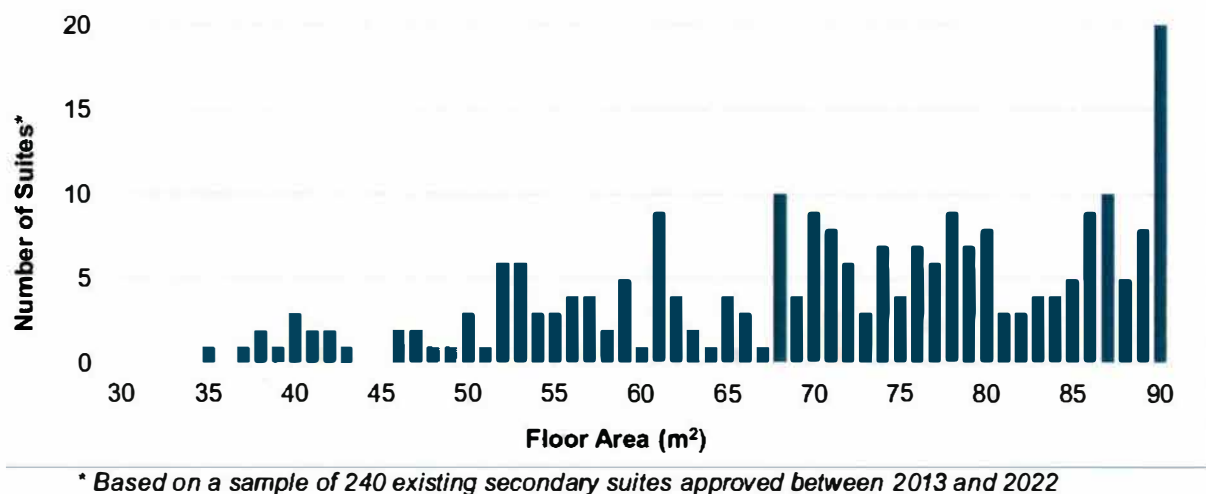
ANALYSIS:

Secondary suites are a critical component of the District's rental housing stock. At the end of 2022, there were approximately 6,570 secondary suites in the District. This indicates that about 33% of all single family homes have a secondary suite. Nearly 360 new secondary suites are required by 2030 in order to meet the estimated demand as indicated in the [Housing Continuum](#)³. Between 2011 and 2022, there was an average of approximately 205 new secondary suites constructed per year.

³ <https://www.dnv.org/community-environment/multi-family-development-statistics>

The current restriction on the size of a secondary suite in the District is a maximum of 90 m² (969 ft²) or 40% of the single family home, whichever is less. There is no minimum size requirement nor regulations for the design of secondary suites. Available building permit data on secondary suite size between 2013 and 2022 is shown in **Figure 1**. The data indicates that while the average secondary suite size was 71 m² (764 ft²), 128 of the 240 were larger than 71m². The smallest secondary suite was 35 m² (374 ft²).

Figure 1: Building Permit Data on Secondary Suite Floor Area (2013 to 2022)



A comparison of approaches to secondary suite size among 10 other municipalities in the Metro Vancouver region is provided in **Attachment 2**. Most of these 10 municipalities have amended their zoning regulations in response to the BC Building Code revisions to increase secondary suite size in their communities.

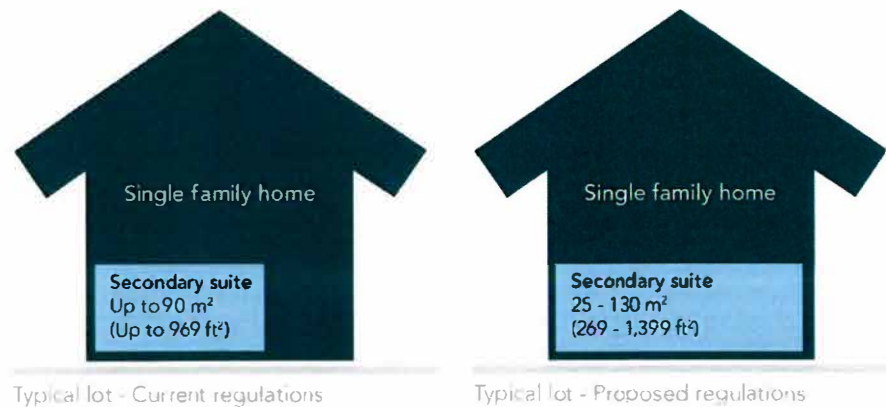
Proposed Zoning Bylaw Amendments

Bylaw 8525 (**Attachment 3**) proposes several Zoning Bylaw amendments related to secondary suite size and single family neighbourhood character. The proposed changes, described below, would apply to all zones that permit secondary suites.

Maximum size

Consistent with the engagement results, Council Workshop discussion, and BC Building Code regulations, staff recommend increasing the maximum secondary suite size to **the lesser of 130 m² (1,399 ft²) or 49% of the single family home (Figure 2)**. The maximum size of a secondary suite would be calculated based on net floor area of the single family home.

Figure 2: Illustrative Example of Proposed Secondary Suite Size Regulations



The proposed changes are intended to provide property owners with greater flexibility in creating larger secondary suites within existing and new single family homes. 130 m² (1,399 ft²) could accommodate a three-bedroom unit.

Minimum size

To support the liveability of smaller secondary suites, staff recommend a minimum secondary suite size of **25 m² (269 ft²)**. This minimum size would continue to provide opportunities for smaller secondary suites in the District while maintaining a minimum liveable standard. The proposed minimum size could accommodate a small studio unit that provides flexible and affordable rental options to individuals with various housing needs and incomes.

Neighbourhood Character

Bylaw 8525 proposes to reinforce the secondary suite as incidental and subordinate to the single family home through the location and appearance of exterior entrances. The proposed regulation would require the secondary suite entrance to be located on a different building façade or street frontage than the entrance to the single family home. For example, if the main entrance to single family home is facing the street, the secondary suite entrance must be located along the side yard or rear yard. By visually separating exterior entrances, the resulting building design would better reflect the single family neighbourhood character and avoid creating the appearance of duplexes should both the suite and the house be fully above grade.

Definitions

Secondary suites are intended to be accessory to the main building and remain for residential rental use only. They cannot be stratified or otherwise subdivided from the other dwelling units located on a property as per the BC Building Code. Staff proposes amendments to the definition of "secondary suite" to clarify that it is an accessory use and cannot be stratified should the Building Code regulations change. Minor amendments are also proposed in specified zones that permit secondary suites to ensure consistency in the Zoning Bylaw.

Proposed Bylaw Notice Enforcement Bylaw Amendments

Bylaw 8531 (**Attachment 4**) is required to enable ticketing for Zoning Bylaw violations of the above proposed secondary suite regulations. Examples of bylaw violations would include:

- A secondary suite is larger than the maximum floor area (130 m² or 1,399 ft²);
- A secondary suite is smaller than the minimum floor area (25 m² or 269 ft²); and
- Both entrances to the secondary suite and main house are facing the same street.

Similar amendments are proposed to Section 1207 (Ticketing) of the Zoning Bylaw, as included in Bylaw 8525.

Proposed Rescinding of Secondary Suites and Family Residential Units (FRU's) Policy

The Secondary Suites and Family Residential Units (FRU's) Policy (**Attachment 5**) has not been updated since 2001. A number of procedures are outdated (e.g., requires complaints to be in writing and only from residents within 50 m of the subject property) and do not reflect the District's current approach to complaints and enforcement.

The [Complaint and Enforcement Policy](#)⁴ was approved by Council in 2018 to provide a fair and transparent framework for bylaw enforcement processes. It includes the most up-to-date procedures and standards related to conduct, receiving complaints through various methods, privacy of information, processing and prioritizing complaints, and methods of enforcement. All complaints and enforcement issues, including those regarding secondary suites, are applicable under this policy.

Staff recommend that Council rescind the Secondary Suites and Family Residential Units (FRU's) Policy to ensure consistent procedures for bylaw enforcement across the District through the Complaint and Enforcement Policy.

Timing/Approval Process:

If Bylaw 8525 receives First Reading and is referred to a Public Hearing, a Public Hearing will be scheduled and advertised in the North Shore News. If adopted by Council, the secondary suite regulations contained Bylaw 8525 would apply to new secondary suites constructed through the Building Permit process.

Concurrence:

The proposed recommendations in this report have been reviewed by Building, Legal, Development Planning, and Bylaw Services staff. Bylaw 8525 affects land lying within 800 m of a controlled access intersection, and approval by the Provincial Ministry of Transportation and Infrastructure will be required after Third Reading of the bylaw and prior to bylaw adoption.

CONCLUSION:

As a result of changes to the secondary suite regulations in the BC Building Code, the District has the opportunity to update secondary suite regulations in its Zoning Bylaw. The proposed amendments in this report would support larger and more liveable secondary suites while respecting the single family neighbourhood character.

⁴ <https://app.dnv.org/OpenDocument/Default.aspx?docNum=3635679>

OPTIONS:

1. Give Bylaws 8525 and 8531 First Reading, refer Bylaw 8525 to a Public Hearing, and rescind Council policy "Secondary Suites and Family Residential Units (FRU's)"; (staff recommendation)
2. Give no Readings to the bylaws, abandon the bylaws, and take no action on the policy; or
3. Refer the matter back to staff.

Respectfully submitted,



Jessica Lee
Community Planner

Attachment 1: Excerpt of Secondary Suite Findings from What We Heard Report

Attachment 2: Municipal Comparison of Secondary Suite Size Regulations

Attachment 3: District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)

Attachment 4: District of North Vancouver Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8531, 2021 (Amendment 64)

Attachment 5: Council Policy "Secondary Suites & Family Residential Units (FRU's)"

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input checked="" type="checkbox"/> Development Planning	YZ	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input checked="" type="checkbox"/> Solicitor	RP	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input checked="" type="checkbox"/> Bylaw Services	CW		
<input checked="" type="checkbox"/> Review and Compliance	BD	<input checked="" type="checkbox"/> Planning	JP		
<input type="checkbox"/> Climate and Biodiversity	_____				

3.0 SECONDARY SUITES

The following sections summarize the input received on secondary suites during the engagement period. For other housing topics, see Section 4 (Infill Housing) and Section 5 (Short-Term Rentals).



3.1 KEY FINDINGS

What we heard about maximum size

- Support for creating suites that are larger than 90 m² (969 ft²), which is the current maximum.
 - 88% of online survey responses.
- General agreement that 130 m² (1400 ft²) would be an appropriate maximum floor area.
 - 69% of online survey responses and 73% (11 of 15) open house responses.
- Interest in permitting suites that occupy up to 49% of the single family home.
 - 62% of online survey responses and 65% (11 of 17) open house responses.

What we heard about minimum size

- General agreement that there should be a minimum floor area for suites.
 - 77% of online survey responses.
- Preference for minimum floor area of between 30 m² (323 ft²) and 50 m² (538 ft²).
 - The majority of online survey responses indicated 30 m² (323 ft²) to 50 m² (538 ft²) would be appropriate.
 - 63% (11 of 16) open house responses preferred 30 m² (323 ft²).

What we heard about suites that are above ground level

- Support for a small increase in the maximum building height for new single family homes to allow for suites that are partially above ground level.
 - 79% of online survey responses and 94% (15 of 16) open house responses.

What we heard about barriers to building a suite

- The most commonly identified barriers to building or considering a new suite were:
 - The cost of permits and construction; and
 - The length of time to get a permit approved.



For details on the engagement results, see Sections 3.3 and 3.4.

3.2 POP-UP EVENTS

The pop-up events provided informal opportunities for the public to learn about the project from staff, ask questions, and learn about other engagement activities. They also provided opportunities for conversational feedback. In addition to the pop-up events, staff received emails with feedback about secondary suites from the community during the engagement period.

Across the 157 interactions at the pop-up events and feedback received by email, staff heard strong support for building more suites in the District. Discussions emphasized the importance of suites to the District's rental housing stock and the benefits they provide to the community. This included arm's length independent living for seniors and people with disabilities, opportunities for multi-generational households, and ground-oriented rental options for those who cannot purchase a single family home. Some individuals identified current barriers to renting out their suites (such as additional utility fees and finding good tenants) and expressed concern regarding the impact of more suites on on-street parking availability.

3.3 OPEN HOUSE EVENTS

The in-person open house on June 8, 2022 (3 – 8 pm) solicited feedback through dialogue and interactive exercises on the information boards. Attendees had the opportunity to respond to specific questions by "voting" for their preferences and to share additional comments and ideas. Five questions were asked regarding potential and proposed changes to secondary suite regulations and current barriers to building suites in the District. The responses are shown in Figures 3.1 to 3.5.

A virtual open house on June 14, 2022 (12 – 1:30 pm) was also hosted to capture feedback through a facilitated discussion. However, due to low attendance, the virtual open house was cancelled at 12:15 pm.

 For more information on secondary suites and proposed regulatory changes, please see the information boards from the in-person open house event (Appendix).



In-person open house at Lynn Valley Community Room on June 8, 2022



Pop-up event at Karen Magnussen Community Recreation Centre on June 5, 2022



In-Person Open House Results for Secondary Suites

Figure 3.1: What are your preferences for maximum floor area of a suite?

(each dot represents a response)

- **Total Responses:** 15
- **73%** (11 responses) preferred 130 m² (1400 ft²)

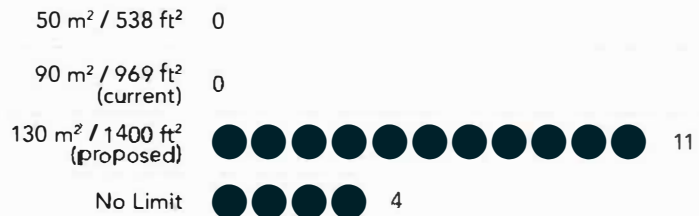


Figure 3.2: What percentage of a single family home should a suite occupy?

(each dot represents a response)

- **Total Responses:** 17
- **65%** (11 responses) thought that suites should occupy up to 49% of single family homes

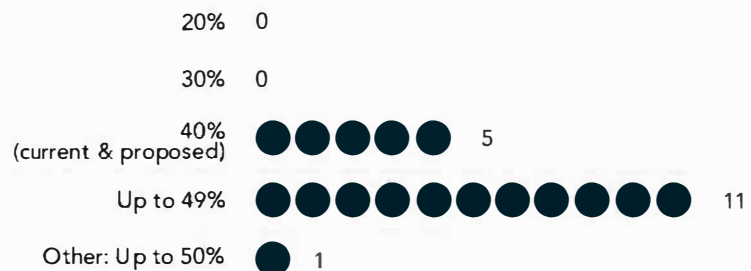


Figure 3.3: What are your preferences for minimum floor area?

(each dot represents a response)

- **Total Responses:** 16
- **63%** (10 responses) preferred 30 m² (323 ft²)

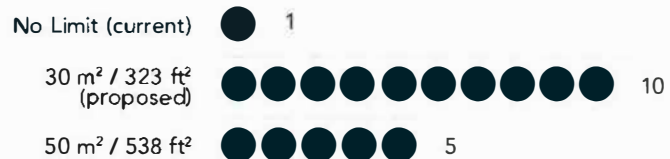


Figure 3.4: Would you support a small increase in the maximum height for new single family homes to accommodate suites that are partially above ground level?

(each dot represents a response)

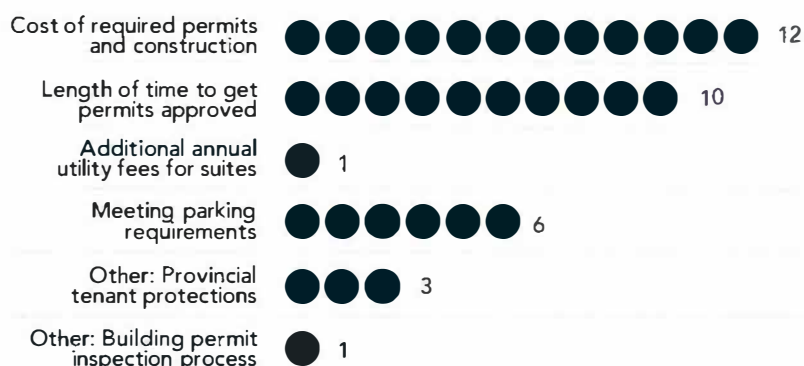
- **Total Responses:** 16
- **94%** (15 responses) supported



Figure 3.5: What are the barriers to building or considering a new secondary suite?

(each dot represents a response)

- **Total Responses: 33**
- The 2 most common barriers identified are related to permits and construction



Participants at the in-person open house were also asked to provide comments. The comments were captured on sticky notes and were then compiled, reviewed, and categorized by theme. Themes that received two or more comments are noted below.

- Interest in having suites restricted to only a percentage of the main single family home (e.g., no maximum floor area) to allow for a greater diversity of sizes (2 comments).
- Concern about the safety of suites that are fully below ground level, such as mould, mildew, and emergency exits (2 comments).
- Support for a small increase in the maximum building height dependent on the amount of height increase being considered (2 comments).
- Concern about renting out a suite, generally (3 comments).
- Concern about the use of suites for short-term rental accommodation (2 comments).

3.4 ONLINE ENGAGEMENT TOOL

Of the 497 total survey submissions completed through the District's online engagement tool from May 30, 2022 to June 19, 2022, 420 submissions provided input on secondary suites. The secondary suite section of the survey included a series of Likert scale questions (e.g., strongly agree, somewhat agree, or do not agree answers) and multiple choice questions. The questions focused on obtaining input on potential regulatory changes for suites and insight into current barriers to building or owning suites.

Many questions were followed by open-ended questions for respondents to give more detailed responses. A coding exercise was undertaken to identify common themes for written responses. Depending on the content, some responses contained several themes. The top five themes for these questions are included.

- ! More detailed information on survey responses can be found in Figures 3.6 to 3.28. Please note that any percentages shown are rounded to the nearest whole number.

Survey Results for Secondary Suites

Figure 3.6: Do you agree that secondary suites should be allowed to be larger than 90 m² (969 ft²)?

- Total Responses: 409
- 88% somewhat or strongly agreed



Figure 3.7: Do you agree that 130 m² (1400 ft²) is an appropriate maximum floor area for secondary suites in the District?

- Total Responses: 408
- 69% somewhat or strongly agreed

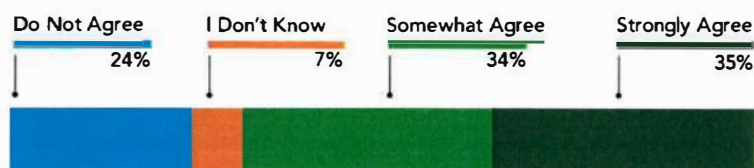
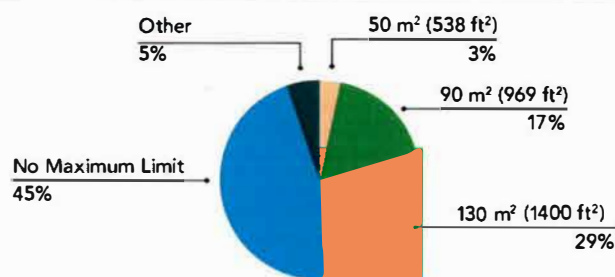


Figure 3.8: What maximum floor area for secondary suites do you think would be most appropriate?

(results for respondents who did not agree or somewhat agreed with Figure 3.7)

- Total Responses: 234
- More than 74% thought that the maximum floor area should be 130 m² (1400 ft²) or larger (i.e., no maximum limit)



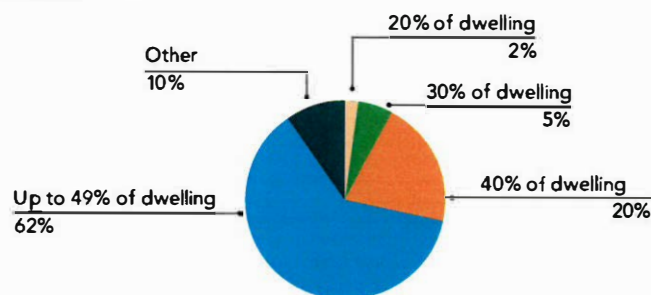
The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- Between 90 m² (939 ft²) and 130 m² (1400 ft²) (7 responses)
- More than 130 m² (1400 ft²) (5 responses)

Figure 3.9: What maximum percentage of the single family home (i.e. principal dwelling) do you think would be most appropriate for a secondary suite to occupy?

- Total Responses: 405
- 62% thought that suites should occupy up to 49% of the single family home



The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- No maximum percentage limit (27 responses)
- Up to 50% of the single family home (10 responses)

Figure 3.10: Tell us about the reasons behind your responses.

(written reasons for answers to Figures 3.6 to 3.9)

- **Total Responses:** 172
- The 5 most commonly cited reasons are shown on the right

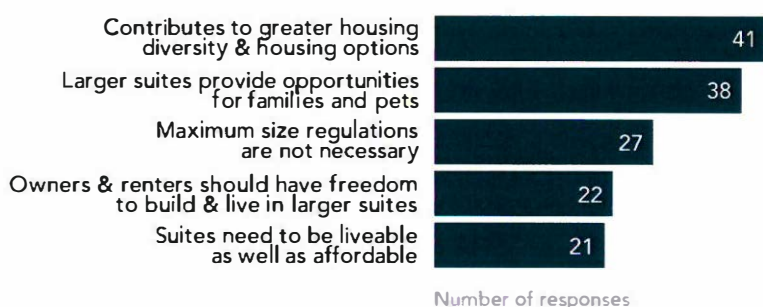


Figure 3.11: Do you agree that there should be a minimum size for secondary suites?

- **Total Responses:** 406
- **77%** somewhat or strongly agreed

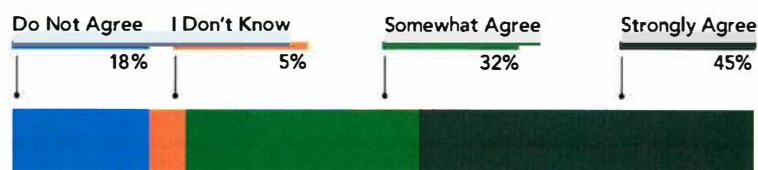


Figure 3.12: Do you agree that 30 m² (323 ft²) is an appropriate minimum size for secondary suites?

- **Total Responses:** 407
- **58%** somewhat or strongly agreed
- **33%** did not agree

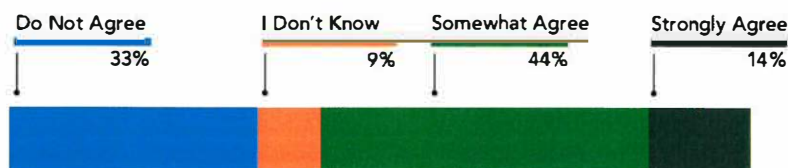
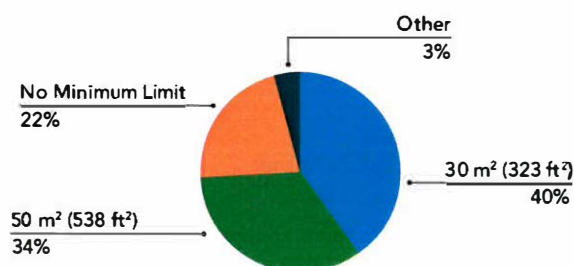


Figure 3.13: What minimum size for secondary suites do you think would be most appropriate?

(results for respondents who did not agree or somewhat agree with Figure 3.12)

- **Total Responses:** 302
- **More than 74%** thought suites should have a minimum floor area between 30 m² (323 ft²) and 50 m² (538 ft²)



The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- 30 m² (323 ft²) to 50 m² (538 ft²) (7 responses)
- 23 m² (250 ft²) to 30 m² (323 ft²) (5 responses)

Figure 3.14: Tell us about the reasons behind your responses.

(written reasons for answers to Figures 3.11 to 3.13)

- **Total Responses:** 98
- The 5 most commonly cited reasons are shown on the right

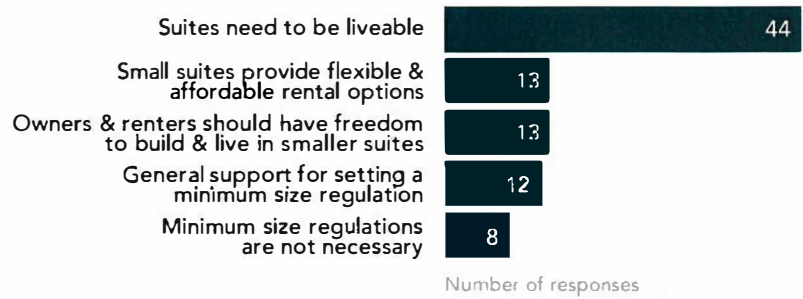


Figure 3.15: Do you agree that all new secondary suites should be partially above ground level?

- **Total Responses:** 406
- **64%** somewhat or strongly agreed
- **30%** did not agree

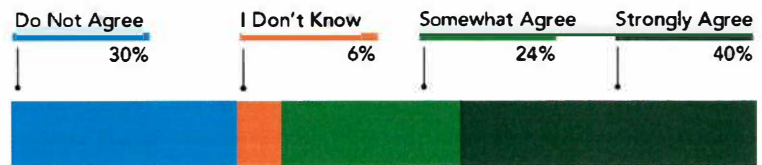


Figure 3.16: Tell us about the reasons behind your response.

(written reasons for answer to Figure 3.15)

- **Total Responses:** 175
- The 5 most commonly cited reasons are shown on the right

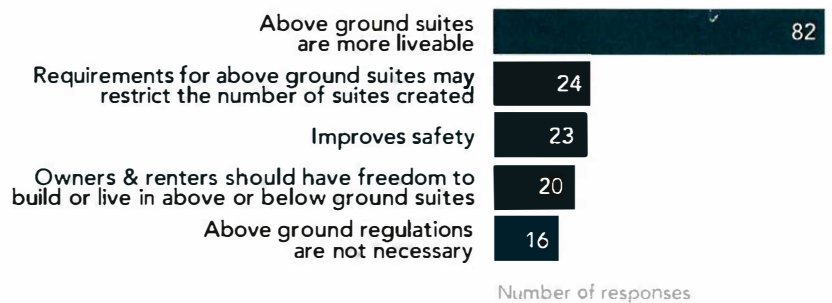


Figure 3.17: Would you support a small increase in the maximum building height for new single family homes to accommodate secondary suites that are partially above ground level?

- **Total Responses:** 405
- **79%** somewhat or strongly supported

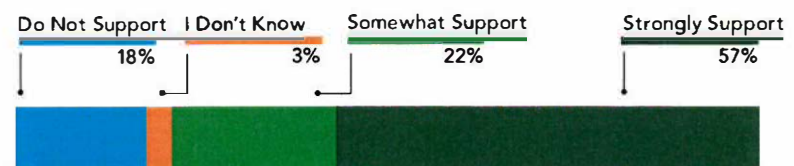


Figure 3.18: Tell us about the reasons behind your response.

(written reasons for answer to Figure 3.17)

- **Total Responses:** 115
- The 5 most commonly cited reasons are shown on the right

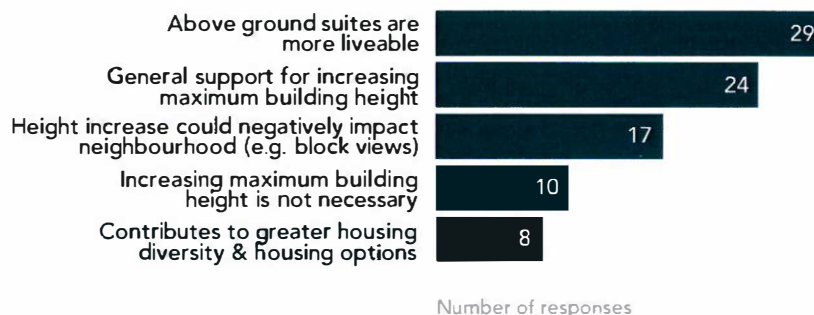
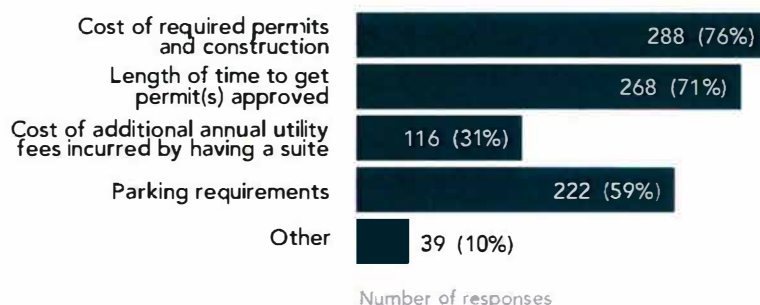


Figure 3.19: In your opinion, what are the barriers to building a secondary suite?

(multiple choice question allowing for multiple selection)

- **Total Responses:** 376
- **75%** identified the cost of permits and construction
- **70%** identified the length of time to get permits approved



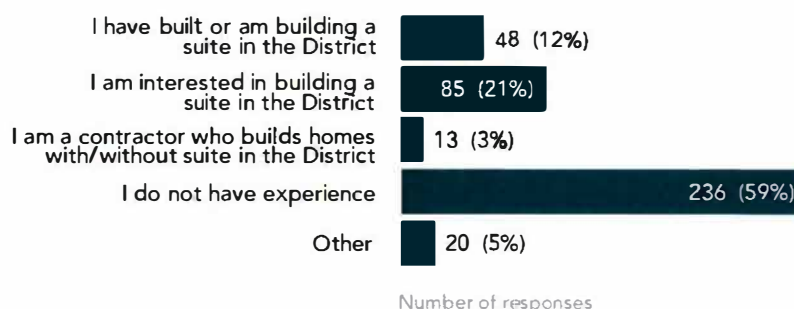
The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- Restrictive building regulations (13 responses)
- Challenges with tenants (9 responses)
- Pushback from neighbours (7 responses)

Figure 3.20: What best describes your level of experience with building secondary suites in the District?

- **Total Responses:** 402
- **59%** indicated that they had no experience
- **36%** indicated that they had experience or were interested in building a secondary suite



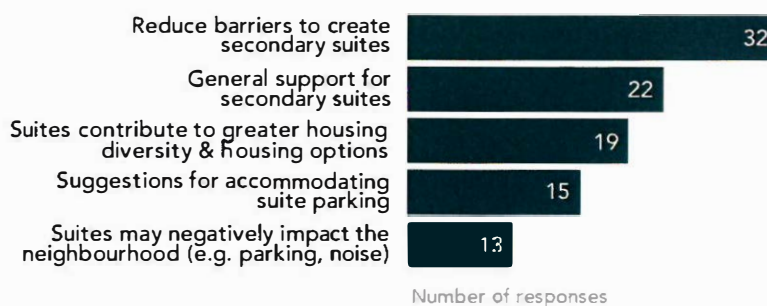
The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- My profession is related to building housing (e.g., architect, contractor, mortgage lender) (15 responses)
- I have experience building a secondary suite in another municipality (5 responses)

Figure 3.21: Do you have any final thoughts on secondary suites that you would like to share?

- **Total Responses:** 144
- The 5 most commonly cited responses are shown on the right



Respondent Characteristics

Figure 3.22: Age range of survey respondents

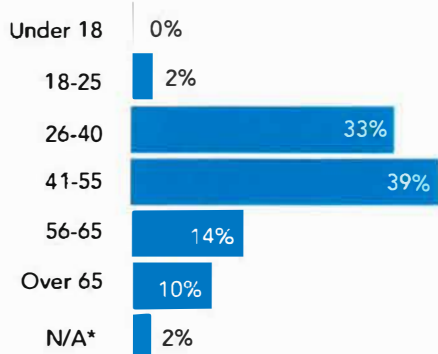


Figure 3.23: Gender of survey respondents

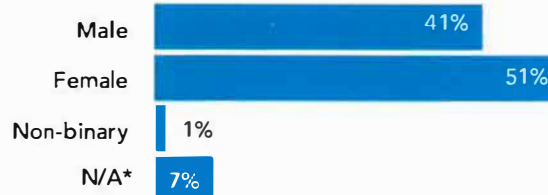


Figure 3.24: Ethnicity of survey respondents

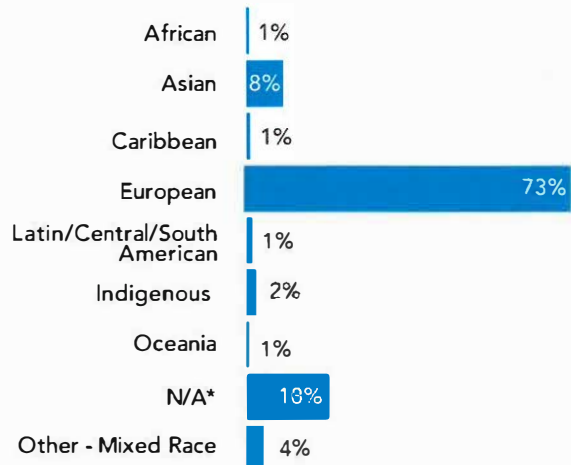
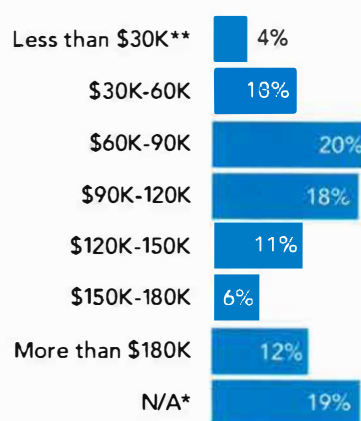


Figure 3.25: Pre-tax household income of survey respondents



*N/A represents responses for 'Prefer not to answer'

**Income is shown in the 1000s as indicated by 'K'

Figure 3.26: Living situation of respondents

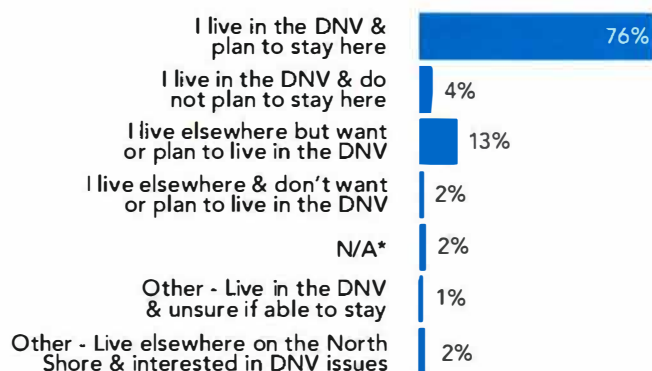


Figure 3.27: Housing situation of survey respondents

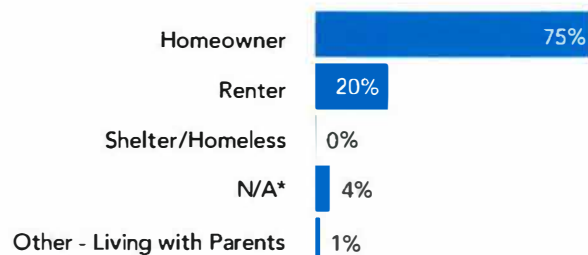
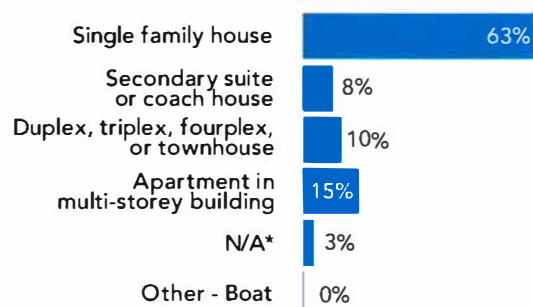


Figure 3.28: Housing type of survey respondents



*N/A represents responses for 'Prefer not to answer'



Municipal Comparison of Secondary Suite Regulations
2023

Municipality	Regulations			
	Principal dwelling type	Maximum size	Minimum size	Character/Design
District of North Vancouver (Proposed)	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 130 m² (1,400 ft²) or 49% of net floor area, whichever is less 	<ul style="list-style-type: none"> 25 m² (269 ft²) 	<ul style="list-style-type: none"> Suite entrance to be subordinate to and located on a different building façade or street frontage than entrance of main house
City of North Vancouver	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> 90 m² (969 ft²) or 40% of total gross floor area, whichever is less 	<ul style="list-style-type: none"> 37.16 m² (400 ft²) 	<ul style="list-style-type: none"> None specified
District of West Vancouver	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> Suites located in an abutting separate building: 46.5 m² (500 ft²) Other suites: none specified 	<ul style="list-style-type: none"> 20 m² (215 ft²) 	<ul style="list-style-type: none"> Suite entrance must be a separate exterior entrance from the main house
City of New Westminster	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 89.93 m² (968 ft²) or 40% of the total floor area, whichever is less For 3+ bedroom suites: 120 m² (1,292 ft²) or 40% of the total floor area, whichever is less 	<ul style="list-style-type: none"> 32.52 m² (350 ft²) 	<ul style="list-style-type: none"> Suite entrance to be set back by 1.52 m (5 ft) from main façade if both facing the same street Exterior entrance to have lighting and weather protection
City of Coquitlam	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 40% of total floor area 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> Suite must be located on or below the first storey and below some portion of the main house
City of Vancouver	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> 49% of main part of house 	<ul style="list-style-type: none"> 37 m² (400 ft²) 	<ul style="list-style-type: none"> None specified
City of Burnaby	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 40% of gross floor area 	<ul style="list-style-type: none"> 30 m² (323 ft²) 	<ul style="list-style-type: none"> None specified
City of Richmond	<ul style="list-style-type: none"> Single family Duplex Triplex Townhouses 	<ul style="list-style-type: none"> 120 m² (1,292 ft²) or 40% of the total floor area, whichever is less 	<ul style="list-style-type: none"> For single family: 33 m² (355 ft²) For other types: 25 m² (269 ft²) 	<ul style="list-style-type: none"> Suite entrance to face a different street frontage than entrance of main house Suite must be integrated and not appear as a separate unit
City of Surrey	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 90 m² (969 ft²) or 40% of habitable floor area, whichever is less 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified
City of Port Moody	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified
City of Maple Ridge	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 40% of total gross floor area 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified

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The Corporation of the District of North Vancouver

Bylaw 8525

A bylaw to amend 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 "District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)".

2. Amendments

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

a) In Part 2 Interpretation:

- i. Deleting the definition "secondary suite" and replacing it with the following:

"secondary suite" means a non-stratified, accessory dwelling unit contained within a single-family residential building which contains only one principal dwelling unit;

b) In Part 4B Comprehensive Development Zone Regulations:

- i. Deleting Section 4B88-3(c) and replacing it with the following:

"i. secondary suites subject to the following regulations:

- i. secondary suites are permitted only in single-family zones;
- ii. only one secondary suite dwelling unit is permitted on a single-family lot;
- iii. the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
- iv. a single-family residential building containing more than one boarder or lodger may not have a secondary suite;

- v. the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
- vi. the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and
- vii. the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"

ii. Deleting Section 4B88-4(b) and replacing it with the following:

"(b) Size of Secondary Suites:

- i. subject to Subsection 4B88-4(b)(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 4B88-4(b):
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 4B88-5; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 4B88-5;
- ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
- iii. despite Subsection 4B88-4(b)(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 4B88-4(b)(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."

iii. Deleting Section 4B172(4)(c) and replacing it with the following:

"(c) secondary suites subject to the following regulations:

- i. secondary suites are permitted only in single-family zones;
- ii. only one secondary suite dwelling unit is permitted on a single-family lot;
- iii. the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
- iv. a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- v. the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
- vi. the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and
- vii. the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"

iv. Deleting Section 4B173(4) and replacing it with the following:

"(4) Size of Secondary Suites:

- i. subject to Subsection 4B173(4)(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 4B173(4):
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 4B173(1)(d); and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 4B173(1)(d);

- ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
- iii. despite Subsection 4B173(4)(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 4B173(4)(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."

c) In Part 5 Residential Zone Regulations,

- i. Deleting section 501.1(b)(iii) and replacing it with the following:

"iii. secondary suites subject to the following regulations:

- a) secondary suites are permitted only in single-family residential zones;
- b) only one secondary suite dwelling unit is permitted on a single-family residential lot;
- c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;
- d) the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit; and
- e) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- f) the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
- g) the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and
- h) the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"

- ii. Deleting Section 502.4 and replacing it with the following:

"502.4 Size of Secondary Suites:

- i. subject to Subsection 502.4(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 502.4:
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 410; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 410;
 - ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
 - iii. despite Subsection 502.4(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 502.4(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.).”
- iii. Deleting Section 551.2(a)(ii)2) and replacing it with the following:
- “2) secondary suites subject to the following regulations:
- a) only one secondary suite dwelling unit is permitted on a single-family residential lot;
 - b) the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
 - c) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
 - d) the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
 - e) the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and

- f) the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"

iv. Deleting Section 552.4 and replacing it with the following:

"552.4 Size of Secondary Suites:

- i. subject to Subsection 552.4(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 552.4:
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 410; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 410;
- ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
- iii. despite Subsection 552.4(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 552.4(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."

e) In Part 12 Enforcement, Section 1207 Ticketing,

- i. Deleting the following two rows below "Un-permitted Boarder/Lodger":

Un-permitted Secondary Suite	502.3	\$200.00
Secondary Suite Exceed Floor Area	502.4	\$200.00

and replacing with the following three rows:

Un-permitted Exterior Entrance	501.1(b)(iii)(h)	\$200.00
--------------------------------	------------------	----------

Un-permitted Secondary Suite	502.3	\$200.00
Secondary Suite Size Not Compliant	502.4	\$200.00

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of "Rezoning Bylaw 1412 (Bylaw 8525)" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

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The Corporation of the District of North Vancouver

Bylaw 8531

A bylaw to amend Bylaw Notice Enforcement Bylaw 7458, 2004

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

Citation

1. This bylaw may be cited as "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8531, 2021 (Amendment 64)".

Amendments

2. Bylaw Notice Enforcement Bylaw 7458, 2004 is amended as follows:

a) In Schedule A under Zoning Bylaw 3210, 1965:

- i. Adding the following after "501.1(b)(iii)e) Un-permitted Boarder/Lodger":

501.1(b) (iii)h	Un-permitted Exterior Entrance	200	150	300	NO	N/A
--------------------	--------------------------------	-----	-----	-----	----	-----

- ii. Deleting "502.4 Secondary Suite Exceed Floor Area" and replacing it with the following:

502.4	Secondary Suite Size Not Compliant	200	150	300	NO	N/A
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READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Legislative and Regulatory Affairs	9
Sub-Section:	Property Use Investigations	4555
Title:	Secondary Suites and Family Residential Units (FRU's)	1

POLICY**Secondary Suites - Valid Complaints**

With respect to the matter of a dwelling in a single-family zone being occupied by more than one family, all valid complaints shall be investigated. In order to be valid, a complaint must meet the following criteria:

1. be in writing;
2. be signed by a property owner or resident of the District of North Vancouver who owns or occupies a house within 50 meters, or in the same cul de sac, of the address noted;
3. state the address of the alleged violation;
4. indicate why it is believed there is an illegal suite at the address noted, and
5. inspectors will limit enforcement of secondary suite bylaw requirements to correction of the violation named in the complaint.

Secondary Suite - Inspections

In light of limited resources, increasing demands on existing staff, the potential financial hardship on homeowners and recognition of secondary suites as providing affordable housing to the community the following governs inspections of buildings or structures by staff:

If a staff inspector investigates a complaint or otherwise attends a premises for the purpose of

- a) an investigation of a zoning matter,
- b) any other investigation or inspection in respect of which attending at the premises is not pursuant to:
 - i. an inspection request under the District's building regulation bylaw in relation to a valid and subsisting building permit, or
 - ii. an investigation of work without permits conducted after November 1997

then

- c) the staff inspector must not inspect the premises, or investigate, in respect of compliance with the Building Bylaw, British Columbia Building Regulations, British Columbia Gas Code, British Columbia Electrical Code or British Columbia Plumbing Code, and

- d) If during attendance at the premises the staff inspector by any means obtains knowledge of a contravention of an enactment referred to in paragraph (c), the District is to take no enforcement or other action, and, without limitation, is to inspect no further, except the staff inspector must in writing bring contravention to the attention of the owner and occupier of the premises.

Secondary Suite-Applicability of Regulations

With respect to the matter of a dwelling in a single-family zone being occupied, or to be occupied, by more than one family, the following shall apply:

1. District of North Vancouver Zoning Bylaw and British Columbia Building Code regulations with respect to secondary suites will not be enforced against existing (September 2000) "registered phase out suites".
2. All suites constructed after November 1997 to meet applicable Zoning Bylaw, Building Bylaw and Building Code requirements.

Family Residential Units - Applicability of Regulations

1. FRU's will be considered existing non-conforming with respect to regulations adopted November 1997 as long as the owners continue to operate as authorized FRU's under the original requirements including restrictions on who can occupy the suite and payment of the annual utility fee as prescribed by bylaw.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to Staff.

Approval Date:	October 5, 1987	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	February 5, 2001	Approved by:	Regular Council
3. Amendment Date:	March 12, 2001	Approved by:	Regular Council