COMMITTEE OF THE WHOLE MEETING - AGENDA

Agenda for the Committee of the Whole Meeting scheduled for Tuesday, October 24, 2023 at 6:00 p.m. in the Multipurpose Room at Anmore Elementary School, 30 Elementary Road, Anmore, BC.



1. Call to Order

2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

3. Adoption of Minutes

Page 2 (a) Minutes of the Committee of the Whole Meeting held on May 30, 2023

Recommendation: That the Minutes of the Committee of the Whole Meeting held on

May 30, 2023 be adopted, as circulated.

4. <u>Business Arising from Minutes</u>

5. New Business

Report dated October 20, 2023 from the Manager of Development Services

Page 5 (a) Zoning Bylaw Update – Coach House

Recommendation: THAT the Committee recommend to Council that staff be

directed to amend the Zoning Bylaw in accordance with the recommendations provide during the committee of the whole meeting - Zoning Bylaw Update - Coach House report from the Manager of Development Services, dated October 20th, 2023.

6. Public Comments

Note: The public is permitted to present comments to Council regarding any item shown on this meeting agenda. A two-minute time limit applies to speakers.

7. Adjournment

COMMITTEE OF THE WHOLE MEETING - MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, May 30, 2023 at 6:00 p.m. in the Multipurpose Room at Anmore Elementary School, 30 Elementary Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

ABSENT

Mayor John McEwen Councillor Polly Krier Councillor Doug Richardson Councillor Kim Trowbridge Councillor Paul Weverink

OTHERS PRESENT

Karen Elrick, CAO Rhonda Schell, Manager of Corporate Services Chris Boit, Manager of Development Services Scott Donaldson, Operations Superintendent

1. Call to Order

Mayor McEwen called the meeting to order at 6:05 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

3. Adoption of Minutes

(a) Minutes of the Committee of the Whole Meeting held on March 10, 2020

It was MOVED and SECONDED:

Recommendation: That the Minutes of the Committee of the Whole Meeting held on

March 10, 2020 be adopted, as circulated.

Carried Unanimously

4. <u>Business Arising from Minutes</u>

None.

5. New Business

(a) BC Growing Communities Grant Funding

CAO provided verbal report summarizing funding letter and that staff has identified potential projects in line with council priorities, including:

- Infrastructure needs at the public words yard
- Anmore Community HUB and surrounding area improvements

CAO requested direction on projects that Council wants staff to report back on.

Council discussion included:

- Additional Community HUB projects not currently included in scope
- Ravenswood Drive lot enhancements including connection to Spirit Park, eliminating blind corner, removing dangerous trees, and creating parking for HUB
- Firehall replacement and establishing temporary storage for fire service equipment while Firehall replacement is in progress
- Commissioning a study to inform the Village on implementing FireSmart principles and interface fire protection as well as aligning tree bylaw with outcomes of the study
- Commission a study to improve water system
- Public Works yard improvements to maintain and protect equipment
- Updating asset management plan
- Trail connections
- Installation of a radio tower to improve emergency communications and create additional revenue stream
- Installation of electric signs that would not affect the dark sky policy and would improve Village communications
- Not to pursue projects that would be subject to grant stacking rules, affect
 the amount of money the Village must contribute to match grant funding,
 impact projects that have already been awarded, or can be funded through
 other grant opportunities
- That youth should be engaged on projects related to lands adjacent to Spirit Park

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to report back on

options for allocation of the Growing Community Grant of \$1.73M in the following areas:

- 1. Public Works Yard Improvements for Equipment and Vehicles;
- 2. Enhancements to Anmore Community HUB and surrounding area;
- 3. Ravenswood Drive realignment and tree management of area;
- 4. Wildfire protection initiatives including FireSmart principles, potential bylaw updates, and vegetation management, including trail improvements; and
- 5. Water System Service Planning."

Carried Unanimously

6. Public Comments

Members of the public commented on:

- trail signage, pedestrian safety and accessibility
- hemlock trees

7. Adjournment

It was MOVED and SECONDED:

That the meeting be adjourned at 7:15 pm.

	Carried Unanimously
Karen Elrick	John McEwen
Corporate Officer	Mayor



VILLAGE OF ANMORE REPORT TO COMMITTEE OF THE WHOLE

Date: October 20, 2023 File No. 3900-30

Submitted by: C. Boit, P.Eng, Manager of Development Services

Subject: Zoning Bylaw Update - Coach House

Purpose / Introduction

The purpose of this report is to provide Council with an update on the Coach House zoning review and seek Council's direction to amend the Zoning Bylaw.

Recommended Option

THAT the Committee recommend to Council that staff be directed to amend the Zoning Bylaw in accordance with the recommendations provide during the committee of the whole meeting – Zoning Bylaw Update – Coach House report from the Manager of Development Services, dated October 20th, 2023.

Background

At the June 6th Regular Council Meeting, Council directed staff to amend the current zoning regulations regarding coach houses and make recommendations on how to make coach house sizing easier to understand and regulate.

Discussion

Staff have reviewed the Zoning Bylaw in relation to coach house allowances and are requesting further clarification and input to the bylaw amendment. The following sections identify potential bylaw amendments; however, Staff would like to seek direction on the options for updates and their impacts to the Bylaw, prior to bringing the first reading of the Bylaw to Council.

Zoning Bylaw Update - Coach House October 20, 2023

Definitions

The existing Zoning Bylaw has numerous conflicting definitions, interpretations and convoluted descriptions when referring to accessory buildings, secondary suites, and coach houses. To provide clarity on coach house sizing, staff is recommending the following changes to the zoning bylaw.

Building (Existing)	means any structure and portion thereof, including affixed mechanical devices, that is used or intended to be used for the purpose of supporting or sheltering any permitted use or occupancy;
Building (Proposed)	Building means a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts
	<u>Discussion point</u>
	 The current definition is convoluted and hard to understand, currently its staff's interpretation that a heat pump would be considered a building under the zoning bylaw.
Coach House (Existing)	means a separate dwelling unit which is completely contained within an accessory building containing bathroom, sleeping and living areas, and cooking facilities and areas, is of a size that is clearly incidental to the size of the principal dwelling unit, and shall comply with the requirements of section 6.3 of this Bylaw;
Coach House (Proposed)	means a building containing only one dwelling unit and which is located on the same lot as the principal building. For clarification, the lot containing the coach house and principal building cannot be subdivided under the Strata Property Act.
	<u>Discussion point</u>
	 The current section of 6.3 need to be updated, to remove the circular references and to provide a clear distinction between a secondary suite and a coach house.
	 Currently there is no restriction in creating a stratified property for a coach house/suite/primary residence
Dwelling unit (Existing)	means one or a set of habitable rooms used or intended to be used for the residential accommodation of one family and containing only one set of cooking facilities
Dwelling unit (Proposed)	Dwelling unit means a self-contained suite of rooms used or intended to be used as a residence by one family and containing both cooking and sanitary facilities.

Zoning Bylaw Update - Coach House October 20, 2023

Discussion point

- The current definition restricts homeowners to only one area for preparing food. What if someone wanted create a primary kitchen and a outdoor kitchen? This wouldn't be allowed. Staff believe the restriction was to try and eliminate illegal secondary suites, with the new provincial regulations for housing, council may wish to relax the allowance for secondary suites, in zones that would be appropriate.

Secondary suite (Existing)

means a separate dwelling unit which is completely contained within a principal containing bathroom, sleeping and living areas, and cooking facilities and areas, is of a size that is clearly incidental to the size of the principal dwelling unit, and shall comply with the requirements of section 6.3 of this Bylaw;

Secondary suite (Proposed)

Secondary suite means a second dwelling unit located within a building otherwise used for a single residential use.

Discussion point

- The current section of 6.3 need to be updated to remove the circular references and to provide a clear distinction between a secondary suite and a coach house.

Residential (Existing)

means a use providing for the accommodation and home life of a person or persons, and domestic activities customarily associated with home life including gardening, recreation, storage and the keeping of animals as household pets when such animals are normally kept within a dwelling unit and when such animals are not kept for financial gain;

Residential (Proposed)

means the use of a dwelling unit for the accommodation and home life of a person or family, and excludes emergency shelters and transitional housing.

Discussion point

- Staff assumed that the existing definition was for equestrian purposes. We no longer have an active Equestrian zone within Anmore. So, we may want to tidy this definition up.

Floor area or gross floor area* (Existing)

Floor Area or Gross Floor Area means the total of the gross horizontal area of each floor of a building as measured from the outermost perimeter wall of the building and, for principal buildings, includes below grade floor area. The area of a garage will be included in the calculation of floor area, except:

Zoning Bylaw Update - Coach House October 20, 2023

- a) for up to 90 m² of garage located within principal building; or
- b) for up to 90 m² of garage located within an accessory building that does not contain a coach house. (Bylaw No. 600-2019)

Floor area (Proposed)

means the area of all storeys of the building measured to the exterior surfaces of the walls.

Discussion point

- Cleans up what floor area is, without introducing the garage exemptions.
- Perspective The current bylaw allows for a 4-car garage on any lot of land in Anmore. That doesn't mean every parcel can accommodate the garage, as the parcel coverage and building height may become an issue.
- Staff would recommend, that an exemption be introduced into each zone. Such as:

In the calculation of floor area ratio in RS-1 zone the following may be excluded as floor area: a. 90 m2 of floor area for an attached garage or carport.

 In relation to a coach house it could be written within the Bylaw that any garage attached to the coach house building will not be exempt from the allowable floor area allow for the coach house.

Basement (existing)

means that portion of a building that is below the first storey

Basement (Proposed)

Basement means a storey having more than one-half its height below finished grade.

Discussion point

 The current definition implies an at grade storey is defined as a basement, provided there is a first storey on the building. This is not a good definition of a basement

Zoning Bylaw Update - Coach House October 20, 2023

Coach House – Zoning Bylaw section

Discussion topics

Staff recommend that the follow is considered during this review:

- 1. Does Council want to allow a secondary suite and a coach house on a property?
- 2. Location of the coach house
- 3. Location of the coach house in relation to primary residence
- 4. Parking requirements as part of the development standards
- 5. Height and massing of the structure
- 6. Size of a coach house
- 7. Design feature of the coach
- 8. Occupancy and uses
- 9. Environmental impacts/tree impacts

Secondary suite and a coach house on a property?

The Zoning Bylaw has the following text in relation to the secondary suites and coach houses. It appears that Council's direction in the past was to allow a coach house and a secondary suite (2 additional dwelling units) on 1 acre lots. For other parcels outside of RS-1 zone only a single additional dwelling unit was allowed, i.e. a single suite or a coach house, not both. Staff is seeking clarification on Council's intent related to the section of the bylaw included below and has provided a table with an overview table of each zone for discussion.

6.3 SECONDARY SUITE

- 6.3.1 Not more than one secondary suite or coach house shall be permitted on a parcel of land, except for parcels in the RS-1 zone with only one principal building that are equal to or larger than 4047 m² where one secondary suite and one coach house are permitted) so long as the combined floor area of the secondary suite and coach house does not exceed 180 m².
- 6.3.2 A secondary suite shall not have a floor area that exceeds the lesser of 90 m² or 40% of the floor area of the principal building.
- 6.3.3 For parcels less than 4047 m², a coach house shall not have a floor area that exceeds 100 m². For parcels equal to or larger than 4047 m², a coach house shall not have a floor area that exceeds 130 m². For the purposes of calculating floor area of a coach house, if there is garage area in the accessory building containing coach

Zoning Bylaw Update - Coach House October 20, 2023

house – the area of garage shall not be included in the calculation of floor area of the coach house, but the area of garage will be included in the calculation of floor area for the accessory building.

- **6.3.4** A secondary suite shall not be permitted in a two-family dwelling.
- 6.3.5 For the purposes of this Bylaw, an area of a principal building or accessory building constructed to include fire separation, rough-in wiring and plumbing, and means of egress for the purposes of a secondary suite or coach house will be considered as fulfilling the definition requirements of a secondary suite or coach house if in an accessory building.
- 6.3.6 Unless expressly provided for in this Bylaw, coach houses are prohibited in RCH-1, RCH-2 and CD zones, or parcels having an area less than 2,024 m2.
- 6.3.7 Unless expressly provided for in this Bylaw, secondary suites are prohibited in RCH-1, RCH2 and all CD zones.

The following table is intended to be reviewed during the committee meeting to help staff understand which zones should be allowed suites and coach houses.

Zone	Property Size (m²)	FAR	Total Floor Area	Total Floor Area	Height ⁽¹⁾	Accessory Buildings	Coach House	Suites
RS-1	4,047 (1 ac)	0.25	1012 m ²	10,890 ft ²	10m	YES		
Infill	2,024 (1/2 ac)	0.3	732 m ^{2 (3)}	7,880 ft ²	7m	YES		
CD-1 (Mueckel)	2,023 (1/2 ac)	0.3	607 m ²	6,534 ft ²	7m	YES		
CD-2 (Klumper)	1,349 (1/3 ac)	0.2	279 m ²	3,003 ft ²	7m	YES		
CD-3 (Haywood)	1,500	0.2	300 m ²	3,229 ft ²	7m	YES (70 m ²)		
CD-4 (Anmore Woods)	1,860	0.2	372 m ²	4,004 ft ²	7m	YES (70 m²)		
CD-5 (Anmore Woods Ph3)	1,860	0.2	372 m ²	4,004 ft ²	7m	YES (70 m ²)		
CD-6 (Bella Terra)	2,024 (1/2 acre)	0.30	607 m ²	6,534 ft ²	7m	YES		
CD-7 (Cordovado)	1349 (1/3 acre)	0.30	405 m ²	4,360 ft ²	10m	YES		
RS-2 (Birchwyde)	766 (1/5 acre)	0.35	268 m ²	2,885 ft ²	7m	YES		
RCH-1 (Countryside)	375m² (1/10 acre)	0.6	225 m ²	2,421 ft ²	3m	YES (47 m²)		

Notes

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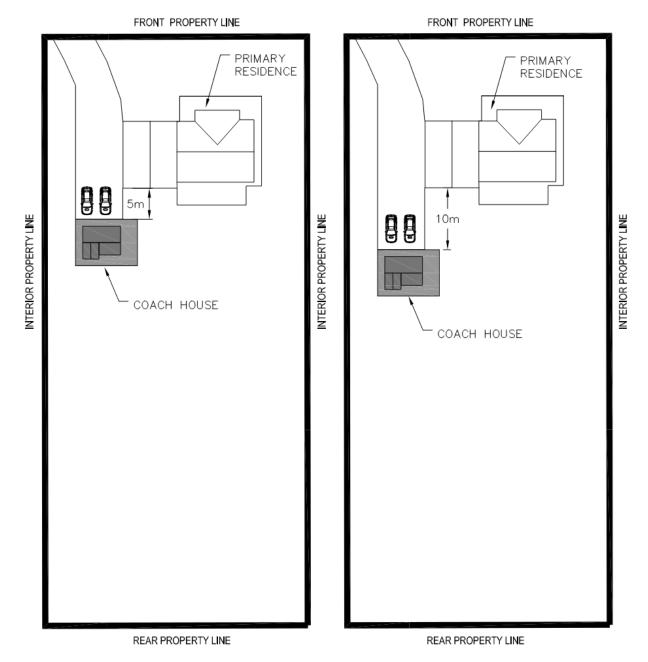
¹ Height allowed for an accessory building

 $^{^{3}}$ This includes the bonus factor of $125m^{2}$

Location of a Coach House

A principal building and coach house should both have the right to sunlight, outdoor living and soft scaping. Therefore, a minimum separation should be introduced between the structures. An absolute minimum recommendation would be 5m as the 5m provides a high level of fire separation between the structures. However, given the size of RS-1 lots this could be increased significantly. In addition to this separation, the coach house would have to adhere to the zones setback requirements. Staff is seeking direction from Council on the desired minimum separation and is providing some layout options below for consideration.

The following layout provides some context.



Zoning Bylaw Update - Coach House October 20, 2023

Parking requirements as part of the development standards

There are currently no parking requirements specific to coach houses. Staff seeking direction from Council on including parking provisions and is providing the following recommendation for consideration.

One additional off-street parking space shall be provided for the coach house, this space should be unenclosed, uncovered and adjacent to the coach house. Additional parking spaces may be provided but not required.

An attached garage or carport may be provided in the coach house, but it will be counted as part of the permitted floor area. This would help to eliminate the potential for enclosing garage area after occupation of the coach house.

Height and massing of the structure

The height of buildings in a residential area can significantly influence the massing, which refers to the three-dimensional bulk of a building, including its height, width, depth, and the space it occupies.

The principal building should be the tallest structure on the property. To ensure it stays the focal point on the property. Ideally there should be a gradual transition between the principal property and the coach house, as sudden change in height, can create a jarring visual effect. Gradual transitions in height are often more aesthetically pleasing.



Pitched roof Massing (7:12)



Flat roof massing

Zoning Bylaw Update - Coach House

October 20, 2023

The following table identifies a method in which we could regulate the look and feel of the massing within the bylaw

	Minimum roof pitch of 7:12	Roof pitch less than 7:12
	(Steeper)	(Flatter)
Building height	6.7 m (22 ft.)	5.8 m (19 ft.)
Spring Height	4.0m (13 ft)	n/a
(intersection of wall plane and roof plane)		
The face of dormers to be set back	0.6 m (2 ft.) from the wall	0.6 m (2 ft.) from the wall
	below *	below *
Upper-level setback from the walls below	n/a	0.6 m (2 ft.) from the wall
		below *
Upper level floor area (after exclusions)		50% of the footprint
	60% of the footprint	(applied only if roof pitch
		less than 3:12)

^{*}Except that a single portion, not exceeding 35% of the width of the floor below, may project into the setback

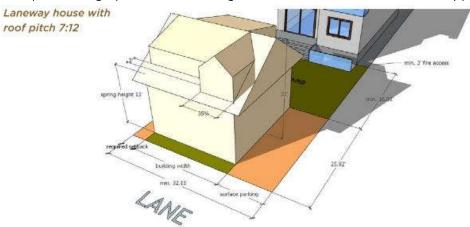


Figure 1 - Extract from CoV Coach house Policy

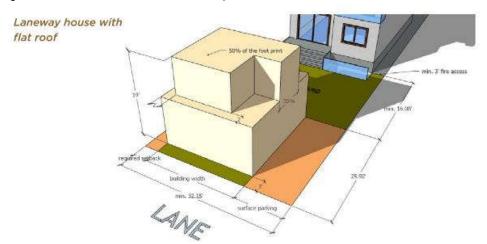


Figure 2 - Extract from CoV Coach house Policy

Zoning Bylaw Update - Coach House October 20, 2023

Size of a coach house

How big should a Coach house be? There are various standards across Metro Vancouver, which range from 450 ft^2 to $1,200 \text{ ft}^2$. Anmore's current bylaw can be interrupted to presume to allow coach house sizing up to $1,400 \text{ ft}^2$.

The following table is for context on what typical square footage translates to in relation to bedroom allowance.

Area (ft²)	Area (m²)	Housing Type
1200 -1400 + ft ²	112 - 130m ²	3 bedrooms
800 -1100 ft ²	74 – 102 m ²	2 bedrooms
Below 800 ft ²	74 m ²	1 bedroom

Discussion

Coach House size could be regulated based on parcel size, and if so, a sliding scale can be introduced. This would help proportion the coach house building to the principal dwelling, while maintaining liveable housing sizes.

Example for RS-1 zone

Parcel size = $4047m^2$

Max Parcel FAR = $4047x \ 0.25$ = $1011.75m^2$

Parcel FAR x 0.15 (example ratio) = Allowable Coach house FAR

 $1011.75 \text{ m}^2 \times 0.15 = 151.7 \text{m}^2$

Alternatively, instead of a sliding scale, a maximum coach house size could be specified for all coach houses within Anmore, or coach house size could be specified per zone, i.e RS-1 CD-1 etc. Staff is seeking direction from Council on whether a sliding scale should be used to determine maximum coach house size or if size should be specified by zone, and if so, how should that size be determined.

Design Aspects

The design of the coach house should be compatible with the primary residence and the surrounding neighborhood in terms of scale, massing, and architectural style. These design elements are normally placed within a Policy document and they help to provide context to the

Zoning Bylaw Update - Coach House October 20, 2023

developer of the property. Regulation of these policies could be controlled in a number of ways.

- Development Permit (DP) zones, which would require a permit approval process
- The discretion of the Development Services Department (Manager)
- Owner could request to be referred to the APC, if Staff determine the coach house is not compatible with the Primary residence

Consideration must be provided for sanitary effluent discharge and treatment. This could result in a separate septic system or proof that the existing system is capable of handling the additional effluent.

Staff is seeking direction from Council on whether DP zones should be created and each DP application be considered by Council on its individual merit or whether staff should be delegated with the authority to determine compatibility of design elements within a policy to be developed and endorsed by Council.

Occupancy and Use:

It is important for Council to provide direction on how they wish to see Coach houses used within the Village, the following are recommendations should be discussed to ensure Staff understand Council's direction on the uses of coach houses:

- Coach houses may be used for residential purposes, studios, or workshops.
- Short-term rentals (less than 30 days) of coach houses are prohibited.

Environmental impacts/Tree impacts

A coach house should be sited and designed to preserve existing trees, including those on neighbouring properties and Village property. Variances to setbacks requirements could be considered in order to retain significant trees or natural features (i.e. water courses). Tree retention should be maximized to help contribute to the health and biodiversity of the neighbourhood. Natural features should be incorporated into a project's site planning stage to minimize the impact on natural water courses. Landscape design should incorporate stormwater management features and mitigation strategies, such as absorbent soft-scaping and retention facilities. Staff is seeking direction on whether Council is supportive of including these conditions within a policy document.

Zoning Bylaw Update - Coach House October 20, 2023

Options

 THAT the Committee recommend to Council that staff be directed to amend the Zoning Bylaw in accordance with the recommendations provided during the committee of the whole meeting – Zoning Bylaw Update – Coach House report from the Manager of Development Services, dated October 20th, 2023. (recommended)

OR

2. THAT the Committee recommend to Council to advise staff of any further changes to incorporate into Anmore Zoning Bylaw amendments.

OR

3. THAT the Committee recommend to Council to direct staff not to proceed with any amendments to the zoning bylaw.

Attachments

None

Prepared by:				
abot.				
Chris Boit, P.Eng				
Manager of Development Services				
Reviewed for Form and Content / Approved for Submission to Council:				
Chief Administrative Officer's Comment/Concurrence	1 0			
	XELUL			
	Chief Administrative Officer			