### ADVISORY PLANNING COMMISSION - AGENDA



Agenda for the Advisory Planning Commission Meeting scheduled for Tuesday, January 16, 2024 at 6:00 p.m. in Council Chambers at the Anmore Community Hub, 2697 Sunnyside Road, Anmore. BC

### 1. Call to Order

### 2. Approval of the Agenda

Recommendation: That the agenda be approved as circulated.

### 3. Minutes

# Page 3 (a) Minutes of the Advisory Planning Commission meeting held on February 21, 2023

Recommendation: That the Minutes of the Advisory Planning Commission meeting

held on February 21, 2023 be adopted, as circulated.

### 4. Business Arising from the Minutes

### 5. Unfinished Business

### 6. New Business

### (a) Welcome and Introductions

Members to conduct roundtable introductions for new term, expiring January 20, 2026

# Page 7 (b) Functions of the Advisory Planning Commission

Staff to provide overview of APC roles and responsibilities. Provided for reference:

- Advisory Planning Commission Terms of Reference
- Advisory Planning Commission Bylaw 542-2015
- Excerpt from Anmore Procedure Bylaw (Procedure Bylaw available at https://anmore.com/village-hall/bylaws)
- Excerpt from Local Government Act

### (c) Appointment of Chair and Vice-Chair

Members to appoint a Chair and Vice-Chair, by majority vote.

### (d) Establish Meeting Schedule

Recommendation: That the Advisory Planning Commission meetings be scheduled,

as required, or at the call of the Chair.

### (e) Zoning Bylaw Update – Coach House

Page 18 Report to Council dated October 20, 2023 from Chris Boit, Manager of Development Services, attached.

Page 32 Minutes from the October 24, 2023 Committee of the Whole meeting, attached.

At the November 7, 2023 Regular Council meeting the following resolution was passed:

"THAT council refer the Coach House report from the Manager of Development Services, dated October 20th, 2023 to the APC for comment."

# 7. Adjournment

### **ADVISORY PLANNING COMMISSION MEETING - MINUTES**

Minutes of the Advisory Planning Commission Meeting held on Tuesday, February 21, 2023 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



### MEMBERS PRESENT

**MEMBERS ABSENT** 

Denny Arsene Tony Barone John Burgess, Chair Olen Vanderleeden Wayne Keiser Tom Albanese

### **OTHERS PRESENT**

Mayor John McEwen, Council Liaison Doug Richardson, Councillor Chris Boit, Manager of Development Services Susan Mueckel. Parks & Rec Committee

### 1. CALL TO ORDER

Chair John Burgess called the meeting to order at 7:12p.m.

### 2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

THAT THE AGENDA BE APPROVED AS CIRCULATED.

CARRIED UNANIMOUSLY

### 3. **MINUTES**

(a) Minutes of the Advisory Planning Commission Meeting held on October 18, 2021

It was MOVED and SECONDED:

THAT THE MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING HELD ON OCTOBER 18, 2021 BE ADOPTED AS CIRCULATED.

**CARRIED UNANIMOUSLY** 

### 4. BUSINESS ARISING FROM THE MINUTES

Nil

### 5. **UNFINISHED BUSINESS**

Nil

### 6. **NEW BUSINESS**

### **Infill Zoning Application Reports**

### (a) 68 Elementary Zoning Amendment – Bylaw No. 665-2023

Discussion Points:

- Members raised questions regarding the orientation of lot lines for all future infill lots.
  - Mr Boit informed the group that Lot lines are established during the subdivision process. However, the Approving Officer looks to create uniform lots during the subdivision process, other factors that help establish lot lines are Setbacks and frontage requirements.

It was MOVED and SECONDED:

That the Advisory Planning Commission recommends to Council that they proceed with the rezoning of 68 Elementary Road.

CARRIED UNANIMOUSLY

### (b) 2519 East Road – Zoning Amendment – Bylaw No. 666-2023

Discussion Points:

- Olen Vanderleeden recused himself from the discussion, as the property being discussed was his property.
- Members raised questions regarding the orientation of lot lines for all future infill lots:
  - Mr Boit informed the group that Lot lines are established during the subdivision process. However, the Approving Officer looks to create uniform lots during the subdivision process, other factors that help establish lot lines are Setbacks and frontage requirements.

It was MOVED and SECONDED:

That the Advisory Planning Commission recommends to Council that they proceed with the rezoning of 2519 East Road.

### CARRIED UNANIMOUSLY

### (c) 2860 Sunnyside Rd Zoning Amendment – Bylaw No 667-2023

**Discussion Points:** 

- Members raised questions regarding the orientation of lot lines for all future infill lots:
  - Mr Boit informed the group that Lot lines are established during the subdivision process. However, the Approving Officer looks to create uniform lots during the subdivision process, other factors that help establish lot lines are Setbacks and frontage requirements.

It was MOVED and SECONDED:

That the Advisory Planning Commission recommends to Council that they proceed with the rezoning of 2860 Sunnyside Road.

**CARRIED UNANIMOUSLY** 

### (d) 3060 Anmore Creek Way – Zoning Amendment – Bylaw No 668-2023

**Discussion Points:** 

- Members raised questions regarding the orientation of lot lines for all future infill lots:
  - Mr Boit informed the group that Lot lines are established during the subdivision process. However, the Approving Officer looks to create uniform lots during the subdivision process, other factors that help establish lot lines are Setbacks and frontage requirements.

It was MOVED and SECONDED:

That the Advisory Planning Commission recommends to Council that they proceed with the rezoning of .

**CARRIED UNANIMOUSLY** 

### (e) 2192 Sunnyside Rd – Zoning Amendment – Bylaw No 669-2023

Discussion Points:

- Members raised questions regarding the orientation of lot lines for all future infill lots:
  - Mr Boit informed the group that Lot lines are established during the subdivision process. However, the Approving Officer looks to create uniform lots during the subdivision process, other factors that help establish lot lines are Setbacks and frontage requirements.

It was MOVED and SECONDED:

That the Advisory Planning Commission recommends to Council that they proceed with the rezoning of 2192 Sunnyside Road.

CARRIED UNANIMOUSLY

### 7. ADJOURNMENT

**Certified Correct:** 

It was MOVED and SECONDED:

TO ADJOURN.

**CARRIED UNANIMOUSLY** 

The meeting adjourned at 8:00 p.m.

Kana Flide	Labor Dominion
Karen Elrick	John Burgess
Corporate Officer	Chair, Advisory Planning Commission

Approved:



# Terms of Reference – Advisory Planning Commission (APC)

#### Governance

The Advisory Planning Commission (APC) is governed by the applicable provisions in the Local Government Act, Anmore Planning Commission Bylaw and any amendments thereto, Anmore Procedure Bylaw and any amendments thereto and the Code of Conduct.

### Purpose

The purpose of these Terms of Reference is to address items that are not dealt with in the Local Government Act, Anmore Planning Commission Bylaw, Anmore Procedure Bylaw and the Code of Conduct.

### **Decision Making and Recommendations**

Decisions of the APC are not binding on the Village. All decisions of the APC must be in the form of a recommendation and will be referred to Council for consideration at the next available Council meeting. Where Commission members are not in favour of the recommendation, Council requires the dissenting comments be noted in the Minutes.

### **Public Involvement**

All meetings of the APC shall be open to the public. Members of the public who attend the meetings are present as observers. It will be at the discretion of the Chair if the public will be allowed to ask questions. The APC cannot meet In-Camera and cannot request members of the public or a developer to leave the meeting during its deliberations unless that person is disruptive to the meeting.

### **Developer Involvement**

When considering a development proposal referred by Council, the developer or their designate may make a presentation to the APC. After the presentation, the APC may ask questions to the developer, however, during APC deliberations, the developer may not take part in the discussion unless they have been requested to do so by the Chair.

### **Council Liaison**

A member of Council will be appointed by the Mayor to act as the Liaison between the APC and Council. The Council Liaison is not a member of the APC. The primary role of the Council Liaison is to provide information to the APC that will be of assistance to the APC in its deliberations.

### Staff Involvement

When required by Council, Staff and/or Village Contractors will attend APC meetings. Staff will provide technical support where required and when necessary request comments from the APC in order to provide reports to Council.

### **Agendas**

Agendas and supporting materials shall be distributed in advance of a meeting by Staff. Staff will prepare the Agenda in consultation with the Chair and if necessary other Staff members or Village Contractors. If Committee members want an item on the Agenda, members must ask the Chair to have this item referred to them by Council. Items not referred to Committee by Council shall not appear on the Agenda unless it is an emergency. Every effort will be made by Staff to distribute Agendas 72 hours prior to the meeting. Agendas will be posted to the Village's website

### Minutes

Minutes of all APC meetings shall be electronically recorded. Every effort by Staff will be made to ensure the Minutes are prepared for the next APC meeting.

APPROVED BY COUNCIL ON:	OCTOBER 20 <sup>th</sup> , 2015
AMENDED BY COUNCIL ON:	



### VILLAGE OF ANMORE

### BYLAW NO. 542-2015

A bylaw to provide for the establishment and operation of the Anmore Advisory Planning Commission.

**WHEREAS** pursuant to Section 898 of the *Local Government Act*, Council may establish an Advisory Planning Commission.

**NOW THEREFORE**, the Council of the Village of Anmore, in open meeting assembled enacts as follows:

### TITLE

1. This bylaw maybe cited as "Anmore Advisory Planning Commission Bylaw No. 542-2015".

#### REPEAL

2. That "Anmore Advisory Planning Commission Bylaw No. 354-2003" and any amendments thereto shall be rescinded in their entirety.

### **DEFINITIONS**

3. In this bylaw:

"Commission" shall mean the "Anmore Advisory Planning Commission";

"Council" shall mean the Municipal Council of the Village of Anmore;

"Manager of Corporate Services" shall mean the Corporate Officer for the Village of Anmore;

"Village" shall mean the Village of Anmore.

### **COMPOSITION**

- 4. (a) The Commission may consist of up to 7 members which must be either a resident or a non-resident property owner of the Village.
  - (b) At least 2/3 of the members must be residents of the Village.
  - (c) Council by resolution may appoint Commission members in January of each even numbered year for a 2 year term.

- (d) All appointments to the Commission shall expire in January of the next even numbered year, but may be extended until successors are appointed.
- (e) Notwithstanding Section 4(c) of this bylaw, in the event of a death or resignation of a member of the Commission prior to the expiration of his or her term, the Council by resolution shall appoint a new member to serve for the unexpired balance of the term of the withdrawing member.
- (f) At any time, Council may by a majority vote of Council remove any member of the Commission.
- (g) Should a Commission member be absent for 3 consecutive meetings, Council may remove that member from the Commission by a majority vote of Council.
- (h) Council members, employees or an officer of the Village is not eligible to be a member of the Commission.
- (i) The Mayor shall appoint a Council Liaison to act on behalf of Council with the Commission.
- (j) An Employee and/or a Village Contractor may attend Commission Meetings in a resource capacity.
- (k) The Commission shall follow the guidelines and procedures outlined in the Local Government Act, the Anmore Procedure Bylaw, the Terms of Reference and the Code of Conduct.

### **MANDATE**

- 5. (a) The role of the Commission is to advise Council on any matter referred to the Commission by Council respecting land use, community planning or proposed bylaws and permits pursuant to Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*. The Commission shall examine the proposed matter and make a recommendation to Council for their consideration.
  - (b) The Commission acts only in an advisory capacity to Council and the final decision in all matters brought before the Commission rests with Council. The Commission shall have no authority to act on any matter.

### **PROCEDURE**

- 6. (a) At its first meeting, the Commission shall elect from amongst its members a Chairperson and a Vice-Chairperson to hold office.
  - (b) The Chairperson shall preside at all meetings of the Commission when in attendance.
  - (c) The Vice-Chairperson shall preside at all meetings of the Commission in the absence of the Chairperson.
  - (d) A majority of Commission members shall constitute a quorum. If a quorum is not present within 30 minutes after the time fixed for a meeting, the Chair shall record the names of the Commission members present and the Commission shall stand adjourned until the next meeting.
  - (e) At its first meeting, the Commission shall establish a meeting schedule and the Chair shall provide the information to the Manager of Corporate Services.
  - (f) The Agenda shall be prepared by the Manager of Corporate Services and shall be distributed 72 hours prior to the meeting.
  - (g) All meetings shall be electronically recorded and minutes shall be kept for all meetings
  - (h) All decisions of the Commission must be in the form of a recommendation for consideration by Council and be submitted to Council as soon as possible after the recommendation was made.
  - (i) All meetings of the Commission are open to the public.

<b>READ</b> a first time this	20th	day of	October	, 2015
<b>READ</b> a second time this	20th	day of	October	, 2015
<b>READ</b> a third time this	20th	day of	October	, 2015
RECONSIDERED, FINALLY PASS November	SED AND ADOPTED this , 2015	3rd	day of	:

MANAGER OF CORPORATE SERVICES

MAYOR

Certified a true and correct copy of "Anmore Advisory Planning Commission Bylaw No. 542-2015."

DATE

IANAGR OF CORPORATE SERVICES

# Excerpt from Anmore Procedure Bylaw 541-2015

#### **Conflict of Interest**

- 105. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the Community Charter.
- 106. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
- 107. After making the declaration, it is the member's responsibility to ensure that they do not:
  - (a) remain at or attend any part of a meeting when the matter is under consideration;
  - (b) participate in any discussion of the matter at such meeting;
  - (c) vote on a question in respect of the matter at such meeting; or
  - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
- 108. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies

### PART 11 - COMMISSIONS

### **Schedule of Commission Meetings**

- 172. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- 173. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

### **Notice of Commission Meetings**

- 174. Subject to clause 170, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:
  - (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the commission.
- 175. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
- 176. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 171 to be given to all members of the Commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings to be Maintained and Available to the Public

### AMENDED BY BYLAW NO. 581-2018

- 177. Minutes of the proceedings of a Commission must be:
  - (a) legibly recorded;
  - (b) certified by the Manager of Corporate Services or their delegate;
  - (c) approved by the member presiding at the meeting and open for public inspection in accordance with Community Charter section 97(1)(c).

# Quorum

178. The quorum of a commission is a majority of all of its members.

# Advisory planning commission

- **461** (1)A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of this Part and section 546 that are referred to the commission by the council.
- (2)A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.
- (3) The bylaw establishing an advisory planning commission must provide for
  - (a) the composition of and the manner of appointing members to the commission.
  - (b) the procedures governing the conduct of the commission, and (c) the referral of matters to the commission.
- (4)At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.
- (5) The following are not eligible to be a member of an advisory planning commission, but may attend a meeting of the commission in a resource capacity:
  - (a) a council member;
  - (b) a regional district director;
  - (c)an employee or officer of the local government;
  - (d)an approving officer.
- (6) The members of an advisory planning commission must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- (7) If an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.
- (8) If an advisory planning commission is considering
  - (a) an amendment to an official community plan or a bylaw, or
  - (b) the issue of a permit,

the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.



# 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 20<sup>th</sup>, 2023.

# **Background**

At the June 6<sup>th</sup> 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>
	<ul> <li>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.</li> </ul>
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>
	<ul> <li>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.</li> </ul>
	<ul> <li>Currently there is no restriction in creating a stratified property for a coach house/suite/primary residence</li> </ul>
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 m<sup>2</sup> of garage located within principal building; or
- b) for up to 90 m<sup>2</sup> 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 m<sup>2</sup> 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.

Notes

25

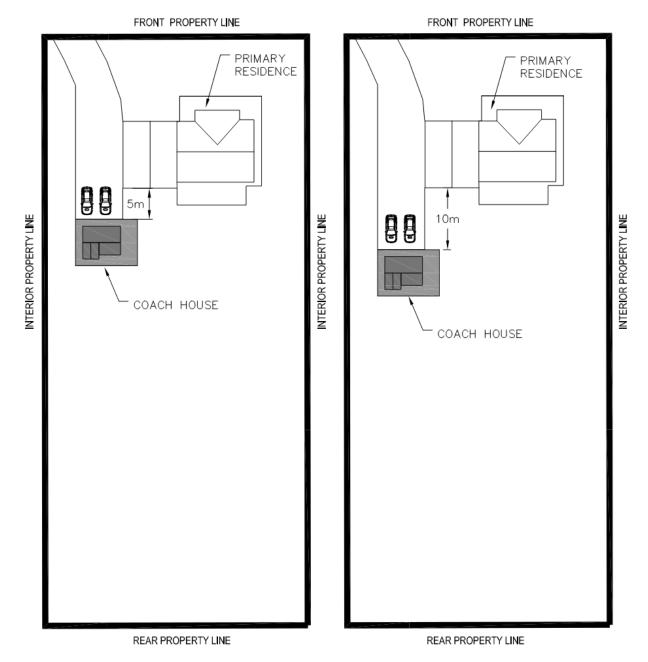
<sup>&</sup>lt;sup>1</sup> Height allowed for an accessory building

<sup>&</sup>lt;sup>3</sup> This includes the bonus factor of 125m<sup>2</sup>

# 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)

<sup>\*</sup>Except that a single portion, not exceeding 35% of the width of the floor below, may project into the setback

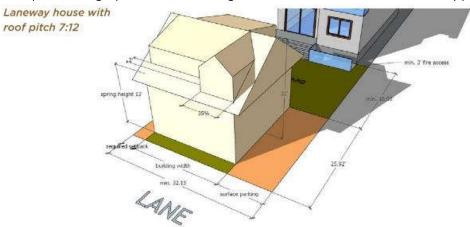


Figure 1 - Extract from CoV Coach house Policy

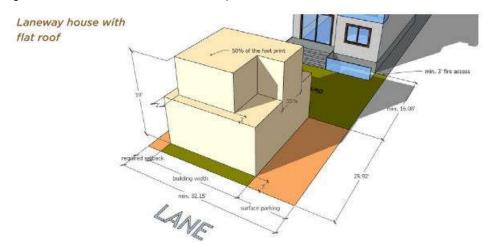


Figure 2 - Extract from CoV Coach house Policy

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  $450 \text{ ft}^2$  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 <sup>2</sup>	112 - 130m <sup>2</sup>	3 bedrooms
800 -1100 ft <sup>2</sup>	74 – 102 m <sup>2</sup>	2 bedrooms
Below 800 ft <sup>2</sup>	74 m <sup>2</sup>	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  $= 4047 \text{m}^2$ 

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:	
about.	
Chris Boit, P.Eng	
Manager of Development Services	
Reviewed for Form and Content / Approved for Submissio	n to Council:
Chief Administrative Officer's Comment/Concurrence	1.0
	XELUL
<del></del>	Chief Administrative Officer

### COMMITTEE OF THE WHOLE MEETING - MINUTES

Minutes 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.



### **ELECTED OFFICIALS PRESENT**

### **ABSENT**

Mayor John McEwen Councillor Doug Richardson Councillor Kim Trowbridge (via teleconference) Councillor Paul Weverink

Councillor Polly Krier

### **OTHERS PRESENT**

Karen Elrick, CAO Chris Boit, Manager of Development Services

### 1. Call to Order

Mayor McEwen called the meeting to order at 6:00 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 May 30, 2023

It was MOVED and SECONDED:

That the Minutes of the Committee of the Whole Meeting held on May 30, 2023 be adopted, as circulated.

Carried Unanimously

### 4. Business Arising from Minutes

None.

### 5. New Business

### (a) Zoning Bylaw Update – Coach House

Mayor McEwen provided an overview of the background of allowances for suites and coach houses in Anmore.

Mr. Chris Boit, Manager of Development Services provided an overview of the report and sought direction from the committee on options for update. Discussion points included:

Definitions updates were supported as follows:

- Building (Proposed)
- Coach House (Proposed) include comment re strata
- Dwelling Unit (Proposed)
- Secondary Suite (Proposed) removing the word "single"
- Residential (Proposed)
- Floor area (Proposed)
- Basement (Proposed)

### Secondary suite and a coach house on a property

- Provide updates to section 6.3 of bylaw for clarity
- Update bylaw to allow for either coach house or secondary suite in following zones if requirements are met:
  - o RS-1
  - o Infill
  - o CD-1
- Update bylaw to allow for secondary suites only in the following zones if requirements are met:
  - o CD-2
  - o CD-3
  - o CD-4
  - o CD-5
  - o CD-6
  - o CD-7
  - o RS-2
- Update bylaw to prohibit coach houses and suites in the RCH-1 Zone
- Staff to investigate rationale on why maximum height for CD-7 Zone is 10m while other CD zones are 7m and provide update, if necessary

### Location of Coach House

- Consideration of creating allowance for separation based on zone or size of lot
- Staff to consult with SVFD Fire Chief, Jay Sharpe on recommended separation for fire safety and suppression

### Parking requirements

- No parking on roadways
- Include exemption for one parking stall garage with an operable door, no windows, no bathroom to detract from conversion of garage space

### Height and Massing of Structure

• There was general consensus to include criteria as outlined in the staff report

### Size of Coach House

• Staff to develop criteria for a sliding scale for consideration

### Design aspects

 No action on this item at this time. Could be considered in future policy development

### Occupancy and Use

• Staff to report back on requirements and affect of new legislation regarding short term rentals and how it applies to Anmore

### Environmental impacts/tree impacts

No action at this time. Could be considered in future policy development.

### It was MOVED and SECONDED:

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.

Carried Unanimously

# 6. <u>Public Comments</u>

Members of the public were invited to provide input during the round table discussion.

# 7. <u>Adjournment</u>

It was MOVED and SECONDED:

That the meeting be adjourned at 8:25 pm.

Carried Unanimously

"Rhonda Schell"	"John McEwen"
Rhonda Schell	John McEwen
Corporate Officer	Mayor