ADVISORY PLANNING COMMISSION - AGENDA



Agenda for the Advisory Planning Commission Meeting scheduled for Tuesday, February 12, 2024 at 6:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore. BC

1. <u>Call to Order</u>

2. <u>Approval of the Agenda</u>

Recommendation: That the agenda be approved as circulated.

3. <u>Minutes</u>

 (a) Minutes of the Advisory Planning Commission meeting held on January 16, 2024

Recommendation: That the Minutes of the Advisory Planning Commission meeting held on January 16, 2024 be adopted, as circulated.

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

5. <u>Unfinished Business</u>

(a) Zoning Bylaw Update – Coach House

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

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."

- 6. <u>New Business</u>
- 7. <u>Adjournment</u>

ADVISORY PLANNING COMMISSION – MINUTES

Minutes of the Advisory Planning Commission Meeting held on Tuesday, January 16, 2024 at 6:00 p.m. in Council Chambers at the Anmore Community Hub, 2697 Sunnyside Road, Anmore. BC



MEMBERS PRESENT

MEMBERS ABSENT

John Burgess Fiona Cherry Tony Barone Olen Vanderleeden Darren Smurthwaite Denny Arsene Peter Ludeman

OTHERS PRESENT

Mayor John McEwen, Council Liaison Chris Boit, Manager of Development Services Rhonda Schell, Manager of Corporate Services

1. Call to Order

The Corporate Officer called the meeting to order at 6:00 p.m.

2. <u>Approval of the Agenda</u>

It was MOVED and SECONDED:

THAT the Agenda be approved as amended, to move item 6 c to 6 a.

Carried Unanimously

3. <u>Minutes</u>

Minutes of the Advisory Planning Commission meeting held on February 21, 2023

It was MOVED and SECONDED:

That the Minutes of the Advisory Planning Commission meeting held on February 21, 2023 be adopted, as circulated.

Carried Unanimously

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

None

5. <u>Unfinished Business</u>

None

6. <u>New Business</u>

(c) Appointment of Chair and Vice-Chair

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

It was MOVED and SECONDED:

THAT John Burgess be appointed Chair of the Advisory Planning Commission for the term ending January 2026.

Carried Unanimously

It was MOVED and SECONDED:

THAT Tony Barone be appointed Vice Chair of the Advisory Planning Commission for the term ending January 2026.

Carried Unanimously

Chair John Burgess began chairing the meeting.

(a) Welcome and Introductions

Chair Burgess lead a roundtable of welcomes and introductions.

(b) Functions of the Advisory Planning Commission

The Manager of Corporate Services provided an orientation including overview of APC roles, responsibilities, Terms of Reference, and legislation.

(d) Establish Meeting Schedule

It was MOVED and SECONDED:

THAT the Advisory Planning Commission meetings be scheduled, as required, or at the call of the Chair and start at 6pm.

Carried Unanimously

(e) Zoning Bylaw Update – Coach House

Manager of Development Services provided an overview of the report to Council dated October 20, 2023.

Discussion points included:

- Definitions in the Zoning Bylaw
- Upcoming housing legislation
- Regulation of parking
- Septic overload
- Basements
- Defining setbacks and floor area ratio to determine where a coach house can be built on a property
- Options to relax setbacks for environmental considerations
- Height, size, design elements, occupancy and use of coach houses
- Updates to the Tree Bylaw
- What zones should have coach houses or secondary suites

It was MOVED and SECONDED:

THAT the Advisory Planning Commission schedule another meeting for more indepth discussion before providing a recommendation to Council on the Zoning Bylaw Update – Coach House report dated October 20, 2023.

Carried Unanimously

7. <u>Adjournment</u>

It was MOVED and SECONDED:

That the meeting be adjourned at 8:29 p.m.

Carried Unanimously

Rhonda Schell Corporate Officer John Burgess Chair



Submitted by:C. Boit, P.Eng, Manager of Development ServicesSubject: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	
	Discussion point	
	 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.	
	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. 	
	 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

ctober 20, 2023	
	a) for up to 90 m^2 of garage located within principal building; or
	b) for up to 90 m ² of garage located within an accessory building that does not contain a coach house. <u>(Bylaw No. 600-2019)</u>
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 (m ²)	FAR	Total Floor	Total Floor	Height ⁽¹⁾	Accessory Buildings	Coach House	Suites
	•		Area	Area)		
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 ft²	7m	YES		
CD-2 (Klumper)	1,349 (1/3 ac)	0 <u>.</u> 2	279 m ²	3,003 ft²	7m	YES		
CD-3 (Haywood)	1,500	0.2	300 m^2	3,229 ft²	7m	ΥΕS (70 m ²)		
CD-4 (Anmore Woods)	1,860	0 <u>.</u> 2	372 m ²	4,004 ft ²	7m	ΥΕS (70 m ²)		
CD-5 (Anmore Woods Ph3)	1,860	0.2	372 m ²	4,004 ft ²	7m	ΥΕS (70 m ²)		
CD-6 (Bella Terra)	2,024 (1/2 acre)	0 <u>.</u> 30	607 m ²	6,534 ft ²	7m	YES		
CD-7 (Cordovado)	1349 (1/3 acre)	0.30	405 m ²	4,360 ft²	10m	YES		
RS-2 (Birchwyde)	766 (1/5 acre)	0.35	268 m ²	2,885 ft²	7m	YES		
RCH-1 (Countryside)	375m² (1/10 acre)	0.6	225 m ²	2,421 ft²	3m	ΥΕS (47 m ²)		

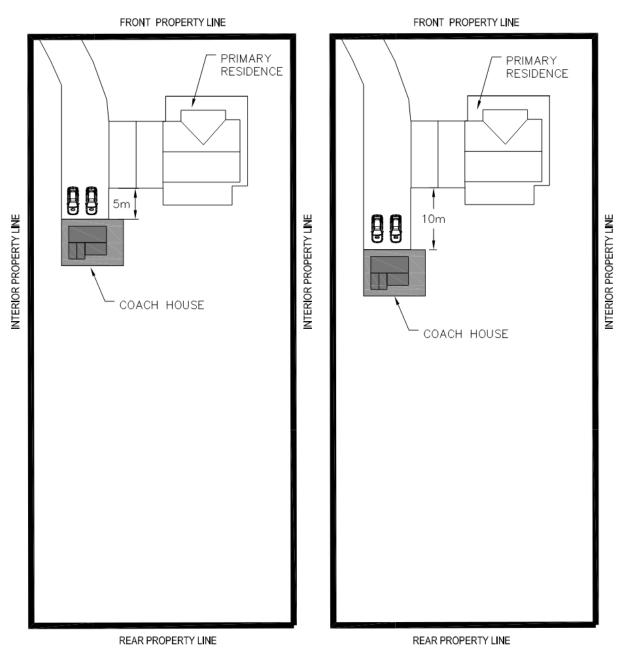
Notes

¹ Height allowed for an accessory building

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

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.

Report/Recommendation to Council 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

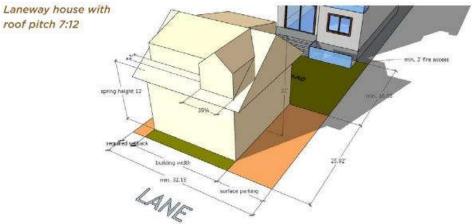


Figure 1 - Extract from CoV Coach house Policy

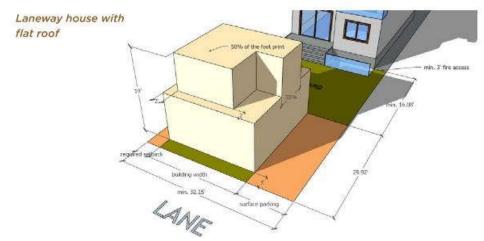


Figure 2 - Extract from CoV Coach house Policy

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 ft² to 1,200 ft². Anmore's current bylaw can be interrupted to presume to allow coach house sizing up to 1,400 ft².

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

Area (ft ²)	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 m²	1 bedroom

<u>Discussion</u>

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	$= 4047 m^2$	
Max Parcel FAR	= 4047x 0.25	= 1011.75m ²
Parcel FAR x 0.15 (example ratio)	= Allowable Coach h	ouse FAR
1011.75 m ² x 0.15	= 151.7m 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		
	XELUL	

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.

ABSENT

Councillor Polly Krier



ELECTED OFFICIALS PRESENT

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

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. <u>Approval of the Agenda</u>

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. <u>New Business</u>

(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
 - CD-1
- Update bylaw to allow for secondary suites only in the following zones if requirements are met:
 - CD-2
 - CD-3
 - o CD-4
 - CD-5
 - CD-6
 - CD-7
 - 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 Corporate Officer John McEwen Mayor