

COMMITTEE OF THE WHOLE MEETING – AGENDA

Agenda for the Committee of the Whole Meeting scheduled for Wednesday, September 25, 2024 at 6:00 p.m. in the Boardroom 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. **Adoption of Minutes**

Page 2

(a) **Minutes of the Committee of the Whole Meeting held on January 9, 2024**

Recommendation: That the Minutes of the Committee of the Whole Meeting held on January 9, 2024 be adopted, as circulated.

4. **Business Arising from Minutes**

5. **New Business**

Page 5

Memo dated September 17, 2024 attached.

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

Recommendations are included in the attached memo.

6. **Public Comments**

To allow for sufficient time for the Council round-table discussion, public input will not be offered at this meeting (Anmore Procedure Bylaw 541-2016, s.57).

7. **Adjournment**

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, January 9, 2024 at 6:00 p.m. in Council Chambers at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

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

ABSENT

OTHERS PRESENT

Karen Elrick, CAO
Rhonda Schell, Manager of Corporate Services
Chris Boit, Manager of Development Services
Therese Mickelson, Mickelson Consulting Inc.

1. Call to Order

Mayor McEwen called the meeting to order at 6:01 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 October 24, 2023**

It was MOVED and SECONDED:

THAT the Minutes of the Committee of the Whole Meeting held on October 24, 2023 be updated so that Item 5 (a) states, "Update bylaw to allow for either coach house or secondary suite in the following zones if requirements are met; RS-1, Infill, CD-1" and be adopted, as amended.

Carried
Councillor Richardson Opposed

4. Business Arising from Minutes

None.

5. New Business

(a) **Anmore South – OCP Amendment Bylaw No. 686-2023**

- i) Jonathan Cote, Metro Vancouver Deputy General Manager, Regional Planning and Housing and Victor Cheung, Regional Planner provided information on the Metro 2050, Regional Growth Strategy (RGS), regional planning principles, regional land use designations, the process of changing Special Study Areas, the Metro 2050 Amendment Process, and the process to extend regional sewerage services.

Discussion points included:

- Rural vs Urban designation and how it affects connection to sewerage services
- That only the area in the Urban Containment Boundary can connect to sewerage
- Rural designation in the RGS does not protect green space, this is up to the local jurisdiction to determine
- Changing the designation for the Anmore South lands only changes the area defined in the amendment application, not the entire municipality
- The number of amendment applications that successfully complete the amendment process
- How the Regional Context Statement links the RGS to the Village Official Community Plan (OCP) and that the statement is approved by the Metro Vancouver Board
- That Metro 2050 does not prescribe housing density

Mayor McEwen provided a historical review of other areas in Anmore that have gone through land use designation changes.

- ii) Paul Fenske, Theo Finseth, and Barry Warren with Placemark Design Studios (planning consultant for icona) reviewed information regarding the icona OCP amendment application, the planning process and best practices in their organization.

Discussion points included:

- The Anmore South development timeframe of 25-30 years, and planning and approval process of 3-5 years
- When and which technical studies will be completed
- How increased population will affect services, policing and tax rates
- Potential for partnerships with other jurisdictions to deliver services
- The importance of a Neighbourhood Plan being included with the OCP Amendment, what that would include and when it should be initiated
- The need for a variation of housing
- Protection of riparian areas
- Future zoning being in compliance with the OCP

- iii) Therese Mickelson, Mickelson Consulting Inc. provided an overview of public engagement best practices for an OCP amendment and clarification that the Village has not started any community engagement on this particular OCP amendment application. Ms. Mickelson recommended that all public engagement activities reflect the International Association of Public Participation (iap2) principles. Recommended engagement activities included sharing information broadly that is easy to find and understand, creating opportunities for residents to speak to subject matter experts, opportunities for residents to provide input in multiple formats (open houses, workshops, neighbourhood meetings, committees, in writing, online, surveys), engaging with stakeholders and interested parties, and reporting back to the community on what was heard. It was noted that this is a process that spans several months. Residents were encouraged to commit to staying informed and participating in any upcoming community consultation.

Discussion points included:

- Confirmation that this process would be led by the Village not the proponent

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to provide a summary report of the COTW meeting held January 9, 2024.

Carried Unanimously

6. Public Comments

To allow for sufficient time for the Council round-table discussion, public input was not offered at this meeting (Anmore Procedure Bylaw 541-2016, s.57).

7. Adjournment

It was MOVED and SECONDED:

THAT the meeting be adjourned at 8:00 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor



Village of Anmore

Memo

Date: September 17, 2024
Re: Zoning Bylaw Update – Coach House
To: Committee of the Whole

On June 18, 2024, Council referred Bylaw 687-2024 Zoning Bylaw Amendment - Coach House to the Committee of the Whole for further discussion. Attached is a list of recommendations for consideration and the report dated June 14, 2023, from the Manager of Development Services, for reference.

Recommendation: THAT the Committee of the Whole recommends to Council that the following amendments be made to Anmore Zoning Bylaw No. 568-2017:	Moved and Seconded	Carried or Failed
1. The definition of Basement be deleted and replaced with the following: Basement means a storey having more than one-half its height below finished grade;	Yes/No	
2. The definition of Building be deleted and replaced with the following: Building means a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts;		
3. The definition of Coach House be deleted and replaced with the following: Coach House 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;		
4. The definition of Dwelling unit be deleted and replaced with the following: 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;		
5. The definition of Floor area or gross floor area* be deleted and replaced with the following: Floor area or gross floor area* means the area of all storeys of the building measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25		
6. The definition of Floor area ratio be deleted and replaced with the following: Floor area ratio means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.		
7. The definition of Floor area, below grade, where specified by this Bylaw be deleted;		
8. The definition of Secondary Suite be deleted and replaced with the following: Secondary Suite means a second dwelling unit located within the Principal Building otherwise used for a single residential use, with sleeping facilities, sanitary facilities, and cooking facilities that are for the exclusive use of the occupant(s) of the suite.		

<p>9. The definition of Principal building or structure be deleted and replaced with the following: Principal building or structure means the building or structure for the principal use of the parcel as listed under the permitted uses of the applicable zone</p>												
<p>10. The definition of Residential be deleted and replaced with the following: Residential 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;</p>												
<p>11. The following section be added:</p> <p>5.24 GARAGE</p> <p>In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in garage areas:</p> <table border="1" data-bbox="203 856 971 1087"> <thead> <tr> <th>Lot Size</th> <th>Exemption</th> </tr> </thead> <tbody> <tr> <td>≥ 3966 m²</td> <td>90 m²</td> </tr> <tr> <td>≥ 2024m² to 3965m²</td> <td>70 m²</td> </tr> <tr> <td>≥ 1349m² to 2023m²</td> <td>50 m²</td> </tr> <tr> <td>≤ 1348 m²</td> <td>30 m²</td> </tr> </tbody> </table>	Lot Size	Exemption	≥ 3966 m ²	90 m ²	≥ 2024m ² to 3965m ²	70 m ²	≥ 1349m ² to 2023m ²	50 m ²	≤ 1348 m ²	30 m ²		
Lot Size	Exemption											
≥ 3966 m ²	90 m ²											
≥ 2024m ² to 3965m ²	70 m ²											
≥ 1349m ² to 2023m ²	50 m ²											
≤ 1348 m ²	30 m ²											
<p>12. The following section be added:</p> <p>5.25 BASEMENT EXEMPTION</p> <p>In residential use zones the following will apply, unless expressly provided for in a Zone.</p> <p>Basement Exemption</p> <p>In Family Residential Use zones, all or part of the basement floor area shall be exempted from the calculation of Gross Floor Area by an area calculated under subsections (a) to (d).</p> <p>(a) Subject to subsection (b), 100% of the Gross Floor Area shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.</p> <p>(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.</p>												

(c) There shall be no exemption of a basement from Gross Floor Area where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of Gross Floor Area to be exempted shall be calculated on the basis of the following formula where “A” represents the Area to be exempt (see Figure 1, provided for illustrative purposes only):

$$A = \frac{b}{a} \times \text{Basement Floor Area}$$

$$\frac{b}{a} = \left(\frac{\text{Distance from basement floor to average finished grade}}{\text{Distance from basement floor to first storey floor}} \right) \times \text{Basement Floor Area}$$

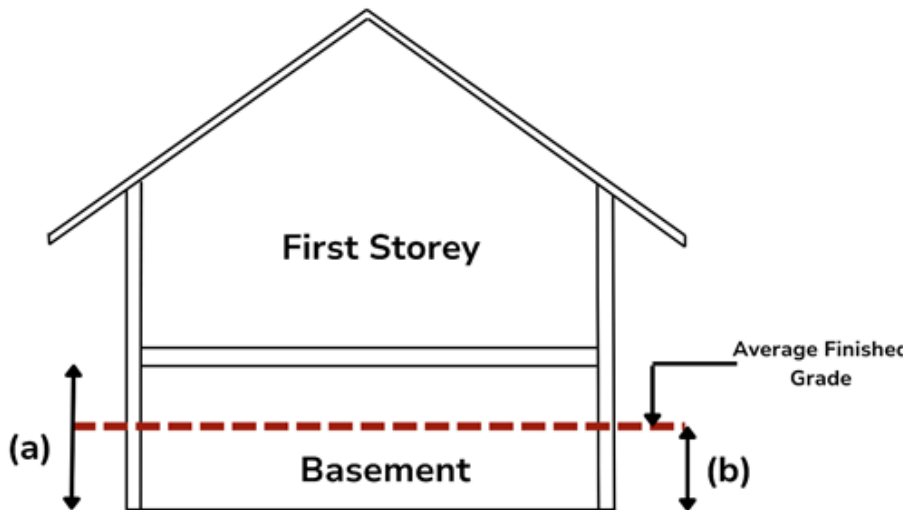


Figure 1

13. That Section 6.3 be deleted in its entirety and replaced with the following:

6.3 SECONDARY SUITE

A Secondary Suite use, where permitted, must conform to the regulations of this section:

6.3.1 Shall be wholly contained within an integral part of the One Family Dwelling.

6.3.2 Shall not be connected to the primary dwelling unit by a breezeway or enclosed hallway.

<p>6.3.3 The registered owner(s) of the property shall occupy either the primary dwelling unit or the Secondary Suite dwelling unit as their principal residence.</p> <p>6.3.4 Shall meet all BC Building Code requirements for Secondary Suite within newly constructed buildings or the alternate compliance methods for alterations to existing buildings to add a secondary suite.</p> <p>6.3.5 One Secondary Suite is permitted per principal residence.</p> <p>6.3.6 A secondary suite shall not have a floor area that exceeds 180 m².</p>																	
<p>14. The following section be added in sequential order:</p> <p><u>6.7 COACH HOUSE</u></p> <p>A Coach House, where permitted, must conform to the regulations of this section:</p> <p>6.7.1 The registered owner(s) of the property shall occupy either the primary dwelling unit or the Coach house as their principal residence.</p> <p>6.7.2 One Coach house is permitted per lot.</p> <p>6.7.3 A Coach house shall not have a floor area that exceeds the following:</p> <table border="1" data-bbox="151 1297 1110 1717"> <thead> <tr> <th>Lot Size</th> <th>Coach House Floor Area Allowed</th> <th>Minimum Dwelling units</th> </tr> </thead> <tbody> <tr> <td>≥ 3966 m²</td> <td>Maximum 180m²</td> <td>3 units</td> </tr> <tr> <td>≥ 2024m² to 3965m²</td> <td>Maximum 100m²</td> <td>2 units</td> </tr> <tr> <td>≥ 1349m² to 2023m²</td> <td>Maximum 100m²</td> <td>2 units</td> </tr> <tr> <td>≤ 1348 m²</td> <td>0 m²</td> <td>2 units</td> </tr> </tbody> </table> <p>6.7.4 A Coach house shall have a minimum separation of 5m from the primary residence and shall adhere to the minimum setbacks for accessory building as stated in the applicable zone.</p>	Lot Size	Coach House Floor Area Allowed	Minimum Dwelling units	≥ 3966 m ²	Maximum 180m ²	3 units	≥ 2024m ² to 3965m ²	Maximum 100m ²	2 units	≥ 1349m ² to 2023m ²	Maximum 100m ²	2 units	≤ 1348 m ²	0 m ²	2 units		
Lot Size	Coach House Floor Area Allowed	Minimum Dwelling units															
≥ 3966 m ²	Maximum 180m ²	3 units															
≥ 2024m ² to 3965m ²	Maximum 100m ²	2 units															
≥ 1349m ² to 2023m ²	Maximum 100m ²	2 units															
≤ 1348 m ²	0 m ²	2 units															

<p>6.7.5 A Coach house shall provide a minimum of 1 parking stall for the dwelling unit.</p> <p>6.7.6 A maximum of 2 enclosed parking stalls are allowed to be incorporated into the coach house structure.</p> <p>6.7.7 The area of garage shall not be included in the calculation of floor area of the coach house. However, it will contribute to the FAR of the lot.</p> <p>6.7.8 A basement is not permitted within a Coach House.</p> <p>6.7.9 A Coach House shall be permitted in all residential zones.</p>																		
<p>15. That Section 9.1 RESIDENTIAL 1 – RS – 1 be deleted in its entirety and replaced with the following:</p> <p>9.1 RESIDENTIAL 1 – RS-1</p> <p>9.1.3 Maximum Building Size and Height</p> <table border="1" data-bbox="147 989 1109 1257"> <thead> <tr> <th>Permitted Use</th> <th>Maximum Number</th> <th>Maximum Size</th> <th>Maximum Building Height</th> </tr> </thead> <tbody> <tr> <td>Principal Building</td> <td>1</td> <td>0.25 FAR</td> <td>11m</td> </tr> <tr> <td>Accessory Building</td> <td>1</td> <td>180 m²</td> <td>7m</td> </tr> <tr> <td>Coach House</td> <td>1</td> <td>Refer to 6.7.3</td> <td>7m</td> </tr> </tbody> </table> <p>(a) The maximum gross floor area for the and all buildings on the parcel shall not exceed a floor area ratio (FAR) of 0.25,</p> <p>(b) For the purposes of determining gross floor area of all accessory buildings on a parcel:</p> <p>(c) Maximum number of dwelling units allowed on a parcel shall not exceed 3.</p> <p>(d) Maximum number of structures allowed on a parcel not to exceed 3.</p> <p>9.1.6 Maximum Parcel Coverage</p> <p>The maximum parcel coverage shall be 25% of the parcel.</p>	Permitted Use	Maximum Number	Maximum Size	Maximum Building Height	Principal Building	1	0.25 FAR	11m	Accessory Building	1	180 m ²	7m	Coach House	1	Refer to 6.7.3	7m		
Permitted Use	Maximum Number	Maximum Size	Maximum Building Height															
Principal Building	1	0.25 FAR	11m															
Accessory Building	1	180 m ²	7m															
Coach House	1	Refer to 6.7.3	7m															

9.1.7 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- (a) 2 spaces per **dwelling unit**;
- (b) 1 spaces per **secondary suite**.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: June 14, 2024 File No. 3900-30
Submitted by: C. Boit, P.Eng, Manager of Development Services
Subject: [Bylaw 687-2024 – Zoning Bylaw Amendment – Coach House](#)

Purpose / Introduction

The purpose of this report is to present Council with a Zoning Bylaw Amendments to Coach House regulations and the associated Zoning Bylaw update.

Recommended Option

THAT first and second reading be given to Anmore Zoning Amendment Bylaw No. 687-2024

Background

At the June 4th 2024, Regular Council Meeting, Council received an information report (ATTACHMENT 1) and provided the following direction:

“THAT staff be directed to bring forward a Zoning Amendment Bylaw for Council’s consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled “Zoning Bylaw Amendment – Coach House”. “

Anmore Zoning Amendment Bylaw No. 687-2024 (ATTACHMENT 2) represents Staff’s recommendations to the requested updates.

Discussion

Over the past year, staff have met with Council, Committee of the Whole and Advisory Planning Commission members to review the Zoning Bylaw in relation to coach house allowances as further clarification and input was required by staff to update the Zoning Bylaw. The proposed Zoning Bylaw Amendment has combined the feedback by these bodies.

Report/Recommendation to Council

Bylaw 687-2024 – Zoning Bylaw Amendment – Coach House

June 14, 2024

Public Hearing Requirements

Pursuant to section 464(4) of the Local Government Act (LGA), a Public Hearing is prohibited for proposed zoning bylaws if an Official Community Plan (OCP) is in effect, the bylaw is consistent with the OCP, and the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development. Notice has been given in accordance with section 467 of the LGA prior to first reading.

Options

1. THAT first and second reading be given to Anmore Zoning Amendment Bylaw No. 687-2024.
(recommended)

OR

2. That Council advise staff of any further changes they would like incorporated into Anmore Zoning Amendment Bylaw 687-2024 (to be specified) and proceed to grant first and second reading.

OR

3. That Council not proceed with the Zoning Amendment Bylaw 687 - 2024.

Attachments

1. Staff Report to Council presented June 4th, 2024 for Bylaw 687- 2024
2. Anmore Zoning Amendment Bylaw No. 687-2024

Report/Recommendation to Council

Bylaw 687-2024 – Zoning Bylaw Amendment – Coach House

June 14, 2024

Prepared by:	
 _____	
Chris Boit, P.Eng Manager of Development Services	
Reviewed for Form and Content / Approved for Submission to Council:	
<i>Chief Administrative Officer's Comment/Concurrence</i>	 _____
	Chief Administrative Officer



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 31, 2024 File No. 3900-30
Submitted by: C. Boit, P.Eng, Manager of Development Services
Subject: Zoning Bylaw Amendment – Coach House

Purpose / Introduction

The purpose of this report is to provide Council with an update on the Coach House zoning and the associated Zoning Bylaw update.

Recommended Option

THAT staff be directed to bring forward a Zoning Amendment Bylaw for Council's consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled "Zoning Bylaw Amendment – Coach House".

Background

At the June 6th 2023 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. Prior to completion of the review, the provincial government enacted new housing legislation under Bill 44 that required changes to the Village's existing Zoning Bylaw as it relates to small scale multi housing units. At the April 2, 2024 Regular Council Meeting, a Zoning Bylaw amendment was presented with the intent of incorporating both changes as a result of the coach house review and the new housing legislation requirements. Council requested further clarification on the Bill 44 housing requirements as they relate specifically to Anmore and as a result, the Zoning Bylaw Amendment was decoupled and a report regarding the amendments solely for Bill 44 compliance was drafted and proposed Zoning Bylaw Amendment brought forward to Council at the June 4, 2024 Regular Council Meeting. Should Council choose to proceed with enacting the Bill 44 requirements, the amendments outlined below represent Staff's recommendations to the requested update related to coach houses.

Discussion

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

Over the past year, staff have met with Council, Committee of the Whole (COTW) and Advisory Planning Commission (APC) members to review the Zoning Bylaw in relation to coach house allowances as further clarification and input was required by staff to update the Zoning Bylaw. Staff would propose bringing forward a Zoning Bylaw Amendment incorporating the combined feedback by these bodies.

Zoning Bylaw update

Staff have conducted a comprehensive review of the definitions of the Bylaw and relevant policies that affected the implementation of coach houses, secondary suites and primary uses of land use.

Part 2 – Definitions

The amendment of the definitions is required to ensure a clear definition of what a coach house and secondary suite are. As the current definitions are intertwined which has led to confusion over what is and isn't allowed on a parcel. Proposed amendments would include:

- a. delete the definition for **Basement** and replace it with the following: **Basement** means a storey having more than one-half its height below finished grade;
- b. delete the definition for **Building** and replace it with the following: **Building** means a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts;
- c. delete the definition for **Coach House** and replace it with the following: 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;
- d. delete the definition for **Dwelling unit** and replace it with the following: 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;
- e. delete the definition for **Floor area or gross floor area*** and replace it with the following: means the area of all storeys of the **building** measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25
- f. delete the definition for **Floor area ratio** and replace it with the following: means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.
- g. delete **Floor area, below grade, where specified by this Bylaw**
- h. delete the definition for **Secondary Suite** and replace with the following: means a second dwelling unit located within the Principal Building otherwise used for a

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

single residential use, with sleeping facilities, sanitary facilities, and cooking facilities that are for the exclusive use of the occupant(s) of the suite.

- i. Delete the definition for **Principal building or structure** and replace it with the following: means the **building** or **structure** for the **principal use** of the **parcel** as listed under the **permitted uses** of the applicable **zone**
- j. Delete the definition of **Residential** and replace it with the following: 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;
- k. Delete the definition of **Floor area ratio** and replace it with the following: means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.

Part 5 – General Regulations

Due to the deletion and replacement of floor area, the Bylaw no longer provided an exemption for garages. 5.24 would introduce a sliding scale of exemption based on parcel size. We have maintained the 90m² exemption for larger parcels but have introduced appropriate exemptions for small parcels. Section 5.25 update is in relation to some confusion on how exemptions are calculated for basement. The proposed updates clarify this exemption.

5.24 GARAGE

In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in **garage** areas:

Lot Size	Exemption
≥ 3966 m ²	90 m ²
≥ 2024m ² to 3965m ²	70 m ²
≥ 1349m ² to 2023m ²	50 m ²
≤ 1348 m ²	30 m ²

5.25 BASEMENT EXEMPTION

In residential use zones the following will apply, unless expressly provided for in a Zone.

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

Basement Exemption

In Family Residential Use zones, all or part of the basement **floor area** shall be exempted from the calculation of Gross Floor Area by a percentage calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **Gross Floor Area** shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.

(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.

(c) There shall be no exemption of a basement from Gross Floor Area where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of Gross Floor Area to be exempted shall be calculated on the basis of the following formula where “P” represents the percentage:

$$P = (2.22 - H_{\text{actual}}) \times 100$$

where H_{actual} = height of first floor above average finished grade

Part 6 – Specific Use Regulations

This section identifies the regulations required for both secondary suites and coach houses. The current Bylaw lacks clarity as it refers to coach houses and secondary suites under the same regulations, but they should be separated as not all regulations apply to each type of dwelling unit.

The main areas that have been updated for secondary suites are:

- Providing clarity to remove the possibility of secondary suites to be constructed with a breezeway to the primary residence, which in essence creates a coach house.
- Increase to the maximum floor area allowed for a suite to 180m² (1937 ft²). Following a recommendation from APC committee.

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

The main areas that have been updated for coach houses are:

- Coach house size is regulated by parcel size
- Coach houses are to be a minimum of 5m from the primary residence
- Basements are not permitted in a coach house
- Coach houses may be constructed on parcels that are 1/3 acre and above.

Part 8 – Zoning District Schedules

The section is a housekeeping item as staff identified that 3 zones were missing from the schedule.

Part 9 – Zoning Districts

The existing RS-1 zone has a number of areas that introduce ambiguity regarding coach houses and secondary suites. The proposed update will provide clarity in these areas.

The main areas that are proposed for updated are:

- Clarify that an RS-1 parcel can have up to 3 dwelling units
- Decrease the front yard setback to 7.6m which will maintain the same setbacks as Infill (INF) zone.
- Housekeeping in the RCH-1 zone, density was list twice and conflicted with each other

Options

1. THAT staff be directed to bring forward at Zoning Amendment Bylaw for Council's consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled "Zoning Bylaw Amendment – Coach House".
(recommended)

OR

2. That staff be directed to incorporate further changes Anmore Zoning Amendment including:
 - a.

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

b.

OR

3. That Council not proceed with the Zoning Amendment Bylaw.

Attachments

None.

Prepared by:	
 _____	
Chris Boit, P.Eng Manager of Development Services	
Reviewed for Form and Content / Approved for Submission to Council:	
<i>Chief Administrative Officer's Comment/Concurrence</i>	 ----- Chief Administrative Officer

Attachment 2

VILLAGE OF ANMORE

BYLAW NO. 687-2024

A bylaw to amend the Anmore Zoning Bylaw No. 568-2017

WHEREAS the *Local Government Act* authorizes a municipality to amend its zoning bylaw from time to time;

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

1. That this bylaw may be cited for all purposes as “Anmore Zoning Bylaw Amendment Bylaw No. 687-2024”.
2. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 2 – Definitions as follows:
 - a. delete the definition for **Basement** and replace it with the following: **Basement** means a storey having more than one-half its height below finished grade;
 - b. delete the definition for **Building** and replace it with the following: **Building** means a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts;
 - c. delete the definition for **Coach House** and replace it with the following: 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;
 - d. delete the definition for **Dwelling unit** and replace it with the following: 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;
 - e. delete the definition for **Floor area or gross floor area*** and replace it with the following: means the area of all storeys of the **building** measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25
 - f. delete the definition for **Floor area ratio** and replace it with the following: means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.
 - g. delete **Floor area, below grade, where specified by this Bylaw**
 - h. Delete the definition for **Principal building or structure** and replace it with the following: means the **building** or **structure** for the **principal use** of the **parcel** as listed under the **permitted uses** of the applicable **zone**

- i. Delete the definition of **Residential** and replace it with the following: 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;
3. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 5 – General Regulations by adding:

5.24 GARAGE

In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in **garage** areas:

Lot Size	Exemption
≥ 3966 m ²	90 m ²
≥ 2024m ² to 3965m ²	70 m ²
≥ 1349m ² to 2023m ²	50 m ²
≤ 1348 m ²	30 m ²

5.25 BASEMENT EXEMPTION

In residential use zones the following will apply, unless expressly provided for in a Zone.

Basement Exemption

In Family Residential Use zones, all or part of the basement **floor area** shall be exempted from the calculation of Gross Floor Area by a percentage calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **Gross Floor Area** shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.

(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.

(c) There shall be no exemption of a basement from Gross Floor Area where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of Gross Floor

Area to be exempted shall be calculated on the basis of the following formula where “P” represents the percentage:

$$P = (2.22 - H_{\text{actual}}) \times 100$$

where H_{actual} = height of first floor above average finished grade

4. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 6 – Specific Use Regulations as follows:
 - a. delete Section 6.3 in its entirety and replace it with the following:

6.3 SECONDARY SUITE

A Secondary Suite use, where permitted, must conform to the regulations of this section:

- 6.3.1 Shall be wholly contained within an integral part of the One Family Dwelling.
- 6.3.2 Shall not be connected to the primary dwelling unit by a breezeway or enclosed hallway.
- 6.3.3 The registered owner(s) of the property shall occupy either the primary dwelling unit or the Secondary Suite dwelling unit as their principal residence.
- 6.3.4 Shall meet all BC Building Code requirements for **Secondary Suite** within newly constructed buildings or the alternate compliance methods for alterations to existing buildings to add a secondary suite.
- 6.3.5 One **Secondary Suite** is permitted per primary residence.
- 6.3.6 A **secondary suite** shall not have a **floor area** that exceeds 180 m².
 - b. add the following section after section 6.6:

6.7 COACH HOUSE

A Coach House, where permitted, must conform to the regulations of this section:

- 6.7.1 The registered owner(s) of the property shall occupy either the primary dwelling unit or the **Coach house** as their principal residence.
- 6.7.2 One **Coach house** is permitted per lot.
- 6.7.3 Unless expressly provided for in this bylaw, a **Coach house** shall not have a **floor area** that exceeds the following:

Lot Size	Coach House Floor Area Allowed
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≥ 3966 m ²	Maximum 180m ²
≥ 2024m ² to 3965m ²	Maximum 100m ²
≥ 1349m ² to 2023m ²	Maximum 100m ²
≤ 1348 m ²	0 m ²

6.7.3 Unless expressly provided for in this bylaw, the maximum number of **dwelling units** permitted on a parcel shall not exceed the following:

Lot Size	Maximum Dwelling units
≥ 3966 m ²	3 units
≥ 2024m ² to 3965m ²	2 units
≥ 1349m ² to 2023m ²	2 units
≤ 1348 m ²	2 units

6.7.4 A **Coach house** shall have a minimum separation of 5m from the primary residence and shall adhere to the minimum setbacks for accessory building as stated in the applicable zone.

6.7.5 A **Coach house** shall provide a minimum of 1 parking stall for the dwelling unit.

6.7.6 A maximum of 2 enclosed parking stalls are allowed to be incorporated into the **coach house** structure.

6.7.7 The area of garage shall not be included in the calculation of floor area of the coach house. However, it will contribute to the FAR of the lot.

6.7.8 A **basement** is not permitted within a **Coach House**.

6.7.9 A **Coach House** shall be permitted in all residential zones.

5. That Anmore Zoning Bylaw No. 568- 2017 be amended under add the following to Part 8 Zoning District Schedules by adding:

Zoning District Name	Short Form	Min. Parcel Size
Comprehensive Development 7 (CORDOVADO)	CD-7	n/a
Infill Development	INF	1,349 m ²
Residential 2	RS-2	750 m ²

6. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 9 ZONING DISTRICTS as follows:

a. by deleting section 9.1 RESIDENTIAL 1 – RS – 1 and replacing it with the following:

9.1 RESIDENTIAL 1 – RS-1

9.1.1 Purpose

This **zone** is intended to provide **land** solely for the purpose of one-family **residential** housing as the **principal use**.

9.1.2 Permitted Uses and Minimum Parcel Size

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size
One-Family Dwelling	Accessory Building	4,047 m ²
	Secondary Suite	
	Coach House	
	Home Occupation	
	Bed and Breakfast	

Notwithstanding section 9.1.2 and 9.1.3 or any other sections in this bylaw, **parcels** no larger than 4050m² zoned RS-1 that are wholly or partly within an **urban containment boundary** shall be permitted a maximum of four (4) **dwelling units**.

9.1.3 Maximum Building Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.25 FAR	11m
Accessory Building	1	120 m ²	7m
Coach House	1	Refer to 6.7.3	7m

- (a) The maximum **gross floor area** for the and all **buildings** on the **parcel** shall not exceed a **floor area ratio (FAR)** of 0.25,
- (b) For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**:
- (c) Maximum number of dwelling units allowed on a parcel shall not exceed 3.
- (d) Maximum number of structures allowed on a parcel not to exceed 3.

9.1.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	7.6 m	5 m

Accessory Buildings and Structures	7.6 m	7.6 m	7.6 m	5 m
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- (a) For **accessory buildings and structures** less than 10 m² and in-ground **swimming pools**, the rear and interior side **setbacks** may be reduced to 3.0 m.

9.1.5 Maximum Parcel Coverage

The maximum **parcel coverage** shall be 25% of the **parcel**.

9.1.6 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- (a) 2 spaces per **dwelling unit**;
- (b) 1 space per employee for **home occupation**.

9.1.7 Other Regulations

- (a) For **subdivision** regulations, see Part 7.
- (b) **Home occupation** shall be subject to the requirements of section 6.5.
- (c) **Bed and breakfast** shall be subject to the requirements of section 6.6.

b. by deleting section 9.3.3 and replacing it with the following

9.3.3 Maximum Density

The maximum **gross density** shall not exceed 8 **parcels/acre**.

7. If any Part, Section, Subsection, Sentence, Clause or Phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

READ a first time the _____ day of _____

READ a second time the _____ day of _____

PUBLIC HEARING HELD the _____ day of _____

READ a third time the _____ day of, _____

ADOPTED the _____ day of, _____

MAYOR

MANAGER OF CORPORATE SERVICES