

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes 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.



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
Josh Joseph, Planner

1. Call to Order

Mayor McEwen called the meeting to order at 6:04 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 January 9, 2024**

It was MOVED and SECONDED:

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

Carried Unanimously

4. Business Arising from Minutes

None.

5. New Business

(a) Zoning Bylaw Update – Coach House

A memo dated September 17, 2024 which included recommendations from the report dated May 31, 2024 from the Manager of Development Services was reviewed. The Planner reviewed current zoning regulations regarding Coach Houses.

Discussion points included:

- updates made to the zoning bylaw to comply with Bill 44
- basement exemptions including on sloped lots
- difference in FAR between CD Zones and Infill Zones
- bylaw enforcement challenges
- BC building code definitions
- Stratification laws and restrictions
- Maximum allowable size of coach houses and secondary suites
- Floor area exemption for enclosed parking in coach houses
- Regulations for form and massing of buildings
- Off-street parking

It was MOVED and SECONDED:

THAT the Committee of the Whole recommends to Council that the following amendments be made to Anmore Zoning Bylaw No. 568-2017:

1. The definition of **Basement** be deleted and replaced with a definition that accurately describes a storey having more than one-half it's height below finished grade and clearly defines how this is interpreted on sloped lots.
2. The definition of **Building** be deleted and replaced with a definition that accurately describes a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts and can not be misunderstood to include tents or temporary shelters.
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*** 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; and update all areas of the bylaw that related to this definition change.
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 **Principal building or structure** be deleted and replaced with a definition that more accurately defines a building or structure and can not be misinterpreted to include structures without walls and aligns with the definition of Building.
9. 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;
10. The following section be added.

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

11. The following section be added.

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 **Floor Area** by an area calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **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 **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 **Floor Area** to be exempted shall be calculated on the basis of the following formula where “A” represents the Area to be exempt (with a figure and example for illustrative purposes).

12. A definition of **Breezeway** be updated to include expanded criteria.

13. 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.
- 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 principal residence.
- 6.3.6 A **secondary suite** shall not have a **floor area** that exceeds the following:

Lot Size	Secondary Suite Floor Area Allowed
≥ 3966m ²	The lesser of 180m ² or 50% of the floor area of the Principal building
≥ 2024m ² to 3965m ²	Maximum 95m ²
≥ 1349m ² to 2023m ²	Maximum 80m ²
≤ 1348m ²	Maximum 65m ²

14. The following section be added in sequential order:

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 A **Coach house** shall not have a **floor area** that exceeds the following:

Lot Size	Coach House Floor Area Allowed	Maximum Dwelling units
≥ 3966 m ²	Maximum 170m ²	3 units
≥ 2024m ² to 3965m ²	Maximum 130m ²	3 units

≥ 1349m² to 2023m² Maximum 100m² 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 enclosed parking stall for the dwelling unit.*
- 6.7.6 The area of 1 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.
- 6.7.7 A **basement** is not permitted within a **Coach House**.
- 6.7.8 A **Coach House** shall be permitted in all residential zones.

*Size maximum to be determined.

15. That Section 9.1 Residential 1 – RS – 1 be deleted in its entirety and replaced with the following:

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	

(a) 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	180 m ²	7m
Coach House	1	Refer to 6.7.3	7m

- (a) The maximum **gross floor area** of all **buildings** on a **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 ^(a)	7.6 m	7.6 m	5 m
Accessory Buildings and Structures ^{(b)(c)}	7.6 m	7.6 m	7.6 m	5 m

- (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.

16. That 9.3.3 be deleted in it's entirety and replaced with the following:

9.3.3 Maximum Density

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

Carried

6. **Public Comments**

None.

7. **Adjournment**

It was MOVED and SECONDED:

THAT the meeting be adjourned at 8:50 p.m.

Carried Unanimously

"Rhonda Schell"

Rhonda Schell
Corporate Officer

"John McEwen"

John McEwen
Mayor