



To: Port Alberni Advisory Planning Commission

Ken McRae (Chair)	Chief Councillor Cynthia Dick (Tseshah First Nation)
John Douglas (Vice-Chair)	Chris Washington - (SD #70)
Amy Anaka	
Jim Tatoosh (Hupacasath First Nation)	Councillor Deb Haggard (Council Liaison)
Don Ferster	Rick Newberry (P.A.F.D. Liaison)
Jeannette Nichols	Rob Gaudreault (Parks Liaison)
Sandy McRuer	Sgt. Clive Seabrook (R.C.M.P. Liaison)

From: Katelyn McDougall, Manager of Planning

Copy: Councillor Helen Poon - (Alternate - Council Liaison)
Larry Ransom - (Alternate - School District #70)
Steven Tatoosh (Alternate – Hupacasath First Nation)
Darren Mead-Miller (Alternate – Tseshah First Nation)
Cara Foden – Development Services Technician
Davina Hartwell - City Clerk
Tanis Feltrin/Sara Darling - Clerks Department

Date: December 12, 2019

Re: Advisory Planning Commission Meeting
Thursday, December 19, 2019 at 12:00 pm in the Committee Room at City Hall

A meeting of the Advisory Planning Commission has been scheduled for Thursday, December 19, 2019 at 12:00 pm in the Committee Room at City Hall. If you have any questions or are unable to attend please contact Katelyn McDougall at 250-720-2808 or Cara Foden at 250.720.2850 (voice mail available).

AGENDA

1. Acknowledgements - This APC meeting is being held within the un-ceded traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations
2. **Minutes** of the November 21, 2019 meeting of the Advisory Planning Commission.
3. **DEVELOPMENT APPLICATION:** Development Variance Permit
6151 Russell Place - Lot 1, Plan VIP15459, Section 9, Alberni Land District (PID: 001-868-128)
Applicant: Daryoush Firouzli, Architect as Agent for The Westcoast Native Health Care Society
4. **DEVELOPMENT APPLICATION:** Secondary Suites - Zoning Amendments
City wide
Applicant: City of Port Alberni

5. Update – Manager of Planning - Status of current projects.
6. Other business.
7. Adjournment. The next regular meeting is scheduled for January 16, 2020.



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on November 21, 2019
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Jeannette Nichols
Amy Anaka
Jim Tatoosh, Hupačasath F.N.
Larry Ransom (Alternate S.D.70)
Sandy McRuer
Rick Newberry, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison

Guests

Applicants: Mike Ruttan,
Walter Hoogland and David Simpson
Applicants: David and Lucy Galloway
Members of the Public:0

Staff

Tim Pley, CAO
Cara Foden, Planning Technician

Regrets

Sgt. Clive Seabrook, R.C.M.P. Liaison
Rob Gaudreault, Parks Liaison
Cynthia Dick, Tseshahṭ (č̣ iṣaaʔaṭḥ) F.N
Chris Washington, S.D.70 Liaison
Don Ferster
Katelyn McDougall, Manager of Planning

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshahṭ F.N.)



1. MINUTES - Adoption of October 31, 2019 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshahṭ (č̣ iṣaaʔaṭḥ) First Nations. The applicants present were welcomed by the Chair.
- **Amendments to the October 31, 2019 Minutes:**
 - Respecting Agenda item No. 4 REPORT - Cannabis Cultivation and Zoning project, there were several omissions noted.

Motions:

1. *That the City of Port Alberni Advisory Planning Commission adopt the minutes of the October 31, 2019 regular meeting together with the following amendments:*
 - a) *Add the following comments under the discussion with respect to Agenda item No. 4 REPORT – Cannabis Cultivation and Zoning:*
 - *“The APC applauded the work of the consulting team from Vancouver Island University.”*
 - *“Only a small portion of the City’s total population provided input during the public engagement process.”*
 - *“The report does not include a comparison of regulations with other similar sized municipalities and has relied heavily on Regional Districts regulations for comparisons.”*
 - *“The public engagement process did not appear to include specific consultation with industry experts and stakeholders.”*

- *“Pat Deakin, Manager of Economic Development, concurred with the APC suggestion to consult with industry experts and stakeholders.”.*

b) Rob Gaudreault was present at the October meeting. Remove his name under ‘Regrets’.

(Anaka / Nichols) CARRIED

2. DEVELOPMENT APPLICATION – Official Community Plan and Zoning Bylaw amendments 4450 Maitland Street

Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814)

Applicant: Mike Ruttan dba Alberni Low Energy Housing

- The Chair invited the applicant to speak about the proposed development.
 - The applicant, Mr. Ruttan, introduced project Consultant (W. Hoogland) and Architect (D. Simpson) and gave a broad overview of the proposal and project funding. The society has been able to negotiate a long term lease with the landowner (Roman Catholic Diocese of Victoria). All units will be income tested by M.C.F.D.(~\$900 / month). They will be independent livings units and will not be considered as supportive housing. Pets will not likely be permitted. A resident caretaker will likely be responsible for on-site facility management. 20% of the units are planned to be Accessible and family friendly.
 - A public Open House was held by the applicants to present the project to interested citizens.
 - Project Architect, D. Simpson, presented concept design boards for the project. The family friendly project is projected to include 31 x 3 bedroom units along with one and two bedroom units for a total of 46 units (previously 47 were planned). He discussed plans for combined patio/balcony spaces designed to maximize living space. Energy savings versus Form and Design were presented. The Form of the building as presented allows the project to reach a “Step 4” rating level versus a lower “Step 3” level required by BC Housing.
- The APC discussed the application as follows:
 - When asked about the large conifers along Maitland St. the applicants indicated they would need to be removed and replaced with street trees.
 - The APC expressed appreciation for the plan to include a fully fenced, family oriented, play area. When asked, the applicant indicated that there was no intention to connect the Port Alberni Shelter.
 - Bulk and Site regulations were reviewed. The proposed Floor Area Ratio is within that permitted in the RM3 zone.
 - The Planning Tech. advised the APC that the conceptual plan presented may change at the Development Permit stage.
 - APC members noted that the project ties in well with the Age Friendly Plan goal of encouraging intergenerational housing
 - Recommendations from VIHA were discussed and infrastructure needs for servicing the project were also discussed.
 - APC asked the applicant about constructing the building to current seismic standards.
 - The Applicant’s timeline is to have a 13 month construction period starting the summer of 2020.
 - APC thanked the applicants for their work and investment in the community.
- The CAO presented a summary of the report from the Manager of Planning.

- The applicant indicated that the recommendations from the Manager of Planning are in line with the proposal and that they will work with a qualified Engineer to resolve any servicing considerations. The combined Storm and Sanitary main along Maitland may be required to be separated.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to the property legally described as Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814) and located at 4450 Maitland Street:*
 - a) *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the property from ‘Residential’ to ‘**Multiple Family Residential**’ use; and*
 - b) *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to include the property in ‘**Development Permit Area No. 1 Multi-Family Residential**’; and*
 - c) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from ‘P1 Institutional’ zone to ‘**RM3 High Density Multiple Family Residential**’ zone.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process, and prior to the scheduling of a Public Hearing, the applicant be required to provide the following:*
 - a) *A technical memo from a qualified Engineer, identifying the capacity for the combined stormwater and sewer mains to service the proposed development and providing recommendations, for the consideration and approval of the Director of Engineering and Public Works, with respect to separation of the mains.*
 - b) *That the Advisory Planning Commission recommends to City Council that as part of the development process, and prior to the scheduling of a Public Hearing, the applicant be required to apply for a Development Permit that meets the guidelines for Development Permit Area No. 1 - Multi-Family Residential, is acceptable to the Manager of Planning, and is not limited to but specifically addresses the following aspects of the proposed development:*
 - *Frontage improvements (including curb, gutter, sidewalk, and street trees) on Maitland St, 8th Ave and 9th Ave, acceptable to the Director of Engineering and Public Works.*
 - *Landscaping that includes, but is not limited to, trees and landscaping for screening of on-site parking areas.*
 - *Safe, secure, and easily accessible bike storage for building tenants and building visitors.*

(Douglas / McRuer) CARRIED

3. DEVELOPMENT APPLICATION – Official Community Plan and Zoning Bylaw amendments

3351 3rd Avenue - Lot 16, Block 52, District Lot 1, Alberni District, Plan VIP197B

(PID:004-680-634); and

3359 3rd Avenue - Lot 17, Block 52, District Lot 1, Alberni District, Plan VIP197B

(PID:004-680-642); and

3369 3rd Avenue - Lot 18, Block 52, District Lot 1, Alberni District, Plan VIP197B

(PID:009-259-953)

Applicant: David Galloway dba David Galloway Construction Ltd.

- The CAO presented a summary of a report, from the Manager of Planning to the APC, dated November 15, 2019.
- The Chair invited the applicant to speak about the proposed project. The applicant gave a brief summary of the proposed plans.
- The APC discussed the application as follows:
 - Access off 3rd Avenue was discussed and noted as a challenge that would need to be addressed prior to bylaw approval.
 - The site design will require retaining structures that will be required the approval of a qualified Engineer. The Engineering study should include the existing retaining wall between Kal-Tire property and the most northerly lot.
 - The rear alley is unconstructed and is not permitted to be used as legal access to the properties. It may be possible for the applicant to purchase a portion of the alley to improve the site design with respect to access.
 - Planning Technician advised the APC that, as per the planning report, they could consider recommending that the applicant be required to apply for a Development Permit (DP) as the buildings would be fronting on a main arterial road in an area targeted for revitalization and improvement. The APC was in favour of requiring a DP and the applicants indicated to the APC that they were willing to apply. A fee waiver may be possible as the properties are not included in a DP area.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following Zoning Bylaw text amendments:*

- a) Add the following text to Section 5.12.1 Permitted Uses in the R2 One and Two Family Residential zone:

“5.12.1 Site Specific Uses

Two Family (duplex) building on parcels with an area less than 500 m² and greater than 350 m²”

b) Add the following text as Section 5.12.4 in the R2 One and Two Family Residential zone:

“5.12.4 Site Specific Uses

(a) *Notwithstanding Section 5.12.3 (e), a two-family dwelling (duplex) is a permitted use on the following parcels having an area less than 500 m² and greater than 350 m²:*

(i) **3351 3rd Avenue** - Lot 16, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-634); and

(ii) **3359 3rd Avenue** - Lot 17, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-642); and

(iii) **3369 3rd Avenue** - Lot 18, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:009-259-953)”

2. *That the Advisory Planning Commission recommends to City Council that the applicant be required to complete the following, prior to the scheduling of a Public Hearing:*

a) *Provide servicing letters from BC Hydro and Telus confirming that each of the properties will be serviced.*

b) *Submit revised Site Layout and Design Plan incorporating any necessary retaining structures and including provisions for functional movement of garbage cans, onto and off of 3rd Ave. on collection days, in a manner that does not cause undue hardship for tenants.*

c) *Submit a Parking and Access Plan acceptable to the Director of Engineering and Public Works.*

3. *That the Advisory Planning Commission recommends to City Council that prior to final adoption of the bylaws the applicant be required to provide security for all necessary works identified in the required Parking and Access Plan.*

(Douglas / McRae) CARRIED

4. *That the Advisory Planning Commission recommends to City Council that the applicant be required to apply for a Development Permit prior to final adoption of the bylaws.*

(Anaka / McRuer) CARRIED

4. UPDATE:

The Manager of Planning gave a status update on current projects.

- Cannabis Cultivation/Processing recommendations received by Council– item is coming back for further discussion next Council meeting
- Departmental Budget Presentations – start in December
- 8th Ave Woodlands Village Rezoning – asking to remove lot consolidation requirement
- Development Permit Application being processed
- 6151 Russell Place – Development Permit being processed

5. OTHER BUSINESS

- It was discussed and decided that a quorum was possible and that the regularly scheduled meeting on December 19th, 2019 would be possible.
- Terry Smith will be removed from the mailing list.
- Members of the APC for 2020 will be appointed in December. The meeting schedule will be discussed in the new year to find out if the 3rd Thursday of the month is still appropriate.
- Meetings have been running past 1 pm and APC members would like the Agenda to reflect meeting times of 12:00 – 1:30 pm.

6. ADJOURNMENT – The meeting adjourned at 1:30 p.m. The next regular meeting is rescheduled for **Thursday, December 19, 2019.**

(Douglas / McRae) CARRIED



Davina Hartwell - City Clerk

Ken McRae – Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: December 11, 2019

**SUBJECT: DEVELOPMENT APPLICATION - Development Variance Permit No. 98
6151 Russell Place - Lot 1, Plan VIP15459, Section 9, Alberni Land District
(PID: 001-868-128)**
Applicant: Daryoush Firouzli, Architect as Agent for The Westcoast Native
Health Care Society

ISSUE

At issue is the consideration of an application for a Development Variance Permit (DVP). The applicant is asking to vary the maximum height from the required 12.5 m (41 ft) to 17.71 m (58.1 ft) and to vary the maximum number of principal building storeys permitted from three (3) to five (5) at 6151 Russell Place.

BACKGROUND

The subject property is approximately 1.4 ha (3.5 acres) in size and currently houses the Rainbow Gardens Care Facility operated by Westcoast Native Health Care Society. Rainbow Gardens currently provides a total of 44 care beds, 10 assisted living units and 20 seniors housing units for seniors capable of independent living. The proposed development would provide an additional 39 units of seniors social housing built on the remaining developable area of the site at the south westerly portion of Lot 1.

The development is funded through a partnership between BC Housing and the Aboriginal Housing Management Association, and as such will be able to offer affordable housing to a wide range of income groups that will be targeted to seniors living in the Alberni Valley:

- Eight (8) one-bedroom units will be offered at \$375 per month which is the shelter allowance for single people on welfare.
- Twenty (20) one-bedroom units will be offered to low income households on a Rent-Geared-to-Income (RGI) basis at about \$625 per month.
- Seven (7) one-bedroom units and four (4) two-bedroom units, will be offered at Low-End-of-Market (LEM) rent of about \$750 per month and \$850 per month, respectively.

The proposed building will be a high-quality development with attractive but neutral colors and articulated sloped roof that gives an overall modern appearance (see attached 2D and 3D architectural renderings). A retaining wall will be incorporated into the development and supplemented with landscaping as a design element.

The applicant has provided a geotechnical study that was conducted by Lewkowich Engineering Associates Ltd. Based on the soil quality, the study recommends that the proposed building location should be located as far west as possible to avoid soft soils and possible geotechnical issues. As such, the applicant is proposing to reduce the building footprint and increase the height of the building from three (3) to five (5) storeys.

The applicant is seeking relief from the Zoning Bylaw's requirements for maximum height and number of storeys in order to permit this two (2) storey increase.

DISCUSSION

Site Plan

The total lot area of the property is approximately 1.4 ha (3.5 acres) and the overall project proposed will have a site coverage of 26%. The attached site plan shows the location of the new multi-family social housing building.

The development site is generally level. However, a steep slope exists along the east portion of the undeveloped area. A geotechnical study was conducted to determine if the remaining undeveloped portion of the site is considered safe for the intended use and proposed development. The study found that the soil that was most suitable for development is along the west edge of the property, whereas the heavily sloped area along the east portion of the undeveloped area was considered to be less suitable for development. The geotechnical report recommends that the proposed building location should be located as far west as possible to avoid soft soils and possible geotechnical issues. The building location is proposed to be centrally located, set back from both Moore Road and Russell Place, along the west edge of the property.

The proposed site plan indicates a total of thirteen (13) parking stalls to be included in the development, which meets the parking requirements of the Zoning Bylaw. One of these parking stalls will be accessible, and this stall will be located close to the main entrance of the building. The main parking lot and building entrance will be accessed off of Russell Place. The applicant has indicated that a second parking lot with an additional eight (8) stalls will be provided, accessed off of Moore Road, if enough funding remains available. The proposed site access, drive aisle and parking will not connect Moore Road to Russell Place.

Pedestrian access will be provided by a sidewalk that connects Russell Place to the main entrance on the east side of the building. Similar to the proposed parking, the applicant has indicated that a second sidewalk will be provided connecting Moore Road to an additional entrance at the west side of the building, if enough funds remain available.

Building

The proposed multi-family residential building will be a (5) storey wood framed building. The total size of the building is 2866 m² (30,850 ft²), with each floor being approximately 582 m² (6,266 ft²). Each floor consists of a mix of one and two bedroom units, as well as a laundry and amenity room. The main level of the building also provides for storage, a large amenity room, the mechanical room, and office space. Access to each floor will be provided by stairwells at the west and east side of the building, as well as a central elevator located next to the laundry and amenity room on each floor.

The attached 3D renderings illustrate the exterior appearance of the buildings. The exterior materials include cream, gray, and dark gray, Hardie panel siding with aluminum features for windows and railings. The color scheme and design are neutral, but attractive. The materials and colors, with the addition of sloped roof angles provide attractive and contrasting building detail. Architectural features help differentiate and define elements of the building resulting in a varied façade that minimizes the “box-like” appearance of the structure. The design of the building has an overall sophisticated and modern appearance.

The BC Energy Step Code provides a clear path to achieving net-zero energy ready buildings. It is currently a voluntary standard that builders across BC can use however projects funded by BC Housing are required to meet a minimum standard of Step Code 3. The proposed development will meet or exceed Step Code 3 standards ensuring a highly energy efficient building.

Land Use & Surrounding Area

The subject property is located in the North West quadrant of the city. Through various new infill development projects, the area is undergoing transition from a rural and single-family residential character to a moderately dense residential and multi-family area. The adjacent land uses surrounding the subject property are as follows:

Table 1. Surrounding Land Use		
Orientation	Zoning	Land Use
North	R1 – Single Family Residential R2 – One and Two Family Residential RM1 – Low Density Multi Family	Mix of Residential and Multi Family Residential
East	P1 – Institutional	Institutional (residential)
South	RR2 – Semi Rural Residential R2 – One and Two Family Residential	Residential
West	R1 – Single Family Residential	Residential

Zoning Bylaw

The following table provides a summary of how the proposed development compares to the site and development requirement for buildings within the P1 – Institutional zone.

Table 2. Zoning Analysis			
Criteria	P1 – Institutional Zone	Proposal	Variance
Minimum Lot Area	540 m ² (0.13 acres)	1.43 ha (3.532 acres)	n/a
Maximum FAR	n/a	.42	n/a
Minimum Frontage	15 m	23.7 m (78 ft)	n/a
Maximum Building Coverage	40%	26%	n/a
Minimum Setbacks	Front – 7.5 m (24.6 ft) Rear – 9 m (29.5 ft) Side – 1.5 m (4.9 ft)	Front – 57.9 m (190 ft) Rear – 37 m (121.5 ft) Side – 3 m (9.84 ft)	n/a
Maximum Height	12.5 m (41 ft)	17.71 m (58.1 ft)	5.21 m (17ft)
Maximum # of Storeys	3	5	2
Off-Street Parking	1 per 3 units = 13 stalls	13 stalls (up to 21)	n/a

The applicant is seeking relief from the Zoning Bylaw requirements respecting maximum height and number of storeys. The requested Variance would permit a change in the maximum height from 12.5 m (41 ft) or 3 storeys to 17.71 m (58.1 ft) or 5 storeys. The Variance will allow for the construction of a taller and narrower building.

The additional height and smaller footprint for the proposed development is due to poor soil conditions, along the east portion of the undeveloped area, that limit the ability to develop that portion of the property. By increasing the height of the building, the applicant will also be able to leave more outdoor space. A taller, narrower building may also allow for potential view corridors through the site.

CONCLUSIONS

The applicant is seeking relief from the Zoning Bylaw requirements respecting maximum height and number of storeys permitted. If granted, the variance would facilitate the development of affordable rental housing that will be targeted to seniors living in the Alberni Valley. As such, the proposed project will help meet the housing needs of the community. The development will also be attractive and modern in style, which will contribute to the appeal of the neighborhood.

The Planning department supports the issuance of a Development Variance Permit to allow for the new mutli-family social housing development at 6151 Russell Place.

RECOMMENDATIONS

The Planning Department recommends:

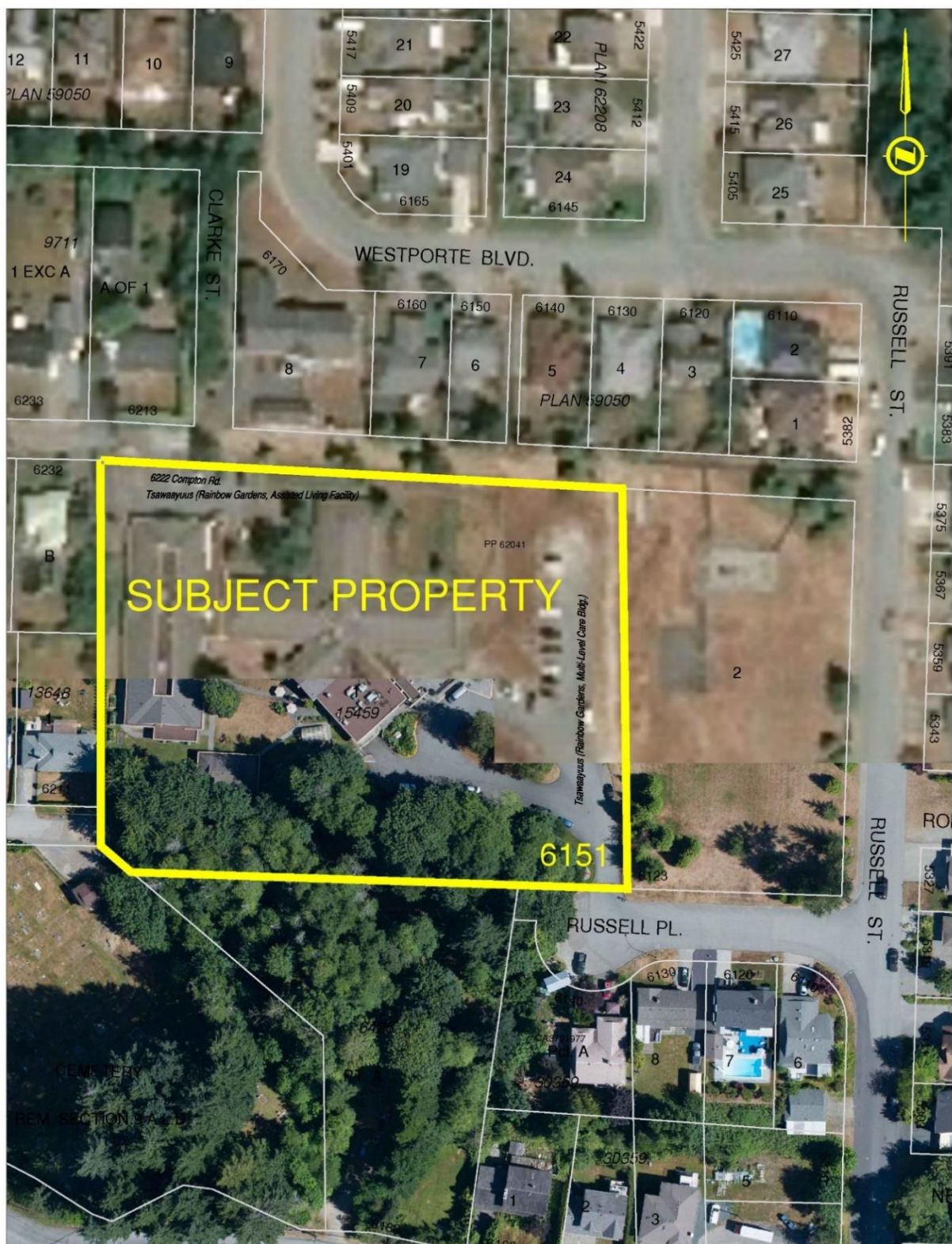
1. *That, respecting the property located at 6151 Russell Place - Lot 1, Plan VIP15459, Section 9, Alberni Land District (PID: 001-868-128), the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
 - a) *Vary Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, a variance of 5.21 m.*
 - b) *Vary Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys, a variance of two (2) storeys.*
2. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 98 for 6151 Russell Place.*

Respectfully submitted,



Katelyn McDougall, M.Urb
Manager of Planning

ATTACHMENTS



P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted uses

Principal Uses

Ambulance station

School

Arena

Supportive housing

Assembly, cultural or recreational facility

Transition house

Childcare centre

Tutoring service

Community care facility

Dormitory

Firehall

Accessory Uses

Hospital

Caretaker's *dwelling* unit, subject to Section 6.16

Hostel

Medical service

Office

Site Specific *Accessory Uses* as permitted under Section 5.31.4.

Parking lot

Personal service

Place of worship

Police station

Pound

5.31.2 Site Development Regulations

Minimum *Lot Area*

540 m² (5813 ft²)

Minimum *Frontage*

15 m (49.2 ft)

Maximum *Coverage*

40%

Minimum *Setbacks*:

Front yard

7.5 m (24.6 ft)

Rear yard

9 m (29.5 ft)

Side yard

1.5 m (4.9 ft)

Maximum Height, Principal *Building*

12.5 m (41 ft)

Maximum Number of Principal *Building*

3

Storeys

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at **5100 Tebo Avenue** (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
- Cabinet making
- Custom woodworking
- Furniture repair and upholstery
- Ornamental metal working
- Printing, publishing and allied industry
- Signs and displays industry
- Small repair shop

- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:

- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
- b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
- c) No retail activity is permitted as part of any business located on the property.

B.

Site - **4411 Wallace Street** - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

- i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C. (Bylaw 4879)

Site - **4065 6th Avenue** - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

- i. The following accessory use is permitted:
 - Restaurant
- ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
 - a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 481 m² (5180 ft²).

D.

Site – 2170 Mallory Drive – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)

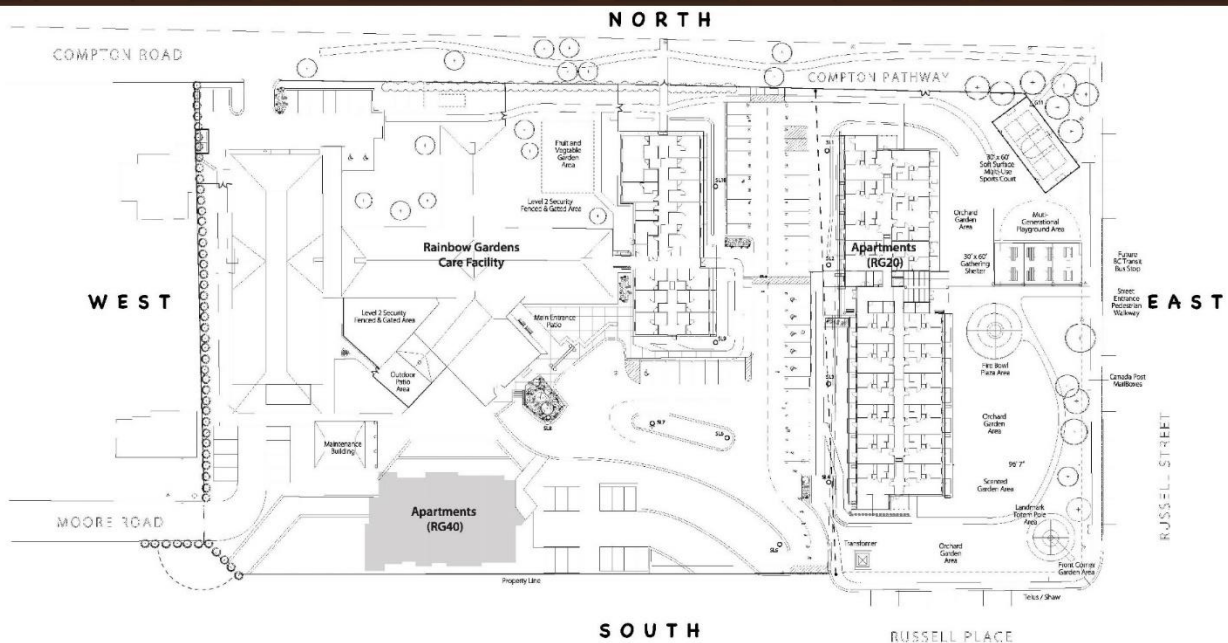
- i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:
 - a) Small Engine Repair
 - b) Mechanic
 - c) Custom Woodworking

- ii. The following conditions apply to uses listed in 5.31.4 Di:
All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.

THE WESTCOAST NATIVE HEALTH CARE SOCIETY

Tsawaayuus - Land Use Site Map Concept

Last Revised - AUGUST 18, 2019





3D RENDERING



Architectural drawings of the East and West Elevations of the 1771 building. The drawings show a four-story structure with a flat roof and a central vertical element. The East Elevation features a central vertical strip of light-colored material and a series of windows. The West Elevation features a central vertical strip of light-colored material and a series of windows. A legend titled 'EXTERIOR MATERIALS' is located between the two elevations, listing materials and their corresponding colors and codes.

EXTERIOR MATERIALS

CODE	COLOR	MATERIAL
①		HARDIE PANEL SOUND COLOR AS SH-10 HARIES ORNAM
②		8" HARIES SOUND PRE FINISHED DARK GREY
③		HARDIE PANEL SOUND PRE FINISHED GREY
④		HARDIE PANEL PRE FINISHED BLACK
⑤		ALUMINUM STOREFRONT AT MAIN FLOOR LEVEL ALL OTHER WINDOWS VINYL
⑥		ALUMINUM RAILING WITH FRUIT GLASS

[illegible]





CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission
FROM: Katelyn McDougall, Manager of Planning
DATE: December 13, 2019

SUBJECT: Secondary Suites Review

ISSUE

To bring forward updated information in relation to a report brought forward to Council on January 14, 2019 by the former Manager of Bylaw Services, requesting the Zoning Bylaw be amended to remove the “owner-occupied” requirement for Secondary Suites.

BACKGROUND

Prior to 2014, secondary suites were not permitted in Port Alberni. In 2014 City Council adopted a new Zoning Bylaw that introduced regulations permitting one secondary suite in a single family, detached dwelling subject to specific conditions.

On January 14, 2019 the former Manager of Bylaw Services brought forward a report requesting that Council authorize Staff to prepare amendments to the Zoning Bylaw to consider new definitions and provisions relative to secondary suites, with special attention to the removal of the owner-occupied requirement (6.22.4).

The Planning and Building department were not consulted on the preparation of his report, and the proposed changes were not brought forward to the Advisory Planning Commission for comment. Council endorsed the recommendations, and since then Management and Staff have been directed by the CAO to refrain from enforcing the secondary suite bylaws while they are being reviewed.

The report provided by the Manager of Bylaw Services offered limited information, with no public input or feedback. Planning staff have since undertaken a comprehensive review of secondary suites in Port Alberni. This review includes an analysis of current regulations with respect for the goals and objectives expressed in the City’s Official Community Plan (OCP), challenges related to staffing and enforcement, and upcoming changes to the BC Building Code. Staff have also provided an analysis of various municipal regulations related to secondary suites in order to demonstrate best practices. The following report is a summary of the findings and recommended next steps.

DISCUSSION

Secondary Suites Overview

A secondary suite is a self-contained dwelling unit built within a principal residential dwelling. These suites are “secondary” in that they are subordinate to the principal dwelling unit in size, location, appearance and occupancy. They are not separately owned, and remain under the control of the owner of the principal dwelling. As such, they are a form of rental housing that is market-based, though typically perceived as “affordable” by the public.

Most often, these suites are created out of underutilized space in a single detached house, such as a basement or a loft. Secondary suites can be located within a residential building (new or existing) unlike garden suites which are built in an accessory building that is a stand-alone structure.

Secondary suites may provide many benefits to homeowners, tenants and the community. Some examples of benefits include:

- low-impact densification that maintains built form and neighborhood character
- enables families from diverse economic backgrounds to live in the same area
- contributes to the housing continuum
- expands the supply of available rental housing
- can help increase the population
- can act as a mortgage helper for the homeowner
- may help families stay together longer, and help seniors age in place
- relieve pressure off of government funded subsidized housing
- typically increase the value of a home, which is a benefit to the homeowner
- promotes additional densification, which may have positive spin off benefits relating to public transit

There are also concerns and negative impacts related to secondary suites, such as:

- may increase bylaw complaints regarding parking, noise, garbage, or other conflicts
- “affordable” rents can not be achieved without affordable building costs
- health and safety standards not usually met with illegal suites, but it is politically challenging to request the decommissioning of a suite
- increase load on existing local government infrastructure and services (water, sanitary, waste)
- may lead to degradation of property if maintenance is not kept up with by suite occupants
- additional vehicle traffic and need for more parking
- municipal staff required to effectively manage a secondary suite program
- registration and licensing schemes, if implemented, may be complex
- bylaw enforcement = need to decide whether to be reactive or proactive in seeking out illegal suites
- non-enforcement of bylaws may leave the municipality vulnerable to lawsuits in the case of injury or death associated with unsafe suites
- secondary suites are still market-based rental housing, and not always a secure form of tenure
- secondary suites typically increase the value of a home, which may attribute to market inflation and have counter intuitive impacts on housing affordability
- increase risk of investment properties
- perception that allowing suites will change the character of the neighbourhood
- the social impact of secondary suites has not been well documented or studied

Official Community Plan Policy

Within the Official Community Plan (OCP) the only explicit policy that pertains to secondary suites can be found in Section 4.2 (3):

“Development of secondary suites is encouraged within those areas zoned to permit one family dwellings in order to provide for a wider range of housing choices. Suites may be contained within the primary residential building or constructed as a “granny flat” in an ancillary outbuilding subject to zoning regulations.”

There is overall support for a wide range of safe and affordable housing options for the community. The purpose of providing a wide range of housing options is to create and sustain a livable community for more people. By introducing a Secondary Suite program and Zoning Bylaw regulations in 2014, the City moved towards meeting the overarching goal by permitting a greater range of rental housing options within single-family zones. Permitting secondary suites can create more rental housing, while facilitating home ownership by providing supplementary income that can be used to help pay down a mortgage.

Zoning Bylaw

Land use zoning is the primary tool used by local governments to specify whether secondary suites are allowed in detached dwellings, how many are allowed per property, what is the acceptable size range, etc. Zoning may be applied to all detached dwelling units in a jurisdiction, to specific geographic areas, or to specific properties zoned on a site-specific basis.

Secondary suites are defined in the City’s Zoning Bylaw as follows:

“Secondary Suite – means a dwelling unit that is an **accessory** to a single detached dwelling and is comprised of one or more habitable rooms, intended for use as a separate and independent residence. A Secondary Suite contains sleeping facilities, a bathroom, and cooking facilities that are for the exclusive use of the occupant(s) of the suite.”

Section 6.22 of the Zoning Bylaw provides general regulations pertaining to secondary suites, which are as follows:

6.22.1 May not exceed 90m² in total floor area or 40% of the *habitable floor space* of the building, whichever is less;

6.22.2 Must be fully contained within the principal residence;

6.22.3 Must be provided with a *parking space* additional to the standard *parking space* requirements for the residence; and

6.22.4 Are only permitted in an owner-occupied single *family dwelling*.

With regards to parking requirements, section 7.9 *Required Amount of Parking* states that for “suites” 1 unit of parking must be provided.

Secondary suites are a permitted **Accessory Use** in the R1 Single Family Residential zone and the R2 One and Two Family Residential zone. The use of the word ‘Accessory’ emphasizes the intent

of the regulations and conveys the secondary nature of the permitted suites as being “in addition to a principal dwelling”.

While the OCP policy states a support for suites to be located in an ancillary outbuilding often referred to as a ‘Carriage’ or ‘Laneway’ homes, these are not currently permitted in the City of Port Alberni Zoning Bylaw. Secondary suites are restricted to being contained within a principal residence.

BC Building Code

In 1995, the BC Building Code was amended to include specific provisions for secondary suites. The amendments made a suite possible in a single detached home by reducing code requirements for things such as ceiling heights, fire safety provisions, and sound controls. Section 9.37 of the BC Building Code (2018) pertains to Secondary Suites and contain standards that enhance the safety of permitted suites, while allowing some relaxations of the more stringent requirements for typical multi-family developments.

The City’s Zoning Bylaw reflects the BC Building Code regulations and definitions regarding secondary suites. The BC Building Code outlines that a secondary suite means an additional dwelling unit that has/is:

- a) a total floor space of not more than 90 m² in area;
- b) a floor space less than 40% of the habitable floor space of the building;
- c) located within a building of residential occupancy containing only one other dwelling unit; and
- d) located in and part of a building which is a single real estate entity.

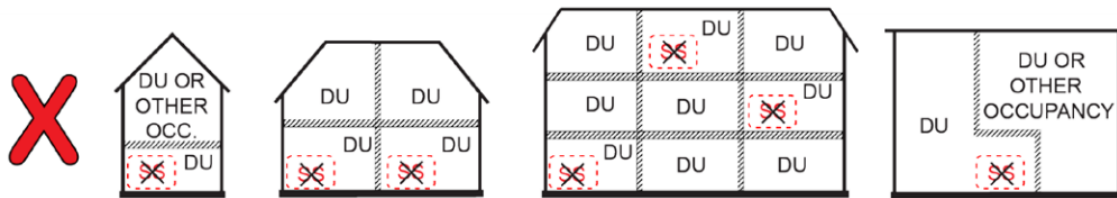
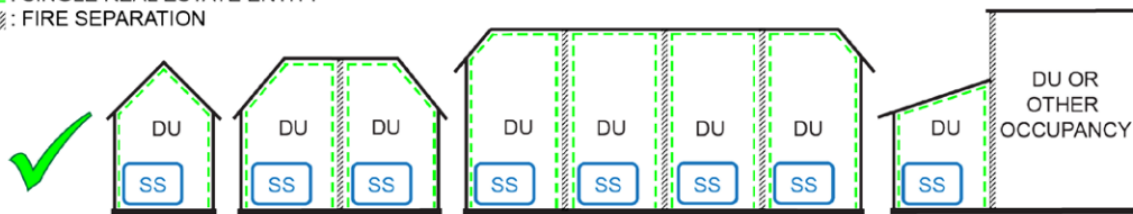
Collectively the BC Building Code, along with the City’s Building Bylaw (No. 4577) and Zoning Bylaw (No. 4832) are the primary regulations applied to secondary suites in Port Alberni. The objectives of these regulations together are to ensure that any legal secondary suite will meet the basic life standards of the BC Building Code for the protection and safety of both tenant and home owner.

In November 2019 the BC government announced upcoming changes to the building code that will accomplish the following:

- Harmonization with national building code requirements related to secondary suites
- Increase options for the design and construction of new secondary suites
- Increase the building types where secondary suites may be constructed (allowing secondary suites in certain types of multi-family buildings)

With these anticipated changes, local governments will be able to allow secondary suites in side-by-side multi-family buildings such as duplexes and townhouses. The changes will not apply to apartment-style buildings where units are above or below each other. See image below for illustrative purposes.

DU: DWELLING UNIT
 SS: SECONDARY SUITE
 [Green dashed line]: SINGLE REAL ESTATE ENTITY
 [Hatched line]: FIRE SEPARATION



With the expected changes the provincial code will no longer set a minimum size for secondary suites. As such, local governments may determine their own restrictions for secondary suites or may choose to have no restrictions. New secondary suite regulations will also likely require fire separations between residences. These upcoming changes to the Building Code may encourage the City to review various aspects of the secondary suite regulations further, but none of the anticipated changes would impact the City's owner-occupancy clause.

Bylaw Enforcement

After legalizing secondary suites Local Government's must determine what will be the most effective approach to enforcement that supports the overarching goals and intentions of the policy. The two most common methods are either a proactive or reactive approach to enforcing bylaw regulations. There is also a third option which is non-enforcement. Staff would not recommend a non-enforcement approach, as it contradicts the spirit and intent of approved Council policy and puts the municipality at risk of liabilities. Enforcement is felt to be an important part of demonstrating fairness.

With a proactive enforcement program staff seek out illegal suites. Staff would use various methods to proactively identify unregistered suites. For example, reviewing rental ads and BC Assessment data, checking online or newspaper ads for rentals, driving through neighborhoods to look for signs of secondary suites. If a suite gets identified then staff would check to determine whether it is registered and legal.

Proactive enforcement requires staff power to monitor, implement, and follow up on issues that are identified. In Port Alberni there currently is not enough internal capacity to proactively enforce secondary suite issues, so the City would need to hire additional people for a permanent or limited period of time if this was to become the desired approach.

A common but perhaps less ideal approach to enforcement of bylaws pertaining to secondary suites is to act – or more accurately react – when a complaint is received. The majority of municipalities and regional districts enforce their bylaws once a complaint has been received. In these instances, staff become involved only by the off chance that an illegal suite is reported. This approach is typically a symptom of staffing limitations, and the desire to avoid loss of affordable

rental housing stock due to closures of existing suites. The approach may be problematic if it leads to a culture of complaints, where citizens have heightened sensitivity to one another.

Regardless of a proactive or reactive approach to bylaw enforcement, if an illegal suite is discovered then owners are most commonly required to do one or some combination of the following: comply with the provisions and conditions of the bylaw, remove the suite immediately, remove the suite within a phase-out time period, apply for the necessary re-zoning.

There are a number of penalties/enforcement tools that a municipality may use to address situations where a secondary suite property owner fails to comply with its bylaws and regulations. These tools are summarized in the table below:

Tools	Action	Notes
Offence Act	Prosecute the property owner in court for contravening a bylaw.	<ul style="list-style-type: none"> • \$2000 is the maximum penalty currently allowed under the Offence Act. • Some municipalities feel this is not a very efficient use of staff time and resources.
Municipal Tickets	Use ticketing as a means of enforcing bylaws (ie: zoning, business licensing and landscape screening).	<ul style="list-style-type: none"> • An better alternative to seeking penalties under the Offence Act. • The fines that can be charged are found in section 264 of the Community Charter.
Notice on Title	A Council may, by resolution, decide to file a notice in the land titles office against the title of a property that does not comply with the building bylaw/other laws related to the construction or safety of buildings.	<ul style="list-style-type: none"> • Detailed in section 57 of the Community Charter. • Notice serves as a warning to future purchasers of the property (ie: the notice would state a suite does not conform to building code standards). • May incentives current owner to comply. • New owners will have a way to be made aware of existing issues.
Bylaw Contravention Notice	<p>Local government, by bylaw, can require that a building be brought up to a standard specified in a bylaw where the building contravenes a bylaw.</p> <p>Expenses, costs and interest incurred by a municipality (for remedial action) may be recovered by adding them back to municipal taxes payable on a property.</p>	<ul style="list-style-type: none"> • Sections 72-80 of the Community Charter. • Council must provide 30 days written notice to the owner, tenant or occupier of the real property. • The owner, tenant or occupier of the real property has 14 days to ask council to reconsider its decision.

Staff would recommend that if a homeowner has an existing secondary suite and they come forward to staff with the intent to upgrade their suite to current code requirements, then they should not be fined or penalized. The main purpose of holding back fines for those who come forward is to encourage homeowners to ensure that existing suites meet the minimum Health and Safety Standards established by the BC Building Code.

Current Issues

With a mix of both unique opportunities and challenges, secondary suite policies are complex and require staff attention to be implemented correctly. In Port Alberni there are a number of key issues that have arisen relating to the existing policy that was introduced in 2014. Staff have identified the key issues that need further review and consideration, which are summarized in the table below:

Issue	Summary
<p>Complaints relating to poor property management and no owner residing on-site</p> <p>*see attached photos</p>	<p>Staff have reported that in Port Alberni one of the most common issues regarding secondary suites is the disruption arising from secondary suites when an owner does not live on site. Input from the Bylaw Department does indicate that when a complaint about noise, litter and vehicles are received, 90-95% of calls are related to suites within a dwelling where the owner does not reside on site and where the suites are not legal or authorized. Photos from some reported properties are provided for illustrative purposes. Currently, the Bylaw Department does not code bylaw complaints to indicate the presence of the owner as a principal resident.</p>
<p>Strategy for enforcement (with limited resources)</p>	<p>The City has not yet determined how to handle illegal secondary suites, and many suites in the community are illegal. The solution is not likely straightforward as there is a need for affordable rental units, limited staff capacity, and few tools to encourage illegal suites to brought up to code and bylaw requirements.</p> <p>Many illegal suites were built before the establishment of the City's Secondary Suite Policy in 2014, and as such were not constructed under a Building Permit. Without a proactive enforcement approach most illegal suites remain unknown. Even after the establishment of the City's Secondary Suite Policy in 2014, some homeowners constructed suites without the required permits and in contravention of existing bylaws.</p> <p>Typically, if an illegal suite is identified then an owner should be required to comply with the provisions and conditions of the bylaw, remove the suite immediately, apply for the necessary rezoning/permits. To relax requirements the City could develop "alternative life safety standard" for suites that were built before 2014 without a permit. This would establish a framework of requirements for suites that never received a permit.</p>
<p>Liability management</p>	<p>The permitting process provides a system that strives to preserve transparency and consistency for the public, and supports the implementation of the Life Safety requirements of the Building Code that specifically relate to secondary suites.</p> <p>While new suites go through a standard building permit process, the municipality has not developed and agreed to a strategy to deal with illegal suites. Staff have concerns that refraining from intervening with illegal suites may expose the municipality to liability issues.</p> <p>The most typical strategy to deal with illegal suites is to require suite upgrading through a building permit and to ensure the key health and safety standards as described in the BC Building Code are met. Some jurisdictions manage liability by requiring covenants on land titles.</p>

Issue	Summary
Lack of policy/process regarding the need to decommission illegal suites	<p>The City does not have clear policy on how to decommission a secondary suite (ie: what steps an owner must follow).</p> <p>Typically decommissioning involves removal of cooking facilities and associated wiring. In some jurisdictions it also involves removal of permanent barriers separating the unit from the rest of the building.</p> <p>In other places, when removing a suite the owner must hire a registered electrical contractor to remove the stove plug, breaker, and fan hood. The contractor must report completion of this work to the provincial electrical inspector.</p> <p>Requiring the decommissioning of a secondary suite may trigger criticism as it could be perceived as the removal of “affordable” rental units.</p>
Readiness for changes to the BC Building Code	<p>Changes to the BC Building Code regarding the secondary suite requirements are being made and implemented. These changes will redefine what and how local governments regulate secondary suites. With limited staff capacity it is unlikely that the Planning and Building department will have the ability to respond quickly to the matter.</p>
Lack of public awareness and information available to the community	<p>The City has provided limited materials and information, primarily on the City's website, about its secondary suite policy and regulations. The City should conduct an awareness campaign to inform residents of the zoning bylaw. As part of this the City should develop and include a “how to” guide (in plain language) for secondary suites that clearly outlines zoning regulations, building requirements, development guidelines, the municipal permitting and approvals process, and outline how enforcement will occur.</p> <p>In the future, staff could develop a legal suite registry and an accompanying interactive online map that can be used to promote and identify legal suites publicly.</p>

Owner Occupied Clause

Section 6.22.4 of the Zoning Bylaw (the owner-occupancy clause) implies that the property owner must live on site in order for a suite to be legally permissible. The owner could live in either the main home or the suite, but the key factor is that both dwelling units must not be rented out at the same time and that the owner reside in one of the units. The primary purpose of this clause is to minimize negative impacts related to a secondary suite, such as they relate to traffic and parking, transient residents, as well as noise, garbage, and other nuisances.

In theory, the owner has greater accountability over the conduct of the tenant if they also share the property. The property will be better maintained, and the owner would also be available to respond to concerns directly instead of requiring City staff to intervene. Some literature suggests that an owner occupancy requirement may be legally challengeable, and the enforcement of this specific requirement is difficult. However, requiring that the owner occupy the home makes it easier (for both tenants, neighbors, and staff) to identify and directly communicate with those who are accountable for the authorization and safety of the suite.

Many municipalities have recognized that the presence of a suite may positively affect the assessment of a property. The owner-occupied clause helps discourage investment properties. With an investment property the goal is profit, and profit is made through rental income and/or the future resale of the property. The property is not intended to be used by the owner as a residence, but instead as a business.

Removing the owner-occupied clause will make it easier for individuals to purchase residential properties with suites for the sole purpose of renting them. While creating more rental units and increasing the vacancy rate could help address housing affordability for renters, the creation of investment properties will add pressure to the market that will impact supply, home ownership, and attribute to a rise in real estate values. There is evidence that absentee landlords are a threat to the economic and social viability of communities, as this situation would encourage property speculation among other things.

Best practices suggest that secondary suites should be used as a tool to assist homeowners paying their mortgage, while creating more rental housing stock, instead of allowing absent landlords to purchase homes and generate rental income through an investment property. If the owner-occupancy clause is removed then the impacts should be studied by reviewing the number of investment properties that result, housing availability, and market prices in subsequent years.

Most jurisdictions in BC have some type of owner occupancy requirement. 32 municipal policies were reviewed, and only 11 out of 32 municipalities studied had no owner occupancy requirement for secondary suites, compared to the 21 municipalities that did have a similar clause in place. A review of the owner-occupancy requirement by municipality is summarized in the table below:

Municipality / Regional District	Owner-Occupancy Requirement
1. Port Alberni	Yes
2. Burnaby	No
3. Campbell River	No
4. Cumberland	No
5. Courtenay	No
6. Comox	Yes
7. Colwood	Yes
8. District of North Cowichan	Yes
9. District of Sechelt	Yes
10. Duncan	No
11. Nelson	No
12. Esquimalt	Yes
13. Langford	Yes
14. Langley Township	Yes
15. Langley City	Yes
16. Maple Ridge	Yes
17. Mission	Yes
18. Kamloops	Yes
19. Kelowna	Yes
20. Nanaimo	Yes
21. Parksville	Yes
22. Powell River	Yes
23. North Vancouver	Yes
24. New Westminster	No
25. Pemberton	No
26. Port Moody	No
27. Surrey	Yes
28. Saanich	Yes
29. Prince George	No
30. Qualicum Beach	Yes
31. Victoria	No
32. View Royal	Yes
Best Practice in BC	Yes (21/32)

Where owner occupancy is required, it is common for local governments to request notarized affidavits or covenants. For example, the District of Saanich requires that a signed affidavit be submitted at the time of applying for a permit. In other municipalities the suite owner must obtain and complete an “Owner Occupancy Declaration Form” as part of the Building Permit Application. Affidavits and covenants can be administratively difficult and time consuming, but valuable when dealing with enforcement issues. In Kamloops an owner who does not reside in a dwelling with a suite is required to obtain a business license.

Other Municipal Strategies

Many local governments throughout British Columbia have developed a wide range of tools to support secondary programs. To date, the City of Port Alberni has not developed a comprehensive approach to managing secondary suites, due to shifting priorities and limited resources. Observing the tools used by other municipalities reveal common themes. The most common strategies used typically include a combination of the following:

Strategy	Implemented in Port Alberni
Comprehensive public consultation, education, and awareness program	Previously, but not currently.
Zoning protocols and planning for additional parking	Somewhat, could use additional review
Managing liability (requiring new suites go through the standard building permit process/ensuring that all suites comply with key safety regulations)	Somewhat, and staff are currently not enforcing bylaws that are under review
Offering design standards and guidelines for secondary suites in new buildings	No
Offer incentives for illegal suites to be brought up to code / alternative life safety standards	No

CONCLUSIONS:

While the Manager of Bylaw Services brought forward a report to Council that recommended various changes to the secondary suite regulations, the Planning Department does not believe that the report accurately reflects the subject matter or key issues related to secondary suites in Port Alberni. Planning staff have provided a broad and comprehensive look at issues surrounding secondary suites in Port Alberni. This review includes an analysis of current regulations with appreciation for the goals and objectives expressed in the City’s OCP, challenges related to staffing and enforcement, upcoming changes to the BC Building Code, and best practices and strategies implemented in other BC municipalities.

Since 2014 the process of legalizing secondary suites in Port Alberni has resulted in a mix of both unique opportunities and challenges. To be more effective the City’s secondary suites program will need additional staff support and attention, distinct enforcement strategies in place, as well as clear policy to deal with illegal suites. More proactive education efforts are needed at this time as community education is particularly important to ensure program implementation, and to notify the public when changes occur.

The existing secondary suites regulations meet the stated objectives of the OCP by encouraging more rental options in residential zones. However, secondary suites are currently restricted to being contained within a principal residence. The OCP policy states a support for garden suites (such as carriage homes) and staff could be directed to develop changes to the Zoning Bylaw that reflect the

OCP policy. Furthermore, upcoming changes to the BC Building Code may require additional review of the Zoning Bylaw's secondary suite provisions.

Staff recommend that section 6.22.4 of the Zoning Bylaw, the owner-occupied provision for secondary suites, remain in place. The owner occupancy clause is reflective of best practices in BC, and helps reduce negative impacts on neighborhoods. The majority of secondary suite complaints that Bylaw staff receive result from instances where the property owner does not live on site. Removing the owner-occupied clause could encourage a greater number of absentee landlords and have significant negative impacts to the community, both financially and socially.

If Council is primarily interested in encouraging more rental housing in Port Alberni then they could direct staff to develop a Housing Strategy and Action Plan that would bring forward recommendations with regards to policy tools and zoning changes. The strategy could provide the City with a framework that responds to the community's unique housing needs and addresses a full range of housing challenges around social housing, rental housing and home ownership. It would be ideal to develop this type of strategy and plan concurrently with the review of the OCP. Additional funds would need to be set aside for this type of project.

The following options should be evaluated based on their potential impacts on the overall community, and on individual neighbourhoods.

OPTIONS:

Option 1 – Remove section 6.22.4, which states that secondary suites are only permitted in an owner-occupied single family dwelling.

Option 2 – Maintain existing regulations.

Option 3 – Provide alternative direction.

Recommendation:

Staff recommends the following option:

1. That the Advisory Planning Commission recommends *that City Council endorse **Option 2**, and that staff be directed to review challenges and opportunities regarding the inclusion of Zoning Bylaw regulations regarding garden suites and carriage homes.*

Respectfully submitted,



Katelyn McDougall, M.Urb
Manager of Planning

ATTACHED PHOTOS

Photos from the City's Bylaw Department:
Properties with illegal suites in non-owner occupied homes



