

**AGENDA INFORMATION**

Regular Meeting                      Date: \_\_\_\_\_  
 Workshop (open to public)              Date: \_\_\_\_\_

Dept. Manager	GM/ Director	CAO

**The District of North Vancouver**  
**REPORT TO COUNCIL**

September 23, 2014.  
File: 13.6480.30/003.000

**AUTHOR:**     Phil Chapman – Social Planner  
                  Darren Veres – Community Planner  
                  Kevin Zhang – Planning Assistant

**SUBJECT:** Coach Houses – Zoning Bylaw Amendments

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**RECOMMENDATION:**

THAT Bylaw 8036, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to enable implementation of coach house policy, is given FIRST reading;

AND THAT Bylaw 8036 is referred to Public Hearing.

**REASON FOR REPORT:**

To obtain Council's authorization to proceed to Public Hearing with text amendments to the Zoning Bylaw to enable coach housing in single family zones. The draft Coach House "How To Guide" is provided to Council for information.

**SUMMARY:**

On September 8, 2014 Council directed staff to proceed with the development of Zoning Bylaw amendments and supporting materials needed to implement the proposed "gradual entry" approach to coach houses in the District. Zoning Amendment Bylaw 8036 is now ready for Council's consideration of first reading and referral to public hearing.

**EXISTING POLICY:**

The District's Official Community Plan (OCP) encourages a variety of housing choices across the full spectrum of housing needs. The *Detached Residential* land use designation in the OCP includes provision for secondary suites or coach houses in single family residential areas. Policy 7.1.2 directs staff to undertake Neighbourhood Infill plans and/or Housing Action Plans where appropriate to develop criteria and identify suitable areas to support detached accessory dwellings (such as coach houses).

The Zoning Bylaw currently allows secondary suites, but does not permit coach house forms of development in single family zones. Property owners interested in having a coach house

are required to rezone their property. This is a potentially expensive, lengthy and uncertain process.

**BACKGROUND:**

District staff first introduced the proposed gradual entry approach to coach houses to Council at the Committee of the Whole meeting on November 13, 2013. Following an update on the results of a successful community engagement program held in the spring of 2014, Council directed staff to proceed with the development of Zoning Bylaw amendments and supporting materials necessary to implement the proposed “gradual entry” approach to permit coach houses in the District.

**Learning from Coach House Experiences Across the Region**

Ten Metro Vancouver municipalities now have coach house programs. In each case the development considerations and approval mechanisms vary according to the housing goals and desired outcomes of those municipalities.

The City of North Vancouver (CNV) has had a two-tier approach to coach house development since 2010. Staff have authority to approve applications for coach houses under 800 square feet while Council retains approval authority for larger unit applications (1000 square feet maximum). To date approximately 40 coach houses have been built or are under application.

The District of West Vancouver Council approved bylaws permitting coach housing on July 21<sup>st</sup>, 2014. Staff are currently working to finalize this program and expects to be ready to accept applications by November 2014.

District staff has built on the experience of the CNV and other municipalities with coach housing policy, design and implementation to inform the development of our coach house Zoning Amendment Bylaw and “How To Guide”.

**DISCUSSION:**

**Proposed Zoning Bylaw Amendments**

Text amendments to the Zoning Bylaw to enable the approval of coach house development through the DVP process are presented as Zoning Amendment Bylaw 8036 (see Attachments 1 and 2). In particular, highlights of Amending Bylaw 8036 include the following changes:



In summary, these amendments allow the Development Variance Permit process to be used to vary the location of the secondary suites from within the principal dwelling to an accessory building elsewhere on the lot. Secondary suite location will be processed as a variance similar to variances for height, siting, etc.

### **Pre-Application**

Prior to making a coach house application the applicant will need to:

- obtain a copy of the “How To Guide” to ensure key development and design elements are included in the proposed application,
- determine the amount of square footage available for construction of the coach house, and
- discuss the coach house proposal with adjacent neighbours.

### **Development Variance Permit Process**

While the proposed zoning bylaw amendments will enable coach houses to be considered as a secondary suite in single family zones, approval will be contingent on obtaining a Development Variance Permit (DVP) to vary the location of the suite on the lot. Applications that have demonstrated support from adjacent neighbours will be brought forward for Council consideration.

At the DVP Application stage, the Building Plan Checker will review the submission to identify the types of variances needed. Planning staff will notify neighbouring residents that a DVP application for a coach house has been received. Staff will prepare a report with recommendations for Council. Final approval of the DVP will be determined by Council.

### **Coach House “How To Guide”**

To support implementation of coach houses through the Zoning Bylaw amendment and the development variance process staff have prepared a draft coach house “How To Guide” (see Attachment 3). This document guides prospective coach house builders through a process to self-assess the eligibility of their property, and provides a detailed set of development performance criteria to guide the review and evaluation of coach house DVP applications. This approach facilitates the controlled and gradual entry to coach housing in the District while providing an opportunity for monitoring, review and adjustment as needed after a period of implementation.

Key development and design criteria for coach houses include the following:

- Restricting coach houses to lots 10,000 sq. ft. or bigger, OR lots 50 feet or wider provided that they are on a lane, OR corner lots 50 feet or wider without a lane.
- Limiting coach house size to the amount of space that could otherwise be added to the existing house as a new addition to a maximum of what is already permitted under the existing zoning.
- Restricting the size of the coach house to the same size as permitted for a secondary suite (maximum 90m<sup>2</sup>/968 sq.ft.).
- Allowing either a secondary suite or a coach house, but not both.
- Prohibiting coach houses from being strata-titled.
- Requiring an additional parking space in a non-tandem configuration on the property

- Provision of development and design criteria to protect neighbourhood character and the privacy of neighbours

The draft coach house “How To Guide” is provided as Attachment 2.

**Timing/Approval Process:**

Should Council give 1<sup>st</sup> reading to Bylaw 8036 then a public hearing will be scheduled.

**Public Input:**

In March and early April of 2014, District staff co-hosted with West Vancouver staff, a series of meetings with coach house designers and builders and with planners from nine other local municipalities where coach housing is already permitted.

Subsequently in May and early June of 2014, District staff organized a series of open houses and public events at various locations throughout the District to gather community input on the proposed coach house approach. Approximately 240 people attended the first five events hosted throughout the District. An estimated 2,500 people passed by and had the opportunity to comment on coach house displays at the District libraries. Further, an estimated 6,000 people would have viewed the coach house display in the District Hall at tax time.

In total 192 feedback forms were received. Results of the community engagement showed that 85% of survey respondents *Strongly Agreed or Agreed*, “That Coach Houses should be considered to provide additional housing options in the District”.

**Concurrence:**

The proposed Zoning Bylaw amendments and the draft “Coach House How To Guide” were reviewed by interdepartmental staff from Development Planning, Building Services, Environment, Legal Services and Engineering.

**Financial Impacts:**

Any increase in development permit fees and tax revenues as a result of coach house development is expected to be very modest as the anticipated uptake for coach houses through the gradual entry program is only 5 to 25 applications per year.

**Liability/Risk:**

The proposed Zoning Bylaw amendment does not expose the District to any particular risk or liability.

**Social Policy Implications:**

Coach housing will provide opportunities for greater housing diversity; enable residents to age-in-place on their property; enable young families or young adults to live in single-family neighbourhoods that might otherwise be unaffordable; and provide young couples, seniors and renters an additional housing option beyond apartments, townhouses and larger single-family homes.

**Environmental Impact:**

Coach house development will lead to a more efficient use of existing land and infrastructure in existing neighbourhoods throughout the District. New developments would need to adhere to relevant Development Permit Area regulations.

**Conclusion:**

Given the strong community support for coach housing in the District and as coach houses support housing policies in the OCP and provide alternative housing choices for District residents, staff recommends that Council approve first reading and referral of Zoning Amendment Bylaw 8036 to public hearing.

Respectfully submitted,



Phil Chapman  
 Social Planner

Darren Veres  
 Community Planner

Kevin Zhang  
 Planning Assistant

- Attachment 1: Zoning Amendment Bylaw No. 8036 (2014)
- Attachment 2: Track Changes of Proposed Amendments to Zoning Bylaw
- Attachment 3: Draft "Coach House How to Guide"

<b>REVIEWED WITH:</b>		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks & Environment _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> Recreation Com. _____
<input type="checkbox"/> Economic Development _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Human resources _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____