



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Legislation Text

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REQUEST FOR DIRECTION

DATE: March 2, 2020

Report No. DEV-20-015

TO: Laurie Hurst, Chief Administrative Officer

FROM: Tricia deMacedo, Planner 2 and Bill Brown, Director of Development Services

SUBJECT:

Proposed Detached Accessory Dwelling Unit (DADU) Process and Regulation

ESSENTIAL QUESTION:

Is the Committee of the Whole satisfied with the proposed regulatory framework for the legalization of DADUs in the Township?

RECOMMENDATION:

1. That the Committee of the Whole receives Staff Report No. DEV-20-015 for information and provide additional direction to staff as the Committee of the Whole considers advisable; and
2. That the Committee of the Whole direct staff to undertake consultation with the public as outlined in Staff Report No. DEV-20-015 prior to bringing forward zoning bylaw amendments and development permit guidelines for Council's consideration.

BACKGROUND:

Appendix A: Minutes of the Special Committee of the Whole, October 3, 2017.

Appendix B: Matrix of other municipalities' DADU regulations

Appendix C: Proposed zoning amendments

Appendix D: Map of proposed eligible properties

Appendix E: Proposed design guidelines

Detached Accessory Dwelling Units (also known as garden suites, granny flats, detached suites, laneway homes, coach houses etc.) are small, detached dwellings, usually sited in the rear yard of single family lots and accessory to the principal dwelling. DADUs are often cited as a way to provide an opportunity for multiple generations to share property while retaining some independence and privacy for the residents. In addition, these suites can be a way for homeowners to offset the cost of their mortgage and for renters to live in detached housing at a lower cost.

Within the CRD, DADUs are currently permitted within the municipalities of Victoria, Colwood, Metchosin, North Saanich, Sidney and Sooke. Saanich has recently completed a two year study on

'garden suites' and is expected to pass zoning amendments this spring. Further away, Nanaimo has had 'carriage house' regulations since 2008, and a large number of lower mainland municipalities allow 'laneway homes' and 'coach houses'. Vancouver alone has issued over 3000 permits for laneway homes since 2009 and is targeting an additional 4000 by 2028 as part of their housing strategy.

During the Township's Official Community Plan (OCP) review in 2017, the public was found to be very supportive of the concept of allowing DADUs in the municipality. Policy was added under Housing and Residential Land Use that now states: "*Support the inclusion of detached accessory dwelling units on appropriate low density residential land use designated areas where only one principal dwelling unit exists.*" Council was presented with options for regulating DADUs at a Committee of the Whole meeting on October 3, 2017, and at that time the Committee of the Whole supported the use of a development permit (DP) process. This would entail rezoning eligible properties to a new 'DADU zone' so that individual applicants would not be required to rezone each time a new DADU was proposed as long as their proposal met the requirements of the zone. However, the Committee of the Whole did state that in order to have some control over the design of DADUs, they would like to see a development permit process established (Appendix A).

Based on this direction, staff have prepared a set of recommended zoning amendments for the creation of a Single Family Residential-6 ('DADU') zone and a set of design guidelines that would be incorporated into the OCP as part of a development permit process. Staff are seeking direction from the Committee of the Whole regarding:

- The proposed process for obtaining permission to build a DADU.
- The proposed zoning regulations for DADUs.
- Parking requirements for DADUs.
- The proposed eligibility for properties to be included in the new RS-6 zone.
- The extent and nature of public engagement on DADUs prior to bringing forward any proposed amendments to Council.

ISSUES:

Proposed Regulatory Framework

Staff have completed an analysis of the detached suite regulations in other jurisdictions on Vancouver Island and the lower mainland and have compared this to the Township's low density residential lot sizes and configurations in order to develop the regulations for the proposed RS-6 zone (Appendix B). The proposed regulations (see Appendix C) fall into three primary categories: Eligibility, siting, size (density and height).

Eligibility

Staff suggest that DADUs be permitted only on lots where all of the following conditions are met:

- Currently zoned RS-1 or RS-5;
- The entire lot is located greater than 20 m from the Gorge Waterway or 10 m from the Strait of Juan de Fuca;
- The lot is not a strata lot;
- The lot is designated as low density residential on Schedule B of the OCP; and
- Lot area is greater than 530 m² or greater than 475 m² on a corner lot or double fronting lot

(laneway).

Applying these criteria to existing lots within the Township indicates that 1089 properties will qualify for inclusion in the proposed RS-6 zone (see map Appendix D). Of these, 1051 are lots greater than 530 m², which is the minimum lot size for the existing RS-1 zone. The remainder are smaller corner lots or lots with double frontages (primarily on Lockley Rd.).

Inclusion in the RS-6 zone does not necessarily imply that a DADU could be constructed on the property, only that the lot size and location meets the criteria. Existing buildings, contours, trees, servicing etc. can all impact the potential for adding a DADU.

Based on the suggested process, if a property is not included in the proposed RS-6 zone, rezoning would be required for any proposed DADU. Thus, owners of duplex zone lots that currently have a single detached dwelling may choose to rezone to add a DADU instead of constructing a duplex.

Siting

Standard practice is for DADUs to be located in the rear yard only. A variance process could be used in situations where front or side yard siting might be more appropriate. The proposed siting requirements align for the most part with the existing setbacks for accessory buildings in the zoning bylaw, with the exception of the combined side yard setback of 4.5 m which is for the principal dwelling.

Size

Staff suggests that the maximum floor size of a DADU be limited to 65m². Lot coverage and floor area ratio (FAR) would remain the same as for existing RS-1 and RS-5 zoned lots, therefore density will not change, whether or not a DADU is constructed. Lots with large principal dwellings will be more limited in the size of the DADU permitted. Additional measures are recommended to ensure that DADU residents have access to usable open space:

- Maximum rear yard coverage 25%; and
- Minimum amount of open space of 20 m².

Height of DADUs are proposed to be limited to the same height allowed for accessory buildings (3.6 m), which allows for a one storey building with sloped roof. The maximum height of a DADU would also not be permitted to be higher than that of the principal dwelling in order to prevent overlook of adjacent neighbours on steeply sloping lots.

Proposed Approval Process

As per Council's direction in October 2017, staff suggests that the COTW consider a Development Permit (DP) approval process for applications where the lot is located in the proposed RS-6 zone. The disadvantage of a DP process over a full rezoning is that a development permit does not have the same opportunity for public input as offered through a public hearing. The advantage of the DP process is that it allows Council some measure of control over the siting and design of the DADU, but with a shorter timeline and reduced fees for the applicant as compared to a full rezoning process, as well as less impact on staff resources. The current fee for a DP in the Township is \$750.

While Saanich and Victoria both offer a delegated DP process, staff suggests that Council retain approval authority at this time. As this form of building is new to the Township, the public will have

more confidence in the process if applications are reviewed by Council, at least at the beginning. This decision can be reviewed in the future if Council wishes. All DPs will be reviewed by the Advisory Planning Commission prior to coming to Council.

Proposed Design Guidelines

Staff have created a preliminary set of design guidelines which Council can consider as part of a regulatory scheme for DADUs (Appendix D). DADUs would logically fit within DP Area 3, Enhanced Design Control Residential, which already is used for single detached infill projects and duplexes. Staff proposes to add an additional section for DADUs to this DPA through an Official Community Plan amendment, to be brought forward for approval by Council. The design guidelines would provide the applicant, staff and Council with direction on the desired form and character of these units without being overly prescriptive. Proposed design guidelines specific to DADUs would include those to address the street presence of the suite, entry way design, landscaping and open space, size in relation to the principal building and roof projections.

Accessory Building Conversion

Applications to convert an existing accessory building to a DADU would require some additional scrutiny. The City of Victoria initially allowed conversion of buildings, but found in the first few years that some applicants tried to circumvent the development permit design review process and tree protection guidelines by building an accessory building first and then applying to convert the building later. As a result, the City recently introduced a requirement that accessory buildings could not be converted to DADUs until after a five year waiting period. The District of Saanich is recommending that conversion of accessory buildings not be permitted. To address this issue, Development Services staff suggests that only accessory buildings built prior to the adoption of the RS-6 bylaw amendments be allowed to be converted. Community Safety Services staff also point out the difficulty of determining whether an accessory building has been built to the necessary code requirements for a residential dwelling. Their suggestion is that applicants hire a third party to make this assessment.

Parking

Parking on single family lots is a significant cause of the loss of urban forest along with an increase in impermeable surfaces. Additional parking for a DADU is not required in the City of Victoria (with smaller lots permitted garden suites) and is not suggested by staff for the Township either. However, should Council choose to require additional parking, the following mitigation measures are recommended:

- That there would be no additional curb cuts allowed for access to parking;
- That trees may not be removed for parking; and
- That parking be allowed in tandem with existing parking (i.e. behind each other and not necessarily behind the front face of the building as per Section 9. (4) of the Parking Bylaw 1992, No. 2011).

Public Engagement for Legalization of DADUs

Public support for legalization of DADUs is expected to be high. Recent surveys in the District of Saanich found 72% of residents strongly support DADUs (survey of 1063 people). Development Services staff have also received a large number of inquiries from residents interested in building DADUs in the Township.

However, support for legalization may also be tempered by resident's concerns regarding setbacks,

removal of neighbourhood trees, parking and loss of privacy. In order to allow for transparency, a public consultation process is suggested in order to gauge the level of support for the proposed process and regulations. This consultation can take place alongside consultation for the 'recalibration' of the OCP that is also taking place during 2020 or it can be conducted independently. Recommended forms of public engagement include an open house, survey, updates on the Township website and social media and information displays. Staff would then return to Council with the results of this engagement and a proposed bylaw for first reading.

ALTERNATIVES:

1. That the Committee of the Whole receives Staff Report No. DEV-20-015 for information and provide additional direction to staff as the COTW considers advisable; and
That the Committee of the Whole direct staff to undertake consultation with the public as outlined in Staff Report No. DEV-20-015 prior to bringing forward zoning bylaw amendments and development permit guidelines for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Final

Special Committee of the Whole

Tuesday, October 3, 2017

5:45 PM

Esquimalt Council Chambers

Present 6 - Councillor Meagan Brame
Councillor Beth Burton-Krahn
Councillor Lynda Hundleby
Councillor Olga Liberchuk
Councillor Susan Low
Councillor Tim Morrison

Absent 1 - Mayor Barbara Desjardins

Staff: Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Anja Nurvo, Director of Corporate Services
Marlene Lagoa, Community Development Coordinator
Rachel Dumas, Recording Secretary

1. CALL TO ORDER

Acting Mayor Morrison called the Special Committee of the Whole meeting to order at 5:45 PM.

Acting Mayor Morrison acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

2. LATE ITEMS

The following late item was added to the agenda:

- (1) Pertaining to Agenda Item 5. **STAFF REPORTS:** (1) Official Community Plan - Housing Policies Review. Staff Report DEV-17-059
- Email from Stephane Vaudandaine dated October 3, 2017

3. APPROVAL OF THE AGENDA

Moved by Councillor Burton-Krahn, seconded by Councillor Liberchuk: That the agenda be approved as amended with the inclusion of the late item. Carried Unanimously.

4. PUBLIC INPUT (On items listed on the Agenda)

Excluding items which are or have been the subject of a Public Hearing.

Nancy Paine, *resident*, in favour of tourism and would welcome short term rentals and home sharing opportunities.

Kaye Melliship, *Greater Victoria Housing Society*, encouraged Council to consider long term permanent affordable housing opportunities in the Township.

Roslynn Mitchell, *resident*, expressed concerns with garden suite permit process and impact on neighbours if public engagement and rezoning is not required.

Stephane Vaudandaine, *resident*, in opposition of multi story buildings, impact on neighbours and encouraged Council to consider development in moderation.

Mark Eraut, *non-resident*, BC Step Code allows each municipality do determine how they introduce the code over a period of time and encouraged Council to consider process options before implementation.

Marie Fidoe, *resident*, in favour of back yard cottages and encouraged Council to consider this option for long term Township residents and rental opportunities.

Robert Cote, *resident*, in support of amendments to Official Community Plan regarding secondary suites and duplexes.

Brian Gray, *resident*, encouraged Council to consider senior residents and allow a separate land title for legal suites creating multi ownership properties.

Chris Edley, *resident*, in support of how development is progressing in the Township and encouraged guidelines be available for residents regarding new housing and short term rental opportunities.

Sue Grainger, *resident*, expressed concerns regarding affordable housing options in the Township and impact on business owners and employment opportunities.

Peter Fann, *Esquimalt Lions*, expressed concerns regarding "Lions" property on Fleming St in need of urgent upgrade and encouraged Council to consider funding options for a new building to allow for affordable housing.

Graeme Hill, *resident*, expressed concerns regarding lack of housing in the community and encouraged Council to consider more than just subsidized solutions to the housing crisis.

Doug Crowder, *resident*, in support of more affordable housing opportunities and encouraged Council to consider garden and carriage suites.

Chris Moore, *resident*, in support of carriage suites, providing process and guidelines are enforced and encouraged Council to consider more bicycle racks in the community.

Gene Miller, *non-resident*, encouraged Council to consider the design and heritage of the community when approving quality affordable housing development.

5. STAFF REPORTS

Development Services

- 1) [17-390](#) Official Community Plan - Housing Policies Review, Staff Report DEV-17-059

Community Development Coordinator reviewed a PowerPoint presentation providing an overview of the OCP review process including previous directions to staff relating to housing. She reviewed the draft Housing Policies, directed Council's attention to two issues requiring further staff direction, and answered questions from Council.

Council comments and questions included:

- Difference in use of DPs vs. DVPs to regulate secondary suites
- Public input required for the various regulatory tools available
- Traffic and parking concerns related to secondary suites
- The possible use of inclusionary zoning

Discussion re Request for Direction: Does the Township wish to allow secondary suites in two-unit duplex residential zones?

- Council consensus was that we are in support.
- Staff advised that for properties with S. 219 covenants prohibiting secondary suites, the owner may apply to the Township to discharge the covenant if it is no longer required.

Moved by Councillor Liberchuk, seconded by Councillor Brame: That COTW direct staff to prepare a report and prepare a draft Zoning Bylaw amendment for Council's consideration, removing the restriction on rentals in single family homes. Carried Unanimously.

Discussion re Detached Accessory Dwelling Units included:

- Staff advised that we could create a new RS6 Zone with Development Permit Guidelines, to streamline the process and fewer applications would have to come before Council
- Council consensus was to proceed with Option 4, to create a new zone to permit detached accessory dwelling units, with design Guidelines
- These should be restricted to single storey to protect the privacy of neighbours
- They should not be permitted on properties with an existing secondary suite

Further discussion was held on other matters relating to Housing Policies generally, which included:

- Whether to restrict AirBNBs and short term rentals to maximum of 35-60 days, otherwise not allowed without zoning as B&B and with business licence; need for enforcement to ensure meeting requirements
- Need to ensure that for new major projects any units added will be available for our community and not as tourism rental units
- Need to preserve the rental units that we currently have and whether this

- can be accomplished by establishing a new rental zone
- Need to encourage developers to build larger units for families in multi-unit developments
- Research current infill exceptions for panhandle lots to determine whether they should be removed from OCP
- Encourage higher energy performance in new multi-unit residential development through density bonusing
- Consider relaxation of Parking Bylaw requirements for multi-family units

6. PUBLIC QUESTION AND COMMENT PERIOD

Excluding items which are or have been the subject of a Public Hearing. Limit of two minutes per speaker.

Fil Ferri, *resident*, in support of garden suites and encouraged Council to consider rezoning options for duplex lots.

Stephane Vaudandaine, *resident*, encouraged Council to continue to engage in public consultation when making development decisions and consider impact on current residents.

Brian Gray, *resident*, encouraged Council to consider RS6 zoning guidelines for two storey suites in conjunction with current footprint and design including parking options.

Dale Kroppmanns, *resident*, encouraged Council to streamline permitting process for future suites and short term rental guidelines.

7. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Low: That the Special Committee of the Whole be adjourned at 8:15 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS 16TH DAY OF OCTOBER, 2017

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT

	Municipality	Name	Location			Size				Siting on Lot			Parking	Approval Process	Notes
			Zones	Secondary Suites also allowed	Minimum Parcel Size (m2)	Storeys	Maximum Floor Area (m2)	Lot Coverage (%)	Height	Side Yard Setbacks	Distance from PD	Front/Rear Yard			
CRD Municipalities	Central Saanich	Not permitted													At least 6 have been permitted by rezoning on large units.
	Colwood	Accessory Dwelling Unit	SF, A, D and MF zones.	no	>750	2	60 m2 or 40% of GFA, whichever is less		4 m (1 sty) or 7 m (2 sty) or 80% of Principal Dwelling height	1.5-3	1		1 per every 2 bedrm	Application, DP, BP.	Must register covenant to prevent stratas.
	Langford	Not permitted													
	Metchosin	Detached secondary suite		no	8000	2	70		8	15	no less than 1, no more than 15	both	2	BP only	Must register covenant agreeing no suite in principal building.
	North Saanich	Carriage House/Guest House, Caretaker's Unit, Laneway House	CD-4	no	300	2	60-140	18	7.5-7.62	0.8-3	4.5	Sets max rear setback			Carriage House means a dwelling constructed on the top floor of a garage
	Oak Bay	Not permitted													
	Saanich	Garden Suite	All RS zones in sewer service area.	Under consideration	400/ 12 m wide	2, flat and shallow pitched roofs discouraged. Second storey integrated into roof form.	Small lot 46.5, Medium lot 65, Large 93	all structures 40%, rear lot all structures 25%, 5-10% all accessory buildings, open space 45%	small and medium lots 4.2 m, large lots 6.5 m sloped roofs.	1.5 - 4.2 depending on height of GS	4	Front only, variance considered.	1	delegated DP + ADP + neighbour consultation	Council has endorsed proposed zoning amendments and design guidelines. These are being prepared for public hearing early spring 2020.
	Sidney	Detached Secondary Dwelling	R-1 and R-3	no	400/10 m wide	2	Building width limited to 50% of rear lot line	30 (rear yard only)	85% of PD or 6 m whichever is lesser	1.5	3	Rear only			Requires owner occupation of one of the units
	Sooke	Small suite	Allowed in certain zones- RU4, RU5, R1.	no		2	90	30-35 (including all buildings)	4-9 m, less in smaller zones	1.2-2	n/a	Front and rear yard	1	BP or rezoning	Small suites allowed to be used for vacation rentals. Also can use manufactured home but no longer than 13 m. Require owner occupation.
	Victoria	Garden Suite	R1-A, R1-B, R1-G, R-2, R-J and R-k.	no		1- 1.5	37-56	30-40 (depends on zoning) 25 (rear yard)	3.5	0.6	2.4	Rear only	0	Delegated DP, cost \$200, takes 3-4 weeks.	22 Suite permits issued, 17 in process, from April 2017 to July 2018 under new rules. In previous 12 years, with rezoning required, only 18 approved.
View Royal	Not permitted														
Gibsons	Garden Suite		Possibly	>750	Two, with restriction of second floor to 75% of first.	14% of lot area to max of 90 m2	45-50	4 m inside VPA, 6 m outside VPA	1.5	5	Both	1	DPA 8		
Kelowna	Carriage House	RU-6 Carriage House zone	no			90 m2 and/or 75% of principal dwelling	14-20	4.8-6	1.5-3	3-4.5	Both, but large front yard setbacks	3	BP, possible DVP		
Ladysmith	Coach House		no	668-780	Limits on upper balconies and decks	60		5-6.6	1.5	6	Rear only	1	DPA, BP.	Wastewater user rate, Solid waste fee.	
Nanaimo	Carriage House			370		90	13 (detached suite only)	4.5-7				1	BP	Also permitted on corner lots, lanes.	
North Vancouver (District)	Coach House		no	>929 m2 or be 15 m wide on a lane or a corner	Limited by max floor space permitted in the zone in which it is located less the amount of floor space of existing dwelling unit.	40 (all buildings)		4.57-6.71	1.22-2.44	6.07	Generally rear but exceptions exist.		DVP, possible DP,BP.	Requires owner occupation of one of the units	
West Vancouver (District)	Detached secondary suite	RS1-10 and RD1 and RD2.	no and not with duplexes			10% of lot area or 111.5 m2, whichever is less.	10 (detached suite only)	4.57 (1 sty) 6.4 (2 sty)		4.9	rear (with exceptions)	1	Delegated DP required, BP.	Requires owner occupation of one of the units. Applicants required to demonstrate they have informed neighbours about proposal, issues raised and how these are proposed to be addressed. Requires business licence and adaptable suite guidelines.	

Appendix B: Matrix of municipal garden suite regulations

Appendix C: Proposed Detached Accessory Dwelling Unit Regulatory Framework

ELIGIBILITY for RS-6 zoning

Regulation	Proposed	Rationale
OCP Proposed land use designation	Low density residential only	Already in OCP policy
Where zoned for B&B	Not permitted	Standard practice
Where a secondary suite, DADU.	Not permitted	Standard practice
Where zoned for duplex	May be considered through rezoning in some situations, but not eligible for RS-6 zone automatically.	Standard practice.
Waterfront lots or within 20 m of Gorge or 10 m of Strait	Not eligible	Environmental development permit area.
On bare land strata lots	Not eligible	Servicing issues, strata law.
Parcel size minimum	475 or 530 m ²	475 where there is a corner lot or laneway access. 530 for other lots. 530 is the minimum lot size for RS zoned lots.
Accessory building	Cannot convert	Standard practice
Strata titling	Not permitted	Standard practice
Requirement that either garden suite or principal dwelling be occupied by the owner	No	Same as secondary suites.

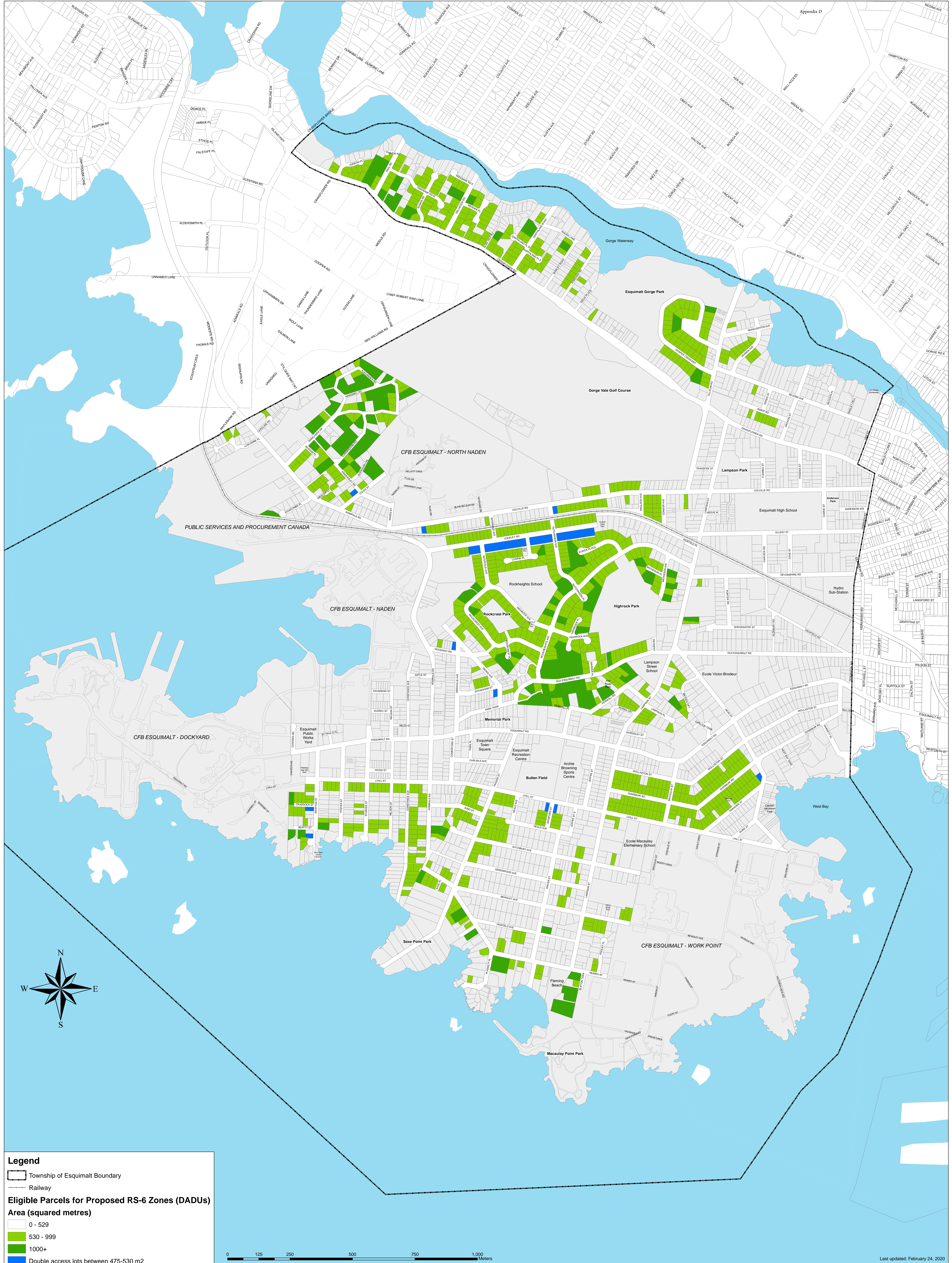
Appendix C: Proposed Detached Accessory Dwelling Unit Regulatory Framework

SITING

Regulation	Proposed	Rationale
Siting on lot	Rear yard only.	Standard practice
Rear yard setback	1.5 m	As per existing setback
Side yard setbacks	1.5 m	As per existing setbacks.
Exterior side yard setback	3.6 m	Consistent with existing RS-1 requirement.
Combined side yard setback	4.5 m	
Distance from principal dwelling	2.5 m	As per existing distance for accessory buildings from PD
Minimum amount of open space	20 m ²	As per Saanich regulations. Minimum dimension 3 m.
Minimum lot depth	Not required	Setbacks will cover siting

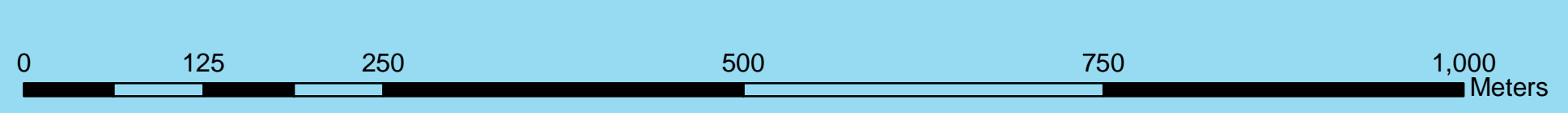
DENSITY AND HEIGHT

Regulation	Proposed	Rationale
Number of stories (stories includes basement)	1	Council minutes Oct 3, 2017
Maximum floor area	65 m ²	Balances site coverage against tree and open space loss while permitting sufficient space to contain an efficiently designed two bedroom suite.
Lot coverage (all buildings)	30%	As per existing RS-1 requirement
Floor area ratio	0.35	As per existing RS-1 requirement
Lot coverage (accessory only)	10%	As per existing RS-1 requirement
Site coverage (rear yard only)	25%	Standard practice
Height (maximum)	3.6 m	Decreases potential for impact to neighbours. Consistent with existing Accessory Building allowable height in RS-1 zone.
Height in relation to Principal Dwelling	The maximum height of a Garden suite should not be at an elevation higher than that of the principal dwelling.	To prevent overlook of garden suites onto the principal dwelling or that of neighbours



Legend

- Township of Esquimalt Boundary
- Railway
- Eligible Parcels for Proposed RS-6 Zones (DADUs)**
- Area (squared metres)**
- 0 - 529
- 530 - 999
- 1000+
- Double access lots between 475-530 m2



Appendix E: Proposed Detached Accessory Dwelling Unit Design Guidelines

Pre-existing DP guidelines are italicized

Issue	Guideline
Overlook	<p><i>Buildings should be designed to minimize visual intrusion on to the privacy of surrounding homes. Some overlook of adjoining yards and neighbouring decks may be unavoidable; however, additional privacy should be achieved by inseting balconies, decks and patios into the building or by screening them with latticework or landscaping. Windows should be spaced so that they do not align directly with those of other buildings.</i></p> <p>Windows oriented towards adjacent properties are discouraged, unless it can be demonstrated that overlook is mitigated by a design or natural feature.</p> <p>Roof decks and balconies on the roof are not permitted.</p>
Protecting mature trees and sensitive habitat	<p><i>Retain existing healthy native trees, vegetation, rock outcrops and soil wherever possible.</i></p> <p>Siting should respect mature trees both on-site and on adjacent properties by locating the garden suite to minimize the impact on a tree's root system. A certified arborist report may be required as part of the application.</p>
Impervious surfaces	<p><i>Maximize the ratio of planted and pervious surfaces to unplanted surfaces, and design paved areas to direct water towards vegetated areas, to help reduce surface run off.</i></p> <p><i>Use porous surfaces to enhance stormwater infiltration; permeable paving is preferable for all open air parking areas.</i></p>
Design	<p><i>To create interest in the façade of the buildings facing the street, the incorporation of architectural elements such as bay windows, covered porches, verandas and prominent front doors is encouraged.</i></p>
Massing	<p>On sloping sites, the scale, mass and location of the garden suite should adapt to the topography and natural features. View from adjacent properties should be considered in the design of the garden suite.</p>
Lighting	<p><i>Use International Dark-Sky Association approved lighting fixtures in outdoor locations.</i></p> <p><i>Outdoor lighting shall be no brighter than necessary, be fully shielded, have minimal blue light emissions and only be on when needed. Avoid vanity lighting, and lighting directed into the night sky and tree tops.</i></p>
Entryway design and orientation	<p>The entrance to the garden suite should be oriented to and visible from the street, well lit and provide protection from the elements by either a projecting roof or by recessing the front door.</p> <p>On corner lots and laneways, the primary entry to the garden suite should be oriented to the side street or laneway, rather than the front lot line. If this orientation is not possible, the entryway should face the interior of the lot rather than the exterior.</p> <p>A minimum 1.2 m wide, unobstructed pathway must be provided to the front door of the garden suite from the street or laneway.</p>
External mechanical equipment	<p><i>Hydro utility meters and mechanical systems should not be placed on the front façade of</i></p>

Appendix E: Proposed Detached Accessory Dwelling Unit Design Guidelines

	<p><i>a building and, if placed in a manner which is visible from the street, will be appropriately screened by the owner in a manner consistent with BC Hydro requirements.*</i></p>
Roof form	<p><i>Rooflines of new development should relate in height, shape and pitch to existing residential buildings in the immediate area. For corner sites, the building design should avoid having large unbroken sloped roof areas facing the street.*</i></p>
Outdoor space	<p>The garden suite should be provided with a minimum of 20 m² of open space at grade, separate and distinct from that for the principal dwelling.</p> <p>Open space should be immediately adjacent to and accessible from the garden suite and be defined and screened through the use of landscaping, plantings, fences or trellises and/or changes in grade.</p> <p>Open space should not be usable as a parking space.</p>
Landscaping	<p>Exterior side yards on corner lots should be designed and treated as the main entrance to the garden suite. Screening and landscaping between the street and outdoor space should be used to define the transition from public to private space.</p>
Energy efficiency	<p>Designs which incorporate as many of the green building features outlined on the Green Building Checklist as possible are encouraged.</p>
Projections (bay windows etc.)	<p>Where dormers are used to provide interior room height, the exterior face of the dormer should be set back a minimum of 0.6 m from the exterior wall edge, and 1.2 metres from projecting roof eaves.</p>
Garbage and recycling	<p>Garbage and recycling collection areas must be provided onsite and must be screened from view.</p>
Servicing	<p>Services shall be shared with the principal dwelling.</p> <p>Underground wiring must be provided to the garden suite.</p>