



## Administration Report

**Report Date:** October 1, 2013

**Meeting Date:** October 7, 2013

**To:** City Manager

**From:** Manager of Development Services

**Subject:** Secondary Suites Public Consultation Process

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### PURPOSE

To provide Council with an updated schedule for public consultation and proposed changes to the zoning bylaw and official community plan intended for public discussion.

### SUMMARY

- Four sessions are booked for public consultation.
- Draft recommendations for policy changes are provided for public input.
- Staff will proceed with advertising and planning for sessions.

### STATUTORY REQUIREMENTS

Local Government Act – Section 879

### COUNCIL POLICY

Official Community Plan No. 1630, 2007

Zoning Bylaw No. 1662, 2009

### STRATEGIC OBJECTIVE

Community Health and Safety: Affordable Housing.

### FINANCIAL IMPLICATIONS

None at this time

### BACKGROUND

Following is an amended schedule for the community consultation sessions. The only change from the September 30<sup>th</sup> report is that the meeting intended for Carson School has been changed to the Recreation Centre's multi-purpose room.

Date	Time	Event
Oct 24	7 pm	Community Policing Office Meeting Room
Oct 25	7 pm	Dragon Lake School Library
Nov 8	1:30 pm	City Hall
Nov 14	7 pm	Recreation Centre – Multi-purpose room

Attached are proposed amendments to the Official Community Plan and the zoning bylaw that Staff would recommend to Council based on the initial consultation activities. Staff feels it is important to have these draft amendments for review and discussion at the public consultation sessions.

Council must consider whether consultation is required with:

- 1) The board of the regional district covered by the plan;
- 2) The board of any regional district adjacent to the area covered by the plan;
- 3) The council of any municipality that is adjacent to the area covered by the plan;
- 4) First Nations;
- 5) School district boards, greater board and improvement district boards; and
- 6) The Provincial and federal governments and their agencies.

Staff is planning consultation with the Cariboo Regional District, affordable housing committee, neighbourhood associations, real estate companies, School District 28, North Cariboo Community Campus, and general public through correspondence notifying of consideration of policy changes and invitation to events.

The consultation sessions will be structured to be conducive to information sharing and gathering.

Staff will take the following next steps:

1. Advertise the public consultation sessions in the newspaper and website; send out notices to stakeholder groups; prepare materials and format for sessions.
2. Following sessions prepare summary report of input received for Council consideration and direction on next steps.

## **ATTACHMENTS**

1. Proposed policy changes

## **OPTIONS**

Council may take any of the following options:

- 1) Receive for information.
- 2) Provide any direction Council deems appropriate.

## **RECOMMENDATION**

***THAT COUNCIL*** receives for information the amended secondary suite public consultation schedule and an example policy amendment that shows proposed changes for public discussion.

## Proposed POLICY CHANGES for Secondary Suites:

### Official Community Plan

**SINGLE DETACHED DWELLING** means a detached **building** containing only one **dwelling unit** other than a **secondary suite** where permitted, designed exclusively for occupancy by one **household**.

#### **3.3.7 Secondary Suites**

Council's policies are as follows:

- .1 ~~Retain a specific zone that permits secondary suites, and allow secondary suites~~ Permits secondary suites within single detached dwellings upon building permit approval following a rezoning process to permit the secondary suites subject to property adhering to the following requirements.
- .2 ~~Require that s~~Secondary suites meet the following requirements:
  - ◆ The secondary suite is located within a single detached dwelling
  - ◆ No more than one secondary suite is permitted per single detached dwelling
  - ◆ The secondary suite is smaller than the primary dwelling unit
  - ◆ The secondary suite has its own cooking, sleeping and bathing facilities, and its own access
  - ◆ One extra parking space is required for the secondary suite

#### **3.3.8 Special Needs/Affordable Housing**

Section 3.3.8.2

~~Examine the implications of revising the Zoning Bylaw to permit secondary suites for people with special needs, in Low Density Single Family Residential designated areas subject to specific criteria.~~ Recognize secondary suites are an important form of affordable housing for several groups of people including students, seniors, low income and persons with special needs.

## Proposed POLICY CHANGES for Secondary Suites:

### Zoning Bylaw

#### Secondary Suites

4.20 A **secondary suite** is subject to the following regulations:

- .1 ~~A **secondary suite** is added to the list of permitted uses in the RS-1, RS-1A and CR-1, CR-2 and CR-3 **zones** if the **zone** has an “s” notation shown on Schedule B, the Zoning Map, as part of the **zone** identification. The “s” notation shall be shown on Schedule B the Zoning Map as follows: RS-1s, RS-1As, CR-1s, CR-2s and CR-3s. An “s” zoning classification on a **lot** shall be established by rezoning the subject **lot** to the “s” version of the **zone** subject to approval of Council on a case by case basis. The regulations set out for the “s” version of the **zone** will be the same as the regulations for the version without the “s”, except for the addition of **secondary suite** as a permitted use.~~ A secondary suite is permitted in any single detached dwelling.
- .2 The **secondary suite** shall have its own separate cooking, sleeping and bathing facilities.
- .3 The **secondary suite** shall have direct access to outside without passing through any part of the principal dwelling unit.
- .4 No more than one **secondary suite** is permitted per **single detached dwelling**.
- .5 The **secondary suite** shall not exceed the lesser of 90 m<sup>2</sup> (969 ft<sup>2</sup>) or 40% of the **gross floor area** of the principal building.
- .6 A **secondary suite** is not permitted in conjunction with a **bed and breakfast use**.
- .7 A **bed and breakfast** is not permitted within a **secondary suite**.
- .8 One parking space per **secondary suite** is required in addition to those required for the **principal building**.

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#### Explanatory Note

i. Pets are subject to the City's Animal, Bird and Insect Control and Licensing Bylaw No. 1700 for the parcel (addition of suite does not permit additional animals).

ii. Property owner is responsible to ensure all parking occurs on their property.

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Schedule B of the zoning bylaw (the zoning map) will be amended to remove the s designation from the properties that have undergone spot zones and have receive an ‘-s’ designation. Note this will have no effect, as the use will be permitted with the accompanying amendments, but should be completed for consistency with amended policy.