District of West Vancouver

Official Community Plan Bylaw No. 4360, 2004
Amendment Bylaw No. 4771, 2014

Effective Date:
District of West Vancouver

Official Community Plan Bylaw No. 4360, 2004
Amendment Bylaw No. 4771, 2014

Table of Contents

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>Citation</td>
<td>1</td>
</tr>
<tr>
<td>Part 2</td>
<td>Definitions</td>
<td>1</td>
</tr>
<tr>
<td>Part 3</td>
<td>Amends Policy Section 3 [Housing]</td>
<td>1</td>
</tr>
<tr>
<td>Part 4</td>
<td>Amends Policy Section 4 [Built Form and Neighbourhood Character]</td>
<td>2</td>
</tr>
<tr>
<td>Part 5</td>
<td>Adds Built Form Guidelines for Coach House Development in Existing Neighbourhoods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Schedule A – Development Permit Area Designation BF-B 3.1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Schedule B – Built Form Guidelines BF-B 3.1</td>
<td>5</td>
</tr>
</tbody>
</table>
District of West Vancouver

Official Community Plan Bylaw No. 4360, 2004
Amendment Bylaw No. 4771, 2014

A bylaw to amend the Official Community Plan

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for policy and guidelines for the development of coach houses in existing neighbourhoods;

NOW THEREFORE, the Council of the District of West Vancouver enacts as follows:

Part 1 Citation

1.2 This bylaw may be cited as Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4771, 2014.

Part 2 Definitions

2.1 In this bylaw:

"Coach House" replaces "Carriage House" and means a detached dwelling unit, which is accessory to, and smaller than a primary dwelling on a residential lot, and may be attached to a garage.

Part 3 Amends Policy Section 3 [Housing]

3.1 Schedule A to Official Community Plan Bylaw No. 4360, 2004 is amended as follows:

3.1.2 By adding Policy H 4.2 as follows:

"Provide for rental coach houses as a detached form of secondary suite in all residential zones where secondary suites are a permitted use."
3.1.3 By adding Policy H 4.2.1 as follows:

"Consider rental coach houses as a detached form of secondary suite in other residential zones, subject to site-specific rezoning and a development permit under Development Permit Area BF-B 3.1."

3.1.4 By adding Policy H 4.2.2 as follows:

"Consider ownership coach houses on properties designated in the Official Community Plan for future infill housing development, subject to rezoning and a development permit for infill housing."

3.1.5 By adding Policy H 4.2.3 as follows:

"Consider ownership coach houses as an incentive for conservation of properties listed on the Community Heritage Register, subject to a Heritage Revitalization Agreement and municipal heritage designation."

Part 4 Amends Policy Section 4 [Built Form and Neighbourhood Character]

4.1 Schedule A to Official Community Plan Bylaw No. 4360, 2004 is amended as follows:

4.1.1 By adding Policy BF-B 3.1 as follows:

"Ensure that coach houses meet a high quality of building and landscape design, and are compatible both with the principal dwelling on the lot, and the built form character of the local neighbourhood."

4.1.2 By adding "Development Permit Area Designation BF-B 3.1" as described in Schedule A to this bylaw.
Part 5 Adds Built Form Guidelines for Coach House Development in Existing Neighbourhoods

5.1 Schedule A to Official Community Plan Bylaw No. 4360, 2004 is further amended as follows:

5.1.3 By adding “Guidelines BF-B 3.1” for coach house development in existing neighbourhoods, as described in Schedule B to this bylaw.

Schedules

Schedule A – Development Permit Area Designation BF-B 3.1
Schedule B – Built Form Guidelines BF-B 3.1

READ A FIRST TIME on May 26, 2014
PUBLICATION OF NOTICE OF PUBLIC HEARING on June 8 and 11, 2014
PUBLIC HEARING HELD on June 16, 2014
READ A SECOND TIME on [Date]
READ A THIRD TIME on [Date]
ADOPTED by the Council on [Date].
Schedule A – Development Permit Area Designation BF-B 3.1

<table>
<thead>
<tr>
<th>Category:</th>
<th>Local Government Act s. 919.1 (1) (e), (h), (i) and (j)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditions:</td>
<td>The Development Permit Area designation is warranted to provide for the compatibility of intensive residential development with the established built form character of existing neighbourhoods.</td>
</tr>
</tbody>
</table>
| Objectives:             | ▪ To provide for the successful integration of coach houses with the built form and landscape character of existing neighbourhoods;  
                          ▪ To minimize site alteration and retain natural site features;  
                          ▪ To promote a high standard of design, construction and landscaping; and  
                          ▪ To promote energy and water conservation and the reduction of greenhouse gas emissions. |
| Guidelines Schedule:    | Guidelines BF-B 3.1 shall apply.                         |
| Exemption:              | ▪ is for a renovation or small addition to a coach house that is considered to have no material change to the external appearance of the premises, meets all requirements of the Zoning Bylaw, and conforms to Guidelines BF-B 3.1. |

Development may be exempt from the requirement for a Development Permit if the proposal:
Schedule B – Built Form Guidelines BF-B 3.1

I. Location on the Lot

a. The location of the coach house on the lot should consider the particular site conditions – e.g., corner or mid-block lot, with or without a rear lane, primary frontage on one or two roads, natural site features, topography, etc.

b. The coach house should generally be located in the rear yard of the lot, except that:

   i. On through (or double-fronting) lots, with no rear yards, a coach house may be located in either front yard, subject to compatibility with the orientation of and minimum separation from the principal dwelling on the lot, adjacent properties, and the local streetscape character; and

   ii. Alternative siting proposals may be considered to avoid significant grade alteration and use of retaining walls on sloping lots, to encourage retention of natural site features, or to address other unique site conditions including shape of lot, and location of existing improvements.

c. Site planning should be sensitive to existing development on adjacent properties to minimize overview and shadowing, and impacts on established views.

II. Site and Landscape Design

a. Alteration of existing grades and natural site features to accommodate a coach house should be minimized.

b. Established vegetation and rock outcrops should be incorporated in new landscaping, where feasible.

c. All areas adjacent to the coach house should be landscaped with low maintenance, drought resistant plant materials; and rainwater collection systems (e.g., rain barrels) should be considered for irrigation purposes.

d. Permeable paving materials should be used for outdoor patios, walkways and driveways.
e. Visual screening for privacy adjacent to a street or lane should be achieved through appropriately-scaled planting and low ornamental fencing, rather than tall solid fences or tall hedges.

f. Outdoor living areas should be defined and screened for privacy with hard and soft landscaping, architectural elements such as trellises and, where appropriate, changes in grade.

g. Where the coach house is set back sufficiently from a rear lane, consideration should be given to more extensive landscaping adjacent to the lane, including shrubbery and modest-size trees.

h. Rainwater runoff from roofs and other hard surface areas should be retained in rain gardens, bioswales, or rock pits to facilitate natural filtration of rainwater into the ground.

i. Areas for waste and recycling containers should be provided on the lot, shared with the principal dwelling, and appropriately screened if visible from the street.

j. External mechanical equipment and utility meters should be located on a side or back wall of the coach house, not facing the street or the principal dwelling on the lot; and any visual or noise impacts on adjacent properties should be avoided where possible, and otherwise mitigated.

III. Building Design

a. Unit Entry

i. The primary entrance to the coach house should be easily identifiable and be directly accessible from the street via a walkway on the lot.

ii. On corner lots, the primary entry to the coach house and prominent windows should be oriented to the flanking side street.

iii. The coach house address should be clearly visible from the street and, where applicable, the rear lane. It should be illuminated at night.

iv. The front door to the coach house should be set back a minimum 0.6 metre from the exterior building wall or, alternatively, a projecting roof should be provided, to create a weather-protected entry area at least 1.2 metres in depth.
b. Roof Forms and Massing

i. For two-level coach houses, the partial upper storey (no more than 60 percent of the main floor area) should be contained within the massing of a sloped roof.

ii. Where dormers are used to provide interior room height, the exterior face of the dormer should be set back a minimum of 0.6 metre from the exterior wall edge, and 1.2 metres from projecting roof eaves.

iii. Flat roofs may require design mitigation to ensure that coach houses do not have a two storey appearance.

iv. On larger lots, where space permits, the coach house massing should be limited to one storey, with generous setbacks to minimize overview and privacy impacts on neighbours.

c. Architectural Expression

i. The architectural design of the coach house should be respectful of and complementary to the principal dwelling on the lot, and may be expressed in the same or different style, and should be finished in a similar or complementary palette of building materials.

ii. Visual interest should be created through variations in wall height and massing, and articulation of building facades.

iii. A variation of exterior building materials should be considered with more than one type used on all facades. Where a single material is proposed, visual interest should be provided through architectural detailing and use of colour.

d. Windows

i. On smaller lots, coach house orientation and sizing and placement of windows should be sensitive to the relative proximity of neighbouring properties.

ii. Upper level windows should be located in a manner which minimizes overview to existing development on the site and on adjacent properties. Careful attention should be given to window placement, orientation, and sizing. The use of
skylights, clerestory windows, or obscured glazing should also be considered.

iii. Ground-level windows should be minimized on lane-facing walls for privacy and security.

e. Outdoor Living Areas

i. Private outdoor space, that is separate and distinct from that of the principal dwelling, should be provided for the coach house.

ii. Balconies and decks should be located and screened to provide privacy for the coach house and minimize overlook onto adjacent properties.

f. Parking

i. Parking should be provided in the rear yard of the lot:

- Where the lot is served by an open rear lane, direct vehicle access to the coach house should be via the rear lane.

- Where there is no lane, parking access from the street should be via a driveway shared, if possible, with the principal dwelling on the lot.

ii. Garage doors visible from the street should be designed to minimize their visual appearance through sensitive detailing and use of limited glazing.

iii. Permeable driveway surfaces such as ‘grasscrete’ pavers or narrow wheel lanes with grass planting in between should be used, where feasible.

g. Accessibility / Adaptability

i. Coach house designs should provide for accessibility/adaptability to meet changing household needs over time.

ii. Single-level units are encouraged where coach houses are likely to accommodate older residents or people with limited mobility.
h. 'Green' Building Features

Coach house designs should incorporate 'green' building features for reduced energy consumption and lower greenhouse gas emissions. At minimum, pre-plumbing and pre-wiring should be provided for future installation of such features.
This page intentionally left blank
Zoning Bylaw No. 4662, 2010
Amendment Bylaw No. 4772, 2014

Effective Date:
District of West Vancouver

Zoning Bylaw No. 4662, 2010
Amendment Bylaw No. 4772, 2014

Table of Contents

Part 1 Citation .......................................................................................................................... 1
Part 2 Severability .................................................................................................................... 1
Part 3 Amends Definitions ...................................................................................................... 1
Part 4 Amends General Regulations for Residential Zones and Uses Only .......... 1
Part 5 Amends Single Family Dwelling Zones and Duplex Dwelling Zones......... 3
Zoning Bylaw No. 4662, 2010
Amendment Bylaw No. 4772, 2014

A bylaw to amend the Zoning Bylaw to provide for Detached Secondary Suites

WHEREAS the Council of The Corporation of the District of West Vancouver
deems it expedient to provide for amendment of the Zoning Bylaw;

NOW THEREFORE, the Council of the District of West Vancouver enacts as
follows:

Part 1 Citation

1.1 This bylaw may be cited as "Zoning Bylaw No. 4662, 2010, Amendment
Bylaw No. 4772, 2014".

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent
jurisdiction, then the invalid portion must be severed and the remainder of
this bylaw is deemed to have been adopted without the severed section,
subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amends Definitions

3.1 Zoning Bylaw No. 4662, 2010, Schedule A, Section 110 – Definitions is
hereby amended by inserting the following definition in alphabetical order:

“Detached secondary suite means a detached dwelling unit accessory to a
single family dwelling use”.

Part 4 Amends General Regulations for Residential
Zones and Uses Only

4.1 Zoning Bylaw No. 4662, 2010, Schedule A, Section 130 – General
Regulations for Residential Zones and Uses Only is hereby amended by
adding Section 130.051 – Detached Secondary Suites to read as follows:
(1) Where permitted, a detached secondary suite is subject to compliance with the following regulations:

(a) a maximum of one detached secondary suite is permitted per lot;

(b) the detached secondary suite is not permitted in conjunction with a secondary suite on the same lot;

(c) the detached secondary suite is not permitted in conjunction with a duplex dwelling;

(d) the detached secondary suite shall be set back from the rear property line of the lot as follows:
   (i) minimum 1.8 metres to the rear building wall; and
   (ii) minimum 1.2 metres for any portion of the building containing an enclosed garage.

(e) the detached secondary suite shall be sited a minimum distance of 4.9 metres away from the principal dwelling on the lot.

(f) the detached secondary suite shall have a maximum of two storeys with maximum building heights as follows:
   (i) 4.57 metres if one storey; or
   (ii) 6.4 metres if two storeys.

(g) for two-storey dwellings, the upper storey shall have a maximum floor area not exceeding 60% of the main floor area;

(h) the detached secondary suite shall have a maximum floor area not exceeding the lesser of 10% of lot area or 111.5 square metres, whichever is less;

(i) the registered owner of the lot must occupy, as his/her principal place of residence, either the principal dwelling unit or the detached secondary suite;

(j) the keeping of lodgers, a personal care facility, a child care facility, or a bed and breakfast is not permitted on a lot containing a detached secondary suite;
(k) one off-street vehicle parking space must be provided exclusively for the use of the detached secondary suite; and

(l) the detached secondary suite must not be subdivided from the principal dwelling unit under the Land Title Act or the Strata Property Act."

Part 5 Amends Single Family Dwelling Zones and Duplex Dwelling Zones

5.1 Zoning Bylaw No. 4662, 2010, Schedule A, Section 200 is hereby amended by adding “detached secondary suite” as a permitted use in the RS1, RS2, RS3, RS4, RS5, RS7, RS8, RS9, and RS10 zones.

5.2 Zoning Bylaw No. 4662, 2010, Schedule A, Section 250 is hereby amended by adding “detached secondary suite” as a permitted use in the RD1 and RD2 zones.

READ A FIRST TIME on May 26, 2014

PUBLICATION OF NOTICE OF PUBLIC HEARING on June 8 and 11, 2014

PUBLIC HEARING HELD on June 16, 2014

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

_________________________________________ Mayor

_________________________________________ Municipal Clerk