## Date: November 16, 2015

**From:** Stephen Mikicich, Manager of Community Planning  
James Allan, Community Planner  

**Subject:** Status Report on Detached Secondary Suites  

**File:** 13-2515-02

### RECOMMENDATION

THAT staff examine possible refinements to zoning regulations and development permit process for detached secondary suites – to further incentivize rental coach houses as a sensitive form of infill housing, while supporting District efforts to improve housing choice and affordability, and preserve established neighbourhood character, and report back to Council in mid 2016.

### 1.0 Purpose

The purpose of this report is to provide Council with the first annual ‘snapshot’ of coach house implementation, through a review of the first development permit applications for detached secondary suites. As such, this report provides a summary and description of development permit applications received since implementing bylaws were adopted in late 2014.

The report also presents lessons learned from the review of coach house applications during 2015, and recommends that further actions to incentivize coach house development be examined in the context of community objectives related to housing choice and affordability, and preservation of neighbourhood character.

### 2.0 Legislation/Bylaw/Policy

The policy framework for coach house development in West Vancouver is established under OCP policies H 4.2 through H 4.2.3.

### 3.0 Background

#### 3.1 Previous Decisions

At the July 21, 2014 Council Meeting Council passed the following resolutions:


At the October 6, 2014 Council Meeting Council passed the following resolution:


At the November 3, 2014 Council Meeting Council passed the following resolution:

THAT proposed “Fees and Charges Bylaw No. 4414, 2005, Amendment Bylaw No. 4807, 2014” be adopted.

3.2 History

The District’s in-depth coach house examination was carried out over an 18-month period starting in January 2013. This work culminated in the adoption of Official Community Plan (OCP) and Zoning Bylaw amendments in July 2014, which provide for the introduction of coach houses as a detached form of secondary suite in zones where secondary suites are a permitted use.

Program implementation began at year end 2014, following adoption of amendments to the Development Procedures Bylaw (re: delegation of approval authority) and the Fees and Charges Bylaw (to establish development permit fees).

A series of public information brochures related to zoning regulations, and the development permit process and guidelines for detached secondary suites were published in December 2014 (attached as Appendices A, B and C to this report).

4.0 Analysis

4.1 Discussion

OCP Policies provide for rental coach houses as a detached form of secondary suite in all zones where secondary suites are a permitted use (Policy H 4.2), and in other zones subject to rezoning (Policy H 4.2.1). It is worth noting that current zoning regulations do not provide for any additional density, in terms of increased floor area or a second rental unit.
4.1.1 Limited Take-Up

Some of the key findings from a series of focus group sessions on coach houses conducted jointly with the District of North Vancouver in March 2014\(^1\) were as follows:

- By not allowing for an increase in density, we are simply providing an option for those property owners wanting a detached suite, rather than a suite within the house. This approach may have limited take-up in the community but, at the same time, there is also a lot of public interest in this housing type.

- ‘Incentivizing’ coach houses would require an increase in density, which could be applied in certain situations – e.g., where an existing house is retained. Conversely, providing an increase in density without conditions could lead to more demolitions of existing houses.

- In terms of ‘affordability’, experience in other communities suggests that coach houses tend to be well-designed and well-appointed, and demand a premium rent. Building a coach house may, however, be a more affordable option to buying a condominium apartment, if someone has a family member with ‘free’ land to build on – e.g., in their parents’ back yard.

At the Council Meeting held on May 5, 2014, some members of Council expressed concern that, if there is limited take-up on the opportunity to build a detached secondary suite on one’s property, the program might be seen as a failure, and that consideration should be given to ‘incentivizing’ this new housing type. Staff acknowledged that West Vancouver’s regulatory framework for detached secondary suites is conservative, but this was developed based on community input and a review of ‘best practices’ in other jurisdictions.

This report provides the first annual review of our detached secondary suites program. Based on the record of applications to date, staff believe that examining possible actions to incentivize coach house development is warranted, given ongoing community interest in coach houses and other ground-oriented infill housing types.

4.1.2 Overview of Coach House Applications to Date

Seven development permit applications were received over the past year. Of these, two applications have been approved, four are in process, and one was subsequently withdrawn by the applicant. These are described Appendix D.

---

\(^1\) The District of North Vancouver was examining the potential for coach houses in that municipality at the same as the District of West Vancouver; and staff undertook some joint consultations with municipal planners from other jurisdictions, representatives of the local design and construction communities, and the North Shore Advisory Committee on Disability Issues.
4.1.3 What have we learned from the first several applications?

During the District’s coach house examination in 2013, staff began documenting inquiries from residents interested in adding a coach house on their property. The most common reasons provided were that a coach house provided an opportunity to:

− downsize into a smaller housing unit on their own property;
− provide self-contained accommodation for an elderly parent, adult child, or on-site caregiver;
− design a custom housing unit for a family member with a disability (e.g., limited mobility); or
− create a more livable\(^2\) ground-oriented rental unit, with added privacy for both the principal and accessory dwellings.

While these remain the primary reasons for detached secondary suite applications, staff discussions with prospective applicants have revealed the following:

− Adding a coach house to a property containing a modest-sized character house would be an incentive for the house’s retention. However, as basements in many older homes may not be fully in-ground, a greater portion may be included in floor area calculations, leaving little or no ‘unused’ floor area to accommodate a coach house. By comparison, the above-ground floor area is fully maximized in new house construction, typically with a fully-exempted in-ground basement.

− If the property owner’s objective is to maximize development potential, they will typically build a new house to maximum allowable floor area and include a secondary suite in an in-ground basement.

− On other properties where there is ‘unused’ floor area remaining, the location of watercourses or statutory rights-of-way, existing topography, or limited vehicular access make coach house development difficult or impossible.

− There are also situations where a house contains an existing secondary suite, but has ample ‘unused’ floor area to accommodate a coach house. Under existing regulations, the existing suite would have to be decommissioned to allow for a detached unit.

− It is more costly to build a detached secondary suite in conjunction with a new house (as compared to a suite in the house); and there

\(^2\) “More livable” meaning above ground rather than in a basement.
is little incentive to do so if it means the size of the principal house is reduced.

These are some obvious reasons why we have seen a limited take-up on the opportunity to build a detached secondary suite. That being said, this choice will continue to be attractive to certain property owners.

4.1.4 Are there any implications for policy, regulations or process?

**OCP Policies**

The policy framework for coach house development (OCP policies H 4.2 through H 4.2.3) is considered appropriate in that it provides for both rental coach houses and ownership coach houses; the latter being limited to lands designated in the OCP for future infill housing, and as an incentive for conservation of properties listed on the Community Heritage Register. Opportunities for ownership coach houses will likely arise on a case by case basis with respect to heritage properties; or may be enabled through future infill housing proposals.

**Proposed Action:** No amendments to OCP policies are proposed.

**Zoning Regulations**

Detached secondary suites are a permitted use in the following zones: RS1, RS2, RS3, RS4, RS5, RS7, RS8, RS9, RS10, RD1 and RD2. Regulations pertaining to detached secondary suites are contained in Section 130.051 of the Zoning Bylaw.

Based on the City of Vancouver’s experience with laneway housing, where additional density is allowed for a laneway unit, one-third of all such units have been added to properties with existing houses; whereas two-thirds have been part of complete site redevelopments. Arguably, added density and the opportunity to have two accessory rental units has perpetuated demolitions in some parts of that city.

West Vancouver’s approach was intended to make the retention of an existing character house more attractive – i.e., as an economically-viable alternative to replacement, or significant additions/alterations. Specifically, it was believed that most older houses were under-built – i.e., with unused floor area that could be allocated to a detached unit. We have learned from some property owners that this is not always the case – e.g., with respect to counted or exempted basement space.

With the older housing stock undergoing continued replacement with large, new houses; and continued community concerns about loss of neighbourhood character, the District should consider incentivizing the retention of older houses.
Proposed Actions: Review Zoning Bylaw regulations pertaining to basements and floor area exemptions.

Consider increasing density (floor area ratio and/or number of units) where a character house is retained. This may also require an examination of heritage conservation tools, and how these may be broadened to protect what is essentially established neighbourhood character.

Development Permit Guidelines

The objectives of Development Permit Guidelines BF-B 3.1 are:

- 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 reduce greenhouse gas emissions.

Proposed Action: No issues have arisen in the application of these guidelines, and no amendments are proposed.

Development Permit Process

A unique feature of the Development Permit process is a two-stage review:

- Stage I: Siting Approval
  
  - Review and approval of proposed coach house siting in accordance with the guidelines for Location on the Lot, prior to detailed building and landscape design.
  
  - Applicants are required to demonstrate that they have informed neighbours about their proposal, the issues raised, and how these are proposed to be addressed.

- Stage II: Building and Landscape Design Approval
  
  - Review and approval of building and landscape design in accordance with the guidelines for Site and Landscape Design and Building Design.
  
  - At this stage, Planning staff would provide formal notification to residents living within 50 metres of the subject property.
with information about the proposal, how to provide input, and how it will be considered in the review process.

Based on the first seven applications, there are few if any alternative siting scenarios on smaller lots; and most applicants have submitted initial plans showing the proposed siting and building design. They have all provided evidence of preliminary discussions with neighbours.

Two formal notifications have been undertaken for two of the development permit applications (both now approved). Only one response was received, and this was an inquiry pertaining to process rather than project particulars.

**Proposed Action:** Assess the appropriateness of collapsing the two-stage process into one, in the case of smaller lots.

4.2 Sustainability

A diversity of housing supports a balanced and diverse population in terms of age, ability, income, and household type; and is fundamental for building a sustainable community. Coach houses, both rental and ownership, provide a new housing option for some West Vancouver residents; and are but two of a variety of ground-oriented housing types that may be appropriate for West Vancouver in the future. These will be fully explored with the community during the OCP review process.

4.3 Public Engagement and Outreach

West Vancouver’s coach house examination was undertaken from January 2013 to mid-2014. This process included considerable public engagement on: firstly, whether ‘coach houses’ were an appropriate new housing type for West Vancouver; and secondly, on proposed coach house policies and regulations.

In May 2015, staff was notified by the Planning Institute of British Columbia (PIBC) that West Vancouver’s coach house examination had been selected for an Excellence in Planning Practice Gold Award for 2015, recognizing in part the meaningful engagement process that was undertaken. A letter of acknowledgment from the PIBC president is attached as Appendix E.

Any proposed changes to zoning regulations or development permit process for detached secondary suites would be subject to further public input, including discussions on housing choice and affordability during the OCP review.

4.4 Other Communication, Consultation, and Research

A key component of the two-stage development permit process for detached secondary suites is neighbourhood consultation. During Stage I, applicants are required to demonstrate that they have informed
neighbours about their proposal, the issues raised, and how these are proposed to be addressed. During Stage II, Planning staff provides formal notification to residents living within 50 metres of the subject property with information about the proposal, how to provide input, and how it will be considered in the review process.

5.0 Options

5.1 Recommended Option

THAT staff examine possible refinements to zoning regulations and development permit process for detached secondary suites – to further incentivize rental coach houses as a sensitive form of infill housing, while supporting District efforts to improve housing choice and affordability, and preserve established neighbourhood character, and report back to Council in mid 2016.

5.2 Considered Options

Bylaws allowing for detached secondary suites in West Vancouver were adopted one year ago. To date, staff have reviewed seven development permit applications for such dwellings. This number may be indicative of the ‘newness’ of this housing option in West Vancouver, or as limited community take-up of this opportunity.

If Council wishes to incentivize rental coach houses as a more common type of infill housing, Council may give direction to staff to examine possible regulatory or process changes that would make coach house development more feasible – as recommended in this report.

The current review and update of West Vancouver’s OCP provides an opportunity to consider possible changes to coach house policies, in the context of broader community objectives related to housing choice and affordability, heritage conservation, and preservation of neighbourhood character.

6.0 Conclusion

An examination of possible regulatory and process changes to incentivize coach houses as a new infill housing type in West Vancouver is warranted, given ongoing community interest in coach houses and other ground-oriented infill housing types. The current OCP review process provides the appropriate framework for further consideration of coach houses in the context of broader community objectives related to housing, heritage and neighbourhood character.
From: Stephen Mikicich, Manager of Community Planning
James Allan, Community Planner

Subject: Status Report on Detached Secondary Suites

Authors:

[original signed by S. Mikicich]
Stephen Mikicich, Manager of Community Planning

[original signed by J. Allan]
James Allan, Community Planner

Appendices:

DWV’s Information Brochures on Detached Secondary Suite

A. “Zoning Regulations and Development Permit Process”

B. “Development Permit Guidelines”

C. “Accessible & Adaptable Dwellings”

Other

D. Overview of Coach House Applications to Date

E. Letter from Planning Institute of British Columbia (PIBC) President, Dan Huang, congratulating the District of West Vancouver for winning the 2015 PIBC Gold Award for Excellence in Planning Practice – City and Urban Areas, October 2, 2015. [Note: The award was previously conferred to District staff at a reception held on June 18, 2015]
BACKGROUND

During the Community Dialogue on Neighbourhood Character and Housing (2008), West Vancouver residents called for greater housing options in their own neighbourhoods, particularly for seniors, young adults and young families. At the same time, residents wanted to see new housing types that would fit with the established character of their neighbourhoods.

In 2013, the District engaged residents in an in-depth examination of coach houses as a possible new housing type for West Vancouver. This work included a review of coach house policies and regulations implemented in other communities.

On July 21, 2014, Council adopted bylaws to amend the Official Community Plan (OCP) and Zoning Bylaw to allow for the introduction of coach houses in the form of detached secondary suites, starting in the fall of 2014. A Coach House is a detached dwelling unit, which is accessory to, and smaller than, the primary dwelling on a residential lot. It may be attached to a garage. A Detached Secondary Suite is a detached alternative to a suite within the main house (a rental coach house).

This brochure is provided for information only, and is not a legal document. If you are unsure of District policies, procedures or requirements pertaining to Detached Secondary Suites, please refer to the Official Community Plan, Development Procedures Bylaw, Zoning Bylaw, Fees & Charges Bylaw and/or other official documents.
ZONING REGULATIONS FOR DETACHED SECONDARY SUITES (Section 130.051 of the Zoning Bylaw)

A detached secondary suite is a permitted use in the following zones: RS1, RS2, RS3, RS4, RS5, RS7, RS8, RS9, RS10, RD1 and RD2. Where permitted, a detached secondary suite is subject to compliance with the following regulations:

- a maximum of one detached secondary suite is permitted per lot;
- the detached secondary suite is not permitted in conjunction with a secondary suite on the same lot;
- the detached secondary suite is not permitted in conjunction with a duplex dwelling;
- the detached secondary suite shall be set back from the rear property line of the lot as follows:
  - minimum 1.8 metres to the rear building wall; and
  - minimum 1.2 metres for any portion of the building containing an enclosed garage.
- the detached secondary suite shall be sited a minimum distance of 4.9 metres away from the principal dwelling on the lot.
- the detached secondary suite shall have a maximum of two storeys with maximum building heights as follows:
  - 4.57 metres if one storey; or 6.4 metres if two storeys;
  - for two-storey dwellings, the upper storey shall have a maximum floor area not exceeding 60 per cent of the main floor area;
- the detached secondary suite shall have a maximum floor area not exceeding the lesser of 10 per cent of lot area or 111.5 square metres, whichever is less;
- 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;
- 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;
- one off-street vehicle parking space must be provided exclusively for the use of the detached secondary suite; and
- the detached secondary suite must not be subdivided from the principal dwelling unit under the Land Title Act or the Strata Property Act.

DETACHED SECONDARY SUITE FEASIBILITY CHECKLIST

1. confirm your property's zoning to see if a coach house is permitted, —review all other zoning regulations
2. determine whether the allowable floor area on your property is maximized or if any unused floor area is available
3. confirm municipal servicing requirements and associated costs for adding a detached secondary suite
4. if your property is subject to a Development Area Agreement, land use contract or private covenant, review the documents to see if a coach house is permitted and if external approvals are required
DEVELOPMENT PERMIT PROCESS

In addition to compliance with Zoning regulations, all detached secondary suites are subject to a form and character development permit. The objectives for Development Permit Area BF-B 3.1 are:

- 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 reduce greenhouse gas emissions.

The Director of Planning, Land Development & Permits has the delegated authority to approve or reject a development permit for a detached secondary suite that:

- conforms to Guidelines BF-B 3.1; and
- conforms to the Zoning Bylaw; or
- requires a variance to the Zoning Bylaw that is limited to site coverage, yards, building height and maximum building face envelope.

Such variances would be considered in order to achieve superior siting of a detached secondary suite, taking into account natural site features, neighbouring development, existing views, and steep topography. Applications involving other variances to the Zoning Bylaw require approval by Council. The property owner may appeal to Council to reconsider a decision by the director to not approve a development permit.

Form and Character Guidelines
Development Permit Guidelines BF-B 3.1 address proposed siting (location of a coach house on the property), site and landscape design, and building design. Coach house designs should provide for accessibility or adaptability to meet changing household needs over time. Single-level designs are encouraged where coach houses are likely to accommodate older residents or people with limited mobility. Please see additional information:

1. Detached Secondary Suites: Development Permit Guidelines
2. Accessible & Adaptable Dwellings

Approval Process
Development Permit approval is a two-stage process, as outlined below. Contact the Planning Department at 604-925-7055 to request a pre-application meeting, prior to building design.

Stage I: Siting Approval
- Review and approval of proposed coach house siting in accordance with the guidelines for Location on the Lot, prior to detailed building and landscape design.
- Applicants are required to demonstrate that they have informed neighbours about their proposal, the issues raised, and how these are proposed to be addressed.

Stage II: Building and Landscape Design Approval
- Review and approval of building and landscape design in accordance with the guidelines for Site and Landscape Design and Building Design.
- At this stage, Planning staff would provide formal notification to residents living within 50 metres of the subject property with information about the proposal, how to provide input, and how it will be considered in the review process.
SUBMISSION REQUIREMENTS FOR DEVELOPMENT PERMIT APPLICATIONS

OCP Designation BF-B 3.1 requires that the following be included with a development permit application for a detached secondary suite:

Stage I Submission

1. completed application form

2. application fee, which will vary based on unit type and approval process:

<table>
<thead>
<tr>
<th>UNIT TYPE</th>
<th>1-STORY</th>
<th>2-STORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complies with Zoning Bylaw (staff approval)</td>
<td>$1,150</td>
<td>$1,650</td>
</tr>
<tr>
<td>Requires Zoning Variances and/or Council Approval</td>
<td>$1,850</td>
<td>$2,350</td>
</tr>
</tbody>
</table>

*Note: fees are subject to change and will be confirmed at time of application.*

3. written authorization from the registered owner(s), if applicant is an agent acting on the owner’s behalf

4. evidence that the applicant has had preliminary discussions with adjacent neighbours about the proposed development (prior to application), the issues raised and how these are proposed to be addressed

5. site survey: a plan drawn to scale and prepared by a BC land surveyor, showing:
   - lot dimensions and area;
   - topography and natural site features such as trees, rock outcrops and watercourses;
   - legal encumbrances such as easements and rights-of-way;
   - proximity of buildings and structures on adjacent properties;
   - features adjacent to the site including: trees and above ground infrastructure such as driveways, edge of roadway, parking, telephone poles, hydro kiosks and street lamps

6. context plan: showing the proposed detached secondary suite in relation to buildings, driveways and natural features on adjacent properties, and established views

7. site and contextual photographs

8. project details:
   - proposed building location, floor area and height
   - zoning bylaw analysis for property
   - details of proposed site development including landscape alteration, retaining walls, and anticipated rock blasting

Stage II Submission

1. proposed building floor plans, elevations, sections and finishing materials

2. proposed landscape design (landscape plan, planting information)

3. description of sustainable design measures

4. description of adaptable or accessible design features (optional)

CONTACT US FOR MORE INFORMATION

westvancouver.ca/coachhouses

type of inquiry          department          phone number
development permit process, servicing requirements & general inquiries | planning  | 604-925-7055
building permits (following development permit issuance)        | building  | 604-925-7040
registration and licensing of rental suites                    | bylaw     | 604-925-7152
Development Permit Guidelines

I. LOCATION ON THE LOT

- 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).

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

- 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

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

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

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

- Permeable paving materials should be used for outdoor patios, walkways and driveways.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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

Unit Entry
- The entrance to the coach house should be easily identifiable and be directly accessible from the street via a walkway on the lot.
- On corner lots, the primary entry to the coach house and prominent windows should be oriented to the flanking side street.
- The coach house address should be clearly visible from the street and, where applicable, rear lane. It should be illuminated at night.
- 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.

Roof Forms and Massing
- For two-level coach houses, the partial upper storey (no more than 60 per cent of the main floor area) should be contained within the massing of a sloped roof.
- 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.
- Flat roofs may require design mitigation to ensure that coach houses do not have a two storey appearance.
- 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.

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

Windows
- On smaller lots, coach house orientation and sizing and placement of windows should be sensitive to the relative proximity of neighbouring properties.
- 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.
- Ground-level windows should be minimized on lane-facing walls for privacy and security.
Outdoor Living Areas
- Private outdoor space, that is separate and distinct from that of the principal dwelling, should be provided for the coach house.
- Balconies and decks should be located and screened to provide privacy for the coach house and minimize overlook onto adjacent properties.

Parking
- 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; and
  - 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.
- Garage doors visible from the street should be designed to minimize their visual appearance through sensitive detailing and use of limited glazing.
- Permeable driveway surfaces such as ‘grasscrete’ pavers or narrow wheel lanes with grass planting in between should be used, where feasible.

Adaptable Design (see additional sheet)
- Coach house designs should provide for accessibility/adaptability to meet changing household needs over time.
- Single-level units are encouraged where coach houses are likely to accommodate older residents or people with limited mobility.

‘Green’ Building Features (refer to Greening Your Home checklist for more information)
- 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.
To ensure that your detached secondary suite can adapt to changing household needs and allow for aging in place, consider the following design features:

**Building Access & Site Circulation**
- an accessible path of travel from the main entrance to the street, on-site parking and garbage and recycling areas
- consideration of materials used for pathways—surfaces that can be easily navigated using a mobility aid
- well-lit entrances and pathways
- unobstructed access to the coach house—no stairs
- wide doorways and level thresholds to accommodate a mobility aid
- wiring for future installation of automatic door
- lever door handles
- easy to read building address—high contrast 10-centimetre lettering

**Interior Access & Circulation**
- wider corridors (minimum 1.2 metres)
- wider door clearances (minimum 0.9 metre)
- sufficient turning radius to accommodate a mobility aid inside main entrance (minimum 1.5 metres)
- sufficient space between bed and closet in the bedroom (minimum 1.2 metres)
- level thresholds onto patio and sufficient turning radius on patio (minimum 1.5 metres)
- lever door handles and faucets

**Kitchen**
- continuous counter between sink and stove
- adjustable shelves in cabinets
- D or J cabinet handles
- task lighting in work areas
- pull out work boards (0.8-metre height)
Bathroom
- in a two-storey dwelling, include a bathroom on the main level
- minimum wheelchair turning radius of 1.5 metres
- wider door clearances (minimum 0.9 metre)
- solid backing behind tub/shower and next to toilet for future installation of grab bars
- tub control valves offset to outside edge of tub or shower
- removable cabinet under bathroom sink to create space for a person in a mobility aid
- adjustable or handheld shower head

Electrical
- additional three-way switch outlet in bedroom to allow control of lights from bed
- rocker switches
- switches, controls, thermostat no higher than 116 metres
- electrical outlets, cable outlets, telephone jacks no lower than 0.46 metre
- provisions for future installation of a visual alarm system in the living room and bedroom

Laundry
- provision of space to allow for side-by-side, front-loading washer and dryer

The sample features noted in this brochure are provided for information only, and are not intended to be a complete list of adaptable or accessible design features. Consult your design professional for more information.

ACCESSIBLE DESIGN
is a design process in which the needs of people with disabilities are specifically considered. The goal of accessible design is to remove architectural barriers for people with a range of disabilities.

ADAPTABLE DESIGN
allows housing to adapt as the occupant’s needs change, making it easier for people to ‘remain in place’ as they age or experience injury or illness. This can mean adapting to meet the needs of a person with a specific disability, or a person progressing through different life stages. Adaptable features can be easily modified to respond to increasing physical disability or limitations in activity.

CONTACT US FOR MORE INFORMATION

<table>
<thead>
<tr>
<th>TYPE OF INQUIRY</th>
<th>DEPARTMENT</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>development permit process, servicing requirements &amp; general inquiries</td>
<td>Planning</td>
<td>604-925-7055</td>
</tr>
<tr>
<td>building permits (following development permit issuance)</td>
<td>Building</td>
<td>604-925-7040</td>
</tr>
<tr>
<td>registration and licensing of rental suites</td>
<td>Bylaw</td>
<td>604-925-7152</td>
</tr>
</tbody>
</table>

West Vancouver
750 17th Street West Vancouver British Columbia V7V 3T3
t: 604-925-7000 e: info@westvancouver.ca westvancouver.ca
OVERVIEW OF COACH HOUSE APPLICATIONS TO DATE

#1: 915 Burley Drive

Proposal: One-storey unit of 73 m² (786 sq.ft.) without basement. To be added to property with existing house.

Status: Approved

Overall site plan showing location of coach house

Lane elevation
#2 325 Keith Road

Proposal: One-storey unit of 111.5 m$^2$ (1,200 sq.ft.) plus in-ground basement (fully exempt). To be added to property with existing house.

Status: Approved
#3 4361 Erwin Drive

**Proposal:** Two-storey unit of 47 m² (506 sq.ft.). To be added to property with existing house. Requires Council approval for zoning variance due to majority of floor area on second storey above garage.

**Status:** Awaiting further information from applicant
#4 3811 Southridge Drive

**Proposal:** Two-storey unit of 111.5 m$^2$ (1,200 sq.ft.) without basement. Part of full site redevelopment (with principal house currently under Building Permit review).

**Status:** Awaiting further information from applicant
#5 5826 Eagle Island

Proposal: One-storey unit of 111.5 m² (1,200 sq.ft.) without basement. To be added to property with existing house. Requires Council approval for rezoning as secondary suites (including detached suites) are not a permitted use in the RS 6 zone (Eagle Island).

Status: Under Review
#6: 537 Eastcot Road

Proposal: Two-storey unit of 111.5 m² (1,200 sq.ft.) without basement. To be added to property with existing house.

Status: Under Review
#7: 291 Rabbit Lane

**Proposal:** 100.6 m² (1,083 sq.ft.) one-level unit to be built on top of an existing 4-car carport – with access via stairway from grade. This proposal exceeded maximum allowable floor area for this property – i.e., only 600 sq.ft. would be possible without rezoning.

**Status:** Withdrawn by applicant as staff did not support application (did not comply with Zoning Bylaw or Development Permit Guidelines)

Elevations
October 5, 2015

District of West Vancouver
750 – 15th Street
West Vancouver, BC V7V 3T3

Attention: Stephen Mikicich, MCIP, RPP
Manager of Community Planning

Dear Mr. Mikicich:

RE: 2015 PIBC Award Winners

On behalf of PIBC Council, I would like to personally congratulate you and the District of West Vancouver for winning the 2015 PIBC Gold Award for Excellent in Planning Practice – City and Urban Areas, for your work on West Vancouver's Coach House Examination. The award was announced earlier this year, and the Awards Committee was impressed with your submission, and specifically noted that “the process that West Vancouver undertook was thorough and rigorous. They took the time to meaningfully engage the community, looked at examples from elsewhere, and then developed an approach that was suited to the local context and needs, such as maintaining neighbourhood character and preserving existing homes.”

With the celebration of World Town Planning Day approaching in early November, I would like to request the opportunity to appear as a delegation in front of District of West Vancouver Council to congratulate you in person and acknowledge the efforts of your planning team in front of the elected officials and the public. Based on the Council schedule, the most appropriate date for this would be at the regular council meeting on Monday, November 2, 2015, starting at 6:00pm. Please let me know if this date is possible, and if we need to fill out any forms (e.g. application to appear as a delegation).

Please contact me at (250) 220-7060, ext. 6265 or dhuang@urbansystems.ca to confirm whether this is possible. Congratulations again, and hopefully we can meet to celebrate your success and our profession on November 2nd.

Sincerely

Dan Huang, MCIP, RPP
President

cc. Dave Crossley, Executive Director, Planning Institute of British Columbia
This page intentionally left blank