



PLANNING AND DEVELOPMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 MAY 28
TIME: 4:00 p.m.
PLACE: Council Committee Room, City Hall

A G E N D A

	<u>PAGE</u>
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
A) Minutes of the Planning and Development Open meeting held on 2019 April 30	1
3. <u>DELEGATIONS</u>	
A) My Lane Home Inc. and PD Moore Homes Inc. Re: Lane Homes <u>Speakers:</u> Paul Binotto, President, My Lane Home Inc. Perdip Moore, President, PD Moore Homes Inc.	6
B) City of North Vancouver Re: Lane Homes <u>Speaker:</u> Wendy Tse, Planner 2, City of North Vancouver	7
4. <u>CORRESPONDENCE</u>	
A) Correspondence from the Ministry of Municipal Affairs and Housing Re: Building BC Funds	8
B) Correspondence from Edmond Kan Re: Electric Vehicle Charging Stations	14

5. REPORT

- A) Report from the Director Planning and Building
Re: Accessory Dwelling Units in Single and Two Family Districts
Review

15

6. NEW BUSINESS

7. INQUIRIES

8. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter to discuss matters concerning negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

9. ADJOURNMENT



PLANNING AND DEVELOPMENT COMMITTEE

Minutes

An Open meeting of the Planning and Development Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Tuesday, 2019 April 30** at 4:00 p.m. followed by a Closed meeting from which the public was excluded.

1. CALL TO ORDER

PRESENT: Councillor Pietro Calendino, Chair
 Councillor Sav Dhaliwal, Vice Chair
 Councillor Joe Keithley, Member
 Councillor Paul McDonell, Member
 Councillor James Wang, Member
 His Worship, Mayor Mike Hurley, Ex-Officio Member (*arrived at 4:06 p.m.*)

STAFF: Mr. Dipak Dattani, Director Corporate Services
 Mr. Ed Kozak, Director Planning and Building
 Ms. Lee-Ann Garnett, Assistant Director Long Range Planning
 Mr. Johannes Schumann, Assistant Director Current Planning
 Ms. Monica Macdonald, Administrative Officer

The Chair called the Open Committee meeting to order at 4:02 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́n̓qə́m̓iṇəm̓ and skwxwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

2. MINUTES

A) Minutes of the Planning and Development Committee Open meeting held on 2019 April 08

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the minutes of the Planning and Development Committee Open meeting held on 2019 April 08 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR WANG

THAT the delegation be heard.

CARRIED UNANIMOUSLY

A) Nathan Davidowicz
Re: Transit Improvements
Speaker: Nathan Davidowicz

Mr. Nathan Davidowicz appeared before the Committee and provided concerns and suggested transit improvements to the transit system in the City and neighbouring region.

His Worship, Mayor Hurley arrived at 4:06 p.m.

Mr. Davidowicz advocated expanding HandyDART based on the growing number of seniors using the service, mentioning that a number of municipalities have requested expansion of the service.

The speaker referred to TransLink's *Getting Around Metro Vancouver on Transit* brochure and noted the lack of Burnaby "attractions" (aside from "Metrotown Centre" under the Shopping listing).

The Committee expressed concern over the lack of Burnaby "attractions" in the brochure with two SkyTrain lines routed through the City and requested staff, without objection by any member, follow up with TransLink.

Staff undertook to follow-up.

Staff advised the delegation on the current status and future steps of the City's Transportation Plan Update.

4. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the correspondence be received.

CARRIED UNANIMOUSLY

A) Correspondence from Metro Vancouver
Re: 2018 Regional Parking Study - Key Findings Report

A letter was received from Metro Vancouver along with a copy of the *2018 Regional Parking Study - Key Findings* report. Co-led by Translink and Metro Vancouver, the Study provides information to local municipal planning and engineering staff in carrying out parking bylaw updates, rezoning and development reviews, developing neighbourhood and corridor plans, and street parking management efforts.

B) Correspondence from Metro Vancouver
Re: Office Development in Metro Vancouver's Urban Centres - 2018 Update

A letter was received from Metro Vancouver providing a copy of the *Office Development in Metro Vancouver's Urban Centres - 2018 Update* report. The Report, an update to the 2015 Office Development Inventory, is intended to be a resource to local governments, office developers, and others with an interest in encouraging office development in Urban Centres.

C) Correspondence from the BC Liquor Distribution Branch
Re: Intent to Submit Application for Retail Cannabis Location

A letter was received from the BC Liquor Distribution Branch (LDB) informing the City of its application to locate a non-medical retail cannabis store in the Old Orchard area, and inquiring on the feasibility of adding a cannabis store in the Marine Way and Byrne Road vicinity.

Staff advised that the LDB plans to establish five retail cannabis stores in Burnaby (one in each of the Town Centres and one in the Big Bend area), and noted that it has submitted rezoning applications for two stores. Arising from these first applications and consistent with the bylaw zoning amendments and initial policy adopted by Council for the establishment of cannabis stores, staff stated they would be establishing a policy framework and process for store locations which will be attached to the rezoning report to Council. The process would be identical to, but separate from, the liquor store application process.

D) Correspondence from Todd Langmuir and Shin Ju April Lai
Re: Reimbursement Request for Decommissioning Suite

Correspondence was received from Todd Langmuir and Shin Ju April Lai requesting to be reimbursed for decommissioning their basement suite upon the receiving a letter from the City in 2016 regarding a homeowner tax on secondary suites.

Staff advised the Finance Department has responded to Mr. Langmuir.

5. NEW BUSINESS**Councillor Calendino - Laneway Homes**

Councillor Calendino apprised the Committee regarding a laneway home and coach house tour in North Vancouver that he and the Mayor recently attended.

Arising from discussion and without objection by any member, the Committee requested staff coordinate a presentation to the Committee for the May meeting on Laneway Homes by City of North Vancouver staff and the company supporting the North Vancouver housing initiative.

Staff undertook to follow-up.

6. INQUIRIES

No inquiries were brought before the Committee at this time.

7. CLOSED

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 4:26 p.m.

The Chair requested members of the public to leave the room, to allow the Committee to proceed with the Closed portion of the Committee Meeting.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the Open Council meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 8:00 p.m.

8. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 8:00 p.m.

Monica Macdonald
ADMINISTRATIVE OFFICER

Councillor Pietro Calendino
CHAIR

From: Jordan Binotto [mailto:jordan@mylanehome.ca]
Sent: April-23-19 3:23 PM
To: Wong, Elaine
Subject: Re: Lane Home and Coach House Tour in North Vancouver

Hi Elaine,

Hope you are doing well and had a great long weekend!

Just wanted to again thank you, Mayor Hurley, and Councillor Calendino for joining us on the tour! We hope that it was informative and gave some ideas around what is possible with Coach Houses.

We are looking forward to presenting to the Planning and Development Committee at their convenience to share more about Lane Homes. Please let me know what dates that would be.

Also, as mentioned on the tour, [here](#) is a video of a modular installation we did in Vancouver! The entire placement of the home happened in one day.

Please let me know if there are any questions from Council or the Mayor that we can assist with and thank you again for your time and help in organizing the tour!

Sincerely,

Jordan

Jordan Binotto

Solutions Consultant

[4388 Still Creek Drive](#) | info@mylanehome.ca

Burnaby, BC, V5C 6C6 | 604.218.3934

mylanehome.ca

From: Jordan Binotto [mailto:jordan@mylanehome.ca]
Sent: May 22, 2019 2:27 PM
To: MacDonald, Monica
Cc: Wong, Elaine; Emily Witter
Subject: Re: FW: Lane Home and Coach House Tour in North Vancouver

Hi Monica,

That sounds perfect! Thank you for speaking to Councillor Calendino.

I believe my colleague Emily send both powerpoints to you last night. I have attached them both to this email for easy reference along with PDF versions. Feel free to use whichever works best for you.

Wendy's Title and contact info is:

Wendy Tse
Planner 2
Tel: 604-982-3942
Email: wtse@cnv.org

From our side the following people will be presenting:

Paul Binotto
President - My Lane Home Inc.
Tel: 604-218-7703
Email: pbinotto@mylanehome.ca

Perdip Moore
President - PD Moore Homes Inc.
Tel: 604-345-4663
Email: perdip@moorehomesinc.com

Looking forward to this! Let me know if you need any more information from our team.

Sincerely,

Jordan

From earlier email: "... I have talked with the team, would it be possible to get two 10 minute segments? 10 minutes for My Lane Home to talk about an overall Lane Home program having worked with many municipalities and cities and 10 minutes for Wendy Tse from North Vancouver Planning to talk about the planning experience and how the City of North Vancouver Lane Home program has evolved..."

Sincerely, Jordan



May 7, 2019

Ref: 246050

Dear Local Governments:

As you are aware, housing availability and affordability are some of the biggest issues facing British Columbians today. That is why I am writing to let you know about exciting partnership opportunities that can be used to increase the supply of affordable housing in your community.

With the 30-point housing plan, the Government of British Columbia is making the largest investment in housing affordability in B.C.'s history—approximately \$7 billion over 10 years—through the **Building BC** funds. In the first year of this plan, we have already made significant investments in communities across British Columbia:

- **Building BC: Community Housing Fund (CHF)** will provide close to \$1.9 billion over 10 years to develop 14,350 units of mixed income, affordable rental housing for independent families and seniors. The new homes are designed to address the need for affordable housing across a range of income levels, in response to a housing crisis that has made housing unaffordable for even middle-class families. *Currently, more than 4,900 of these new homes have been approved in 42 communities. (See map: <https://www.bchousing.org/partner-services/Building-BC/community-housing-fund>)*
- **Building BC: Indigenous Housing Fund (IHF)** is a \$550 million investment over the next 10 years to build and operate 1,750 new social housing units for Indigenous families and seniors. *In Fall 2018, we announced 1,100 new affordable homes for indigenous peoples in 26 communities across B.C. (See news release for project list: <https://www.bchousing.org/news?newsId=1479152910395>)*
- **Building BC: Women's Transition Housing Fund (WTF)** is investing \$734 million over 10 years for 1,500 units of transition and second-stage housing to help women and children get out of violent and abusive situations and rebuild their lives. *More than 280 of these new spaces have been approved for 12 communities.*

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- **Building BC: Supportive Housing Fund (SHF)**, an investment of \$1.2 billion over 10 years, will deliver 2,500 new homes with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness. This fund builds on the ***Rapid Response to Homelessness initiative*** (now fully subscribed) in which 2,000 homes with supports are currently being built in 22 communities across the province, with 1,285 units already opened.
- **Building BC: Capital Renewal Fund (CRF)** is a \$1.1 billion investment over the next 10 years to make existing B.C. social housing stock more livable, energy-efficient, and safer. This investment will make dramatic improvements to the existing social housing stock in the province and benefit thousands of British Columbians.

Many of these housing projects are underway, but I wanted to make sure you knew about upcoming opportunities to apply for future funding. BC Housing is interested in partnering with municipalities, non-profit housing providers, and community groups to create more innovative and sustainable housing solutions through the following:

- **Future RFP** - BC Housing will be issuing a second formal Request for Proposals for the *Community Housing Fund* and the *Indigenous Housing Fund* in 2020. We encourage groups interested in submitting proposals to start their planning early, to ensure their projects are ready when applications open. Interested organizations can visit bchousing.org/partner-services/funding-opportunities-for-housing-providers to learn more about these funding streams and their requirements.
- **Ongoing Opportunities** - BC Housing welcomes discussions with partners interested in developing new housing through the *Supportive Housing Fund* and/or the *Women's Transition Housing Fund*. Visit bchousing.org/partner-services/Building-BC to learn more or contact your local Director of Regional Development (contact list below).
- **Major Repairs for Existing Social Housing** - Funding is available for non-profit housing providers or housing co-operatives to support capital projects that maintain or benefit an existing social housing building's condition or improve the building's seismic or fire safety, as well as for projects focused on energy performance. Visit bchousing.org/partner-services/asset-management-redevelopment/capital-planning-repairs to learn more about eligibility criteria and how to apply, or speak with the local Regional Non-Profit Portfolio Manager.
- **The HousingHub** is a new division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians. As a centre for housing expertise and collaboration, affordable housing will be developed through the HousingHub either through new construction or through the redevelopment of existing sites. Partners bring suitable land, equity and/or the catalyst for development. The HousingHub can provide:
 - Expertise to provide advice on assisting the group in the planning and development process
 - Access to pre-development funding
 - Low-cost financing
 - Project coordination advice
 - A place for organizations to collaborate

Learn more: www.bchousing.org/partner-services/housinghub

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Local Governments

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There are many ways that municipalities can help to partner with BC Housing, such as providing city-owned land or waving Development Costs Charges, as a few examples. If you have an identified housing need in your community, we are hoping that you will help share some of these opportunities with interested community groups in your area. If you are interested in providing housing but are unsure of how to connect with a non-profit, BC Housing or the BC Non-Profit Housing Association can help you identify housing non-profits that operate in your region.

While BC Housing will be promoting these opportunities, we are hoping that you will also reach out to encourage key stakeholders in your community to apply. We have included a *Building BC* factsheet to help you promote these opportunities.

Please have interested key stakeholders in your community contact their local Director of Regional Development for more information:

Region	Director of Regional Development	Email
Interior Region	Danna Locke	dlocke@bchousing.org
Northern Region	Amy Wong	awong@bchousing.org
Vancouver Coastal & Fraser Region	Naomi Brunemeyer	nbrunemeyer@bchousing.org
	James Forsyth	jforsyth@bchousing.org
Vancouver Island	Malcolm McNaughton	mmcnaughton@bchousing.org
HousingHub	Raymond Kwong	rk Wong@bchousing.org

Thank you in advance for your support in helping to bring more affordable housing to your community.

Sincerely,



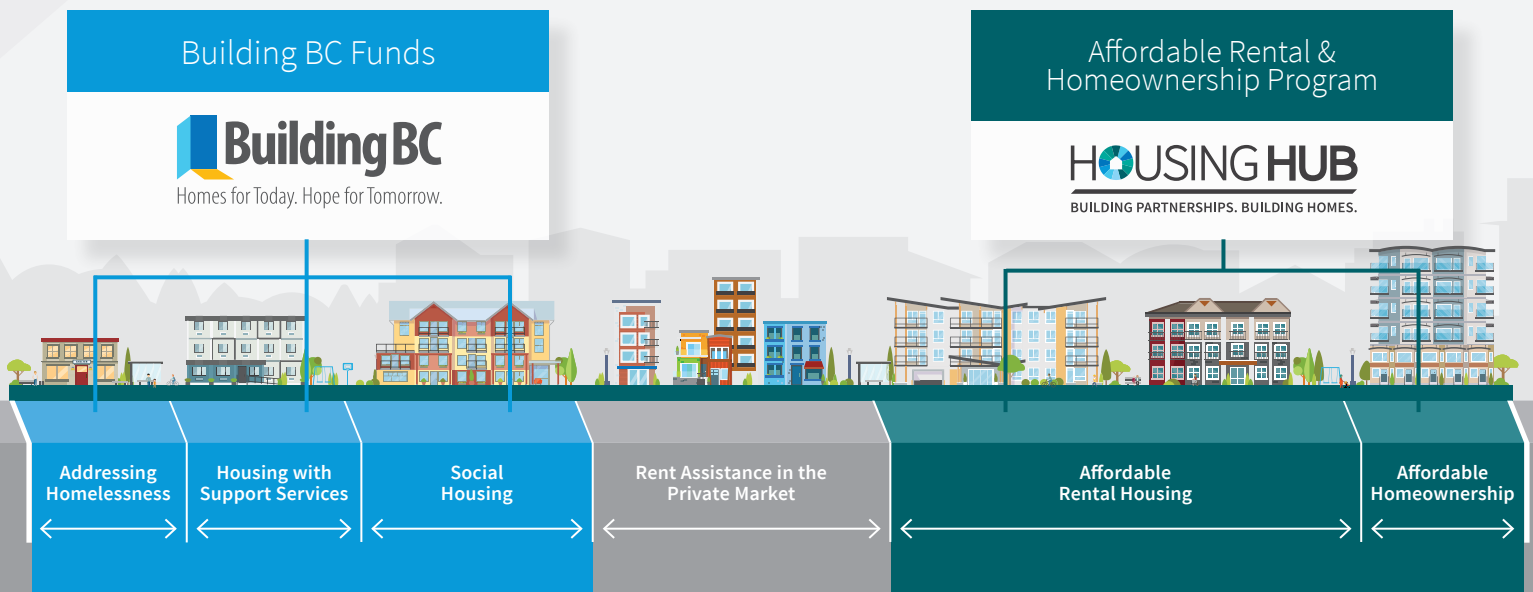
Selina Robinson
Minister

Enclosure



Partnering with BC Housing to Build Affordable Housing

BC Housing welcomes the opportunity to work with individuals and organizations to create affordable housing solutions. We work in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and other levels of government. As a partner, we build and facilitate community and business partnerships to find innovative solutions to housing.



►►► How to apply

Visit us online to learn more about how to partner with BC Housing.

►►► Funding Opportunities for Housing partners

Website: bchousing.org/partner-services/funding-opportunities-for-housing-providers

Provincial Director, HousingHub

Raymond Kwong: rkwong@bchousing.org

Vancouver Coastal & Fraser Regional Directors

Naomi Brunemeyer: nbrunemeyer@bchousing.org

James Forsyth: jforsyth@bchousing.org

Interior Regional Director

Danna Locke: dlocke@bchousing.org

Northern Regional Directors

Amy Wong: awong@bchousing.org

Vancouver Island Regional Director




Malcolm McNaughton:
mmcnaughton@bchousing.org

Building BC Funds

Supportive Housing Fund


\$1.2 billion

An investment of **\$1.2 billion over 10 years to deliver 2,500 new homes** with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness.




-  Adults over 19 who are homeless or at risk of homelessness.
-  Affordable rental housing with onsite support services.
-  Non-profit housing providers that are interested in providing property management and support services.

Ongoing opportunities

Community Housing Fund


\$1.9 billion

This investment will provide close to **\$1.9 billion over 10 years to develop 14,350 units** of mixed income, affordable rental housing for independent families and seniors.




-  Families and seniors capable of living independently, without on-site support.
-  Affordable rental housing that includes: 30% affordable housing (moderate income), 50% rent geared to income (housing income limit), and 20% deep subsidy.
-  Non-profit housing providers or for-profit firms that partner with non-profit societies who are interested in developing and operating new rental units.

Future Proposal Call

Women's Transition Housing Fund


\$734 million

The Province is investing **\$734 million over the next 10 years to build and operate 1,500 new units** to support women and children at risk of violence.




-  Women and their children who are at risk of violence and/or who have experienced violence.
-  There are four typical models: safe home, transition house, second stage housing, and permanent housing.
-  Non-profit service providers who are interested in developing and operating new rental housing.

Ongoing opportunities

Indigenous Housing Fund


\$550 million

The Province is investing **\$550 million over the next 10 years to build and operate 1,750 new social housing units** for indigenous families and seniors.

-  Indigenous families, seniors, individuals, and persons with a disability.
-  Affordable rental housing.
-  Indigenous non-profit housing providers, First Nations, Metis Nation BC, non-profits, and developers who want to partner with Indigenous organizations and First Nations.

Future Proposal Call



How to apply

Visit us online to learn more about how to partner with BC Housing.

Building BC Funds

Website: bchousing.org/partner-services/Building-BC
 Email: Mike Lachocki at purchasing@bchousing.org

Building New Affordable Housing in BC

The *HousingHub* was developed to increase the supply of affordable housing for British Columbians, and is one of several new provincial initiatives introduced in *Homes for BC*: A 30-Point Plan for Housing Affordability in British Columbia.

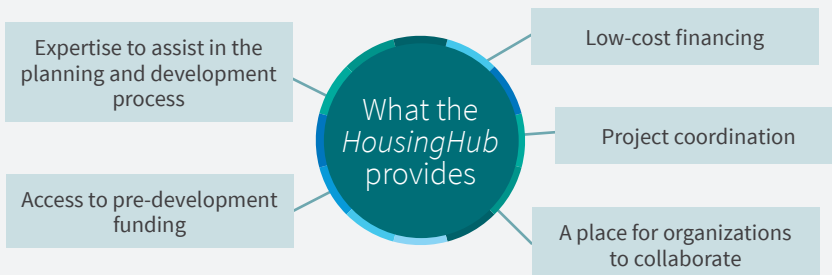
The *HousingHub* is a division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians.

As a centre for housing expertise and collaboration, the *HousingHub* develops affordable housing through new construction, or through the redevelopment of existing sites.

Increasing the Housing Supply

The *HousingHub* seeks partnerships with levels of government to:

- Increase the supply of affordable rental housing
- Improve the ability of renters to move into homeownership, thus freeing up rental stock

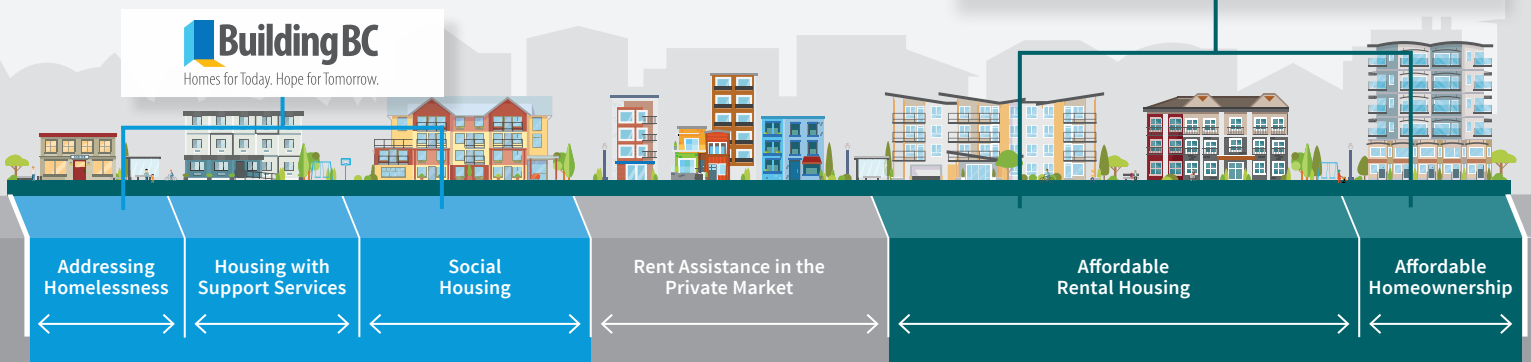


HOUSING HUB
BUILDING PARTNERSHIPS. BUILDING HOMES.

Middle income British Columbians, households with **average incomes between \$70,000-\$150,000**, depending on the community.

Affordable rental housing at or below market rate, affordable homeownership.

Non-profits and private developers, faith groups, property owners, federal and local governments, and Indigenous partners.



▶▶ Visit website:
bchousing.org/partner-services/housinghub
to learn more

▶▶ Phone: 604-439-4757
Provincial Director, HousingHub
Raymond Kwong: rkwong@bchousing.org

City Inquiries (response #4475)

Survey Information

Site:	Burnaby
Page Title:	City Inquiries
URL:	http://www.burnaby.ca/City-Inquiries.html
Submission Time/Date:	2019-05-02 10:43:45 AM

Survey Response

In Regards To	Mayor and Council
Name	Edmond Kan
Email	[REDACTED]
Phone	[REDACTED]
Address & Postal Code	[REDACTED]
Required for Mayor and Council inquiries	
Comment	I would like to voice my concern regarding electric vehicle adoption. As you may know, many residents live in strata complexes in Burnaby. After to many other Burnaby resident, I find that it is often difficult to ask strata council for permission to install EV outlets in their underground park stalls. Although owners are often perfectly willing to bear all cost with outlet installs, many strata councils are unwilling to give permission due lack of knowledge in the matter. I think there is much needed leadership that could come from city hall on this matter.
Respond to me by:	Email

Referred to:

Planning and Development Committee (2019.05.28)

Copied to:

City Manager

Dir. Corporate Services

Dir. Planning and Building



Meeting 2019 May 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
PLANNING AND DEVELOPMENT
COMMITTEE

DATE: 2019 May 28

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 42000 20
Reference: Bylaw Text Amendment

SUBJECT: ACCESSORY DWELLING UNITS IN SINGLE & TWO FAMILY
DISTRICTS REVIEW

PURPOSE: To outline a proposed 'Review, Process and Timeline' for undertaking a program that would permit accessory dwelling units in single and two family districts.

RECOMMENDATION:

1. **THAT** Council be requested to approve in principle the draft 'Review, Process and Timeline' for the proposed Accessory Dwelling Units program as outlined in Section 3.0 of this report.

REPORT**1.0 INTRODUCTION**

On 2018 December 03, Council requested staff to examine the potential for "laneway homes in single family zones", in accordance with a process outlined in a 2018 November 15 memorandum to Council on proposed changes to Burnaby's Zoning Bylaw. At their meeting of 2019 January 14, the Planning and Development Committee requested that staff report on this policy review with an implementation schedule.

As part of the Mayor's Task Force on Community Housing (MTFCH) process, all of the outstanding Council and Committee requests for reports related to housing policies and programs were reviewed and consolidated into a master list of eleven "Policies in Motion", and advanced to the MTFCH in March, 2019. The MTFCH issued an Interim Report, advanced to Council on May 13, 2019, which recognized the Policies in Motion, and identified ten "Quick Start" actions for Council consideration. Of note for this report is the Quick Start titled, "Simplify Zoning and Other Requirements to increase the Number of Homes in More Neighbourhoods." This Quick Start calls for a review that would make it feasible to build small scale multi-family homes, such as laneway homes, duplexes, triplexes, fourplexes or other types in a variety of neighbourhoods.

In consideration of the work of the MTFCH, Council's original request for a laneway home review has been revised to better reflect the recommendations of the Task Force by expanding the scope of housing types that could be accommodated in single and two family neighbourhoods. In addition to the housing types noted by the Task Force, this review would encompass carriage homes, garden suites and additional accessory dwelling unit types

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 From: Director Planning and Building
 Re: Accessory Dwelling Units in Single & Two Family Districts Review
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appropriate for single and two family neighbourhoods. The scope of this review is limited to accessory dwelling unit types; the inclusion of triplex, fourplex or other small-scale multi-family housing types in neighbourhoods would be considered in a separate review. This revised scope meets both the MTFCH's and Council's general direction to expand opportunities for the densification of single and two family neighbourhoods and increase housing affordability and choice.

This report responds to Council's request, by outlining a draft process and implementation schedule. The proposed schedule identifies the required technical work needed to undertake a comprehensive review of the issues and impacts of the proposed policy, and advance a comprehensive suite of all required inter-related bylaw amendments and administrative changes. This comprehensive review is necessary to ensure that accessory dwelling units can be planned successfully for inclusion in the residential framework of the Official Community Plan (OCP) including possible amendments; advanced to better inform Committee/Council and the public with the scope of changes anticipated; and that any proposed new bylaw regulations are complete and integrated into the planning and permit approval processes.

2.0 CITY POLICY FRAMEWORK

The recommendation and direction provided in this report aligns with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Connected Community**
 - Social Connection – Enhance social connection throughout Burnaby
- **A Dynamic Community**
 - Community Development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
- **An Inclusive Community**
 - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging

3.0 REVIEW, PROCESS AND TIMELINE

The draft review, process and timeline for the Accessory Dwelling Units program is as follows:

Table 1 – Draft Review, Process and Timeline

Step		Timeline
1	Policy Review and Analysis: <ul style="list-style-type: none"> • Analyze existing regulations of Burnaby Zoning Bylaw. • Analyze existing neighbourhood development patterns to identify issues related to implementing accessory dwelling units. • Review BC Building Code and Strata Title regulations. 	Ongoing until Spring 2020

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Accessory Dwelling Units in Single & Two Family Districts Review
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	<ul style="list-style-type: none"> Review Official Community Plan (OCP) policies. Review practices in other municipalities for laneway homes, carriage houses, garden suites and other accessory dwelling unit options. Report to Council on the results of the policy review and proposed policy framework to the Planning & Development Committee and Council. 	
2	<p>Prepare 'Request for Proposals' to engage consulting firms to:</p> <ul style="list-style-type: none"> Undertake a technical review to advise on the Zoning Bylaw amendments required for districts that may accommodate accessory dwelling units. Prepare the technical guidelines for issuance of Building Permits for accessory dwelling units which could be added for lots with existing principal dwellings. Review the regulations of the City's residential districts for off-street parking and the potential capacity of neighbourhoods to accommodate anticipated additional on-street parking demand; and the requirements for new regulations and parking permit fee schedules. Review the capacity of the City's residential infrastructure for water and sanitary servicing and garbage/recycling services and prepare recommendations regarding all necessary service changes, upgrades and fee schedules for permitting and future related works and services. Review the City's existing and future laneway infrastructure to identify guidelines for their design, development, and use for additional residential development including: required lane width, pavement standard, lighting and as expanded public use/utility corridors. Review third-party infrastructure requirements, including addressing needs for postal delivery and emergency services, electrical and natural gas services and prepare guidelines for permitting and administration. Model potential bulk and design regulations on a selection of Burnaby lot types and prepare architectural design examples for review and potential Development Permit guidelines for future consideration. 	Summer/Fall 2020
3	<p>Undertake public consultation and report to the Planning and Development Committee and Council on consultation results.* (*Potentially incorporated into anticipated con-current OCP process)</p>	Fall/Winter 2020
4	<p>Advance OCP bylaw amendment report to Planning and Development Committee/Council and Public Hearing.</p>	Spring 2021
5	<p>Potential adoption of approved bylaw amendments, and administrative changes.</p>	2021
6	<p>Public Communications to inform of adopted regulations through a variety of formats and revise all applicable bylaw, administrative tools and materials.</p>	2021
7	<p>Conduct public consultation review for R10, R11, R12 Districts* (*If not incorporated into an earlier scheduled OCP review.)</p>	2021


To: Planning and Development Committee
 From: Director Planning and Building
 Re: Accessory Dwelling Units in Single & Two Family Districts Review
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The proposed draft process and revised timeline are specific to the review of laneway homes and other detached accessory dwelling unit options. A future Council approval to initiate the review of the City's Official Community Plan, is anticipated during the same general time period. An OCP review may provide opportunities for the inclusion of public consultation processes related to accessory dwelling units as part amending the Residential Framework and OCP land use designations, thereby adjusting the anticipated timelines.

The proposed timeline allows for background technical work and preparation for public consultation to occur in 2020. Public consultation would occur in the fall/winter of 2020 and adoption of any bylaw amendments could follow in 2021. Consideration of accessory dwelling units in the R10, R11, and R12 Districts, which were established through special neighbourhood initiatives to reduce house size regulations, would be conducted in 2021; if they have not already been advanced and considered in a larger more inclusive OCP initiative.

4.0 CONCLUSION

This report proposes a process for the review of accessory dwelling units in Burnaby's single and two family residential districts. The proposed timeline is advanced in consideration of a range of priority housing programs that have since been adopted by Council. The proposed comprehensive consultant studies would augment the staff reviews, provide key technical program and bylaw content and complement and support in the public consultation process. Under the proposed process, it is anticipated that any resulting bylaw amendments could be adopted in 2021. It is recommended that Council be requested to approve the proposed process, as outlined in Section 3.0 of this report at this time.


 For: E.W. Kozak, Director
 PLANNING AND BUILDING

LF/JW/sa

cc: City Manager
 Director Engineering
 Chief Building Inspector
 Chief Licence Inspector
 City Solicitor
 City Clerk

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