

**TO:** CHAIR AND MEMBERS  
PLANNING AND DEVELOPMENT  
COMMITTEE

**DATE:** 2019 February 20

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 42000 20  
*Reference: Bylaw Text Amendment*

**SUBJECT: SECONDARY SUITES IN TWO FAMILY DWELLINGS**

**PURPOSE:** To propose a process for reviewing the potential for secondary suites in two family dwellings.

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**RECOMMENDATION:**

1. **THAT** Council be requested to approve in principle the process proposed in Section 3.0 of this report.

**REPORT**

**1.0 INTRODUCTION**

On 2018 December 03, Council directed staff to examine the potential for laneway homes in single family zones and secondary suites in duplexes, in accordance with a process outlined in a 2018 November 15 memorandum to Council.

On 2018 January 14, the Committee requested that secondary suites in two family dwellings be considered independently of the laneway home review, and that separate reports outlining the review processes for secondary suites in two family dwellings and laneway homes be presented at the 2019 February 28 Committee meeting. This report, along with a companion report addressing laneway homes, responds to this request.

**2.0 CITY POLICY FRAMEWORK**

The recommendation 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

On 2018 December 03, Council directed staff to examine the potential for laneway homes in single family zones and secondary suites in duplexes, in accordance with a process outlined in a 2018 November 15 memorandum to Council.

On 2018 January 14, the Committee requested that secondary suites in two family dwellings be considered independently of laneway homes, and on a more expedited basis given the relative complexity of the latter. Based on this request, the following process and timeline for the review of secondary suites in two family dwellings is recommended:

**Table 1 – Proposed Process**

Step		Timeline
1	Report preparation <ul style="list-style-type: none"> <li>• Analyze existing zoning regulations for two family dwellings in R4 and R5 Districts</li> <li>• Review the feasibility of secondary suites in existing two family dwellings under current Building Code regulations</li> <li>• Review Official Community Plan (OCP) policies</li> <li>• Review practices in other municipalities</li> <li>• Prepare draft amendments to the OCP and Zoning Bylaw</li> <li>• Draft amendment report</li> </ul>	In progress
2	Advance an OCP/ bylaw amendment report to Planning and Development Committee	Q2 2019
3	Undertake community consultation and report to Council on consultation results	Q2 2019
4	Public Hearing	Q2 2019
5	Potential adoption of amendments	Q3 2019
6	Communicate the adopted changes through a variety of formats and revise all applicable public information materials.	Q3 2019

The proposed process provides an expedited timeline and revised steps specific to the review of secondary suites in two family dwellings. It eliminates the requirement to hire an architectural consultant, as the modelling for secondary suites in two family dwellings is less complex than for laneway homes and other detached accessory dwelling options. It limits the scope of the review to the R4 and R5 Districts only, as the remaining R Districts, with the exception of the R12


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From: Director Planning and Building  
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District, do not permit two family dwellings. The proposed process excludes the R12 District from the review, given the significantly smaller lot sizes and greater density already available in that district. The narrower scope of the review allows it to be condensed into a single process, rather than the two-phase review outlined in the current process. Given its narrower scope, the proposed process anticipates final adoption of the bylaw amendments by the fall of 2019.

Under the proposed process, the public consultation program would feature both online content and information events at various locations throughout the city. Survey and comment forms would be available at the events and online. The results of public consultation would be summarized in a Council report prior to Public Hearing, to allow changes to the proposed amendments and consideration of all public comment prior to Second Reading.

#### 4.0 CONCLUSION

This report proposes a revised process for the review of secondary suites in two family dwellings. The revised process expedites the review by eliminating unnecessary steps and limiting its scope to the R4 and R5 Districts only. Under the proposed process, it is anticipated that the proposed bylaw amendments could be adopted by the fall of 2019. It is recommended that Council be requested to approve the proposed process, as outlined in Section 3.0 of this report.



Lou Pelletier, Director  
PLANNING AND BUILDING

LF:

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