

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

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 |

| | | |
|---|--|------------------|
| | <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 |


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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