



POLICY REPORT DEVELOPMENT AND BUILDING

Report Date: January 29, 2013
Contact: Kent Munro
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VanRIMS No.: 08-2000-20
Meeting Date: February 12, 2013

TO: Vancouver City Council

FROM: General Manager of Planning and Development Services

SUBJECT: CD-1 Rezoning: 1729-1735 East 33rd Avenue

RECOMMENDATION

- A. THAT the application by Cedar Cottage Cohousing Corporation, to rezone:
- (i) 1729 East 33rd Avenue [*PID: 013-861-581; The east 40 feet of Lot 12, except the north 10 feet and the south 7 feet now highway, south ½ of District Lot 706 Plan 2349*] ("*East Lot 12*");
 - (ii) 1733 East 33rd Avenue [*PID: 013-861-247; Lot 11, except (a) the north 10 feet now lane and (b) the east 43 feet south ½ of District Lot 706 Plan 2349*] ("*West Lot 11*"); and
 - (iii) 1735 East 33rd Avenue [*PID: 013-632-531; The east 43 feet of Lot 11, except the north 10 feet, now lane, south ½ of District Lot 706 Plan 2349*] ("*East Lot 11*");

all from RS-1 (One-Family) District to CD-1 (Comprehensive Development) District, to increase the floor space ratio from 0.7 to 1.1, among other things, to permit the development of a three-storey multi-family residential building that will be used as a cohousing community, be referred to a Public Hearing together with:

- (a) plans received on January 7, 2013;
- (b) draft CD-1 By-law provisions, generally as presented in Appendix A; and
- (c) the recommendation of the General Manager of Planning and Development Services to approve, subject to conditions contained in Appendix B.

FURTHER THAT the Director of Legal Services be instructed to prepare the necessary CD-1 By-law generally in accordance with Appendix A for consideration at the public hearing.

- B. THAT, if after public hearing Council approves in principle this rezoning and the Housing Agreement described in section (c) of Appendix B, the Director of Legal Services be instructed to prepare the necessary Housing Agreement By law for enactment prior to enactment of the CD-1 By-law contemplated by this report, subject to such terms and conditions as may be required at the discretion of the Director of Legal Services and the Managing Director of Social Development.
- C. THAT, subject to enactment of the rezoning By-law, the Subdivision By-law be amended as set out in Appendix C;

FURTHER THAT the Director of Legal Services be instructed to bring forward the amendment to the Subdivision By-law at the time of enactment of the CD-1 By-law.

- D. THAT Recommendations A through C be adopted on the following conditions:
- (i) THAT the passage of the above resolutions creates no legal rights for the applicant or any other person, or obligation on the part of the City and any expenditure of funds or incurring of costs is at the risk of the person making the expenditure or incurring the cost;
 - (ii) THAT any approval that may be granted following the public hearing shall not obligate the City to enact a by-law rezoning the property, and any costs incurred in fulfilling requirements imposed as a condition of rezoning are at the risk of the property owner; and
 - (iii) THAT the City and all its officials, including the Approving Officer, shall not in any way be limited or directed in the exercise of their authority or discretion, regardless of when they are called upon to exercise such authority or discretion.

REPORT SUMMARY

The application proposes to rezone the properties at 1729-1735 East 33rd Avenue from RS-1 (One-Family) District to CD-1 (Comprehensive Development) District, to permit the development of a three-storey building containing 31 units of strata-titled market housing within a cohousing community, of which two units will be required to be rental.

This application responds to the recommendations of the Mayor's Task Force on Housing Affordability and to the Interim Rezoning Policy for Increasing Affordable Housing Choices in Vancouver's Neighbourhoods. Approval of this application would contribute to Vancouver's Housing and Homelessness Strategy goals to encourage a housing mix across neighbourhoods that enhances quality of life and meets the needs of diverse households.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Relevant Council Policies for this site include:

- Interim Rezoning Policy on Increasing Affordable Housing Choices Across Vancouver's Neighbourhoods (2012)
- Housing and Homelessness Strategy (2011)

- Green Buildings Policy for Rezoning (2010)

REPORT

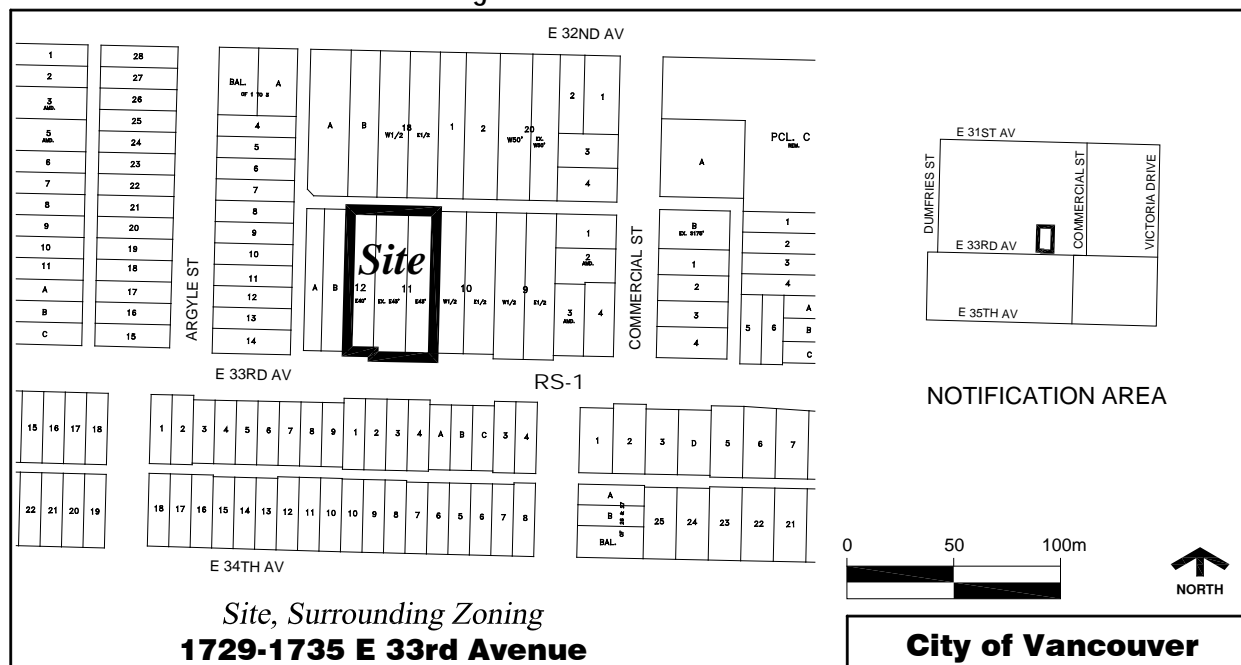
Background/Context

This report presents the staff assessment of an application by Cedar Cottage Cohousing Corporation to rezone 1729-1735 East 33rd Avenue from RS-1 (One-Family) District to CD-1 (Comprehensive Development) District. The rezoning would enable the development of a three-storey building containing 31 units of strata-titled market housing within a cohousing community, of which two units will be required to be rental. Cedar Cottage Cohousing Corporation currently holds an agreement to purchase East Lot 12 and West Lot 11 and is the owner of East Lot 11.

Site and Context

The mid-block, 2 749 m² (29,587 sq. ft.) site is located on the north side of 33rd Avenue, between Argyle and Commercial streets, in the Kensington-Cedar Cottage neighbourhood. It would be consolidated from three existing lots and have a total frontage on 33rd Avenue of 40.2 m (132 ft.). East 33rd Avenue is a secondary arterial and the local shopping area is on Victoria Drive, approximately 700 m away. Bus service is directly in front of the site on 33rd Avenue as well as along Victoria Drive, roughly 300 m away.

Figure 1: Site and Context



The site and adjacent properties are currently zoned RS-1. The site is bound by detached dwellings to the east and west, a lane to the north, and 33rd Avenue to the south. The lots in the east-1700-block of 32nd and 33rd avenues are unique in that they are 67 m (220 ft.) deep, about twice the depth of typical RS-1 properties in the city.

Policy Context

Housing and Homelessness Strategy — On July 29, 2011 Council endorsed the Housing and Homelessness Strategy 2012-2021. This policy includes strategic directions to encourage a housing mix in all neighbourhoods that will increase the availability of well-maintained and suitable housing types and tenures for a diverse population.

The Three-Year Action Plan 2012-2014 identifies priority actions to achieve some of the strategy's goals. One priority action is the use of regulatory tools to encourage a variety of housing types and tenures that meet the needs of diverse households. This application proposes, within its cohousing model, to provide a mix of studio, one-, two-, three- and four-bedroom unit types, including two units that will be secured through a housing agreement as market rental. The proposed market-rental units will contribute towards the City's targets for the creation of long-term rental housing.

Interim Rezoning Policy on Increasing Affordable Housing Choices Across Vancouver's Neighbourhoods — On October 3, 2012, City Council approved an Interim Rezoning Policy aimed at encouraging innovation and enabling real examples of ground-oriented affordable and innovative housing types. These examples will be tested for potential wider application to provide on-going housing opportunities across the city. The Interim Rezoning Policy is one component of a broad action plan that responds to the recommendations of the Mayor's Task Force on Housing Affordability by delivering a set of actions to address the challenges of housing affordability in the city. Rezoning applications, considered under the Interim Rezoning Policy, must address the following criteria regarding affordability and form of development.

1. Affordability

Applications must demonstrate an enhanced level of affordability, beyond that provided through the delivery of a generally more affordable housing type alone. Proposals must demonstrate the viability of one of the following, as well as the ability to maximise the level of affordability in the project:

- 100% of the residential floor space is rental housing;
- units are sold for at least 20% below market value and include a secure mechanism for maintaining that level of affordability over time (e.g. resale covenant, 2nd mortgage, etc.);
- innovative housing models and forms of tenure such as cohousing, when they can demonstrate enhanced affordability as determined by the City; or
- a Community Land Trust model is employed to secure increasing affordability over time.

2. Location and Form of Development

Housing models that meet the affordability criteria above would be required to further conform with the following form of development criteria, based on location:

- within approximately 100 m of an arterial street (i.e., 1½ blocks), ground-oriented forms up to a maximum of 3½ storeys; or
- fronting on an arterial that is well served by transit and within close proximity (i.e., a five-minute walk or 500 m) of an identified neighbourhood centre or local shopping area, mid-rise forms up to a maximum of six storeys.

Proposals would be subject to urban design performance (including consideration of shadow analysis, view impacts, frontage length, building massing, setbacks, etc.) and demonstration of a degree of community support.

Under this policy, up to 20 rezoning applications will be considered when the above-listed criteria are met. Once these applications are in process, Council are to review the outcomes before extending the policy beyond 20 projects.

Land Use

Consistent with the intent of Interim Rezoning Policy, this application seeks to develop an innovative cohousing project in an arterial location with a three-storey building form.

Cohousing is a collaborative housing model that allows residents to take a collective approach to the design, management, and maintenance of a multi-family development. The cohousing model originated in Denmark in the late 20th century and was first introduced in North America in 1988. There are 114 cohousing communities operating in North America. Nine of these are in Canada, of which seven are in British Columbia. In Metro Vancouver, there are three cohousing projects in total, located in Burnaby, North Vancouver and Langley respectively. While the model employed by each cohousing community can be different, there are some elements which are considered essential by the Canadian Cohousing Network, a non-profit organization that promotes the creation of cohousing communities. These elements include:

1. Participatory Process

Cohousing residents organize and participate in the planning, design and financing of the cohousing development and are responsible as a group for all final decisions. Typically, there is a core group that begins the process, representing a majority of the future owners, who work together to design, develop and finance the development of dwelling units and shared amenities that will support their specific needs.

2. Designs that Facilitate Community

A built form that encourages a strong internal neighbourhood and sense of community is a key characteristic of any cohousing proposal. As such, common amenity space, walkways, gardens and other semi-private areas are designed and located in a manner that ensures all residents will pass through them when they enter and exit the shared housing complex. This is aimed at increasing opportunities for social contact amongst residents.

3. Extensive Common Amenity Space

Extensive common amenity space is an integral part of the cohousing model, designed as a supplement to private living areas and a focal point for the internal community. A common house is the setting for group activities, such as community dinners. Other common spaces, such as exercise studios, shared home-office space, children's play space and workshop areas, replace private spaces devoted to such uses in detached homes. This allows individual owners to decrease the amount of floor area required in their private units, contributing to affordability.

4. Resident Management

The cohousing model encourages residents to perform as much of the unlicensed maintenance on the building as possible, thereby reducing the need to hire a private management firm. This further contributes to cohousing providing a more affordable homeownership model than standard strata developments.

5. House Rules

Resident responsibilities are defined in "House Rules", a set of legally non-binding guidelines for the day-to-day management of the community that residents create for themselves through a participatory process. House rules are meant to ensure a common standard of participation in the community for all residents. Typically, house rules address items such as participation in common meals, committees, and responsibilities towards the care and management of the common facilities.

The applicant has provided a detailed description of the characteristics of cohousing (see Appendix G).

The applicant contends that there are significant monthly cost savings to the cohousing lifestyle. It is reasonable to assume that sharing materials (food, supplies, equipment and tools) and sharing duties (cleaning, gardening, routine maintenance and child-minding) would result in lower costs of living for cohousing residents. While difficult to quantify, a reduced cost of living could result in lower overall monthly household expenditures, thereby achieving affordability through means other than a reduced mortgage or rent.

The Mayor's Task Force on Housing Affordability received significant public feedback and support for the cohousing model. In response, Council directed staff to explore opportunities to expand opportunities for cohousing in Vancouver through the removal of regulatory barriers that may exist and through incentivizing cohousing projects through the Interim Rezoning Policy.

The cohousing model presented in this application is consistent with the general tenets of cohousing, and offers a number of positive characteristics in the provision of a diverse housing type.

- The communal nature of cohousing has the potential to reduce the cost of living for residents, through savings on day-to-day expenditures and housing maintenance costs.
- The provision of a significant amount of purpose-built amenity space (a communal kitchen and gathering space, laundry room, music room, guest suite, exercise studio, rooftop deck, indoor play area, woodwork shop, bicycle repair room, meeting and exercise rooms, and a teenagers' lounge) allows for the project to better meet the needs of residents, as compared to typical multi-family dwellings.
- In addition to providing a variety of unit types, two units will be secured as rental tenure.

Form of Development (refer to Figure 2 and drawings in Appendix F)

The site design follows many of the design principles used in the development of cohousing communities, including maximising opportunities for physical interaction amongst residents through physical design. The units are grouped around a common outdoor space, with each unit overlooking this space. The majority of residents must traverse through the common space to access their units and small informal gathering areas are planned for the ground level. A common house with a roof deck, programmed for communal activities, is located at the rear of the site.

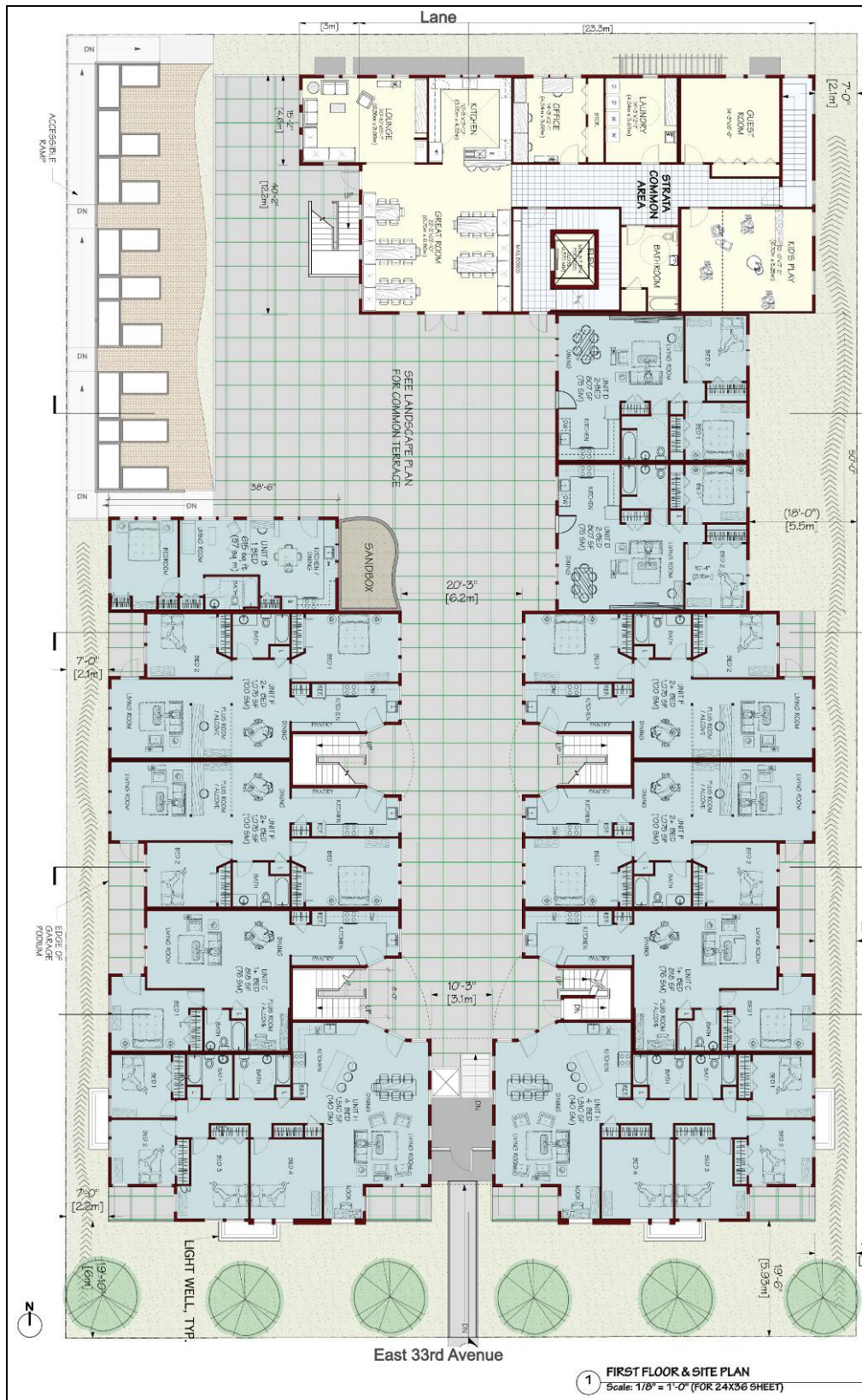
The form of development proposed in early submissions raised concerns by neighbours and the Urban Design Panel. Staff worked with the applicant through multiple design iterations to respond to these concerns. The attached design, as shown in Figure 2, Appendix F, was received in January 2013. This iteration proposes 31 units, a maximum height of 11.2 m (36.8 ft.) and an FSR of 1.26.

The Urban Design Panel did not support this revised proposal on January 16, 2013, citing many of the same objections that were raised in the previous review. While the design has evolved from the initial submission, staff feel that further design development is necessary to achieve better urban design performance and compatibility within the neighbourhood. Some of the key areas for potential improvement include:

- Better articulation of the front elevation to reflect the rhythm and character of the existing single-family neighbourhood.
- Reduction in building depths and heights for better compatibility with single-family building forms.
- Increased setbacks, mid-site, to respect the traditional garden areas of adjacent properties.
- Reduced overlook to neighbouring properties and improved access to natural light for dwelling units on the subject site.
- Development of a landscape plan that contributes to a better fit with the existing neighbourhood context and defines individual character spaces within the open areas proposed for the site.

To achieve this, staff have drafted conditions of approval for the form of development, as provided in Appendix B of this report. These conditions respond to the concerns and recommendations of the Urban Design Panel, as well many of the concerns heard from neighbouring residents. If Council were to approve this application, the applicant would be required, at the development permit application stage, to once again present the form of development to Urban Design Panel.

Figure 2: Site Plan (January 2013)



Parking, Loading and Transportation

The primary vehicle and bicycle parking would be located in an underground parkade at the north of the site, accessed from the existing lane. Parking would be provided in accordance with the City's Parking By-law standard.

A consultant, Creative Transportation Solutions, completed and submitted a transportation study dated December 3, 2012 which analyzed the impact of the development on traffic and on-street parking in the neighbourhood. The study concluded that the proposal would have a negligible effect on the neighbourhood both from a traffic operation and on-street parking demand standpoint.

Environmental Sustainability

The Green Buildings Policy for Rezoning (adopted by Council on July 22, 2010) requires that rezoning applications received after January 2011 achieve a minimum of LEED® Gold rating, including 63 LEED® points, with targeted points for energy performance, water efficiency and stormwater management, along with registration and application for certification of the project. The applicant submitted a preliminary Built Green® checklist, with the intent to achieve a gold rating. Sustainability staff have reviewed this application and confirm that this proposal meets the intent of the Green Buildings Policy for Rezoning.

Public Input

Notification and Open House — A rezoning information sign was installed on the site on September 24, 2012. A notification letter and invitation to an information session was mailed to approximately 500 addresses within the notification area shown in Figure 1 on September 19, 2012. In addition, the City of Vancouver Rezoning Centre webpage included notification and application information, as well as an on-line comment form.

On November 20, 2012, subsequent to a revised proposal being submitted by the applicant, a notification card and invitation to a community open house was mailed to the same notification area.

Public Response — Approximately 95 people, as well as City staff and the applicant team, attended the initial information sessions in September. In response to the September 2012 information sessions, 29 comment sheets were submitted. In addition, the City received 31 emails, letters, and online forms during this period.

Approximately 44 people attended the community open house in December 2012. In response to the December 2012 open house, 22 comment sheets were submitted. In addition, the City received 24 e-mails, letters, and online forms during this period.

In total, 67% of the responses expressed opposition to the proposal and 33% were in favour. 95% of the comments in support of the proposal were received from citizens located outside of the notification area whereas 98% of the responses in opposition were received from residents within the notification area.

Concerns that were cited by those in opposition related to form of development, the overlook and shadowing impacts of the proposal on neighbouring properties, the increase in the number of residents in the area as a result of the project, exacerbated issues with local

traffic and parking, as well as the impact of increased density on community infrastructure, crime, noise and garbage. Concerns were also raised regarding the appropriateness of the proposal on a mid-block site within a detached-home neighbourhood, as well as the impact of the development on the surrounding property values.

Comments in support of the proposal spoke to the relative affordability of the housing model, the sense of community that was fostered by cohousing, the opportunities to age-in-place within a cohousing community, the creation of a diverse housing model within the city, and the sustainability aspects incorporated into the design.

Staff feel that the conditions of approval discussed above in the Form of Development section of this report respond to many of the concerns raised by residents with regards to the height, density, and massing of the proposal. The resulting refinements will reduce privacy, overlook and shadowing issues, in addition to creating a form and façade that better fits the context of the existing neighbourhood.

A detailed summary of the comments received is provided in Appendix D.

PUBLIC BENEFITS

In response to City policies which address changes in land use, this application offers the following public benefits:

Required Public Benefits

Development Cost Levies (DCLs) — Development Cost Levies collected from development help pay for facilities made necessary by growth, including parks, childcare facilities, replacement housing (social/non-profit housing) and various engineering infrastructure.

This proposal is subject to the City-wide DCL rate for residential floor space at or below 1.2 FSR of \$31.32 per m² (\$2.91 per sq. ft.). Based on the proposed floor area of 3 024 m² (32,550 sq. ft.), a DCL payment of approximately \$94,700 (based on the current DCL rate) can be anticipated. DCLs are payable at building permit issuance and their rates are subject to Council approval of an annual inflationary adjustment which takes place on September 30th of each year.

Offered Public Benefits

Community Amenity Contributions (CACs) — In the context of the City's Financing Growth Policy, the City anticipates receiving voluntary community amenity contributions from the owner of a rezoning site to address the impacts of rezoning. Contributions are negotiated and evaluated by staff in light of the increase in land value expected to result from rezoning approval, community needs, area deficiencies and the impact of the proposed development on City services. There is a limited capacity to achieve all City aspirations with every application, especially when there are other significant identified priorities.

Sites that are rezoned from single family designation, where the new zone is residential or institutional are exempt from CACs if the new density is less than 1.35 FSR and the site size is less than one full city block. As this application proposes a density of 1.1, it is exempt from

CACs. In addition, Real Estate Services staff have reviewed the applicant's development proforma and have concluded that after factoring in the costs associated with developing the property, there is no increase in the land value generated by the rezoning (i.e., the additional density does not create any increase in land value).

Implications/Related Issues/Risk (if applicable)

Financial

As noted in Public Benefits section above, there are no Community Amenity Contributions associated with this rezoning. The site is subject to the City-wide Development Cost Levy (DCL) and it is anticipated that the project will generate approximately \$94,700 in DCLs.

CONCLUSION

Staff support the application to rezone 1729-1735 East 33rd Avenue from RS-1 (One-Family) District to CD-1 (Comprehensive Development) District, to increase the floor space ratio from 0.7 to 1.1, among other things, to permit the development of a three-storey multi-family residential building that will operate as a cohousing community.

The General Manager of Planning and Development Services recommends that the application be referred to Public Hearing together with a draft CD-1 By-law as generally shown in Appendix A and with a recommendation of the General Manager of Planning and Development Services that these be approved, subject to the Public Hearing, along with the conditions of approval listed in Appendix B, including approval in principle of the form of development as shown in plans included as Appendix F, subject to the changes outlined in Appendix B, section (b).

* * * * *

1729-1735 East 33rd Avenue
DRAFT CD-1 BY-LAW PROVISIONS

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

WHEREAS the Council of the City of Vancouver wishes to encourage the development of innovative housing models, including co-housing, a form of multiple dwelling which incorporates significant common amenity areas, and in which regular communal use of common amenity areas in conjunction with approved dwelling uses is supported and required;

Definitions

- The definitions in the Zoning & Development By-law apply to this by-law except that:

“Common Amenity Area” means floor area whose use is shared by all residents in conjunction with approved dwelling uses, and includes two communal guest rooms, one communal children’s indoor play area, one communal bathroom, one communal laundry room, one communal office, one communal kitchen, one communal dining room or great room, one communal lounge, one communal exercise studio, one communal workshop, one communal bicycle repair room, one communal roof-top deck or any other communal uses which, in the opinion of the Director of Planning, are similar to the foregoing communal uses.

“Communal dining room or great room” means a dining room used by residents for a communal meal on no less than twenty days per month.

“Communal kitchen” means a kitchen used by residents to prepare a communal meal on no less than twenty days per month.

“Multiple Dwelling (Co-housing)” means a multiple dwelling in which no less than 20% of permitted floor area is common amenity area.

Uses

- Subject to approval by Council of the form of development, to all conditions, guidelines and policies adopted by Council, and to the conditions set out in this By-law or in a development permit, the only uses permitted within CD-1 (___) and the only uses for which the Director of Planning or Development Permit Board will issue development permits are:
 - a) Dwelling Use, limited to Multiple Dwelling (Co-housing); and,
 - b) Accessory Uses customarily ancillary to any of the uses listed in this section.

Condition of Use

- There shall be no more than 31 dwelling units on site.

Floor Area and Density

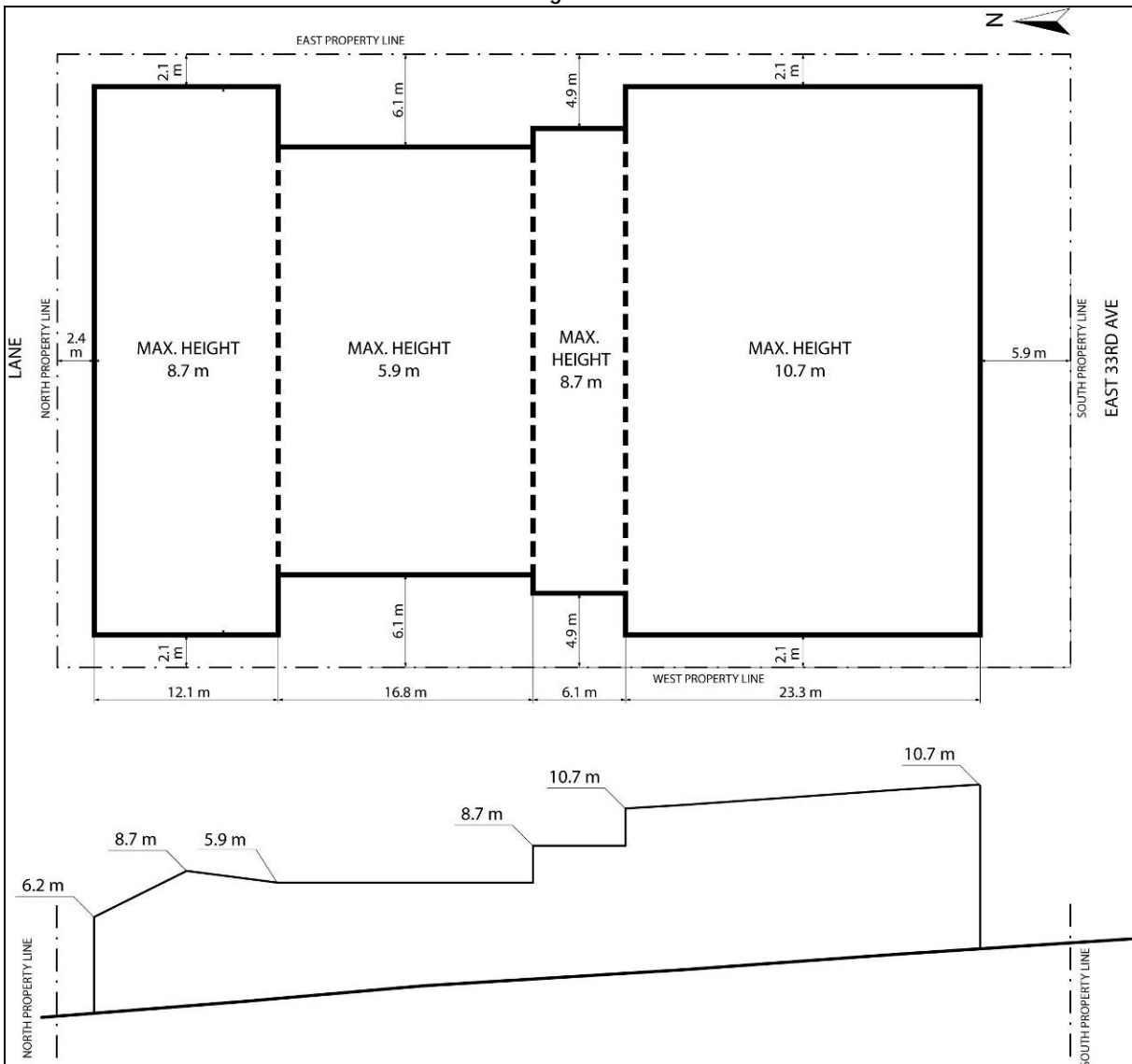
- Computation of floor space ratio must assume that the site consists of 2 749 m², being the site size at the time of the application for the rezoning evidenced by this By-law, prior to any dedications.
- Floor space ratio for all uses must not exceed 1.10, except that at least 20% of floor area must consist of common amenity area.
- Computation of floor area must include:
 - a) all floors having a minimum ceiling height of 1.2 m, including earthen floor, both above and below ground level, measured to the extreme outer limits of the building;
 - b) stairways, fire escapes, elevator shafts, and other features, which the Director of Planning considers similar, to be measured by their gross cross-sectional areas, and included in the measurements for each floor at which they are located; and
 - c) where the distance from a floor to the floor above, or where there is no floor above to the top of the roof rafters or deck, exceeds 3.7 m, an additional amount equal to the area of the floor below the excess height, except that the Director of Planning may exclude additional height in combination with:
 - (i) an undeveloped floor area beneath roof elements which are, in the opinion of the Director of Planning, solely for decorative purposes and to which the only means of access is a hatch, residential lobby or mechanical penthouse, or
 - (ii) venting skylights, opening clerestory windows or other similar features which, in the opinion of the Director of Planning, reduce energy consumption or improve natural light and ventilation.
- Computation of floor area must exclude:
 - a) open residential balconies or sun decks and any other appurtenances which, in the opinion of the Director of Planning, are similar to the foregoing, provided that the total area of all exclusion does not exceed 8% of permitted floor area;
 - b) patios and roof gardens, provided that the Director of Planning first approves the design of sunroofs and walls;
 - c) where floors are used for off-street parking and loading, the taking on or discharging of passengers, bicycle storage, heating and mechanical equipment or uses which in the opinion of the Director of Planning are similar to the foregoing, those floors or portions thereof so used which:
 - (i) are at or below the base surface, except that the maximum exclusion for a parking space must not exceed 7.3 m in length, or
 - (ii) are above the base surface and, where developed as off-street parking are located in an accessory building situated in the rear yard, except that the maximum exclusion for a parking space shall not exceed 7.3 m in length.

- d) areas of undeveloped floors which are located:
 - (i) above the highest storey or half-storey and to which there is no permanent means of access other than a hatch, or
 - (ii) adjacent to a storey or half-storey with a ceiling height of less than 1.2 m;
 - e) floors located at or below finished grade with a ceiling height of less than 1.2 m; and
 - f) all residential storage space below base surface.
- The use of floor area excluded under this section must not include any purpose other than that which justified the exclusion.

Height and Setbacks

- Maximum building height, measured above base surface, must conform with the building heights illustrated in Diagram 1 below.
- Minimum building setbacks must conform with the setbacks illustrated in Diagram 1 below.

Diagram 1



Site Coverage

- The maximum site coverage for buildings shall be 55 % of the site area.
- Site coverage for buildings shall be based on the projected area of the outside of the outermost walls of all buildings, but excludes steps, eaves, balconies, and sun decks.
- In the case of a sloping site where a structure is located at or below base surface, the structure shall be excluded from the site coverage calculation provided that it does not, except for required earth cover, permitted fences and similar items, project above the average elevation of the portions of the streets, lanes or sites located adjacent to such structure, and does not, in any event, project more than 1.0 m above the actual elevation of adjoining streets, lanes and sites.

Horizontal Angle of Daylight

- Each habitable room must have at least one window on an exterior wall of a building.
- The location of each such exterior window must allow a plane or planes extending from the window, and formed by an angle of 50 degrees, or two angles with a sum of 70 degrees, to encounter no obstruction over a distance of 24.0 m.
- Measurement of the plane or planes, referred to above, must be horizontally from the centre of the bottom of each window.
- If:
 - a) the Director of Planning or Development Permit Board first considers all the applicable policies and guidelines adopted by Council; and
 - b) the minimum distance of unobstructed view is not less than 3.7 m,the Director of Planning or Development Permit Board may relax the horizontal angle of daylight requirement.
- An obstruction referred to above means:
 - a) any part of the same building including permitted projections; or
 - b) the largest building permitted under the zoning on any site adjoining CD-1 (___)
- A habitable room referred to in this section does not include:
 - a) a bathroom; or
 - b) a kitchen, whose floor area is the lesser of:
 - (i) 10% or less, of the total floor area of the dwelling unit, or
 - (ii) 9.3 m².

Acoustics

- All development permit applications require evidence in the form of a report and recommendations prepared by a person trained in acoustics and current techniques of noise measurement, demonstrating that the noise levels in those portions of dwelling units listed below, do not exceed the noise level set opposite such portions. For the purposes of this section, the noise level is the A-weighted 24-hour equivalent (Leq) sound level and is defined simply as noise level in decibels.

Portions of dwelling units	Noise levels (Decibels)
Bedrooms	35
Living, dining, recreation rooms	40
Kitchen, bathrooms, hallways	45

* * * * *

1729-1735 East 33rd Avenue
PROPOSED CONDITIONS OF APPROVAL

Note: Recommended approval conditions will be prepared generally in accordance with the draft conditions listed below, subject to change and refinement prior to finalization of the agenda for the Public Hearing.

CONDITIONS OF APPROVAL OF THE FORM OF DEVELOPMENT

- (a) That the proposed form of development be approved by Council in principle, generally as prepared by McCamant and Durrett Architecture, and stamped "Received City Planning and Development Services, January 7, 2013", provided that the Director of Planning may allow minor alterations to this form of development when approving the detailed scheme of development as outlined in (b) below.
- (b) That, prior to approval by Council of the form of development, the applicant shall obtain approval of a development application by the Director of Planning, who shall have particular regard to the following:

Design Development

- 1. Design development to reduce the massing to achieve a building form that is more compatible with the existing single-family context.

Note to Applicant: This can be achieved by concentrating building massing compatibly in the areas traditionally accommodating building in this single-family zone. Building massing should be concentrated on the street side of the site, in the 35% site depth behind the front yard setback. Beyond this, toward the centre of the site, the massing should step down in height significantly and be provided with a sideyard setback of 16-20 feet. Lower building massing, up to 2 storeys, can be placed at the lane.

- 2. Design development to street-fronting building form to improve streetscape compatibility.

Note to Applicant: The front elevation and roof forms should be modulated to better reflect the residential building frontages that exist along this street. The intent is to create a more incremental scale and residential character. Further, provision of street-fronting porches, entries, decks and balconies should be used to reinforce the residential use of the buildings, activate the front yard, and connect with the neighbourhood.

- 3. Design development to minimize privacy impacts and overlook to adjacent properties.

Note to Applicant: Provide reflected elevations of the neighbouring buildings indicating window size and location. Proposed window or deck locations facing the side yard should not align or overlook neighbour's windows or decks.

Windows and decks from primary living spaces, such as living rooms, should not overlook neighbouring properties, but rather be directed north, south, or into the subject property.

4. Design development to improve liveability of units.

Note to Applicant: All habitable rooms, including bedrooms must have direct access to a window for provision of natural light, views and ventilation. While the proposed development includes ample amenity space, horizontal angle of daylight requirements must be met for individual dwelling units. To improve access to natural light, the courtyard dimension between any buildings should be at least 24 feet. Provision of natural light and views must be achieved without negative impact on privacy of neighbouring developments.

5. Design development to the lane elevation to provide a more residential character.

Note to Applicant: This can be achieved by providing additional articulation in the north building facing the lane which may include bay projections or recesses, coordinated with the adjacent uses at the ground floor.

6. Provision of high quality building materials appropriate to the residential context.
7. Provision of notation on the drawings to indicate the location of the pad mounted transformer (PMT).

Note to Applicant: The PMT should be located so that it does not have a negative impact on the public realm, or private outdoor space. It should be screened from view.

8. Provision of information on the drawings that indicate the full measures required to achieve fire fighter access.

Note to Applicant: Indicate on the site plan the location of the annunciator panel, firefighter connections, and any other significant site planning requirements.

9. Identification on the plans and elevations of the built elements contributing to the sustainability performance of the building in achieving Built Green BC Gold or LEED® for Homes Gold and an EnerGuide Rating of 82.

Note to Applicant: Provide a checklist and a detailed written description of how the rating system points have been achieved with reference to specific building features in the development. Both the checklist and description should be incorporated into the drawing set. A letter from the mechanical consultant shall be submitted outlining how the EnerGuide rating of 82 will be obtained.

Crime Prevention Through Environmental Design (CPTED)

10. Design development to respond to CPTED principles, having particular regard for:
- (i) theft and security in the parking area;
 - (ii) break and enter; and
 - (iii) mischief and vandalism, such as graffiti.

Note to Applicant: Security and visibility in the underground can be achieved by complying with section 4.13 of the Parking By-law and by painting the walls and ceiling of the parking garage white. The potential for graffiti can be reduced by providing a landscape screen adjacent to exposed walls at the lane, and where this is not possible, providing an anti-graffiti coating.

Sustainability - Green Building

11. Identification on the plans and elevations of the built elements contributing to the building's sustainability performance in achieving LEED® Gold equivalency, as required by the Green Buildings Policy for Rezoning, including a minimum of 63 points in the LEED® rating system, including at least six optimize energy performance points, one water efficiency point, and one storm water point.

Note to Applicant: Provide a LEED® checklist confirming the above; a detailed written description of how the above-noted points have been achieved with reference to specific building features in the development, and notation of the features on the plans and elevations. The checklist and description should be incorporated into the drawing set. Registration and application for Certification of the project are also required under the policy.

Landscape Design

12. Design development to improve presentation to the street and integration with the neighbourhood, encouraging connectivity with the community and the context. Interface with public realm should provide a hierarchy delineating transitions from private, semi-public and public spaces, within the guidelines for CPTED. Streetscape improvements should include a front yard which echoes the context character. The front yard design should achieve integration with context without relying on the public realm (please refer to Engineering conditions for additional street trees on City property, in a standard boulevard strip between sidewalk and street curb).

Note to Applicant: The front yard can achieve better presentation to the street by the addition of at least four large trees on the private side of the front yard. Also, plantings should be permanent trees, woody shrubs and groundcovers for year-round structure (rather than perennials), on the private property. Once a front yard structure oriented to the street is established, resident owners could then add their personal touches in terms of added plantings in front of their units.

13. Design development to create a more neighbour friendly 'village' feeling characteristic of cohousing models.

Note to Applicant: This can be achieved with reduced paving and the addition of substantial planting beds, both on and off the parking structure, creating outdoor rooms and establishing program needs with soft, friendly materials and site furniture. Additional, larger species of tree planting should occur in the common courtyard off the parking structure, buffering the residences to the east, enlivening the project and creating the warm charm and character shown in Precedent Images of the proposed rezoning application.

14. Design development to improve integration with the neighbourhood to the north, apply good neighbor practices and improve lane treatment.

Note to Applicant: This can be achieved by adding substantial planting between the lane and building. Fastigate, evergreen trees can be added next to lower level common patio and additional taller planting can further enhance the lane, screen the overlook from the roof deck and make an impact to buffering the project. Views to the north could still be achieved, obliquely.

15. A full landscape plan for proposed landscape to be submitted. The landscape plan should illustrate proposed plant materials (with common and botanical names, plant sizes and quantities), paving, walls, railings, light fixtures, site grading and other landscape features. Plant material should be listed in a plant list that is clearly keyed to the landscape plan. The landscape plan should be a minimum 1:100 or 1/8" scale.

16. Section details at a minimum scale of 1/4"=1'-0" scale to illustrate typical proposed landscape elements including planters on structures, benches, fences, gates, arbours, trellises, and other features. Planter section details must confirm depth of proposed planting on structures is deep enough to accommodate rootballs of proposed trees well into the future.

17. Sections (1/4"=1' or 1:50) illustrating building to public realm interface facing the street, confirming a delineated transition from private to public space.

Note to Applicant: The section should include the building façade, as well as any steps, retaining walls, guardrails, fences and planters. The location of the underground parking slab should be included in the section.

18. New proposed street trees should be noted "Final species, quantity and spacing to the approval of City Engineer and Park Board".

Note to Applicant: Contact Eileen Curran (604.871.6131) of Engineering Streets Division regarding street tree spacing and quantity. Contact Amit Gandha (604.257.8587) of Park Board regarding tree species.

19. A high-efficiency automatic irrigation system to be provided for all planters on parkade slab and minimum of hose bibs to be provided for landscape on grade.

20. A Landscape Lighting Plan to be provided for security purposes.

Note to Applicant: Lighting details can be added to the landscape drawings; all existing light poles should be shown.

21. Trellis and vines to be provided over the underground garage access ramp.

Engineering

22. Provision of an improved plan showing the design elevations on both sides of the parking ramp, at all breakpoints and within the parking areas to be able to calculate slopes and cross falls. Also provide elevations on sections drawings.

Note to Applicant: The slope must not exceed 10% for the first 20 ft. from the property line.

23. Delete those portions of accessible ramp and "Speedi Wall" retaining wall proposed within the portion of Lot 11 to be dedicated.

24. The new 1.8m wide sidewalk is to be located 1.2 m from the curb. Please update the landscape plans accordingly.

25. Delete seating shown on public property. (Drawing L.13).

26. Clarify and provide garbage and recycling storage space on site and clarify pick up operations.

Note to Applicant: If not already done please apply for City of Vancouver building grades for this project.

27. Parking, loading and bicycle spaces must be provided and maintained in accordance with the requirements of the Vancouver Parking By-Law.

CONDITIONS OF BY-LAW ENACTMENT

- (c) That, prior to enactment of the CD-1 By-law, the registered owner shall on terms and conditions satisfactory to the Director of Legal Services, the General Manager of Planning and Development Services, the General Manager of Engineering Services, and the Approving Officer as necessary, and at the sole cost and expense of the owner/developer, make arrangements for the following:

Engineering

1. Cedar Cottage Cohousing Corporation to purchase East Lot 12 and West Lot 11. Consolidation of East Lot 12, West Lot 11 and East Lot 11 to create a single parcel, and subdivision of that site to result in the dedication for road purposes of the south 7 feet of West Lot 11 and East Lot 11.

2. Provision of a Services Agreement to detail the on- and off-site works and services necessary or incidental to the servicing of the site (collectively called “the services”) such that they are designed, constructed and installed at no cost to the City and all necessary street dedications and rights of way for the services are provided. No development permit for the site will be issued until the security for the services are provided.
 - (i) Provision of a new 1.8 m wide concrete sidewalk adjacent to the site.
 - (ii) Provision of street trees adjacent the site where space permits.
3. Provision of all utility services to be underground from the closest existing suitable service point. All electrical services to the site must be primary with all electrical plant, which include but are not limited to, junction boxes, switchgear, pad mounted transformers and kiosks (including non BC Hydro Kiosks) are to be located on private property with no reliance on public property for placement of these features. There will be no reliance on secondary voltage from the existing overhead electrical network on the street right-of-way. Any alterations to the existing overhead/underground utility network to accommodate this development will require approval by the Utilities Management Branch. The applicant may be required to show details of how the site will be provided with all services being underground.
4. Provision of adequate water service to meet the fire flow demands of the project. The current application lacks the details to determine if water main upgrading is required. Please supply project details including projected fire flow demands as determined by the applicant’s mechanical consultant to determine if water system upgrading is required. Should upgrading be necessary then arrangements to the satisfaction of the General Manager of Engineering Services and the Director of Legal Services will be required to secure payment for the upgrading. The developer is responsible for 100% of any water system upgrading that may be required.

Housing

5. Execute a Housing Agreement in respect of all dwelling units in the development with a term of 60 years or the life of the building, whichever is longer:
 - (i) where all units must be used for cohousing, which will require all adult occupants to agree to comply with the House Rules, a draft of which is attached as Appendix H;
 - (ii) where a minimum of 20% of the floor area must be common amenity area, whose use is shared by all residents in conjunction with approved dwelling uses, and includes two communal guest rooms, one communal children’s indoor play area, one communal bathroom, one communal laundry room, one communal office, one communal kitchen, one communal dining room or great room, one communal lounge, one communal exercise studio, one communal workshop, one communal

bicycle repair room, one communal roof-top deck or any other communal uses which, in the opinion of the Director of Planning, are similar to the foregoing communal uses;

- (iii) where two such units, with a minimum aggregate of 4 bedrooms, must be secured as rental housing, which will be subject to a restriction prohibiting short-term rentals for a period less than one month at a time;
- (iv) where the bylaws and rules of any strata corporation to be formed upon subdivision of this project by strata plan must be consistent with the House Rules, a draft of which is attached as Appendix H; and
- (v) any subsequent consolidation or subdivision of any part of the resulting strata plan is prohibited, without the prior written consent of the Director of Legal Services.

Note to Applicant: this Housing Agreement will be entered into by the City by by-law enacted pursuant to Section 565.2 of the Vancouver Charter.

Where the Director of Legal Services deems appropriate, the preceding agreements are to be drawn, not only as personal covenants of the property owners, but also as covenants pursuant to Section 219 of the Land Title Act.

The preceding agreements are to be registered in the appropriate Land Title office, with priority over such other liens, charges and encumbrances affecting the subject site as are considered advisable by the Director of Legal Services, and otherwise to the satisfaction of the Director of Legal Services prior to enactment of the by-law.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable charges, and letters of credit, and provide for the withholding of permits, as deemed appropriate by, and in the form and content satisfactory to, the Director of Legal Services.

* * * * *

1729-1735 East 33rd Avenue
DRAFT CONSEQUENTIAL AMENDMENTS

SUBDIVISION BY-LAW NO. 5208

A consequential amendment is required to delete:

- (i) 1729 East 33rd Avenue [*PID: 013-861-581; The east 40 feet of Lot 12, except the north 10 feet and the south 7 feet now highway as, south ½ of District Lot 706 Plan 2349*];
- (ii) 1733 East 33rd Avenue [*PID: 013-861-247; Lot 11, except (a) the north 10 feet now lane and (b) the east 43 feet of south ½ of District Lot 706 Plan 2349*];
and,
- (iii) 1735 East 33rd Avenue [*PID: 013-632-531; The east 43 feet of Lot 11, except the north 10 feet, now lane, of south ½ of District Lot 706 Plan 2349*]

from the RS-1/3/3A/5/6 maps forming part of Schedule A of the Subdivision By-law.

* * * * *

1729-1735 East 33rd Avenue
ADDITIONAL INFORMATION

1. Urban Design Panel (UDP) - Minutes

The UDP reviewed this rezoning application on the following dates:

- On October 24, 2012, the original application was not supported (2-6).
- On January 16, 2013, a revised application was not-supported (4-6).

UDP (October 24, 2012) – Evaluation: Non-Support (2-6)

Introduction: Farhad Mawani, Rezoning Planner, introduced the proposal for a site located on East 33rd Avenue near Victoria Drive. This is a single family RS-1 zoned neighbourhood and Victoria Drive is the only area in the immediate neighbourhood that is currently zoned for mixed-use/multiple dwelling developments. Mr. Mawani noted that at this time they are not anticipating any changes to the zoning in the area. The proposal comprises three lots with a strata-titled multi-family dwelling with 27 units, a sizeable common area and shared amenity space. The rezoning is required to permit the multiple dwelling use, height and density on the site.

The project is intended as a Cohousing Community, a model of living that encourages individual home ownership with extensive common space that allows for enhanced amenities, communal interaction, and responsibility. The common area is proposed as a clubhouse with a community kitchen and dining room, activity rooms, office areas, music room and a rooftop garden. As well, there will be ground-level gardens, workshops, a play area and a glass-covered atrium to encourage year-round social contact.

This is the first application to be considered under the “interim rezoning policy on increasing affordable housing choices across Vancouver’s neighbourhoods” that was approved by Council on October 3rd of this year. This policy is aimed at encouraging innovation, and enabling examples of ground-oriented affordable housing types. Projects that are developed under this policy are meant as demonstrations and will be tested for wider application across the City in the future. Through this policy innovative housing models such as co-housing can be considered on or in close proximity to arterials.

One of the qualifications for this use is that it is subject to urban design performance including consideration of shadow analysis, view impacts, frontage length, building massing and setbacks and demonstrates a degree of community support. As with all rezoning applications, the Green Building Policy for Rezoning applies, requiring a minimum of LEED® Gold or equivalent rating.

Community consultation has resulted in feedback that has expressed support for the cohousing concept across the greater neighbourhood however a concern has been expressed by the immediate neighbours about the height, density, and form of the proposal. In particular, nearby residents have issues related to shadowing, overlook, and the general fit of the project as proposed on this mid-block site within the existing single family area, as well as concerns around increased traffic and parking problems.

Ann McLean, Development Planner, further introduced the proposal for a two and three storey building connected by an atrium and one 4-storey building at the lane with a 2-storey portion containing communal amenities including a kitchen, play area and lounge connected with exterior walkways. The proposal is for 27 residential units and one level of underground parking accessed from the lane. Ms. McLean noted that the zoning allows for single family

dwelling with a basement or secondary suite and laneway housing. The existing zoning anticipates the first 35% of the site, beyond the front yard setback, and the rear 26 feet to contain built form, and the remainder as open space. She mentioned that staff did not have the opportunity to work with the applicant team prior to the application being made. The exact proposed height is not known, but the applicant has advised that the ridge at the front is at 32 feet above grade. The height at the north ridge is approximately 42 feet. Ms. McLean indicated that staff have concerns regarding the approach to the distribution of built form and site coverage and feel a better approach could be explored.

Advice from the Panel on this application is sought on the following:

- The response of the proposal to the existing single family context including:
 - building scale
 - building placement
 - open space
- The proposed building relationship with East 33rd Avenue.

Mr. Mawani and Ms. McLean took questions from the Panel.

Applicant's Introductory Comments: Charles Durrett, Architect, presented a PowerPoint presentation. He noted that design rationale was lifestyle-driven by the future residents of the project. The design includes amenities with a covered courtyard, a common garden and a common house. The idea is to have the residents be able to actively engage with their neighbours. Mr. Durrett described the design rationale noting they have utilized the three lots to give the appearance of two separate buildings when viewed from East 33rd Avenue. The units will use windows for daylighting, natural ventilation and energy efficiency.

The applicant team took questions from the Panel.

Panel's Consensus on Key Aspects Needing Improvement:

- Design development to reduce the height and density;
- Design development to better fit into the neighbourhood using an east/west orientation;
- Design development to reduce overlook to the neighbours;
- Design development to improve the front yard expression to allow for at grade main entry to the site;
- Consider improving the sustainability strategy through renewable energy sources.

Related Commentary: The Panel did not support the proposal as they had some serious concerns regarding the form of development and the urban design response to the neighbourhood.

The Panel commended the applicant for the process of getting a number of people who will be residents to work on the project. They felt the project as a whole would promote interaction and social aspects and was a welcomed opportunity for the neighbourhood. As well they thought it was a worthy project with respect to affordable housing.

The Panel thought there were some real challenges in regards to the height and density of the proposal. They felt there were some overlook issues with respect to the proximity and scale of the project to the adjacent neighbours and their private outdoor spaces. As well they felt there was a lack of consideration to the single family house typology in the neighbourhood.

They suggested the applicant take a look at how a large portion of the buildings traditionally occupy the front portion of the lots whereas there are traditional outbuildings along the lane. As a result they thought the applicant should develop two principle building that would preserve the courtyard and this would help to avoid some of the overlook issues. As well they thought it should have an east/west orientation. One Panel member noted that the East 33rd Avenue expression of two principle buildings and the atrium along with the width of the massing felt disconcerting. In order to be a more successful fit into the neighbourhood it was suggested that the project have three primary massings and to pick up the division that is already there. As well they felt the entry to the project needed to be at grade from the street.

Regarding the landscape plans, some of the Panel thought that what was missing was the front yard which is typical for the neighbourhood. Having a porch, front door and sidewalk are the ingredients of being part of this neighbourhood. One Panel member thought the internal spaces needed more greenery and a program needed to be established as to how the spaces will be used. As well there needed to be better materials and furniture to create outdoor rooms. Regarding sustainability, it was suggested that the applicant look at renewable energy, solar energy and the massing for the project.

Applicant's Response: Mr. Durrett said that he doubted they could afford to redesign the project and asked the Panel to consider the value it added to the community. He said he was glad the Panel appreciated the concept but they probably won't be able to have the same number of units if they had an east/west orientation.

UDP: January 16, 2013 – Evaluation: Non-Support (4-6)

Introduction: Farhad Mawani, Rezoning Planner, introduced the proposal for a site located on East 33rd Avenue near Victoria Drive. He noted that it is a single family RS-1 zoned neighbourhood with Victoria Drive having mixed-use and multiple dwelling developments. The proposal includes three lots that are being consolidated.

Mr. Mawani mentioned that on October 3, 2012, City Council approved the Interim Rezoning Policy on Increasing Affordable Housing Choices across Vancouver's Neighbourhoods. The policy is aimed at encouraging innovation and enabling real examples of ground-oriented affordable housing types to be tested for potential wider application that would provide on-going housing opportunities across the city. He added that this application is the first to be considered under this policy. Mr. Mawani stated that rezoning applications considered under the Interim Rezoning Policy must meet specific criteria regarding affordability and form of development. They must also demonstrate an enhanced level of affordability, beyond that provided through the housing type alone. This includes innovative housing models such as co-housing. The housing models that meet the affordability criteria would be required to conform to the form of development criteria, based on location.

Mr. Mawani also mentioned that on arterial streets ground-oriented forms up to a maximum of 3.5 storeys can be considered on sites that are more than 500m from a neighbourhood centre. As well, all applications under the policy are subject to urban design performance including consideration of shadow analysis, view impacts, frontage length, massing, setbacks, and demonstration of a degree of community support.

As with all rezonings applications, the Green Building Policy for Rezonings applies, requiring a minimum LEED® Gold or equivalent rating.

Mr. Mawani described the proposal noting that it will have 31 units, market value, strata titled multi-family dwellings with a sizeable common area and shared amenity space that will operate as a cohousing community. Amenities such as a communal kitchen and gathering space, laundry room, music room, guest suite, exercise studio, roof-top deck, indoor play area, woodwork shop, bicycle repair room, meeting and exercise rooms, as well as a lounge dedicated to teenagers are anticipated in the common amenity areas.

Mr. Mawani reminded the Panel that the previous iteration evaluated by the panel proposed 27 units. This proposal has an increase in residential floor area of approximately 7,000 square feet, 1,800 square feet in amenity space, and an additional 7,000 square feet of parking and storage.

Mr. Mawani noted that a rezoning is required to permit the multiple dwelling use, height and density on this site. Similar to the original proposal, support was expressed for the cohousing concept by residents greater than five blocks away. However, the immediate neighbours continue to have concerns around the scale and density of the proposal. In particular, nearby residents have issues related to shadowing, overlook, and the general compatibility of the project as proposed on this mid-block site within the existing single family area, as well as concerns around increased traffic and parking problems.

Ann McLean, Development Planner, further described the proposal. She noted that at the previous review the Panel asked the applicant to reduce the height and density; reduce the overlook to the neighbours; improve the front yard expression; make for a better fit into the neighbourhood and improve the sustainability strategy through renewable energy sources. Ms. McLean indicated that the south elevation has been revised into two distinct building forms and the proposed setback is unchanged. The east elevation has been revised and the setbacks have been varied. The rear, north elevation, has been reduced in height and set closer to the lane and the west elevation has gained a storey on the north half.

Advice from the Panel on this application is sought on the following:

- Comments on form, height and density relative to the proposal's single-family context.
- Has the revised proposal adequately addressed the Panel's previous comments?

Mr. Mawani and Ms. McLean took questions from the Panel.

Applicant's Introductory Comments: Charles Durrett, Architect, described the changes to the proposal since the last review. They reduced the mass in one area to one storey and have changed the colour to accentuate the recess. The goal of activating the laneway has been enhanced with a porch like environment. They have also made the project solar ready. Mr. Durrett noted that they have added more storage in the parking area. The common house has gone from three storeys to two and some of the uses have been moved to activate the laneway. He stated that they have also reduced the amount of living space overlooking the neighbours. The courtyard and the common house have been preserved as this is the life blood of the project.

The applicant took questions from the Panel.

Panel's Consensus on Key Aspects Needing Improvement:

- Design development to reduce height and density;
- Design development to focus the mass in the first 35% of the site as well as the rear volume;
- Consider an east/west orientation for the proposal;

- Design development to reduce overlook to the neighbours;
- Consider further passive features in terms of the envelope;
- Further development to the landscape aspects especially in the courtyard;
- Consider a flat roof on the one storey component;
- Consider moving the kid's room adjacent to an outdoor area;
- Consider easing back the volume adjacent to the courtyard to reduce shadowing.

Related Commentary: The Panel did not support the proposal as they felt this was a benchmark project and to achieve a comfortable urban fit in the RS-1 neighbourhood was particularly important.

The Panel supported the co-housing aspect of the project and thought it was a good form of housing. Since the last review they felt the applicant had improved the grades and appreciated the inclusion of solar ready on the roofs. However the increase in density has made the proposal more of a challenge and that having an east/west orientation would help the project fit better into the neighbourhood.

Some Panel members thought there were some issues of privacy in the courtyard with respect to the proximity of windows of living areas to bedrooms. They also felt that there was a work needed by the landscape architect to make the spaces work for everyone. It was also suggested that there needed to be some spaces created in the landscape in the way for outdoor rooms. They also suggested that the walkway to the rear on the west property line needed to be softened with landscape screening against the neighbour's property. A couple of Panel members noted that the southern portion of the courtyard was problematic as it will be in shadow most of the time.

The Panel thought there were several areas needing improvement; the redistribution of the massing, improving the livability and privacy of the unit plans and the relocation of the kid's room. Several Panel members suggested moving the mass to the back of the site and as well to reorient the units to the north to reduce privacy to the immediate neighbours. One Panel member suggested moving the top units to the lane side of the site which could help to break up the length of the building along the side yard. As well it was suggested that the location of the kid's room be relocated next to an outdoor play area.

Several Panel members thought it would be useful if the east/west building in the courtyard had a flat roof as a way to add terraces or a play area.

Most of the Panel members thought the front yard expression was improved and fit better into the neighbourhood. However, several Panel members were concerned with the light wells on the east side and thought they wouldn't be effective.

Regarding sustainability, one Panel member thought there was some need for more passive features in terms of the envelope considering the amount of energy points is going to increase in the Building Bylaw before the project is built.

Applicant's Response: Mr. Durrett said this was an opportunity to support cohousing in Vancouver. He added that they will be able to address the Panel's concerns by the time they come back at the development permit stage. The project needs to go to Council for approval as well.

Mr. Jansen thought there was a strong direction from the Panel on how they have to move forward. He added that they will take care of the density by reducing some of the massing.

2. Public Consultation

Public Notification: A rezoning information sign was installed on the site on September 19, 2012. The applicant held information sessions on September 15, 2012 and September 22, 2012. In response to a revised application, a community open house was held on December 3, 2012. Notification and application information, as well as an online comment form, was provided on the City of Vancouver Rezoning Centre webpage (vancouver.ca/rezapps).

September 2012 Notification and Information Sessions: A notification letter, dated September 14, 2012, was mailed to 496 surrounding property owners. The information sessions were held on September 15, 2012 and September 22, 2012, on-site, with staff and the applicant team in attendance. A total of approximately 32 and 63 people attended the sessions, respectively. In response to the September 2012 information sessions, 29 comment sheets were submitted (28 opposed/1 in favour). In addition, the City received 31 e-mails, letters, and online forms during this period (11 opposed/20 in favour).

December 2012 Notification and Open House: In response to a revised application, a notification and invitation to a community open house, dated November 20, 2012, was mailed to 498 surrounding property owners. The community open house was held on December 3, 2012 at the Kensington Community Centre with staff and the applicant team in attendance. Approximately 44 people attended. In response to the December 2012 open house, 22 comment sheets were submitted (22 opposed/1 in favour). In addition, the City received 24 e-mails, letters, and online forms during this period (8 opposed/16 in favour).

In total, 67% of the responses expressed opposition to the proposal and 33% were in favour. 95% of the comments in support of the proposal were received from citizens located outside of the notification area whereas 98% of the responses in opposition were received from residents within the notification area.

Comments expressing opposition to this application generally focussed on the following:

a. Architecture and Design

Many stated the building was unattractive and the “utilitarian” or “institutional” appearance was out of character and scale with the existing single-family homes in the neighbourhood. Many felt it was too big and too tall, resulting in concerns over loss of views and shadowing over neighbouring garden areas. Some commented that the building design felt too enclosed, particularly with the atrium feature, and that it created an isolated/self-contained community as opposed to one that is integrated with the neighbourhood. One was concerned that the architecture did not reflect the heritage style of the neighbourhood and another commented that it would not enhance the neighbourhood.

b. Location

Many felt the cohousing concept was inappropriate for this site because a multi-family building was out of context with a single-family neighbourhood. Some were concerned with the building being sited in the middle of the block as they felt it created a division in the neighbourhood, particularly due to the height and massing of the building. Some felt the proposed building should be located on major thoroughfares, closer to Kingsway, where transit and a mix of commercial and multiple dwellings already exist. One felt it was more suited near primary schools and skytrain. Others felt it should be located in a smaller, isolated community and away from busy streets.

c. Increased Traffic / Lack of Parking

Many commented that East 33rd Avenue is already congested and lined with parked vehicles, and were concerned with increased traffic and the minimal parking proposed. Many were concerned about the lack of parking in the neighbourhood and felt there should be more parking proposed on-site to accommodate visitors and households with more than one vehicle. A few were concerned that the increase in the number of cars in the neighbourhood will result in the back lane being treated more as a street, which was a concern out of noise and overall safety, particularly children playing in the lane.

d. Density

Many were concerned over increasing density as they felt it would result in increased noise, crime, social problems, and garbage. Some felt the additional population would place stress on neighbourhood amenities such as schools and recreational facilities, as well as, transit. One felt the existing neighbourhood did not have the capacity to sustain an increase in population, citing a lack of retail, schools, transit, etc.

e. Other

Other comments included concerns around the effects of cohousing on neighbouring property values and taxes and whether this project would set a precedent for the rezoning of adjacent properties. Some felt that communal living, as proposed, was not a justification for greater density, that the project would not add any benefit to the neighbourhood, and that units that are being sold at the market should not be labelled as 'affordable' to justify the rezoning. A few residents expressed concern that the notification sent out to the surrounding residents by the applicant (prior to City notification) was misleading. Some concern was heard that this project would increase the number of renters in the neighbourhood, and this was not desirable.

Comments in support of this application consistently made reference to the following:

a. Affordability

Many felt that the affordability created by multi-family dwellings with different unit types, as opposed to detached homes, was a feature of the project. This would attract a greater diversity of people to the area and allow for people to age-in-place.

b. Cohousing Model

Many felt that the cohousing model would encourage higher levels of social interaction, combat isolation, and encourage a more sustainable form of living through shared resources. Some felt that cohousing would create a good environment to raise and family and that cohousing residents would add value to the neighbourhood by being involved with the greater community and hosting community events in their common space.

c. Form of Development

Many commented on the positive aspects of the sustainability feature that were incorporated into the building design. Some felt that the project was well-designed and presented a good balance between green space and developed areas.

3. Comments — General Manager of Engineering Services:

The General Manager of Engineering Services has no objection to the proposed rezoning, provided that the applicant complies with conditions as shown in Appendix B.

4. Comments – Landscape Design

The Landscape Development Specialist reviewed the rezoning application and, in a memo dated January 7, 2013, provided conditions for inclusion in the staff report as shown in Appendix B.

5. Comments – Building Code Specialist

The Building Processing Centre provided the following comments on January 7, 2013:

The following comments have been made by the Processing Centre - Building and are based on the architectural drawings submitted for the proposed Development Permit. This is a preliminary review in order to identify issues which do not comply with the 2007 Vancouver Building By-law and its amendments.

- a. The Building By-law Analysis on sheet A0.0 of the architectural plans incorrectly identifies this as a building of 3 storeys in building height and that the basement is a separate building as per Article 3.2.1.2 of the Building By-law. This building is actually 4 storeys in height and the storage garage (based on "grade" at the North lane) is the "first storey" as defined in the Building By-law. The storage (parking) garage is not a "basement" by definition nor is this floor area used primarily as a storage garage due to there being rooms used as workshops, games room/crafts room, and a guest room. On that basis the design does not conform to 3.2.1.2.(1) of the Building By-law.
- b. The Means of Egress analysis on sheet A0.0 of the architectural plans is incorrect in its assessment that the design complies with Article 3.3.4.4 of the Building By-law. Egress from residential suites at the top 2 floors of the building (3rd and 4th storeys) does not conform to the requirements of Article 3.3.4.4 of the Building By-law since the suites that open onto the unenclosed exterior exit stairs do not each have a separate 2nd means of egress as would be required by Sentence 3.3.4.4.(6) of the Building By-law. Other issues noted are that these unenclosed exit stairs must be protected from fire exposure in conformance with 3.2.3.13.(2) and (4) of the Building By-law where there are openings (doors and windows) within 3 m horizontally of the exits stairs and less than 10 m below and/or less than 5 m above the exit stairs. Since the building exceeds 3-storeys in building height it is not permitted to have direct access from the dwelling units to the landings of the exits stairs as this will contravene Sentence 3.3.4.4.(5) of the Building By-law.
- c. At the North end of the building there is a studio at the 3rd storey which only has access to 1 exit. Sentence 3.4.2.1.(1) of the Building By-law will require that this floor area be served by at least 2 exits.
- d. Where the means of egress passes through the exterior courtyard of the 2nd storey of the building to reach the street or the lane, openings are to be protected as per 3.2.3.13.(2) and (4) of the Building By-law along the path of travel to the street or lane.
- e. A vestibule will be required between the storage garage and the exit stair at the South end of the garage as per Sentence 3.3.5.4.(1) of the Building By-law. The vestibule must also conform to the security requirements of Sentence 3.3.6.7.(2) of the Building By-law.
- f. Exhaust for the communal kitchen must be provided to NFPA 96 standards. Plans must show the specific location of the exhaust (which should be vented to the roof).

g. Fire Department access can comply with the Building By-law subject to conforming to Clause 3.2.5.5.(3).(c) and Sub-Clauses 3.2.5.5.(3).(b).(i) to (vii) of the Building By-law.

- Sprinklering to NFPA 13R
- Widening the path between the Street and the principal entrance to the building to a minimum of 2 m.
- Adding strobe lights outside entry doors of dwelling units and connecting them to an internal smoke alarm within the dwelling unit.
- Sprinkler system must be monitored by an off-site monitoring service.
- An exterior audible signal activated by the fire alarm signal must provide a minimum sound level of 75 db in the sleeping area of the dwelling unit.
- Emergency lighting must be provided along the path of travel for fire fighters.
- The fire alarm system must have a graphic annunciator.
- A 64 mm diameter fire department hose connection must be provided adjacent to the path of travel for fire fighters located not more than 45 m measured from the hose connection to all the principal entrances of the dwelling units. The location of the 64 mm diameter fire department hose connections is indicated in the fire alarm system graphic annunciator.

* * * * *

1729-1735 East 33rd Avenue
URBAN DESIGN ANALYSIS

Site and Context

The site consists of three properties on the north side of East 33rd Avenue, between Commercial Street and Argyle Street. The sites are currently developed with one single family dwelling on each lot.

The effective site area, after all required dedications, is of 2 688 m² (28,929 sq. ft.). The site depth, as well that of all other properties on this block and across the lane is 67 m (219 ft.). This is substantially deeper than the standard city lot depth of 122 ft.

The site and surrounding properties are zoned RS-1 (One-family), with all properties on the block currently developed as detached dwelling. C-2 zoning can be found on Victoria Drive, roughly 2 1/2 blocks (300 m) to the east which permits mixed use buildings up to four-storeys in height.

Urban Design Assessment

In assessing a rezoning proposal seeking an increase in density, staff look to determine if, from an urban design standpoint, the site can appropriately accept the additional density with respect to the built context and zoning of its surroundings.

This involved a comparison of the proposed building massing against potential building density and massing that might be achieved under the RS-1 District Schedule with specific regard to overall built form as well as the impacts of this form on shadowing, views, and privacy.

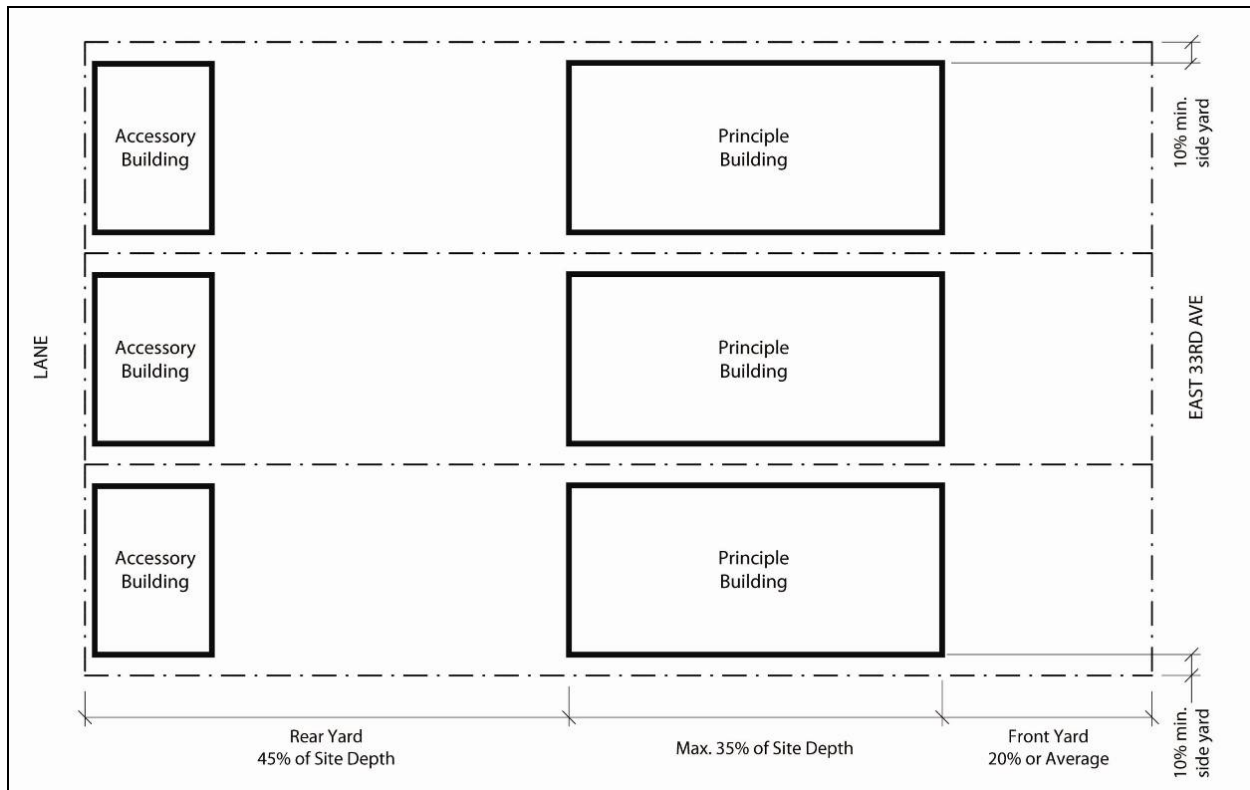
Density- The RS-1 zone offers a range of densities based on built form options, with the maximum density for a new building being 0.7 FSR. An RS-1 site may also accommodate a laneway house with a maximum density of 0.125. This creates a total potential FSR of 0.825, distributed between two locations. The primary massing would be at the front of the site, with a secondary massing at the lane.

Height - The RS-1 district has a discretionary maximum height limit of 10.7 m. (35 ft.) within a 2 ½ storey form. These heights are contained within an envelope which, on the existing individual sites, would require a maximum height between 4.9 m (16 ft.) and 7.6 m (25 ft.) adjacent to the side property line. Laneway houses are permitted to a maximum height of 6.1 m (20 ft.).

Massing - The location of floor area on the site is controlled by yard setbacks and building depth outlined in the district schedule and laneway housing regulations. The principle building, on one of the individual subject lots, would be set back from the front property line a distance compatible with the adjacent neighbours, approximately 6.1 m (20 ft.) on these sites. A side yard of 10% or 1.2 m-1.5 m (4 ft.-5 ft.) would be required. The maximum depth that a building could extend into the site is 35% or 23.2 m (76'-6").

A laneway house or other accessory building is required to be located in the rear 7.9 m (26 ft.) of the site. This building placement leaves an open rear yard space of 29 m (95 ft.) on these deep lots, as shown in Figure 1.

Figure 1: Typical RS-1 Site Layout



Assessment of Proposed Built Form

In order to understand the relative impacts of the proposal over that generated by development forms possible under present zoning, a comparative assessment of the urban design impacts was conducted. The question is whether the proposed greater building massing on this particular site can be achieved in a manner that minimizes its negative effects.

The main concerns regarding the built form impacts to adjacent residential properties are views, shadows and privacy.

The view concerns are not distant views, but rather views across open green space anticipated in adjacent rear yards. The proposed development places built form along most of the east property line and about half of the west property line. The greater length of building proposed beyond what is normally permitted also increases the extent of shadowing on the neighbouring properties.

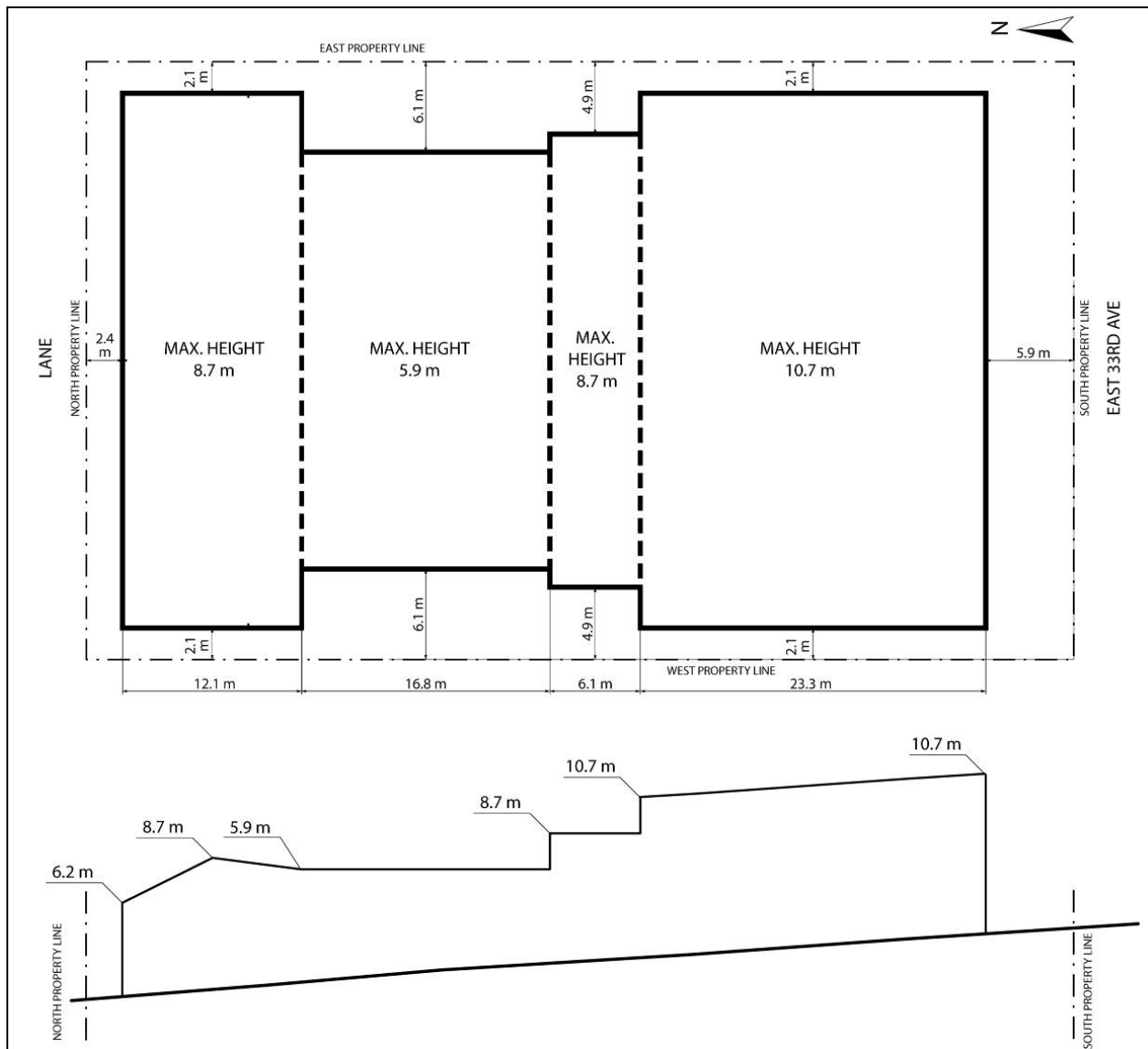
The multiple dwelling form of the building creates more concerns regarding overlook into neighbours private yards and rooms by placing exterior decks from primary living spaces along the side property lines.

Recommendation

Staff recommend that the proposed buildings be situated and shaped in a way that responds to the traditional development pattern of this single family area; placing building mass at the front of the site, open garden space in the middle, and a lower building mass at the lane.

The RM-1 zone, a multi- family zone in the Knight and Kingsway area, considered these same principles when it introduced height limits and setbacks that contemplated the introduction of larger massing in a predominantly single-family area. Staff draw on the built examples in this zone to inform recommendations for this proposal.

Figure 2: Recommended Development Height and Setbacks



To minimize shadowing and improve view impact on the neighbouring properties, reduction in height and increased side yard setbacks are recommended. The maximum height should not exceed 10.7 m as in RS-1 in the front portion of the site. The building height of both the east and the west buildings should be reduced where they extend past the RS-1 building depth. Height at the lane should be comparable to a laneway house or an infill building and a generous landscape strip provided to soften the impact of the built form.

To best fit in the prevailing development pattern, the middle portion of this site should be open space. However to accommodate the program of this particular residential use, 1 ½ storey building forms are accommodated in the centre of the site to create an enclosed courtyard. To balance the needs of the proposed use, with the concerns for shadowing on the neighbouring properties, staff recommend increased side yard setbacks of 4.9 m (16 ft.) and 6 m (20 ft.) at the midsection of the site. Height and setback recommendations are shown in Figure 2. Open space within these setbacks is ensured by limiting the building site coverage to 55% of the site. To address concerns regarding overlook, primary living spaces within the

proposed development will face onto the street, or into the open space on the subject property and decks will be minimized.

Conclusion

The proposal's overall building volume is considerably greater than that which could be constructed under existing zoning and will have an appearance different than its single family context.

Staff consider that with the proposed design development conditions, the shadow, privacy and view impacts of this form of development can be shaped to be within acceptable limits.

* * * * *

1729-1735 East 33rd Avenue
FORM OF DEVELOPMENT



Figure 1: Site and First Floor Plan

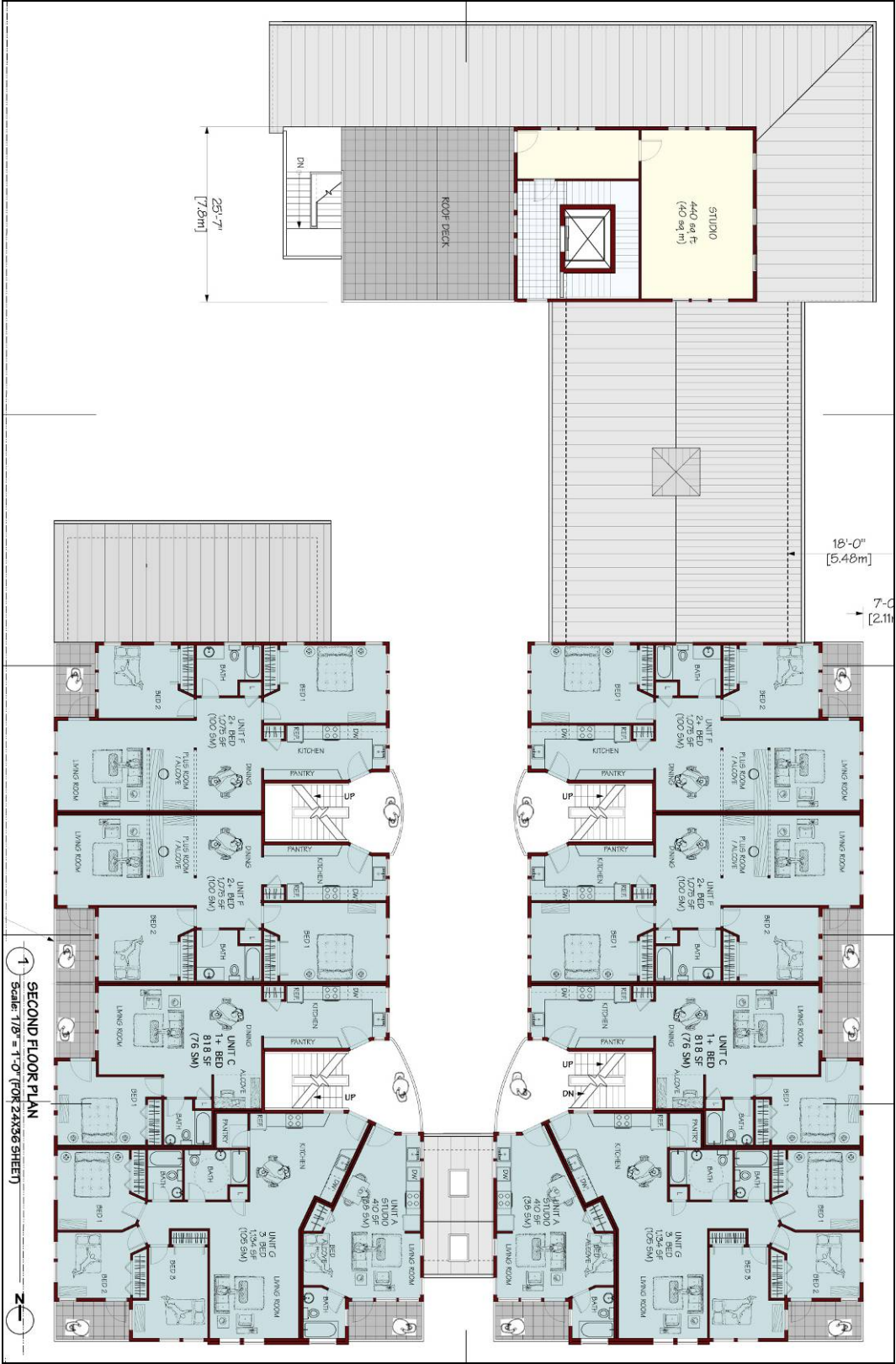


Figure 2: Second Floor Plan



Figure 3: Third Floor Plan



Figure 4: South Elevation (East 33rd Avenue)



Figure 5: North Elevation (Lane)



Figure 6: East Elevation



Figure 7: West Elevation

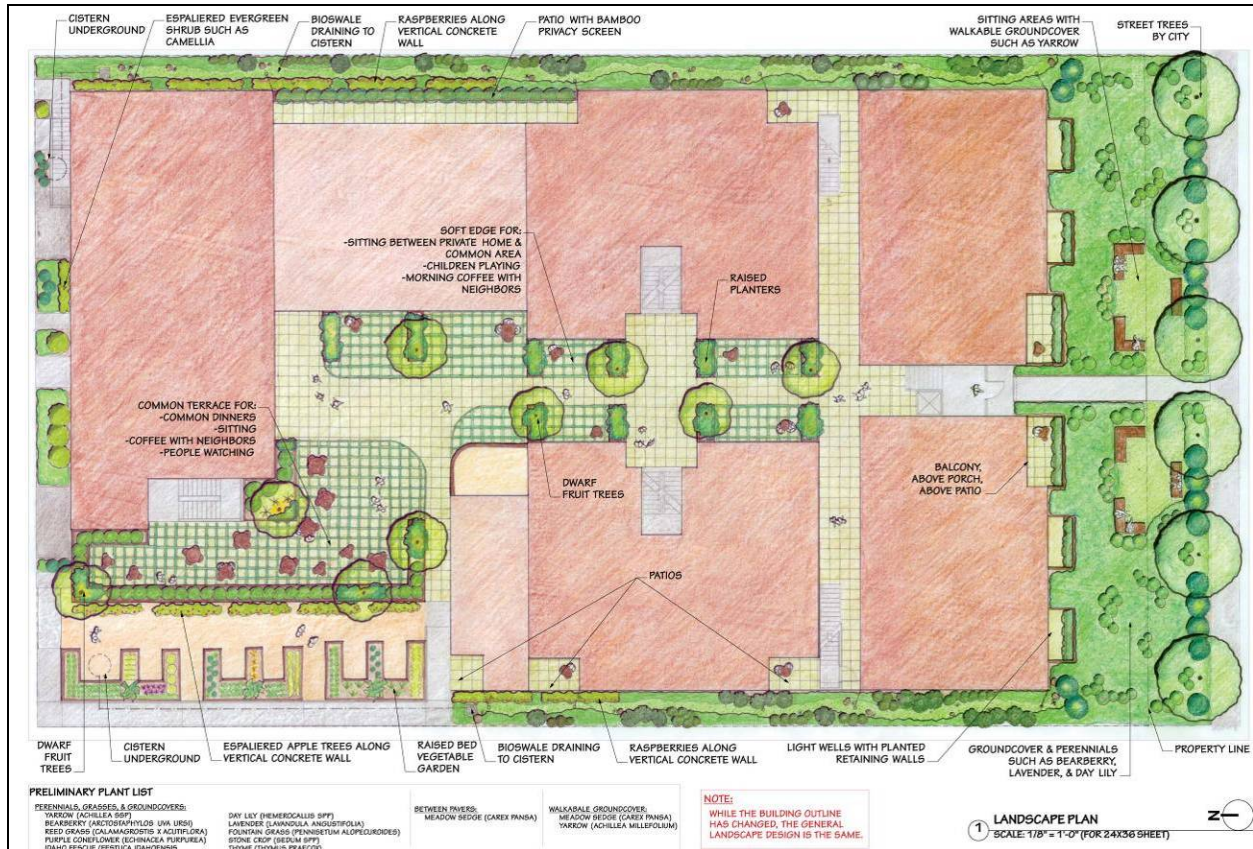


Figure 8: Landscape Plan



Figure 9: Shadow Analysis (March 21 and September 21)

1729-1735 East 33rd Avenue

WHAT IS COHOUSING?
(as provided by applicant)

Cohousing is a concept that came to North America in 1988 from Denmark where it emerged over 25 years ago. It describes neighbourhoods that combine the autonomy of private dwellings with the advantages of shared resources and community living.

Residents typically own their homes, and share a "common house" with extensive amenities such as: a kitchen and dining room, children's playroom, workshops, guest rooms, home office support, arts and crafts area, laundry, etc. Each home is self-sufficient with a complete kitchen, but resident-cooked dinners are often available in the common house for those who wish to participate.

Cohousing communities begin with the residents developing their own homes and they participate in the planning, design, ongoing management and maintenance of their community. There are many benefits of this involvement ranging from sustainability, to increased civic engagement, to affordability. Cohousing groups are based in democratic principles with communities using consensus decision making during development and after move-in.

For society at large, cohousing promotes sustainable or "green" living by enabling residents to share resources, and thereby use fewer resources in their daily lives. Those living in cohousing consume nearly 60 percent less energy in the home and operate car sharing and recycling schemes that greatly reduce pollution. Having facilities such as office space, workshops, or a gym within the cohousing also reduces travel and associated emissions. Residents' direct involvement in the management and maintenance of these communities has also led to the adoption of higher quality, longer-lasting, and more energy-efficient systems and renewable sources of energy. Cohousing's positive environmental impacts are reinforced by strong community relationships that encourage and promote green lifestyles.

Cohousing community residents share time-consuming and costly responsibilities such as childcare, cooking meals, running errands and maintenance. They also have a greater sense of physical security as neighbors know and watch out for each other. Cohousing communities encourage strong social networks which greatly reduces the need for providing outside social services such as child care, parenting support, elder care, caregiver support, and meals-on-wheels programs.

The networks of relationships in cohousing communities are beneficial in daily life and are invaluable in times of life crises, such as long-term illness or job loss. In such instances, cohousing communities offer the resources necessary to allow people to persevere, which offers a great savings to society at large, particularly, nonprofits and governments.

In North America, 127 cohousing communities have been completed since 1991, and another ~120 are in various stages of development. Each of these communities provide personal privacy combined with the benefits of living in a community where people know and interact with their neighbours.

* * * * *

1729-1735 East 33rd Avenue

VANCOUVER COHOUSING HOUSE RULES
(as provided by applicant)

As at: January 13, 2012

House Rules of Vancouver Cohousing

Our community has agreed on the following "House Rules" to be in effect and govern our community on move-in. Some of these House Rules (e.g. consensus decision-making) are already in effect as we work towards building our homes together, others are reflective of decisions we have made about how to govern our lives after moving in (e.g. rentals policy), and still others are taken from best practices of cohousing communities across North America and therefore reflect a best guess of Vancouver Cohousing's eventual decision on the matter (e.g. pet policy).

Participation Guidelines

1. Vancouver Cohousing needs the participation of all its residents to accomplish the shared tasks and vision of the community.
2. We seek people who are active participants in the work and rewards of community living.
3. Active participation is a prerequisite for having a successful cohousing community.
4. We want to get all the necessary work done.
5. We don't expect everyone to do the same amount of work.
6. We recognize that people contribute to the community in many different ways and that people may have time when they are more or less active as our individual lives ebb and flow.
7. Every household is expected to be a vital part of our community life.

Alternate Participation Agreements

From time to time, Vancouver Cohousing may choose to consense alternate participation agreements pertaining to certain individuals. This may be done for any reason the community deems necessary (e.g. response to life crisis, change in circumstance, ability, etc.). Alternate participation agreements will be made by consensus agreement of the community and documented in the minutes.

Vancouver Cohousing Community Participation Agreement

I understand that, to achieve its stated aim of cooperative living, the Vancouver Cohousing Community has the following expectations of all adult residents of the Community:

1. Participation in the Vancouver Cohousing Community Association. I understand that every household is expected to participate in the community decision-making process. I agree that at least one adult from my household will regularly attend community business meetings, and read and respond to business related mail.
2. Participation in meals. I understand and agree that every adult is responsible for his or her share of the preparation and clean up of common meals on a regular, rotating basis, regardless of how frequently those meals are eaten. I agree to take my turn on the rotation schedule or see that my tasks are done. (See Meals Agreement for details.)
3. Participation in the maintenance and improvement of the property. I understand that all adults share an equal responsibility for maintaining and improving the property. I agree to help get the work done. (See Work Share Agreement for details.)
4. Participation on committees. I understand that every adult will serve on at least one committee of his or her choosing. I agree to participate in ongoing committee work.

I fully understand that the success of the Vancouver Cohousing Community rests in the active, continuous involvement of all residents.

I hereby pledge my active, continuous involvement in the Community.

****Note: all members of the household over the age of 12 must sign

Signed: _____ Date: _____

Consensus, Standing Aside, Blocking

Consensus

Decisions shall be made by consensus. Except as described herein, every act taken or decision made by the Board of Directors of Cedar Cottage Cohousing Corporation shall be accomplished through consensus among the voting members of the company. For all purposes herein, "consensus" shall mean that all members present at a duly-held meeting have had the opportunity to express their opinions (regardless of whether an actual opinion was expressed) and that a decision is reached that all members, present, consent to. Silence shall be considered as assent provided that a direct request for discussion has been made.

Standing Aside

Consensus decisions require the agreement of all Members present, except that a Member may stand aside on an issue of decision, meaning s/he neither agrees nor disagrees, without preventing the Group from reaching a decision.

Blocking

However, in the exceptional case of a Member having such strong objections to a particular decision that s/he cannot agree to it because s/he believes that it is contrary to the best interests of the group and s/he feels compelled to prevent it, then s/he may block the decision. In order to block, a person must be present at the time the decision is being made.

If a block (red card) is presented by a member of the community at a meeting the following occurs:

- Continue ongoing discussions/meetings with committee/presenter outside of the community meeting to work on amending the proposal with everyone in agreement. The possible solution(s) are to be brought forth to the next community meeting.
 - If at the next community meeting, progress has been made, but consensus can still not be reached, the process may continue.
 - If a month elapses with no progress towards a solution, the community may decide to:
 - i Use voting fallback if there are 5 members who agree this is appropriate. (see Voting Fallback)
 - ii Decide to drop the proposal, or
 - iii Set the proposal aside for a period of time

In the event a decision is time-sensitive, critical and can be described as an emergency, the facilitator (with community support) can, within the same meeting as the first:

- call for consensus or
- resort to voting fallback for the proposal to move forward immediately to meet the issue's time-sensitive constraint

Voting Fallback

Voting fallback is defined as 75% green cards as articulated in the Cedar Cottage Cohousing Shareholders Agreement. For example: If there are 40 members at a meeting and two individuals continue to red card the proposal, the proposal could be passed by a voting fallback position. For 75% consensus to apply here, it would mean that 30 of the 40 people attending would be holding a green card.

At least five members must agree that it is necessary to use Voting Fallback. If there are not five members who agree to submit the action to a Voting Fallback, the action shall be considered disapproved.

Prior to the Voting Fallback, at least five voting members may request that the issue be referred to mediation as described below. If the issue is resolved through mediation, voting fallback shall not be required. If it is not resolved, voting fallback shall be under taken as soon as is reasonably practical after the conclusion of the mediation procedure; and the results of the voting fallback shall bind the Board, and its members.

NOTE:

Voting fallback is considered a last resort, and must never become a common occurrence. For voting fallback to be used, the presenters must demonstrate that they have taken all possible measures to avoid having to resort to this.

If there are amendments to the proposal which come out of meetings with red/yellow carders, the changes must be brought back as an amendment for a new call for consensus, with the modified proposal being clearly

restated. If the concern focuses on aspects of implementation not outlined in the proposal, these implementation details may be added without the need for a further community meeting.

In the case of a block, the proposed action is not taken.

This Consensus proposal shall be in effect until it is replaced by a new one generated at or following a consensus workshop.

Delegates and Proxies

For members who have non-owner residents living in their houses:

(For example: Those who are landlords, renting to someone who is living in their house; those with a housemate whose name is not on the deed to the house.)

It would be helpful to our quorum count if non-owner residents were appointed as delegates for Board Meetings. If you are willing to appoint a delegate, please do. If not, please let us know what the issue is to see if we can address it.

If you will, please send the form below to the Secretary of the Board:

Required Form

DELEGATE for Board of Directors Meetings and
PROXY for Member Meetings
of Vancouver Cohousing

I, the undersigned Owner of the property at _____ 1733 East 33rd Avenue, Vancouver, B.C., hereby appoint _____:

1) as my delegate to attend the Board meetings, with full power of substitution, to exercise the vote allocated to this owner, and to take any other action that the Owner could take, unless I state otherwise, in writing, in advance of the meeting.

2) as my proxy with full power of substitution, to vote on my behalf in respect to all matters that may properly come to a meeting of the members to the same extent and with the same powers that I would be entitled, if personally present, unless I state otherwise, in writing, in advance of the meeting.

This proxy and delegation shall be void if I, or another Owner of this property, am/is personally present.

This proxy and delegation is valid for 3 years or until revoked. I have had an opportunity to read the bylaws related to delegates and proxies.

Homeowner(s)

Date

Revisiting Decisions Already Agreed to by Consensus

In order to get a policy decision or community agreement revisited, at least 10 households must indicate their approval to re-open discussion about the decision. Proposals to change procedural and administrative decisions, and periodic evaluations and updates don't need re-opening approval.

Reason:

- We don't want to rehash things that were previously decided by consensus and that about 2/3 of the households still believe are in the best interests of the community.
- Within our larger policies and agreement guidelines we want to continue to improve how we go about things.

Coloured Cards Used in Consensus Discussions

Discussion

Green Cards: express opinion on the issue

Yellow Cards have a question about the issue or can clarify something on the issue

Red Cards: can be used to clarify process issues, but NOT block content

Decision

Green Card: go ahead with proposal (in agreement).

Yellow Card: Serious concern with the proposal, but is not willing to hold the community back if all other members are in agreement (standing aside)

Red Card: Blocking the proposal. At this stage in consensus process, the person or persons must feel that the proposal would have an overall negative impact for the group which:

- 1) outweighs the perceived benefits from the proposal itself and/or a consensus agreement on the matter or;
- 2) crosses group's core principles and feels responsible to stop it.

Other Resources

For additional details, please see:

- Articles of Incorporation
- Shareholders Agreement
- Minutes of Meetings

Meetings

Frequency and Timing

Meetings will be held monthly on the third Sunday of each month, unless an exception is made.

Notice of Meetings

We agree that notice of Members' meetings and Board meetings, whether monthly, annual or special or emergency, may be given by posting notice in the Common House and by emailing notice to the email listserve available to all members.

Notice of the time and place of any regular meetings of the Board shall be posted at a prominent place or places within the Common House and shall be given directly, or emailed to each Director not less than four days prior to the meeting.

Notice of all Members' meetings, monthly, annual, special, or emergency shall be given, not less than ten or more than 90 days before the date of the meeting.

We each take responsibility for informing others in a timely way and for keeping ourselves adequately informed.

Requesting Agenda Items

All requests for agenda time and proposals for discussion/consensus are due by 7 pm, 7 days ahead of the scheduled meeting. (E.g., for a Sat. meeting, send items by 7 pm the preceding Saturday.)

If no items are submitted, the meeting is automatically cancelled and the Process Committee will announce the cancellation.

The Process Committee will post the draft agenda 4 days before the meeting to be in compliance with our agreements for notice of items to be discussed at meetings.

Member Meeting Quorum

The presence, at any meeting, in person or by proxy, of at least 80% of the Members entitled to cast votes shall constitute a quorum. The subsequent joinder of a unit owner, in the action taken at a meeting by signing and concurring in the minutes thereof, shall constitute the presence of such person for the purpose of determining a quorum.

When a quorum is once present to organize a meeting it cannot be broken by the subsequent withdrawal of a unit owner or owners. If any meeting of members cannot be organized because of a lack of quorum, the members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present.

A quorum must be present during decision making.

Documenting Attendance

We will keep attendance records for each meeting.

This is done by listing meeting attendees in the minutes.

General Meeting Preparation Protocol

- The proposed agenda is sent 4 days before the meeting and posted in the Common House by the facilitators of the meeting. Members review the agenda, proposals, and background information before the meeting. Members may use email, in advance of a meeting, to bring concerns and suggestions on meeting topics to the whole group.
- Members tell the process committee if they know their household will be absent from the meeting. They are especially invited to send email notice of absence.
- When topics are carried over from previous meetings and a member missed the discussion, a member will review the relevant minutes and background information if s/he chooses to participate in the current meeting's discussion on the topic. This is out of respect for the time the group has spent in the past and to avoid using group time to bring individuals up to speed.
- The facilitator will start the meeting on time with those people who are present. Latecomers may respectfully join in, without the group having to backtrack.
- The facilitator announces how many households are needed for a quorum and if a quorum is present. The facilitator will inform the group if we drop below a quorum later on in the meeting.
- Agreement of the agenda is the first order of business and adjustments are made as the meeting proceeds.
- Meetings end on time unless there is general agreement to extend the time, for particular items.

Time Lines and Logistics

We all have different styles and skills to offer. It is okay to be uncomfortable with some of these differences in style. In setting these guidelines, we do not judge each other around these differences, but are striving to create a viable system for running meetings comfortably and consciously.

1. Choose someone to open up the meeting room and set up chairs 15 minutes prior to the meeting.
Rationale: The room will feel ready when folks arrive, coffee brewing and heat on.
2. Gathering time will start at least 15 minutes prior to the stated meeting time. Meetings will start on time and end on time. Agenda will flex to support this. This means starting with a handful of folks, if necessary. Although this may be awkward, it will set a standard. Latecomers may respectfully join in, without the group having to backtrack.
Rationale: It is irritating to those present to wait for summaries, when they have been able to be on time. When meetings are too long and not focused enough, they contribute to burnout.
3. We will sprinkle meetings with "energizers" whenever the mood hits.
Rationale: We value playing together as an integral part of community building. We want as much participation as possible for this, including children. We think the meeting can start more crisply, if we sit down and focus on the agenda as a starting point.
4. We will use a bell (or chime) system to transition between activities. One bell = five minute alert. Two bells = meeting starts. Facilitator will be responsible for this.
5. Rationale: We need some way to communicate the meeting is about to commence or recommence.
6. Each member to review the agenda prior to the meeting. The agenda is to be placed on line 48 hours prior to the meeting.
Rationale: This allows for last minute additions and still gives enough time to review the agenda before the meeting. Meetings run more smoothly if we all begin with the same information.
7. Cleanup point person or committee. We will have a rotation of volunteers who are responsible for cleaning up the room after the meeting.

Community Relations Agreement

Harmonious Community Relations and Conflict Prevention

We share a common interest in creating and maintaining harmonious relationships.

We can enhance the quality of relationships and reduce the amount of conflict within the community through the shared understanding that our behavior affects others. Through the open communication of values, needs, and feelings we will make efforts to:

- Learn and use good communication techniques that promote honesty, understanding, and the prevention or resolution of difficulties or conflict.

- Create opportunities in our community (meetings, workshops, activities) that allow for the open sharing of values and feelings, and provide opportunities to practice communication techniques and conflict prevention/resolution strategies.

In this way, there will be a greater level of transparency, tolerance, respect, empathy, understanding, and interpersonal skills created amongst members, all of which will help to create a better community and reduce potential conflicts.

See APPENDIX A -- Harmonious Relationships: Strategies, ideas, techniques, activities for skillful communication and conflict prevention.

Conflict Resolution

Conflict is expected as a normal part of living in community. Conflict can be difficult to deal with, but it must be addressed. Conflict among any of us affects all of us. We aim to create a community of trust and goodwill, within which conflicts can be transformed into solutions and deeper connections among us.

We will use our conflicts productively to make Vancouver Cohousing a better place to live and to facilitate our growth and understanding of ourselves and one another. Often underlying issues are behind our conflicts; we will make the extra effort to deal with them. Various approaches to addressing conflict can be effective; the situation, issue, and personalities may indicate one or another approach is most helpful.

We are committed to speaking our truth, listening with caring, and working toward a resolution that meets the needs of the entire community.

Problem Solving Ground Rules Agreement

We will agree to the following ground rules when involved in conflict resolution efforts:

1. A commitment to mutual respect.
2. A commitment to solve the problem.
3. A willingness to listen to the other side, and to attempt to understand.
4. A willingness to own our own "stuff" (actions, thoughts, feelings, perceptions, intentions).
5. A willingness to avoid insults, intimidation, interruption, or put-downs.
6. A commitment to avoid physical contact unless mutually agreed upon.
7. Agreement to use the conflict resolution protocol, as below.

Conflict Resolution Protocol

Often, the conflicts that arise in the community will be between two or three people. Most of this document aims to address these types of conflicts. However, these concepts of conflict transformation may also be applied to "group conflict" in which many members of the community may be involved. We understand that the method or techniques for resolving issues will vary depending on the individuals and the context, and we support use of "tried and true" techniques as well as creative and inspired means.

This is our recommended progression of approaches to resolving conflict, from the least to the most formal:

Unassisted Resolution

The problem is resolved by the parties involved dealing directly with each other with no outside help.

See APPENDIX B-- Problem Solving Tools, Techniques, Suggested Modalities

Assisted Resolution or Mediation

The problem is resolved through the use of a mutually agreed upon third party in a role that may range from witness or supportive friend to that of mediator working toward resolution. The choice of a third party may also include the conflict resolution team for consultation or assistance.

See APPENDIX C-- Mediation Tools and Resources

Community Participation

The members involved will formally request the assistance of the community's conflict resolution team to resolve the issue. If the team and the involved parties find it necessary, the process may involve the entire community or a subgroup or committee to work toward resolution.

See Appendix C --Community or Group Conflict Resolution Techniques

Outside Mediation

If the community is unable to assist in resolving the conflict, and all avenues of conflict management have been exhausted, then the community may choose to engage in outside mediation to solve the problem.

Confidentiality

Internal--Within the Community

We recognize the need at times to discuss, seek advice, or seek comfort from others while in the midst of conflict. Such a situation requires discretion and confidentiality.

If we are seeking the advice and comfort of others we will not do anything to undermine our commitment to mutual respect and harmonious relations within and among all members of the community.

As third parties who are approached for solace, advice, etc., we agree to provide these things in the spirit of helping to improve the situation, and will not contribute to gossip, rumors, or perpetuation of the problem. We will encourage conflicted parties to utilize the conflict resolution protocol, if necessary.

External--With Regard to the Larger, Non-Cohousing Community

In the spirit of protecting the privacy and rights of members of the community, we are committed to maintaining confidentiality regarding individual and community issues of a sensitive nature when speaking with people outside the community.

Conflict Prevention and Resolution Team

Our community will maintain a team of members who will cultivate and collect resources and techniques for conflict management, and provide opportunities for proactive strategies to maintain the social health and growth of the community. The committee will also seek to develop mediation skills amongst themselves and interested community members who can serve as a resource for the community.

(These appendices are a menu of resources and a toolkit to assist us in good communication, conflict prevention, and conflict resolution. This is to be further developed, and will be a flexible resource that can be added to at any time.)

APPENDIX A: Harmonious Relationships

Sample modules:

1. Communication Skills (e.g. "I " statements, reflective listening, etc.)
2. Non Violent Communication
3. Community Life Meetings
4. Creative Expression (e.g. art, role play, theater, games, movement, etc. to express feelings, highlight issues, discharge tensions)

APPENDIX B: Problem Solving & Communication Tools

Sample modules:

1. Communication Guidelines
2. Non Violent Communication (NVC)
3. Interpersonal Agreements
4. Win/win resolution guideline
5. Creative Modalities

APPENDIX C: Mediation Tools and Resources

Sample modules:

1. Conflict Resolution Techniques
2. Mediator Skills and Techniques
3. Creative Modalities
4. Resources for Mediators

APPENDIX D: Community Conflict Resolution Process

Sample modules:

1. Fish bowl process

Committees

Standing committees exist in the following areas as described below. Some of these committees are already in place and are described in detail below; others will only be struck once the project is built and the cohousing community is living there:

- Management committees such as those listed below will help us work together

- Architectural Review
- Coordination
- Facilitation
- Finance
- Legal
- Work Share
- Facilities committees such as those listed below will help us to keep our facilities in working order
 - Buildings & Hard Scape
 - Common House
 - Landscape
 - Outside Common Areas
 - Technology
 - Workshop
- Community committees such as those listed below will help us maximize our common life
 - Common Meals
 - Community Relations (politics, city, neighbours)
 - Harmonious Relations Team
 - Pets
 - Public Relations (visitors, wait list, inquiries)
 - Community Children
- Development and construction committees such as those listed below will ensure the project gets build on time and on budget
 - Warranty
 - Construction Interface Team

Management : *Helping us Work Together*

Coordination Committee

The Coordination Committee will undertake to do the following work during pre-development, development and transition to the new building.

1. Help guide the smooth functioning of our community.
2. Carry out the duties of Strata Officers as defined in our Strata Documents.
3. Look at the long term picture & figure out what needs to happen & might be helpful to happen. (Example: Strata Insurance)
4. Coordinate the work that the group wants by staying in touch with the different committees. (Example: Budget)
5. Watch out for new issues & inform the facilitation team of agenda priorities that may have a timeline. (Example: Finding a gap that no one has spoken for and recruiting a point person.)
6. Take new information to the group, get input & define a plan that the group wishes to proceed with.
7. Coordination Meetings are open to all, as each household is defined as a member of the Strata and Corporation.

Facilities: *Keeping It All in Beautiful, Working Order*

Our intention is to maintain and improve our site and buildings:

- to have an aesthetically pleasing neighbourhood,
- to use natural resources wisely with minimal waste,
- to prevent expensive repairs due to neglect,
- to protect and enhance our financial investments in our homes.

Building Care Maintenance Committee

This committee will be responsible for repair, maintenance, or safety issues related to existing or needed facilities as follows:

- Buildings, walks, driveway and parking

- Common house appliances and stuff that is built into the building;
- Mechanical room equipment except computers and irrigation timers;
- Drainage; fire safety; clearing; lights; carts.

This committee will be responsible for the following tasks:

- Prepare proposals for decision board or meetings e.g. improvement projects
- Set guidelines e.g. insurance requirements, authorizations, interested directors
- Prepare annual budget figures; amendments and authorization requests as necessary; Contingency Reserve fund annual review
- Coordinate and report on strata annual budget, maintenance reserves, or capital fund
- Coordinate with volunteers and hired help whose scope of work may include:
 - Task lists
 - Fix It list - items noted by residents
 - Jobs for work share and work parties
 - Jobs that suddenly need attention— e.g. broken window
 - Reoccurring, periodic tasks— e.g. gutter cleaning, dryer lint clean out
 - Overall Building & Hard scape maintenance schedule and records
 - Communications with the group as needed
 - Status reports; procedure updates and reviews e.g. dirt dumping
 - 'Who to call about what' information
 - Orientation CDs for new members
 - Trouble shooting and hiring out work
 - Common House appliance repairs
 - Boilers
 - Emergency repairs
 - Interviewing contractors; getting bids
 - Record keeping
 - As-builts; manufacturer materials/equipment info; owners manuals
 - Service records, work orders
 - Supplies - Know what we have and where it is e.g. paint, light bulbs

Hiring People for Strata Maintenance

Authorization for Work and Payment

- Only members of the Maintenance Committee have the authority to hire contractors, service people, handy persons, etc. for strata maintenance work to be paid out of maintenance budget funds.
- The only exception is an emergency situation when no member of the Maintenance Committee is available in person or by phone. In that case, when immediate action is needed, any 2 strata members can engage someone on behalf of and at the expense of the strata. ("Emergency" means immediate and serious threat to the safety or health of residents; or where not acting immediately will cause substantial and costly harm to persons or property.)
- Maintenance Committee will always confirm an amount "not to exceed without prior negotiation" as part of each service arrangement.

Services that the Maintenance Committee Might Hire Out

- Maintenance and repair tasks.
- Coordinating with subcontractors. This could be for routine maintenance, repairs, improvements, or emergency calls.
- Keeping records of contract details including warrantied items and follow up, and providing a copy of those records to the Maintenance Committee.
- A periodic walk-about with the Maintenance Committee for several hours to assess needs and plan upcoming maintenance. This would provide for the scheduling of inspections for fire suppression system, site drainage, common facility equipment, sewer lines, domestic water booster system.

Common House Committee

The primary goal of the Common House Committee is to insure that the Common House is always:

- Clean
- Functional (Comfortable and workable for what we want.)
- In Good Working Order
- In order to satisfy this goal the Common House Committee will focus its work in the following six areas:
 1. Developing Use Agreements that define the permitted uses of and establish a system of scheduling for guest rooms, dining room, sitting room, music room, laundry room, and terrace. (Use agreements for Teen Room and Children's Play Room will be worked out by other committees.)
 2. Buying Furnishings purchasing the furniture, flooring (area rugs, non-slip rubber mats, etc.), window coverings, bulletin boards, art work/decorations, coat racks and other wall fixtures needed for the Common House.
 3. Outfitting the Kitchen purchasing kitchen equipment and table ware.
 4. Buying/Maintaining Supplies purchasing cleaning, bathroom/sink, kitchen (other than food), and laundry room supplies. Establishing a system of monitoring supply levels and restocking as needed.
 5. Keeping the Common House Clean organizing cleaning teams.
 6. Maintaining Equipment/Appliances overseeing and maintaining (includes hiring professionals) the good operating condition of Common House machinery including large kitchen appliances (stove, refrigerator, dishwasher, microwave, exhaust fan, etc.), cleaning equipment (vacuum cleaners), sound and video, heat and air, electrical, plumbing, doors and windows.

Landscape Committee

The landscape Committee includes landscape, irrigation, keeping lawn in the grasscrete, and other tasks to be defined by the committee at a later date.

Community: *Maximizing Our Lives Together*

Community Relations Committee

The Community Relations Committee (CRC) exists to develop relationships with the neighbourhood, with special attention paid to immediate neighbours. The CRC will also work to develop relationships with the city, and will work with the development team to shepherd the project through the city approvals process.

Development & Construction: *Getting the Job Done Right*

These committees will be struck after rezoning is achieved.

To Create A New Standing Committee

Those people who want to offer a service that does not "fit" in an existing committee can bring a proposal to the group that describes:

- Committee Name
- People serving on the committee
- Point person
- Usual meeting time / frequency
- Job description/areas of responsibility/scope
- Authority it would like to have delegated to it

Rental Policy

Our purpose is to develop a community of residents that consists both of long-term owners, as well as long-term rental tenants. Our community is based on relationships. We desire stability, demonstrated by low turnover and continuity of ownership or tenancy.

We anticipate the need for owners to live away from the cohousing community at times, temporarily, for work, family, or personal reasons. A rental policy will facilitate owners' flexibility to live away from the community without having to sell their unit, or incur financial loss. This will further support our value of having a close-knit, stable community. In addition, providing rental units will ensure economic diversity and bring new ideas and energy into our community.

Vancouver Cohousing needs the participation of all of its residents to accomplish the shared tasks of the community. We look for the same things in tenants as we do in owners - namely, households who are willing to be full participants in the work and rewards of community living.

Vancouver Cohousing does not intend for people to own units in Vancouver Cohousing for the purposes of:

- having secondary residences;
- renting a unit solely as a vacation rental; or
- being absentee landlords.

We intend for people who own units in Vancouver Cohousing to use them as their primary residence and to be active participants in the community. We also intend for some owners to purchase more than one home or a home with an extra bedroom(s) to rent, and to rent the suite or bedroom to a long term renter who also fully participates in the community.

Rental Policy Specifics

1. Owners who wish to rent their home must gain agreement of the cohousing community, by consensus, to have long-term renters in an extra suite they own or an extra bedroom they have in their suite.
2. In order to ensure stability of tenancy in our community and to avoid higher mortgage rates for new owners and refinancing owners, rentals greater than 3 months at Vancouver Cohousing are presently limited to 6 homes at any given time.
 - a) 3 of these units will be long-term rental units owned for the purposes of creating rental stock by members currently living in Vancouver Cohousing
 - b) 3 of these units will be rental units that are owned by members of Vancouver Cohousing who are absent for a period of time
3. From time to time, Vancouver Cohousing may agree to allow additional rental units.
4. Vancouver Cohousing also welcomes those renting rooms in a member's home.
5. To allow all owners a reasonable opportunity to rent if needed, each home is limited to a total of 24 months for every five years, unless other owners' opportunity to rent is not impacted and/or an exception is approved by the Community.
6. If an owner's absence exceeds 2 years, they will meet with community members to review their long-term plans for membership. It requires the consensus of the members for an absentee owner to continue to rent beyond 2 years. The only exception to this is the 3 units that are owned for the purpose of creating long-term rental units in Vancouver Cohousing.
7. The owner continues to be responsible for monthly payment of the strata dues during any rental period.
8. Owners will give a minimum of 90 days notice of their intent to rent their home for a period of more than three months. In the event of sudden and unexpected changes, the required notice may be shortened by the community. Rental priority will be established by the order that intent to rent is given to the community.
9. All potential renters are asked to complete a written form, as owners have done, that includes a brief bio and responses to a standard set of questions. All potential renter's bios and answers will be made available to interested members. Vancouver Cohousing members will provide an orientation to cohousing to potential renters, discuss community life and invite them to meetings and common meals to help insure that the choice to rent in Vancouver Cohousing is the best one for the renter and the community.
10. All potential renters will review and agree to abide by the Vancouver Cohousing by-laws, house rules, common rules and agreements.
11. All renters are asked to sign our "Participation Agreement" which includes accepting responsibility, as owners do, for participating in work projects, meetings and community meal preparation.
12. Owners shall have a written lease/rental agreement with each tenant, which includes all responsibilities to the community.
13. Under special circumstances, exceptions to this policy may be granted by the community.
14. This policy will be reviewed and amended, if needed, by the community members.

Vehicles and Parking Policy

Vancouver Cohousing will strive to have as few vehicles as possible. Based on current members actual vehicle ownership, it is anticipated that not every household will own a car. As such, Vancouver Cohousing agrees to the following policy:

1. Two parking stalls will be dedicated to car share companies such as Zip Car or Autoshare.
2. Other than for wheelchair accessible, parking spots will not be assigned to units but will be available on a first-come-first-served basis.
3. Extra stalls may be rented out to non-members on a monthly basis.

Work Share Policy

1. We will get the work done in our community.
2. For now, work share is the work defined by these committees: Building Care/Hard scape, Landscape/Irrigation, Common House Cleaning, and the Administration thereof.
3. We will enter our, "work completed," in an online system that will provide tracking and tabulating of all work contributions as a whole, by category, and by individual. The tracking system will transcend beyond the work share scope to also provide information regarding all work contributions. Entering non-work share hours is optional.
4. We have a minimum expectation of 48 hrs. per adult per year of work share work. The new tracking program will continually compute the average of actual hours worked (overall, by the above committees, and by member), so each individual can see the real data, and pace themselves accordingly for their time/labour/money contributions, as needed.
5. We will voluntarily contribute our money or our labour or both. The suggestion/guideline for contributing money to Vancouver Cohousing in lieu of labour is \$18/hour.
6. We understand that ESSENTIAL work will be hired out, if not done, and will indeed be budgeted in our strata fees.
7. A work party team will organize four major "work parties" per year. Other work parties can be called by any committee/individual at any time.
8. We will each sign a paper that states we understand the Work Share Agreement.

We maintain and improve our site and buildings:

- to have an aesthetically pleasing neighbourhood,
- to use natural resources wisely with minimal waste,
- to prevent expensive repairs due to neglect,
- to protect and enhance our financial investments in our homes.

We choose to manage our own property maintenance rather than hire a management firm because:

- we don't want to increase our strata fees for this purpose;
- we think we may have better results managing maintenance ourselves;
- we have the option of deciding what to do ourselves and what to hire out;
- spending a couple dozen hours a year working on maintenance projects with our neighbors enriches our relationships.

We acknowledge there may be jobs that need doing that no one likes to do. To share our workload, we may all, sometimes, need to do jobs that are not our preferred choices. We acknowledge that there may be some jobs that some people are not capable of doing.

Common Meals Policy

The meals policy will be reviewed after 2 months for needed changes, or as indicated by public complaints.

Meal Schedule

- 5 community meals will be available each week.
- Diners may sign up to eat as many or as few meals as they want.
- Weekend meals will be cook's choice (e.g. Saturday BBQ, Sunday Brunch, Special Event evening meal, etc.)

Cooking Responsibilities

- Meals Committee will post a 2-cycle sign-up grid every other month, at least 4 weeks before the first date.
- Cook cycles will be approximately 5 weeks long, depending upon the number of cooks we have.
- Each cook will sign up for one head cook shift and one helper shift in the two-cycle period. Cooks who PREFER to be head cook may put a star by their name on both shifts; cooks who prefer to be helpers may sign up with a starred cook, in effect trading assignments. Unless a starred name is available, all cooks will sign up for one head cook shift per schedule.
- The grid will be available for sign ups for 4 weeks. After that time, those who have not signed up will be added to open slots, and will be responsible for trading if that date doesn't work for them.

- The "head cook" will be responsible to do (or assign) the planning, menu posting, shopping, preparation, and clean up of the meal. These duties will be divided up as agreed on by the team.
- Each cook (all adults, house-sitters staying more than 3 weeks) will be responsible to sign up for one shift every cycle. Children 10 years and older can sign up to be the "3rd cook", and help as requested by head cook.
- Cooks who, for any reason, have difficulty covering their shift will arrange coverage for it.

Meal Sign-Up and Menus

- The menu will be posted by 7 days before the meal.
- Diners and guests may sign up for meals until 3 calendar days before the meal (ex: Tuesday is last day for Friday sign ups, Friday is last day for Monday sign ups.)
- Diners who work late may sign up for a "late plate". The cooks will set these aside before the meal is served.
- Diners or guests who have not signed up for a meal MAY be served, if there is enough food, at the head cook's discretion.

Food Preferences

- A master list of food allergies and preferences will be posted in the kitchen. We will show consideration for preferences by: posting "issue" ingredients with the menu, so diners can make informed choices, offering non-meat alternatives, when practical, and offering "issue" foods on the side, when practical.
- Members prefer organic, healthful, whole grain foods, in general. Cooks will aspire to this.

Supplies

- Initial staples will be bought from the strata budget. They will later be figured in to group costs for meals.
- Staples include sugars, oil, spices (these may be donated by members), coffee, teas - "always-used" items as agreed upon by community. There will be a sheet posted for Staple Suggestions; the Meals Committee will bring suggestions to email discussion.
- Members are discouraged from keeping a large number of staples in the common house, due to problems with freshness, and storage. Cooks will take items, that aren't universally useful, home after their meal preparation.
- The Meals Committee will arrange for the purchase of staples, manage the Staples Fund, and will reserve the right to discard stale supplies.

Common Meal Finances

- The cost of meals should be close to \$5.00 per diner. Cooks have the option of spending more, but if the cost exceeds \$7.00 per diner, the remainder will be the cook's treat. The cook will note when posting the menu if the meal is high-end (\$5-7).
- Children 3 and under eat free. From 3 to 12, children pay half price.
- Diners will sign up for meals online. Diners who sign up will be automatically charged unless they delete themselves before the cutoff date for sign ups.
- The cook will submit receipts for expenses, and a monthly tally will be sent to reconcile costs.
- Cooks will "front" the money for the meals they cook.
- Coffee, tea, milk, and water will be available with meals. Wine and beer may be purchased for \$1.00 when available, or diners may bring their own.

Serving / Organization

- Tables will be set by Vancouver Cohousing children, on a schedule worked out by them.
- Meals will be served family-style as a rule, with buffet style for special circumstances. For family-style meals, someone from each table will bring serving dishes to that table.
- Each diner will bus his/her own dishes.
- Cooks are responsible for cleanup; division of labor will be agreed upon before the meal - teams may arrange to trade half-shifts to separate cooking and cleanup.
- Leftovers will be available for 24 hours after the end of dinner, for \$1/plate. This money will go into the staples fund. After 24 hours leftovers can be taken free or discarded by oncoming cooks.

Common House Cleaning Policy

The Common House Cleaning Policy consists of the following:

- Common House Housekeeping Agreements
- Common House Housekeeping System (The specifics of this system have not been decided. We have included a general idea of what a system would consist of and how everyone could participate.)
- Criteria for Cleaning Equipment and Supplies

Common House Housekeeping Agreements

Our Common House will be quite clean and tidy nearly all of the time since that will help most of our members enjoy the space with a sense of ease and comfortableness.

We will clean up after ourselves. If we take it out, we will put it away. If we spill it, we will clean it up. If we notice something needs attention, we will report it.

All community members, children and adults, participate in taking care of our Common House, just like all family members participate in taking care of their individual homes.

We will have a housekeeping system that divides the tasks among the adults and older youth.

Common House Housekeeping System

The Housekeeping System is based on our programs, values, and participation agreement. It will be re-evaluated regularly to ensure that it continues to benefit the community. This system is designed to be independent of other participation systems, e.g. workdays, common meals, landscaping tasks, committee work.

Aim

- Provide a system for daily and periodic cleaning of the Common House that people are happy with.
- Provide structure and flexibility
- Distribute the tasks in an equitable way taking into account factors such as difficulty, frequency, time required, flexibility of scheduling, etc.
- Provide for differing levels of physical ability
- Provide easily accessible and highly effective equipment and supplies
- Provide clarity about expectations and give adequate directions so people know how to meet the expectations

Overview

- All adults will sign up for a task. Most tasks will have teams e.g. 2 people on laundry room; 9 people on floors
- Some periodic big tasks will go to work days (or hire out). e.g., carpet shampooing
- Families with the 'not yet adults' will recommend at what age youth members participate in the Common House Housekeeping system.
- The Housekeeping system assumes that most of the tasks are done by members and are not paid for by strata fees. (Professional cleaning of the highest Common House windows is already included in the strata budget.)
- For people who prefer to pay someone else to do their job, there will be a list of those who are willing to be paid/bartered substitutes.

Specifics

- Post "Cleanup Checklists" in various areas so people know what is meant by "we clean up after ourselves."
- Catalog cleaning needs: daily, weekly, monthly, annually, etc.
- Designate what is for task teams and what is for work days.
- Provide a simple job description for each task and how-to information, as necessary.
- List the task team assignments and the number of people for that team.
- Set up lottery for sign up priority, with first sign ups going to people with many task limitations.
- Task teams figure out how the work gets done e.g. work alone or work together; schedule of who does what, when. Teams post their team schedules so people know who to contact with issues.
- Create a Feedback and Evaluation loop for appreciations, suggestions, unmet preferences, mid-course corrections, etc. to know where adjustments are need and what is just fine.
- Give an orientation to cleaning equipment and supplies.

Criteria for Cleaning Equipment and Supplies

Criteria for Equipment

- Makes cleaning quick, easy and as comfortable as possible
- Sturdy, well built and sustainable
- Easy to get out and put away
- Not too noisy
- Not too heavy

Criteria for Cleaning Supplies

- As nontoxic as possible for routine use that will get the job done
- Laundry detergent in bulk
- Special non-sudsing commercial dishwasher detergent
- Not antibacterial soaps
- No or low scent; if have to have scents, then homey, not institutional
- Work for chemically sensitive people

Guests/Visitors in the Common House Policy

The Common facilities are reserved for the use of residents of our community and their invited guests. Hosts are asked to inform their guests of our community agreements.

- Only assistance dogs are allowed in the Common House.
- No smoking in the Common House.
- No drugs or alcohol allowed in the Teen Room.
- Guests will not invite other people to the site. Invitations must come from the host family.
- Hosts are encouraged to introduce their visitors to community members to identify them as invited guests.
- Use caution when driving in the lanes and parking areas for the safety of the community members and guests.
- After their guests leave, hosts are asked to put away the keys to the Guest Rooms. Also, after washing the linens, store them in the cupboards of the Laundry Room. (If the locations for storage changes, members will be notified).
- When it is deemed necessary or appropriate, the community reserves the right to refuse the use of its facilities to anyone.
- Uninvited visitors who are on a self-tour can be asked to phone for a conducted tour.

Definitions

- Day Guests: Those who are visiting a resident(s) during the day or evening only (thus not staying in a Guest Room)
- Common House Overnight Guests: Those who are staying overnight in the Common House.
- Resident Overnight Guests: Those who are staying overnight in the home of a Community Member.

Day Guests

- Although the Common House is an extension of the homes of the community members, it is recommended that the day visitors use the facilities of their host for their daily activities such as using the kitchen, using the phone, receiving mail, using the Internet connection, using the teen room (without an invitation to the teen room). The resident host may use their discretion about when it is necessary for their day guests to use the Common House facilities (hopefully keeping it to a minimum); ex: using the washer/dryer.
- Each guest must have a specific host from the community who is present and aware that the guest is visiting.
- No resident host may issue an open-ended invitation to a day guest to use the facilities at will on an on-going basis.
- The Guest Rooms in the Common House may not be used by day visitors for any purpose. The Guest Rooms may only be used when community members have reserved them for overnight visitors.
- All areas of the Common House (kitchen, teen room, music room, etc.) are to be used by the day guests only at the invitation of their host.

These agreements were created to fulfill the following needs of residents regarding the Common House:

- respect and care for the Common House as an extension of our home.
- safety for our children, teen, and adult members of the community.
- a comfortable environment for our community members.
- clarification of the use of the Common House by day visitors, Common House overnight guests, and resident overnight guests.

Design Professionals Policy

Any Owner who wants to make improvements to the building(s) may hire any design professionals that have the appropriate qualification and/or licenses to consult on the work per Vancouver building codes. It is important that all committees respect this and try to make sure Owners know they can use the professionals of their choice.

Pets Policy

Pets are important to many cohousing families and a welcome part of community life. In order to ensure safety, cleanliness, comfort, and mutual respect:

- Pet owners agree to take full responsibility for their pets and for the interaction of their pets with others. Pet owners indemnify, defend, and hold harmless the strata for any damages or personal injuries caused by pets.
- Pet owners are responsible for promptly cleaning up after their pets. Cat owners are asked to maintain an indoor litter box or a discrete outside litter box on an upper deck. The smell and mess of the litter box must not disturb other residents.
- Animals are not allowed in the Common House (service animals excepted).
- Pet owners are asked to neuter or spay their pets.
- All dogs will be leashed whenever they are off their owners' (or consenting neighbors') property (back deck).
- The Pet Committee will maintain a roster of community pets. Pet owners will notify the Pet Committee of any newly adopted pets.
- Pet owners will discuss any possible adoption of a unique animal with the Pet Committee and with the community at a general meeting.
- Issues which cannot be resolved among members regarding pets can be brought to the Pet and/or Coordinating Committee for resolution.

Email Policy

We rely on email as a major communication tool and assume that all the adults see the emails sent to the whole group. Each cohousing household has an email address. We check email regularly, daily when possible, knowing that there may be time sensitive information.

We each take responsibility for informing others in a timely way and for keeping ourselves adequately informed.

We assume the whole group will get information within 72 hours from the time of sending. If something needs to be communicated in less time than that time, (e.g. a change of meeting location) people who have not confirmed receipt of the email message will be phoned.

The Meeting Agenda to be placed on line 48 hr. prior to meeting.

We generally allow 3 - 4 days for response time when asking for input and making announcements. Committees may choose other time frames that suit all their members.

If we are going to be off email for more than 4 days, we send a message to the group letting people know that we will be out of the information loop. If our computer goes down, we call someone and ask them to let the group know we are off email and to relay time sensitive information to us.

We realize that servers go down, and power goes off, and the unforeseen arises. We do our best to be sure that everyone has the information they need.

To the extent we can, we reply when a response is asked for, even if it is to say, "I pass," or "No preference," or "This interests me, but I can't address it until Monday."

Non-response is interpreted to mean, "Thank you all for handling this."

Mail is sent via the email list addresses for general communications and archival purposes. Mail that is confidential and not appropriate for the archives is sent directly to individuals.

In the future we may set up a procedure for making some group decisions by email; for now we are mainly using it to refine proposals, share reports, straw polls, announcements, etc.

Email Message Guidelines

- Use informative subject lines (e.g. Toxic Report; FOR RESPONSE: Meeting dates)
- One topic per message for Vancouver Cohousing list messages
- Judicious use of high priority symbol - only for things unexpectedly urgent
- Short summary statements at the beginning of long reports
- Action required including response information (respond to whom by when) provided clearly at the beginning of a message

- Unnecessary repeated information is trimmed out in messages
- When replying to a message, include enough context so the reader knows what you are replying to
- When commenting on quoted material (e.g. from minutes, proposals, etc.) be sure your comments stand out so they can be spotted during a fast scan.
- Don't count on any formatting coming through; realize that for many people, it will just be plain text.
- Committees make their own arrangements about how much to copy committee members on discussions relating to the business of the committee. They find the balance between minimizing email traffic and optimizing information flow.
- Remember: what you write is permanent and potentially public to the world.
- Remember: We are people talking to people. Don't forget to do a "diplomacy check" along with a spell check.
- Start a new thread with a new Subject. Don't reply to an old email in order to start a new conversation. Send a new email with a new descriptive Subject header.
- Don't change Subject headers in mid thread unless the thread has significantly diverged from it's original Subject, in which case it may make sense to start a new thread.

* * * * *

1729-1735 East 33rd Avenue
PUBLIC BENEFITS SUMMARY

Project Summary:

28 units of strata-titled market housing and one rental unit within a cohousing development.

Public Benefit Summary:

28 units of strata-titled market housing and one rental unit within a cohousing development, secured for 60 years or the life of the building.

	Current Zoning	Proposed Zoning
Zoning District	RS-1	CD-1
FSR (site area = 2 749 m ² /29,587 sq. ft.)	0.7	1.1
Max. Allowable Buildable Floor Space (sq. ft.)	20,711	32,550

Public Benefit Statistics		Value if built under Current Zoning (\$)	Value if built under Proposed Zoning (\$)
Required*	DCL (City-wide Residential or Commercial)	\$60,300	\$94,700
	DCL (Area Specific)		
	Public Art		
	20% Social Housing		
Offered (Community Amenity Contribution)	Childcare Facilities	N/A	
	Cultural Facilities		
	Green Transportation/Public Realm		
	Heritage (transfer of density receiver site)		
	Housing (e.g. supportive, seniors)		
	Parks and Public Spaces		
	Social/Community Facilities		
	Unallocated		
	Other		
TOTAL VALUE OF PUBLIC BENEFITS		\$60,300	\$94,700

Other Benefits:

28 units of strata-titled market housing and one rental unit within a cohousing development.,
secured for 60 years or the life of the building.

* DCLs, Public Art and Social Housing may have exemptions and/or minimum thresholds for qualification. For the City-wide DCL, revenues are allocated into the following public benefit categories: Parks (41%); Replacement Housing (32%); Transportation (22%); and Childcare (5%). Revenue allocations differ among Area Specific DCL Districts.

1729-1735 East 33rd Avenue
APPLICANT, PROPERTY, AND DEVELOPMENT PROPOSAL INFORMATION

APPLICANT AND PROPERTY INFORMATION

Street Address	4320 Slocan Street
Legal Description	PID: 011-650-320; Lot 2 Block 2 South West 1/4 Section 47 Town of Hastings Suburban Lands Plan 4272 PID: 011-650-346; Lot 3 Block 2 South West 1/4 Section 47 Town of Hastings Suburban Lands Plan 4272 PID: 001-985-577; Amended Lot 4 (Explanatory Plan 4663) Block 2 South West 1/4 of Section 47 Town of Hastings Suburban Lands Plan 4272
Applicant	Cedar Cottage Cohousing Company
Architect	McCamant and Durrett Architecture
Property Owner	Clark Eusanio (1729-1733 East 33rd Avenue) and Cedar Cottage Cohousing Company (1735 East 33rd Avenue)

SITE STATISTICS

SITE AREA	29,587 sq. ft. (2 749 m ²)
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DEVELOPMENT STATISTICS

	Permitted Under Existing Zoning	Proposed	Recommended (If Different Than Proposed)
Zoning	RS-1 (One-Family) District	CD-1 (Comprehensive Development) District	
Max. Floor Space Ratio (FSR)	0.7 FSR	1.26 FSR	1.1 FSR
Floor Area	1 924 m ² (20,711 sq. ft.)	3 472 m ² (37,367 sq. ft.)	3 024 m ² (32,550 sq. ft.)
Maximum Height	10.7 m (35 ft.) - 2.5 storeys	11.2 m (36.8 ft.) - 3 storeys	10.7 m (35 ft.) - 3 storeys
Parking		Standard 24 Small Car 0 Disability 2 Car Share 2-	Standard 27 Small Car 0 Disability 2 Car Share 0-
Bicycle Parking		Class A 23 Class B 10	Class A 39 Class B 6

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