

MOTION

2. Principle Dwelling Unit Combined with a Lock-Off Unit Guidelines; Strata Title Policies for RS, RT and RM Zones and RS-7 Guidelines; and RS-7 Guidelines

THAT the amendments to the documents entitled “ Principal Dwelling Unit Combined with a Lock-Off Unit Guidelines”, “Strata Title Policies for RS, RT and RM Zones” and “RS-7 Guidelines,” as considered by Council at the Public Hearing on September 18 and 19, 2018, be approved by Council for use by applicants and staff for development applications in the relevant districts.

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City of Vancouver *Land Use and Development Policies and Guidelines*

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~~PRINCIPAL DWELLING UNIT COMBINED WITH A LOCK-OFF UNIT GUIDELINES~~

EXPLANATORY NOTE

As a condition of Development Permit approval for a ***Lock-off Unit or Principal Dwelling Unit combined with a Lock-off Unit***, the registered owner shall execute a covenant which must be registered against the title of the property prior to issuance of the Development Permit. The covenant is to ensure that the number of strata lots created upon registration of a strata plan is consistent with the number of approved principal dwelling units (i.e., the lock-off unit cannot be defined as a separate strata lot).

1 Application and Intent

These guidelines are to be used in conjunction with a district schedule of the Zoning and Development By-law, the Downtown District Official Development Plan or a CD-1 By-law, which permit a ***Lock-off Unit or Principal Dwelling Unit combined with a Lock-off Unit***. These guidelines should be consulted in seeking approval for these conditional uses.

Lock-off units are self-contained units which are smaller than the principal dwelling unit. Each unit must have direct access to a hallway, corridor or the outside, and a shared internal door which can be locked enabling both units to be independent.

The intent of these guidelines is to encourage functional and livable lock-off units which are designed in combination with a principal dwelling unit. These Guidelines are only applicable for development permit applications, and applicants should also refer to the Vancouver Building By-law.

2 General Design Considerations

An application for the conditional use of a ***Lock-off Unit or Principal Dwelling Unit combined with a Lock-off Unit*** will require approval by the Development Permit Board or the Director of Planning. In the consideration to allow this use, livability will be a primary goal. These guidelines delineate a set of principles for livability which include light and ventilation, privacy, sound insulation, security and outdoor space.

The minimum unit size for the lock-off unit is 26 m² which may be further reduced to 19 m². Since livability is directly related to the size of a dwelling unit, units that are smaller than 26 m² should compensate for the reduced size and attain the same standard of livability through increased enhancements of the other livability features listed below.

The maximum unit size for a lock-off unit is 29.7 m². Units greater in size are considered secondary suites and must comply with the regulations for secondary suite.

2.6 Light and Ventilation

Natural day light and well ventilated spaces are essential to occupant comfort and well-being. Ensuring good day lighting and proper ventilation is an especially important design consideration for lock-off units, owing to their small size and limited window area. For all lock-off units, the entirety of the main living space should be enabled to be bright and naturally lit during the daytime. Dwelling units with two exterior walls are preferred to enable cross ventilation through the unit.

- (a) For all lock-off units that are 26 m² or smaller, a minimum of one large window in an exterior wall equal in area to 15 percent of the total floor area of the unit should be provided. This window should provide a direct line of sight to the exterior from at least 50 percent of the floor area of the lock-off unit.
- (b) A minimum of two operable vents should be placed as far apart as possible, to facilitate good air flow.
- (c) Design elements such as higher ceilings and reflective light shelves that allow light further into the lock-off unit are encouraged, particularly where there are deeper units. When the principal living area, including the kitchen space, is more than 7.6 m deep, a strategy to provide natural light to the rear portion of the area should be demonstrated.
- (d) If an enclosed balcony is being provided as the outdoor amenity space, then the glazing around the exterior perimeter of the balcony should have maximum transparency from floor-to-ceiling to ensure good day lighting into the remainder of the lock-off unit.
- (e) Inboard, habitable spaces not immediately adjacent to an exterior window and which rely on “borrowed day light” are discouraged.

2.8 Noise

Good sound separation between the principal dwelling unit and the lock-off unit is a key aspect of good livability. While a minimum sound transmission class (STC) rating is specified for partitions between the principal dwelling unit and the lock-off unit, sound transfer is also possible between adjacent units through operable windows or balconies.

- (a) Care should be taken in the placement of balconies, windows and their operable vents to minimize adjacencies.
- (b) Where casement windows are used, the windows should swing in opposite directions to lessen sound transfer between units.

2.9 Privacy

In addition to good sound separation, the physical privacy of the occupant should be considered. Although comfort level and familiarity between co-habitants may vary, the room layout should enable privacy concerns between co-habitants to be respected.

- (a) Common points of entry for the principal dwelling unit and the lock-off unit should be located away from the main living/sleeping areas of each unit so that direct sight lines are minimized.
- (b) Balconies should be separated and well screened.

2.10 Safety and Security

The lock-off unit should be clearly delineated from the principal dwelling unit. Units should be designed to allow a sense of security and well being.

- (a) Entry doors to the principal and lock-off units that are distinct and separate should be provided.

- (b) Internal doors that connect the principal and lock-off units should be equipped to provide security from each unit.
- (c) Access into the lock-off unit from an adjacent balcony of the principal dwelling unit should not be possible.

2.11 Access and Circulation

The introduction of lock-off units has the potential to increase the number of main entry doors facing a common corridor. This has the potential to create a sense of overcrowding within the corridor and create privacy conflicts between dwelling units. Access to unit entries and the circulation in common areas should be designed to minimize these potential conflicts.

- (a) Primary access to the lock-off unit is to be from a common corridor or directly to the outside.
- (b) Where there is direct corridor access, the door should be located as far as possible from the entry to the principal dwelling unit to enhance unit identity and privacy.
- (c) Doors should not align directly with doorways across the common corridor.
- (d) Where doors must be grouped together, the doorways should be recessed approximately 0.6 m from the common corridor.
- (e) Providing generous corridor widths to increase comfort and to distance front entry doors from each other should be considered.

3 (Reserved)

4 Guidelines Pertaining to Regulations

4.10 Horizontal Angle of Daylight

For a lock-off unit, the horizontal angle of daylight may be reduced to an unobstructed distance of 6 m for the large window of the main living/sleeping area. Lock-off units with a second exterior wall may have a secondary window with the unobstructed distance reduced up to 3.7 m.

5 (Reserved)

6 Internal Design and Facilities

6.1 Living/Sleeping Space

Due to small unit size, the principal living area in a lock-off unit may also serve as the main sleeping area. As such, this area should be designed to accommodate a multitude of different functions.

- (a) The minimum width of the main living/sleeping space should be 3 m; wide enough to accommodate a fold down bed and circulation space and day lighted by a large window.
- (b) The sleeping area may be located in a wall recess away from the main living area, but the space should remain contiguous with the main living area and not be enclosed.

6.2 Entries

Consideration should be given to the design of the entries with regard to privacy, unit identity, sight lines and the direction of the door swing.

6.3 Bathroom

Complete bathroom facilities are required in each lock-off unit and should offer visual and aural privacy from the remainder of the unit.

- (a) Bathrooms should be equipped with a wash-basin, water closet and a shower or bath.
- (b) Bathrooms should be physically separated from the remainder of the unit by partitions and a door to ensure privacy and to isolate noise and odours.
- (c) The size of the bathroom will depend on the design. In all cases, adequate space around fixtures should be provided to allow unimpeded use.
- (d) Due to limited space, bathroom facilities may be separated and provided for in more than a single room. An example would be a water closet and a separate room for bathing. In these cases, it is expected that rooms containing the water closet and the shower/bathtub are physically separated from the remainder of the lock-off unit.

6.4 Kitchen

Each kitchen should be equipped with a sink, ample counter space for food preparation and areas for a cooking heat source and a modestly-sized refrigerator.

7 Open Space

7.2 Semi-Private Open Space

When lock-off unit sizes are less than 26 m² or when the provision of private open space is not possible for every unit, semi-private open space should be provided as the main outdoor amenity for the lock-off unit. This may be provided in the form of a common roof deck accessible to all residents.

7.3 Private Open Space

Privacy for residents should be considered.

- (a) Usable private open space should be provided for each lock-off unit in the form of balconies, decks or patios.
- (b) The private open space should have a minimum single horizontal dimension of 1.8 m and a minimum area of 4.5 m² and should be designed to capture sun and views where possible, as well as to avoid noise and to take account of visual privacy and security.
- (c) A fully-glazed balcony enclosure to reduce noise may be appropriate.
- (d) Alternatively, a lock-off unit that is designed to provide a strong open relationship with the exterior in the form of large operable windows and/or “Juliet” balconies may also be considered. Such operable doors and windows should allow a large amount of area to be open to the exterior, such as casements, sliders, double or single hung types. The amount of openness to the exterior should be large enough to accommodate two adults standing side-by-side.



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STRATA TITLE POLICIES FOR RS, RT AND RM ZONES

Adopted by City Council on July 28, 2009

Amended May 15, 2013, July 9, 2013, June 24, 2014, February 2, 2016, October 4, 2016, January 16, 2018, January 30, 2018, October 30, 2018

1 Application and Intent

These guidelines apply to the strata titling of previously occupied buildings or new construction in the RS, RT and RM zones.

Under Section 242 (1) of the **Strata Property Act** of British Columbia, City Council is the approving authority for conversion of previously occupied buildings into strata lots. Pursuant to Section 242 (10) of the **Strata Property Act**, Council has delegated its approval authority to the Approving Officer for previously occupied buildings containing less than six dwelling units.

Newly constructed buildings, which are not occupied prior to registration of a strata plan at the Land Title Office, do not require the approval of City Council or the Approving Officer.

2 Secondary Suite

In R zones, where one secondary suite is conditionally permitted in a one-family dwelling, the suite can either be built at the same time a new one-family dwelling (i.e. house) is being constructed, or a suite can be incorporated into an existing one-family dwelling. The construction and safety requirements of the Vancouver Building By-law (VBBL) for a secondary suite within an existing one-family dwelling (which may not be strata titled) are less demanding than for new construction.

In R zones where one secondary suite is conditionally permitted in each principal dwelling unit of a two-family dwelling, the suites can either be built at the same time a new two-family dwelling is being constructed or incorporated into an existing two-family dwelling. In the latter case, construction and safety requirements of the VBBL need to be confirmed.

Terms regarding suites are not the same in the Vancouver Building By-law and the Zoning and Development By-law (Z&D). The VBBL terms include Secondary Suite and Group “C” Residential Occupancy Classification. The Z&D terms include One-Family Dwelling with Secondary Suite and Two-Family Dwelling with Secondary Suite. Contact Development Services staff (VBBL) or Planning staff (Z&D) for how these two by-laws apply in your specific situation.

Developments with secondary suites may be strata titled in some instances, however a secondary suite cannot be defined as a separate strata lot under any circumstances.

3 Laneway House

In the R zones where a laneway house is conditionally permitted, a new laneway house can be built on a site which accommodates an existing one family dwelling, or a new laneway house can be built in conjunction with a new one family dwelling. In both cases, the one family dwelling can also include a secondary suite.

4 Principal Dwelling Unit with Lock-off Unit

In certain R zones, a *lock-off unit* or principal dwelling unit with lock-off unit may be conditionally permitted.

For new construction, as a condition of development permit approval, the registered owner shall execute a covenant which must be registered against the title of the property prior to issuance of the Development Permit. The covenant is to ensure that the number of strata lots created upon registration of a strata plan is consistent with the number of approved principal dwelling units (i.e. the lock-off unit cannot be defined as a separate strata lot).

5 Character Houses in RS and RT Zones

In certain R zones, Multiple Conversion Dwelling and Infill are conditionally permitted in conjunction with retention of a character house.

In these cases, Council or the Approving Officer may consider an application to convert a previously occupied building to strata title ownership, subject to the number of strata lots being consistent with the approved number of principal dwelling units (i.e. a Secondary Suite or a Lock-off Unit cannot be defined as a separate strata lot).

6 Policies

The following outlines the policies for the conversion of previously occupied buildings or new construction to strata title ownership in applicable zoning districts.

6.1 Conversions

Council, or the Approving Officer, will not entertain any applications to convert a previously occupied building to strata title ownership for One-Family Dwelling with Secondary Suite, One-Family Dwelling with Laneway House, or One-Family Dwelling with Secondary Suite and Laneway House as defined in the Zoning and Development By-law.

An exception may be made for existing developments containing two or more principal dwelling units (One-Family Dwelling with Infill Dwelling, Two One-family dwellings, Two-Family Dwelling or Multiple Conversion Dwelling), in combination with Secondary Suites or Lock-off Units. In these cases, Council or the Approving Officer may consider an application to convert the previously occupied building to strata title ownership, subject to the number of strata lots being consistent with the approved number of principal dwelling units. A Secondary Suite or a Lock-off Unit cannot be defined as a separate strata lot.

All other applications to convert previously occupied buildings to strata title ownership, including a One-Family Dwelling with a new Infill Dwelling, Two-Family Dwelling or Multiple Conversion Dwelling will be subject to approval by City Council or the Approving Officer and the process outlined in the City's Strata Title and Cooperative Conversion

6.2 New Construction

- (a) One-Family Dwelling with Secondary Suite, One-Family Dwelling with Laneway House, or One-Family Dwelling with Secondary Suite and Laneway House

As a condition of development permit approval, the registered owner shall execute a covenant which must be registered against the title of the property that prohibits registration of a strata plan. The city will release the covenant, on the owner's request, not less than 12 months after issuance of the occupancy permit.

- (b) New Developments containing two or more principal dwelling units, in combination with Secondary Suite(s) or Lock-off Units

As a condition of development permit approval for a new development containing two or more principal dwelling units (One-Family Dwelling with an Infill Dwelling, Two One-Family Dwellings, Two-Family Dwelling or Multiple Dwelling), in combination with Secondary Suites or Lock-off Units, the registered owner shall execute a covenant to be registered against the title of the property. The covenant is to ensure that the number of strata lots created upon registration of a strata plan is consistent with the approved number of principal dwelling units (i.e. a Secondary Suite or a Lock-off Unit cannot be defined as a separate strata lot).



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RS-7 GUIDELINES

*Adopted by City Council on January 9, 2001
Amended July 19, 2005, October 30, 2018*



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Note: These guidelines are organized under standard headings. As a consequence, there are gaps in the numbering sequence where no guidelines apply.

1 Application and Intent

1.1 Application

These guidelines are to be used in conjunction with the RS-7 District Schedule of the *Zoning and Development By-law*. These guidelines should be consulted in the consideration of development applications requesting discretionary increases and relaxations. As well as assisting the applicant, the guidelines will also be used by City staff in the evaluation of the proposed design.

These Guidelines are not mandatory for Single-Family Dwellings, Two-Family Dwellings, Multiple Conversion Dwellings, and Special Needs Residential Facilities Class A, Community Care. Section 8 Landscaping of the RS-7 Guidelines is optional and, with compliance thereto, a floor area increase is available.

For residential development other than those noted above, all Sections of the Guidelines apply. For non-residential conditional developments including schools and community centres, the application of these Guidelines will be at the discretion of the Director of Planning.

1.2 Intent

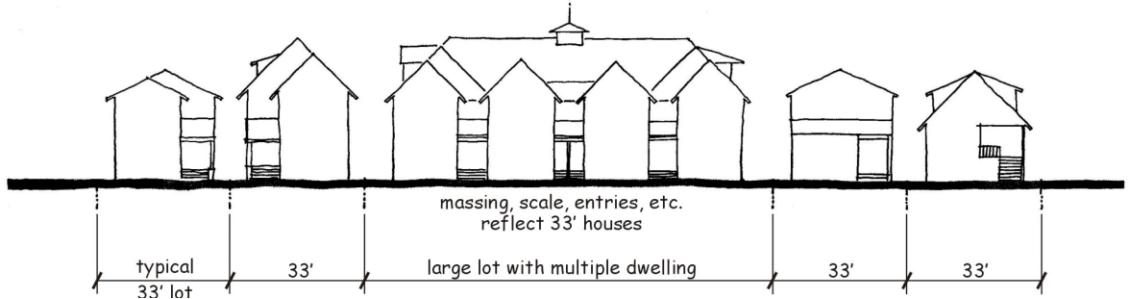
For discretionary relaxations and/or conditional uses, including Multiple-Dwellings and Infill, these Guidelines encourage designs that are compatible to the design of development on surrounding sites, including building scale and massing, and respect for adjacent properties' privacy and solar access. The Guidelines allow a variety of architectural styles rather than prescribing one particular style, while encouraging a good standard of design care, exterior building materials and detailing, and site landscaping.

2 General Design Considerations

2.1/2.2 Neighbourhood and Streetscape Character

The RS-7 zone applies to several neighbourhoods located in various areas of the City. The existing housing stock, streetscapes, and general neighbourhood character vary considerably from neighbourhood to neighbourhood. However, there are a few common characteristics that the design of a new development should respect:

Figure 1.



- (a) A streetscape's lot sizes and traditional building development thereon often establish a scale or rhythm which new developments should recognize. Many areas are primarily 33 ft. wide by 122 ft. (approximate) deep sites, though some RS-7 zoned streets have smaller sites (40 ft. x 66 ft., etc.). Occasionally significantly larger sites do occur, and where they are within streetscapes of typically smaller sites, the rhythm of the smaller lots' developments should be incorporated within the design of new larger lot development (see Figure 1).
- (b) Some RS-7 zoned areas still retain their original development, often houses pre-dating 1940. Where a streetscape includes older character houses, new development, regardless of architectural style, should be visually compatible with the context buildings.
- (c) The landscaping of streetscapes varies both in terms of private property development and boulevard trees, lawns, and other features. New development should maintain and enhance the landscaping quality of surrounding properties.

2.3 Orientation

The orientation of entries, covered porches, and other elements should generally follow the patterns of equivalent elements of existing residential buildings on surrounding residentially zoned sites.

2.6 Light and Ventilation

To facilitate reasonable access to natural light and ventilation, habitable spaces (living, dining, bedrooms, dens, eat-in kitchens) should have at least one window facing a street, lane, or rear yard.

2.8 Noise

Mechanical equipment and other noise sources should be located away from houses/buildings on adjacent sites, generally not in or oriented towards interior side yards.

2.9 Privacy

New development should be designed so that windows do not unnecessarily detract from the privacy of adjacent buildings and yard spaces. Specifically, interior side yard facing windows should not look directly into the windows of adjacent buildings; windows and balconies/decks of new development should also be designed and located in a manner to minimize over look of the windows or useable open space (patios, etc.) of adjacent properties.

2.10 Safety

The design of new development should respond to safety and security concerns and apply the principles of CPTED (Crime Prevention Through Environmental Design). Entries and site walkways should be lighted at night.

2.11 Access and Circulation

- (a) Street facing ground level residential units should have a front door visible from the street and connected by a paved pathway to the public sidewalk. Pedestrian access to other ground level units (facing a rear yard or side yard including infill units) should also be by paved pathway from a street with appropriate identification at the public sidewalk.
- (b) Vehicular access should be from the lane. Where no lane exists or lane access is impractical, paved on-site driveways and maneuvering areas should be kept to a functional minimum, treated in an unobtrusive manner, and be integral with the site landscaping design.

2.12 Heritage

- (a) Where a site includes a building on the Vancouver Heritage Inventory (VHI), the design of new development should consider retaining this building and integrating it with new development. Applicants should consult with the City's Heritage Planning Group, who can advise on relaxations and/or floor area bonuses that may be available for retaining VHI listed buildings.
- (b) Where adjacent or surrounding sites include VHI residential buildings, the design of new development should be of compatible design though historic/traditional architectural styles or replication are not mandatory.

3 Uses

3.1 General

For typical size lots (33 ft. x 122 ft. approx.), the RS-7 zone allows Single-Family Dwellings with or without rental or Family Suites in new or existing buildings consistent with policies in the RS-1S and RS-5S zones. This is regulated by allowing Multiple Conversion Dwellings and Two-Family Dwellings. Historically, on larger sites, the RS-2 zone (former zone in some of the RS-7 zoned areas) allows Two-Family Dwellings on sites no less than 668 m² in area and Multiple Dwellings and Infill on sites no less than 929 m² in area. These larger site development options are also available in the RS-7 zone plus the additional option of two (new) principal residential buildings on sites no less than 929 m² in area. The following addresses the external design controls on different development types.

3.2 Single-Family and Two-Family Dwellings

For single-Family and Two-Family Dwellings:

- (a) the District Schedule Sections 4.17 External Design Regulations apply;
- (b) the District Schedule offers a floor area increase where an applicant complies with the RS-7 Guidelines Section 8 Landscaping requirements; *and*
- (c) compliance with other sections of the Guidelines is not mandatory but applicants may wish to consult the Guidelines for general design interest. ~~and~~
- ~~(d) Dwelling Units may not be strata titled on sites less than 668 m² in area.~~

3.3 Multiple Conversion Dwellings

- (a) A Multiple Conversion Dwelling may be considered on any size lot and for existing development of any age or character. Where a unit is a Secondary Suite (rental or Family), the District Schedule may require internal access between the units.
- (b) District Schedule Sections 4.17 External Design Regulations apply. However, staff will use discretion in applying the external design regulations as per District Schedule Section 5.4.1 taking into account:
 - (i) the character, architectural quality, and retention of original materials and detailing;
 - (ii) the extent of exterior construction proposed and its effect of the building character; *and*
 - (iii) the architectural character of residential buildings on surrounding sites.
- (c) The District Schedule offers a floor area increase where an applicant complies with the Guidelines Section 8 Landscaping requirements.
- (d) Dwelling Units may not be strata titled on sites less than 668 m² in area; *and*
- (e) the Multiple Conversion Dwelling Guidelines (RS-1A, RS-2, RS-4, RS-7, RT-2, and RT-3 Districts) apply.

3.4 Multiple Dwellings

- (a) A Multiple Dwelling may only be considered on sites 929 m² or larger in area;
- (b) District Schedule Sections 4.17 External Design Regulations apply but are subject to Director of Planning relaxation;
- (c) the RS-2 and RS-7 Infill and Multiple Dwelling Guidelines apply regarding site assembly and development; *and*
- (d) all sections of this RS-7 Design Guidelines apply.

3.5 Infill

(also applies to residential developments with two or more new principal buildings; see RS-7 District Schedule Section 4.19)

3.5.1 General Criteria

- (a) Infill will be considered where this development type results in a better over all design fit with the existing development patterns of adjacent properties and the surrounding neighbourhood than a Multiple Dwelling, Multiple Conversion Dwelling, or Two-Family Dwelling (without an associated Infill building) would provide. Infill is also offered as an option towards retaining existing buildings, by allowing the construction of a second residential building on site. Issues including architectural design, privacy loss, shadowing, and useable open space, will be considered;
- (b) Infill may only be considered on sites 929 m² or larger in area;
- (c) District Schedule Sections 4.17 External Design Regulations apply but are subject to Director of Planning relaxation;
- (d) all sections of this RS-7 Design Guidelines apply;
- (e) the RS-2 and RS-7 Infill and Multiple Dwelling Guidelines apply regarding site assembly and development;
- (f) Development Permits for Infill will be subject to the condition that the existing house cannot be demolished without the approval of the Director of Planning;

- (g) relocation of the original house may be considered, with due regard to the zoning and guidelines requirements regarding yards, provided significant architectural features such as stone foundations and pillars will not be jeopardized; and
- (h) where Infill is proposed, it is expected that the external design of the retained principal building will either be approvable or renovated to be approvable under the Guidelines.

3.5.2 Sites For Infill

The following guidelines will be used to consider whether the site of an existing building qualifies for infill.

- (a) Rear yard Infill:
 - (i) on mid-block sites where rear yard infill is proposed, the minimum existing side yard adjacent to the existing principal building should be approximately 4.9 m for pedestrian access only, 5.5 m for pedestrian and vehicular access (where no lane access exists); and
 - (ii) the side yard requirement of 3.5.2 (a)(i) should not be required on corner sites, or for sites with buildings on the Vancouver Heritage Inventory or for buildings which the Heritage Planner deems to be of heritage merit. It may be reduced to 3.7m in these cases.
- (b) Front yard Infill:
 - (i) infill within the principal building envelope may be considered where the siting of the existing building meets guidelines for rear yard infill site area and site coverage.
- (c) Side yard Infill:
 - (i) for an infill in a side yard, the minimum existing side yard area should be 306 m² (3,000 sq. ft.).

3.5.3. Height and Yards

- (a) Infill buildings (or one of the two principal buildings, typically located in the rear yard or accessory building area) should be clearly secondary in mass and height to the principal building (or primary principal building typically located between the front and rear yards). The Infill should be no more than 7.3 m in height measured to the highest point of the roof if a flat roof, to the deck line of a mansard roof, or to the mean height level between the eaves and the ridge of a gable, hip or gambrel roof, provided that no portion of an accessory building may exceed 8.5 m in height. The height of front yard and side yard Infill should respond to the streetscape.
- (b) Yards, Building Widths, and Separations
 - (i) The minimum side yard should be 1.2 m, except front yard infill which should have one side yard of 4.9 to 5.5 m for access to an existing building in the rear (see 3.5.2 a) above);
 - (ii) The minimum separation between an existing building and a front or rear yard infill, including any accessory building, should be 4.9 m. This separation space should be clear across the site, not significantly jogged; and
 - (iii) The maximum width of rear yard infill and accessory building should be 80 percent of site width (including building projections such as bay windows, turrets, etc.).
- (c) Site Coverage
 - (i) Rear yard Infill, including accessory buildings, should have maximum site coverage of 35 percent of existing rear yard area; and
 - (ii) Side yard Infill, including accessory building, should have maximum site coverage of 45 percent of existing side yard area.

3.6 Other Conditional Uses

Non-residential conditional uses such as schools, community centres, etc. will be reviewed on a case-by-case basis. Early consultation with City staff is strongly recommended.

4 Guidelines Pertaining to the Regulations of the Zoning and Development By-law (and the Parking By-law)

4.1 Site Area

- (a) Site area minimums related to unit strata titling is discussed in the RS-1S, RS-5S, RS-7 and RT-Zones Strata Title Policies and should be consulted when an applicant is considering strata titling units within a new or existing residential development.
- (b) The RS-2, RS-7 Infill and Multiple Dwelling Guidelines should be consulted regarding lot assemblies and related Infill, Multiple Dwelling, or development with two principal buildings.

4.2 Frontage

The District Schedule has no minimum frontage requirements. However, for new development on wider lots, the massing rhythm of the existing surrounding residential buildings related to streetscape repetitive lot frontage widths (often 33 ft.) should be compatibly reflected in new development.

4.3 Height

The height and massing of Multiple Dwellings should step down towards existing residential buildings of lower height on side yard adjacent sites to make a compatible form transition between new and old developments and reduce the overlook and solar impacts of new buildings on adjacent buildings and usable yard spaces.

4.4 Front Yard

- (a) The minimum front yard setback of new residential buildings is intended to be the average of the front yards of buildings on the adjacent sites. However, the front yard setback of a Multiple Dwelling or for the front most dwelling of a development with two or more principal buildings may be varied where the design is more compatible with the varying front set backs of each of the existing buildings on both the side adjacent lots rather than a design specifically complying with a single averaged front yard setback would be.
- (b) Where the front yard setback of a non-residential building is not typical of other adjacent residential buildings, the front yard setback of a proposed residential development may be relaxed in order to be similar to the setbacks of other residential buildings on adjacent sites and the streetscape.

4.6 Rear Yard

- (a) For Multiple Dwellings, where the rear of the building extends further back than the rear of existing residential buildings on adjacent sites, the massing should be stepped back from the rear yard as it approaches the side yards, to reduce the impact on the rear yards and buildings on adjacent sites.
- (b) For Infill and the secondary dwelling on a site with two principal buildings, the building placement should respond to the principal buildings and any accessory buildings on adjacent sites, and through careful design, minimize over look and shadowing impacts as much as possible.

4.7 Floor Space Ratio

The .04 floor space ratio increase is available to a single-family and two-family dwelling, special needs residential facility (community care, class A), and Multiple Conversion Dwelling where the site landscaping plan complies with the Section 8 Landscaping Guidelines.

4.8 Site Coverage

- (a) Under RS-7 District Schedule Section 5.6, building site coverage may be relaxed for Multiple Dwellings and Infill where the increased coverage supports a design that better responds to the nearby building massing and open space.

- (b) Building site coverage area calculations do not include parking structures below ground and covered with landscaping.
- (c) Section 4.8.4 limits the site area covered by buildings and all impermeable materials (paving, decks, swimming pools, etc.) to 60 percent of the site area. This regulation addresses both the concerns of excessive storm water run off and the need to enhance the urban landscape through site planting related to Section 8 Landscaping. These requirements do not apply to Multiple Dwelling developments. Under District Schedule Section 5.7 and 5.8, the Director of Planning may consider relaxation of these regulations in some situations (see RS Zones Impermeable Materials Suite Coverage Guidelines).

4.9 Off-street Parking

- (a) Where a site abuts a developed lane, parking access should be from the lane.
- (b) Where parking access is from a front or side street, the driveway should be as narrow as possible (see Parking By-law and the Planning-By-law administrative Bulletin on Parking and Loading Design Guidelines) and paved. See RS-7 Guidelines Section 8.4 Landscaping for paving materials.
- (c) Parking is not permitted in any required yard area.
- (d) Where development includes a new garage as an accessory building, the design should be of a design character similar to that of the principal building.

4.17 External Design

Section 4.17 External Design of the RS-7 District Schedule applies to all development. However, District Schedule Section 5 provides for Director of Planning relaxations of Section 4.17 in whole or in part for developments other than a One-Family Dwelling, Two-Family Dwelling, and Special Needs Residential Facility - Community Care - Class A.

4.18 Dwelling Unit Density

This section regulates the maximum number of units per site for a Multiple Conversion Dwelling, Multiple Dwelling, Infill, and sites with two principal buildings. Where calculations result in a fractional number, the number shall be rounded down to the next whole unit.

4.19 Number of Buildings on Site

The RS-7 District Schedule permits two or more principal buildings on a site on sites 929 m² or larger. This provision has been introduced to allow applicants to propose a development where the size and massing of a single new principal building would overwhelm buildings on adjacent sites and the streetscape. In designing projects involving total redevelopment of a site and proposing two or more principal buildings on a site, applicants should consult sections of these guidelines related to Infill; the same criteria applies to development where two or more new buildings are proposed. The Infill guidelines provide direction with respect to the relationship which must be established between principal buildings, dependent on their location on the site.

5 Architectural Components

These Guidelines apply to a Multiple Dwelling, Infill, and other conditional approval use developments. The objective of the following guidelines is to establish minimum standards of building design, exterior materials, detailing, and site landscaping. However, it is not the intent of these guidelines to prescribe a specific architectural style for new development.

5.1 Roofs and Chimneys

- (a) Roof forms, roofing materials, and roof colours should be generally compatible with those of nearby residences.
- (b) Where a metal chimney flue is used for fireplaces (gas or wood fuel), a non-combustible vented enclosure shall be provided to visually screen the flue. Visual screen enclosures need not be provided for through-wall gas fireplace vents.

5.2 Windows

- (a) Building windows should demonstrate a generally consistent design. Special feature windows, balcony glazing, or similar windows may be different from the design of the typical windows used for the majority of the building.
- (b) Trimless “nail-on” type windows are discouraged. Window units should generally have trim, be recessed behind the wall face, or employ other enriching perimeter details to enhance the windows and building design.

5.3 Entrances, Stairs, and Porches

- (a) Street facing residential units at or near ground level should have their own private entry door with a covered entry porch (see figure 2).

Figure 2.



- (b) On streetscapes where larger covered front entry porches (adequate for deck chairs etc.) occur, new development should respond to this pattern. However, covered front porches on multiple dwellings should be discontinuous emphasizing individual dwelling units and reflecting the single-family dwelling porch scale.

5.4 Balconies

- (a) Where balconies are provided, guards should be designed to visually screen deck furniture, bicycles, barbeques, and other items often used or stored on balconies as seen from ground level.

5.5 Exterior Wall Finishes

- (a) Primary exterior wall finishing systems may include stucco, wood siding, and other materials typical of older homes on the surrounding streetscape.
- (b) Vinyl or aluminum siding may also be used where wood corner boards and trims, minimum 89 mm (3.5 in.) width, around doors and windows are provided.
- (c) Other exterior cladding materials such as brick, stone, or concrete are suitable as secondary cladding materials.
- (d) Exterior materials and finishes should be used in approximately equal proportions on all building facades. “False front” use of higher quality materials is not encouraged.

5.6 Lighting

Exterior lighting on buildings should provide adequate illumination for entry porches, doors, balconies and similar areas without excessive light levels that effect the windows of dwellings on adjacent or nearby sites. (See also Section 8.5 regarding landscape/site lighting).

7 Open Space

- (a) Every dwelling unit should have an outdoor private open space such as a patio or balcony with a minimum 4.5 m² area and minimum 2.0 m width dimension.
- (b) Patios should be visually private, using landscape screening (hedges) or fencing.
- (c) Balconies should be located and designed to maximize privacy of use and, as much as possible, designed so that occupants do not overlook other private open spaces including private open spaces on adjacent sites.
- (d) As site conditions and opportunities allow, orient private open spaces to the sun and any longer views available.

8 Landscaping

8.1 Image

Site landscaping is of equal importance to building design in the appearance of a new development or major exterior renovations/additions. The landscape design should provide adequate trees, plant materials, and other elements to enhance the building's setting and assist in providing a visual transition between adjacent properties and buildings of different styles and designs. Most importantly, the front yard should present an image primarily defined by plant materials. No specific style of landscape design is prescribed.

8.2 Topography

Generally, the site grading should follow the area's natural topography. Abrupt, arbitrary grade changes are not encouraged although subordinate areas of raised planters are generally approvable.

Where topography necessitates retaining walls, the use of stone, brick, split face block, timber cribbing and similar materials is encouraged. Generally, retaining walls should be planted with spreading ground covers, vines or shrubbery to soften the appearance of the wall and help incorporate the wall into the surrounding landscape. In the front yard, use of ordinary concrete block for retaining walls is not encouraged.

Where basement and cellar areas project beyond the first storey, foundation planting should be designed to ease the visual transition of this semi-underground structure to the general site topography. The screening of projecting basement areas may necessitate providing plant materials in addition to those noted in section 8.3 below.

Where possible, existing significant stone or brick retaining walls should be retained, relocated or replaced with any necessary modifications and integrated into the new landscape and site development.

8.3 Planting

- (a) General
Existing trees, hedges and major shrubs should be maintained or relocated on site wherever possible. Lawn should be used in the City boulevard between curb and sidewalk. The "inside" boulevard (between sidewalk and property line), is also City property and should also be lawn.

A portion of the front yard adjacent to the property line should be landscaped to increase visual amenity to the street. The impact of this planting, to reduce unrelieved fences and/or hedges, should be enhanced through layering of planting (e.g., vines on any fences or walls located behind it).

A significant portion of the yards should be planted to complement the lawn area and building. A minimum of 15 percent of the front yard area should be planting beds composed of a layering of shrubbery, flowers and/or ground covers. Planting beds in the side and rear yards (accessory building or second principal building areas to be first deducted) should comprise a minimum of 10 percent of these combined net yard areas.

- (b) Trees
All mature trees in good health and form should be retained whenever possible. (See also the separate Private Property Tree By-law and Guidelines).
- (c) Shrubs
Every site should be planted with a minimum of 3 shrubs of a no. 3 pot size (or equivalent) and 4 shrubs of a no. 2 pot size per 2 m² of planting bed area. All shrubs to be to British Columbia Society of Landscape Architects/British Columbia Nursery Trades Association Landscape Standards.
- (d) Lawn and Ground Cover
Except for areas of buildings, paving, pools or planting beds, the remainder of the site should be planted in lawn, ground covers, or other similar plant materials. Except for necessary walkways, driveways, or areas between shrubbery, the use of gravel, bark mulch, and similar materials is discouraged.

8.4 Paved Walks, Patios, and Driveways

- (a) Paving
Minimize large expanses of paving materials. Where paving is used, unit pavers, brick, stone/gravel, exposed aggregate concrete, coloured concrete, or similar paving materials with visual texture and/or sub-divisions at maximum 1.2 m spacing are encouraged.
- (b) Fences
At front and exterior side yards, screening, fencing, or walls should generally be coordinated with the materials and colours of the building or be natural wood. Some types (lattice, low walls with higher planting and subtle elevation changes) allow views and light to penetrate and are more suitable, creating a friendly appearance near the street, and allowing informal surveillance from the street into the property and vice versa for security. In front yards, white or brightly coloured metal fencing is not encouraged. More solid walls or fences may be used at interior side yards and around rear yards where complete privacy may be desired.
- (c) Feature Elements
In the front yard, the use of feature elements such as fountains or sculpture should not be visually dominant.

8.5 Site Lighting

- (a) Site lighting, adequate to illuminate walkways and entries is appropriate, but should not be excessive.
- (b) Site lighting should not be intrusive into neighbouring yards or adjacent building's windows. Site lighting should not present an institutional appearance nor should it project unnecessary glare to the sidewalk, street, or other nearby properties.
- (c) Short term, motion-activated security lighting, oriented away from adjoining properties and buildings, may be used.
- (d) Flood lighting of yards or building facades is discouraged.

Submission Requirements

In accordance with Section 4.1.3 of the *Zoning and Development By-law*, applicants shall provide plans and drawings describing the proposed development including but not limited to a site plan, floor plans, roof plan, building elevations, building section, and related written information including a zoning analysis showing the allowed and proposed statistics. If the application involves additions or exterior alterations, the plans and drawings should clearly distinguish those parts of the building being retained from those being added, altered, or removed.

In addition to the above, the Director of Planning may require the submission of other documents or items related to the application. Specifically, the following additional materials shall be submitted:

1. For all applications except a Single-Family, Two-Family, Multiple Conversion Dwelling or a Special Needs Residential Care Facility - Community Care - Class A **not** seeking the floor area increase, a landscape plan which indicates major trees to be retained, relocated on site, or removed, the botanical and common names, number and sizes of new plant materials, paving materials, walls, fences, arbors, trellises, and other significant site items retained or proposed as part of the development.
2. For a Multiple Dwelling, Infill, developments proposing two or more principal buildings, and all non-residential conditional approval use developments, the following shall be submitted:
 - (a) a site plan which locates buildings and outdoor living spaces on abutting sites and reflected elevation drawings of adjacent buildings on abutting sites showing the location of their windows and doors on the elevations of the proposed development;
 - (b) a drawing showing the view of the proposed development and the developments on the two abutting parcels as seen from the street on which the proposal fronts;
 - (c) a brief written statement, with or without supporting graphics, describing:
 - (i) the site's context in terms of area development patterns and landscaping; and
 - (ii) how the proposed development warrants approval with regard to the RS-7 Guidelines and District Schedule, all other applicable requirements of the *Zoning and Development By-law*, Policies and Guidelines, and the general neighbourhood context;
 - (d) colour photographs (5 in. x 7 in. minimum size) of:
 - (i) all sides of any existing buildings to be retained; and
 - (ii) street views of the development on the two sites on both sides of the development site and approximately three sites across the street (or the equivalent depending on the site location and street configuration.)

The Director of Planning may also require other submissions including:

1. a plan and/or section showing the impact of the proposed building on sun access to adjacent yards and buildings. For the purposes of this drawing, shadows should be drawn as they would occur at 10:00 a.m. and 2:00 p.m. on March 21st and September 21st;
2. a perspective rendering of the proposed development including landscaping and also showing the development on the adjacent sites; and
3. a model of the proposed development and portions of developments on adjacent sites adequate to assess issues of massing, solar impact, privacy, and general design.

Note: The RS-7 Explanatory Notes are available from Planning. These Notes provide illustrative material which addresses selected sections of the RS-7 District Schedule and Guidelines. The Explanatory Notes are a helper document and are not Council-adopted policy.