



ADMINISTRATIVE REPORT

Report Date: December 5, 2018
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Meeting Date: December 18, 2018

TO: Vancouver City Council
FROM: General Manager of Planning, Urban Design and Sustainability
SUBJECT: Costs of Consultation, Time Constraints and Impacts of Pursuing By-law Amendments to Remove Two-family Dwellings (Duplex) from RS Zones

RECOMMENDATION

That this report be received for information to inform a Council decision on the proposed motion to amend the Zoning and Development By-law to remove two-family dwellings (duplex) as a permitted use in most RS zones.

REPORT SUMMARY

This report provides background information, estimated consultation costs, time constraints, impacts and potential implications of pursuing amendments to reverse the recently enacted amendments to allow duplex in most RS zones. This report outlines three consultation approaches that could be followed should Council decide to pursue proposed amendments to remove duplex as a permitted use. In light of the costs, resource impacts and other implications of removing duplex, this report provides an alternate option for consideration that would allow duplex to continue on a trial basis with further discussion and analysis over the next year as part of advancing the upcoming Making Room Housing Program and the upcoming City-wide Plan.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

- Housing Vancouver Strategy (2018 – 2027) and Three Year Action Plan (2018-2020)
- Making Room Housing Program: Overview and Quick Start Actions (June 5, 2018)
- Amendments to the Zoning and Development By-law for Most RS Zones to Allow Two-Family Dwellings (Duplexes) to Increase Housing Choice (approved at Public Hearing on September 19, 2018 and enacted on October 30, 2018)

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends acceptance of the information and consideration of the options provided in this report.

REPORT

Background/Context

1. Previous Council Direction and Actions

In November 2017, Council approved the *Housing Vancouver Strategy* (HVS) and *Three Year Action Plan*. The HVS outlines a comprehensive 10-year strategy to tackle the housing crisis and the City's commitment to a range of key actions, including:

“Enable new opportunities to evolve low-density areas through creative, ground-oriented, infill, and low-rise options” (page 34).

The Three Year Action Plan, Key Strategy 2 of Section 3 (The Right Supply) included a high-priority action for implementation in year 1, focused on intensifying housing choice to create new opportunities, and specifically:

“...reviews city-wide regulations and identifies new policies and zoning changes to build new types of housing beyond the current limit of 3 units per lot in RS zoned areas, including: allowing...duplexes....” (page 8)

The ideas and objectives of the *Housing Vancouver Strategy* and *Three Year Action Plan* are the product of over a year of intensive community and partner engagement. This process involved a wide variety of public events, open houses and workshops as well as on-line surveys that drew over 10,000 responses.

Through the Housing Vancouver conversations, staff learned about the housing challenges facing Vancouver residents and about their priorities and vision for the future of housing in the city. Staff know that housing affordability is a top value for residents, and many households are making significant trade-offs in order to stay in the city.¹ Residents also identified equity as an important value and the need to prioritize housing that promotes greater equity between generations and across tenures, income brackets and backgrounds. Concerns about geographic equity emerged, specifically in relation to differential treatment between neighbourhoods and areas of the city where density and new housing options are considered and introduced.

During the development of the HVS, staff also learned that residents are willing to embrace changes to ensure Vancouver can remain a diverse, affordable and accessible city, and want to see more of the “right supply” of housing. Residents indicated they are open to considering a diverse range of options for their next home, and had a strong preference for more ground-oriented forms such as townhouses and duplexes.

¹ Consultation as part of the Character Home Zoning Review in 2016 and 2017 also indicated affordability of housing choices as the top priority, cited more often than concerns with the demolition of pre-1940s homes.

On June 19, 2018 Council endorsed the creation of the Making Room Housing Program to address a key objective of the *Housing Vancouver Strategy* – shifting towards the “right supply” of housing to meet the needs of people who live and work in Vancouver. The focus of Making Room is to expand the diversity of housing options in low-density neighbourhoods. Other housing initiatives identified in the *10 Year Affordable Housing Delivery and Financial Strategy*, such as the ongoing Social Housing or Rental Tenure (SHORT) program, the new Moderate Income Rental Housing Pilot Program (MIRHPP) and incentive policies in recently approved community plans, focus on the delivery of affordable rental and social housing. The Making Room report outlined the city-wide approach to create opportunities for missing middle housing options. It also identified Quick Start Actions including proposed amendments to most RS zones to allow duplex as a new housing option and amendments to RT zones in Kitsilano and Kensington-Cedar Cottage (KCC) to expand the range of housing choice already available in those areas.

In separate reports considered on July 24, 2018 (RTS 12676 and 12677) Council referred the RT and RS zone amendments to public hearing. The report recommending amendments to RS zones describes how duplex is being introduced in a careful and intentional way to add an ownership opportunity that is less expensive than a new house in the same neighbourhood.² Duplex was introduced as a way to bring in modest change in neighbourhoods and to provide an alternative to those already considering demolishing and building a new house. Key aspects of the zoning amendments included the following:

- Duplex is permitted at 0.7 FSR (equal to a one-family dwelling);
- Duplex is not permitted in conjunction with a laneway house (value of strata titling is offset by not allowing a laneway house, which is eligible for an additional 0.16 FSR); and
- Duplex on lots 511 sq. m. (5,500 sq.ft.) and over is only allowed in conjunction with a secondary suite.³

The maximum density for duplex in RS zones was set at 0.7 FSR so that it would not financially out-compete the Character Home Retention Incentives which provide eligible pre-1940s homes in RS zones (about 20%) with the option to strata title their properties and allow additions up to a total of 0.75 FSR, and a total FSR of 0.85 for infill.⁴ A public handout developed to illustrate all of the options now available in RS zones is provided for reference as Appendix A.

At the September 19, 2018 public hearing, Council approved in principle zoning amendments to add duplex as a housing choice in most RS zones; the by-law was enacted on October 30, 2018 (By-law No. 12285). At the September 19, 2018, public hearing, Council also passed a resolution referring the consideration of the amendments to RT-7, RT-8 and RT-10/RT-10N zones to increase housing choice, to a future date.

2. Current Council Direction and Actions

At the November 13, 2018 Regular Council meeting, Council referred a motion to *Reconsider the RS Zoning Amendments – By-law No. 3575 and Related Strata Title Guidelines* to the November 14, 2018 Standing Committee of Council on Policy and Strategic Priorities meeting, to hear from speakers.

² 2017 sales information indicates that a duplex unit generally costs about \$1M less than a new house on the east side of Vancouver and \$2M to \$3M less on the west side.

³ This is the first time the City of Vancouver has required secondary suites on larger lots to provide suites. Suites are not required with a new one-family dwelling on the same lots.

⁴ Approximately 12,000 of the 60,000 houses in the city are eligible for Character Incentives.

At the November 15, 2018 Standing Committee meeting Council considered the following amended motion:

THAT the Committee recommend to Council

WHEREAS

1. Members of the public have raised concerns with the consultation process prior to the referral to Public Hearing of amendments to the Zoning and Development By-law and related guidelines and policies as proposed in the Policy Report dated June 27, 2018 and entitled “Amendments to the Zoning and Development By-law for Most RS Zones to Allow Two-Family Dwellings (Duplexes) to Increase Housing Choice”.
2. Members of the public expressed significant opposition at the Public Hearing of the proposed amendments held on September 18 and 19, 2018.
3. City Councillors and members of the public raised concerns at the Public Hearing regarding City Council deciding items of great significance within months of the Vancouver Civic election, and many speakers suggested that any major changes or amendments recommended by staff for RS Zones should be referred to the new Vancouver City Council elected on October 20, 2018.
4. On October 30, 2018, Council enacted amendments to the Zoning and Development By-law No. 3575 and related changes to Strata Title Policies for RS, RT and RM Zones and RS-7 Guidelines, to authorize two-family dwellings in RS Zones.

THEREFORE BE IT RESOLVED

- A. THAT the Director of Planning, in consultation with the Director of Legal Services, be instructed to bring forward for consideration by Council, for referral to Public Hearing at the earliest possible date, amendments to the Zoning and Development By-law No. 3575 and related changes to policies and guidelines that reverse the effect of the amendments to by-laws, policies and guidelines generally authorizing two-family dwelling in RS Zones that were enacted at the Council meeting on October 30, 2018.
- B. THAT Council affirm support for applications received by the City that rely on the impugned amendments that were enacted on October 30, 2018.

After hearing from speakers, Council did not make a final decision on the above referral motion and passed the following motion requesting more information:

THAT Item 10 - Reconsider RS Zoning Amendments - By-law No. 3575 and Related Strata Title Guidelines, be referred to staff to report out on the costs of consultation and to outline time constraints and impacts it would have on moving forward with a City-wide

Plan, as well as draft wording of the by-law, and report back at the Regular Council meeting on December 18, 2018.

On December 4, 2018, Council considered a staff report and approved a recommendation to rescind the motion adopted on July 24, 2018 to refer amendments to RT zones in Kitsilano and Kensington-Cedar Cottage (KCC) along with various by-laws, policies and guidelines to a public hearing and instead focus planning resources on advancing the Making Room Housing Program as a key building block of a future City-wide Plan.

Strategic Analysis

This section provides information to assist Council with a decision on whether or not to pursue zoning amendments to remove duplex as a permitted use from most RS zones. The consultation and staff costs of referring proposed amendments to remove duplex as a permitted use to a public hearing are provided with three options for consultation. The resource impacts are provided, including estimated delays to launching city-wide engagement as part of the Making Room Housing Program. Other implications of reversing the duplex decision are discussed including the challenges it would pose for the upcoming city-wide conversation about change in low-density neighbourhoods and the uncertainty that it would pose for builders and homeowners.

1. Costs of Consultation and Time Constraints / Resource Impacts

The Council motion considered on November 14th and 15th indicates a desire to amend the Zoning and Development By-law to remove duplex as a use in most RS zones using a process involving the shortest possible time. However, during the Council discussion on this referral motion some Councillors indicated that they had concerns with fast tracking the process to remove duplex to redress a perceived fault with the process that introduced duplex. Accordingly, a range of process options with resource impacts and estimated costs are outlined in Appendix B.

The cost to introduce duplex in RS zones including work leading up to the public hearing and work following enactment to integrate duplex fully into the City's regulatory and permitting system is estimated at \$200,000 (including staff time required from various departments to coordinate communications, advertising, meeting materials, permitting system changes, training, by-law consolidation, etc.). The cost of options to remove duplex through amendments to the Zoning and Development By-law ranges from about \$65,000 for the most limited engagement option to \$175,000 for an approach which would involve staff engaging with residents about whether or not to eliminate duplex prior to considering a referral motion.

If Council decides to advance by-law amendments following any of the process options described in Appendix B, staff resources in Planning will be diverted from advancing the Making Room Housing Program and from coordinating and aligning that work program with the proposed City-wide Plan as follows:

- Option 1 – It is estimated that Option 1, which anticipates a public hearing in early March 2019, would divert about 25% of the person hours of the Making Room team. The current timeline for the Making Room Housing Program with a full staff complement (6) is to launch the public engagement in three months (mid-March) and spend most of 2019 discussing locational factors and housing types in order to create a framework for

change in neighbourhoods across the city. Diverting 25% of the team resources would delay preparations by about one month to mid-April.

- Option 2 – This option includes information meetings after referral (the approach used to introduce duplex) with a public hearing in March and would divert about 40% of the Making Room staff team capacity over the next three months and would delay a launch by almost two months to May.
- Option 3 – This option includes engagement about the possibility of removing duplex and a report back prior to a decision on a referral motion. This option takes more time and pushes a possible public hearing date to May. Option 3 would also delay the launch of the Making Room Housing Program / City-wide Plan engagement to May and would have a longer lasting impact on resources (until June).

Regardless of the engagement process followed, it is anticipated that a public hearing to remove duplex as a housing option from 60,000 RS zoned lots would attract a significant number of speakers and would require a dedicated public hearing that may extend over multiple days. The public hearing would require staff attendance from Planning, Urban Design and Sustainability (PDS) and Development, Buildings and Licensing (DBL) to answer questions that arise. Further, in the weeks between referral and a public hearing, DBL resources would be diverted from processing permits to explain the risks, options, and timing implications of a potential duplex change. Staff in PDS and DBL are already spending considerable time responding to questions in response to the proposed referral motion to remove duplex as a permitted use. As noted previously, if the amendments to remove duplex are enacted following a public hearing, staff time will be required to reverse the integration of duplex in the regulatory and permitting system.

2. Issues and Implications

Perception and Messaging — The reasons stated for the proposed motion to remove duplex focus on timing and process concerns with the introduction of duplex. To date, no councillor has identified any concerns or objections to duplex as a housing choice. There has been commentary that the purpose of removing duplex would be to “re-set” the RS regulations and provide a fresh start for a conversation about change in neighbourhoods. Staff are concerned that the stated concerns about process and intentions for removing duplex will not be generally understood by residents. It is likely that many could interpret the reversal on duplex as an indication of non-support for duplex as a suitable housing choice in low-density neighbourhoods.

The perception that Council does not support duplex could also make it challenging to have a conversation about change in low-density neighbourhoods. The Making Room Housing Program and planning for low-density residential neighbourhoods is a priority action from the HVS and a key piece of a future City-wide Plan that will begin in early 2019. Removing duplex from RS zones may be perceived as Council’s non-support for any change in neighbourhoods. It is anticipated that residents will question why there is a planning program to add new housing choice in low-density areas if Council is removing duplex. To mitigate this potential negative perception that Council does not support housing change in neighbourhoods, it is recommended that if Council decides to pursue amendments to remove duplex that they also pass a motion that explicitly states that Council supports the continued exploration of opportunities to deliver the “right supply” of housing as identified in the HVS, including a broad range of missing middle and infill housing options in low-density neighbourhoods as part of the Making Room / City-wide Plan process.

Uncertainty for Property Owners and Small-Scale Builders — As part of a corporate objective to improve processing time, staff in DBL and PDS have been meeting quarterly with small builders and spending considerable time and effort to identify ways to improve our processes, provide greater certainty and shorten permit processing times. The proposed referral motion to amend the Zoning and Development By-law to remove duplex as an option in most RS zones has created significant uncertainty and concern for small-scale builders and their clients. Nine (9) applications for duplex in RS zones have been received to date. Staff are aware of about 30 potential applicants (builders and homeowners) that are in limbo as a result of the possibility of a by-law change and are struggling with the risks, timing and cost impacts. Some have already cancelled active permit applications for a one-family dwelling with the intention of re-submitting for duplex. Staff have received many emails and phone calls expressing concerns about the impact of reversing the duplex decision.

Processing Permits — If Council decides to refer by-law amendments to remove duplex from most RS zones to a public hearing, staff will require Council direction on how to handle the duplex permits that are in-stream. There are at least three approaches to managing permits for duplex which are in-process prior to the enactment of the by-law change:

- 1) No Specific Instruction – If Council is not concerned about permits being issued for some duplexes, no further action by Council is needed. Complete permit applications that are received and are issuable up to the by-law change will be issued. When a by-law change is introduced that results in the removal of an option, many applicants attempt to “beat the clock”. This has impacts on the processing centre which must try to meet the permit processing obligations of the Zoning and Development By-law. Those applicants who do not have a permit by the date of the by-law enactment will be required to revise their applications to comply with the amended by-law and a duplex permit cannot be issued.
- 2) Withhold Permits – Section 570 of the *Vancouver Charter* authorizes a method of preventing or withholding applications which are in conflict with a by-law which has been referred to public hearing. The basic process is this:
 - (a) An application is made that conflicts with the proposed by-law or plan;
 - (b) Council, by resolution, directs the permit that was applied for to be withheld for 30 days from the date of application; and
 - (c) Council may during the 30-day period, by resolution, extend the withholding period for a further 60 days.

DBL staff, in consultation with Legal Services, would need to report to Council on the specific permits for duplexes that are received after the referral of the by-law and are in conflict with the referred by-law, and Council by resolution would need to direct that they be withheld. This approach requires continuous monitoring of applications and bi-weekly reports to Council in the period prior to public hearings.

- 3) Delay Effective Date of the Amendment – If Council wants to limit the uncertainty and risk that the proposed by-law change would have on applications, Council could ask staff to draft the by-laws so that the effective date of the new by-law would be scheduled for three (3) months after the public hearing date. This

approach would give sufficient time for most duplex applications that are received prior to the public hearing to be issued before the by-law change.

Public Hearing — Council should be aware that, like any by-law that it refers to public hearing, it must not prejudge the decision. Councillors must base their decision on the merits of the by-law based on the representations made by members of the public and staff at the public hearing. All Councillors should enter the public hearing with an open mind.

3. Options for Consideration

Refer Amendments to a Public Hearing – Refer the proposed amendment to remove Two-family Dwellings (duplex) as a permitted use in most RS zones to a public hearing (Appendix C). If Council votes to proceed with a referral, the option for managing in-stream permits as outlined in the section on Processing Permits (under Issues and Implications above) should be considered. A draft by-law that reverses the effect of the by-law enacted on October 30, 2018 is attached as Appendix C.

If Council wishes to pursue amendments to remove duplex as a permitted use in most RS zones, it should vote in support of the motion considered on November 15th and further, it should pass a motion to proceed by referring this by-law to public hearing.

A possible Council resolution is “That Council refer to public hearing the draft by-law generally in the form attached as Appendix C to this report.”

As discussed in the section on Perception and Messaging (under Issues and Implications above), staff recommend that Council also pass a resolution that indicates support for housing change in neighbourhoods. A possible resolution is “That Council supports the continued exploration of opportunities to deliver the “right supply” of housing as identified in the Housing Vancouver Strategy, including a broad range of missing middle and infill housing options in low-density neighbourhoods as part of the Making Room Housing Program / City-wide Plan process.”

Consider Duplex as a Trial Housing Option While Making Room Proceeds – Similar to the approach used when laneway homes were introduced as a housing choice in RS zones, Council could continue to allow duplex in RS zones as a trial housing option and commit to reviewing the duplex zoning after it has been in place for a year, including assessing take-up, duplex pricing, number of secondary suites and lock-offs included in duplexes, age/size/value of houses demolished to build a duplex, neighbourhood response, regulatory adjustments, etc. Qualifying duplex as a trial housing option provides an alternative to a definitive yes or no outcome and would allow duplex use to remain in place, to be further discussed, field tested and evaluated over the next year as part of the Making Room Housing Program and the City-wide Plan engagement. This approach would allow Council to both make a commitment to review the zoning in a consultative manner with residents over the coming year through Making Room and to make a future fact-based policy decision. This is the approach recommended by staff as it would avoid the costs, resource impacts, permit impacts and other implications of introducing and then removing a new housing option. The trial approach would also provide a valuable learning opportunity for staff as we look to introduce other new housing options in low-density areas. The monitoring, evaluating and reporting back on the introduction of duplex as a trial housing option can be included as a distinct item in a future Making Room Housing Program update report and Council could make a decision on changes required at that time with more complete information.

If Council does not wish to pursue amendments to remove duplex as a permitted use in most RS zones, and instead supports retaining duplex as a trial housing option, Council should vote against the motion considered on November 15th and further pass a motion that instructs staff on expectations and timing of the Trial Housing Option.

A possible Council resolution is “That the by-law amendments enacted on October 30, 2018, to allow duplex in most RS zones will remain in place as a trial housing option to be further discussed, field tested and evaluated over the next year as part of the Making Room Housing Program and the City-wide Plan engagement. Staff are to review the duplex zoning, including assessing take-up, duplex pricing, number of secondary suites and lock-offs included in duplexes, age/size/value of houses demolished to build a duplex, neighbourhood response, regulatory adjustments, etc. and report back to Council in a year. Council will make a decision on any changes needed at that time when more complete information is available.”

CONCLUSION

Duplex was approved as a new housing option in most RS zones as an Early Action of the Making Room Housing Program and as part of the implementation of the *Housing Vancouver Strategy*. It is a modest but meaningful step toward adding housing choice in neighbourhoods across the city. Proceeding with by-law amendments to remove duplex as a housing option would have significant costs, resource impacts, permitting impacts and will make it challenging to engage low-density neighbourhoods in a conversation about expanding the diversity of housing choice. Qualifying duplex as a trial housing option to be discussed along with other ground-oriented housing options and evaluated over the next year would provide Council with more information before making a decision.

* * * * *

HOUSING OPTIONS IN MOST* RS ZONES

* except RS-3 & RS-3A

New One-Family Dwelling

One-family dwelling with optional secondary suite

- Home owner
- Optional rental unit

0.7 FSR

One-family dwelling with optional secondary suite and laneway house

- Home owner
- Optional rental unit

0.7 FSR 0.16 FSR

Parking Requirements:

- Minimum 2 spaces for one-family dwelling with secondary suite
- Minimum 1 space for one-family dwelling with secondary suite and laneway house

Character House Retention

Pre-1940 homes (character merit assessment required)

House with addition, secondary suite, and laneway house (up to 3 units)

- Home owner
- Optional rental unit

0.75 FSR 0.16 FSR

House with secondary suite and infill (up to 3 units)

- Strata unit 1
- Optional rental unit
- Strata unit 2

0.85 FSR

Multiple Conversion Dwelling (up to 3 units)

- Strata unit 1
- Strata unit 2
- Strata unit 3

0.75 FSR

Multiple Conversion Dwelling with Infill (up to 3 units)

- Strata unit 1
- Strata unit 2
- Strata unit 3

0.85 FSR

Parking Requirements: Please ask staff

New Two-Family Dwelling

New build only

Two-family dwelling

- without secondary suite (on lots <511m²)
- with secondary suite
- with lock-off unit

0.7 FSR

Note: rental units (secondary suites or lock-off units) are optional on lots up to 510m². At least one secondary suite is required for duplex use on lots 511m² or larger.

- Strata unit 1
- Strata unit 2
- Rental unit

Parking Requirements:

- Minimum 2 spaces for duplex
- Minimum 3 spaces for duplex with secondary suite(s)
- Lock-off unit: no additional parking required

Duplex Options by Site Area

Site Area	Duplex (no suite or lock-off unit)	Duplex + Lock-off Unit (max 1 lock-off unit per duplex unit)	Duplex + Secondary Suite (max 1 suite per duplex unit)
334 m ² - <511 m ² (3,595 ft ² - <5,500 ft ²)	✓	✓	✓
≥511 m ² (≥5,500 ft ²)	✗	✗	✓
Minimum Parking Requirement	2 spaces	2 spaces	3 spaces

✓ = permitted

✗ = not permitted

	Options	Vancouver Charter Requirements	Communications Practice	Resources	Costs	
1	Low Least Possible under the VC	Referral to a public hearing Advertise in paper 2 times prior to PH	<u>Core Comms Items:</u> <ul style="list-style-type: none"> • E-mails to list-serve, groups to note referral of by-law to a public hearing • Update Comms tools to note possible changes to regulations and explain public hearing process: <ul style="list-style-type: none"> ○ Making Room Webpage ○ DBL Website ○ Pamphlets and handout • Update zoning information following the public hearing • Respond to media requests as necessary 	<u>Core Work Items:</u> <p>PDS</p> <ul style="list-style-type: none"> • Create text for communications, respond to phone calls and e-mails • Create ads • Work with DBL and Law to manage in-stream permits • Coordinate with Clerks on hearing date, speakers list • Prepare for public hearing • Consolidate by-law • Update websites <p>DBL</p> <ul style="list-style-type: none"> • Customer enquiries/advice on phone, person, e-mail • Manage permits that may be affected by change • Prepare withholding reports (TBD) • Changes to regulatory and permitting systems <p>CITY CLERK</p> <ul style="list-style-type: none"> • Prepare for and staff public hearing 	<u>Core Items:</u> <p>Public hearing advertisements</p> <p>25% of Making Room Team resources for 3 months (assumes early March public hearing)</p> <p>Comms Staff</p> <p>DBL Staff</p> <p>Clerks</p>	<u>Costs:</u> <p>\$7,000</p> <p>\$37,500</p> <p>\$2,500</p> <p>\$15,000</p> <p>\$3,000</p>
					TOTAL COST	\$65,000

Options	VC Reqs	Communications Practice	Resources	Costs	
2 Moderate (approach used to introduce duplex)	Core items identified in Option 1				<u>Base Costs:</u> \$65,000
		<u>Additions:</u> <ul style="list-style-type: none"> Hold Information Meetings in at least 4 venues to get feedback on eliminating duplex Advertise meetings Update MR website to note meetings and request feedback on eliminating duplex Attend meetings with groups 	<u>Additions:</u> PDS <ul style="list-style-type: none"> Coordinating info meeting staff attendance Book venues for meetings Order drinks/snacks Prepare materials for info meetings (info boards, factsheets, feedback forms) Summarize responses DBL <ul style="list-style-type: none"> Support/attend info meetings 	<u>Additions:</u> <ul style="list-style-type: none"> + 15% (40% total) of Making Room Team resources for 3 mos. (assumes March PH) Comms Staff DBL Staff Info Meeting Ads Info Meeting Venues/Snacks 	<u>Additional Costs:</u> + \$22,500 + \$5,000 + \$10,000 + \$7,000 + \$5,500
TOTAL COST				\$115,000	

Options	VC Reqs	Communications Practice	Resources	Costs	
3 High (Engagement Prior to Referral)	Core items identified in Option 1				<u>Base Costs:</u> \$65,000
		<u>Additions:</u> <ul style="list-style-type: none"> Hold Open Houses in at least 4 venues to get feedback on eliminating duplex Advertise meetings Update MR website to note meetings and request feedback on eliminating duplex Attend meetings with groups 	<u>Additions:</u> PDS <ul style="list-style-type: none"> Coordinating open house staff attendance Book venues for meetings Order drinks/snacks Prepare materials for open houses (info boards, factsheets, feedback forms) Evaluate response and provide report summarizing engagement, possible options DBL <ul style="list-style-type: none"> Support/attend Open Houses 	<u>Additions:</u> <ul style="list-style-type: none"> + 15% (40% total) of Making Room Team resources for 5 mos. (assumes May PH) Comms Staff DBL Staff Open House Ads Open House Venues/Snacks 	<u>Additional Costs:</u> + \$82,500 + \$5,000 + \$10,000 + \$7,000 + \$5,500
TOTAL COST				\$175,000	

**DRAFT By-law to amend the Zoning and Development By-law No. 3575
Regarding the Removal of Two-Family Dwellings from RS Zones**

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

1. This By-law amends the indicated provisions of the Zoning and Development By-law No. 3575.
2. In section 1 of the RS-1, RS-1A, and RS-1B District Schedules, Council strikes out “two-family dwellings with secondary suites on larger lots and with lock-off units on smaller lots.”.
3. In section 1 of the RS-2 District Schedule, Council:
 - (a) strikes out “two-family dwellings with secondary suites on larger lots and with lock-off units on smaller lots,”; and
 - (b) inserts “two-family and multiple-family dwellings,” after “laneway houses, infill, multiple conversion dwellings,”.
4. In section 1 of the RS-5 District Schedule, Council strikes out “Two-family dwellings with secondary suites on larger lots and with lock-off units on smaller lots, and infill and multiple conversion dwellings in conjunction with retention of character houses may also be permitted.” and substitutes “Infill and multiple conversion dwellings in conjunction with retention of character houses may also be permitted.”.
5. In section 1 of the RS-6 District Schedule, Council strikes out “laneway houses and two-family dwellings with secondary suites on larger lots and with lock-off units on smaller lots” and substitutes “and laneway houses”.
6. In section 1 of the RS-7 District Schedule, Council:
 - (a) strikes out “two-family dwellings with secondary suites on larger lots and with lock-off units on smaller lots,”; and
 - (b) inserts “two-family dwellings,” after “laneway houses, infill,”.
7. In section 2.2.DW [Dwelling] of the RS-1, RS-1A, RS-1B, RS-2, RS-5, RS-6, and RS-7 District Schedules, Council strikes out the following:

“

 - Two-Family Dwelling, on lots less than 511 m² in area.”.
8. In section 3.2.1.DW [Dwelling] of the RS-1 and RS-5 District Schedules, Council strikes out the following:

“

 - Lock-off Unit in conjunction with a Two-Family Dwelling, provided that there is no more than one Lock-off Unit for each dwelling unit.

-
- Two-Family Dwelling with Secondary Suite, provided that there is no more than one secondary suite for each dwelling unit.”.

9. In section 3.2.DW [Dwelling] of the RS-1A, RS-1B and RS-6 District Schedules, Council strikes out the following:

“

- Lock-off Unit in conjunction with a Two-Family Dwelling, provided that there is no more than one Lock-off Unit for each dwelling unit.
- Two-Family Dwelling with Secondary Suite, provided that there is no more than one secondary suite for each dwelling unit.”.

10. In section 3.2.DW [Dwelling] of the RS-2 District Schedule, Council strikes out:

“

- Lock-off Unit in conjunction with a Two-Family Dwelling, provided that there is no more than one Lock-off Unit for each dwelling unit.
- Two-Family Dwelling with Secondary Suite, provided that there is no more than one secondary suite for each dwelling unit.”

and substitutes:

“

- Two-Family Dwelling.”.

11. In section 3.2.1.DW [Dwelling] of the RS-7 District Schedule, Council strikes out:

“

- Lock-off Unit in conjunction with a Two-Family Dwelling, provided that there is no more than one Lock-off Unit for each dwelling unit.
- Two-Family Dwelling with Secondary Suite, provided that there is no more than one secondary suite for each dwelling unit.”

and substitutes:

“

- Two-Family Dwelling, provided that access is provided from one dwelling unit to the other dwelling unit within the building except that this clause does not apply to:
 - (i) a building existing prior to January 9, 2001; or
 - (ii) a building on a site 668 m² or larger in area.”.

12. Council strikes out section 4.1.1 of the RS-1 and RS-5 District Schedules and substitutes:

“4.1.1 The minimum site area for a one-family dwelling or one-family dwelling with secondary suite is 334 m², and the minimum site width for a one-family dwelling or one-family dwelling with secondary suite is 7.3 m.”.

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13. In section 4.1.1 of the RS-1A District Schedule, Council strikes out the words “, one-family dwelling with secondary suite, two-family dwelling, or two-family dwelling with secondary suite” and substitutes “or one-family dwelling with secondary suite”.
14. In section 4.1.1 of the RS-1B District Schedule, Council strikes out the words “two-family dwelling, two-family dwelling with secondary suite,” after “one-family dwelling with secondary suite,”.
15. Council strikes out section 4.1.1 of the RS-2 District Schedule and substitutes:
- “4.1.1 The minimum site area shall be:
- (a) 334 m² for a one-family dwelling or one family dwelling with secondary suite;
 - (b) 668 m² for a two-family dwelling; and
 - (c) 929 m² for a multiple dwelling or infill.”.
16. Council strikes out section 4.1.1 of the RS-6 District Schedule and substitutes:
- “4.1.1 The minimum site area for a one-family dwelling, one-family dwelling with secondary suite, or multiple conversion dwelling, is 334 m², and the minimum site width for a one-family dwelling, one-family dwelling with secondary suite, or multiple conversion dwelling, is 7.3 m.”.
17. In section 4.1.1 of the RS-7 District Schedule, Council strikes out the words “two-family dwelling, or two-family dwelling with secondary suite” and substitutes “or two-family dwelling”.
18. In section 4.1 of the RS-1A, RS-1B, RS-2 and RS-7 District Schedules, Council strikes out section 4.1.3.
19. In section 4.1 of the RS-1, RS-5, and RS-6 District Schedules, Council strikes out section 4.1.4.
20. Council strikes out section 4.3.1 of the RS-1 District Schedule, and substitutes the following:
- “4.3.1 A building shall not exceed 9.5 m in height and 2½ storeys, nor exceed the maximum dimensions created by the combination of:
- (a) a primary envelope located in compliance with the side yard regulation and formed by planes vertically extended 4.9 m in height and then extending inward and upward at an angle of 30 degrees from the horizontal to the point where the planes intersect; and
 - (b) a secondary envelope located between the required side yards and equal to 60 percent of the site width (except as provided for by section 4.3.2) and formed by planes vertically extended 7.6 m in height and then extending inward and upward at an angle of 45 degrees from the horizontal to the point where the planes intersect.”.

21. In section 4.3.1 of the RS-1B District Schedule, Council strikes out the words “, two-family dwelling, or two-family dwelling with secondary suite” after the words “a principal one-family dwelling”.
22. In section 4.3 of the RS-5 District Schedule, Council:
- (a) strikes out section 4.3.1 and substitutes the following:
“4.3.1 A building shall not exceed 9.2 m in height and 2½ storeys.”; and
 - (b) in section 4.3.2, strikes out the words “For all uses other than two-family dwelling or two-family dwelling with secondary suite, the height of the building” and substitutes “The height of a building”.
23. In section 4.5.1 of the RS-7 District Schedule, Council strikes out the words “For a one-family dwelling, one-family dwelling with secondary suite, two-family dwelling, two-family dwelling with secondary suite, multiple conversion dwelling, two-family house” and substitutes “For a one-family dwelling, one-family dwelling with secondary suite, two-family dwelling, multiple conversion dwelling,”.
24. In section 4.6 of the RS-1 District Schedule, Council:
- (a) in section 4.6.1, strikes out the words “for all uses except for two-family dwelling or two-family dwelling with secondary suite” after “A rear yard with a minimum depth of 45 percent of the site shall be provided”; and
 - (b) strikes out section 4.6.1A.
25. In section 4.7 of the RS-1, RS-1A, RS-2, RS-5, and RS-6 District Schedules, Council:
- (a) in section 4.7.1, strikes out the words “for all uses except for two-family dwelling or two-family dwelling with secondary suite” after “The floor space ratio”; and
 - (b) strikes out section 4.7.1A.
26. In section 4.7 of the RS-1B District Schedule, Council:
- (a) in section 4.7.1, strikes out the words “for all uses except for two-family dwelling or two-family dwelling with secondary suite,” after “The floor space ratio shall not exceed 0.60”; and
 - (b) strikes out section 4.7.1A.
27. In section 4.7 of the RS-7 District Schedule, Council:

- (a) in section 4.7.1, strikes out the words “for all uses except for two-family dwelling or two-family dwelling with secondary suite” after “The floor space ratio”;
- (b) in subsection (a), strikes out the words “for a single-family house, a two-family house” and substitutes “for a one-family dwelling, a two-family dwelling”; and
- (c) strikes out section 4.7.1A.

28. Council strikes out section 4.8.1 in the RS-1, RS-5, RS-6, and RS-7 District Schedules and substitutes the following:

“4.8.1 The maximum site coverage for buildings shall be 40 percent of the site area.”.

29. Council strikes out section 4.16.1 of the RS-1 District Schedule and substitutes the following:

“4.16.1 The distance between the front yard and the rear yard of a site shall not exceed 35 percent of the depth of the site for all uses, unless otherwise determined pursuant to the provisions of section 4.6.1.”.

30. Council strikes out section 4.16 of the RS-1A, RS-1B and RS-2 District Schedules.

31. Council strikes out section 4.16.2 of the RS-5 and RS-7 District Schedules and substitutes the following:

“4.16.2 The maximum building depth shall not exceed 40 percent of the depth of the site.”.

32. In the RS-6 District Schedule, Council:

- (a) strikes out section 4.16.1 and substitutes the following:

“4.16.1 The maximum permitted building depth for all uses shall not exceed the percentages indicated in the following table:

Portion of building width and location	Maximum building depth as percent of site depth
Centre 60% of the maximum allowable building width	40 percent
20% of maximum allowable building width as measured from both side yard setback lines	35 percent

”; and

- (b) strikes out section 4.16.1A.

33. In section 4.17 of the RS-1 and RS-5 District Schedules, Council:

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- (a) strikes out sections 4.17.6 through 4.17.8; and
- (b) renumbers section 4.17.9 as 4.17.6.
34. In the RS-1A, RS-1B and RS-2 District Schedules, Council strikes out section 4.17 and substitutes:
- “4.17 External Design**
- 4.17.1 Exterior windows in a secondary suite must have:
- (a) a minimum total glazing area of 10% of the total floor area of the room, in each of the kitchen, living room and dining room; and
 - (b) a minimum total glazing area of 5% of the total floor area of the room, in all other rooms, except bathrooms and laundry rooms.”.
35. In section 4.17 of the RS-6 and RS-7 District Schedules, Council:
- (a) strikes out sections 4.17.39 through 4.17.40; and
 - (b) renumbers section 4.17.41 as 4.17.39.
36. In section 5.1 of the RS-1, RS-1A, RS-2 and RS-5 District Schedules, Council:
- (a) adds the word “and” after “laneway house;” in subsection (d);
 - (b) strikes out subsections (e) and (f); and
 - (c) renumbers subsection (g) as subsection (e).
37. In section 5.1 of the RS-7 District Schedule, Council:
- (a) strikes out subsection (f); and
 - (b) renumbers the subsections (g) and (h) as subsections (f) and (g) respectively.

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