



REPORT

Report Date: November 29, 2021
Contact: Chris Robertson
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RTS No.: 14798
VanRIMS No.: 08-2000-20
Meeting Date: February 9, 2022

TO: Standing Committee on City Finance and Services
FROM: General Manager of Planning, Urban Design and Sustainability
SUBJECT: Miscellaneous Amendments – Land Use Guidelines, Policies and Plans

RECOMMENDATION

- A. THAT Council amend the Victory Square Guidelines, generally as presented in Appendix A, to correct a reference to horizontal angle of daylight requirements.
- B. THAT Council amend the Victory Square Policy Plan, generally as presented in Appendix B, to update the number of SRA designated buildings in the Victory Square policy area to align with the Single Room Accommodation By-law.
- C. THAT Council amend the Seniors Supportive and Assisted Housing Guidelines, generally as presented in Appendix C, to replace the term “seniors supportive and assisted housing” with “seniors supportive or assisted housing” to match the defined term in the Zoning and Development By-law.
- D. THAT Council amend the RS-5 Design Guidelines, generally as presented in Appendix D, to correct the document title to “RS-3, RS-3A and RS-5 Design Guidelines”.
- E. THAT Council amend the Guidelines for the Administration of Variance in Larger Zero Emission Buildings, generally as presented in Appendix E, to update the building permit application checklist.
- F. THAT Council amend the Strata Title and Cooperative Conversion Guidelines, generally as presented in Appendix F, to update City address and telephone information for applicants.

- G. THAT Council amend the Guidelines for Additions, Infill and Multiple Conversion Dwelling in association with the retention of a Character House in an RS Zone, generally as presented in Appendix G, to correct an inaccurate reference.

REPORT SUMMARY

This report recommends miscellaneous amendments to various Land Use Guidelines, Policies and Plans. The proposed amendments are intended to correct errors, provide clarity and improve the administration of these land use documents. The recommendations in this report do not require referral to a Public Hearing.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On October 7, 2020, Council supported the removal of addresses in the SRA inventory that are no longer designated under the SRA By-Law in its consideration of the *SRO Revitalization Progress Update and 2019 Low Income Housing Survey* report;

On July 24, 2020, Council enacted amendments to the Zoning and Development By-law and the Parking By-law as described in the *Regulation Redesign – Amendments to Zoning & Development and Parking By-laws* report.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

Miscellaneous amendments to Guidelines, Policies and Plans are required to address inadvertent errors or omissions, improve clarity, update terminology and clarify requirements and content to align with regulations. Miscellaneous amendment reports are for minor non-substantive changes and are typically reported to council twice a year.

Strategic Analysis

Miscellaneous Amendments to Policies, Guidelines and Plans

The table below summarizes the proposed minor miscellaneous amendments to various Guidelines, Policies and Plans:

Land Use Document	Proposed Amendment
Victory Square Guidelines (Sec. 2.6.1 - Note 1)	The Downtown Official Development Plan includes regulations on horizontal angle of daylight. The proposed amendment corrects a portion of Note 1 indicating otherwise.
Victory Square Policy Plan (Map 5, Page 27)	Correct Chapter 5 and Map 5 (pg. 27) which erroneously identifies 13 SRA designated buildings under the SRA By-law. As of November 2021, the number of SRA designated buildings under the SRA By-law is 10.
Seniors Supportive and Assisted Housing Guidelines	Replace the term “seniors supportive and assisted housing” wherever it appears to match the correct defined term in the Zoning and Development By-law which is “seniors supportive or assisted housing”.
RS-5 Design Guidelines	Replace the document title with “RS-3, RS-3A and RS-5 Design Guidelines” to include reference to RS-3 and RS-3A which were inadvertently omitted from the title.
Guidelines for the Administration of Variance in Larger Zero Emission Buildings	Update the Passive House Verification Plan checklist as per Appendix E to include references to Certified Passive House Designer.
Strata Conversion Guidelines	Update City address and telephone information for applicants submitting a strata conversion application.
Guidelines For Additions, Infill and Multiple Conversion Dwelling In Association With The Retention of a Character House in an RS Zone (Section 5)	Replace the outdated reference to “Section 5 of the applicable RS district schedule” with the correct reference “Section 10.6 of the Zoning and Development By-law”.

Financial

The amendments put forward above are intended to correct errors, provide clarity and improve the administration of various Land Use Guidelines, Policies and Plans and do not affect proposed floor space of any sites. As such, they do not have an effect on any development contributions associated with any sites affected by the amendments.

CONCLUSION

This report proposes minor miscellaneous amendments to various Guidelines, Policies and Plans to correct errors and update terminology and requirements/content to align with regulations. These minor amendments ensure continuous improvements and modernization of the City’s Guidelines, Policies and Plans to improve clarity and provide more certainty for both staff and applicants

* * * * *

Note: Amendments to Council-adopted guidelines will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

*Proposed amendments are shown in red and insertions in italics.

DRAFT amendments to the Victory Square Guidelines

Delete the portion of Note 1 in Section 2.6.1 which incorrectly states that the Downtown Official Development Plan does not have horizontal angle of daylight regulations as shown below:

2.6 Light and Ventilation

2.6.1 In general, sufficient daylight access should be provided to all new residential units created by new developments. This livability principle should be applied in view of the established building typologies of the area.

(Note 1: ~~The DODP does not contain a regulation for horizontal angle of day light, as many District Schedules do. However, in assessing applications, staff will use this regulation as a standard of comparison. In addition, they~~ *Staff* will refer to the document “Guidelines for New Development Adjacent to Hotels and Rooming Houses” when appropriate.)

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DRAFT amendments to the Victory Square Policy Plan

Chapter 5 Housing

Discussion

Victory Square has a wide range of housing types including residential hotels (which provide SRA units), social housing, special needs housing, market rental and condominium units. There are also a number of artist live/work studios in the area.

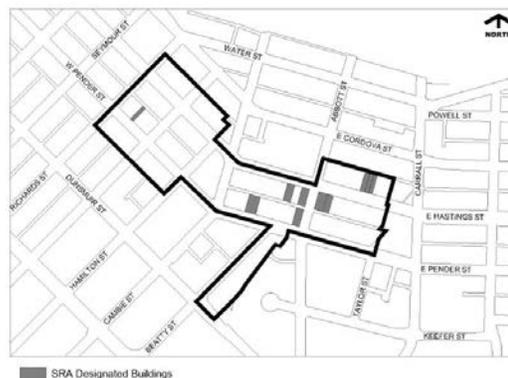
Currently, the predominant form of housing in Victory Square is the residential hotels, which comprises roughly 60% of the total housing stock in the area. Units in the residential hotels (SRAs) are small, single-occupancy rooms, where tenants usually share bathroom facilities and sometimes even cooking facilities. Although not completely desirable, SRAs provide a valuable form of housing for people who have few choices other than homelessness.

In 1995, when the draft Victory Square Concept Plan was first published, data from the City's Housing Centre indicated that the area had approximately 751 SRA units, 10% of the total downtown low-income housing stock at the time. Since then the Niagara, now the Ramanda Inn, has been converted to tourist accommodation and other hotel units have also been closed. As of December 1997, there were 591 identified units in the Victory Square area. This represents a loss of 21% since 1995.

Recognizing that the low-income housing stock was at risk of redevelopment, conversion, and upgrading to tourist uses, as well as closures resulting from fire and other causes, in July 2003, the City introduced the Single Room Accommodation By-law to regulate the rate of change of SRA stock in the City. SRAs include residential hotels, rooming houses and other buildings with rooms less than 320 square feet. ~~Currently, there are 13 residential hotels in Victory Square identified under the SRA By-law, representing a total of 620 SRA units.~~ *As of November 2021, there are 10 SRA designated buildings in the Victory Square Policy Area identified under the SRA By-law, representing a total of 535 SRA rooms.*

Map 5: SRA Designated Buildings

This map is to be amended to show only the 10 currently designated SRA designated properties in the Victory Square policy area, as follows:



Note: The addresses below are the current SRA designated properties in the VS policy area.

Building Name	Address
Argyle Hotel	100 W HASTINGS ST
Golden Crown Hotel	116 W HASTINGS ST
Silver Avalon Hotel	165 W PENDER ST
Cosmopolitan Hotel	29 W HASTINGS ST
Chelsea Inn	33 W HASTINGS ST
Palace Hotel	37 W HASTINGS ST
Hutchinson Block	429 W PENDER ST
Lotus Hotel	455 ABBOTT ST
Grand Union Hotel	74 W HASTINGS ST
Abbott Mansions	84 W HASTINGS ST

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DRAFT amendments to the Seniors Supportive and Assisted Housing Guidelines

Replace the term “seniors supportive **and** assisted housing” with “seniors supportive **or** assisted housing” in the following sections:

Guidelines Title:

SENIORS SUPPORTIVE ~~AND~~ **OR** ASSISTED HOUSING GUIDELINES

1 - Application and Intent

Seniors supportive ~~and~~ **or** assisted housing is housing in which there are individual residential units (which could be sleeping, housekeeping or dwelling units) and large common areas, including a large communal dining room and common areas for activities and socializing. It is designed to meet the needs of an elderly population, and to accommodate aging in place. It features a package of non-medical services, typically including meals, house-keeping, laundry and activities. It does not include medical care. The City recognizes that seniors supportive ~~and-or~~ assisted housing is an important component of the continuum of housing choice for seniors, one which allows seniors to maintain and maximize their independence.

These guidelines are intended only for seniors supportive ~~and~~ **or** assisted housing projects. Where projects fall under the Community Care Facilities Licensing Act, or are funded under the Province's Independent Living B.C. program these guidelines will not apply.

These guidelines are to be used in conjunction with a district schedule of the Zoning and Development By-law, and official development plan by-laws for development permit applications for seniors supportive ~~and~~ **or** assisted housing. They are intended to provide direction primarily related to the livability and usability of seniors supportive ~~and~~ **or** assisted housing. The guidelines address the issues of project location and siting, unit design and features, common space design, and safety features, to allow for aging in place. In zoning districts where design guidelines exist, these too should be consulted.

While there is room for variety and creativity in the design of the components of seniors supportive ~~and~~ **or** assisted housing, the total package should:

- (a) support the dignity and independence of seniors, while providing the physical environment and services which maintain the quality of life for the senior, and allow for aging in place;
- (b) promote a sense of community within the development; and
- (c) be compatible with the surrounding neighbourhood.

2.1 Neighbourhood Compatibility

Objective: Seniors supportive ~~and~~ **or** assisted housing should be compatible in density, scale, architectural character and operation with the surrounding neighbourhood.

- (a) Seniors supportive **and or** assisted housing projects should contribute to the objectives outlined in approved area plans and policies, and should enhance the overall character of the neighbourhood; and

2.2 Site Selection

Objective: Seniors supportive **and or** assisted housing should be located so that seniors can safely and independently access needed services, facilities and activities outside the project.

- (a) Sites selected for seniors supportive **and or** assisted housing should have good access to public transit, shopping, and community services; and

2.3 Building Characteristics

Objective: Seniors supportive **and or** assisted housing should be designed to look, feel and function as a residential use for seniors of varying ages and abilities. The design should support aging in place without being institutional in appearance.

2.4 Access

Objective: Seniors supportive **and or** assisted housing should be designed to provide safe and easy access to its residents and visitors.

3.2 Common Areas

Objective: Common areas should be designed to foster the social interaction and activities that are key to successful seniors supportive **and or** assisted housing. They should be adequately sized to allow residents to move around comfortably, engage in activities, and provide space for guests and visitors.

Note: (1) The operating plan submitted with the seniors supportive **and or** assisted housing proposal should include a plan for the use and function of all common areas, with attention to ease of access for residents.

3.2.1 Common Dining Room and Kitchen

- (d) The project should have an on-site kitchen, which could be shared in cases where seniors supportive **and or** assisted housing is part of a larger complex. The kitchen size and design should be in accordance with the Vancouver Health By-law.

5 – Circulation

Objective: The seniors supportive **and or** assisted housing project should be designed to accommodate movement of individuals including those with mobility, visual and hearing impairments.

7 - Open Space

Objective: On-site open space should be designed and of adequate size to provide a variety of outdoor activities and experiences for seniors supportive **and or** assisted housing residents

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*Proposed amendments are shown in red and insertions in italics.

DRAFT amendments to the RS-5 Design Guidelines

Replace the title of the Guidelines as follows:

***RS-3, RS-3A and* RS-5 DESIGN
GUIDELINES**

Note: Amendments to Council-adopted guidelines will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

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**DRAFT amendments to the Guidelines for the Administration
of Variances in Larger Zero Emission Buildings**

Amend the Passive House Verification Plan Checklist as follows:

Checklist - Passive House Verification Plan for Building Permit Application (December 2017)

Project Address:	Date:
Company:	Phone Number:
Name of Passive House Institute Accredited Building Certifier:	Email:
<p>The following items are enclosed as part of the Verification Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A letter from a Passive House Building Certifier approving this Verification Plan <input type="checkbox"/> A document stating the number of planned site visits and at what intervals <input type="checkbox"/> A written plan for monitoring and grading insulation installation in all assemblies - including inspections of insulation layers below-grade and insulation installation within assemblies - to verify that all assemblies, insulation materials, and components (including windows, doors and ventilation equipment) are installed as per the specifications <i>provided in Passive House Building Certifier letter in the project documentation.</i> <input type="checkbox"/> A written plan for monitoring and verifying continuous air barrier in all assemblies and components <input type="checkbox"/> A written plan for verifying all key components and assemblies specified in the <i>Passive House Building Certifier's letter project documentation.</i> <input type="checkbox"/> A written plan for air tightness testing, including who will conduct mid-construction and final blower door tests to the protocol prescribed by the Passive House Institute <input type="checkbox"/> A written plan for ventilation commissioning, including who will conduct <input type="checkbox"/> A written plan for occupant training, including who will conduct 	
<p>If, at any point, any element of the Verification Plan should become non-compliant, this must be immediately brought to the attention of the City of Vancouver by the Passive House Building <i>Certifier Designer</i>, who is responsible for the Verification Plan.</p>	
Passive House Building <i>Certifier Designer</i> Signature:	Date:

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Strata Title and Cooperative Conversion Guidelines

2 Application Procedure

- (a) Prior to filing a conversion application, the applicant should contact the Enquiry Centre ~~(604-873-7613) on the Second Floor, East Wing of City Hall (604-873-7611)~~ *located in the Development and Building Services Centre, Ground Floor, West Annex of City Hall*, to discuss whether development and building permit applications are first required for change of use, alterations or additions to the building. An applicant must secure any required permits before submitting a conversion application.
- (b) The applicant should submit a conversion application to

Subdivision and Strata Title Group
City of Vancouver
~~Planning Department~~
~~453 West 12th Avenue~~
West Annex, 515 West 10th Avenue
Vancouver, B.C.
~~V5Y 1V4 V5Z 4A8~~

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Guidelines for Additions, Infill and Multiple Conversion Dwelling in association with the retention of a Character House in an RS Zone

5 Relaxations of Regulations of the Zoning and Development By-law

The Director of Planning may relax the regulations of the Zoning and Development By-law when a character house is retained as per Section ~~5 of the applicable RS district schedule~~ **10.6 of the Zoning and Development By-law**. In cases where relaxation of a regulation is proposed to support retention of a character house, the Director of Planning will also consider impact on adjacent properties. Further direction is given below.