



Accessory Coach House

Development Permit Guidelines

Updated January 2022



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Part I – General Regulations

1. Introduction

Coach Houses are detached rental units, also known as granny suites, laneway houses, garden suites and carriage houses, which are permitted accessory to One-Unit Residential Use on site. Generally, these can be permitted on RS-1 zoned properties within the city, where one principal dwelling unit, one Accessory Secondary Suite (contained within the principal dwelling unit) and one Accessory Coach House (a detached dwelling unit) may be permitted, for a total of three dwelling units on a site.

1.1. Intent and Use of the Guidelines

These guidelines apply to all Accessory Coach House development applications on lots where One-Unit Residential Use is permitted, in accordance with Zoning Bylaw 1995, No. 6700.

The intent is to establish objectives for the form and character of Accessory Coach Houses. All Accessory Coach Houses must comply with zoning requirements and must be self-contained units consisting of a full bathroom, sleeping and living area and cooking facility (kitchen).

These guidelines supplement the Zoning Bylaw and emphasize compatibility with existing single-family surrounding context. Applicants and designers are advised to consider appropriate size, massing and landscape design for a Coach House in the context of any potential impact on adjacent neighbours, in order to achieve integration with the existing residential fabric.

As the guidelines form part of the Zoning Bylaw, applications which are not consistent with the intent of the guidelines may be required to resubmit.

2. Approval Process

2.1. Exemptions

Minor exterior renovations to existing coach houses which do not significantly alter the footprint or character of the building may be exempted from Development Permit requirements at the discretion of the Director of Planning and Development.

2.2. Planning Application Requirements

A Coach House Development Permit application must be accompanied by relevant development information in the form prescribed by the City. This submission includes, but is not limited to:

- 1) Plans demonstrating:
 - a. a site plan showing the proposed location of all buildings and structures on the site;
 - b. the proposed siting and pavement material of parking areas on the site;
 - c. the proposed siting of private outdoor amenity spaces serving the dwelling units on site;
 - d. relevant information such as existing mature trees and heritage status of the principal building;
 - e. the proposed siting of entrances;
 - f. the proposed siting of pathways;
 - g. the proposed siting of all landscape features including pavement, lawns, planters and accessory structures (including fences);
 - h. the proposed locations of all exterior lighting;
 - i. larger scale floor plans and elevation plans indicating floor area information and heights as required under the Zoning Bylaw.
- 2) A checklist indicating how the proposal complies with all relevant provisions of the Zoning Bylaw as well as these guidelines, and a design rationale to accompany any deviation from these guidelines.

2.3. Amendments

A Development Permit Amendment Application may be required for minor amendments to Development Permits already issued and registered on title, at the discretion of the Director of Planning and Development.

Part II - Design Guidelines

3. Site Design

3.1. Emergency Access and Unit Identification

- 1) A 1.0 m (3.28 ft.) wide paved pathway connecting the main entrance of the Coach House to a street shall be provided.
- 2) The pathway shall be illuminated at night and fully located within the lot except for a direct connection to the sidewalk.
- 3) The pathway shall not be obstructed or overlap with any parking spaces, garbage storage areas, or other paved areas that may be occupied by movable items.
- 4) A Coach House shall have addressing (including a unit number) that is clearly visible from both the street and lane and which shall be illuminated at night.
- 5) If located on a non-corner lot, addressing at the front of the lot shall be located within 0.9 m (3 ft.) of the required pathway to the main entrance of the Coach House.

3.2. Landscaping

- 1) A 0.9 m (3 ft.) wide landscape buffer along the rear lot line and exterior side yard should be provided within 4.6 m (15.0 ft.) adjacent to the Coach House.
- 2) The landscape buffer may be interrupted by a maximum of two driveways and two foot pathways each of a maximum width of 1.1 m (3.6 ft.).
- 3) Landscape Screens such as fences along the Exterior Side Lot Line and the Rear Lot Line located within 4.57 metres (15 feet) of a Coach House should not be taller than 0.91 metres (3 feet).

3.3. Private Outdoor Amenity Spaces

- 1) The Coach House and Principal Building should each have their own private outdoor amenity space no less than 7.1 sq. m (76.0 sq. ft.), located adjacent to and directly accessible from the unit.

3.4. Parking

- 1) Where a lane exists, parking should be accessed from the lane and existing driveways providing access from a street should be removed.
- 2) All uncovered parking areas should be constructed of permeable pavement material.

4. Building Design

4.1. Interface with the Lane

- 1) If not located on a corner lot, the main entrance of the Coach House should be visible from the rear lane.
- 2) At least one window on the main floor level should be provided on the elevation facing the rear lot line. The windows should have a minimum clear glazed dimension of 0.9 m (3 ft.) tall by 1.5 m (5.0 ft.) wide including a moderate number of muntins, transoms, casements and mullions, and:
 - The lowest part of clear glazed area should be at least 1.1 m (3.5 ft.) above the main floor level.
 - On lots where a rear lot line is less than 11 m (36.0 ft.) wide, the width of the clear glazed area may be reduced to 0.9 m (3 ft.).

4.2. Interface with Side Streets (for Corner Lots)

- 1) The Coach House's main entrance and address number should be provided on the elevation fronting the side street and should be visible from the side street.
- 2) At least one window on the main floor level should be provided on the elevation facing the exterior side lot line. The windows should have a minimum clear glazed area of 0.9 m (3 ft.) tall by 1.5 m (5.0 ft.) wide including a moderate number of muntins, transoms, casements and mullions, and:
 - The lowest part of clear glazed area should be at least 1.1 m (3.5 ft.) above the main floor level.

4.3. Privacy

- 1) Balconies and decks located on the second floor should face the rear lot line or exterior side lot line, and any portion of the balcony or deck facing interior lot lines should provide a privacy screen that is minimum of 1.5 m (5 ft.) high.
- 2) Windows on the second floor facing interior side yards or the front lot line should either have a sill height of at least 1.1 m (3.5 ft.) or should have no clear glazing below that height.