

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**Meeting of the Advisory Design Panel
Held at City Hall, 141 West 14th Street, North Vancouver, B.C.
in Conference Room A on Wednesday, June 17, 2009**

MINUTES

Present: K. Hanvey, Chair
R. Spencer
G. Carlson
T. Cailes
K. Terriss
K. Kristensen

Staff: G. Venczel, Development Planner
G. Penway, Deputy Director, Community Development
J. Hnachuk, Auxiliary Clerk

Absent: P. Winterburn-Chilton
A. Hii
S. Golden
J. Bitar
Councillor Trentadue

A quorum being present, the Chair called the meeting to order at 5:32 p.m.

The Chair recognized the passing of Elizabeth Maillie, who was the Committee Clerk for the Advisory Design Panel. A card was signed by the members and will be mailed to the family.

1. Minutes of Meeting of the Advisory Design Panel held May 20, 2009

It was regularly moved and seconded

THAT the minutes of the meeting of the Advisory Design Panel held May 20, 2009 be adopted.

Unanimously Carried

2. Business Arising

P. Winterburn-Chilton contacted City staff today to announce she is resigning from the Panel.

3.

Staff Update

- Ridgeway School – Council endorsed this report to process the Heritage Alteration Permit with special conditions.
- 645 West 15th (Smart House) – Council endorsed this report. The developer has volunteered to come back when the project is complete to provide an update.
- The Hobby & Educational Beekeeping Bylaw was passed.

4. Coach House Guidelines

The Chair read the resolution from the Advisory Planning Commission of June 10, 2009.

G. Penway, Deputy Director, Community Development, provided the background to the guidelines. The OCP, adopted in 2002, addressed the consideration of coach house guidelines. A community working group spent over a year in creating draft guidelines.

The draft guidelines set lot sizes appropriate for coach houses, location, setbacks, limit to the size of garages, and that at least 1/3 be on the ground floor. There are issues outside of the original scope of the project that the Working Group has included, for example:

- Height Options (21 ft, 22 ft for sloped roofs, 25 ft steep slope roofs)
- Gross Floor Area Options (to a maximum of 10%, 12% or 15% of the gross floor area)
- Number of Unit Option per Lot (2 or 3 units)
- Process Options:
 - Rezoning Application (4-6 month process)
 - Development Permit Process
 - Building Permit Process

Next steps include going to a Policy Committee with staff's recommendation. If the direction is to proceed with Development Permit process for Coach House applications, then staff will proceed with bylaws, etc., and bring it back to the advisory bodies in the Fall. If it stays as a rezoning process, coach house applications would not come before the advisory bodies.

Questions from the Panel included but were not limited to:

- Why was the decision made to covenant the rental component?
- Is there any financial information on coach houses and what they would cost?
- Will there be categorically no basements in coach houses?
- What is the average lot size in the City?
- What will be the parking standards for coach houses?

The Panel members left the meeting at 6:20 pm for a walk-thru at the Coach House Guidelines Open House taking place in the City Hall Foyer, and returned to the meeting at 6:38 pm.

K. Hanvey left the meeting at 6:41 pm.

K. Terriss took the Chair at 6:41 pm and asked members if there were any other questions.

Questions from the Panel continued:

- What mechanisms are in place to protect/engage the community about landscape character and quality of design?

Comments from the Panel included but were not limited to:

- Since it's a new idea, start with the smallest 10% GFA.
- Support the largest GFA of 15%.
- Height is not an issue, unless it shadows neighbours' gardens or blocks views.
- Not concerned with limiting the number of units because there won't be that many opportunities.
- Support 2 units - a basement rental suite and a coach house on one lot.
- Support a DP process.
- Support a Building Permit process - don't think homeowner's should have extraordinary costs incurred.
- Needs to be quality design.
- Needs to be small and subordinate to the existing house.
- The cost is going to be a lot, no matter what you do.

Presenter's Comments:

- Coach houses allow for detached secondary suites in single family residential zones and cannot be stratified.
- Coach houses will accommodate people who need to rent, as well as for family members – aging parents, students, etc.
- Coach houses are not going to be revenue generators. Creating a secondary suite in a basement would be less expensive than building a detached coach house.

It was regularly moved and seconded

THAT the Advisory Design Panel has reviewed the report on the Coach House Guidelines and congratulates the Coach House Working Group and City staff on a very carefully considered topic, innovative and important in the community. The ADP supports the guidelines in principle, including the following:

- **Support the height options with consideration given to shadowing and view blocking;**
- **Support all options for gross floor areas;**
- **Support both options for number of allowable secondary units;**
- **Support the Development Permit process with consideration given to excellence in design and fit in the neighbourhood; there was no support for the Rezoning Process Option;**
- **Support the coach house being a subordinate building;**

AND THAT the ADP have the following concerns:

- **Bulk of the building;**
- **More emphasis on landscape design and retention of existing characteristics;**

AND THAT the ADP looks forward to future details of the Coach House Guidelines.

Unanimously Carried

5. Other Business

- Design Awards Update

The Design Awards meeting took place prior to tonight's ADP meeting between K. Hanvey, B. Spencer and K. Kristensen.

Highlights of the meeting included:

- Purpose of the awards
- Awards be presented every second year
- Illustrate the design awarded with photos
- Keep it simple – doesn't have to be an award for every category
- Staff will administer

There being no further business, the meeting adjourned at 7:25 pm.

The next regular meeting of the Advisory Design Panel will be held on Wednesday, July 15, 2009.

Chair

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