



**VILLAGE OF BELCARRA
ZONING ADVISORY COMMITTEE
VILLAGE HALL
September 6, 2017
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held September 6, 2017 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

John Stubbs, Chair
 Martin Greig, Vice Chair
 Rob Begg
 Jim Chisholm
 Carolina Clark (arrived at 6:45 pm)
 Rex Crider
 Paul Degraaf
 Bruce Douglas
 Braam LeRoux
 Ken Mikkelsen (arrived at 6:45 pm)
 Adrienne Peacock
 John Reynolds (departed at 8:20 pm)
 Deborah Struk
 Des Wilson

Members Absent

John Carlson
 Clive Evans

Council Member Absent

Jamie Ross, Councillor

Planning Consultants in Attendance

Richard White, RWPAS Ltd.
 Laura Beveridge, Brook Pooni
 Dan Watson, Brook Pooni

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
 Paul Wiskar, Building Inspector
 Paula Richardson, Administrative Services Assistant

1. CALL TO ORDER

Chair Stubbs called the meeting to order at 6:30 pm.

2. APPROVAL OF THE AGENDA**2.1** Agenda for September 6, 2017

It was Moved and Seconded:

That the Agenda for September 6, 2017 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES**3.1** Minutes of August 23, 2017**3.2** Action Items: None

Discussion ensued with regard to the minutes. The Chief Administrative Officer advised that the minutes reflect a summary of discussions that take place and are not verbatim.

It was Moved and Seconded:

That the Minutes of the meeting held August 23, 2017 be adopted.

CARRIED

4. CHAIR'S REMARKS

Chair Stubbs made the following comments:

- John Reynolds may need to leave the meeting early.
- Councillor Ross is absent due to a previous engagement.
- A letter was been written to Don Reid on behalf of the Committee thanking him for his contribution to the Committee.
- He was pleased to see so many visitors attending the meeting to observe. Questions may not be made during the meeting and visitors are welcome to ask questions and provide feedback at the Open House.
- This is the last meeting for decisions to be made before Open House preparations begin at the September 20, 2017 meeting.
- Work remains to be done on material to be presented at the Open House. The Committee needs to make some decisions regarding the presentation to the public.

All correspondence to the Zoning Advisory Committee has been maintained at the Village office. Village Staff will have a checklist put together to ensure that all topics raised in that correspondence have been addressed. There is potential for a planning student to do an analysis of the correspondence.

5. PRESENTATION

Continuation of Group Discussion re: Draft Bylaw 2 from August 23, 2017 meeting (Richard White and Laura Beveridge facilitated)

a) Items to address

Laura Beveridge provided an overview of 8 questions in the agenda and the Committee provided the following input:

- 1) Confirmation that the Committee is supportive of the new definitions discussed at July 26 and August 23, 2017 meetings.
- 2) Confirmation that the Committee is supportive of the new general regulations discussed on July 26, August 23 and September 6, 2017.
- 3) Confirmation that the Committee is supportive of the concept of 6 new zones based on geography.
(Note: floor area ratio and home size not final, and still subject to Committee discussion.)
- 4) The inclusion of a larger Floor Area Ratio for properties on the waterfront (zoned RS-2 and RS-4) was no longer relevant after Committee discussion. The decision was made to present 2 options to the public, neither of which permit larger floor area ratios on the waterfront.
- 5) Committee members would not support the use of the density bonus approach.
- 6) Committee members supported energy efficiency requirements in the zones.
 - Discussion ensued with regard to the inclusion of Energy Code Level 3 for all residential zones.
- 7) The Committee agreed that 2 options would be presented at the Open House as follows: 1) Floor Area Ratios and Maximum Home Sizes permitted in the current Zoning Bylaw (Bylaw 502, 2016) and 2) Maximum Home Sizes based on existing home sizes in the Village
- 8) Suggestions by the Committee with regard to recommendations on how to communicate the information and materials at the Open House were as follows:
 - Simplification of materials discussed and reviewed by the Committee in Phase 2 so they can be easily understood by the public
 - Comparison of the 2 options for Floor Area Ratio and Maximum Home Size
 - Clear explanation of excluded spaces
 - Charts demonstrating minimum and maximum house sizes currently in each lot size category
 - 2 clear alternatives
 - A map of the outlined different zones proposed
 - A questionnaire will be provided to the public for input to the Committee

b) Review of changes based on discussion at August 23, 2017 meeting

Laura Beveridge facilitated the discussion regarding the following changes based on the August 23, 2017 meeting:

- Maximum Coach House size:
 - Considerable discussion ensued with regard to an approved Coach House size. Laura Beveridge noted that consensus had been reached at the last meeting for a 1,000 sq ft size which will be included in the total FAR for the property.

- Consensus was reached that:
 - A Coach House is required to be on top of a garage and not as a stand alone building.
 - Coach Houses can only be one storey.
 - An application for a Board of Variance can be made for any resident who wishes to build beyond what is permitted in the Bylaw.
 - It was agreed that the subject of all size of Coach Houses will be on the questionnaire for public input at the Open House with both the 1,000 and 1,200 sq ft sizes options.
 - Discussion ensued with regard to the difference between lots on Senkler Road & Marine Avenue where the road access is in front or back of the lot. This will cause Coach Houses to be built closer to the road on Senkler Road due to rear yard set backs being only 5 ft.
 - A Committee Member queried with regard to the garage size of 600 sq ft under a 1,000 sq ft Coach House and whether a carport would be included in the FAR.

- Floor Area Ratio and maximum building size values:
 - Option 3 was added based on the August 23, 2017 meeting. Discussion ensued regarding the options presented with the Committee deciding on 2 options to present to the public at the Open House which will be for a larger and smaller house.

- Revised requirements for RM-1 – Duplex or One or Two-House Zone:
 - To allow all permissions under RS-1A
 - A duplex or two single family homes will be permitted on a minimum lot size of 2 acres
 - Secondary suites or Coach Houses will not be permitted with a duplex or two single family homes on one lot.

- Clarified Average Natural Grade Definition:
 - A note was added that the measurement be taken at the time of enactment of the Bylaw

- Updated Height Regulations Diagram (Section 204):
 - Language revised from “grade” to “slope” in height diagram in section 204 of the Bylaw.
 - Dan Watson noted the height of 22 ft (6.7 m) in Section 207 had been put forward in the meeting on May 24, 2017.
 - Discussion ensued with regard to stepback requirements for building portions over 22 ft to assist with view scapes for neighbors.

- Clarified Obstruction of Vision in Section 219 with a diagram to be included in final draft.
- New clause regarding rebuilding added to each single family zone is as follows:

“Notwithstanding subsection (a), the allowable Maximum Floor Area

Ratio for a principle building that exists (or for which a building permit has been issued) as of the enactment of this Bylaw shall be the Floor Area Ratio at that time or the maximum allowable Floor Area Ratio in subsection (a), whichever is greater.”

- Committee discussed in detail the benefit of the clause to the Village.
- It was noted that the clause would require vetting by a lawyer for legal ramifications.
- Richard White noted that the Village can put the clause in the Bylaw as a rule of the municipality, adding that an approach like this clause will put residents at ease.
- Under the ZAC Terms of Reference, R. White noted that a lawyer may be hired to perform a legal review however, he suggested it was too early in the process for a legal review.

c) Average home size – existing

- The chart presented illustrates the range of home sizes on properties in each of the lot sizes.
- A Committee Member questioned the year the houses were built. Dan Watson will ask if this information is available from BC Assessment.
- Dan Watson commented that the information was based on half of the basement included in the FAR.
- Chair Stubbs queried with regard to the need for 2 more columns, the minimum and maximum of each lot size to share at the Open House.
- Richard White noted that the actual minimum and actual maximum in the Village will be updated and included on charts.

d) Proposed Residential Zones (updated based on August 23, 2017 discussion)

- Recommendations would be made on geographical zones, home size and density bonus. (It was decided that the density bonus program would no longer be considered by the Committee.)
- A Committee Member queried with regard to the fairness of a larger FAR for waterfront properties.
- Richard White noted that the value of waterfront properties subsidize the Village. As the property value increases, so does the economic base and property tax.

The Chair called a recess at 8:18 pm

6. NEXT STEPS

Chair Stubbs noted that the Consultants require a clear sense of what the Committee want to share with the public at the Open House.

Laura Beveridge led the discussion regarding the Open House and the contents of the Information Boards noting the following:

- 2 Options: 1 – Floor Area Ratio and Maximum Home Sizes permitted under the existing Zoning Bylaw (Bylaw 502, 2016)
2 – Maximum Home Sizes based on the average home sizes that exist in the Village today

- One board explaining the Step Energy Code and the requirement for new construction.
- Richard White noted that the exclusions are approximately 20-25%.
- A Committee Member commented on the ceiling height of exclusions.
- Simplified materials will be provided as much as possible, numbers will be numbers with exclusions. For example the orange line on the graph accounts for excluded spaces. The numbers will appear lower because they account for exclusions.
- A note will be added to the Information Boards regarding the fire rebuild clause. It will be included as part of the property from the date of bylaw.
- A questionnaire to be provided to residents at Open House with regard to the size of a Coach House.
- Consensus of the Committee was that there would be no pictures of houses of different FAR sizes at the Open House.
- It was decided by the Committee that the Village staff will advertise for the Open House including placing an ad in the Barnacle, a mail drop with Canada Post and posters at the mail boxes & WARD. A fan out by Liisa Wilder was also to be arranged.

Discussion ensued with regard to the following:

- The subject of voting on items within the Committee. Chair Stubbs noted that it would be preferable to reach consensus broadly.
- A Committee Member noted that residents may wish to conform to the Step Code at this time, as it will soon be legislated.
- Committee Member provided the definition of the Village character as quoted from the OCP:

“People who live in Belcarra do so because of the natural environment, viewsapes and opportunities to enjoy the outdoors. Protection of the area’s natural amenities, watershed, and views is essential for maintaining the quality of life for its residents.”
- Chair Stubbs noted that the Terms of Reference for the ZAC do not reference Bylaw 502, 2016; however, the current consolidated Zoning Bylaw is a guiding document.

7. ADJOURNMENT

It was Moved and Seconded:

That the September 6, 2017 was adjourned at 9:22 pm.

CARRIED

Next Meeting Date: Wednesday, September 20, 2017

Lorna Dysart
Chief Administrative Officer

John Stubbs
Chair