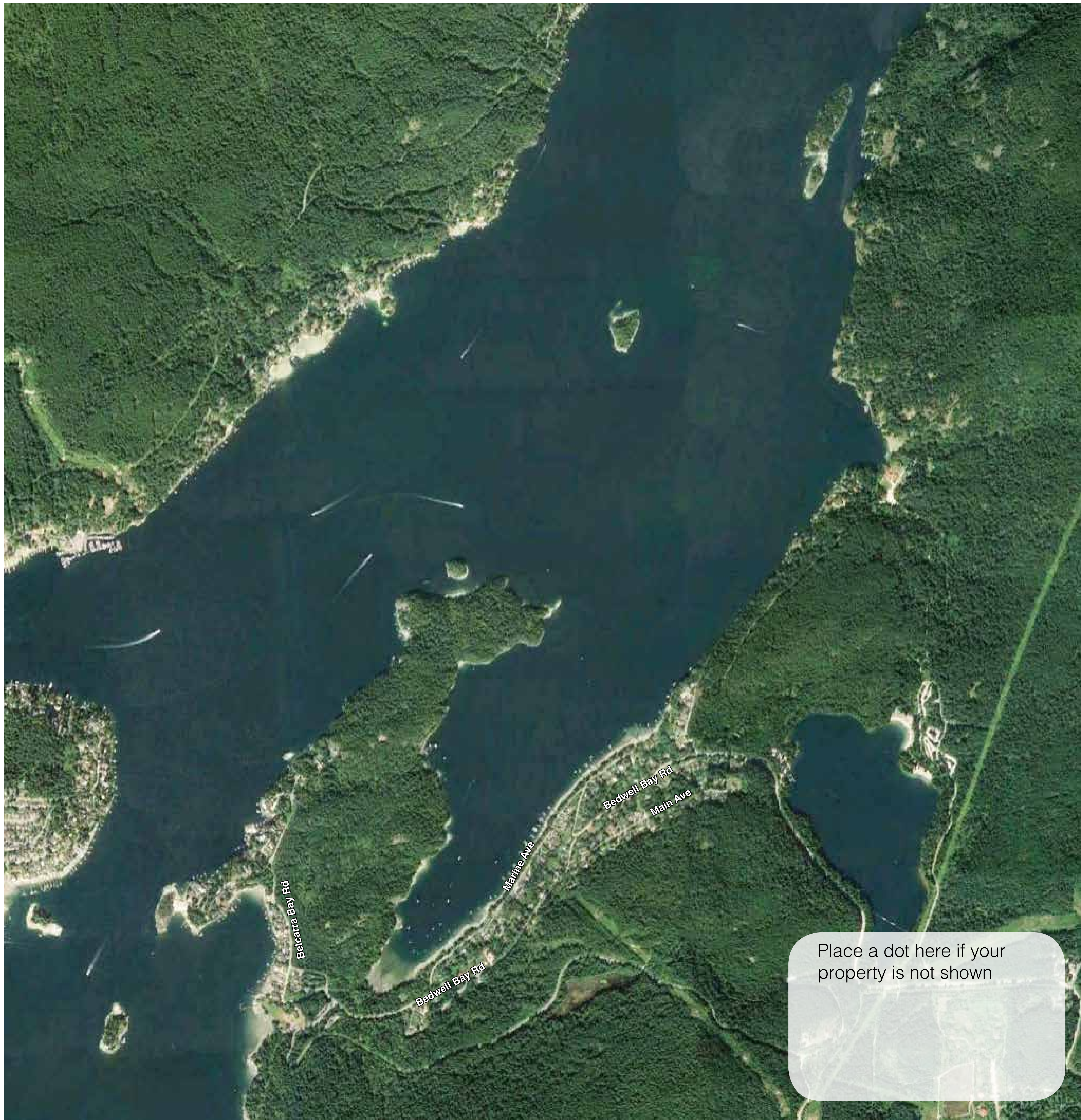


# Welcome

Thank you for joining us. Please let us know where you live by putting a sticky dot on the map below.





# Zoning Advisory Committee Roles

**The role of the Zoning Advisory Committee (ZAC) is to make recommendations to Council regarding changes and updates to the existing Zoning Bylaw.**

**ZAC objectives:**

1. Fairness to the existing residents in the Village;

2. Consistency with the Village’s Official Community Plan (OCP); and
3. Practicality – implementation will be practical, easily understood, and within the constraints the Local Government Act.

**ZAC subject matter includes, but is not limited to:**

- ✓ architectural incentives and dis-incentives;

✓ clarification of existing definitions and adding new definitions;

✓ viewsapes and compatibility with the Community Wildfire Protection Plan;

✓ floor area exclusions, inclusions and inclusions with limitations;
- ✓ coach houses and accessory suites;

✓ compatibility with the Official Community Plan;

✓ lot placement, building setbacks and building feature setbacks; and

✓ environmental impacts including energy efficiency standards.

**Key groups involved in the Zoning Bylaw update process:**

**ZAC:** The ZAC will explore potential changes to the Village of Belcarra zoning bylaw and make recommendations to Council. The ZAC consists of 18 Belcarra residents, including 1 Councillor.

**Committee Chairs:** John Stubbs is the Chair and Martin Grieg is the Vice Chair. The Chair presides over Committee meetings, monitors debates, seeks agreement, assists members to word motions clearly and succinctly, and builds consensus. The Vice Chair chairs meetings in the absence of the Chair.

**Staff:** Village of Belcarra Staff support the ZAC process by serving as a resource to the Committee, a secretariat, and a liaison between Committee members, the Chair / Vice Chair, and the Planning Consultants.

**Mayor & Council:** Mayor and Council are observers of the process, provide resources to the Committee when needed, attend Open Houses, and will make the final decision on proposed changes to the zoning bylaw.

**Consultants:** The Planning Consultants assist the ZAC in making recommendations to Council on the zoning bylaw; provide technical expertise, practical examples, and real/graphic illustrations of zoning regulations; and help produce a zoning bylaw that is more easily administered.





# Zoning Advisory Committee Process

The Zoning Advisory Committee process began in January 2017 and is expected to be complete by the end of the year. The process will take place in three phases:

## Phase 1: Introduction to Zoning (*January - April*)

Phase 1 included an introduction to zoning bylaw basics and fundamentals, including:

- Components of a zoning bylaw
- Different approaches and considerations in zoning
- Zoning other municipalities



## Open House #1 (*April 12, 2017*)



## Phase 2: Belcarra's zoning bylaw Review (*April - September*)

Phase 2 of the process is set to begin later this month. During this phase, the Committee will begin a detailed review of Belcarra's zoning bylaw, identifying gaps and areas for improvement. At the end of Phase 2, the Committee will present our work at an Open House.

## Open House #2 (*September 13, 2017*)

## Phase 3: Recommendations (*October - December*)

During Phase 3, the Committee will revise and finalize recommendations on changes and updates to Belcarra's zoning bylaw. The Committee will then share our recommendations with Council, host a third open house, and make a formal presentation to Council.

## Open House #3 (*November 29, 2017*)

## Presentation to Council (*December 11, 2017*)







# Meeting 1: Introductions, Road map, and Logistics

## What was presented

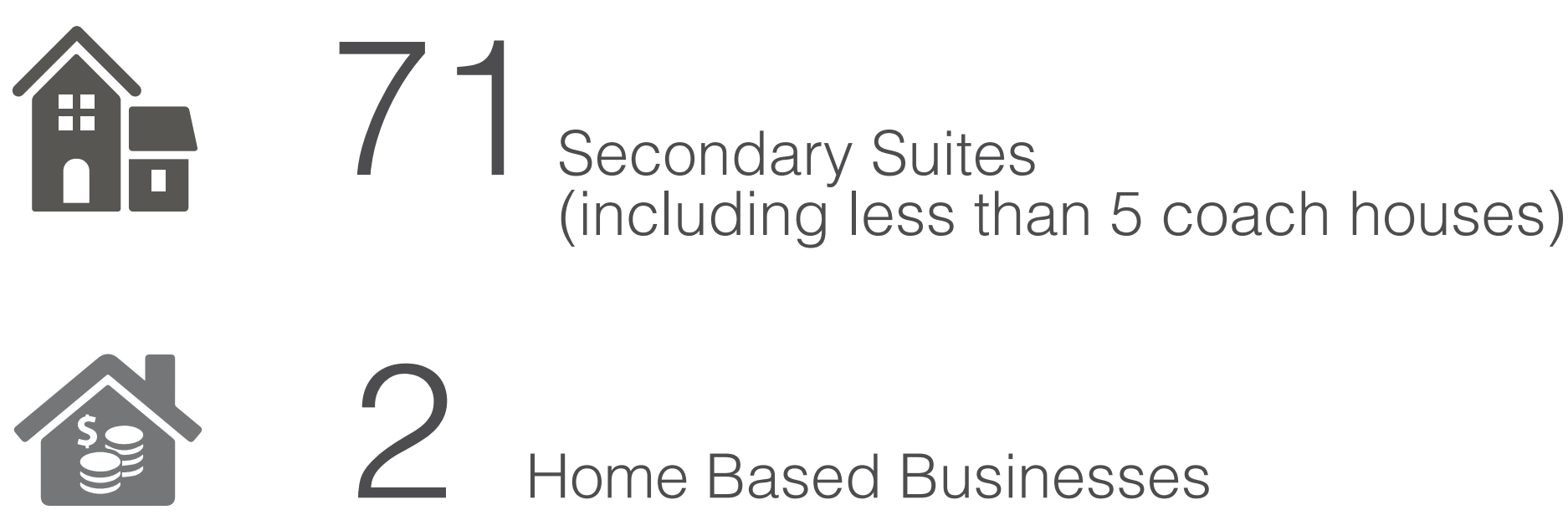
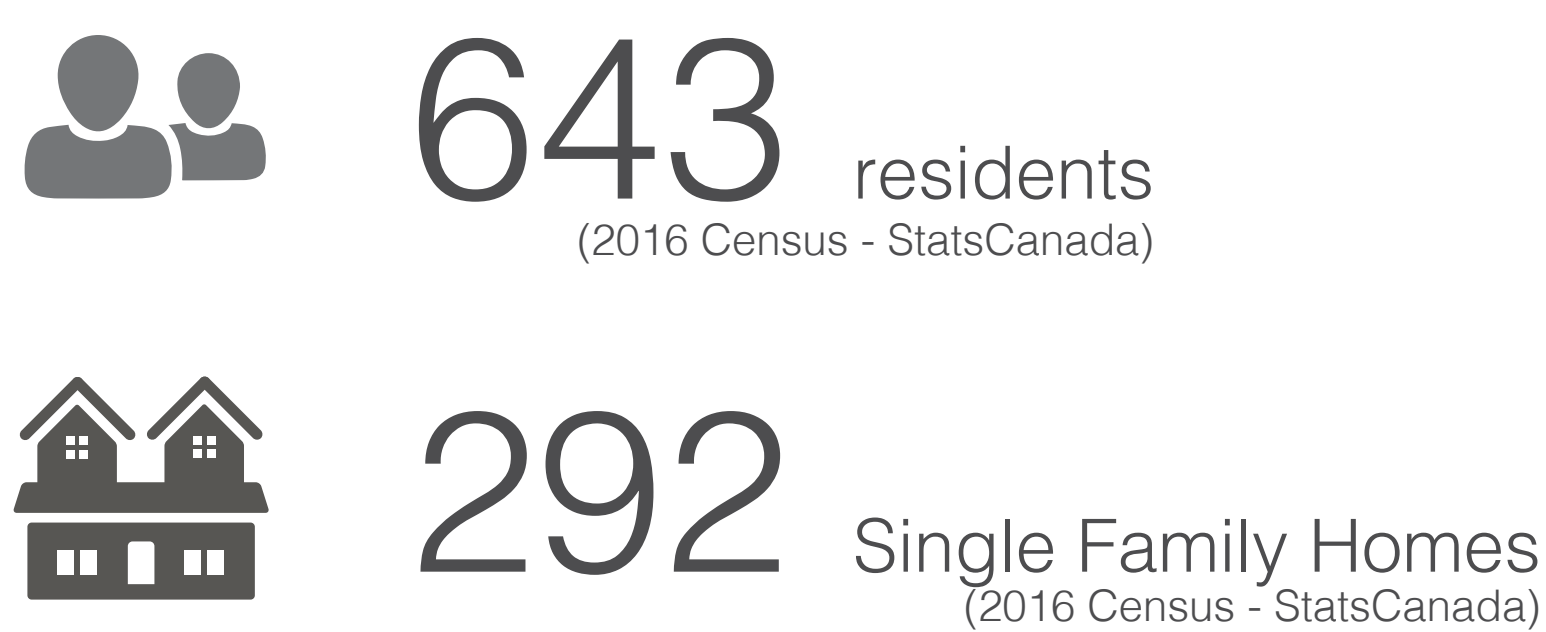
- ✓ Key Belcarra statistics
- ✓ Roles of the Committee, Consultants, Village Staff, Mayor & Council
- ✓ Meeting agendas for Phase 1
- ✓ Road map for Committee Process (Phases 1-3)

## Why this material was covered

- ✓ To create a to a shared understanding of the bylaw review process
- ✓ To discuss priorities for the Committee

## Content summary: Belcarra at a glance

Some of Belcarra’s key statistics were included in the Meeting #1 presentation. These were:



## ZAC discussion

Committee members were asked to share our thoughts on the proposed bylaw update process and any topics we would like to see discussed in more detail. The following are some of the key themes that emerged from the feedback and group discussion:

- ✓ **Rules and regulations:** desire to understand the relationship between the Local Government Act, Regional Growth Strategy, Official Community Plan, Zoning, and Building Code.
- ✓ **Examples from other municipalities:** emphasis on seeing examples and how they can work in Belcarra.
- ✓ **Bylaw content:** questions about integration with the Official Community Plan, good neighbour bylaws, and whether current maximum sizes can be reduced.
- ✓ **Uses and accessory uses:** suggestions to consider coach houses, and additional forms such as duplexes and fourplexes.







# Meeting 2: Zoning Bylaws 101

## What was presented

- ✓ Overview of key pieces of legislation that impact zoning bylaws
- ✓ Key elements of the zoning bylaw, including regulations related to shape, size, siting, and use

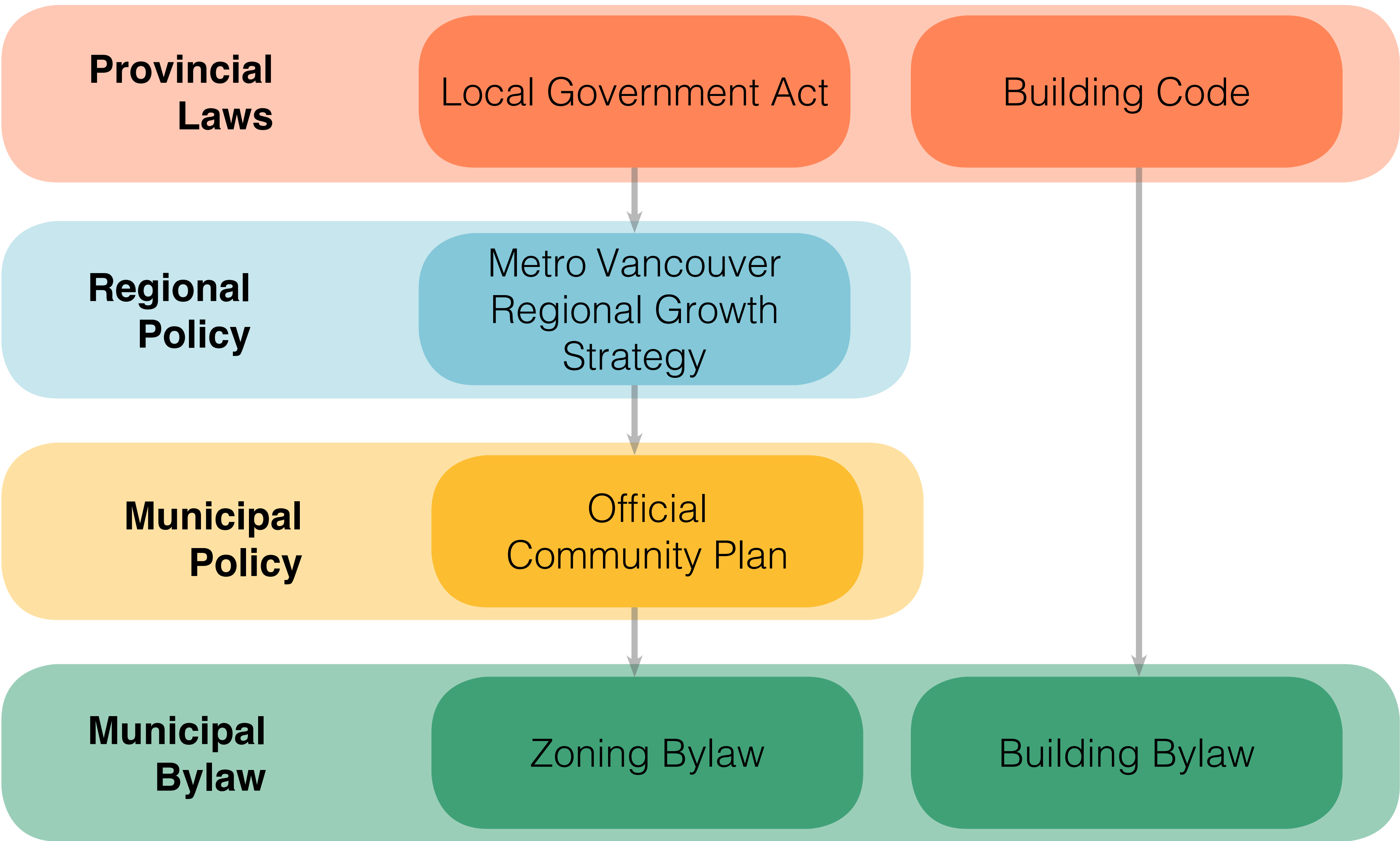
## Why this material was covered

- ✓ To understand how zoning bylaws fit into the context of other provincial and municipal laws and regulations
- ✓ Establish a shared understanding of what can and cannot be regulated in a zoning bylaw
- ✓ To learn about the core components of a zoning bylaw and what they mean

## Content summary: key regulations

A number of regulations impact buildings in Belcarra, including provincial laws, regional policies, and municipal policies and bylaws.

The Local Government Act establishes what a municipality can regulate with its zoning bylaw.





Meeting

2

February 15

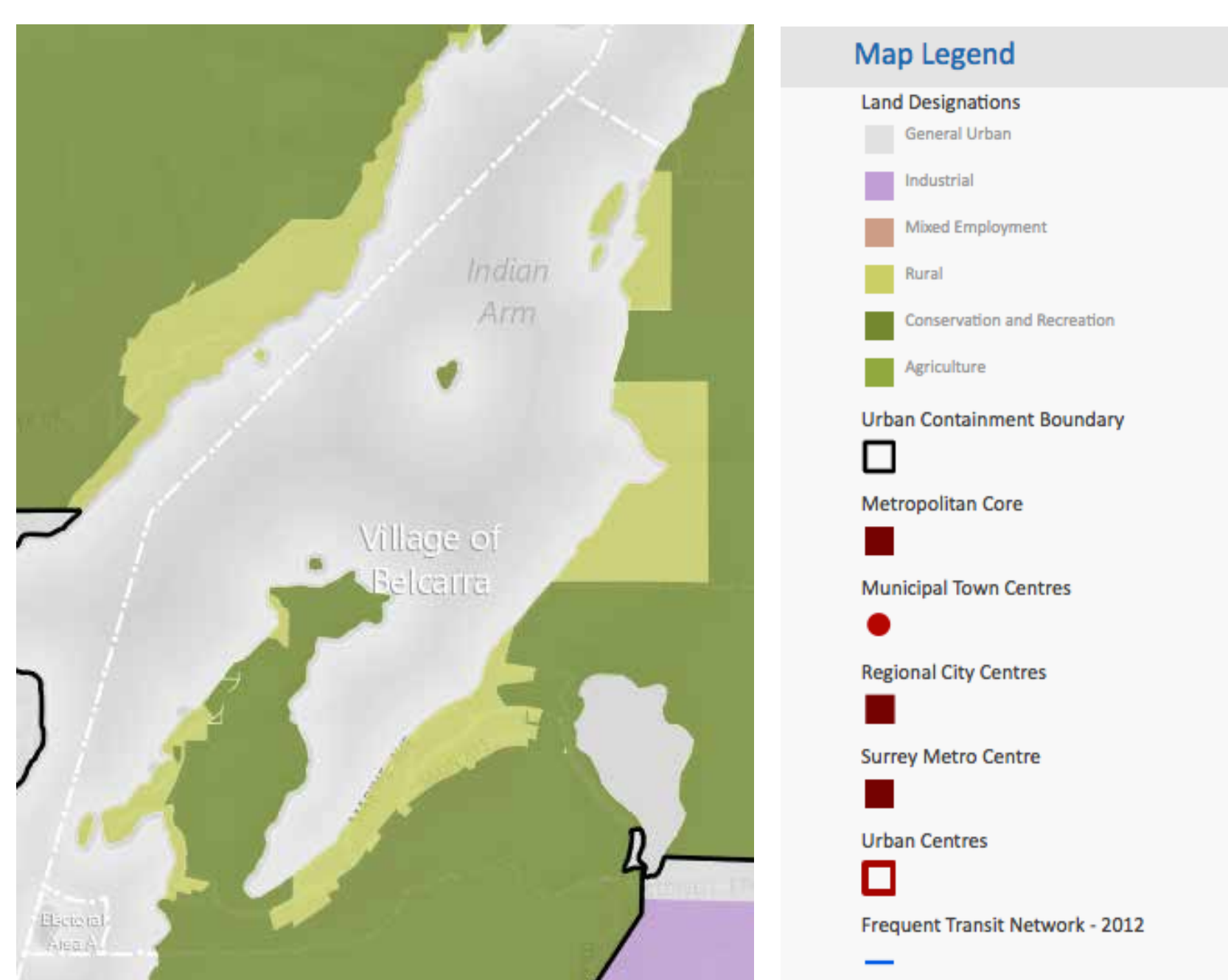
# Meeting 2: Zoning Bylaws 101

## Content summary: key regulations (*continued*)

### Local Government Act (LGA)

The LGA provides the legal framework for establishing local governments and identifies the roles and responsibilities of local governments. This includes setting out what must be included in Regional Growth Strategies and Official Community Plans, as well as giving municipalities the authority to regulate density, size, and land uses.

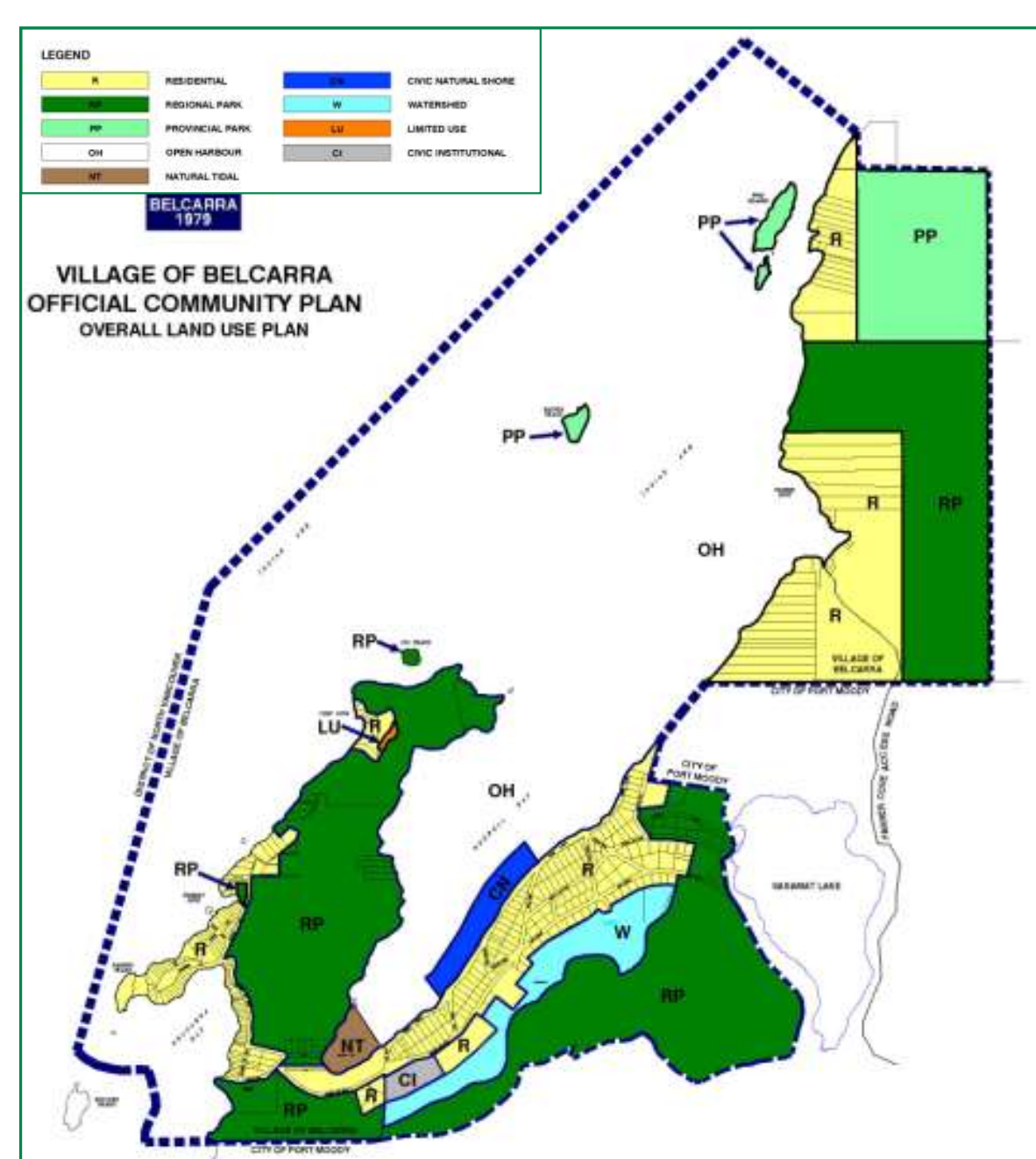
### Metro Vancouver Regional Growth Strategy (RGS)



The RGS provides a regional overlay for each municipality's land uses. The goal of the RGS is to focus development in urban areas; support employment; preserve agriculture, conservation, and rural areas; and maintain industrial land. Belcarra is designated "Rural" and "Conservation and Recreation" by the RGS.

*Map: Village of Belcarra Map from RGS*

### Official Community Plan (OCP)



An OCP guides planning and development decisions and outlines overarching goals and objectives for a municipality. Belcarra's OCP limits residential development to the areas designated Residential (R) by the OCP (see *OCP map, left*). The OCP also provides direction to explore alternative housing opportunities, including stand alone accessory suites within an accessory building, up to four small houses on a 1 acre lot, and duplexes.

*Map: Village of Belcarra Map from OCP*

### Zoning Bylaw

The zoning bylaw allows municipalities to regulate the use of land, as well as siting, shape, size, density, parking, and heritage. Zoning bylaws do not regulate design, materials, colour, rental vs. ownership, or neighbourliness. Typically municipalities do not regulate sustainability through their zoning bylaws, but increasingly municipalities have looked to include energy efficiency incentives in their zoning bylaws.

### Building Code

The BC Building Code provides the minimum requirements for constructing and renovating safe buildings. The Building and Plumbing Code Regulation Bylaw outlines how Belcarra will interpret and apply the requirements identified in the BC Building Code.

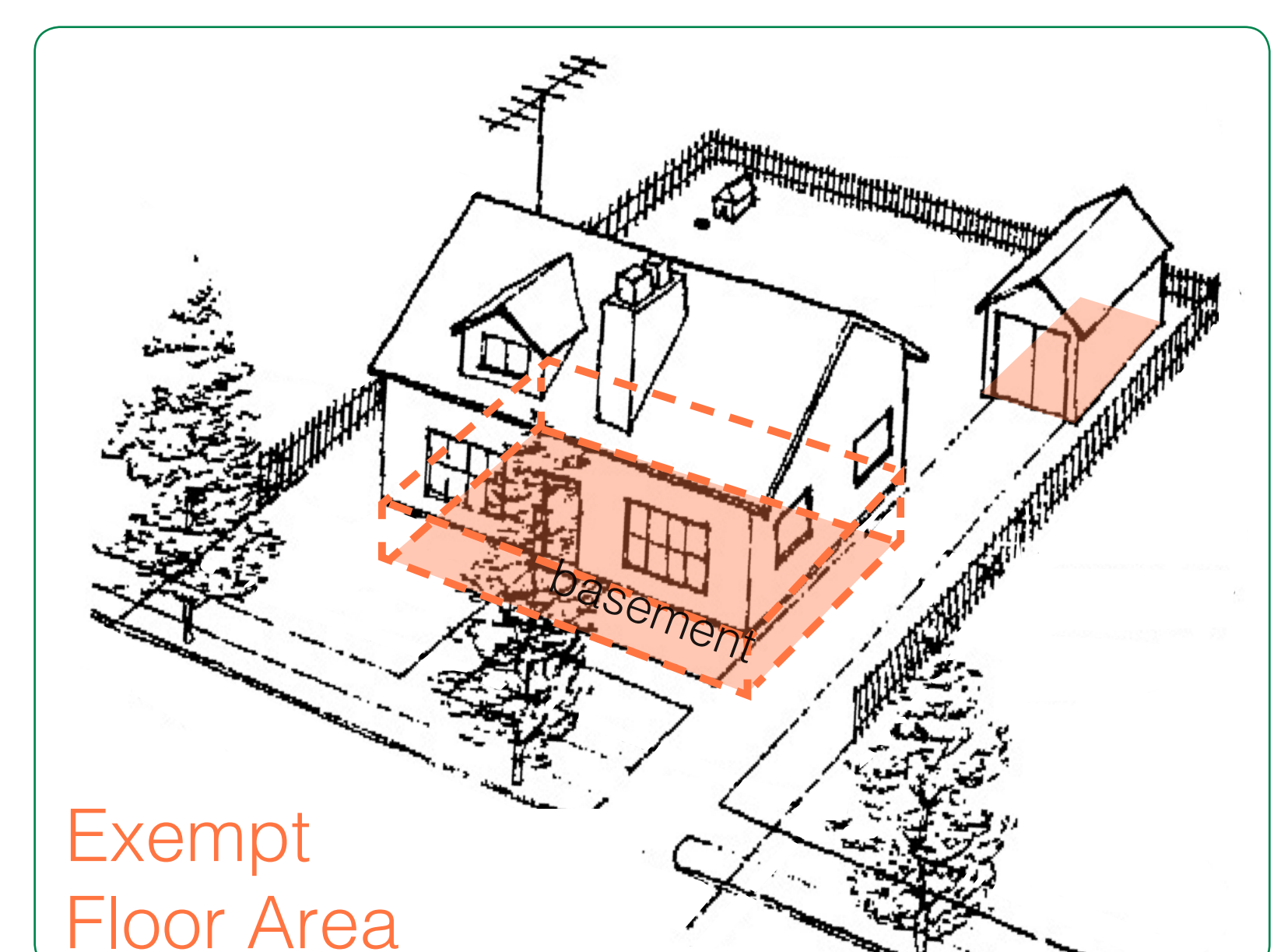
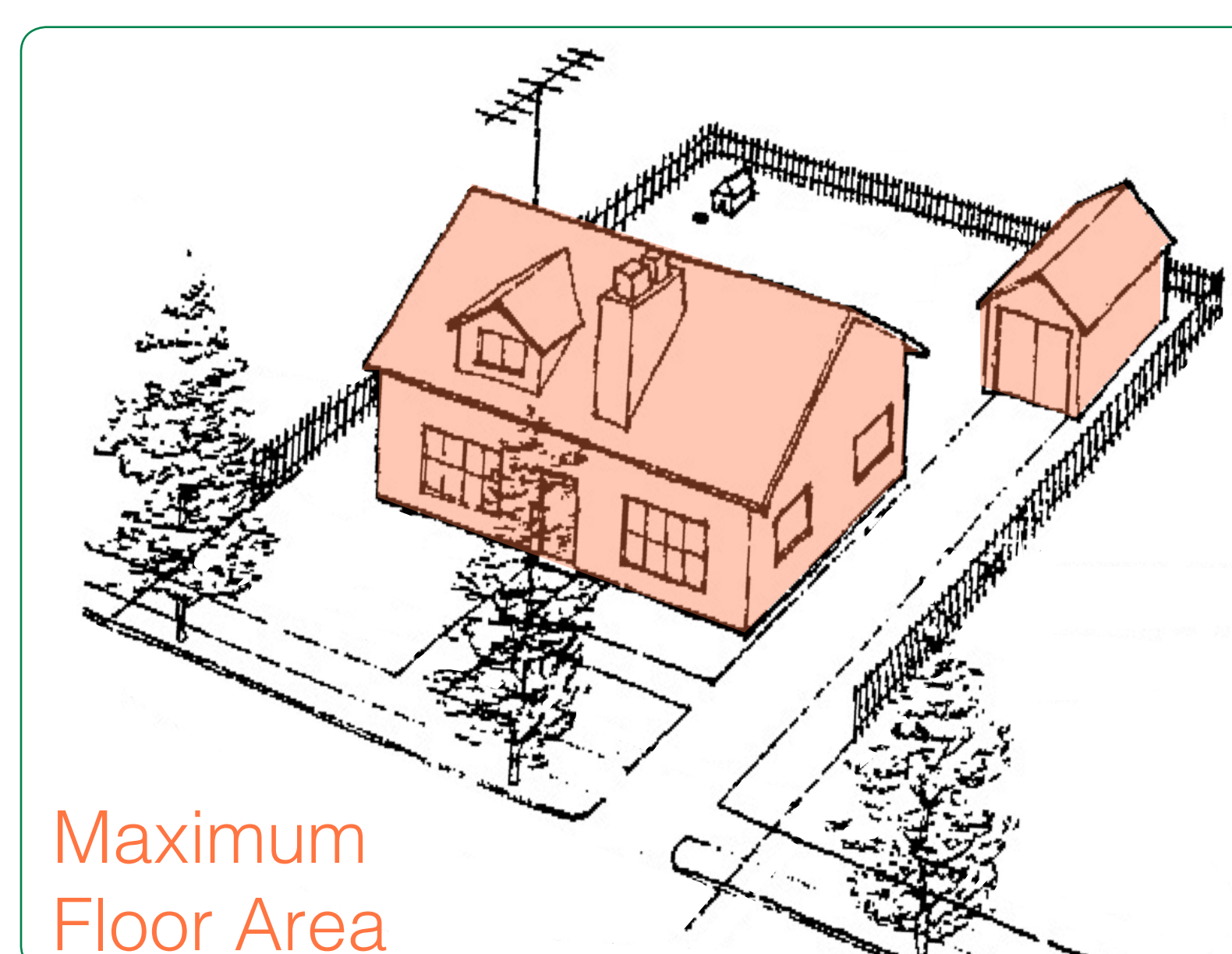
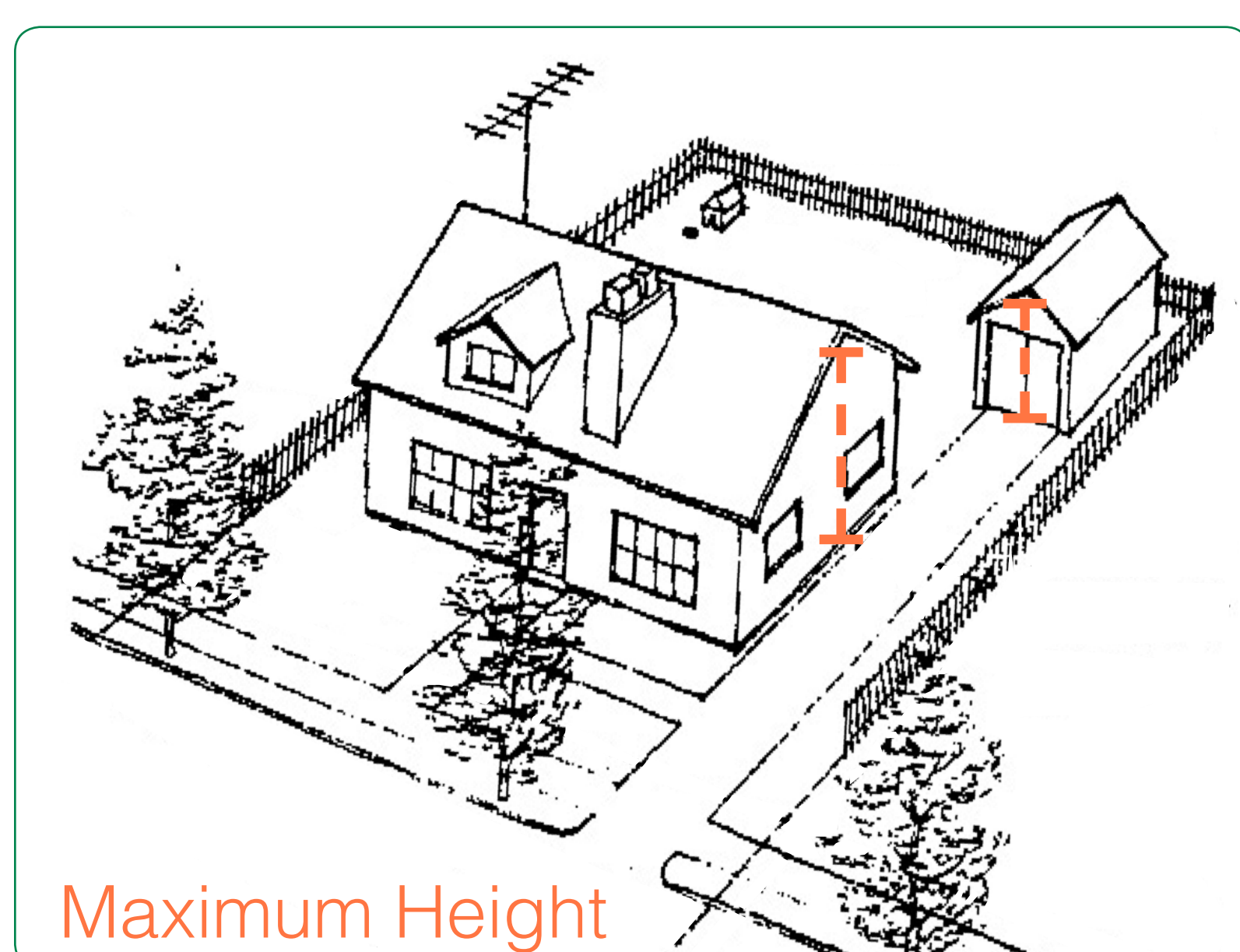
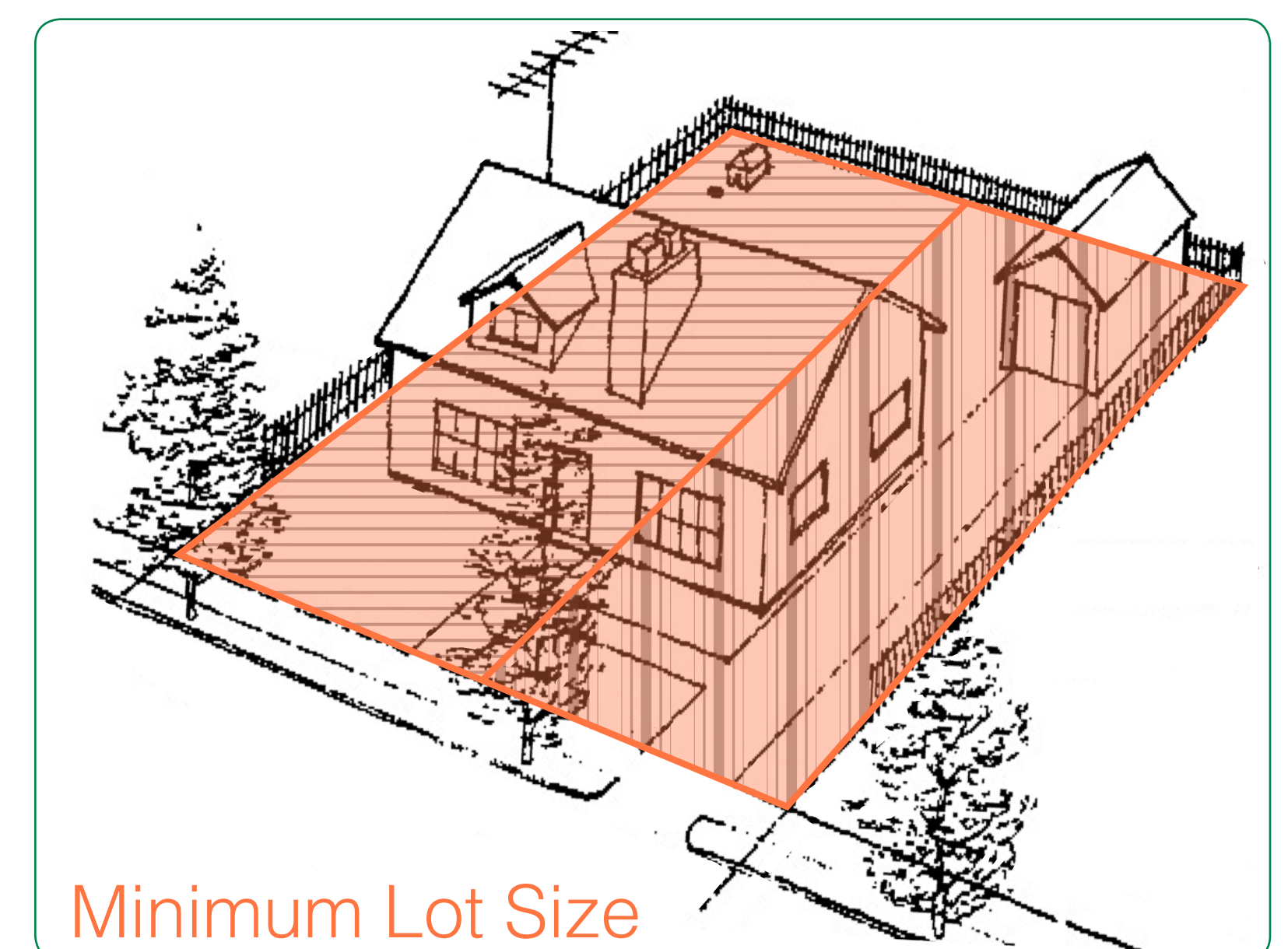
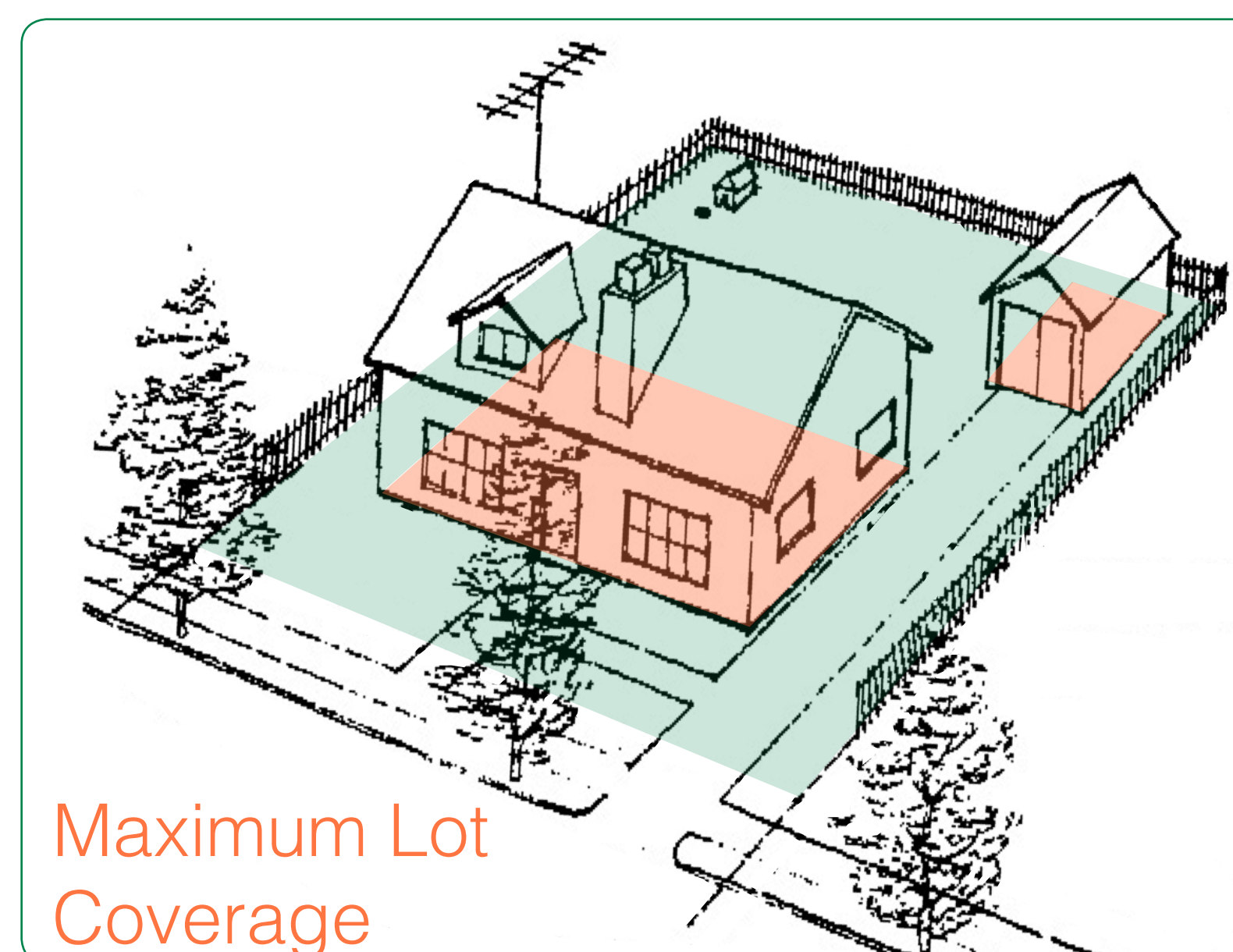
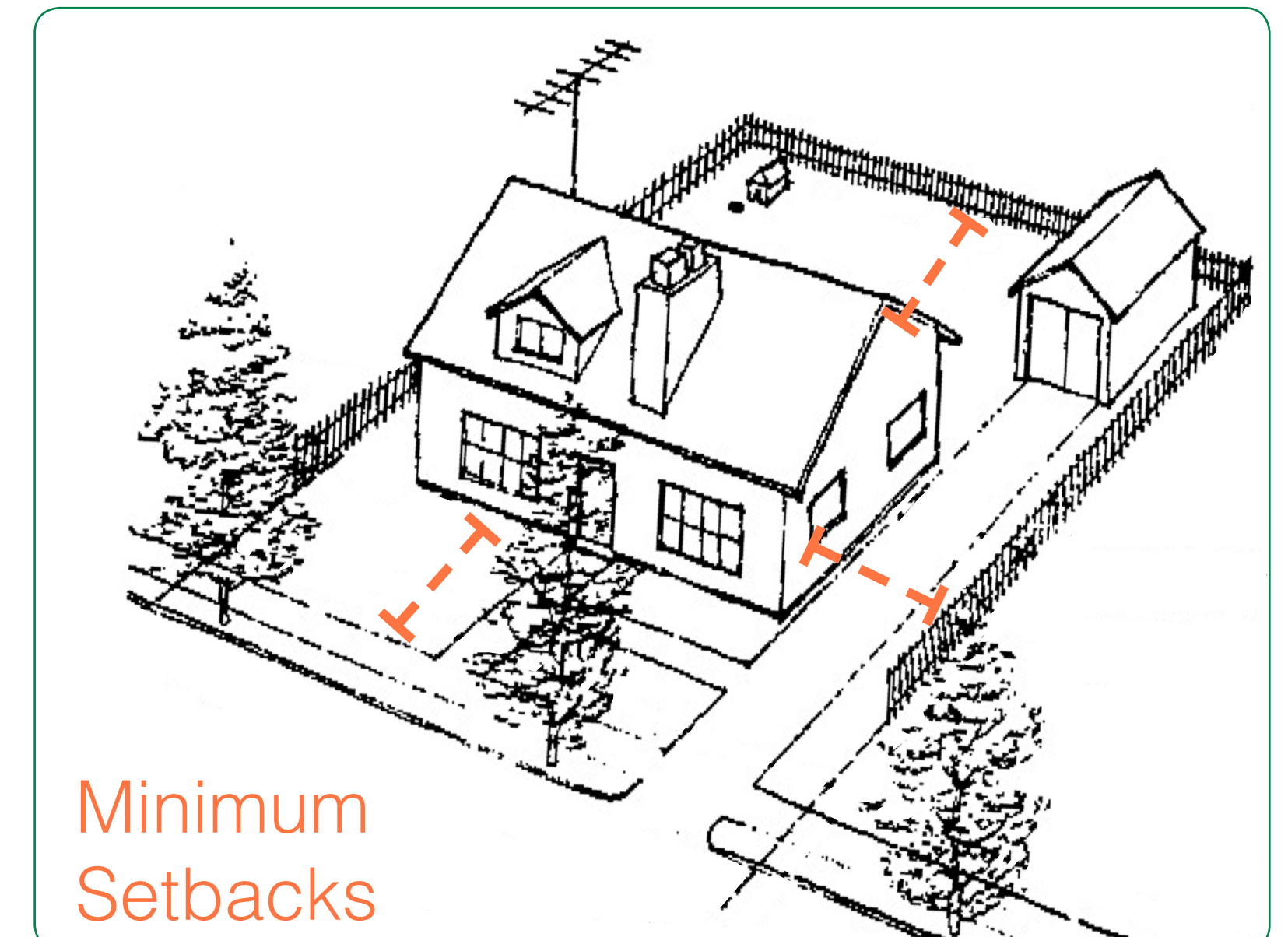
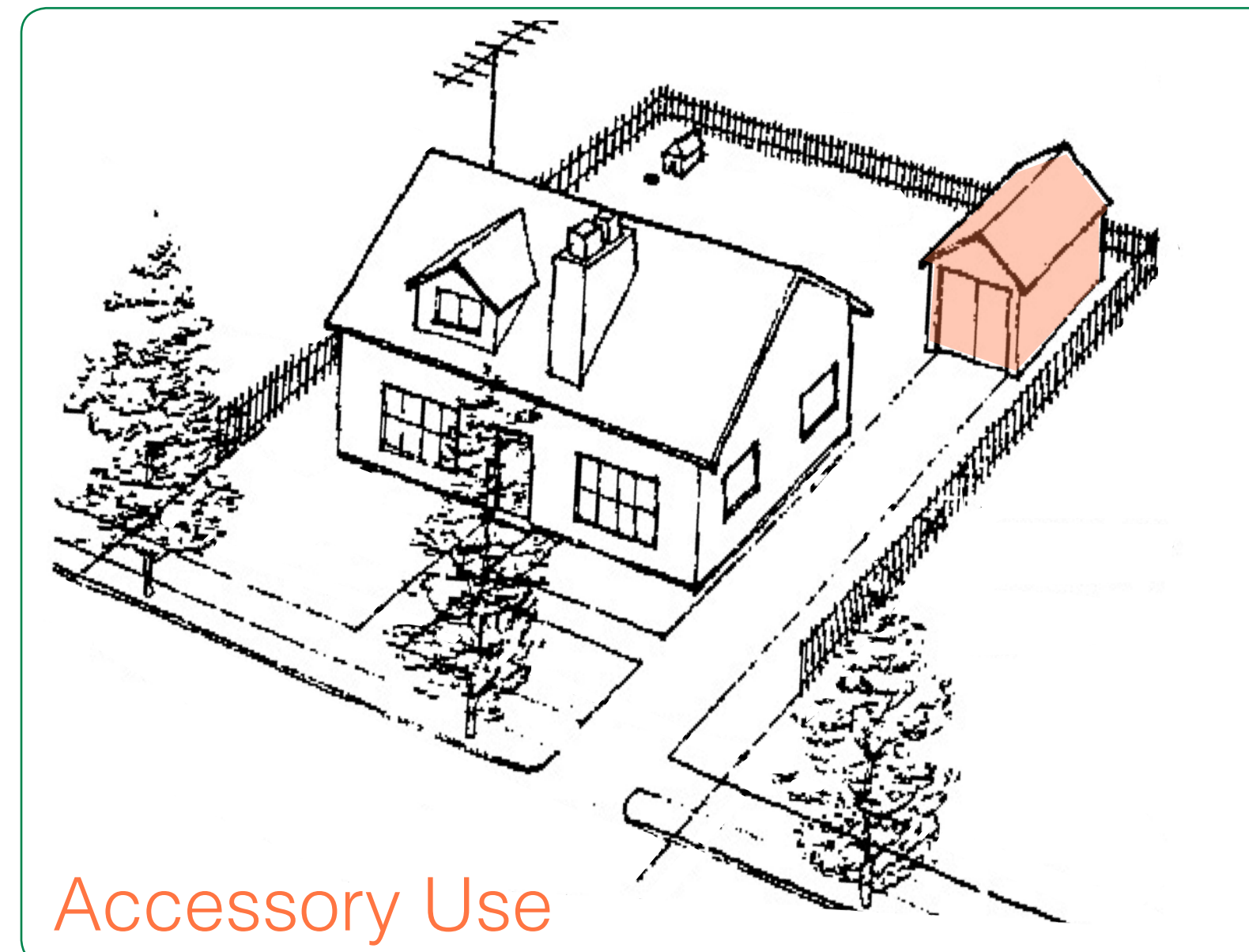
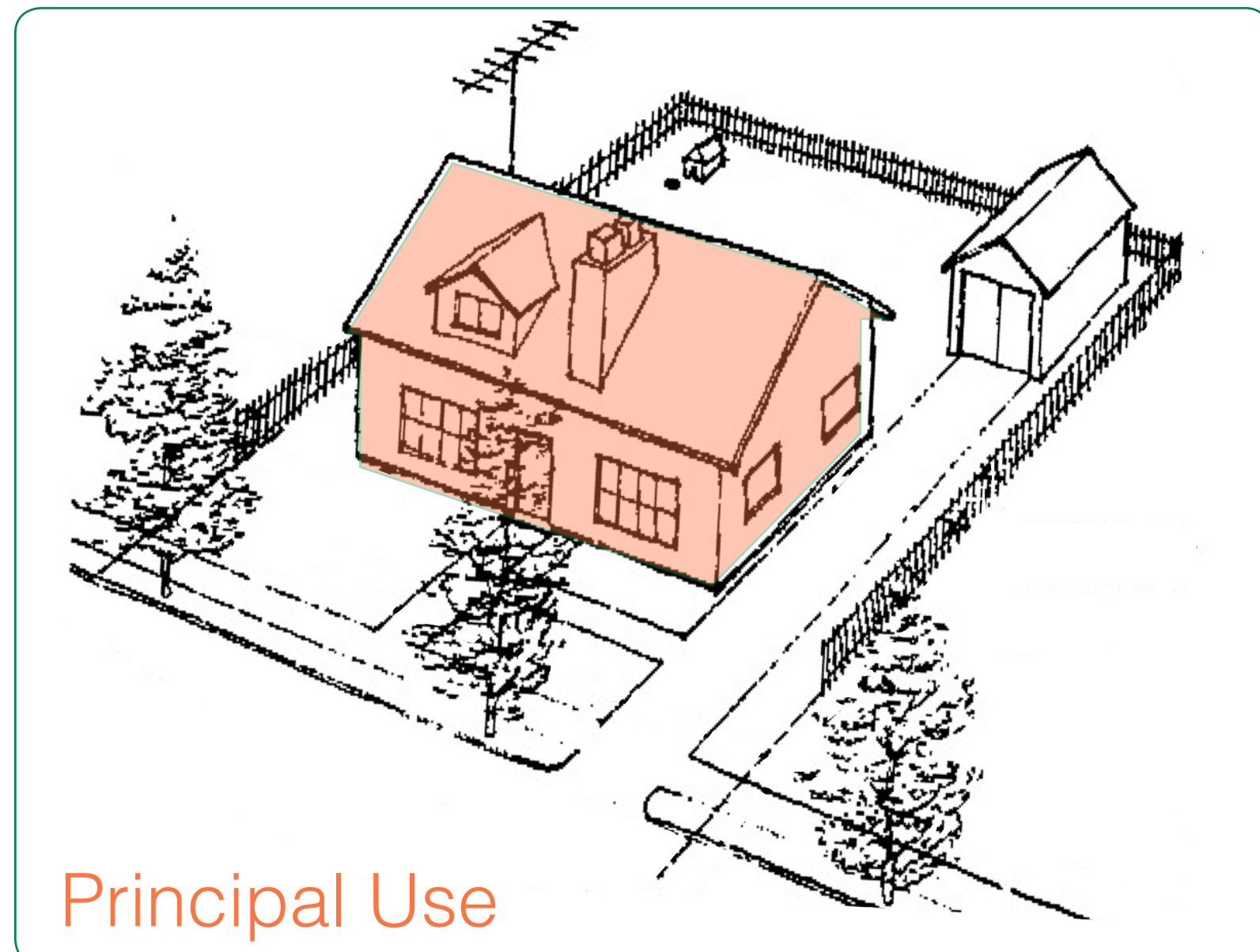




# Meeting 2: Zoning Bylaws 101

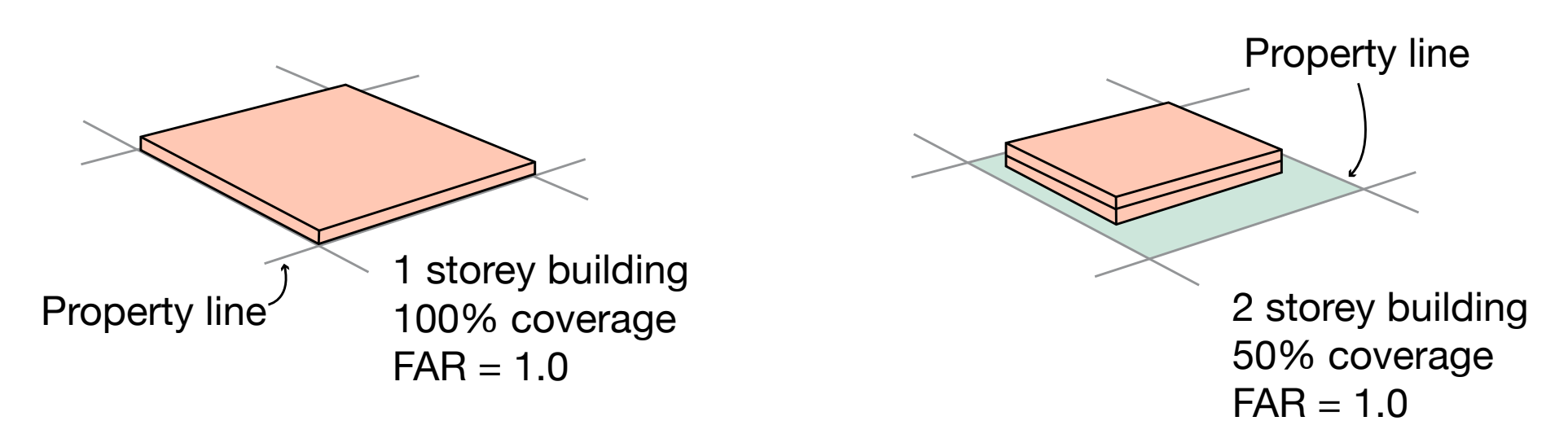
## Content summary: parts of a zoning bylaw (*continued*)

Zoning can regulate various aspects of land use, including shape, size, siting, density, parking, and uses.



## Measuring density through Floor Area Ratio (FAR)

A measure of density commonly used in zoning bylaws is Floor Area Ratio (FAR). FAR determines the size of the building as a proportion of the property size. This results in smaller buildings on smaller properties, and allows larger buildings on larger properties.



*Diagrams adapted from material provided courtesy of Gary Penway*





# Meeting 2: Zoning Bylaws 101

## ZAC discussion

At Meeting #2, Committee members were asked:

- What do you like and don't you like about the current zoning bylaw?
- What's missing from the current Bylaw?
- What do you hope the update will address?

The discussion touched on a range of issues, including what Committee members appreciated about the current bylaw and what we felt still needed to be addressed. Some of the key themes that emerged from the feedback and group discussion were:

- Regulations around maximum building size
- Addressing non-conforming properties
- Regulating and measuring height
- Viewscales
- Coach houses and regulation of accessory suites
- Exemptions from floor area calculations
- Different zones for different areas
- Meeting the aspirations of the OCP with respect to rural character and sustainability
- Empty homes
- Simplicity/clarity of bylaw
- Clarity of definitions

Committee members were also given a survey about our key considerations for the zoning bylaw update. The top priorities that emerged from this survey were:

1. Height
2. Bylaw simplicity or clarity
3. Density
4. Sustainability, efficiency, and greenhouse gas emissions
5. Maximum house/building size

WORKSHEET:

What are your key goals and considerations for this update to the zoning bylaw?

Please pick your top 5 priorities:

<input type="checkbox"/> Minimum lot size	<input type="checkbox"/> Additional land uses
<input type="checkbox"/> Maximum lot size	<input type="checkbox"/> Parking
<input type="checkbox"/> Height	<input type="checkbox"/> Bylaw exceptions
<input type="checkbox"/> Density	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Setbacks	<input type="checkbox"/> Accessory suites + coach homes
<input type="checkbox"/> Response of building form to slope	<input type="checkbox"/> Home-based businesses
<input type="checkbox"/> Steep slope development	<input type="checkbox"/> Heritage
<input type="checkbox"/> Bylaw simplicity	<input type="checkbox"/> _____
<input type="checkbox"/> Bylaw flexibility	<input type="checkbox"/> _____
<input type="checkbox"/> Response of buildings to shoreline conditions	<input type="checkbox"/> _____

Village of Belcarra  
Zoning Advisory Committee





Meeting

3

February 22

# Meeting 3: Zoning Bylaws 201

## What was presented

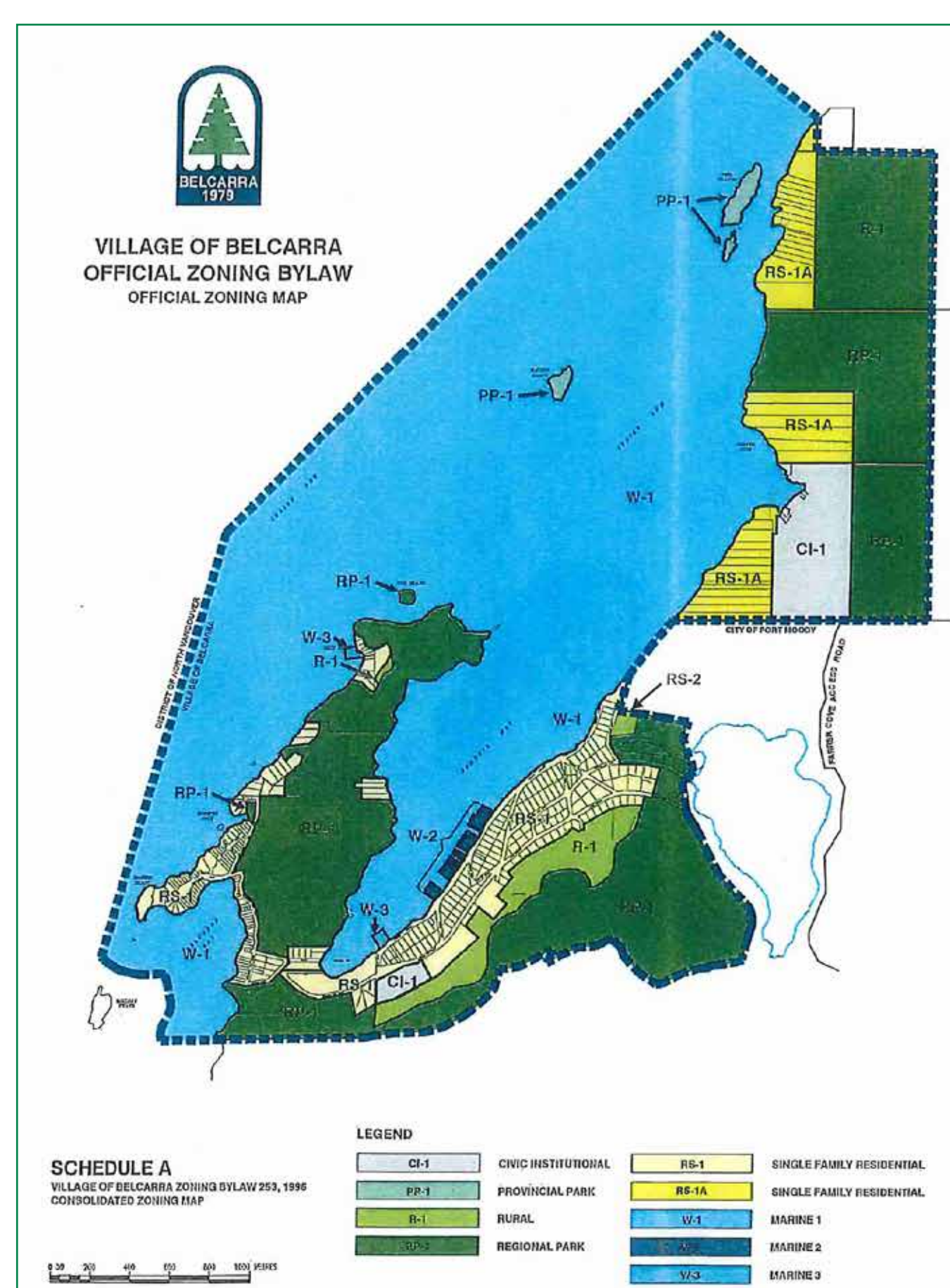
- ✓ Different approaches to and considerations for zoning
- ✓ How issues outside the zoning bylaw can be addressed

## Why this material was covered

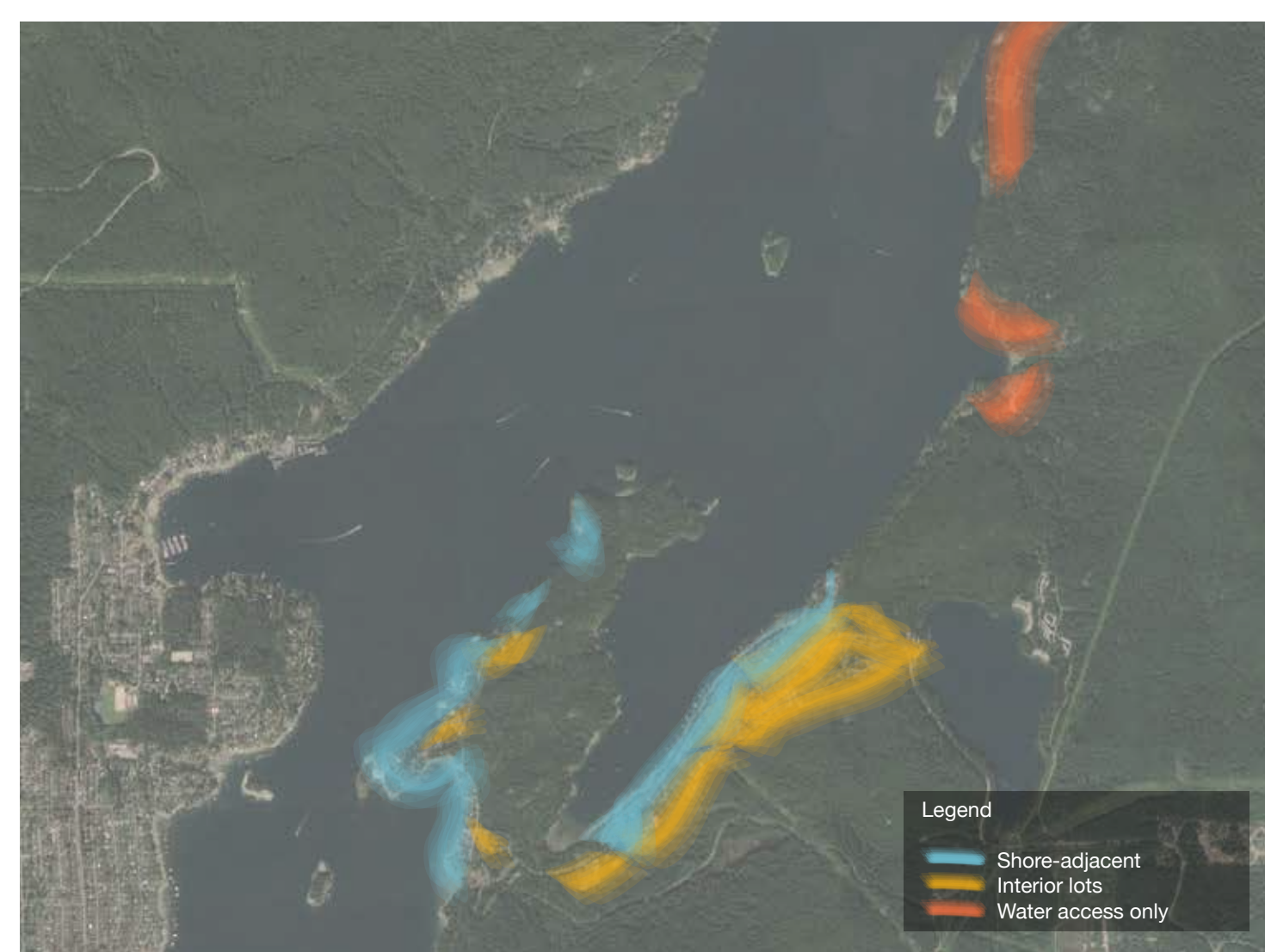
- ✓ To understand the impacts and implications of different approaches to zoning
- ✓ To understand when flexibility may be required to address properties that cannot conform with the bylaw

## Content summary: different approaches to zoning

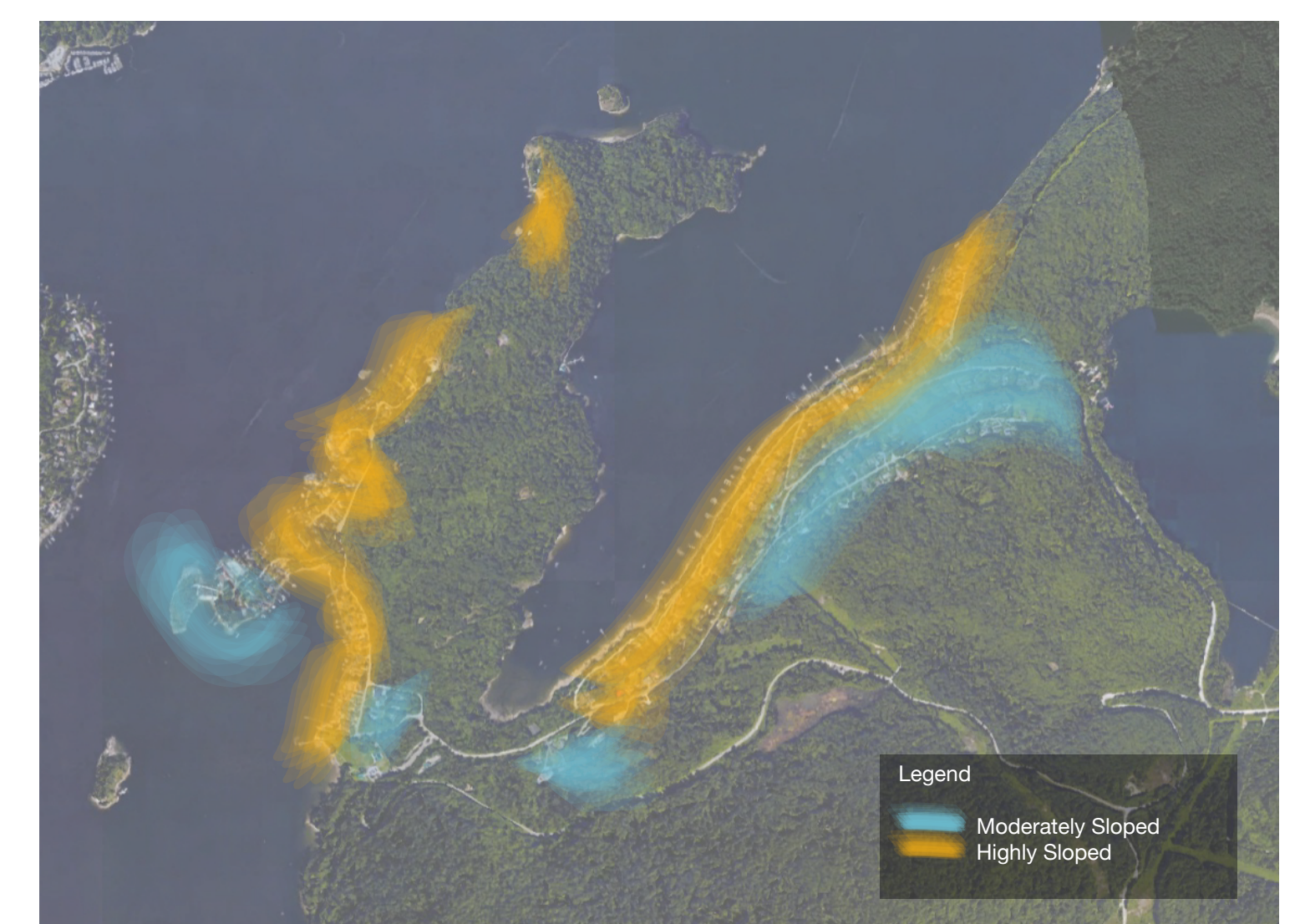
PLEASE NOTE: The **conceptual diagrams on this board are presented for illustration purposes only** and are **not** intended to represent existing conditions in Belcarra or proposed zoning boundaries.



Zoning is **traditionally based on use**. Different zones can be created for different types of uses, such as single family residential, duplex, and multi-family residential.



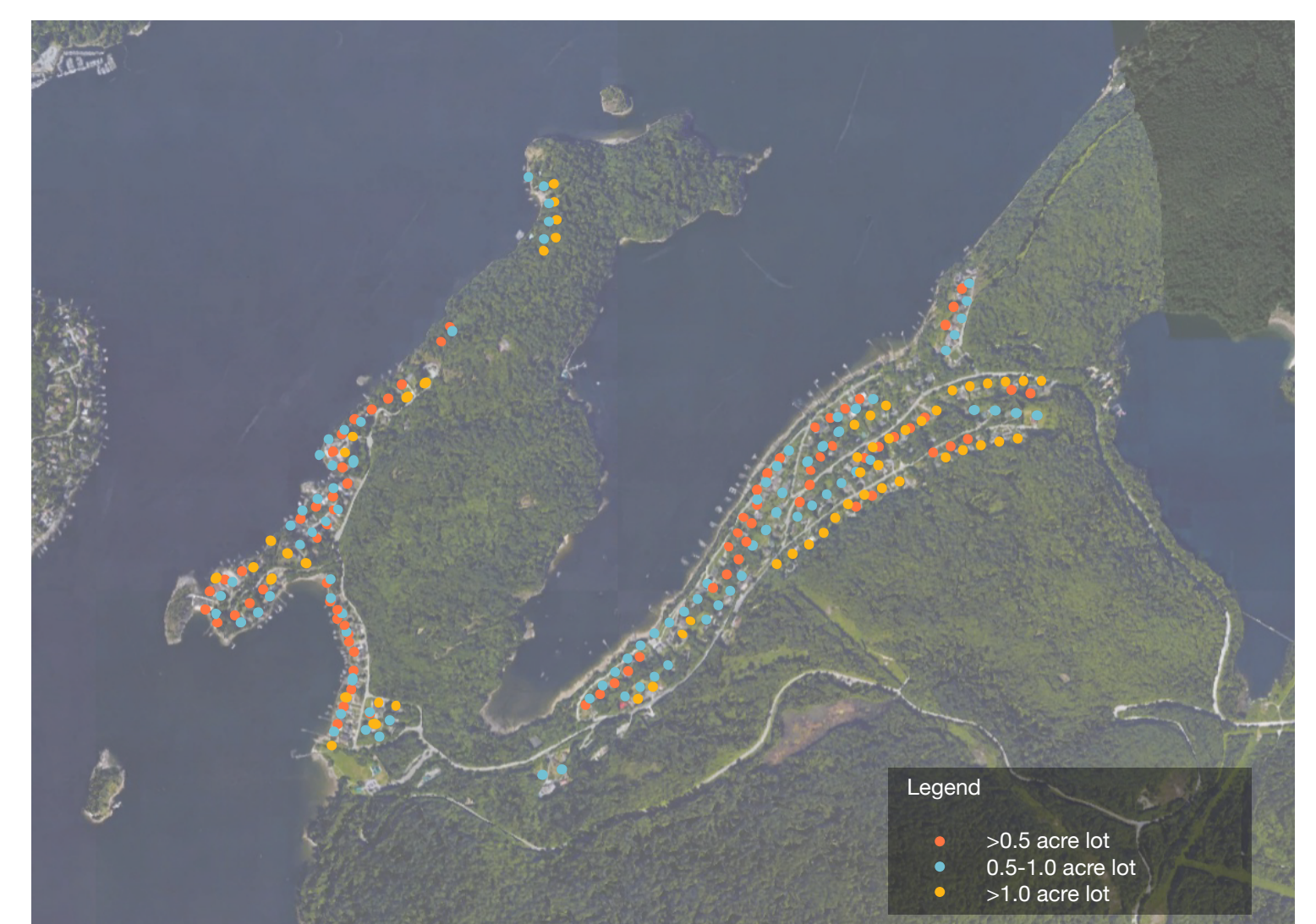
Using a **geographical approach**, zoning can apply regulations differently to geographically distinct parts of a municipality.



Given Belcarra's topography, consideration for the impact of **sloped properties** will be an important part of the zoning bylaw.



**Shoreline adjacency** regulations can help with environmental considerations, such as erosion and water runoff, as well as addressing setbacks and size.



Zones can be created with different regulations for properties based on **lot size**.





# Meeting 3: Zoning Bylaws 201

## Content summary: addressing issues outside the zoning bylaw

Some properties may no longer align with the zoning bylaw. These properties are known as non-conforming or non-compliant. Read on to learn the difference:

### Non Conforming

**Legal non-conforming** involves use or density and usually arises when the municipality changes the zoning of a property from one use to another, for example, from gravel pit to residential, to encourage transition to another use.

**Illegal non-conforming** occurs when a new building or use is located on a property, but is not allowed in the zoning bylaw. For example, an office is built on a residential property.

### Non Compliant

**Legal non-compliance** can occur when a change to the zoning bylaw creates setbacks or height restrictions that would extend into an area occupied by an existing building. For example, if a building were located 5 feet from the side property line, but an update to the bylaw required new buildings to have a setback of 7 feet from the side property line. As with non-conformity, the legal non-compliance must have existed before the zoning bylaw was changed or updated. If it occurs after the change or update, it is illegal.

Some landowners may want to increase density or change the uses allowed on their property. These properties require a rezoning:

### Rezoning

A **rezoning application** and an approval by Council is required if a landowner wants to change the use and/or density allowed on their property. Council normally requires applicants to notify and engage the public, usually including a public hearing. This process helps Council to determine if the change should be allowed.







# Meeting 3: Zoning Bylaws 201

## Content summary: addressing issues outside the zoning bylaw (continued)

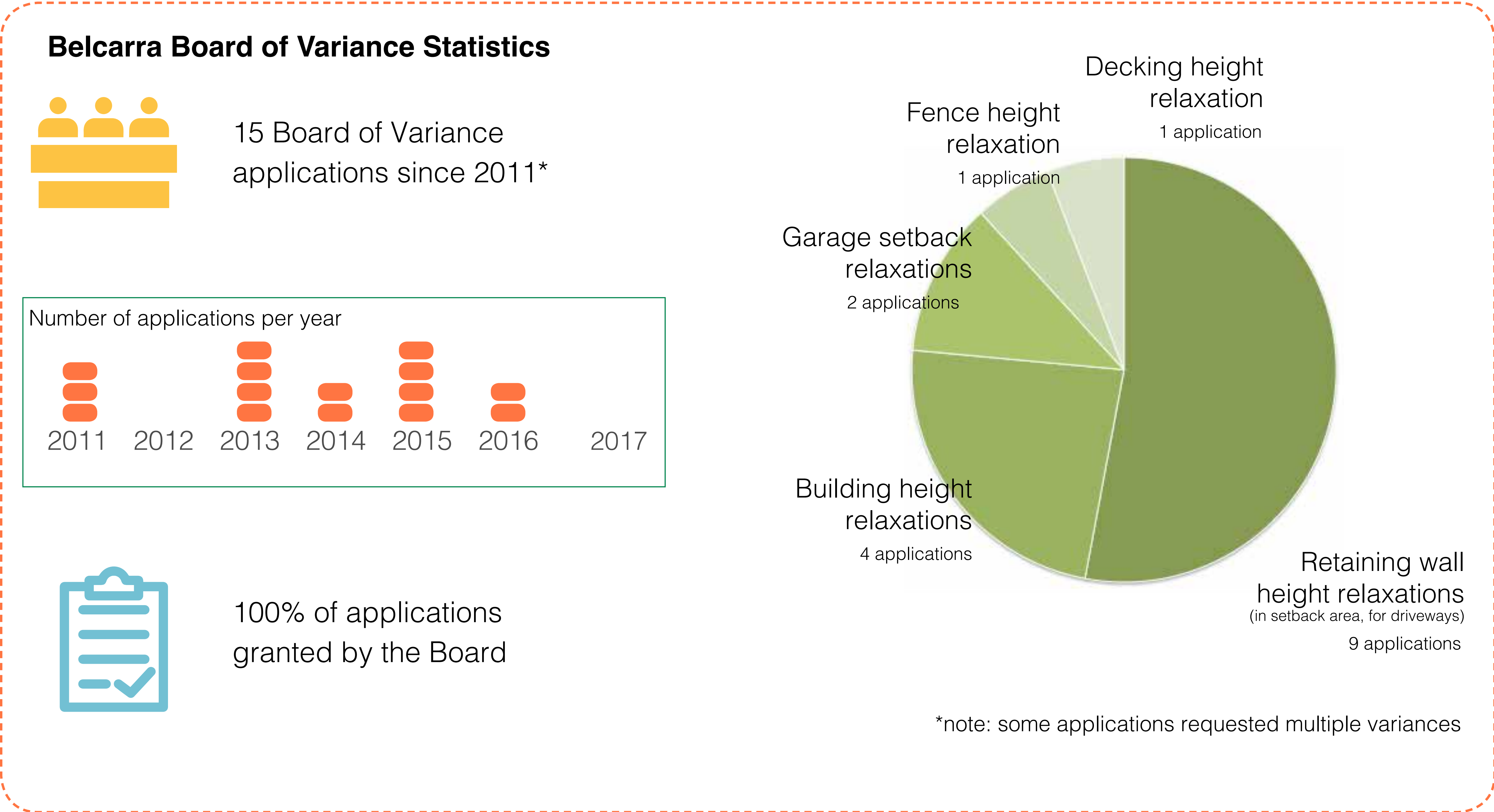
Some landowners may want to add height, build closer to property lines, or provide more or less parking than is required under the zoning bylaw. In these cases, a variance would be required.

**Development  
Variance  
Permit**

A landowner can request a **Development Variance Permit (DVP)** to allow for additional height, reduced setbacks, or other variances in order to allow for more flexible building design. However, a DVP cannot alter use or density. A DVP requires a vote by Council.

**Board of  
Variance**

A landowner may apply for a variance from the **Board of Variance** if compliance with the existing bylaw would cause undue hardship. For example, certain geographical constraints or existing non-complying buildings may make it difficult to meet the regulations of the zoning bylaw. As with DVPs, the Board of Variance cannot alter use or density.







# Meeting 3: Zoning Bylaws 201

## ZAC discussion

During Meeting #3, the Committee was presented with examples of single family homes in 10 municipalities in British Columbia: Whistler, Qualicum Beach, Sooke, Oak Bay, Anmore, Port Moody, Richmond, District of West Vancouver, District of North Vancouver, and Lions Bay. The purpose of this activity was to identify municipalities for further investigation.

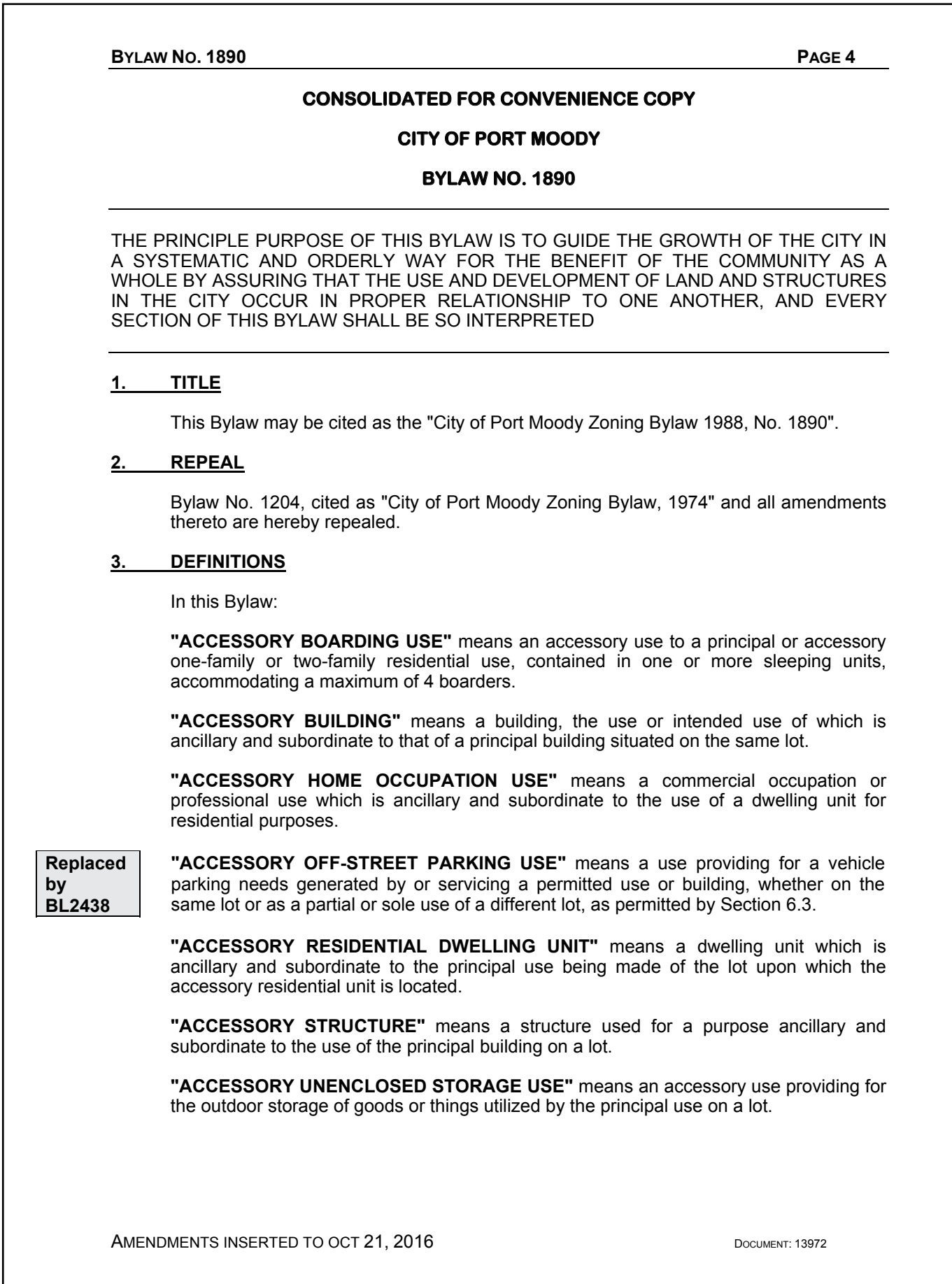
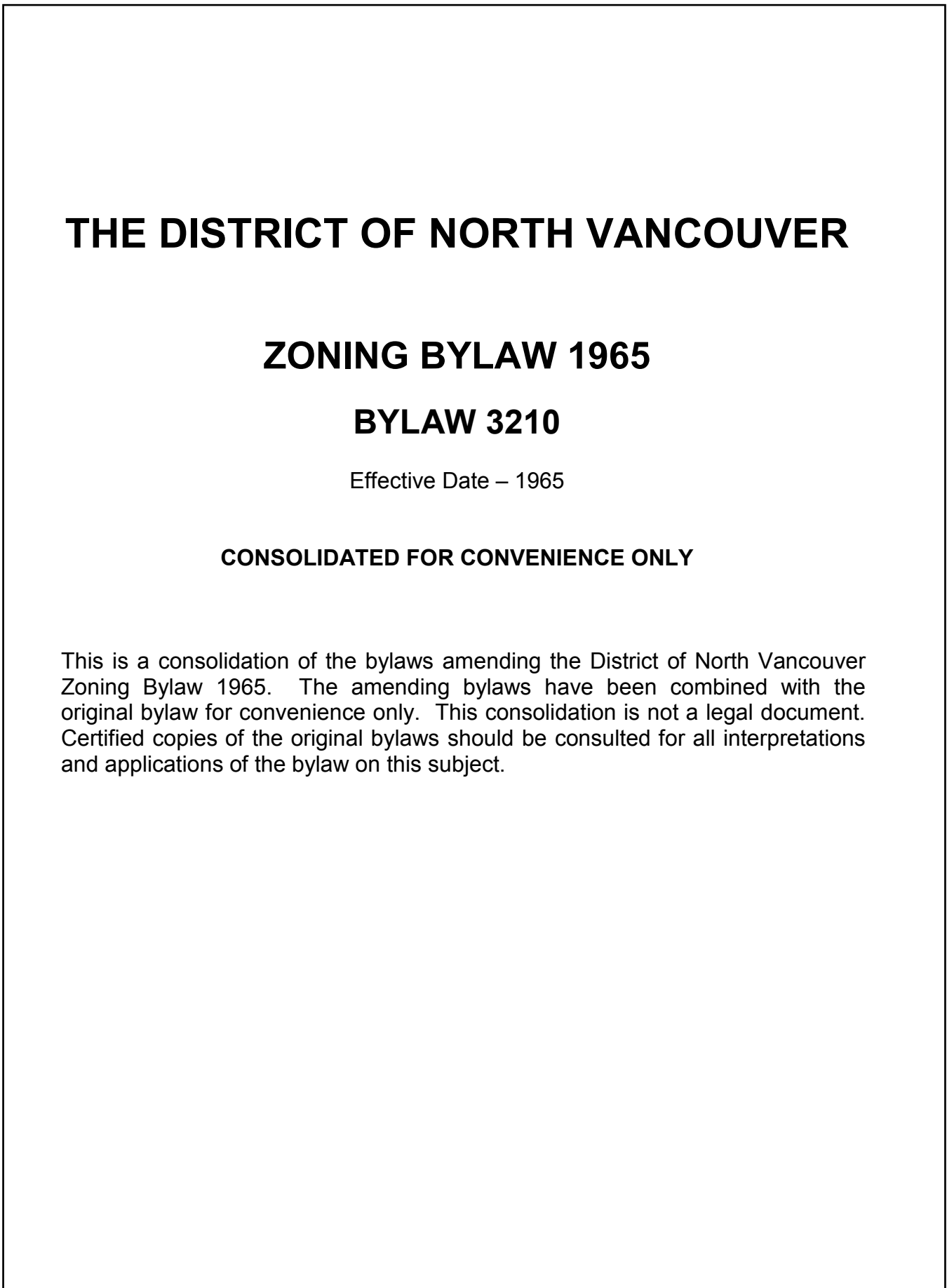
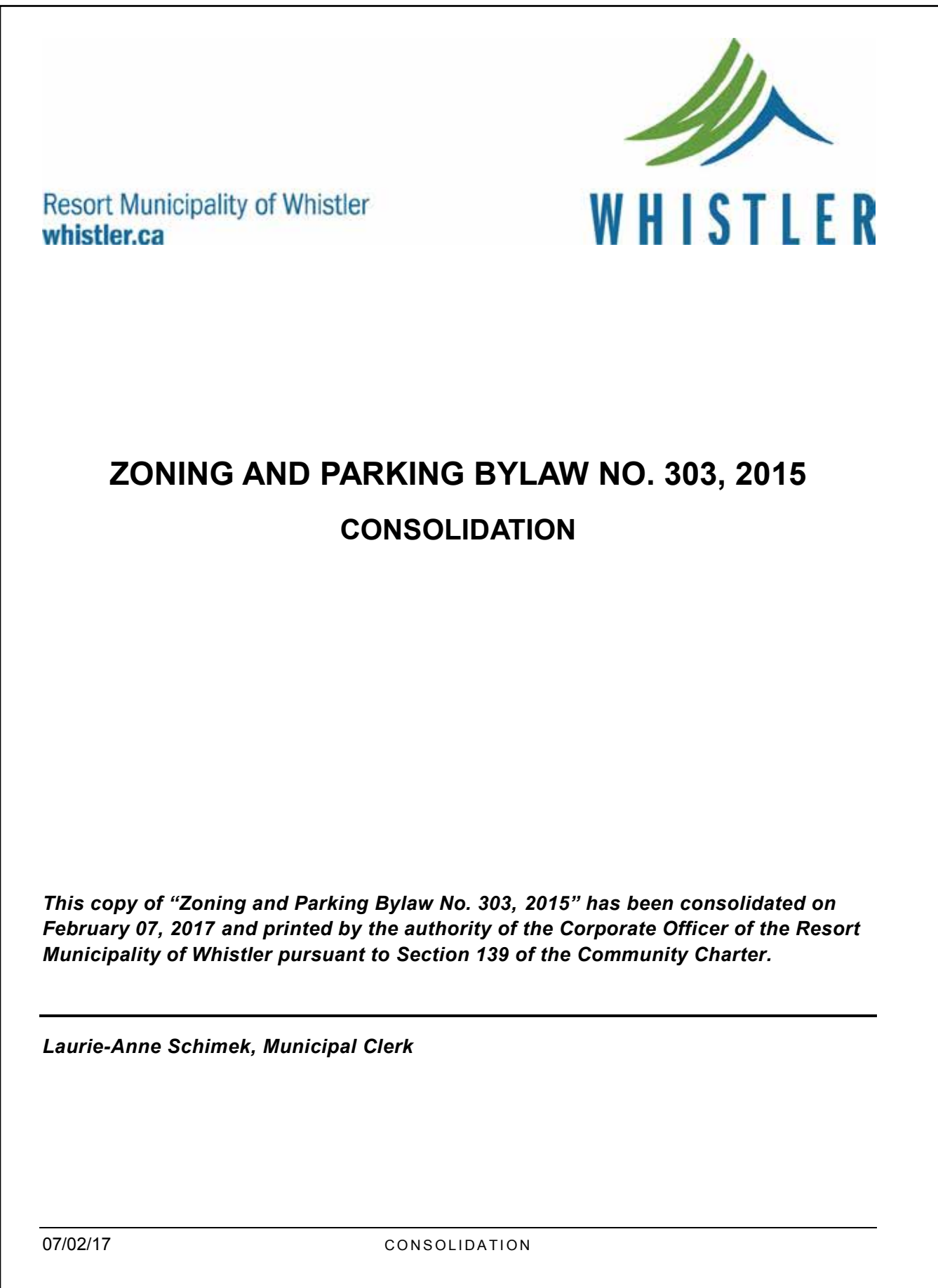
The Committee was asked to perform a visual preference survey and select the 3 homes they liked best. The top 4 selections were:

- 1. Whistler
- 2. Port Moody
- 3. Lions Bay (tied for 3<sup>rd</sup>)
- 3. Richmond (tied for 3<sup>rd</sup>)

In addition to these municipalities, the Consultant team reviewed bylaws from the **District of West Vancouver** (for its flexibility and clarity) and the **District of North Vancouver** (for its approach to sustainability).

These 6 municipalities were then reviewed in more detail in Meeting #4. Based on feedback received in Meeting #2, zoning in these municipalities was analyzed in detail with respect to height, floor area ratio, maximum building size, simplicity, and sustainability.

**The selection of these municipalities provides a frame of reference for what is possible in Belcarra. It does not mean that regulations from these municipalities will be proposed for Belcarra.**







# Meeting 4: Zoning Bylaws in Other Municipalities

## What was presented

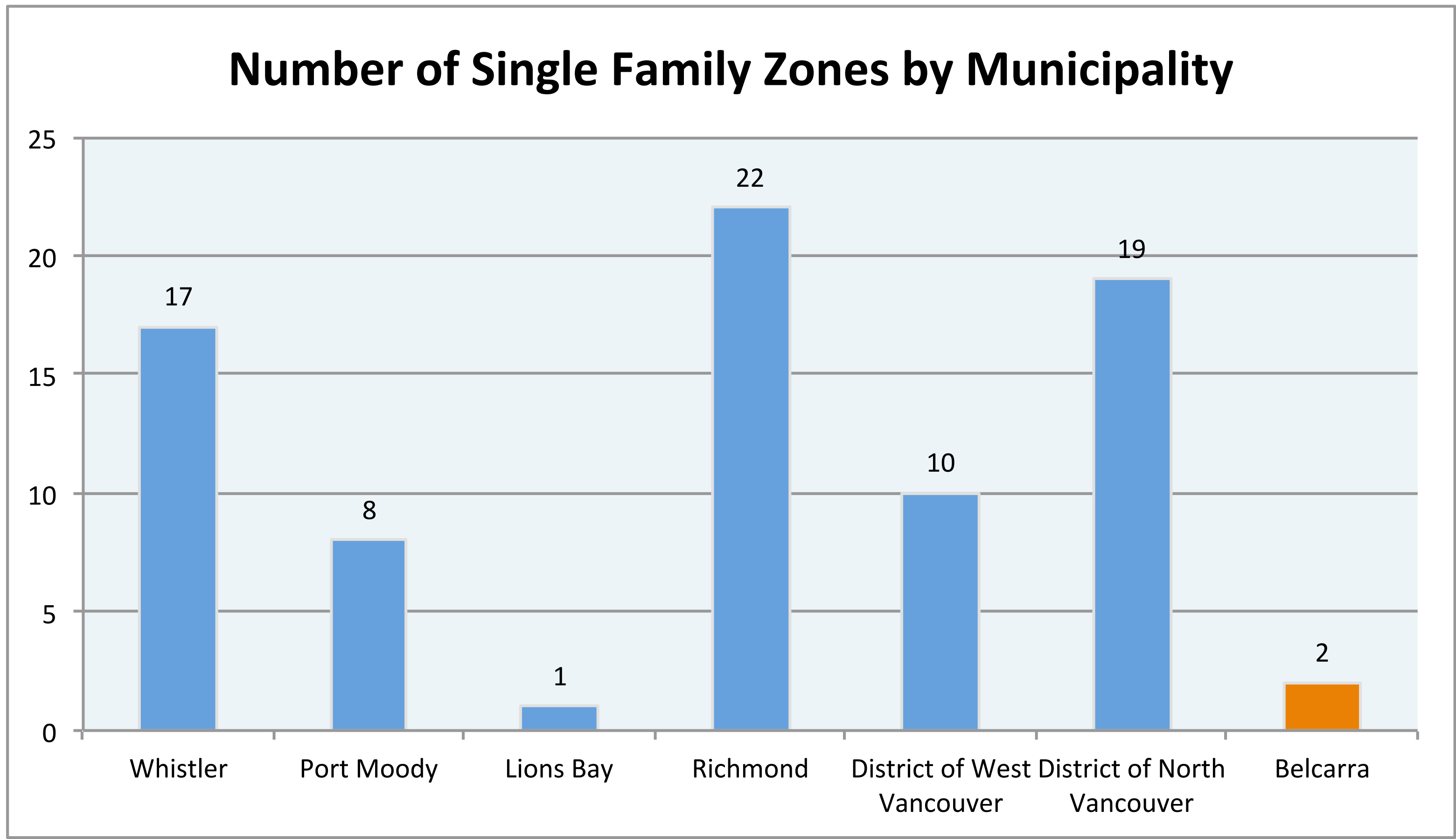
- ✓ Zoning in different municipalities, including Whistler, Port Moody, Lions Bay, Richmond, District of West Vancouver, District of North Vancouver, and Belcarra
- ✓ How height, density, maximum building size, simplicity, and sustainability are addressed in the 6 example municipalities and Belcarra

## Why this material was covered

- ✓ To explore different approaches to regulating building form
- ✓ To understand the ranges of built form permitted in each municipality
- ✓ To determine if there are any examples that are applicable in Belcarra

## Content summary: zoning bylaws in other municipalities

These municipalities all regulate zoning slightly differently, with many similarities and differences between each.



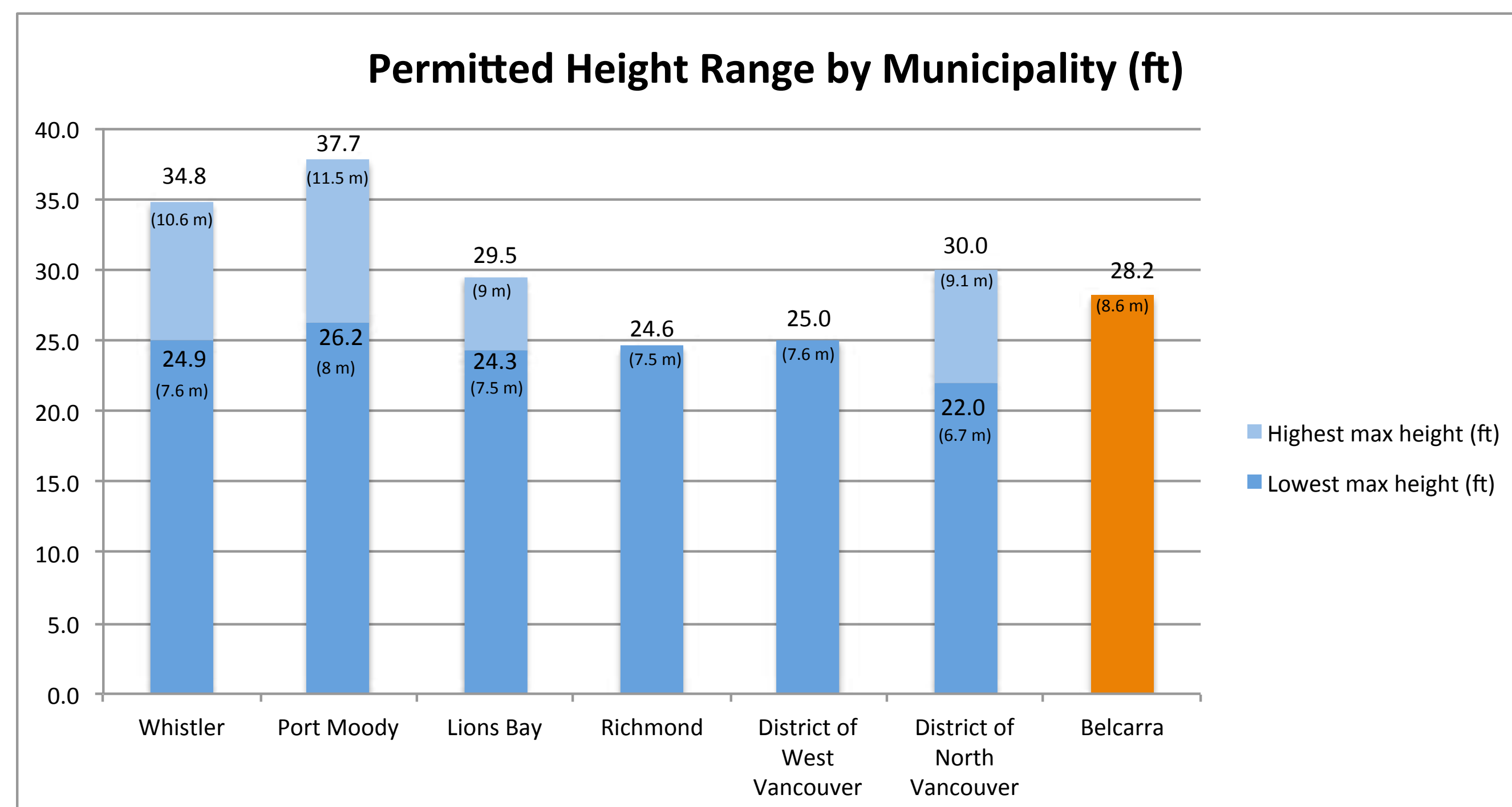
- Municipalities have a wide range of single family zones in their bylaws.
- Belcarra has 2 single family zones with detailed bylaws (and one zone that has not been fully implemented). Almost all properties in the Village fall within the RS-1 zone.



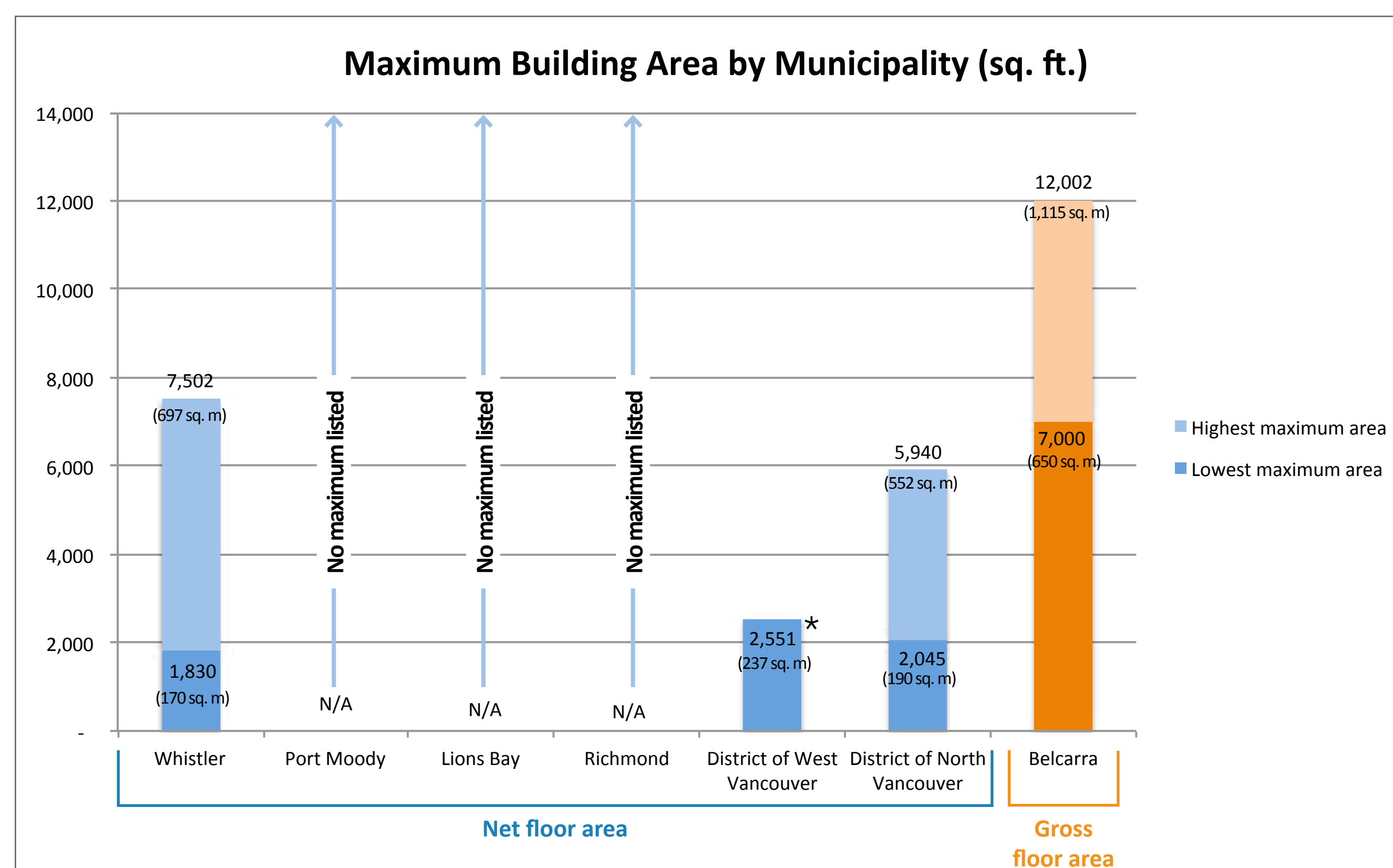


# Meeting 4: Zoning Bylaws in Other Municipalities

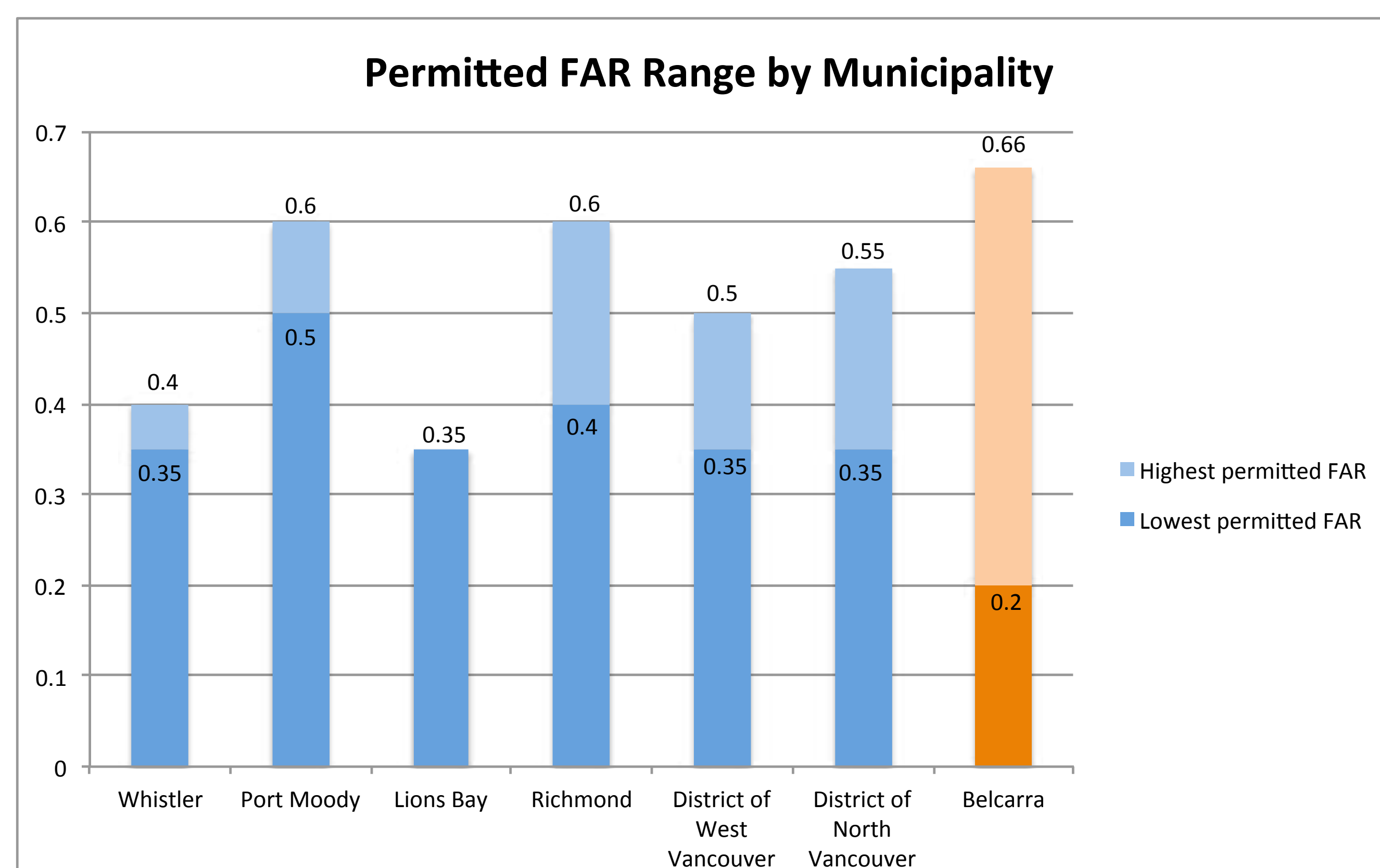
## Content summary: zoning bylaws in other municipalities (*continued*)



- Heights range by zone, as well as by flat vs. sloped roofs.
- Some municipalities also measure by number of floors, ranging from 2.5 to 3 floors.
- Please note: this table provides a general overview of permitted heights; each municipality measures height differently.



- Many municipalities do not set building area limits in their zoning bylaws.
- Of those municipalities studied that do set building area limits, Belcarra has the highest limits.
- Please note: the municipalities shown in blue in the chart on the left are showing **net** floor area, whereas Belcarra's maximums are based on **gross** floor area. Gross floor area includes areas such as basements and balconies; net floor area excludes these areas.



- In some municipalities the permitted Floor Area Ratio (FAR) varies by zone.
- In other municipalities, FAR is dependent on the lot area (such as Belcarra's current bylaw).
- Reminder: FAR is the ratio between the amount of building area and the size of the property.
- Please note: this table provides a general overview of permitted FAR; each municipality measures FAR differently.
- Please note: currently, Belcarra's FAR definition does not define which building areas should be excluded from the FAR calculations. Typically, these areas are identified in the zoning bylaw.



# Meeting 4: Zoning Bylaws in Other Municipalities

## Content summary: zoning bylaws in other municipalities (continued)

The consultant team asked Planners from the 6 municipalities if their bylaws were simple:

Municipality	Bylaw Simplicity?*	How is simplicity defined?
Whistler	Yes	<ul style="list-style-type: none"><li>Well formatted and organized in a way that’s easy to read</li><li>Most Single Family Residential zones are derivatives of the Single Family Residential-1 zone (RS1), with minor variations, making the regulations generally clear and consistent</li></ul>
Port Moody	Yes / No	<ul style="list-style-type: none"><li>Port Moody has 8 Single Family Residential zones, which allows flexibility, but most properties fall within the RS1 zone, which keeps things simple</li></ul>
Lions Bay	No	<ul style="list-style-type: none"><li>Requires clear definitions and objectives</li><li>Bylaw does not address current needs (e.g. does not address coach houses)</li></ul>
Richmond	No	<ul style="list-style-type: none"><li>Provisions are hard to interpret, not clearly written</li><li>Has frequent housekeeping amendments</li><li>Would be simpler if it had a clear intent</li></ul>
District of West Vancouver	Yes	<ul style="list-style-type: none"><li>Plain language</li><li>Easy to understand / interpret (e.g. slope/grade calculation)</li><li>Well organized</li></ul>
District of North Vancouver	Yes / No	<ul style="list-style-type: none"><li>Easy to understand for staff and designers</li><li>More challenging for homeowners to understand technical sustainability elements</li></ul>
Belcarra	No	<ul style="list-style-type: none"><li>Difficult to interpret</li><li>Lacking clarity</li><li>Missing key definitions (e.g. inclusions, exclusions)</li></ul>



**\*Please note:** “Bylaw Simplicity” is subjective and based on input from Planning Staff at each municipality listed. It may not be indicative of the experience of all landowners, builders, or staff.



# Meeting 4: Zoning Bylaws in Other Municipalities

## Content summary: zoning bylaws in other municipalities (continued)

A review was also conducted to determine which municipalities address sustainability in their zoning bylaws. Of those studied, only the District of North Vancouver currently addresses sustainability in its zoning bylaw.



Municipality	Bylaw Addresses Sustainability?
Whistler	No
Port Moody	No - May be addressed in update to bylaw
Lions Bay	No
Richmond	No
District of West Vancouver	No
District of North Vancouver	Yes - Density bonus provided in single family zones
Belcarra	No

- The District of North Vancouver allows additional density for buildings that meet certain EnerGuide energy efficiency standards.
- Qualicum Beach also provides a similar incentive where additional density is granted.

## ZAC discussion

At Meeting #4, the Committee discussed which parts of the regulations from other municipalities might apply in the Village of Belcarra, and whether considerations such as height, density, building size, and sustainability incentives should be regulated uniformly throughout Belcarra, or if different approaches would be useful in different areas.

The discussions that have been held to date will help to inform the work that is carried out in Phase 2 of the process.



# Next Steps

## Phase 2

After today's open house, the Committee will be moving on to Phase 2 of the process, where we will begin exploring what changes we will recommend to Belcarra's zoning bylaw.

Phase 2 of the process will include:

- Environmental and Architectural Considerations
- Geographical Zones and Areas
- The Details – Floor Area Ratios, Lot Coverage, Shape, Height, and Size
- Drafting Zone(s)

Phase two will run from April to August and consist of 6 Committee meetings. At the conclusion of Phase 2, the Committee will host another Open House on September 13 to share our preliminary recommendations with the community.

**SAVE THE DATE:**  
**Open House #2 (September 13, 2017)**

## Phase 3

In Phase 3, the Committee will refine our recommendations based on further discussions and the public input gathered at the second open house. Phase 3 will run from October to December and consist of 3 meetings, as well as a third open house to share the Committee's final recommendations before taking them to Council. The Committee plans to make our recommendations to Council on December 11, 2017.

**SAVE THE DATE:**  
**Open House #3 (November 29, 2017)**

## Want to know more?

Please visit <http://www.belcarra.ca/vob-committees.htm> to review Zoning Advisory Committee meeting materials and Open House content. If you have questions or would like to share feedback, please email **Lorna Dysart, C.A.O., at [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)** with 'Zoning Feedback' in the Subject Line.





# Please Share Your Input

**Thank you for taking the time to attend today's open house.** Please share your comments and feedback with us on the comment forms provided. We look forward to hearing your input.



## Want to know more?

Please visit **<http://www.belcarra.ca/vob-committees.htm>** to review Zoning Advisory Committee meeting materials and Open House content. If you have questions or would like to share feedback, please email **Lorna Dysart, C.A.O., at [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)** with 'Zoning Feedback' in the Subject Line.

